

MINUTES

Special Meeting (Council Retreat)

December 4, 2010

Mayor Ronald A. D'Epifanio called the meeting to order at 8:35 a.m. at the Fairfield Municipal Building, 5350 Pleasant Avenue. The following Councilmembers were present: Marty Judd, Mike Snyder, Tim Meyers, Tim Abbott, Mike Oler and Mitch Rhodus. Staff present: Angie Johns. Mayor D'Epifanio stated Councilmember Senger is at a military drill. Councilmember Meyers explained the goals are set for 2011, mainly ensuring that the bond rating, cash reserves and levels of service be maintained. Mayor D'Epifanio explained according to the Charter any meeting of Council is to be presided over by the Mayor.

Communication Process

Councilmember Oler stated he thinks it is good for Council to get together everyone once in a while to discuss what is on their minds. Council discussed having more items available electronically with less paper used. Council discussed having a calendar of events section added to the City Manager's Periodic Administrative Update to include employee retirements, community events and any other significant events that officials are encouraged to attend.

Evaluation Process

Councilmember Oler suggested Council be asked for input on departments prior to the City Manager doing their evaluations. Council discussed the process for evaluating the City Manager, which falls under the Community and Public Relations Committee. This committee will determine if any changes need to be made to the evaluation process and will notify the Clerk of Council.

Committee Assignments

Mayor D'Epifanio stated Tim Meyers and Terry Senger will switch committees after the first of the year. A brief discussion was held regarding committee chairs need to meet or communicate with the department head for their committee.

Budget Process

Council briefly discussed the current budget process. Council discussed having grant applicants present to Council prior to Council making final budget decisions. Councilmember Abbott will ask Mary Hopton to invite the grant applicants to next year's Council-Manager Briefing to present to Council.

Council-Manager Briefing Agenda Items

Council discussed having a quarterly update on finance, metrics and possibly Route 4.

Other

Council discussed a Hamilton/Fairfield dinner for the whole Council, which is Hamilton's turn to host. Councilmember Snyder commented the Hamilton Fairfield Task Force has met this year.

Adjournment

The Council/Manager Briefing adjourned at 9:40 a.m.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved _____