

MINUTES

COUNCIL-MANAGER BRIEFING

APRIL 27, 2009

The Council-Manager Briefing was called to order by Mayor Ronald A. D'Epifanio at 6:00 p.m. at the Fairfield Community Arts Center, 411 Wessel Drive with the following Councilmembers present Tim Abbott, Tim Meyers, Marty Judd, Mike Snyder, and Mitch Rhodus. Also present: Arthur Pizzano, Dennis Stuckey, John Clemmons, Dena Morsch, Dave Butsch, Don Bennett, Erin Donovan, Jim Bell, Carol Mayhall, Ken Gerold.

ICMA Performance Measurement Program

Assistant City Manager Dennis Stuckey stated the International City/County Management Association has an arm of its organization called the Center for Performance Management. Mr. Stuckey explained how the data collected is handled. He stated there are two submission deadlines depending on when your fiscal year ends. He explained this program gives us access to a lot of data from other areas across the country as well as in our particular area and some publications. He further explained he was contacted back in November by the Center for Local Government, which is a consortium of local governments that we have been a member of since the 1980's. Mr. Stuckey briefly explained the training attended by communities on how to complete the templates. He stated the deadlines for completing the templates was March 16th and that we were able to complete most of the templates that were applicable for us. Mr. Stuckey stated they are working on the potential to create another service area called sustainability. He stated the consortium members in our immediate area are obviously ourselves, City of Loveland, City of Montgomery, City of Springdale, Anderson Township and Green Township. He further stated those are good comparisons for us, obviously some are more comparable than others, but they are certainly ones who provide similar types of services to the ones we provide. He stated in terms of participants across the country there are 193 jurisdictions. He further stated 71 are communities with populations in excess of 100,000, but 122 are with populations below 100,000. Mr. Stuckey briefly discussed the timeline for data submittal and verification. He explained he pulled out information from one of their publications that explains this process and tells what this process will help you with. He discussed the following questions from the publication that this process will help us with: are we doing the right thing and according to whom; why be high performance; rigorously assemble the evidence; are we good at it and how good are we at it; what's the appropriate level of performance for us; and how will we know if we are achieving the appropriate level of performance. Mr. Stuckey explained you will see rankings and charts, but the question is who's doing the best job and how can we improve upon that job.

Employee Optimization Update

Mr. Stuckey explained there was an error in the report Council received earlier this month. He clarified that there are 13 routes instead of 19 routes for snow plowing. He briefly discussed staffing for the Street Division and the ability to use employees from other departments if needed. Public Works Director Dave Butsch explained the communication between crews and the notification of employees when needed. Mr. Butsch explained that we are solid on our day shift and night shifts are a little different than communities he has dealt with over the years. He stated it is not totally unique, but it is little more rigid than most but it seems to work for us. Mr. Stuckey stated it is certainly different than some of the very heavily unionized cities where you'll get resistance to the fact that you have people coming in from other departments doing my job. Mr. Stuckey discussed the reorganization last year which combined two positions to create the Parks and Grounds Superintendent, so that we now have the parks maintenance people and golf maintenance people under one supervision and can cross over more readily between those areas. Mr. Pizzano briefly explained how the idea for this combined position was developed and the steps taken to ensure a smooth transition. Mr. Stuckey briefly discussed changes in the Development Services Department to increase staffing and to have the building, heating and electrical inspectors also participate in code enforcement. He stated Development Service has instituted the neighborhood enhancement action teams that are composed of the building and zoning staff dealing with the private property issues and the public works staff dealing with other public areas that need to be addressed and the police officers working with them relative to crime prevention and deterrence. Mr. Stuckey stated Public Utilities Department has been emphasizing their lean staffing and have been trying to find ways for the two divisions to work together. He explained that despite the fact that you are dealing with two separate unions you still have excellent working relationship between those two divisions. Mr. Stuckey explained for the Fire Department full-time positions have been added over the past ten years. He stated when we started hiring full time personnel we added firefighter/paramedics. He further explained we did that because we wanted people who would enable us to take over the paramedic function because at that time we were contracting with a private contractor to provide paramedic service, but we also needed fulltime people because we were very dependent on the part time personnel. He further explained we still rely on part time firefighters/EMT's, but many of those are now paramedic certified and the Chief has begun to implement a system where those part timers are filling in and helping with the paramedic duties. Mr. Stuckey explained that we operate a joint dispatch center. He further explained one effort that the civil service position has undertaken over the last few years is to have all clerical positions tested whether they are for accounting or not, for the

math and computation skills to move into other positions and to handle other duties within the organization. He further explained with the two proposed JEDD's we will need to add an additional clerical position but we are going to see some scale of savings as we are better able to utilize our supervisory staff to increase the city's revenues and any additional staffing costs will be offset by the administrative fees. He stated sometimes the best solution is to outsource or privatize some of those services and he briefly listed a few examples. Mr. Stuckey explained future opportunities include the cross divisional support in the public utilities department, refocusing some of the clerical positions, and participation in the ICMA Measurement Program for further ideas. Mr. Pizzano explained that sometimes adding a service creates an opportunity for cost savings through eliminating a job, other times they create an opportunity for adding a service without eliminating the need for the job. Councilmember Meyers asked what this equates to in savings to the residents. Mr. Stuckey explained he will look at this and try to quantify.

Adjournment

The Council/Manager Briefing adjourned at 6:58 p.m.