

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

November 6, 2017

Members: Carol Klinger, Chair
Russ Iona
Mike Brillhart

Mrs. Klinger called the meeting to order at 6:30 p.m. All members were present.

The minutes of the October 2, 2017 and October 16, 2017 Finance Committee meetings were approved as written.

Legislation Discussed

Temp. Ord. B-85

Temp. Ord. B-86

Temp. Ord. B-87

Temp. Ord. B-92

Discussion:

Temp. Ord. B-85

An ordinance authorizing the Mayor to enter into a cooperative procurement agreement with Sourcing Alliance Network, waiving competitive bidding for the purchase of products, services, materials and supplies purchased through cooperative purchase agreements administered by Sourcing Alliance Network, and declaring an emergency.

Mrs. Klinger stated that this ordinance is very similar to an ordinance they had a while back on the playground equipment. This is to allow the Administration to enter into an agreement for another cooperative to purchase copiers and copying equipment that will be a separate ordinance that will come down later.

Mr. Brillhart moved to bring out Temp. Ord. 85 with a favorable recommendation, second by Mr. Iona. Motion passed (3-0).

Temp. Ord. B-86

An ordinance authorizing the Mayor to enter into a contract without competitive bidding with Basic NEO for the administration of the Section 125 Flexible Spending Account Plan, Health Reimbursement Account Plan, Health Savings Account Plan, Retiree Medical Reimbursement Account Plan and COBRA, for a period not to exceed three years, and declaring an emergency.

Mrs. Klinger stated that this ordinance is for the administration of benefits. Three bids were received for the administration of those benefits. The current provider is American Benefit Group. There have been some issues with that provider. The Basic NEO was the lowest bidder, and they're currently administering the retiree benefit program. It's a very complicated program, and

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they've done an excellent job with it, so when they came in as the low bid, they were pleased with that.

Ms. Vicki Steiner, HR Director, stated that she is very happy to be able switch to Basic NEO. They're administering the retiree plan and doing an excellent job. Mr. Iona asked if there were bids submitted, and they recommend this one, or are there no bids to accept. Mrs. Klinger stated that was correct.

Mr. Iona moved to bring out Temp. Ord. 85 with a favorable recommendation, second by Mr. Brillhart. Motion passed (3-0).

Temp. Ord. B-87

An ordinance authorizing the Director of Public Service to enter into a grant agreement with American Public Power Association for the Cuyahoga Falls Electric Department SEL Fault and Load Transmitter Receiver System; authorizing the Director of Public Service to enter into a contract or contracts, without competitive bidding, with Schweitzer Engineering Laboratories for the purchase of equipment, appurtenances and services in connection with this grant project, and declaring an emergency.

Mrs. Klinger stated that the City is receiving grant money to buy new equipment that is state of the art. This is going to allow the City to transmit remotely up to 10 miles to check for faults in the system. Mr. Michael Dougherty, Electric Superintendent, stated that the new equipment is proprietary to SEL, which is the Schweitzer Engineering Laboratories. It is a device that sends both fault-locating information and load information by FR to receiver, so that it can be on SCATA or another screen to be able to narrow down where faults are on the feeder. They can locate where the fault will be, which will speed up the locating time. It transmits every five minutes. They will be able to better ascertain how load flows on the feeders as they continue to convert them to 12-1/2 kV. They will be able to do that with less feeders. Mrs. Klinger stated that, since they are receiving a grant for \$125,000, the net out-of-pocket cost is \$185,000. They will be giving feedback on how the equipment works. Mr. Dougherty stated that part of the grant process is that they report on it. Mrs. Klinger stated that while it is proprietary system, it does interact with the SCATA system, so it will work with the existing equipment.

Mrs. Pyke asked where the receivers are located. Mr. Dougherty stated that they will work with SEL and let them know where all the location devices are. They're SEL-FLT's. They will have the receivers in a place where they can put an antenna up and get the FR signals in the most optimum way. The receivers would connect onto the network to get the information back. Mrs. Pyke asked who will be installing the receivers. Mr. Dougherty stated that they will be installing all the equipment except the antenna, depending on where that goes. Mrs. Pyke asked what the receivers will look like. Mr. Dougherty stated that they look like networking, rack-mounted box equipment. Mrs. Pyke asked if these boxes will be placed on the top of the poles. Mr. Dougherty stated that there will be an antenna up high with a wire that goes down to the box, and then the box will be connected to the City network. The boxes will be in a computer room in a computer

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rack. He is not sure how high it will need to be. They will find that out when they do the study. Mrs. Pyke asked if they will be working to increase loads in areas that have low loads. Mr. Dougherty stated that the basic idea is not to overload part of the circuit. If there's a place where there is not enough load, they can add more customers and take advantage of the infrastructure. It will help them make better decisions on what they do with their feeders as they convert to 12-1/2 kV from 41-60.

Mr. Brillhart moved to bring out Temp. Ord. 85 with a favorable recommendation, second by Mr. Iona. Motion passed (3-0).

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.

Mayor Walters stated that, with the help of his cabinet, the department heads, managers and all employees, he is excited about the City's projected financial position for the end of 2017. The 2017 General Fund projected ending unencumbered balance is \$9,006,678 and the projected cash balance is \$9,256,678. Understanding that Moody's likes carryover of 20 percent, that puts the City at 27 percent. Today, the General Fund is operating on about \$4 million less than it otherwise would, due to cuts in both the Local Government Fund, and, also, the estate tax is gone from the State. In this budget, they are taking another hit of over \$100,000 due to the State cuts. Due to those cuts, the General Fund is relying more heavily on local income tax than ever before. Historically, the local income tax has made up approximately 33 percent of the revenues, and it is now roughly 43 percent. The associated risk with income tax volatility during economic downturns is greater.

Mayor Walters stated that, as for other items that dictate the budget, the development in the City continues. Front Street is continuing as planned with a January completion date. Menard's is moving along rapidly. Portage Crossing is being fully built out soon and performing very well. There is new housing at the Enclave on Bath Road, the French Mill Road expansion and the Preserve at Salt Creek, among others. With the small business start-ups in the Chamber of Commerce, the number of ribbon cuttings have increased each year. In 2014, there were 20; in 2015, 23; in 2016, 24, and already this year, there have been 26 ribbon cuttings for small businesses through the Chamber. The demand for housing in Cuyahoga Falls is strong. According to realtors, it is a seller's market. Citywide, the Summit County Fiscal Office has indicated that property valuation has gone up over 8 percent, which is good news for homeowners and, in turn, provides the revenue to keep the City services they all expect. The mild winter last year put the City at an advantage to withstand a potentially-harsh winter this year. All the salt barns are full, as far as auxiliary storage that was added to accommodate the required purchases for last year. They are in decent shape going into the winter, and they are prepared with salt supplies for any anything that Mother Nature could throw at them.

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Mayor Walters stated that some items in the Capital budget that will be discussed in more detail are the street paving budget went from \$1.5 million to \$2 million for the past three years. They look to continue that into 2018. They have budgeted for the rebuild of Howe Avenue. The preliminary activities are scheduled to begin at the end of 2018, and construction will begin in 2019. They have budgeted a state-of-the-art police training facility to support new officers in their training and keep them in top condition. Another big item is the replacement of Fire Station 3 on Portage Trail. They're finalizing the contract for the engineering, and they have construction scheduled in the five-year plan to begin in 2019.

Mr. Bryan Hoffman, Finance Director, stated they have presented the budget in a comparable manner as last year. In the past, they have provided a five-year projection based on budgets, and, this year, they have looked to refine that five-year projection. In the past, there have been requests for a debt schedule. They have made sure that is in the book, and they have drawn that out for five years. The debt schedule will show short-term notes as well as long-term bonds. Short-term notes are not drawn out over years and years. Based upon that plan, those are short-term decisions. The one thing Council will notice in the budget is they did not include pay raises into the Personal Services line items. The bargaining units are set to negotiate that during the first of the year, and the contracts put in should be effective for the July 1st start date, so nothing was included in the budget for those. Once they know what those are, they will come back and add to appropriations as needed. In the past, appropriations did not have to be increased in all the departments, so they will look at that as 2018 progresses.

Mr. Hoffman stated that, in the General Fund, the budget deficit stands at \$1,047,000, for an ending overall General Fund balance, as of December 31st, 2018, of \$7,958,000. He prefers to keep that number at about a \$1.2 million to \$1.3 million deficit. They tend to come out even or a little bit better than even. In 2017, they had a \$1.25 million deficit, and they are projecting to be a little over \$600,000 in adding to the fund balance. That is primarily due to strong income tax returns. All signs are still good on the economy, so they are expecting to maintain strong income tax returns into 2018. In the budget presented to Council, they do continue to try to use conservative budgeting practices. That is one of the reasons why there is a budget deficit in the General Fund. Personal Services in the General Fund and Benefits consume 70 percent of the total budget and disbursements. In Capital Projects, they are keeping the commitment of paying down the Front Street debt \$150,000 per year. Since Front Street is being completed, one of the items in the Capital Projects Fund they have added is doing some boardwalk repairs along the river area to fix that up and highlight that.

Mrs. Klinger stated that Council should have a copy of all the responses to the question she had going into this tonight. The first page is just overall questions. A lot of those were reviewed in the information that was presented between the Mayor and Mr. Hoffman. She stated that she would like to point out that they do have a 7-percent increase in the assessed valuation of the property taxes assumption. This is a valuation year. Mrs. Klinger stated that she wanted to go back to the wage assumption. She had the question presented to her, on page 169, the Law Department. Using this an example to help everyone understand what's happening, taking a nine-

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month actual, \$415,000, and extrapolating it out, it is \$540,000. She asked how they got \$540,000 to \$617,000, because if she adds a 3-percent raise on there, it comes out to \$702,000. She is not looking at a full actual payroll through 9/30 that could be extrapolated correctly, because the theme goes through the whole budget. Mr. Hoffman stated that he cannot answer that question at this time, but will be happy to take a closer look at that. Mrs. Klinger stated that she will bring that up at the next meeting. Another thing of importance is that there's really no impact in here for the COG. That comment is towards the bottom of the page. There has been an increase in Innoprise and Kronos software, because computer system charges went up, so that will be seen across several departments. There are also changes in citywide insurance allocations.

CITY COUNCIL

Mrs. Klinger stated that they will start with Council's budget located on page 51. The Administration put a placeholder in here for computer equipment replacement for the Clerk of Council.

Mrs. Pyke stated that there is a member of Council who is getting more benefits a year than what their pay is. Mrs. Klinger stated that would be based on how many people they have on a hospitalization plan. Mrs. Pyke asked the amount of people this Council member had on that benefit plan. Ms. Steiner stated she believes they have two members of Council collecting benefits. Mrs. Pyke asked if they have verified that the Council member cannot get benefits from any other source employer. Ms. Steiner stated that that is not one of the requirements of their benefits. Mrs. Pyke stated that maybe they can consider that next year.

MAYOR

There were no questions from Mrs. Klinger or Council submitted under this category.

CIVIL SERVICE

Mrs. Klinger stated that Civil Service is located on page 177. Expenses in Civil Service have been an ebb and flow based on how many tests the City is giving and taking, so some of these numbers went up this year. This means there are more positions to be filled.

HUMAN RESOURCES

Mrs. Klinger stated that in Self Insurance, located on page 99, she asked for a breakdown of contractual services. That contractual service amount, in round numbers, is made up of the Employee Assistance Program contract for \$7,000, Professional Services NFP contract for \$70,000 and Wellness Program for \$27,000. In Workers' Comp, located on page 105, in 2017, there was a rebate hit that was a refund. This was when they transitioned. In 2005, they went from retro to a group pool. The first rebate for that was received in 2017. Mrs. Klinger asked if there is an estimate of what that refund will be in the projection for the 2018 budget. Ms. Steiner stated that they will receive an estimated amount of \$35,000 from the group retro refund from the session evaluation for 2015. There will be a group retro refund for the first evaluation of 2016, and that amount is \$65,000. Mrs. Klinger asked if that continues to layer then each year. Ms. Steiner stated that it does. They will then have small reimbursements of \$2,000 each for Go Green

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and a lapse-free refund for paying their bill in a timely manner. Mrs. Klinger stated that Legal Services is just continued legal expenses in addition to this account.

MAYOR'S COURT

Mrs. Klinger stated that the Mayor's Court was located on page 195. She had asked if they are changing what flows through the Mayor's Court at all, and there were no changes.

FINANCE

Mrs. Klinger stated that Finance is located on page 63. Council will see there is a bump in the computer support system. That's the Innoprise software.

SERVICE DIRECTOR

Mrs. Klinger stated that Service Director is located on page 173. There is an opening in the Administrative Specialist position. There is money in the Temporary Labor Account that's been used to fill that open position. Mrs. Pyke asked Mrs. Klinger to go over that again. Mrs. Klinger stated that, in looking at the Administrative Specialist position right now, that position is showing as open as of September 30th. Looking at Temporary Labor Account 101-0600-54005, there is \$19,000, year to date, and a revised budget of \$40,000.

ENGINEERING

Mrs. Klinger stated that Engineering is located on page 181. The computer systems were up in this account in the department. She asked if these are monthly numbers, because they're low. Mr. Tony Demasi, City Engineer, stated that those reflect the increases in each of those items from 2017.

LAW DEPARTMENT

Mrs. Klinger stated that the Law Department is located on page 169. Her question to them was on the computer support changes in the case management software. Mrs. Pyke asked why they are budgeting over \$101,104 in Contractual Services. Mrs. Klinger stated that legal services was down last year. It's the Contractual Service line that has increased \$11,000. 54005, Miscellaneous Contractual Services, the revised budget is \$60,000 for 2017. Their budget request for 2018 is \$71,000. Mrs. Klinger stated she believes they're shifting cost from legal services to contractual services. Mr. Russell Balthis, Law Director, stated that was correct. They reduced it in 2017 and are now taking it back to the original plan. Mrs. Klinger stated she believes they are budgeting \$100,104. Mrs. Pyke asked if they were shifting costs between Legal Services and Contractual Services. Mr. Balthis stated that was correct. Mrs. Klinger stated that the net change is basically \$4,000, of which part of that is the computer support and the rest of it is legal. Mrs. Pyke asked if they were fully staffed all year. Mr. Balthis stated that they were. One of the adjustments they've made is they have a part-time prosecutor whose hours fluctuate based on case load and when people take vacation and things along those lines. Mrs. Pyke stated that in Mrs. Klinger's original question about the actual amount and what is being projected out for the close of 2017 compared to the budget of 2018, there's a difference of \$46,000. Mrs. Klinger stated that they will make sure

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they have a follow-up on Law. They're allowing for a 3-percent raise, so this is one they need to look at closely.

BUILDING AND GROUNDS

Mrs. Klinger stated that Building and Grounds is located on page 189. On the top of page 5, in the Property Maintenance and Repair account, there is a \$30,000 contingency for building and repairs and an HVAC contingency for \$20,000. The rest are basically ancillary costs. Service Contracts is primarily the cleaning service and HVAC quarterly maintenance. There are some other smaller items in there, as well.

INFORMATION SERVICES

Mrs. Klinger stated that they would start with the Auxiliary Service Manager located on page 113. Mr. John Konich, Information Systems Manager, stated that Mark Reece, Auxiliary Service Manager with the Communications Department, has been moving half into IS and half into Technical Services, because he's doing work for both of those departments. He is being moved from one department to another, and there is a line item in there for Technical Services, as well.

Mrs. Klinger asked if the fiber was going to be done this year. Mr. Konich stated that that is an ongoing maintenance amount in there. They can't predict what kind of problems they're going to have, but there are cars that hit poles accidentally, taking out fiber that must be repaired. It is basic maintenance on the entire infrastructure, which is many miles of fiber throughout the city. Mrs. Pyke stated that she thought that was expansion work. Mr. Konich stated that it was not. Mrs. Pyke asked if this is contingency money. Mr. Konich stated that is correct.

Mrs. Klinger asked what was going on with the copiers. Mr. Konich stated that the current copiers are going on seven years old. Some of them are slowly dying, so they are going to replace the entire fleet next year. It has not been determined if it's going to be a lease or if it's going to be a capital expenditure. Mrs. Klinger stated that they saw some of the remnants of those expenses of that capital lease expiring in the 2017, so the cost that is listed now in Copier Services is a straight-up maintenance cost in 2017. Mr. Konich stated that that is what they call impression costs, which is basically maintenance. Every impression that is made has a dollar amount associated with it, and that pays for maintenance and support as well as toner and supplies. Mrs. Klinger asked how much of that account for approximately \$74,000 in Computer System Support is the hardware licensing support piece versus the network hardware piece. Mr. Konich stated that 25 to 30 percent of it is network maintenance; the rest of it is for computer maintenance, hardware, software licensing and maintenance on those, as well as throughout the whole city. Ms. Klinger stated that Tech Services on page 117 was tools and repair. Mr. Konich stated that, every four years, they must replace the entire battery fleet in the equipment throughout the city, such as PC's and the siren systems. They are huge, car-type batteries, and there's 20 to 30 in some of the devices. They like to replace them every four years, because they go bad after a while. They all must be replaced at the same time. That is just a one-time cost. That will be in 2018; then there will be another one in 2021. Mrs. Klinger asked if the Engineering line is still for the Traffic Engineer. Mr. Konich stated that is correct.

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Mrs. Klinger asked Mr. Konich if he could provide her a breakdown of what's in computer support in the Communications Department, located on page 139. Mr. Konich stated that would be something Police Chief Davis would be able to answer. Mrs. Klinger asked Police Chief Davis to email that breakdown to all of Council, as well as the Clerk.

Mrs. Klinger stated that if anybody has any questions on the Compensated Absences Fund, which is on page 109, they will do this again in two weeks, after they have more time to look through it.

The meeting adjourned at 7:23 p.m.

- Overall-Use last year's response and update.
 - What are the assumptions for the five-year general fund forecast?
 - Revenues:
 - Property Tax – 2021 Projection assumes 6% increase.
 - County Local Government – 1% increase annually.
 - Charges for Services – Law, Fire and Communications are 3% contractual agreements.
 - Internal Service Charges – 2% increase annually for cost allocation plans.
 - Interest Earnings – 5% increase annually.
 - Income Tax Transfer In – 4% increase annually.
 - Expenditures:
 - Personal Services – 3.5% increase annually.
 - Other Operations & Maintenance – 1% increase annually.
 - Property Tax assumption?
 - 7% increase in assessed valuation and 98% collection of current tax, plus \$270,000 of delinquent tax collection.
 - Income Tax assumption?
 - 4% growth for current taxes and conservative decrease in delinquent tax collections. Overall 2.68% of 2017 projected collections
 - Wage increase assumption?
 - There are no wage increases in the budget. The City will enter into negotiations with all bargaining units at the first of the year.
 - Benefits assumption?
 - No change in Pension (Based on pension system), Medicare (1.45%), Workers comp (1.0%). Health Care increase of roughly 17%. Life insurance, de minimis decrease.
 - Could we have a brief update on the COG? It appears that there is no impact on the 2018 budget, so how will it be funded if activity starts in 2018? Where are we in the timeline of the state funding issue to eliminate dispatch centers? Are we still looking at the Graham Road facility for the center?
 - We are meeting with consultant Wednesday morning. They will advise on the CAD and COG, and will be reviewing numerous sites which include the Health Department. Starting in 2018, the PSAP money will be distributed to the top 4 instead of 5 call centers.
 - Are there any other expenses that impact most departments, such as the elimination of the copier lease in 2017 or computer system support?
 - Re-formulated the allocation of citywide insurance premiums, using book value of assets and inventory as the main values for allocation. In addition, computer system maintenance for Innoprise and Kronos software has increased \$15,360 and \$16,000, respectively.

- Council
 - What is the \$1,350 in Office Equipment?
 - This is for annual computer replacement contingency.
- Permissive Tax Fund
 - It looks like we will not receive any revenue in 2017 and double revenue in 2018. What caused the delay in the revenue receipt?
 - In 2015 there was a change in the process of receiving the permissive monies and we didn't receive any that year, but our county account kept growing. The county account receives a little over \$200,000 per year.
 - No delay. We will receive \$245,000 in 2017 and based on our funding request. We will request \$400,000 in 2018 for Howe Ave.
- Self-Insurance Fund
 - 705-1200-54005 Miscellaneous Contractual Services: Please provide a breakdown of the budgeted costs.
 - Budget of \$103,716 includes:
 - Employee Assistance Program Services Contract \$6,991.
 - Professional Services (NFP Contract) \$70,000.
 - Wellness (Vitality) Program \$26,725.
 - What are the assumptions used for the increase in hospitalization claims, Prescription claims, Dental Claims, and Administrative fees?
 - Hospitalization claims: Trending forward at 13.9%, removed stop-loss reimbursements, made slight enrollment adjustment (377 to 382), and removed Disease Management from claims and incorporated them into MMO Admin Fees, per MMO's change in program. 382 Contracts @ \$794.39 PCPM.
 - Prescription Claims – Made adjustment for Rx Network change (Express Scripts to CVS Caremark) based on estimated savings (majority was rebate related). 382 Contracts @ \$274.14 PCPM.
 - Dental Claims: 16% renewal increase.
 - Administrative Fees: \$434,802, includes:
 - Affordable Care Act PCORI Fees \$2,412.
 - RX Fees (CVS Caremark/Health Action Council) \$6,224.
 - Stop Loss Premium/Fees: 37% renewal increase, 131% loss ratio through September and will continue to increase. We have an ongoing large claimant \$251,662.
 - MMO Admin Fees (3% increase per negotiated contract) \$143,938.
 - Basic NEO Administrative Fees of \$30,566 includes:
 - COBRA Services - \$4,000.
 - Retiree Medical Reimbursement - \$11,305.
 - FSA, HRA, HAS Account Admin - \$15,261.

- Worker's Compensation Fund
 - 706-1200-49204 Refunds: In 2015 we transitioned to the Group Retro Poll. The first evaluation of our group performance was in 2017 for the 2015 plan and we received our first rebate in 2017. What is the assumption used for the 2018 rebate?
 - Go Green Rebate – 2017 \$2,000.
 - Group Retro Refund – 2nd Evaluation (2015) – Estimate \$35,000.
 - Group Retro Refund – 1st Evaluation (2016) – Estimate \$65,000.
 - Lapse Free Refund – 2017 PY – \$2,000.
- Information Services
 - Be prepared to discuss the personnel move
 - Mark Rehs, Auxiliary Services Manager, is being moved from Communications to 50% Information Services and 50% Technical Services to better align his responsibilities.
 - 101-5800-53021 – Have John prepare to explain fiber work
 - \$7,500 - allocated for fiber repairs as needed.
 - 101-5800-53037 – Copiers, are we purchasing, leasing or maintaining?
 - We left the budget flat for all departments, which includes costs for renewal of the maintenance contract.
 - Our current maintenance contract ends at the end of March. Preliminary pricing of new printers and copiers has been very good, and we are leaning towards the purchase.
 - 101-5800-53048 – What is this for?
 - Maintenance for Motor generator, UPS and Fire suppression.
 - 101-5800-54004 – Is this for the maintenance on the network equipment?
 - Yes, in addition to hardware/software licensing and support maintenance for Storage, servers and AS400.
- Technical Services
 - 101-1700-53048 – What are we buying?
 - One time purchase of batteries that are on a 4 year replacement requirement for Sirens, UPS, Traffic controllers and misc. equipment throughout the city. The \$14,000 remaining balance is for pieces parts for maintaining Traffic equipment.
- Municipal Income Tax
 - Bryan please explain the Council what is happening with the Tax Administrator position during the meeting.
 - 201-3100-53008 Outside Collection Fee – Who is providing the services and is this a flat rate or percentage?
 - 201-3100-54005 Computer system support – Has our maintenance contract increased or we anticipating this increase?
- Police
 - 101-1500-52012 Medical Supplies: Why the increase?
 - 101-1500-54005 Miscellaneous Contractual Services: What is included in this amount?

- Drug Law Enforcement Fund
 - No expenditure for 2017. How will the funds be used in 2017 and 2018?
- State of the Art Police Training Facility (Indoor Shooting range)
 - Will this facility provide our officers long-range shooting qualification? If no, why and how will this training be accomplished? Or will we modify training using a smaller target for a closer distance vs. true long-range training?
 - Law Enforcement Trust Fund \$300k
 - 215-1500-53021 Property Maintenance & Repair: What is this for?
- Federal Law Enforcement Trust Fund
 - 220-1500-53047 Tools & Equipment: What is this for?
- Fire
 - There is an open fire fighter position. Where are we in the process of filling that position?
 - 101-1600-53021 Property Maintenance & Repair: What is the plan for these funds?
 - 101-1600-53032 Office Equipment: What are we buying?
 - 101-1600-53047 Tools & Equipment: Same question
 - 101-1600-53048 Tools & Equipment Maintenance & Repair: Same question
 - 101-1600-54005 Miscellaneous Contractual Services: Please provide a list of vendors, services, and amounts.
- Law
 - 101-0500-54004 Computer System Support: What are we charging to this line and why did the budget change in 2017?
 - The 2017 budget was amended to purchase software and implementation of a coordinated case management system with the Summit County Executive Office in the amount of \$5,940. This purchase allows the Law /Police Departments to better manage its case load in addition to being able to transfer cases to Summit County upon indictment without additional data entry.
- Engineering
 - 101-1000-5405 Computer System Support: Why the increase in spend over 2017 actual extrapolated?
 - Increase in Computer System Support, are as follows:
 - Kronos \$162.
 - ESRI \$460.
 - Spam filter \$41.
 - Innoprise \$215.

- Building & Facilities
 - 101-1400-53021 Property Maintenance & Repair: Please provide a list of planned expenditures.
 - Budget of \$57,000 includes:
 - Annual fire alarm/smoke detector inspection \$1,000.
 - Annual pesticide treatment City Hall \$800.
 - Window cleaning 2nd & 3rd floor City Hall \$600.
 - Building maintenance & repair contingency \$30,000.
 - HVAC repairs contingency \$20,000.
 - Rock salt \$1,500.
 - Bi-fold door into City Hall and other door repair \$2,500.
 - City Hall lawn/weed fertilization treatment \$600.
 - 101-1400-53022 Property Service Contract: Please provide a list of vendors, services and planned expenditures.
 - Budget of \$58,890 includes:
 - Monthly elevator inspections \$4,635.
 - HVAC quarterly maintenance \$9,978.
 - Cleaning services – Base \$38,037.
 - Cleaning service – carpet \$3,500.
 - Cleaning service – VCT floors \$2,740.
- Mayor's Court
 - Has there been any policy changes in terms of expanding or decreasing services?
 - There are no changes for expanding or decreasing services for next year.
- SCRM – Street
 - Please plan to discuss shift between the Street Maintenance Worker and the Full-Time Laborer and the allocation of time to the SCMR Fund. What is the total increase in cost with wages and benefits for the change from A01 to A04, in total for both funds using these employees?
 - 203-3300-53021 Property Maintenance & Repair: What are we planning for these funds?
 - 203-3300-53032 Office Equipment: What are we buying?
 - 203-3300-53048 Tools & Equipment Maintenance & Repair? What are we planning for these funds?
- Sanitation
 - Any change in fees for 2018?
 - 604-5300-52041 Refuse Containers: What is driving the increase?
 - 604-5300-53030 Vehicle Rent/Lease: What is the change?
 - 604-5300-54110 Refuse Disposal: Is there any change to our disposal fees?

- Sewer
 - Any change in fees for 2018?
 - Please plan to discuss shift between the Water/Sewer Repairs Spec I and the Full-Time Laborer. What is the total increase in cost with wages and benefits for the change from A01 to A10, in total for both funds using these employees?
 - During the budget hearing please explain the Campbell St project.
 - 601-5000-52072 Limestone: Why the large increase?
 - 601-5000-53021 Property/Building maintenance & Repair: How much of this line is for Utility Patch work? What is the actual spend for Utility Patch YTD 2017? How much are we planning to spend on manhole castings in 2018?
 - 601-5000-53029 Vehicle Maintenance & Repair: What is driving the increase in 2017 & 2018?
 - 601-5000-53047 Tools & Equipment: Did we purchase the sewer pumps like we had planned in 2017? If so, what is the large expenditure for 2018?
 - 601-5000-53048 Tools & Equipment Maintenance & Repair: Why do we think the 21 sewer pump station repairs will be so much higher than 2017 actual, especially when we replaced the Beau Ravine pump?
 - 601-5000-54004 Computer System Support: Last year we were told this was a timing issue, and there is \$15K YTD spend for 2017. What is happening in this account? Why did it increase so much?
 - 601-5000-54120 Sewage Disposal Akron: Now that the new contract is in place, is Akron current on their billings?
- Water
 - Any change in fees for 2018?
 - Capital: Please discuss the new waterline projects during the meeting and the Ross Park Water Tank
 - What is the status of AMR remote system?
 - 602-5100-53021 Property Building Maintenance & Repair: How much is the utility patch and what does the remaining expenditure represent?
 - 602-5100-53032 Office Expenditure: What are we buying?
 - 602-5100-53047 Tools & Equipment: What are we buying?
 - 602-5100-53048 Tools & Equipment Maintenance & Repair: What does this represent?
 - 601-5100-54004 Computer System Support: Last year we were told this was a timing issue, and there is \$15K YTD spend for 2017. What is happening in this account? Why did it increase so much?
- Storm Drainage Utility
 - Any change in fees for 2018?
 - Why are the 2018 capital projects so small?
 - 606-5400-54005 Miscellaneous Contractual Services: What are the vendors, services and amounts for this account?

- Electric
 - Any change in fees for 2018?
 - Please plan to walk through the capital projects
 - Major people changes. I need a roadmap. What are we doing?
 - What is the projected debt ratio for 2017 and budgeted 2018?
 - 603-5200-53021 Property Maintenance Repairs: What are doing with these funds?
 - 603-5200-53047 Tools & Equipment: Same question
 - 603-5200-54004 Computer System Support: This looks like the same issue as water/sewer. What is happening here?
 - 603-5200-54009 Legal Services: For what?
 - 603-5200-54010 Consulting Services: Vendor, service and amount
- Garage
 - 701-5500-52050 Tires: Why the large increase?
 - 701-5500-53029 Vehicle Maintenance & Repair: Why the large increase?
 - 701-5500-53032 Office Equipment: What are we buying? I am sure this is impacting the software account too, please explain.
 - 701-5500-54002 Architectural Services: What for?
 - 701-5500-54004 Computer System Support: Why the increase?
 - 701-5500-54005 Contractual Services: Why the increase?
- Utility Billing
 - 703-5700-45022 Utility Penalty: Why is the large increase?
 - 703-5700-49204 Miscellaneous Revenue: What is in this account?
 - 703-5700-53028 Miscellaneous Operating Expense: No spend in 2017, so what are we planning in 2018?
- Falls River Square
 - 101-1900-52010 Landscaping Supplies: Aren't we getting new landscaping with the project? Why is this so high?
 - 101-1900-53021 Property Maintenance & Repair: What is planned here?
 - 101-1900-53022 Property Service Contract: What are the vendors, service and amounts?
 - 101-1900-53025 License and Certification Fees: Why the increase?
 - 101-1900-53029 Vehicle Maintenance & Repair: Why the increase?
 - 101-1900-53042 Office Equipment Rent/Lease: Why the increase?
 - 101-1900-53047 Tools & Equipment: Why the increase?
 - 101-1900-54005 Contractual Services: Vendors, Services, Amounts
- Community Development
 - 101-2500-54005 Contractual Services: Vendors, Services, Amounts
- CDBG
 - Plan to discuss the capital expenditure
- Parks & Recreation
 - 101-2000-54005 Contract Services: Vendors, Services, Amounts

- Rec Levy
 - Capital – please walk through the projects at the meeting
 - Won't the Woodridge equipment be encumbered in 2017?
 - 206-2000-53021 Property Maintenance & Repair: What is in the \$118K?
 - 206-2000-54002 Architectural Services: What is this for?
 - 206-2000-54005 Contractual Services: Vendors, Services, Amounts
 - Please plan to review the Member Relations Supervisor at the meeting
- Leisure Time
 - Are there any changes to the fees and rates for 2018 Leisure Time activities?
 - Nat employee costs. Are you anticipating a partial year of wages for the new position? If not, why is it so low in comparison to the other N25 positions?
 - Please walk through the capital projects at the meeting
 - 605-2100-53021 Property Maintenance & Repair: What makes up the expense?
 - 605-2100-53022 Property Service Contracts: What makes up the expense?
 - 605-2100-53047 Tools & Equipment: What makes up the expense?
 - 605-2100-53048 Tools & Equipment Maintenance & Repair: What makes up the expense?
 - 605-2100-54215 Sanitary Sewer – City: Why the increase?
 - 605-2300-53048 Tools & Equipment Maintenance & Repair: What makes up the expense?
 - 605-2300-53049 Tools & Equipment Rent/Lease: What makes up the expense?
- Capital
 - Assessable Tree Trimming and Weed Cutting is new, why?
 - Plan to walk through the capital projects at the meeting. I expect there to be significant discussion.