

Cuyahoga Falls City Council
Minutes of the Finance and Appropriations Committee Meeting

November 27, 2017

Members: Carol Klinger, Chair
Russ Iona
Mike Brillhart

Mrs. Klinger called the meeting to order at 6:46 p.m. All members were present.

Legislation Discussed

Temp. Ord. B-92

Discussion:

Temp. Ord. B-92

An ordinance establishing annual appropriations of money for the current expenses, capital expenditures and other expenses of the city of Cuyahoga falls for the fiscal year ending December 31, 2018, and declaring an emergency.

Mrs. Klinger stated that one of the first areas they needed to go back and talk about is the position in the Parks and Recreation Department, the Assistant Parks and Recreation Superintendent. Everyone received a copy of the job description that Mr. Pallotta had last week. Listening to the description that Ms. Moreland provided for the work she is doing sounded like it had nothing to do with this position and sounded like it was more of a community-organizer type of position. Mrs. Klinger stated that she felt sick as she left the meeting last week, knowing that Council allowed this position to be filled. The Administration presented this position as an Assistant Superintendent's position rated at Level 32. Regardless of the function they were performing, they did a completely different function from the position description. It does a disservice to the other positions in the city that are at the same level. The Assistant Electric Utility Supervisor, the Assistant City Engineer, the Police Captain and the Assistant Fire Chief are all at the same level position. That is the part that she is struggling with here.

Mrs. Klinger stated that she went back to November 24th of 2014, when Mr. Stewart came to this Council and announced he had filled the position and said he had gone through a selection process. She stated that she would like to take a moment and read what she said at that time. "The Chair asked why the Assistant Superintendent was backfilled after Mr. Stewart was promoted. Mr. Stewart stated that future planning was not being addressed and too much work was being placed on a couple of individuals in the department. An assessment and report were prepared, and the Administration agreed that the position should be filled. The Chair asked that Mr. Stewart's report be e-mailed to all members of Council, and he agreed to do so. The Chair stated she is uncomfortable with backfilling of deputy positions after the need for these positions was questioned by Council in prior years." Mrs. Klinger stated that she had a gut instinct that things weren't right, and they didn't pass the smell test. She is extremely disappointed at the way this has all played out. It is a disservice to the people who serve in these functions across the city. She asked why they even have job descriptions if they're going to put someone in a position to do a

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completely different job. At the same time, Mr. Stewart is coming before this Council and asking for a new position at the Natatorium. Mrs. Klinger asked how will they know that position will be filled with a qualified person that will do that function when what has been shown is that is not necessarily the case. They may need to change these into classified Civil Service positions. She is awestruck at what has happened here. The Tax Administrator position is open. That is a N-31 position. Could this person just step in and take the Tax Administration position if that is left as an open position? Council has one authority, and that is funding. Given what she heard last Monday night and what she has seen in the job descriptions and what other people do at N-32 and what the other people in the Parks and Recreation Department have had to do to make up for this position, she feels that she must make an amendment to this budget to defund this position. It's very frustrating to her to even ask Council to consider this. This has nothing to do with what Ms. Moreland was doing, but this is all about her not doing what was in the position description and other people having to picking up the load. That is not right on any level, and it continues to discredit the other people who work in these functions across the city. She is going to ask the Administration to prepare an amendment to defund this position, because it is the only authority Council has in this instance. They will see where the votes go after that.

Mrs. Klinger stated that Council has been given some handouts this evening containing additional information from last week. There was a handout on police staffing that was received in an e-mail, as well as passed out. Looking at the very bottom of that handout, in small print, one of those says, "9/30/16," and the other says, 9/30/17." If that doesn't satisfy the question that had come up on police staffing, perhaps they need to hold that question until next week, after Council has had an opportunity to review that. They are still waiting for a response on the Narcan costs. One of the pieces of information that was given out tonight indicates that they're still pulling that information together. As of October 2017, the hot-mix program expenditure was \$1,895,000 and there are open purchase orders totaling \$339,000. On the front side, there was also a breakdown of all the supplies in Account 55-2012 in the Fire Department. Mrs. Pyke stated that on the back page of the budget questions for 11/27, the total expenditure for the hot mix has been \$1,895,434. She asked if they expect to expend \$439,298 in this year's budget. Mr. Tony Demasi, City Engineer, stated that their program is done. They are waiting on final invoices from the contractor. Most of this will be expended by the end of year. There are two streets that they did not get to, Main Street and Broad Boulevard. They were part of the added package. It got too late in the year to do those, but most of that \$400,000 will be expended. Mrs. Pyke asked if the money for those two streets will be moved into next year and weren't part of any of these expenditures. Mr. Demasi stated that they are part of the encumbrance, but they won't be part of the expenditure.

Mrs. Klinger stated that she would like to go on to the other pending item Council didn't get to at the last meeting, which is the state-of-the-art Police Training Center. Police Chief Davis stated the reason they are trying to find a firing range is they don't have one. The Police Department currently uses a place to shoot that is in another city, but they're getting ready to evict them because their residents don't like to hear gunfire in their neighborhoods. They used to shoot at a place on Alden's property on Hardy Road. Unfortunately, Mr. Alden passed away, and the 10 or 20-year lease ended that next year and was not renewed. The Police Department has been looking for

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places to shoot since then. Cuyahoga Falls has one of the larger police departments in the area. There are 72 officers. They qualify twice a year, so there is a 10-week period to run all the officers through qualifications. They have not been able to find an outdoor venue in the city that would allow them to shoot without complaint, so they considered an indoor venue. That is what is in front of Council. It wouldn't just be a range; it would be a training center, which would allow them to use their laser shot setup. It's a simulator. They have offered that training for Council members to come out and see it. They are looking to offer rentals of this training center to area departments that are looking for a place to shoot.

Mrs. Klinger asked if they have put any numbers to rental cost or what they would be charging for rental. Chief Davis stated that they don't have an exact number. It would probably be \$400 a day for just the range, and then there would be additional charges if they wanted to use the simulator, they could package that. That's something unique. There aren't a lot of the simulators in the area. Mrs. Klinger stated that she noticed that they put all the communities of support showing they would be interested in using the facility. Chief Davis stated that they have reached out to other communities. These letters of support are just Summit County communities. They didn't branch any farther. There are Federal agencies they can reach out to. It is a problem selling a product they don't have. He feels they would be able to generate quite a bit of interest once they have a facility and they can show them what it offers. Mrs. Klinger asked if it was \$2.3 million for the whole package. Chief Davis stated that was correct. Mrs. Klinger stated that that was a lot of capital. There is also \$300,000 from a drug bust that's going to go towards this. She stated that she appreciates the need to train their officers, and that there really isn't a training facility, but all communities are in the same position they are. Chief Davis stated that everybody needs to train their officers. The State requires the qualifications. Their department does above the minimums.

Mrs. Klinger stated that she doesn't have a bone in this fight, because she won't be here when it is brought back for a vote, but it is another property to maintain. When it was discussed last year, they said the impact of liability was minimal. Detroit didn't think they had a water issue with liability and now look where they are. She worries about the long-term implications of having another building to maintain. It's a small building overall. For \$2.3 million, it's 5,600 feet. Chief Davis stated that the range equipment and the filtration equipment are very expensive. Mrs. Klinger stated that those are mechanicals that would have to be replaced somewhere down the road, and that will come out of the General Fund's capital money, and that affects the streets. When this was discussed last year, they indicated that the department had spent \$6,000 to date for renting facilities. Chief Davis stated that that was when they were using Pro Armament, and they no longer use them. Mrs. Klinger stated that it can stay in the budget, but that will be for all of them to take care of. She understands that officers need training. It's exciting that they will have a state-of-the-art facility, but she also realizes the implications that come with it and the long-term liabilities and the fiscal constraints that this can put on the City 10 years from now, when they look at replacing the ventilation system in this small building. Chief Davis stated that their hope would be the rentals would cover the operational costs for the facility. That is why they are looking at opening it up and renting it. Mrs. Klinger stated that she worries about the liability created with this. They won't know until they open it.

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Mr. Iona stated that he has a little bit different tilt on it. Last year, when it was brought up, the cost was around \$2 million; now, it's \$2.3 million. It is a big expense, but they are spending money each year to keep the officers trained, as are other communities. Right now, they're shooting in Munroe Falls, and the residents hate it. Eventually, they are going to have no place to go. He spoke with Chief Davis about some revenue coming in to offset the expenses. If 50 to 60 percent of the localities that said yes all come through, they are going to have a facility where it's basically going to help pay for itself. It's not going to be a moneymaker. It's going to cost money, but, in the alternative, they would have the only state-of-the-art facility in the area. It is going to attract a lot of people. It isn't a Monday-through-Friday venue. They can rent it on Saturdays or Sundays. Some of the other police departments have a tough time finding a place to rent. They might jump at the chance to come on board. It could break even and maybe eventually make a little bit over to help offset that debt. Chief Davis stated that that was their goal. They feel they would be able to rent it enough for operational costs and enough to offset some of the costs for replacement of the equipment. Mr. Iona stated that when he spoke with Captain Tabak, he had indicated that Tallmadge had mentioned they would come forward with some money. Chief Davis stated that they had mentioned that. He thinks they would still be participating in the project. Whether or not they would come forward with capital, he has not been able to get that commitment. Mrs. Pyke asked if Tallmadge or Munroe Falls would want to use this facility on Saturday, would there have to be an officer there. Chief Davis stated that there would not. Almost every department has a firearms specialist. If they wanted to the run the laser shot, which is the City's equipment, they would charge accordingly to cover that.

Mr. Colavecchio stated that the simulator is invaluable not only for the safety of officers in a shoot, no-shoot situation, but bringing up liability, they are trained in recognizing whether a person is armed. If they were to shoot an unarmed person, the City is being set up for a very large lawsuit. The officers are trained to recognize that with the state-of-the-art training, so there won't be potential liability in a situation where someone gets shot who shouldn't be getting shot. In any court case, with the state-of-art training, it can be demonstrated that the City did everything possible. The City would be in a better position having the facility, renting it out and providing a service to other law officers throughout surrounding communities, since they're also running out of places to shoot. Chief Davis stated that they did speak with Tom Wichert, the City's insurance carrier, and he brought up the same points. Mr. Wichert felt there could possibly be reduction of liability due to the training, because, again, if a department gets sued, they can show they have done everything they can to make sure their officers are well-trained. Mrs. Klinger stated that Cuyahoga Falls has incredible officers that train their team. The State will implement standards. Their trainers have already been doing those standards with police officers. This isn't just they go in and shoot and pass. When they're shooting, the trainer will come up and distract them, as they're practicing their shooting, to make it harder for them to pass. It's quite fascinating to see all the different steps they do to make sure the City's officers are at their best when they're out there in the community. Chief Davis stated that they can set a demonstration up again. They love what their training does. There's a lot going on in the country, obviously, with police department training. They are proud of their training. Captain Tabak and Officer Anderson do an excellent job to make sure that their officers are ahead of the curve. Again, having a facility that they can

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use will be an immense help. While he does understand it's a lot of money, the Police Department does not come before Council very often looking for big-ticket items like this. They really feel they have a need for this facility. Mrs. Klinger stated that she wished them the best of luck. While it would be great for the officers to have this facility in the community, it comes at a price. Chief Davis thanked Council for their support.

STREET DEPARTMENT

Mrs. Klinger stated that the Street Department is listed on page 199. In the Street budget, they had three street maintenance workers that weren't there before that were moved up from laborers. She asked if that was done on a previous ordinance, or is that new this year. Mr. Charles Novak, Street Commissioner, stated that that was something budgeted in 2017. They were budgeted for possible promotions, and all three of them got the promotion about a month ago. Mrs. Klinger asked if they changed some of the allocations between Storm and Sanitation, or were those the same year after year. Mr. Novak stated that they are going to be the same as last year. In the past, they have taken up to three Sanitation employees and moved them over to Street for the winter. They did two last winter and are planning to just take two again. Mrs. Klinger stated that Property, Maintenance and Repair and Tools and Equipment were itemized on page 1 of Part 3 of the budget questions.

SANITATION

Mrs. Klinger stated that Sanitation is listed on page 211. There are no changes in the fees for 2018, but they are looking to do a study for next year. Mr. Novak stated that that was correct. The last time they had a fee increase was in 2004. Mrs. Klinger stated that, in terms of Capital Projects, they bought a vehicle this year. Mr. Novak stated that was correct. Mrs. Klinger stated that they are purchasing extra refuse and recycle containers for the new developments. Disposal costs are going to go down a little bit in 2018 based on what came through with the new bids. Mr. Novak stated that that ordinance was introduced this evening. They went out to bid, and it looks like there is a reduction in what they will be paying for landfill fees. Mrs. Klinger stated that in the questions under Garage, she had asked why the parts and tires had increased. This is money moving lines. The Sanitation Department had an outside contractor handling that maintenance work. That contractor retired, and no one took the job. They went out for bid for that and received no bids. The City's garage is going to be fulfilling that work. The tires and the parts for all those sanitation costs that used to be in the Sanitation line and Contractual Labor will be in the Garage Department, and there will be an allocation out of the Garage Department back to Sanitation. The money has just moved from one line to another.

Mrs. Pyke asked if the brown yard bags come out of this fund. Mr. Novak stated that, at one time, they used to purchase those and sell those. That ended about 10 years ago. It happened shortly after Sanitation and Street merged. Any customer can go to the store and purchase those, themselves. Mrs. Pyke asked if they have considered purchasing any yard bags, instead of having the vac trucks out late in the season. Mr. Novak stated that it's fortunate that it's not snowing right now, or close to it, so they have been able to do the third pickup this year which is going to help matters. On the other end, they are very fortunate that they accept yard waste with their sanitation.

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Customers can put that out any time of year. What the department is hearing is that there's only one contractor that is accepting those yard waste bags currently. A lot of the facilities that collect that type of material are no longer accepting bagged material. They will be discussing how that is going to be handled in the city in 2018. Mrs. Pyke asked if there is a possibility that the City would no longer accept the yard bags. Mr. Novak stated that was correct. Right now, there is only one contractor who is doing that, and they're charging money for it. Mrs. Pyke asked if they would have to keep a truck available to pick up those late leaves. Mr. Novak stated that the other option is the yard waste carts that have been available for close to five years now. There are about 6,000 of those carts out in the field out of 17,000 customers. That is an option for yard waste, including leaves. That material is taken by more vendors out there.

Mrs. Pyke asked if the City does party packs for extra garbage cans. Mr. Novak stated that, for a party pack, they allow customers to put bagged material out. Mrs. Pyke asked if they are giving them extra refuse bins. Mr. Novak stated that that was stopped six or seven years ago. Mr. Colavecchio stated that the City has had these refuse containers for about five years now. There is a nominal fee to rent them from the City. Mr. Novak stated that there is a \$25 deposit. The carts, themselves, cost between \$50 and \$55. Mr. Colavecchio stated that it doesn't cost the resident anything, because, if they move and they don't need it anymore, they get their deposit back. Mr. Novak stated that was correct. Mrs. Pyke stated that if you live in her neighborhood with all the old oak trees, one yard cart is not going to do it if those leaves drop after the pickup. Mrs. Klinger stated that Mrs. Pyke's situation isn't any different than Mr. James' situation in River Estates.

WATER FUND

Mrs. Klinger stated that the Water Fund is located on page 231 and the Sewer Fund is on page 221. A lot of discussion with the Water Fund will relate right to the Sewer Fund, because a lot of these costs are split half and half between the two funds. In the Water Fund, there are no rate changes for 2018.

Mr. John Christopher, Superintendent, stated that he will start with the Water Fund. They are going to replace the waterline on Campbell Street and be replacing the sewer main on Campbell Street. Mrs. Klinger asked if they are upsizing those lines at all when they do the Campbell Street project. Mr. Christopher stated that it is an eight-inch main, right now, for the water. Mrs. Klinger stated that there have been sewer backup issues there. She asked if they are upsizing the sewer line. Mr. Christopher stated that they were. At the Water Treatment Plant, they are looking at getting an emergency closing system for the chlorine tanks. It's budgeted at \$20,000, but they are hoping to get some grant money on that. They will be finding out a little bit more about that in a few weeks. Mrs. Klinger asked if that is replacing the system that's there or is it a new system. Mr. Christopher stated that it is an additional system. Right now, there is a scrubber system at the Water Treatment Plant that basically neutralizes any chlorine that leaks, but the reality is if there is a huge chlorine leak, this scrubber system can't handle it. This emergency system will. It will shut the system down immediately and eliminate any possibility of a large chlorine leak. Mrs. Klinger asked if it is an EPA requirement. Mr. Christopher stated that it is not. They have spoken to the EPA about this, and they are in favor of it. Just a week or two ago, some people came in

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that have grant money available for certain projects, and this is one that they wanted them to look at.

Mr. Christopher stated that the only other capital project they are looking at is in Infrastructure, money set aside in capital for waterline infrastructure contingency. Occasionally, there will be a street where there are three or four breaks within a two-month period, and they put a whole new water main in. Mrs. Klinger asked Mr. Hoffman if the Bailey Road waterline and the Magnolia/Loomis waterline projects budgeted for 2019 would be bonded out. Mr. Bryan Hoffman, Finance Director, stated that they are still looking at the Bailey Road waterline. Mr. Demasi got an announcement that there was grant money from PWC for half of that cost. They will probably be able to do that waterline without bonding it out. Mrs. Klinger asked about the Magnolia/Loomis waterline project for more than \$1.5 million. Mr. Hoffman stated that they will take a good look at that in the next year, but, more than likely, that would be a financed project. Mrs. Klinger asked if they will be financing the Howe Avenue water tank at the cost of \$1.5 million. Mr. Hoffman stated that these are big projects that they're putting on Five-Year Capital as placeholders and as a planning tool. They will take a close look at every one and see how they will be financed. One of the main goals is making sure there is a solid infrastructure in the city. Mrs. Klinger asked if there is grant money available on the Magnolia/Loomis waterline project. Mr. Demasi, City Engineer, stated that, any time they do water lines, they try to apply for grants. Those applications will be due the end of June of next year. Hopefully, there will be an opportunity to do some design work early in the year, so they can present it to the committee for consideration.

Mr. Christopher stated that the only other area in capital that they have money set aside for is \$50,000 in Machinery and Equipment. They would like to use that money for a valve insertion machine in the water stockroom they use when they are trying to fix a main break. With this valve insertion machine, they can pop a valve in, shut the line down and get it fixed immediately. These valves are expensive, so he wanted money set aside next year, so they can buy more six, eight and twelve-inch valves as necessary. Mrs. Klinger asked if the Ross Park water tank is listed because they are finally putting together a full-scale, long-term maintenance plan on the water tanks. Mr. Christopher stated that the tanks are inspected every year. It was three years ago when the Bailey Road water tank was painted. It's an ongoing project as far as the inspection and then determination what needs to be done after the inspection. Mrs. Klinger asked if the amount is \$2 million for this line item. Mr. Christopher stated that the Ross Park tank is a tank that they need to look at seriously. It's a 60-year-old tank. Mrs. Klinger asked if it was a replacement. Mr. Christopher stated that was correct. Mrs. Klinger asked if, because of the inspections done and the age of the water tank, they are anticipating replacing this before failure. Mr. Christopher stated that was correct.

Ms. Nichols-Rhodes asked about the Oak Park water tank and inquired as to how many water tanks the City has. Mr. Christopher stated that there are five water tanks. Oak Park is a 500,000-gallon water tank. Currently, that tank is empty. There were two inspections done within a two-year period to determine the integrity of the tank. To keep that water tank in service would require a considerable number of repairs. They have determined that the Bolich water tank, on

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Portage Trail, which is 2-million-gallon water tank suffices the City's needs. They have done studies with a private engineering firm. The Fire Department has also gone out and done flow tests. It was determined, before the Oak Park tank was taken out of service, that there wouldn't be a loss of pressure once that tank is out of service. They have spoken to the Administration as far as what they are going to do. There are a few options, but, right now, the tank is empty. Mrs. Pyke asked if they have used a camera on the sewer lines on Bailey Road and Magnolia where they plan on replacing the waterlines. Mr. Christopher stated they have not. Mrs. Pyke asked if they are going to open the street and do the waterlines, wouldn't that be the time they would look at the sewer lines. Mr. Christopher stated that they can look at the sewer lines. Mrs. Pyke stated that if they are going to look at water and sewer lines that might be over \$1.5 million, wouldn't it be worthwhile to look at the street reconstruction on Magnolia to see if the residents would want that, too, at that time. Mr. Demasi stated that they could do a petition process or letter of interest. If the council person in that ward wants to walk around with a letter of interest, that would be great.

SEWER

Mrs. Klinger stated that Sewer Capital is located on page 223. Mr. Christopher stated that, for Sewer Capital, they are looking at replacing the Bailey Road sanitary sewer. That's budgeted at \$450,000. They are also budgeting \$50,000 for sewer line infrastructure contingency projects. Again, if something comes up, that money is available for that type of project. Mrs. Klinger stated that she did not see Bailey Road listed. Mr. Christopher stated that it is not. Mr. Hoffman stated that Bailey Road would be the waterline they were looking at. Mrs. Klinger asked Mr. Christopher if he didn't just state that they will do the sewer on Bailey Road, as well. Mr. Christopher stated that what they're asking for is money to replace the sanitary sewer on Campbell Street and then the water on Campbell Street, also. They have gotten positive feedback as far as money available for the Bailey Road waterline. That's a contingency project, also. The sanitary sewer on Bailey Road hasn't been talked about. Mrs. Klinger stated that in one of the questions listed out on the Water Department, the AMR system was brought up, but that looks like it's affecting Electric, so that will be discussed under the Electric Department. The Computer System Support has to do with the AMR contract. The response is in the questions regarding the AMR contract and the status of that.

Mrs. Klinger stated that in the responses received on Sewer, she was confused by Mr. Christopher's comment, under Maintenance and Repair, that the Beau Ravine pump was not replaced last year, but is being replaced in 2018. Mr. Christopher stated that Hidden Lake, Beau Ravine, Scenic Valley and Eakins Road are all pump stations that they have purchased spare pumps for that are on the shelves and ready to go, because they don't want to be down to one pump at any of those pump stations. Looking forward to 2018, there's another list of pump stations that aren't as active as Hidden Lake, Scenic Valley, Beau Ravine and Eakins, but they're still important stations. In 2018, they would like to have money available to have those spare pumps on the shelves, so those pump stations are never down to one pump at any one time. Mrs. Klinger stated that she would like to move on to Tools, Maintenance and Equipment, where, instead of replacing the pump at Beau Ravine, it was repaired. Mr. Christopher stated that they made repairs to the

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electrical panel and adjusted the floats. That way, the two pumps work better, so they weren't burning out as quickly as they had in the past. Those improvements have been made. Beau Ravine, being one of more active pump stations, they have purchased a pump that's available to them if necessary. Mrs. Klinger asked if there were two pumps, right now, at Beau Ravine. Mr. Christopher stated that was correct. Mrs. Klinger asked if they run at the same time. Mr. Christopher stated that two only run at the same time if there is a high flow; otherwise, just one at a time. Mrs. Klinger asked if they alternated back and forth. Mr. Christopher stated that was correct.

Mrs. Klinger stated Computer support is the same as the Water Department, the AMR contract. The City is current on the Akron Sewage billings. On page 2, there will be an increase in Sewer, but that was discussed when they covered the sewer contract with Akron. The average monthly residential sewer bill of water consumption will go up forty-four cents with this increase. Percentage-wise, it's two percent of the treatment costs, but it's a minimal increase to the residents. There was also an explanation of why the numbers in 2016 and 2017 were budgeted in the sewer costs. That goes back to the contract with Akron and how that was settled out. That is all explained in here in detail.

STORM DRAIN UTILITY

Mrs. Klinger stated that the Storm Drains Utility Fund is located on page 241. In the account, there are no rate changes forecasted for 2018. She asked why Capital Projects was so small, and the response was that with the pressure on the fund with all the operating costs that are running through the fund that it minimized the Capital Projects. Mr. Hoffman stated that was correct. One of the items that they are putting in operating is the study on 15th Street. They run into a lot of flooding issues. That has taken some of that room, and then, also, increases in the Leaf Program. Mrs. Klinger stated that Mayor Walters was on Council when they put the Storm Water Utility in place. It's disappointing that a utility that has been put in the fund for these capital projects has now been chewed up with operating costs such that they're not funding capital projects. She hopes there isn't a plan to increase that rate, because that's not why this fund was put into place. It's kind of morphed into something else, unfortunately, but the language in the legislation allowed for that. Mrs. Klinger stated that, for those who are newer to Council, the fund was created for those capital projects that the City could never do, to handle some of these big storm projects. Instead, they have put leaf things and all kinds of personnel things which the legislation allowed for.

Mrs. Pyke stated that she agrees 100 percent with what Mrs. Klinger said. When they look at the staffing information, they need to ascertain whether the individuals on here are showing 58 percent of the allocation of their pay is coming from this fund. She asked if 58 percent of the motor equipment operators' time is spent solely on storm water drainage problems. Mr. Russ Crane, Storm Water Administrator, stated that, in theory, what the five, 58-percent employees are for are the ditch crew, and one of them is one of the two street sweeper operators. Mrs. Pyke asked if 58 percent of the ditch crew's time is spent working on projects, because they are not spending as much money as they used to on these projects. Mr. Crane stated that, in theory, 50 percent of the time, they're doing storm water drainage projects and the 8 percent is the month of leaf season.

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Mrs. Klinger stated that all these people resided in the Street Department. That's the bottom line. Based on the way the legislation was written, they can charge these types of ongoing costs to this fund. It's just the direction that it's taken, but it will come back to haunt them. Mrs. Pyke asked to see that legislation again. She asked if, the way it's written, wouldn't the percent that's allocated for those individuals have to be the percent that they're working in this fund. Mrs. Klinger stated that she would ask that the Law Department pull the Storm Drain Utility Fund when it was originally created and provide that to Council, so they can further that discussion next week. Mrs. Pyke stated that residents have the perception that this fund will help them with their drainage problems. Mrs. Klinger stated that it is on public property. They are not going to be able to solve that tonight with Mr. Crane. They will distribute that legislation and look at it, and they can pontificate and talk about it next week.

Mrs. Klinger stated that she had a question on the list concerning Contractual Services. It was explained that that is for the Storm Water Inspection Program. Mr. Crane stated that that would be for the repairs relating to the Storm Water Inspection Program.

ELECTRIC

Mrs. Klinger stated that Electric is located on page 251. The first question is regarding rate changes. They are budgeting to do a rate study in 2018. That is the normal Power Cost Factor changes that will be passed through. Mr. Michael Dougherty, Electric Superintendent, stated that was correct. That calculation is done every month and will change as power costs and sales change. Mrs. Klinger stated that even though they say there are no rate changes for the rate classes, remember the Power Cost Factor can cause that to fluctuate.

Mrs. Klinger asked Mr. Dougherty to go through their Capital Projects. Mr. Dougherty stated that the annual requirement would be there's a capital dollar qualifying equipment needed to maintain inventory levels to replace older and failed units. That is replacing two pickup trucks, 704 and 705 and the electric superintendent vehicle, 701, and line truck 765. Mrs. Klinger asked if those vehicles were being passed on to other departments, or are they disposing of those vehicles. Mr. Dougherty stated that he believes the pickups and the superintendent vehicle are being passed on. The 12-and-a-half KV system upgrade project is a continuation of converting 41-60 volt line over to the 12-and-a-half KV. The distribution underground cable replacement project is to replace old direct buried cable in some locations, because it's starting to get older. Mrs. Klinger asked if there is an area identified. Mr. Dougherty stated that the Presidential streets are where that will be done. They haven't decided the exact street, but that's that area where they're focusing. The 23KV system upgrade project is a continuation project. They're beefing up the sub-transmission system, which is the backbone of the electric system, to be able to handle more amps on each of the lines. That will involve replacing some switches and circuit breakers. There's some legislation to buy some of those circuit breakers this year, but the switches will be bought next year, and the installation will be next year. Route 8 streetlight major repairs, there's a report done on the highway street lights on the center median. This is getting down to some of the recommended, but lower-priority items on the repairs. The lights were installed in the early 1970's, so they're getting down to some base replacements. Mrs. Klinger asked if there was any help from the State

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on that. Mr. Dougherty stated that there was not. The next one is replacing the underground getaways at Valley Sub. Those are on sub-transmission lines. The cables are getting to the point where they need to be replaced. They also want them to be sized larger to handle more amps. That project is to replace those. There's four of them. The next one is peaking generators. Some of that money budgeted for next year was moved from this year, because the sale didn't happen until later in the year. They will be expending most of the money for that project next year. They have a couple battery banks in Substation 6 that need to be replaced. They are looking to purchase a megger thumper to better locate faults on underground lines. The last item is to demolish old Sub Number 5. They have completed that project to replace that sub and are ready to move everything over to the new sub from Sub 5.

Mrs. Klinger asked about the personnel changes that are listed. Mr. Dougherty stated that there used to be a lot more people in the Electric Department. There were 54, and that might not even be the highwater mark. Back in 2010, there was an across-the-board reduction in staffing for all departments, where they lost five people in that year. Since that time, the department has gone from almost 24,000 customers to almost 26,000 customers. The system is getting bigger. It's proving that they need to have more people to keep up with what needs to be done with the system to keep it reliable. Three more linemen are what they think will do the trick. Lineman is also a position that turns over a lot. They start out as apprentices, so this would be an effective way to make sure they get more people that are more experienced. If they have more people in that section, they would get people up to a lineman that can do all the duties of a lineman. Mrs. Klinger asked if these are all union positions. Mr. Dougherty stated that was correct. Mrs. Klinger asked if they anticipate hiring all these at the first of the year. Mr. Dougherty stated that the current Civil Service list they have expires February 1st, so they are going to look who they think is suitable at the top of the list. There is another test scheduled in February that they could hire from, also.

Mr. Iona asked why there is such a high attrition rate with apprentice linemen. Mr. Dougherty stated that they get better jobs at better wages elsewhere. Cuyahoga Falls is still a little below market for the area. The private contractors pay better. First Energy pays better. Hudson pays better. Mrs. Klinger stated that in answer to a question she asked on the AMR system, it said that the electric meters continue to fail each month. She asked how many meters they are reading now. Mr. Zachary Jones, Utility Billing Manager, stated that it is roughly 3,700 electric meters. Mrs. Klinger stated she thought they had approximately 5,500 meters. Mr. Dougherty stated that those are the ones that failed. Mr. Jones stated that those are the ones that they still get an accurate read. It doesn't transfer into the utility system, but they have many more customers. Mrs. Klinger asked how many electric meters are out there. Mr. Dougherty stated that they have almost 26,000 customers. Mrs. Klinger stated that she thought the number was much lower than that. It is still a pretty high percentage. They are still dealing with the blowback from that system. In answer to her question about the debt ratio, the Electric Department is going to be well below the debt ratio. There's a detailed listing on the Property Maintenance and Repairs on page 6, as well as the Tools and Equipment. The Computer Support System is again impacted by the AMR legislation, as well as legal services, where there is continuing litigation over the AMR system. There is a breakdown of the consulting costs. She asked if, in Consulting Costs, this Feeder Drawings to GIS mapping

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is a one-year project. Mr. Dougherty stated that was correct. Mrs. Klinger asked if that will be up on the Esri system then, once it is up and going. Mr. Dougherty stated that that is why they are converting it to Esri.

COMMUNITY DEVELOPMENT

Mrs. Klinger stated that Community Development is on page 285. She did not have any questions for the Community Development Department. She asked if Council had any questions on the Community Development Fund, which basically has no money left in it, or the Community Development Block Grant account on page 293.

Mrs. Pyke stated that when HUD did a review of the CDGB program, they had asked for details on the amount of time that the Entitlement Administrator was spending. She asked for a copy of what has been submitted to HUD for each year that was done. Ms. Diane Sheridan, Development Director, stated that she would do that. Mrs. Pyke asked where Ms. Crawford-Smith was paid from for the other 50 percent. Ms. Sheridan stated that that would be the General Fund. Mrs. Pyke asked Ms. Crawford-Smith to give Council an overview of what she does in that other 50 percent. Ms. Crawford-Smith stated that some of the projects that she is responsible for doing are the press releases and the media contacts and any media alerts. She plans and develops the community events, such as the Falls Downtown Friday events from last year. She worked on the Better Block event in 2016. She has worked with the Humane Society and Western Reserve Hospital to plan the Adopt-a-thon events, as well as the drug takeback with the Police Department and Western Reserve Hospital. She does community outreach. For instance, she does a lot of work with Western Reserve Hospital. They are one of the City's community partners. Mrs. Pyke asked if she sees a lot of her events overlapping what's happening on the Riverfront being done by Ms. Hummel Snyder. Ms. Crawford-Smith stated that she works with Ms. Hummel Snyder. They have a committee of community partners that have been assembled. Those are the City's for-profit, nonprofit community partners, as well as she and Ms. Hummel Snyder, planning those events for the summer.

Mrs. Pyke stated that the press releases typically were done by the Mayor's assistant. She asked if Ms. Crawford-Smith was doing all the press releases now. Ms. Crawford-Smith stated she does all the press releases. Prior to her coming, she believes that the press releases were largely done by the individual departments. Mrs. Pyke stated that \$32,000, plus benefits, seemed like a lot to do that. It seems like Ms. Crawford-Smith is kind of overlapping what Ms. Moreland might be doing and Ms. Hummel-Snyder might be doing. Ms. Crawford-Smith stated that Mrs. Pyke would have to look at the communications. There are obviously various aspects of communications that happen. When she said she does community outreach, she is working largely with the City's nonprofits and community partners like Western Reserve Hospital. That is not the same as the Neighborhood Excellence Initiative. When she says she helps organize, she can do logistics. Ms. Hummel Snyder knows things like event space and F-2 liquor permits. They each bring something to the table. Her talents are not the same as Ms. Hummel Snyder's.

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FALLS RIVER SQUARE

Mrs. Klinger stated that Falls River Square is located on page 279. They have been given a detailed listing of the Landscaping Supplies, the Property Maintenance and Repairs, as well as the Property Service Contracts and License and Fees. Vehicle maintenance repair was the street sweeper. Equipment and Rental is also identified on this list. Tools and Equipment and Contractual Services were all split out.

Mrs. Pyke asked Ms. Hummel Snyder, Riverfront Centre District Manager, how she sees the scope of her job changing with the Riverfront opening. Ms. Hummel Snyder stated that although she has ideas, she does not have those formulated and ready to discuss tonight. During the construction project, she has been more engaged with property owners and business owners that are down there. Daily, she walks the construction area and makes sure that she is talking to them about issues that they might be having, things she might notice for them and so on. She thinks that their space will be utilized much more by the community for specific events, and then, also, just people down there using it as a gathering place, which will increase the maintenance and upkeep that they are doing down there, which would fall under her department and staff. Additionally, they will be having smaller events, which she and her staff would be doing. Mrs. Pyke asked if these positions being absorbed by the Street Department and if there is a reason why, with the street opening, they still need a separate Riverfront Centre District fund like this. Ms. Hummel Snyder stated that she isn't prepared to answer that question tonight. She doesn't know what the discussions have been, at other levels of the administration, about the future of her department. Mrs. Pyke asked what the responsibility of the Parks Section Leader is. Ms. Hummel Snyder stated that she doesn't have his job description in front of her, but he handles the maintenance supervision of the staff. He's knowledgeable about all aspects of the maintenance that they have down there with the parking decks, the elevators, the building, ordering janitorial supplies, et cetera. Obviously, she wasn't here when that job classification was included in this department, so she is not sure what the rationale was for that. Mrs. Pyke stated that she would like to see a copy of Ms. Hummel Snyder's job description and the job description for the Parks Section Leader. Ms. Hummel Snyder stated that she would provide that for all of Council.

Mr. Iona asked if Ms. Hummel Snyder thinks it might be possible, with her current job description, going forward, her being the liaison for the merchants down there and attracting some other merchants down there. Ms. Hummel Snyder stated that she can't answer that. Mr. Iona stated that he would look at her doing some other things, because, with her background, she would be a natural to do some additional things. They want to attract some business down there. Ms. Hummel Snyder stated that this department that the downtown area, in general, has nothing but potential. As a daughter of the Falls and as the daughter of a former Front Street business owner, she is very excited about that potential, regardless of her place in it in what happens in the future. It's exciting, every day, to see what's happening down there and people coming down to look and just see how it's changing.

Mr. Iula asked if they have the contracts yet for the three big festivals and the car show for next year. Ms. Hummel Snyder stated that they haven't done contracts in the past. They've had our

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preliminary kind of reach-outs with the different events that happen down there. January is their soft date that they have reached out about getting together. Once they can walk the space, see it with cars going down, see the streets, the sidewalks and all of that, and she has had a chance to go through the space with Police and Fire and get their ideas and concerns about vendor placement and those kind of things, then, hopefully, mid to end of January, they will meet individually with those events to discuss the future. Mr. Iula asked if, as far as they know, all three of the big events are coming back and the car show. Ms. Hummel Snyder stated that she has their dates. Mr. Brillhart stated that he was very pleased to see the hanging baskets. He is anticipating there will be a lot of extra work with watering at least once; maybe twice a day. Ms. Hummel Snyder's staff has done an excellent job with everything, keeping it clean and neat and picked up. It's going to be a showpiece. Her department is really going to be under the microscope and the whole area, everybody in the city is so excited to see it. Ms. Hummel Snyder thanked Mr. Brillhart. The actual baskets were recommended by Coleman's, which is the company that they use. They've been planting the baskets for years. They also do the Building and Grounds baskets that are on Broad Boulevard and the ones that are at Chestnut Crossing. They recommended something called a weekender basket. This basket has a reservoir and a wick in it, so it can hold a couple days' worth of water, so that they can water half one day and half the next. A hundred and sixty-two baskets would take quite a long time to water if they had to do them all in one day. They had an option to cut down on the daily workload with that type of basket. Ms. Hummel Snyder stated that this is the new basket, the \$25 each, that they recommended that be used based on the volume that they have. Mrs. Klinger stated that it is going to be an exciting year this year in the downtown. She is looking forward to it.

GARAGE

Mrs. Klinger stated that Garage is located on page 263. This is where she had explained the shift in funding in the Garage. Vehicle Maintenance and Repair was identified for \$70,000 for the Sanitation Department. Again, this is another transfer of costs. They are purchasing office laptop computers for the mechanics. She asked Mr. John Campbell, Superintendent of Motor Vehicles, if they use Mitchell on Demand or a service like that. Mr. Campbell stated that they don't use any of those things except for the program that Ford puts out, which is dealer-level service. Since most of the fleet is Ford, it integrates well. It was suggested that the shop use a wireless system where each mechanic would communicate with the accounting system which is a CMA System. That would give them more realistic, real-time data as far as where everything is in the process. It serves to bring a lot of dates historically back to easy recall if they are working on stuff that has prior history. There's charges in there for programing and for training, and that all relates to the proposed wireless situation. Mrs. Klinger stated that would be an asset to having the fleet maintenance. Mr. Campbell stated that it will certainly be an asset to the guys in the garage. Finance also will also have a good increase as far as the awareness of where they're at. Mr. Brillhart stated that Mr. Campbell gets frequent calls from him and he visits and drives through there. He is doing an excellent job.

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UTILITY BILLING

Mrs. Klinger stated that Utility Billing is located on page 271. The first question she asked was on the utility penalties, and why there was a such a significant increase. She asked if they plan to continue to collect utility penalties going forward, and if they are current on that. Mr. Jones stated that they took a break from utility penalties starting in June of 2016 and didn't start collecting penalties again until April. They are again collecting penalties. Per City ordinance, they anticipate collecting penalties as they're owed. Mrs. Klinger inquired, under Miscellaneous Revenue, where there is a credit of \$157,000 that was being carried, if there was an analysis done on that cost and it was decided it didn't need to be that much anymore. Mr. Paul Novelli, Treasurer, stated that what that credit represents is the balance of all the customer accounts that have a credit balance, so the total. What they've seen is an overall recollection from a fixed point of time from to 12/31/16 through 9/30/17. Mrs. Klinger asked if these are true credits on customer accounts. Mr. Novelli stated that is correct. They're liabilities that they are holding. Mrs. Klinger asked if those must be turned over to the State at some point, like unclaimed funds. Mr. Novelli stated that they are basically what they refund back to the customers when they leave the city, those credit balances. Mrs. Klinger asked if this is just a delay in the payment of those credits. Mr. Novelli stated that it is kind of a shift. When someone has budget billing, and as those bills get higher and their budget bill gets a little closer to reality, these credit balances aren't quite so high.

Mrs. Klinger stated that under the Miscellaneous Operating Expense, they are considering remote deposit. Mr. Jones stated that, right now, they still have a lot of customers that pay through their bank, so they do bill pay through their online banking system. The bank cuts a check at some given point. What they have noticed is that there could be a week or more delay. This bill is paid this day, it may be the 1st, but the bank may not gather 50 checks until the 5th, or later, and then they mail through the post office. What this would potentially allow them to do is receive a flat data file each day, which they could upload into the system to mark those payments. It would make some people's delay much less and make it more efficient for their staff. They are working with Finance to talk to the banks to make this an option. It's a placeholder now until they can secure quotes from the banks to see what that cost would be. Mrs. Klinger asked if he was talking about a better data process from the banks. Mr. Jones stated that it would be a data transfer process as opposed to a getting a paper check. They get a paper check right now. This would be an electronic transfer. Mrs. Klinger stated a consumer sees it as an electronic transfer, but, for the City, it is still money changing hands. Mr. Jones stated that they see a same-day transaction as opposed to potential delays with it being sent through the post office. Mrs. Klinger stated that it will be much better for the customers to have their accounts updated faster. Mr. Jones stated that it will also be better for the staff, because they have to process those checks one by one.

Mrs. Pyke asked Mr. Jones to explain what the utility penalty is. Mr. Jones stated that, each month, they have their normal monthly bill. The utility penalty would be 10 percent of that month's unpaid bill. If a balance is carried forward, it's not 10 percent of the past-due bill, it's just 10 percent of that current monthly bill. Mrs. Pyke asked why they took a break, from June 2016 to April 2017, collecting that money. Mr. Jones stated that, because of the issues with the software conversion, it was determined by the Administration that charging utility penalties was not fair, and that those

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folks should have time to get caught up on their bills. Mrs. Pyke asked if it took until April of 2017 for them to get caught up on those bills. Mr. Jones stated that in some instances, yes. Mrs. Pyke asked what the problem was. Mr. Jones stated that they could have gotten a small estimate and then a larger catch-up bill, not planned for it and then potentially had the need to take a few months to get caught up; in some cases, longer. It really would depend on the individual resident. Mrs. Pyke stated that if someone moved into the city after the Utility Billing software change, and they were delinquent on their bills, they didn't incur any utility penalty. She asked if they were able to separate the people that were affected by the software change from the people who simply were delinquent on their bills. Mr. Jones stated that they were not able to do that. The way the collection function works in the software is they can't start the service date, so it's either reduce the percentage for every utility individually or every account. They couldn't do something as complex as if someone moved into the city June 15th, they could receive a penalty if you moved in after June 15th but before, you could not. They went over that with the software company multiple times.

Mrs. Pyke stated that if they are saying it was \$50,000 a month, the City lost 10 months of these utility penalty revenues, so they lost \$500,000. Mr. Jones stated that that would be a rough projection. He couldn't say exactly if it would have continued at the \$50,000-a-month pace during that time. Mrs. Pyke asked if they could possibly have billed them for the utility penalty, and then give them a credit for those that could prove that it happened during the software upgrade. Mr. Jones stated that that is something that could have happened at that point. The stance made to the public was that the utility penalties were going to be suspended after they caught up what they were behind. Mrs. Pyke stated that it makes her uneasy that somebody could have moved in in December and had four or five months of not even paying a bill and not having a penalty on it. She asked if they were still stopping utilities if people weren't paying for them during that time. Mr. Jones said they still reached out to folks with large balances and initiated contact to get payment on those accounts, but they didn't actively shut off anybody's utilities.

Mrs. Pyke requested Mr. Jones be present next week, so she could ask more questions. Mrs. Klinger asked Mrs. Pyke if there was more information she wanted Mr. Jones to provide between now and next week. Mrs. Pyke stated that she was curious as to how high some of the utilities bills had gotten. She asked if they are running a 30, 60, 90, 120-day check on owed utilities. Mr. Jones stated that they have an aging report, as well as a balance report. They run the aging report once a month. There also was an extended absence in the collection position within the department. They just recently hired someone to fill that position, so they will have somebody actively working full-time in that position. Mrs. Pyke stated that she would like to see the aging monthly reports for the past year. Mrs. Klinger asked if there was a written policy on how aged accounts are typically handled. Mr. Jones stated that, in terms of a policy for dropping a disconnect tag, there is a policy on that. Mrs. Klinger asked if there was a written policy on how frequent the reports are run and the follow-up in terms of dollar-amount thresholds. Mr. Jones stated that there is no written policy on how frequent the reports are run. They have a policy for dollar amounts or days delinquent before a green tag will be dropped. Mrs. Klinger asked Mr. Jones to provide Council with that information, as well.

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Mr. Brillhart asked if they have studied what the cost would have been had they not waived these fees. He worked in banking for 27 years, and he was a bill collector for 7 of those years. There may have a \$10 fee, but it may cost more to collect it. He asked if it was it cheaper to just waive the penalties and move forward. Mr. Jones stated that with the penalties, initially, the goal was, in an effort of fairness, to give people an opportunity to regain current status on their account. They did not actively turn utilities off at that time, but that's not to say that active outreach didn't take place, that he didn't make phone calls, that the person in their collection division didn't make phone calls. That occurred on a regular basis. In terms of shutting utilities off, at that point, it becomes a subjective decision from him or the Service Department about whose reason for being behind X number dollars was appropriate. It was suspended citywide. Once that suspension was lifted, obviously there is active collection action going on. Mr. Brillhart stated that his point is they can't really measure the compassion. He thinks that it's commendable that the City showed compassion. In his opinion and experience, had they wanted to get every dollar out of people, it would have cost a lot more than what they would have collected.

Mr. Colavecchio asked if people typically move into a place and not pay their bill right away. Mr. Jones stated that it happens everywhere regardless of a potential penalty. In his personal experience with the City, having a 10-percent penalty is not going to deter someone from not paying their bill if that's the choice they're going to make. Mr. Colavecchio asked if they have a figure on how many new customers sign up for service in the city on a monthly basis. Mr. Jones said that he can certainly provide that information. Mr. Colavecchio stated that he would be curious as to how many people potentially could have taken advantage of the system. Off the top of his head, he is guessing that's not going to amount to too much money.

Mrs. Klinger stated that they will wrap up any continuing questions at the next meeting.

The meeting adjourned at 8:32 p.m.