

## MINUTES

### COUNCIL-MANAGER BRIEFING

APRIL 13, 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 Meyers, Mike Snyder, Mike Oler, Marty Judd, Mitch Rhodus and Terry Senger. Also present: Arthur Pizzano, Dennis Stuckey, John Clemmons, Tim Bachman, Dave Crouch, Carol Mayhall, Greg Kathman, and Dena Morsch

#### **Council Goals Update**

City Manager Pizzano distributed copies of the annual report and pointed out that information about the Council goals was included in this publication. Mr. Pizzano explained during the goal setting session items discussed were divided into two tiers by the number of votes by Mayor and Council. He stated the first item and top vote getter was property maintenance. Mr. Pizzano explained there was a Council-Manager Briefing on February 9 to discuss property maintenance issue and another Council-Manager Briefing will be held on May 25 to give further updates. He further explained the new inspection staff is in place and the number of inspections for property inspections has increased. He noted the Home Expo was a successful event. Mr. Pizzano stated the second item was crime prevention operations, which was discussed at a Council-Manager Briefing on February 23<sup>rd</sup>. Mr. Pizzano explained the next item which is monthly core metrics. He discussed questions that may arise from seasonal costs and month to month comparisons instead of year to date/year to date comparisons. Mr. Pizzano discussed the City's participation in the International Institute of City Manager's national program of performance management. He noted Assistant City Manager Dennis Stuckey will chair the City's participation in this new benchmarking initiative. He stated this will be on the Council-Manager Briefing on April 27, 2009. Mr. Pizzano stated the first item on the second tier of projects was to identify JEDD opportunities and execute contracts that make sense. Mr. Pizzano briefly discussed upcoming JEDD's. He discussed the information that was provided to Mayor and Council on connecting Patterson Blvd. and Sandy Lane. Mr. Pizzano stated the next item was to establish a city wide curfew and enforce it, which will be discussed at the May 11<sup>th</sup> Council-Manager Briefing agenda. Mr. Pizzano stated Finance Director Mary Hopton recently put out a report to Mayor and Council regarding the online services we provide and the online services which may be offered down the road. He commented this item will be discussed more at the May 11<sup>th</sup> Council-Manager Briefing. Mr. Pizzano discussed the next item which addresses cross training, cross utilization of personnel. He stated Mr. Stuckey distributed a report regarding this item which he will go over in some detail on April 27<sup>th</sup>. Mr. Pizzano noted the next item is City Manager/ Council review of direct staff. He explained the pay plan is on the agenda tonight where City Council allocates funds for the City Manager's office to distribute based on merit. Mr. Pizzano further explained adjustments made due to the economy and he briefly discussed the levels of performance he uses in determining increases received by staff. Mr. Pizzano explained Development Services Director Tim Bachman will discuss the Route 4 development efforts on May 25<sup>th</sup>. He noted that traffic signal flashers are being deactivated due to confusion and problems with the actuation devices. Mr. Pizzano stated on July 13<sup>th</sup>, Public Works Director Dave Butsch and his staff will discuss a couple of updates on the total revamp of the traffic signals. He explained a discussion of the location of all the distressed properties will occur in conjunction with the property maintenance discussion on May 25. He explained that Parks Board's recommendations on splitting out the Environmental Committee will be coming to Council soon. He noted on May 11<sup>th</sup> Chief Dickey will discuss improving customer relations to residents issuing complaints. Mr. Pizzano also commented that the CODY software was discussed at the Council- Manager Briefing on February 23<sup>rd</sup> and that the Information Technology Department is continuing to work on problems associated with this system. He further noted that a report was also sent by Chief Bennett. Mr. Pizzano discussed Council's desire to improve the legislation introduction process which is the way in which departments do or not interface with committee chairs on a routine basis. He explained that he has encouraged the departments to go out of their way to give updates to Council periodically and asked Council to let him know if things have not improved to their satisfaction within another month. He discussed the next item is to maintain financial strength which Finance Director Mary Hopton has been addressing. Mr. Pizzano discussed the plan for key staff succession. He explained he feels it is the best to continue to operate on a situational basis and gave examples of successions that have happened in the past few years. Mr. Pizzano briefly discussed the last two items listed which are to create a Marketing Director and to create a Council task force for the Cincinnati Mills property. Councilmember Meyers expressed his pleasure with the annual report. Mayor D'Epifanio announced a fundraiser on April 24<sup>th</sup> for the purpose of raising money for a service dog for a Fairfield child with autism.

#### Adjournment

The Council/Manager Briefing adjourned at 6:50 p.m.