

## MINUTES

### COUNCIL-MANAGER BRIEFING

OCTOBER 24, 2011

Mayor Ronald A. D'Epifanio called the Council-Manager Briefing to order at 6:04 p.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue. The following Councilmembers were present: Tim Meyers, Terry Senger, Tim Abbott, Mike Oler, Mitch Rhodus, and Mike Snyder. Staff present: Dave Crouch, Dave Butsch, Angie Jolivet, Art Pizzano, John Clemmons, Mark Wendling, Tim Bachman, Carol Mayhall, Mary Hopton, and Jim Bell.

#### **Goal Update: Review of Existing Public Works Service Levels/Possible Schedule Adjustments**

Public Works Director Dave Butsch discussed the reduction in Public Works staffing levels noting there were 40 full time positions and 6 part time positions in 2010 and there are 36 fulltime positions and five part time positions in 2012. He discussed the unfilled positions including one Construction Service Manager, two Maintenance Workers, one Clerk II to be vacated January 31, 2012 and one Sidewalk Inspector. In response to Councilmember Meyers' question, Mr. Butsch stated part-time employees work 1560 hours or less. Human Resources Manager Carol Mayhall clarified they must have less than 30 hours a week on average and each part time job has a pay scale, but most are from minimum wage to \$15/ hour. Ms. Mayhall further explained they could get overtime if they work over 40 hours in one week under Fair Labor Standards Act. Mr. Butsch discussed only a Fleet Manager and a Clerk were added to the staffing for the fleet between 1990 and 2010 while the fleet and equipment size doubled, there are still four mechanics. City Manager Pizzano explained the Fleet Manager was modified a year ago to a Fleet and Facilities Manager in an effort to keep the new buildings that were not around in 1990 running well. Mr. Butsch briefly discussed the duties of the Clerk. Mr. Pizzano discussed changes are expected for this position due to an anticipated retirement next year and the position that was filled within the last year due to a retirement. Mr. Butsch discussed the extension of the maintenance schedules on some vehicles from 3,000 to 5,000 miles and the change to 5,000 mile oil changes up from 3,000 for Police Cruisers as recommended by Ford. He further discussed that vehicles are looked at specifically at the time of replacement, there is no magic number used for vehicle replacement and police cruisers are being kept five plus years or 100,000 plus miles. Mr. Butsch discussed a change to have a mechanic assigned to each department or group of departments to allow that person to be more familiar with that piece of equipment, its history and overall condition because they will see it on a regular basis. He stated the fleet size cannot continue to increase and still keep only four mechanics. He discussed his phrase "right size the fleet" in which there has been net zero increase in fleet size, more equipment is shared versus buying, and the right size vehicle is chosen. Mr. Butsch commented Brian Rose was appointed to the Fleet/Facilities Manager position that was created in November 2010. He stated Brian oversees and coordinates maintenance repairs to most of the city buildings, he looks at combining service and maintenance contracts, standardizing systems, and coordinates maintenance on HVAC and back-up generators. Mr. Butsch further commented Brian evaluates buildings for energy upgrades including HVAC, insulation and roof at the Municipal Building, electrical upgrades at the Library and thermostat and HVAC upgrades at the Public Works facility. Mr. Pizzano explained when Brian was promoted to this expanded position; a building inspector position was reduced in Development Services. He commented the Construction Service Manager retired in 2010. Mr. Pizzano discussed City Engineer Ben Mann has taken over the Construction Service Manager duties as well as his duties as City Engineer. Mr. Butsch discussed the sidewalk and concrete contracts will be bid annually instead of multi-year because prices fluctuate too much. He explained more staff time will be required, but there will be more savings per contract. He explained that different construction methods are being tried to extend the life of pavement, save money, and reduce impact on the public. Mr. Butsch discussed the traffic signal system, which has improved the level of service with the ability to monitor the system and for close monitoring. He commented on the LED traffic signal lights, which reduce the maintenance and energy costs and improve reliability. He further commented the warranty for a LED is seven years with the life expectancy is about 12 to 15 years. Mr. Butsch stated the staffing for the Street Division is down 10%. He discussed the better planning for events and emergencies and doing more during the day. He further discussed having more full depth street repairs contracted with a paving contractor instead of in-house in 2012, which will free staff to do other things. Mr. Butsch discussed the schedule for mowing and trimming which is done when other work is caught up. He stated if overtime is needed the preference is for extending the workday instead of working on Saturday. He further commented if Saturday is needed, it is limited generally to five to six hours. He noted the frequency of trimming around guardrails has been reduced and spraying utilizing the weed seeker truck reduces the need to weed eat as often. Mr. Butsch discussed the reduction of the crew from four to three for the Brush Pickup Program to allow a worker to be assigned to tree trimming. He briefly discussed the Brush Pickup Program. Mr. Butsch discussed the increase in the use of the Operation Dump Truck Program in which dumping locally saves \$30-40,000 a year. He discussed combined departmental purchasing in which contracts continue to be consolidated and joint purchasing in which we purchase salt through the Butler County Engineers Office and are looking for other County/Municipalities opportunities for joint purchasing. He further discussed the use of state bid purchasing and ODOT's Cooperative Purchasing Program. Mayor D'Epifanio suggested periodically checking for businesses that will beat the state bid. Mr. Butsch discussed Public Works overtime hours from 2006 to 2011, which has been trending down. Mr. Pizzano stated all departments have been asked to cut overtime back across the board by ten percent. Mr. Butsch discussed the breakdown of overtime hours noting 21% of overtime may be considered discretionary including brush, mowing, leaf collection and miscellaneous and the rest of the overtime hours are 79% and are considered non-discretionary. Mr. Butsch responded to Councilmember Rhodus' question that part of the road repairs in front of Mercy were done in-house.

**Water Hauling Discussion**

Public Utilities Director Dave Crouch briefly discussed information on a handout for the water hauling station that is operated in town for bulk water haulers, which has been around for 30 plus years. He commented there are 20 accounts, with only ten active this year. He stated there is no clear definition or policy to say what is a bulk water customer. He explained Hamilton County Health Department has two of Fairfield's customers registered as water haulers and Butler County does not have any registered. He discussed a survey that was sent out to the customers and the majority of the water is sold to two water companies. He discussed his concerns including the possibility of city liability for any water contaminated after leaving the plant, this is not making a lot of money, there are security issues with people being in and around the plant since there is 24 hour access, and the maintenance and care of the building. Council and staff briefly discussed the phasing out of this service. Mr. Crouch explained he is looking to end this service by spring.

**Adjournment**

Council/Manager Briefing adjourned at 6:52 p.m.

Respectfully Submitted,

Angela Jolivette  
Clerk of Council