

MINUTES
COUNCIL-MANAGER BRIEFING

August 13, 2012

Mayor D'Epifanio called the Council-Manager Briefing to order at 6:00 p.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue. The following Councilmembers were present: Tim Meyers, Terry Senger, Mike Oler, Tim Abbott and Adam Jones. Staff present: Peggy Flaig, John Clemmons, Mary Hopton, Dave Crouch, Carol Mayhall, Jim Bell, Arthur Pizzano and Mark Wendling.

NLC Water/Insurance Program

City Manager Arthur Pizzano introduced the topics for discussion and turned it over to Dave Crouch, Public Utilities Director, to explain the NLC Water/Insurance Program. Mr. Crouch explained that this topic came up a few years ago, as a result of mass mailings to city residents referring to city ordinances and resident responsibilities for water and sewer lines, which results in a lot of confusion and phone calls to city officials. He stated that many citizens, especially the elderly, probably have trouble knowing which companies are reputable and which ones are not. As a result, Mr. Crouch felt it might be a good idea for the city to endorse the NLC Program. He introduced Mike Chambers, of Utility Service Partners, who partner with National League of Cities that sponsor the program. Mr. Chambers explained that the program is available to the residents to cover the water and sewer lines from the main to the point-of-entry in the house. There is no cost to the city for participation and the company supplies all of the information and marketing materials. The company also shares 10% of the revenue from participation with the city. The cost for insurance on a water line is approximately \$4.25 per month and for a sewer line approximately \$5.50 per month. There are no deductibles or contracts related to this program. Customer service is open twenty-four (24) hours per day, seven days (7) per week, so if a resident has a problem, they can call and the company will dispatch a local plumber to take care of the problem. The marketing of the program is a letter mailed to residents in the spring and fall to let them know it is available. Over 150 cities in Ohio are participating in the program. Local cities include Riverside and Trotwood, and the city of Dayton is considering participation. The discussion continued with more of the specifics of the program.

Electronic Council Communications

Finance Director Mary Hopton explained that the expressed council needs were electronic access to council packets, codes, ordinances, policies, etc. and a reduction of paper correspondence. The factors to consider in this process are ease of use, portability, cost, record storage, and security. The current process includes sixteen (16) binders and one (1) extra copy, all paper, which totals approximately \$4,400 annually or \$192 per meeting. There is an average of approximately 80 pages per meeting. The Clerk of Council already produces a digital copy of the packet as part of the meeting preparation process, in pdf format, and it is stored on the network. It is a large file, approximately seven (7) to ten (10) megabytes, so it cannot easily be emailed. Paper copies can still be produced for a few people, and the digital copy can be accessed via a link that will be emailed to council and staff, to be viewed on a computer or laptop. During the meeting, the packet could be viewed on the dias monitor, however everyone will have to look at the same thing at the same time; the dias monitors cannot be individually controlled. A personal device via Wi-Fi could also be used, which allows for individual control. The personal device option does not require any additional cost or procedure, aside from emailing the link to the electronic packet. The other option is new hardware in Council Chambers that can access the packet via Wi-Fi, of which there are several options.

Ms. Hopton explained the different hardware options as laptops, tablets and readers. The laptop is a portable desktop computer primarily used to produce information and media. Laptops were originally suggested as part of the remodel in Council Chambers, however, they were not installed. Tablets, such as the iPad or Kindle, are smaller with seven-to-ten inch screens. The iPad is \$400-\$600. Tablet functions are focused more on web browsing, email access and working remotely. The readers are even smaller, with six (6) inch black-and-white screens, and pdf capability, which is already produced as part of the meeting preparation process. All three options are portable, have ample record storage capacity and security. The laptop and reader are the easiest to use, with a tablet being just a bit more difficult at first. Cost range is approximately the same for all three options. Laptops are considered a five (5) year asset, while tablets outdate much more quickly. The higher the cost of the unit, the longer the return on investment will take. Ms. Hopton explained that there are tax implications with some of the options, and based on costs and taxability, she recommends small laptops as the option for digital council meetings.

Adjournment

Council/Manager Briefing adjourned at 6:51 p.m.

Respectfully Submitted,

Alisha Wilson
Clerk of Council



Electronic Council Communications

City of Fairfield, Ohio

August 13, 2012

Expressed Council Needs

- Communication Needs
 - Electronic access Council packet
 - Electronic access to codes, ordinances, policies, etc...
 - Reduction of paper correspondence



Factors to Consider

- Ease of Use
 - Paper vs. digital
- Portability
- Cost
 - Equipment and/or monthly charges
 - Taxability
- Record Storage
 - Capacity
- Security
 - Public vs. private

Analysis – Current Process

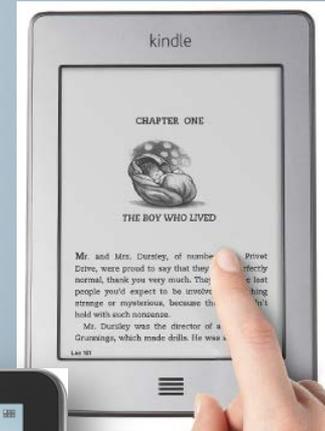
- Paper copies
 - Assembled in binders
 - Cost \$4,400 annually; \$192 per meeting
- Digital copy
 - Produced during the process
 - Adobe format ([.pdf](#))

Analysis – Current Process (Modified)

- Paper copies
- Digital copy
 - Sent via e-mail link
 - Viewed on computer
 - During meeting
 - Display on dais monitor or
 - Display on personal device via Wi-Fi or
 - Display new hardware via Wi-Fi

Analysis – Hardware Options

- Laptop
- Tablet
- Reader



Analysis – Hardware Options



- What is a laptop?
 - Portable desktop computer used to produce information and media
 - Keyboard interface
 - Popularity in the late 1980's
 - Common Specifications
 - Screen sizes vary (most common 11" to 15")
 - Weight 2 to 6 lbs.
 - Communication
 - Wi-Fi (free)
 - Cellular service (additional charges)

Analysis – Hardware Options



- What is a tablet?
 - Mobile computer commonly used to consume information and media
 - Touch screen or pen/stylus interface
 - Popularity in 2010 with release of iPad
 - Common specifications
 - Screen sizes vary (7" to 10")
 - Weight 1 to 2 lbs.
 - Communication
 - Wi-Fi (free)
 - Cellular service (additional charges)



Analysis – Hardware Options

WHAT IS THE TABLET USED FOR? WORK VS HOME



Analysis – Hardware Options

- What is a reader?
 - Electronic device used to consume information and media
 - Keyboard or touch interface
 - Popularity in 2007 with release of Kindle
 - Common specifications
 - Screen sizes vary (6" to 9.7")
 - Weight 10.2 oz. to 18.9 oz.
 - Communication
 - Wi-Fi (free)
 - Cellular services (free)



Analysis – Hardware Options

	Laptop	Tablet	Reader
Ease of Use	Easy	Moderate	Easy
Portable	Yes	Yes	Yes
Cost	\$200 - \$800	\$200 - \$600	\$80 - \$400
Record Storage	Ample Capacity	Ample Capacity	Ample Capacity
Security	Yes	Yes	Yes

Analysis – Return on Investment

<u>Current Cost:</u>	\$4,400	
Estimated Savings (base on 75% participation)	\$3,013	
<u>Capital Cost:</u>		<u>ROI</u> *
Existing Hardware	\$0	
New Hardware (20 units)		
\$100 per unit	\$2,000	8 months
\$200 per unit	\$4,000	1 year, 4 months
\$300 per unit	\$6,000	2 years
\$400 per unit	\$8,000	2 years, 8 months
\$500 per unit	\$10,000	3 years, 4 months
\$600 per unit	\$12,000	4 years

* ROI does not include any additional monthly costs, such as data charges (\$50) or applications.

Discussion – Communication Needs

- Electronic Access Council packet
 - Create and e-mail a link
 - Training for Council & Mayor on 9/10 in training room at Municipal Building Annex
 - Assess Council Electronic Inventory
- Access to codes and ordinances
 - Training for Council & Mayor on 9/10 regarding online access
- Cut down on excessive paper
 - Clerk of Council to scan correspondence
 - Staff directed to send hard copy correspondence to Clerk of Council

Discussion

- Factors to consider related to
 - Process
 - Hardware
- Hardware
 - Type
 - Budget implications
- Next step...

Ease of Use



Portable



Cost



Records



Security

