

## MINUTES

### COUNCIL-MANAGER BRIEFING

October 22, 2012

Vice Mayor Terry Senger 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, Tim Abbott, Jeff Holtegel, Mike Oler, Debbie Pennington and Adam Jones. Staff present: Alisha Wilson, Art Pizzano, John Clemmons, Mary Hopton, Mike Dickey, Jim Bell, Tim Bachman, Dave Butsch, Dave Crouch, Carol Mayhall, and Don Bennett.

#### **Council Attendance at Special Meetings**

City Manager Pizzano explained that there had been a public records request regarding city councilmembers' attendance at meetings of council over the past two years, and in the process of answering that request, it was noticed that motions to excuse absent members were not made during some special meetings. He suggested that council may want to start making motions to excuse members at special meetings, even though it is not required by the charter, so that there is consistency in the records. There was some discussion about the public records request and newspaper article, as well as the attendance records for each councilmember. Vice Mayor Terry Senger made a motion to excuse Mayor Ron D'Epifanio from the Council-Manager briefing of October 22. Councilmember Tim Abbott seconded the motion. Motion carried 7-0.

#### **Metrics Report for October 2012**

City Manager Pizzano explained that Assistant City Manager Mark Wendling typically handles the metrics presentations; however, he was unable to attend the meeting due to a family emergency, so Finance Director Mary Hopton would fill in for him.

Development Services Director Tim Bachman discussed that Fairfield is running along the median for the total number of full-time equivalent (FTE) inspectors compared to total code enforcement cases. Fairfield has approximately one more FTE inspector compared to Hamilton and one-half less FTE inspector compared to Dublin. He noted that the number of calendar days from case initiation to voluntary compliance is less than the mean, as well as less than Dublin, Ohio, and running along the median. He explained that different cities may define "voluntary compliance" differently, but this number is still positive for Fairfield. He also explained that the number of cases resolved voluntarily versus with forced compliance is much higher for Fairfield than for both Dublin and Hamilton, as well as higher than the median.

Human Resources Manager Carol Mayhall discussed the city's Human Resources staff and that Fairfield has a low ratio of Human Resources FTEs compared to total FTEs. The percentage of employees in the union is about average with the other reporting cities. The number of workers' comp claims per 100 employees is very low at 3.47.

Public Works Director Dave Butsch discussed the Fleet Replacement Criteria and that Fairfield has been able to maintain the existing fleet of small vehicles past the replacement criteria, however, police and fire vehicles are being replaced on schedule. He noted that street sweeping expenditure per mile is relatively low, and he attributed that to the frequency at which Fairfield streets are cleaned, noting that the more frequently the streets are cleaned, the less cost per mile to the city. He commented that the amount of recycling per account is not as high as the city would like it to be, but hopefully the larger recycling bins that are now being used will help boost that number. He also noted that the road rehabilitation expenditures per lane mile are much lower in Fairfield than in other reporting cities, such as Blue Ash, Dublin and Hamilton; only Monroe and Piqua have lower expenditures than Fairfield in this category. The snow and ice control cost per lane mile is higher for Fairfield, in comparison to Hamilton, but Fairfield strives to keep the roads as clear of snow and ice as possible, so that will result in a higher cost.

Police Chief Mike Dickey discussed the crimes per 1,000 population as being in the middle for reporting cities, and the total arrests is on the high end, with only Monroe having a higher arrest number than Fairfield out of the compared cities. He also noted that of the citizens that have had contact with the police department, 92% of those residents rated the quality of that contact as Excellent or Good, which is a testament to the staff of the police department. He noted that residents rated their feeling of safety much higher in the daytime than at night, and he's not sure why that is, but that is something the police department will be working to change as much as they can. He commented that it might just be the difference of daylight and dark that makes people feel unsafe, in which case there is not a lot that the police department can do, but they are working to do what they can.

Finance Director Mary Hopton discussed Fairfield's low purchase order minimum in comparison to other reporting cities. Fairfield requires a purchase order for anything that costs \$1,000 or more. This allows for greater accountability to taxpayers, without compromising service. She noted that Fairfield is also much more cost-efficient in the purchasing process than other cities.

Fire Chief Don Bennett discussed that Fairfield's Per Capita Total Fire/EMS Personnel & Operating Expenditures is the lowest of the comparative cities at \$125.65. The total of non-fire incidents, i.e. EMS runs, which require a response is on the higher end, but that is

mostly due to the number of retirement and nursing homes in Fairfield. Fairfield is right at the median for the minimum staffing per shift.

Parks Director Jim Bell noted that Fairfield has the third-highest park acreage of the comparative cities, at 655.5 acres and approximately 85% of that is developed. That number will be higher next year when the Huffman Park is included in the developed area. The acres of parkland to 1,000 population is 15.42 acres and there are 14 playground structures throughout Fairfield parks. He noted that golf revenues are 60% of the total earned revenues of all parks and recreation activities.

**Adjournment**

Council/Manager Briefing adjourned at 6:57 p.m.

Respectfully Submitted,

Alisha Wilson  
Clerk of Council

# ICMA Center for Performance Measurement (CPM)



October 22, 2012

# ICMA CPM

- ▣ Fairfield has participated in the ICMA CPM program since 2008
- ▣ This year's report includes data submittals from over 120 jurisdictions from across the nation:
  - 42 with populations over 100,000
  - 45 with populations between 25,000 and 100,000
  - 38 with populations less than 25,000
- ▣ For the purposes of this presentation only participating jurisdictions from Ohio will be compared

# Ohio Participating Communities

- ▣ Blue Ash
- ▣ Dublin
- ▣ Fairfield
- ▣ Hamilton
- ▣ Loveland
- ▣ Monroe
- ▣ Montgomery
- ▣ Piqua
- ▣ Sylvania Township
- ▣ Upper Arlington
- ▣ West Carrollton
- ▣ Westerville
- ▣ Worthington

# 2010 Service Areas Measured (10 Categories)

- ▣ Code Enforcement
- ▣ Fire and EMS
- ▣ Fleet Management
- ▣ Highway and Road Maintenance
- ▣ Human Resources
- ▣ Parks and Recreation
- ▣ Permits, Land Use & Plan Review
- ▣ Police Services
- ▣ Procurement
- ▣ Risk Management
- ▣ Solid Waste

# Code Enforcement/Building Services

## TOTAL FULL TIME INSPECTORS COMPARED TO TOTAL CODE ENFORCEMENT CASES

Jurisdiction	Population	Total CE Cases	FTE
Fairfield	42,510	1409	3.59
Dublin	41,751	2367	4
Hamilton	62,477	6,673	2.54
Communities 25K-100K			
Mean	49,584	3118	4.17
Median	46,456	1581	3.03

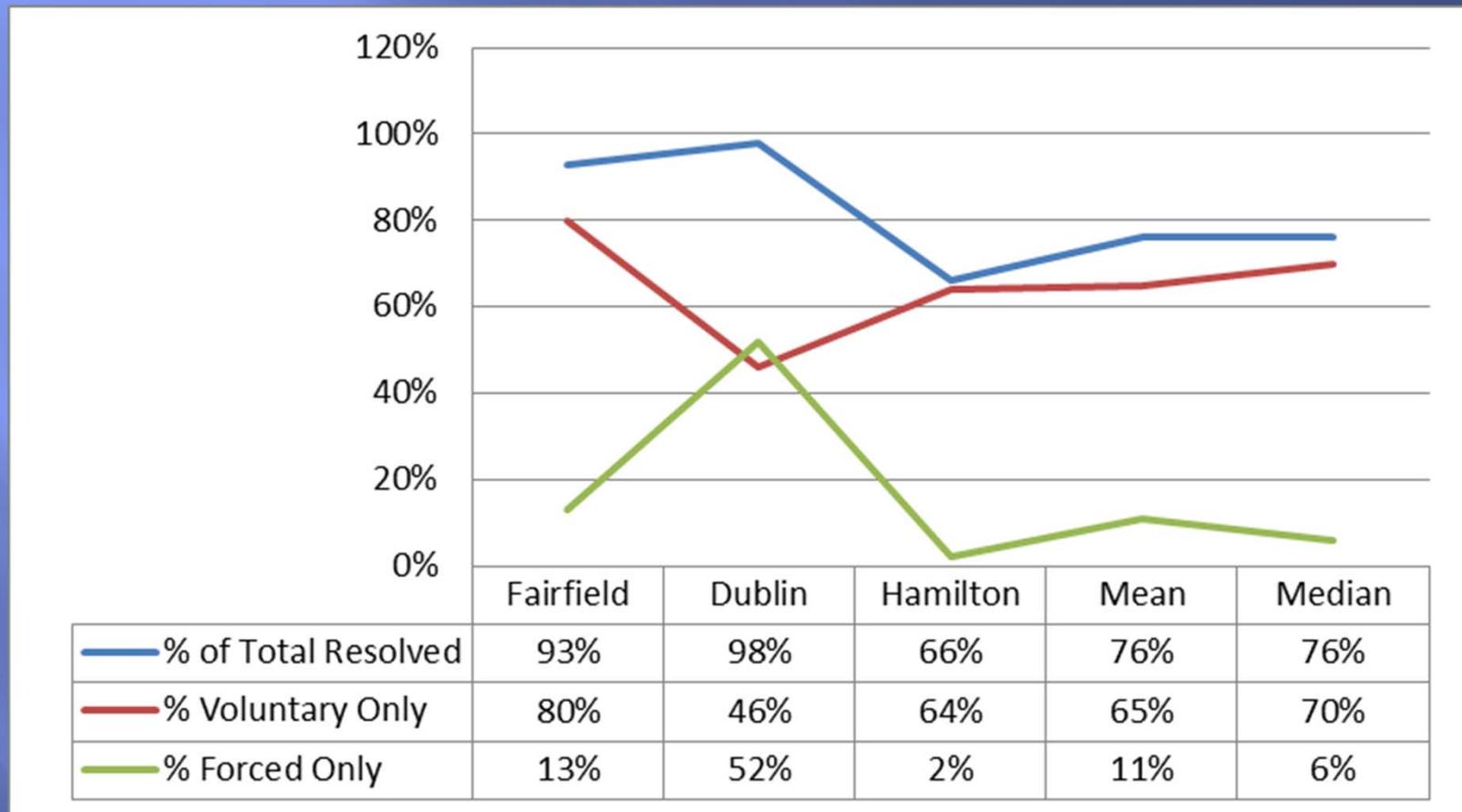
- Comparison made with the City of Hamilton, OH based on proximity to Fairfield, and the City of Dublin, OH based on population

## AVERAGE NUMBER OF CALENDAR DAYS FROM CASE INITIATION TO VOLUNTARY COMPLIANCE

Jurisdiction	Housing	Zoning	Nuisance
Fairfield	55 days	18 days	29 days
Dublin	15 days	12 days	43 days
Hamilton	n/a	n/a	n/a
Communities 25K-100K			
Mean	41 days	39 days	34 days
Median	35 days	26 days	28 days

- ▣ Housing: Apartment/Condo inspections
- ▣ Zoning: off-street parking, promotional signage etc.
- ▣ Nuisance: Weeds/tall grass, abandoned/inoperable vehicles, junk/debris, graffiti etc.

# PERCENTAGE OF CASES RESOLVED: VOLUNTARY VERSUS FORCED COMPLIANCE



## TOTAL CASES GENERATED FROM PROACTIVE PATROL

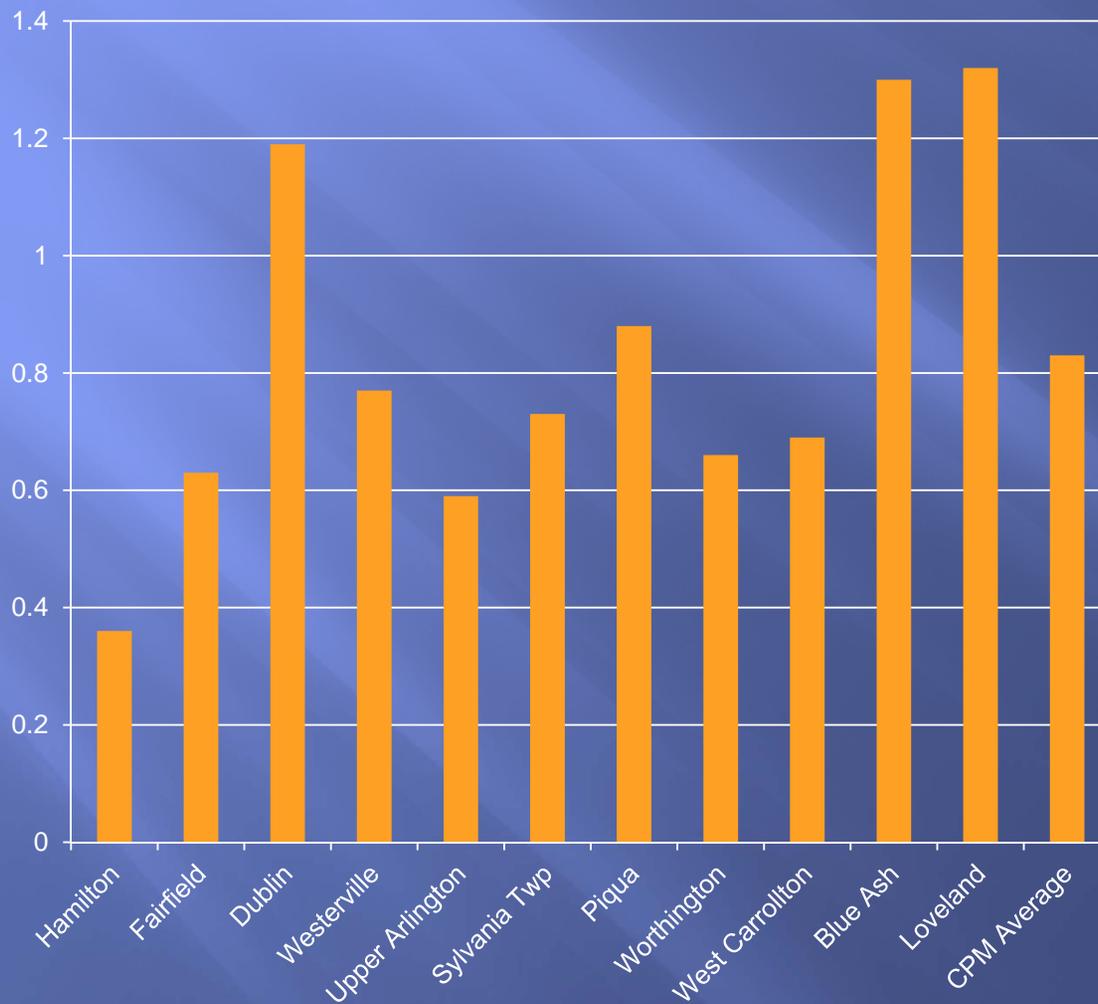
Jurisdiction	# of Proactive Cases 2011	# of Cases Initiated in 2011	Percentage of Cases created from Proactive Patrol
Fairfield	875	1306	67%
Dublin	n/a	2321	n/a
Hamilton	2731	5690	48%
Communities 25K-100K			
Mean	1254	3147	40%
Median	573	1234	46%

## PERMITS ISSUED PER FULL TIME EMPLOYEE

Jurisdiction	Permit/FTE	Permits Issued	# of FTE
Fairfield	431.7	1813	4.2
Dublin	439.7	3078	7
Hamilton	394.4	2129	5.4
Communities 25K-100K			
Mean	409	2210	5.4
Median	401	1846	4.6

# Human Resources/Risk Management

## Ratio of Human Resource Employees per 100 Total Full Time Employees

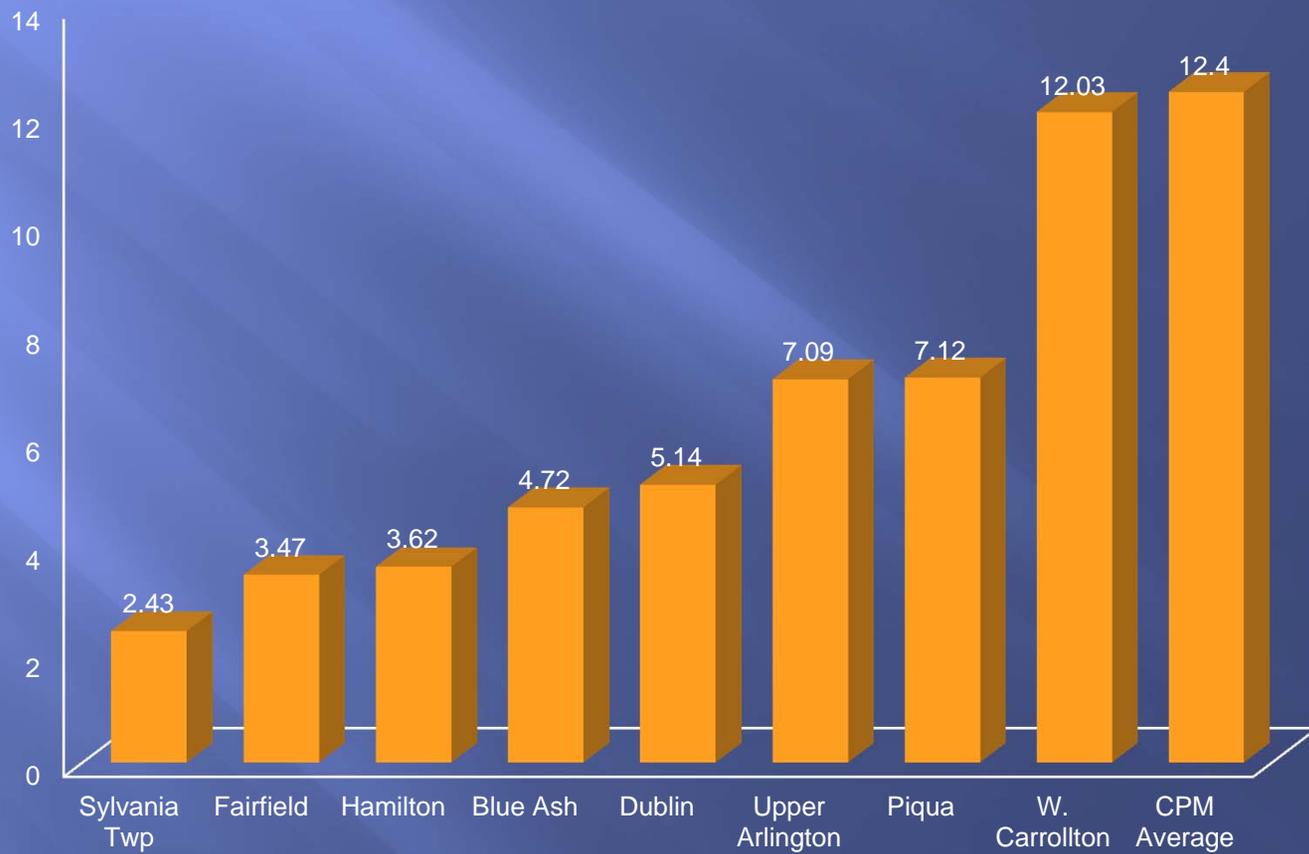


- Fairfield has a comparatively low ratio of human resources FTE's to total FTE's

# Percentage of Employees in Unions

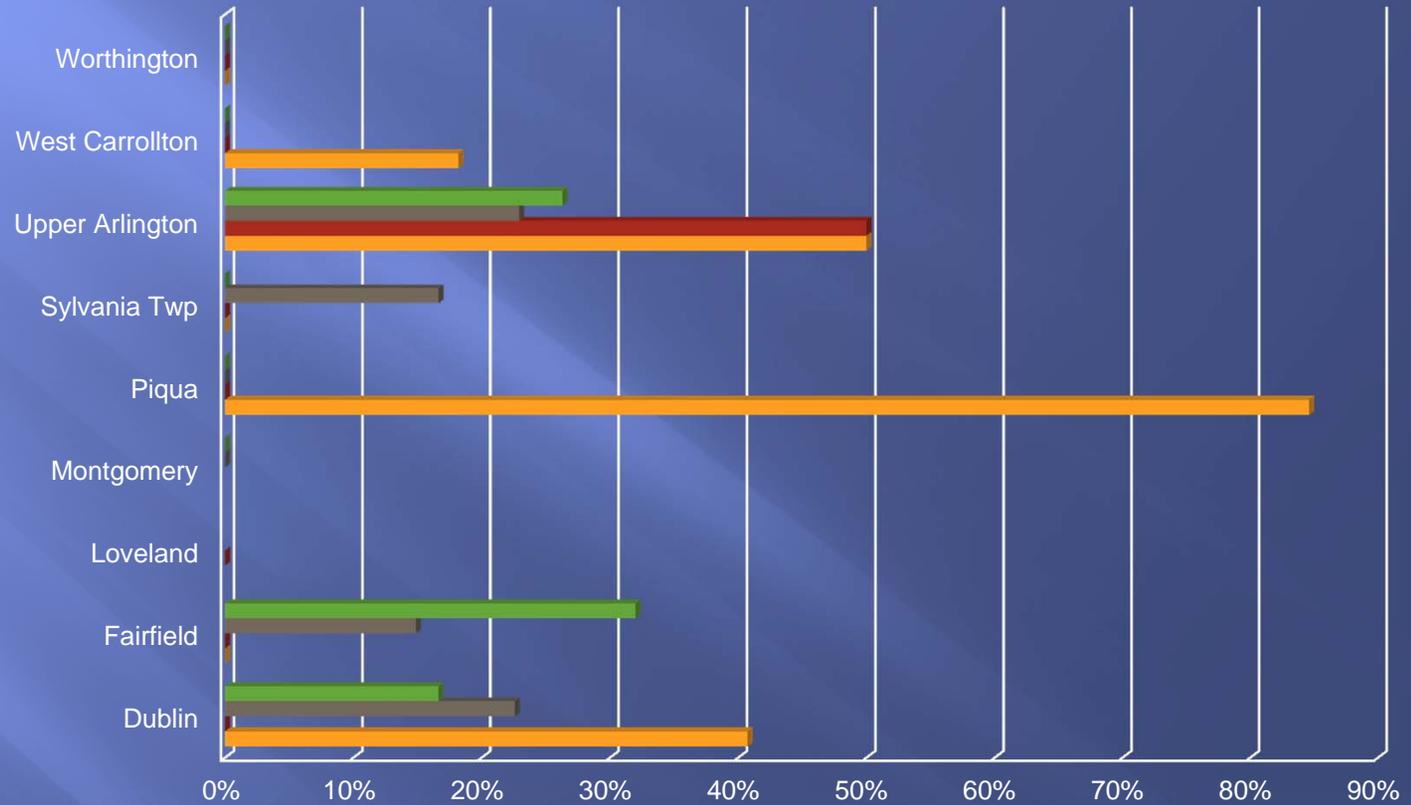


# Number of Worker's Comp Claims per 100 Employees



# Public Works

# Percentage of Fleet Exceeding Replacement Criteria

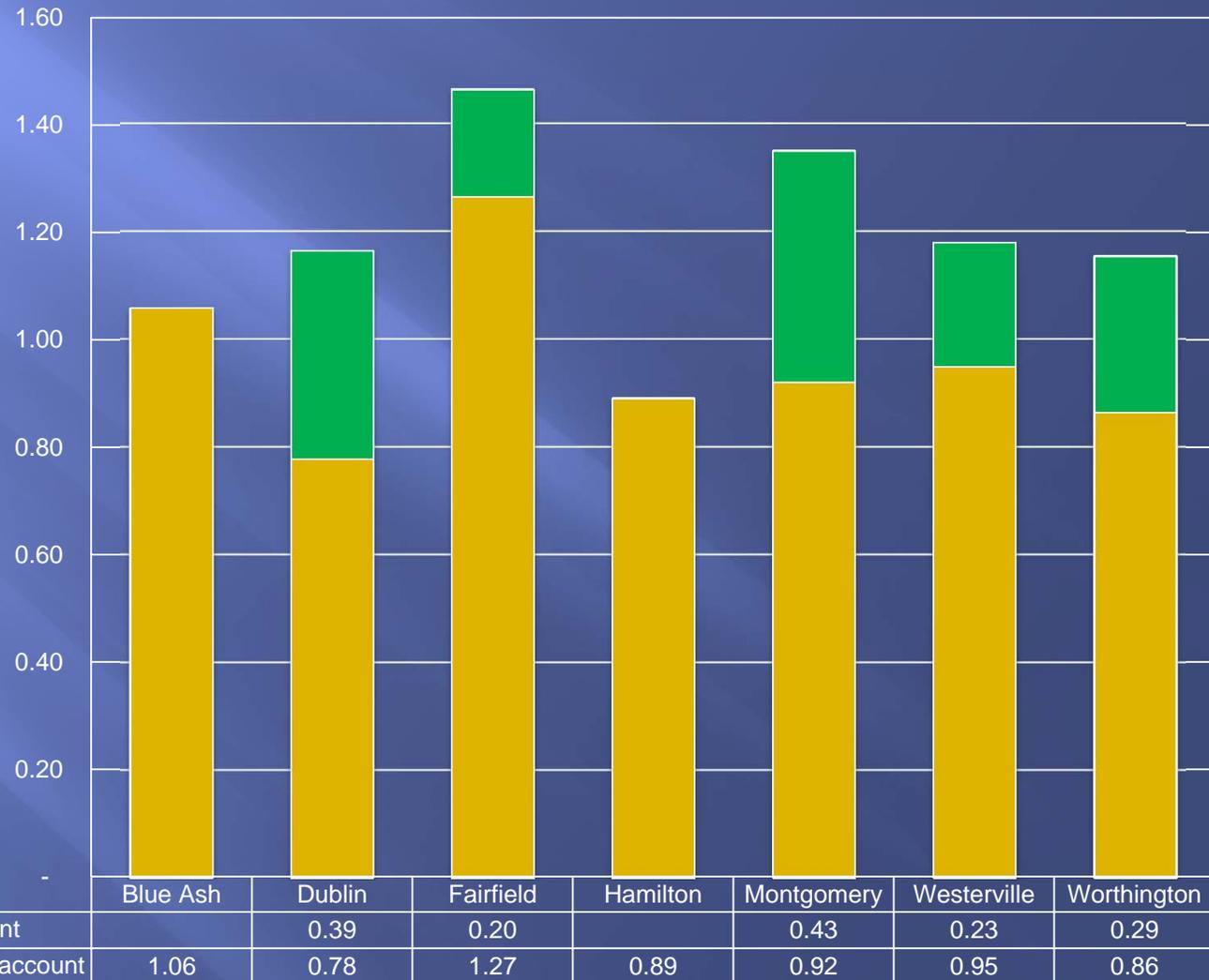


	Dublin	Fairfield	Loveland	Montgomery	Piqua	Sylvania Twp	Upper Arlington	West Carrollton	Worthington
■ Percentage of light vehicles 8,501-10,000 GVW	17%	32%		0%	0%	0%	26%	0%	0%
■ Percentage of light vehicles <= 8,500 GVW	23%	15%		0%	0%	17%	23%	0%	0%
■ Percentage of fire apparatus	0%	0%	0%		0%	0%	50%	0%	0%
■ Percentage of police vehicles	41%	0%			85%	0%	50%	18%	0%

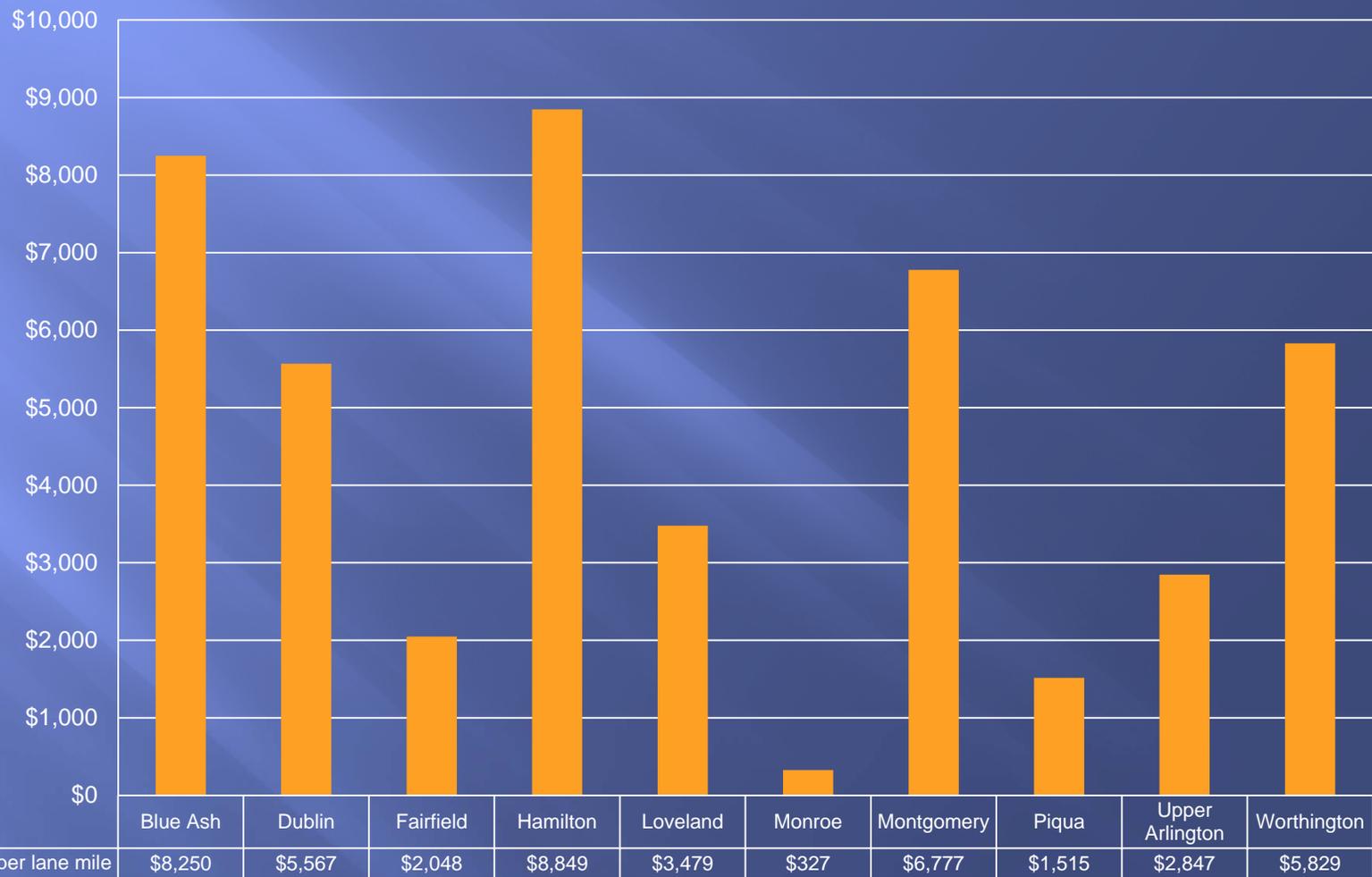
# Street Sweeping Expenditures per Linear Mile Swept



# Residential Refuse and Recycling per Account



# Road Rehabilitation Expenditures per Lane Mile

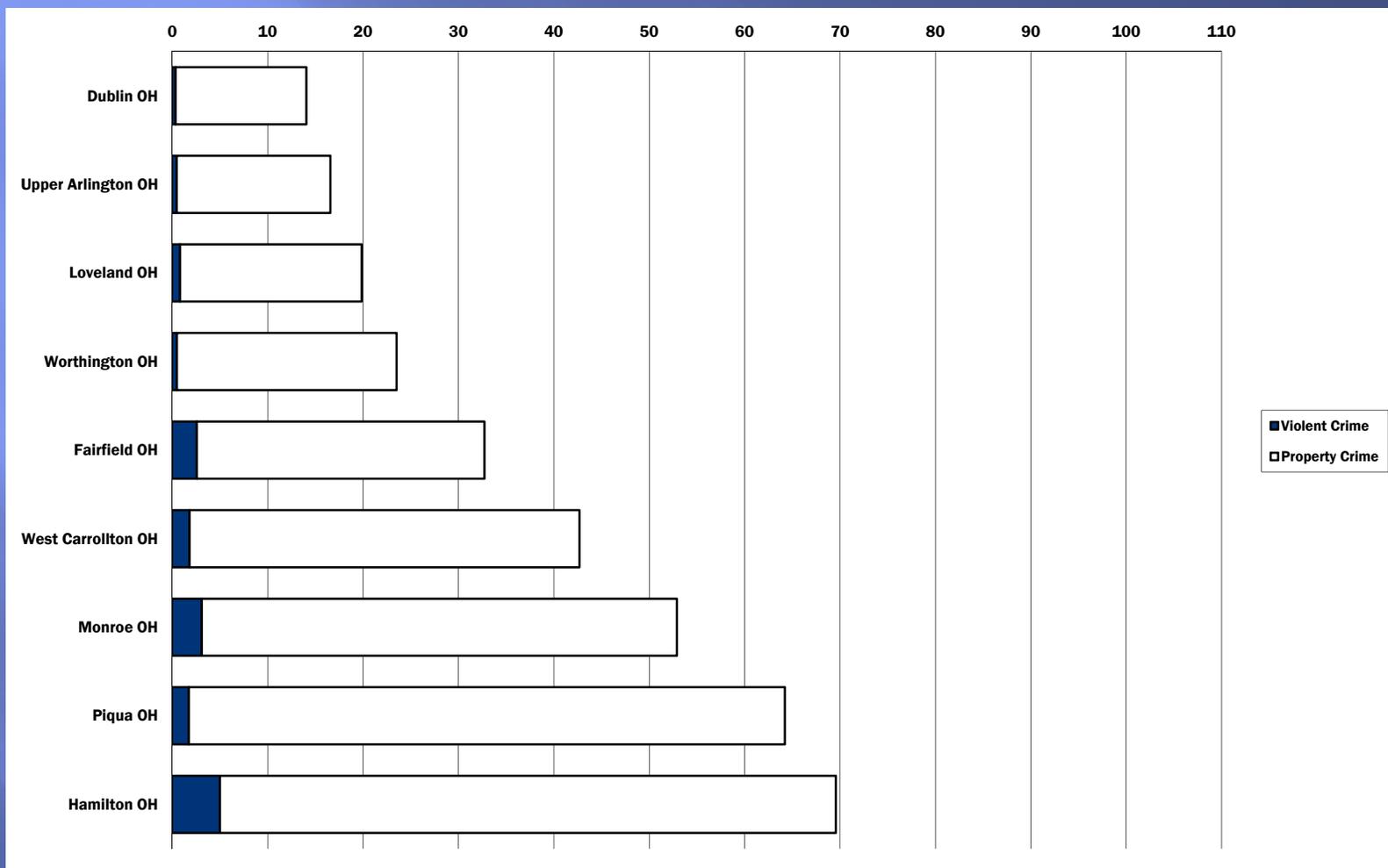


# Snow & Ice Control Cost per Lane Mile

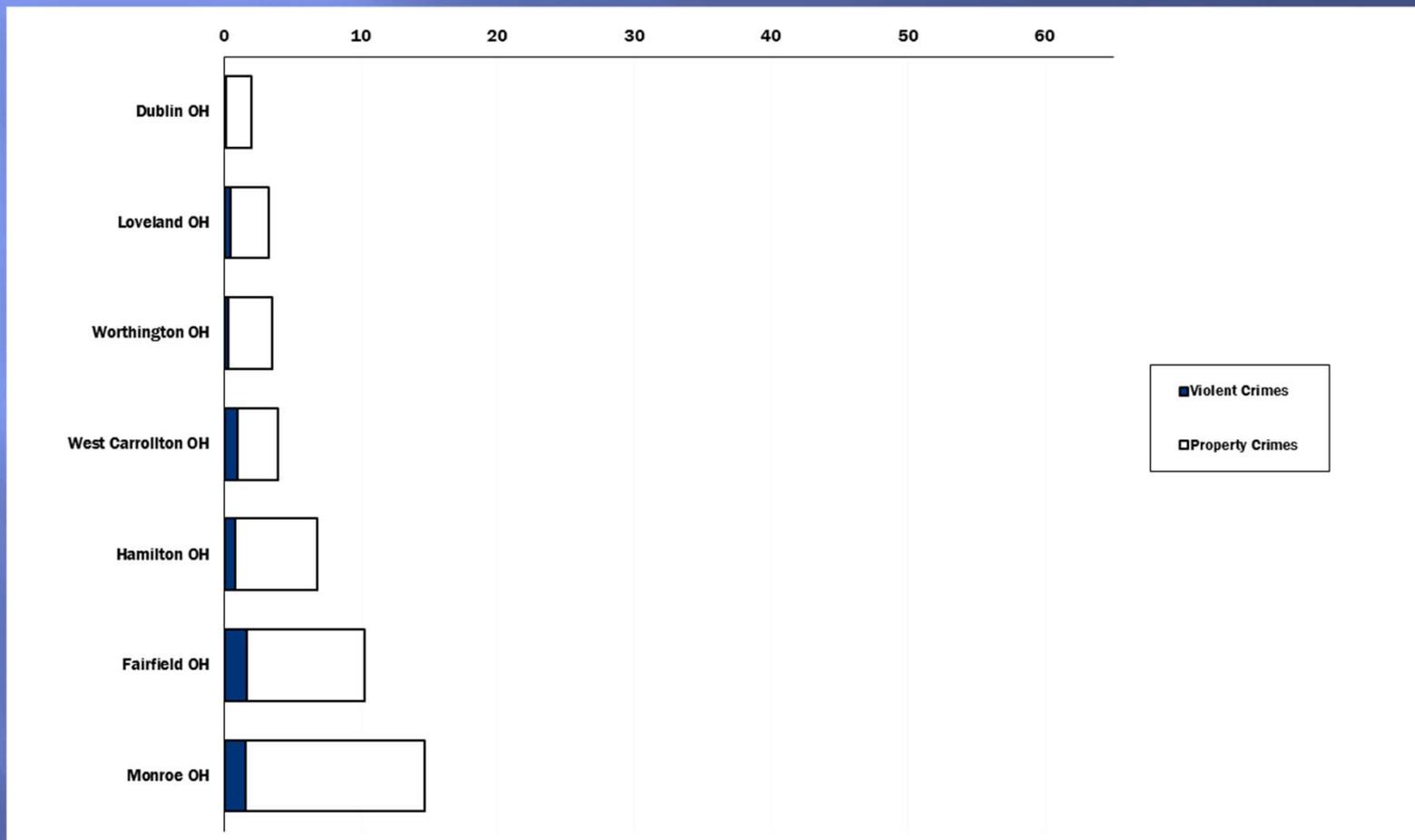


# Police Services

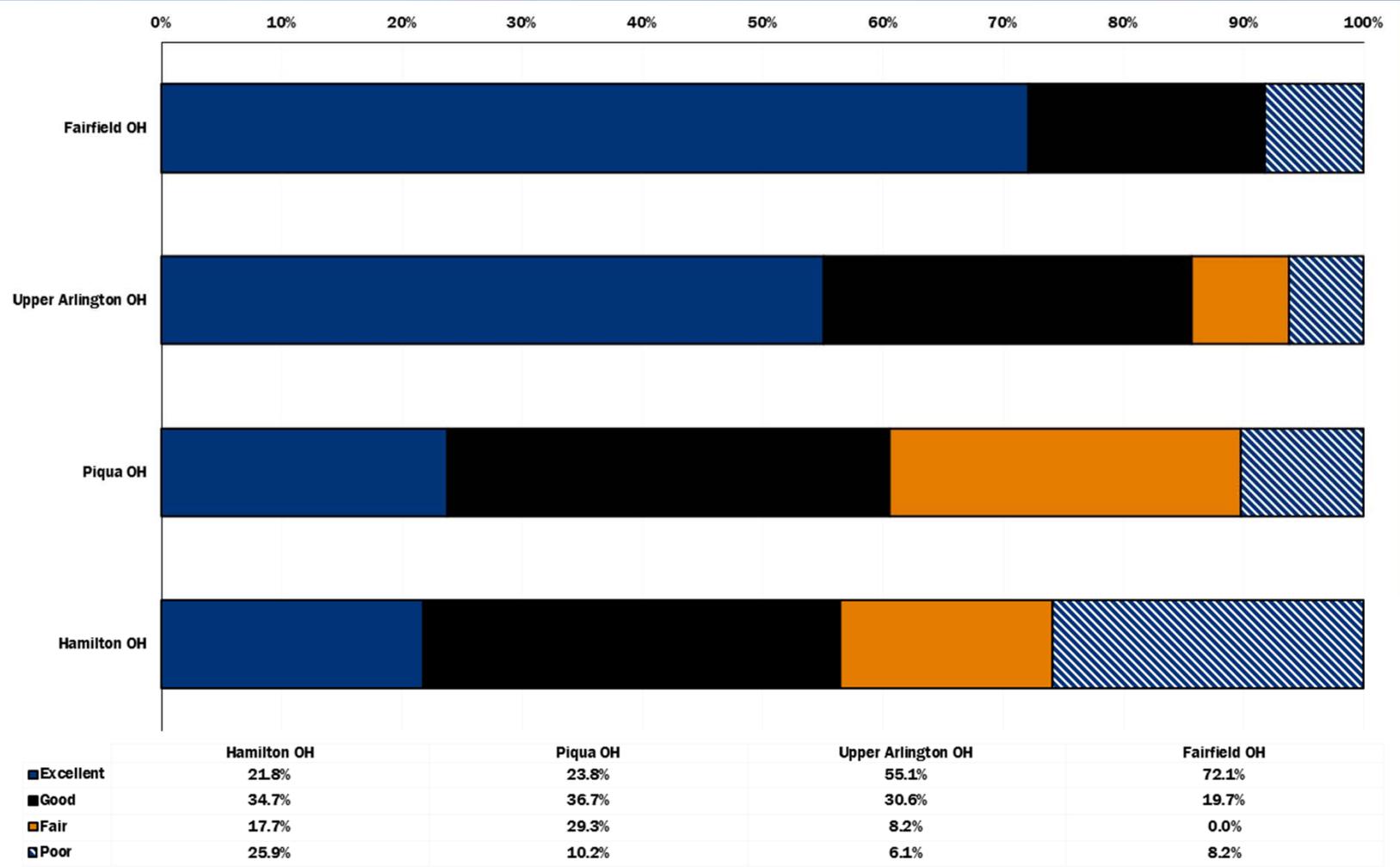
# UCR Part I Crimes per 1,000 Population



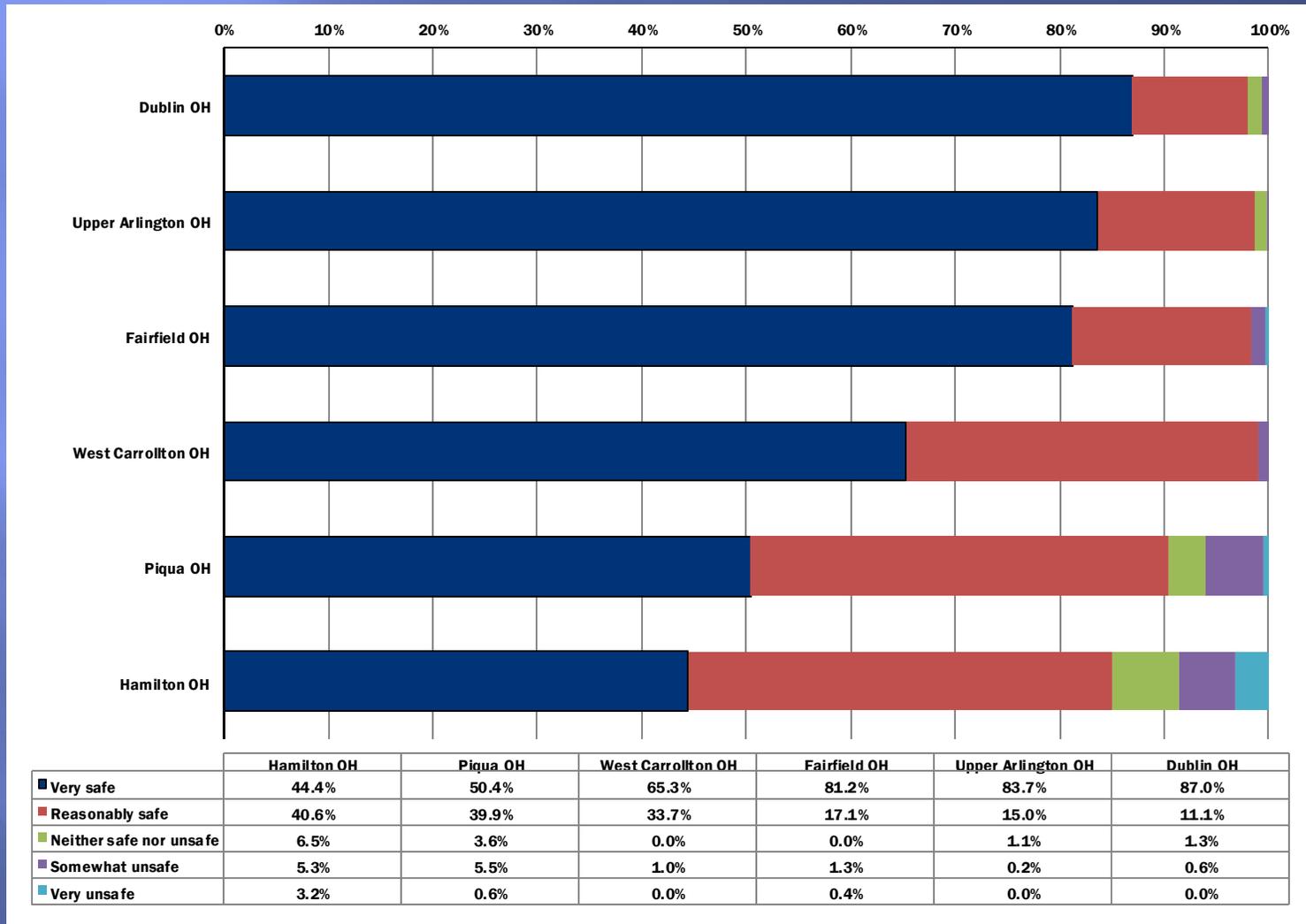
# Total Arrests for UCR Part I Crimes per 1,000 Population



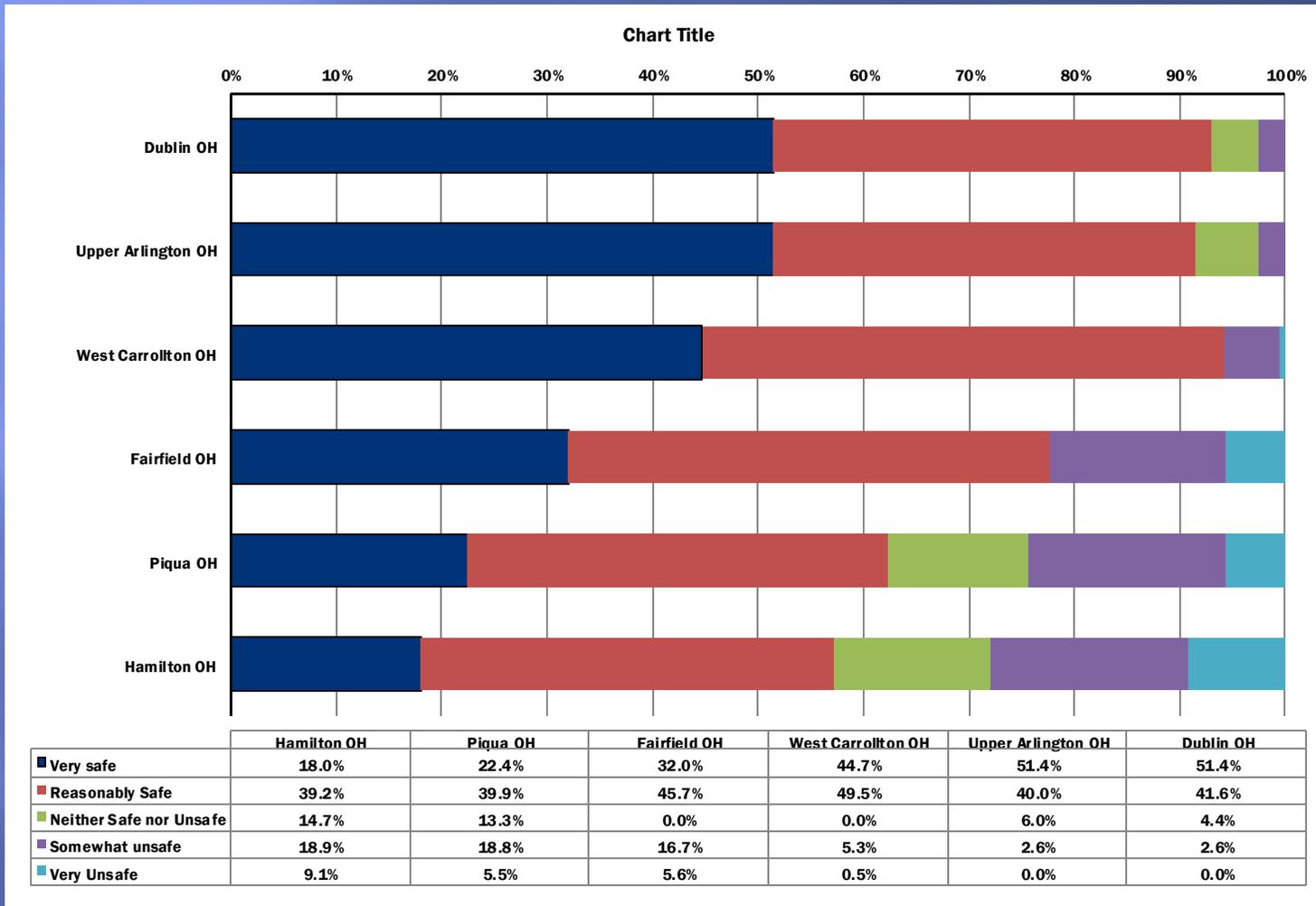
# Residents Reporting Contact with the Police Department within the Past 12 months; How They Rated Quality of Their Contact(s)



# Citizens' Ratings of Safety in Their Neighborhoods during the Day

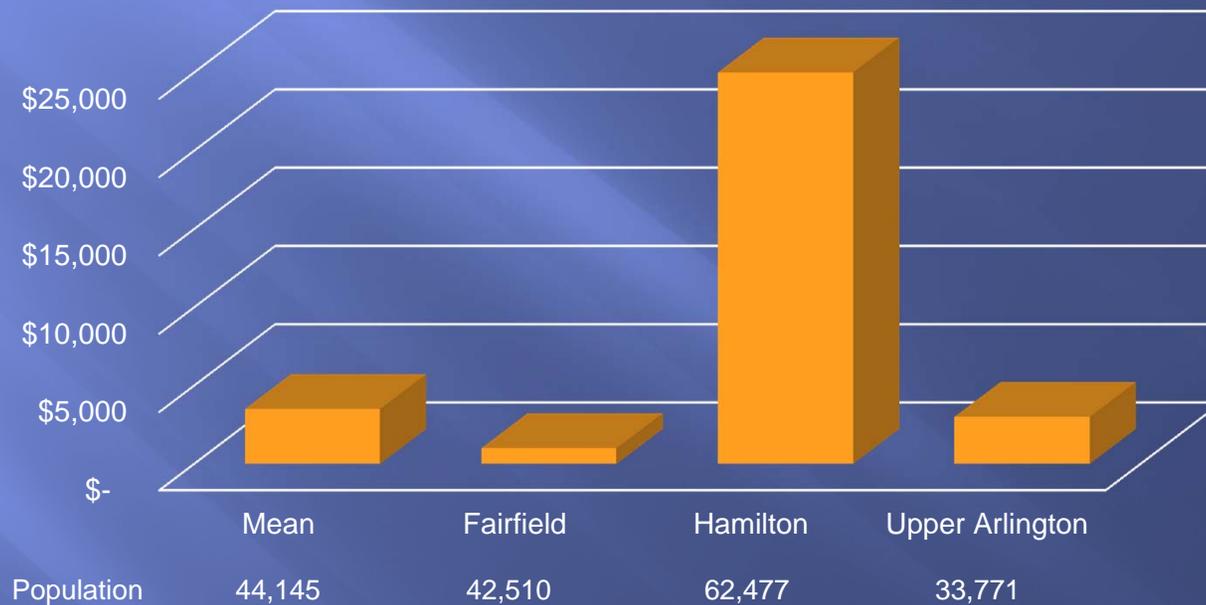


# Citizens' Ratings of Safety in Their Neighborhoods after Dark



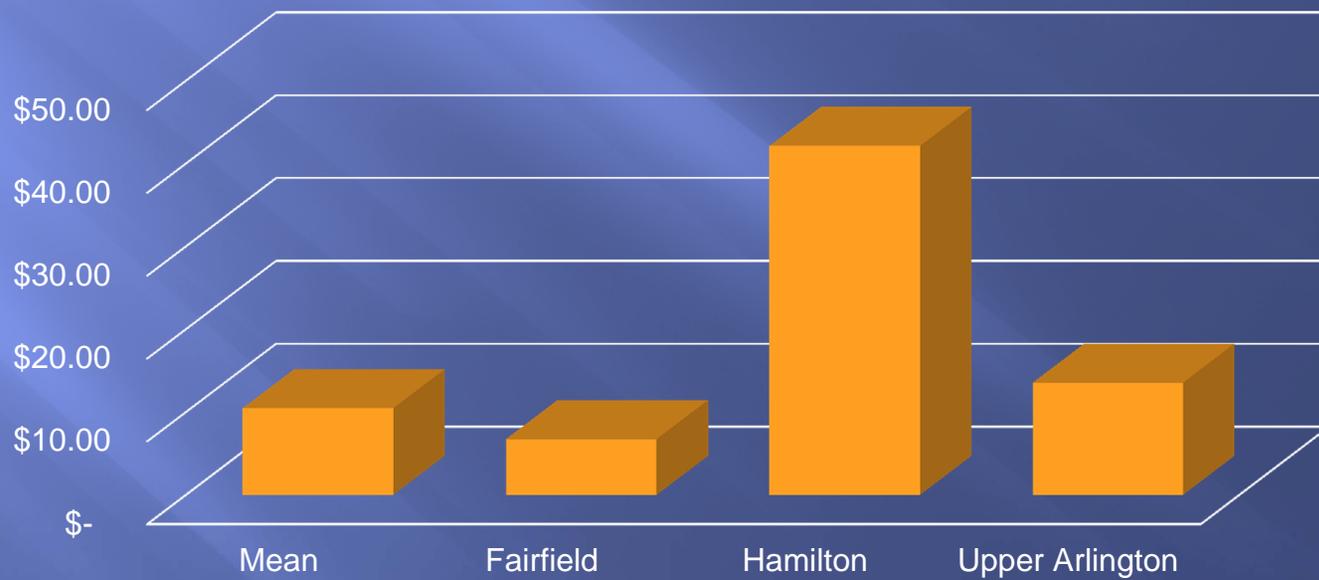
# Procurement

## Purchase Order Minimums



- ▣ Fairfield's low purchase order minimum allows for greater taxpayer accountability without compromising service levels.

# Efficiency of Central Purchasing



Population

44,145

42,510

62,477

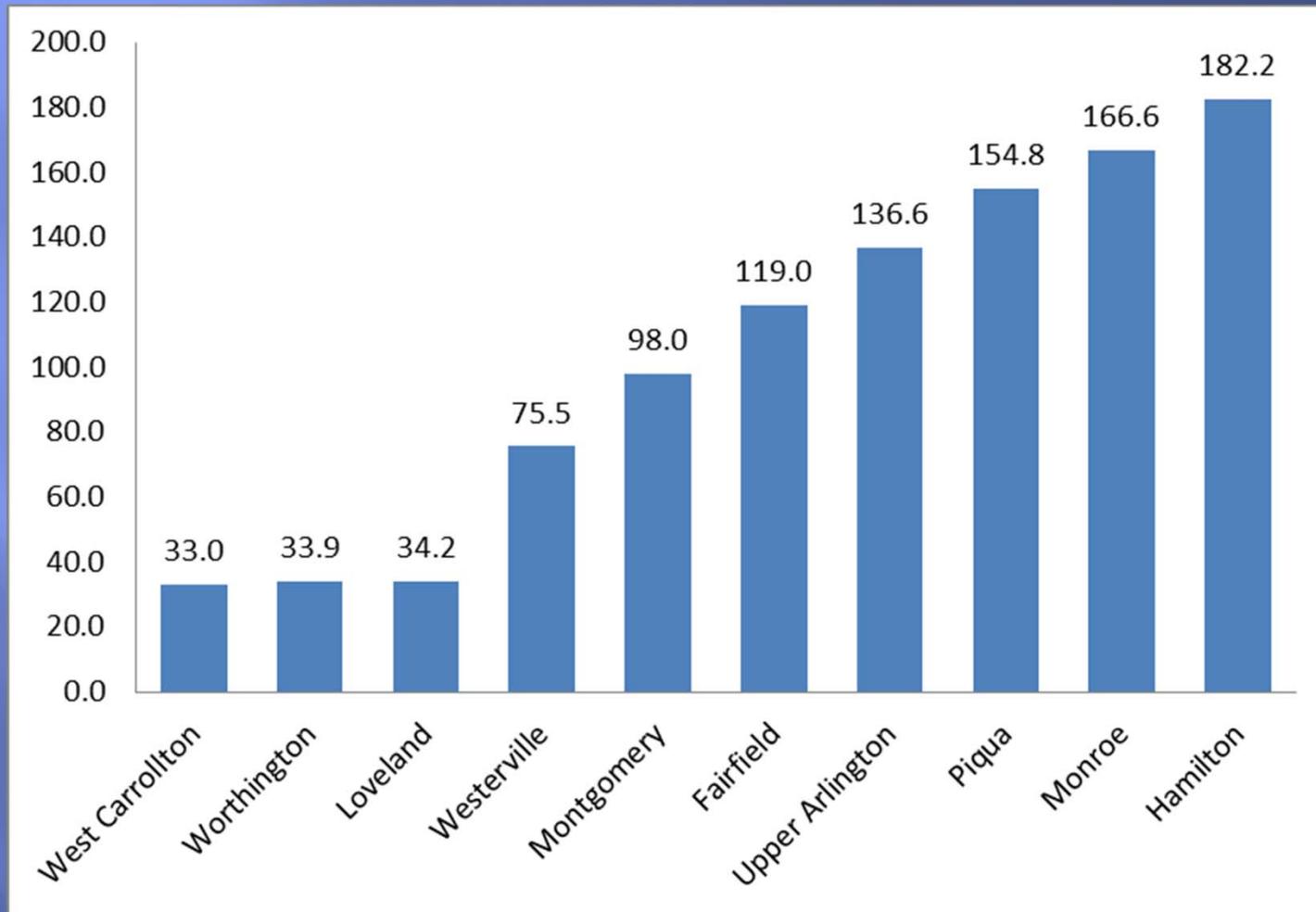
33,771

# Fire and EMS

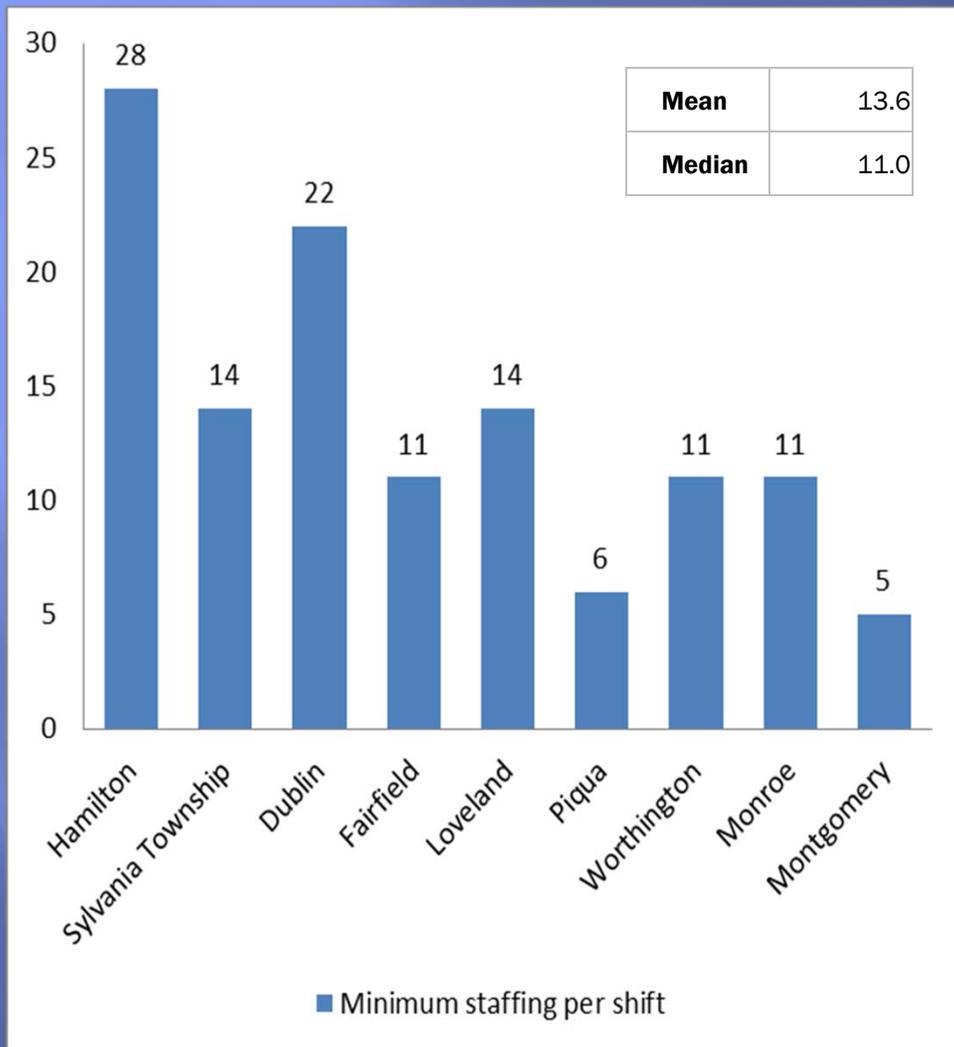
# Per Capita Total Fire/EMS Personnel & Operating Expenditures



## Total Non-Fire Incidents that Require a Response per 1,000 Population



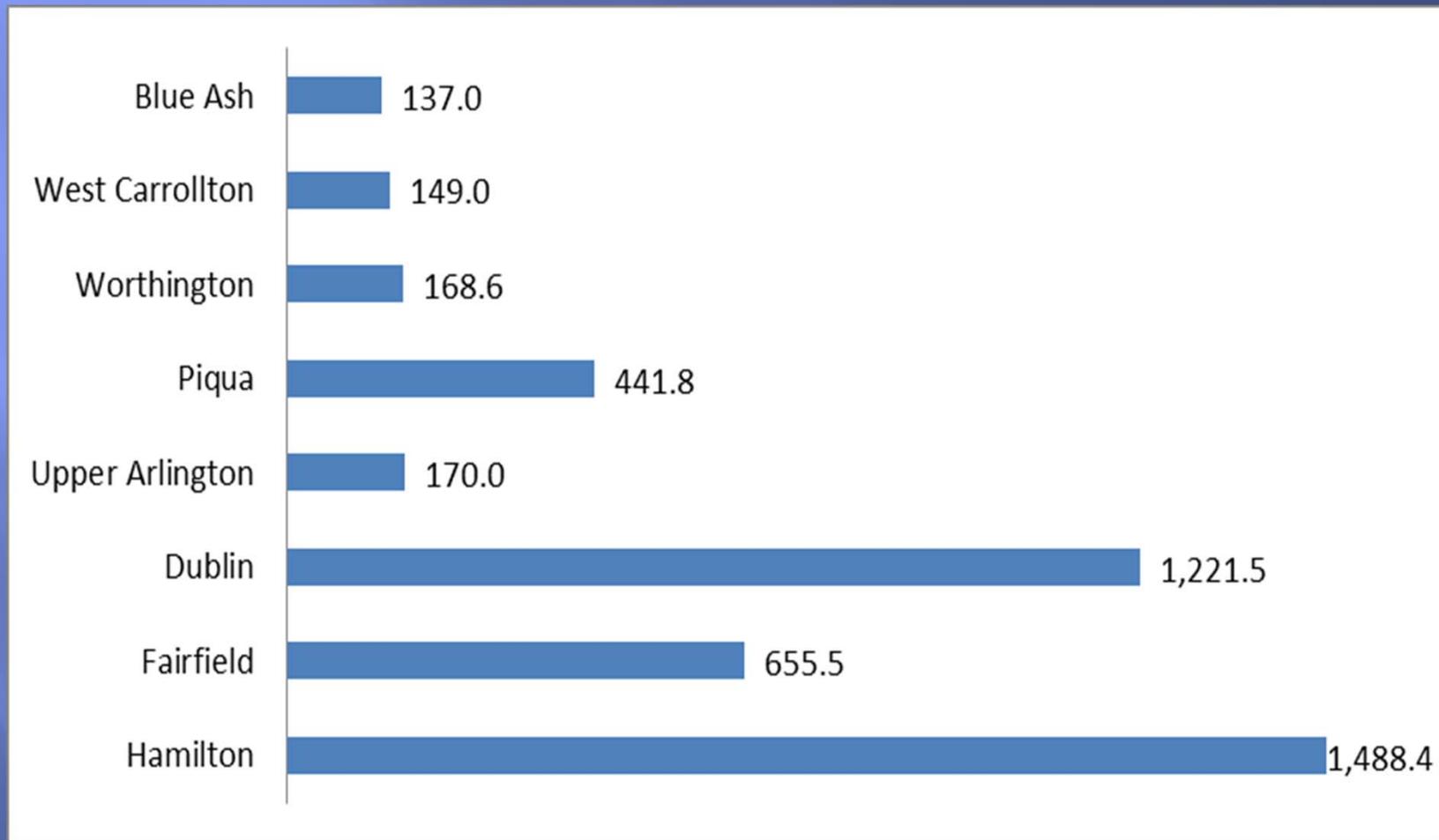
# Minimum Staffing per Shift



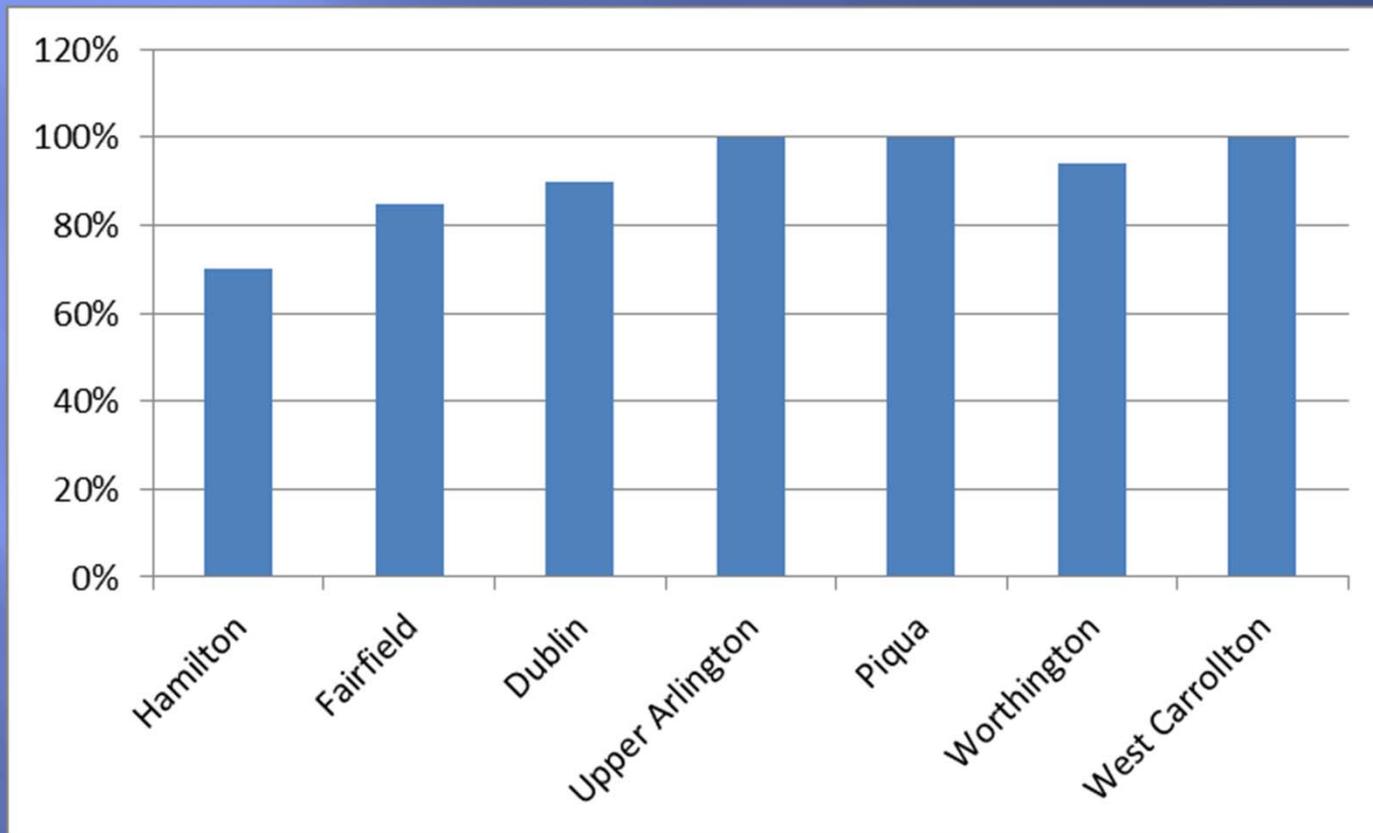
Jurisdiction	Population
Hamilton	62,477
Sylvania Township	48,487
Dublin	43,021
Fairfield	42,510
Loveland	26,852
Piqua	24,180
Worthington	21,025
Monroe	13,875
Montgomery	10,251

# Parks and Recreation

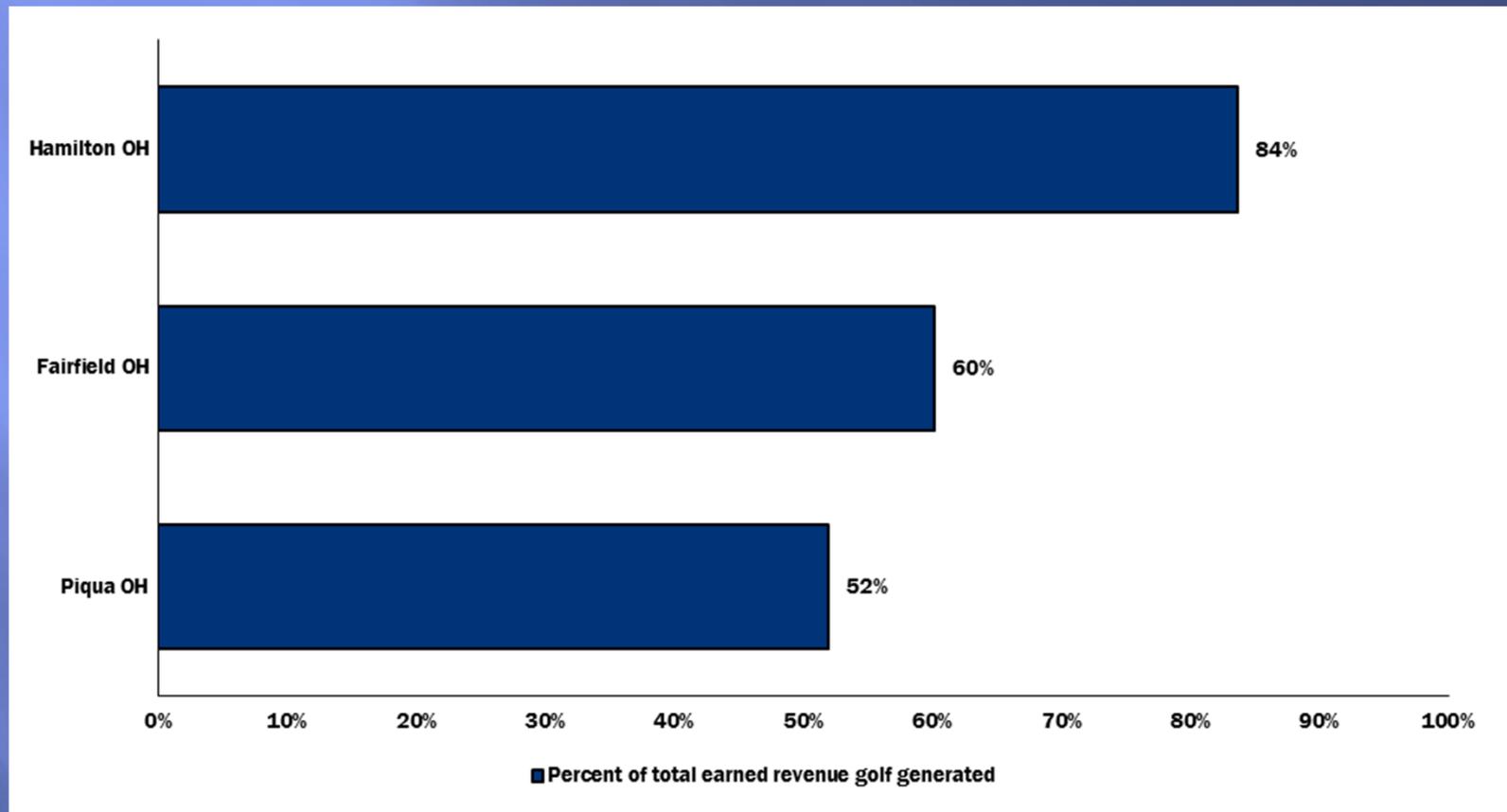
# Total Park Acreage



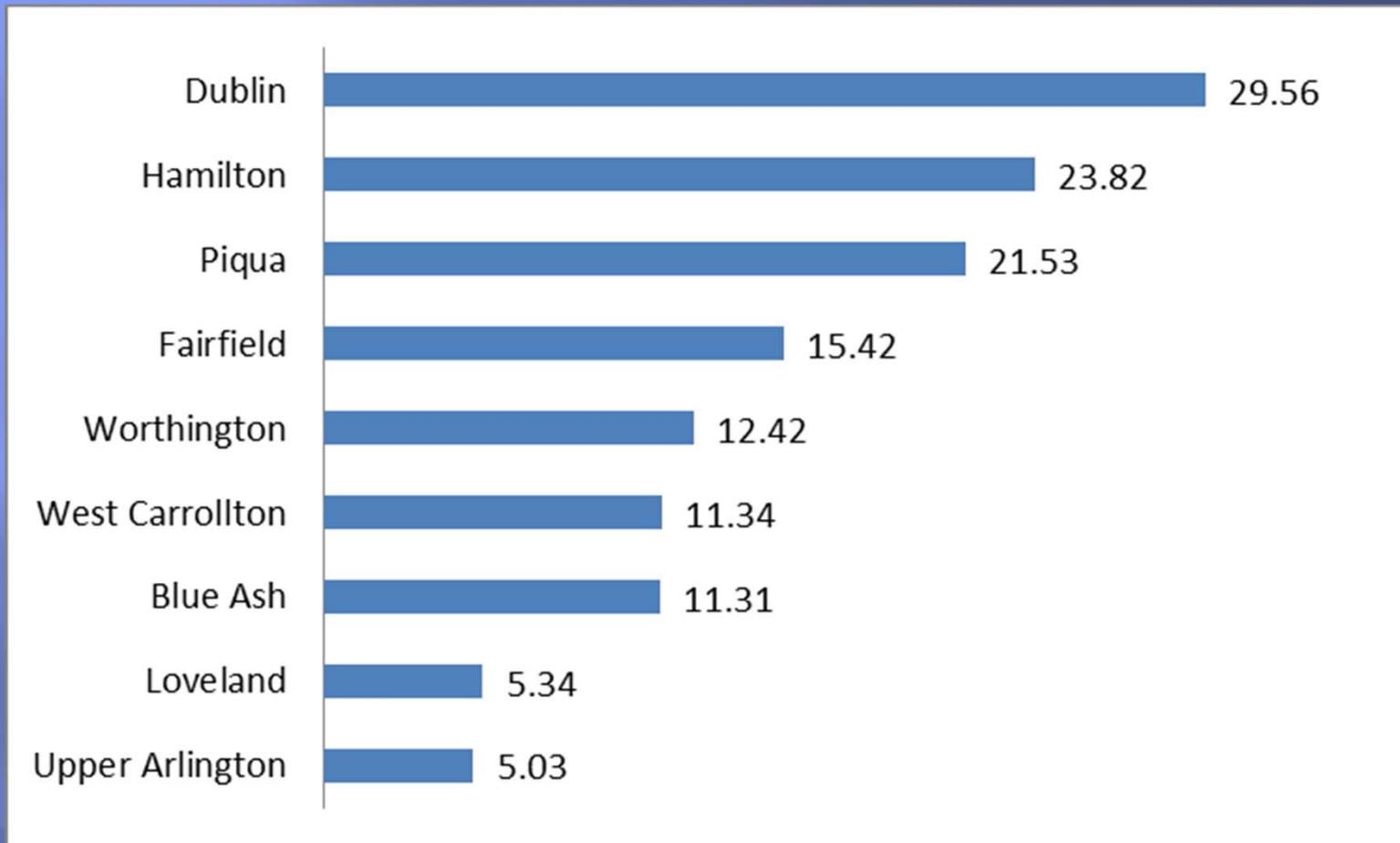
# Percentage of Park Acreage that is Developed



# GOLF REVENUES AS A PERCENTAGE OF TOTAL EARNED REVENUE FROM ALL PARKS AND RECREATION ACTIVITIES



# ACRES OF PARKLAND TO 1,000 POPULATION



# Total Number of Playground Structures

