

**City of Fairfield
Minutes
Regular Meeting of City Council
December 14, 2020**

Council-Manager Briefing

Parks & Recreation Department Staffing & Programming Efficiencies

Mayor Miller called the briefing to order at 6:00 PM.

Councilmembers present: Leslie Besl, Dale Paullus, Terry Senger, Mark Scharringhausen and Bill Woeste. Councilmember Paullus, seconded by Councilmember Senger, moved to excuse Councilmembers Abbott and Oberson. Motion carried 5-0.

Parks & Recreation Board members present: Chair Doug Meece, Vice Chair Gwen Ritchie, Don Carpenter, Craig Keller, Leslie Besl, and Christine Zboril. Paul Assum was excused.

Staff members present: Don Bennett, Dan Wendt, Scott Timmer, Alisha Wilson, Tiphannie Howard, Brad Williams, Lucinda Lewellyn, Bob Schappacher, Carol Mayhall, Ben Mann, Adam Sackenheim, Greg Valandingham and Greg Kathman.

Parks and Recreation Director Tiphannie Howard discussed the benefits to the city with hiring a risk management organization to manage pool operations. See attached slides.

Business Meeting Call to Order

Mayor Miller called the Regular Meeting to order at 7:00 PM.

Prayer/Pledge of Allegiance

Mayor Miller led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Attendee Name	Title	Status	Arrived
Mark Scharringhausen	Council Member at Large	Present	
Chad Oberson	Council Member at Large	Present	
Bill Woeste	Council Member at Large	Present	
Leslie Besl	Council Member, 1st Ward	Present	

Dale Paullus	Councilmember, 2nd Ward	Present	
Terry Senger	Councilmember, 3rd Ward	Present	
Tim Abbott	Council Member, 4th Ward	Excused	
Steve Miller	Mayor	Present	

Councilmember Oberson, seconded by Councilmember Paullus, moved to excuse Councilmember Abbott. Motion carried 7-0.

Agenda Modifications

None.

Executive Session Requests

Councilmember Oberson, seconded by Councilmember Senger, moved for Executive Session to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance and to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official and to prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Motion carried 6-0.

Special Presentations and Citizen Comments

None.

Public Hearing(s)

None.

Approval of Minutes

The Regular Meeting Minutes of December 7, 2020 were approved as written and submitted.

OLD BUSINESS AND REPORTS

Community & Public Relations Committee

Dale Paullus, Chair; Leslie Besl, Vice Chair; Terry Senger, Member

Development Services Committee

Bill Woeste, Chair; Tim Abbott, Vice Chair; Mark Scharringhausen, Member

Parks, Recreation and Environment Committee

Leslie Besl, Chair; Dale Paullus, Vice Chair; Tim Abbott, Member

Public Safety Committee

Mark Scharringhausen, Chair; Terry Senger, Vice Chair; Dale Paullus, Member

Public Works Committee

Chad Oberson, Chair; Mark Scharringhausen, Vice Chair; Bill Woeste, Member

Public Utilities Committee

Terry Senger, Chair; Chad Oberson, Vice Chair; Leslie Besl, Member

Finance & Budget Committee

Tim Abbott, Chair; Bill Woeste, Vice Chair; Chad Oberson, Member

NEW BUSINESS

Councilmember Besl, seconded by Councilmember Paullus, moved to read all New Business by title only. Motion carried 7-0.

Finance & Budget Committee

Tim Abbott, Chair; Bill Woeste, Vice Chair; Chad Oberson, Member

Ordinance to authorize the City Manager to enter into an agreement with the State of Ohio Attorney General for the collection of delinquent Income Tax and other debt.

Recommendation:

City Council enter into an Agreement with the State of Ohio Attorney General's Office for the collection of delinquent income tax.

ORDINANCE NO. 114-20. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Chad Oberson, Council Member at Large
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger
EXCUSED:	Abbott

Motion to Suspend Second and Third Readings

Councilmember Woeste presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Leslie Besl, Council Member, 1st Ward
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger
EXCUSED:	Abbott

Ordinance establishing salaries for certain exempt and salaried employees of the City of Fairfield, Ohio, to repeal Ordinance No. 20-20 and all amendments thereto and declaring an emergency.

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt this as an emergency.

ORDINANCE NO. 115-20. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Chad Oberson, Council Member at Large
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger
EXCUSED:	Abbott

Motion to Suspend Second and Third Readings

Councilmember Woeste presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger
EXCUSED:	Abbott

Ordinance to amend Ordinance No. 119-19 entitled “An Ordinance to make estimated appropriations for the expenses and other expenditures of the City of Fairfield, Ohio, during a period beginning January 1, 2020, and ending December 31, 2020.” - Supplemental Appropriations

Recommendation:

It is necessary for City Council to pass appropriations to reconcile accounts. It is recommended that City Council authorize and direct the preparation of legislation amending the annual operating budget.

ORDINANCE NO. 116-20. APPROVED 6-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Chad Oberson, Council Member at Large
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger
EXCUSED:	Abbott

Motion to Suspend Second and Third Readings

Councilmember Woeste presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Dale Paullus, Councilmember, 2nd Ward
AYES:	Scharringhausen, Oberson, Woeste, Besl, Paullus, Senger
EXCUSED:	Abbott

Meeting Schedule

Clerk Wilson read the following meeting schedule:

- A. Monday, January 11 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM
- B. Monday, January 25 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

C. Monday, February 8 - Council-Manager Briefing, 6:00 PM; Regular Meeting 7:00 PM

Executive Session of Council (if needed)

Council recessed to Executive Session at 7:07 PM.

14. ADJOURNMENT

The Regular Meeting adjourned at 8:35 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved_____

SPECIAL PRESENTATION

- ▶ Joint Parks Board and City Council Meeting, December 14, 2020
 - ▶ Staffing and programming efficiencies



PROGRAMMING AND STAFFING EFFICIENCIES

- ▶ It is becoming an industry standard for seasonal outdoor pools to partner with a professional pool management group to reduce expenses and recruit/train staff.
 - ▶ Recent and on-going challenges that Aquatic Managers face when staffing their facility:
 - ▶ Time spent on recruiting, hiring, training, and managing a (mostly) teenage staff for a 3-month operation:
 - ▶ Recruiting and training process begins in December of the season prior.
 - ▶ Developing bi-weekly schedules for a demographic that has limited disposable time.
 - ▶ Labor pool has been increasingly shrinking:
 - ▶ Competitive market for talented young adults.
 - ▶ Inability to compete with the market for hourly wages.
 - ▶ Demographic has more “co-op” responsibilities than in years past.
 - ▶ More recently, pandemic shut downs

PROGRAMMING AND STAFFING EFFICIENCIES

- ▶ Local municipalities that currently work with professional pool management groups:
 - ▶ Wyoming - 2014
 - ▶ Sharonville* - 2018
 - ▶ Evendale* - 2005
 - ▶ Mason - 2005
 - ▶ Greenhills* - 2011
 - ▶ Montgomery – 2011

* Aquatic centers that were able to open in 2020 as a result from the partnership.

- ▶ Recognizing this, and the potential for restrictions to still be in place for 2021 season, staff investigated an opportunity to partner with a pool management company.

PROGRAMMING AND STAFFING EFFICIENCIES

- ▶ What the Professional Pool Management will provide:
 - ▶ Seamless transition for the patrons.
 - ▶ Comprehensive aquatic risk management plan.
 - ▶ Extended maintenance service including the bath house, pumps and equipment.
 - ▶ Complete preventative maintenance plan including lifespan reports on Capital Assets that incorporates a replacement schedule.
 - ▶ Spring opening and Fall closing responsibilities.
 - ▶ Chemical, cleaning supplies, and facility equipment purchasing.
 - ▶ Full responsibility for hiring, managing, training, and scheduling of lifeguard staff.
- ▶ The City/Department staff will continue to operate pool admissions and pool concessions, providing frontline customer service to guests.

2021 ANNUAL OPERATING BUDGET*

Parks & Recreation

- Funding Source

✓ Enterprise Fund(s)

*Inc / (Dec) Org AOB = Increase or Decrease from 2020 Original Annual Operating Budget
Inc / (Dec) from 6/2020 = Increase or Decrease from 2020 Amended 6/25/2020 Budget*

		2021 Dept Proposed	Inc / (Dec) Org AOB	% Δ	Inc / (Dec) from 6/2020	% Δ
640 (RECREATIONAL FACILITIES) - 511 (AQUATIC CENTER OPERATIONS)	Personnel	135,643	-	0.00%	82,565	155.55%
	Other	70,500	(10,500)	-12.96%	29,250	70.91%
		206,143	(10,500)	-4.85%	111,815	118.54%
640 (RECREATIONAL FACILITIES) - 515 (GOLF OPERATIONS)	Personnel	373,865	(223)	-0.06%	46,958	14.36%
	Other	324,169	(4,000)	-1.22%	26,000	8.72%
		698,034	(4,223)	-0.60%	72,958	11.67%
640 (RECREATIONAL FACILITIES) - 520 (GOLF MAINTENANCE)	Personnel	339,330	(19,178)	-5.35%	(4,690)	-1.36%
	Other	373,050	(3,050)	-0.81%	(3,050)	-0.81%
		712,380	(22,228)	-3.03%	(7,740)	-1.07%
641 (RECREATION ACTIVITY) - 510 (PARKS & RECREATION ADM)	Personnel	271,285	(11,795)	-4.17%	17,693	6.98%
	Other	169,000	(12,500)	-6.89%	7,500	4.64%
		440,285	(24,295)	-5.23%	25,193	6.07%

* 2021 Annual Operating Budget was approved at the December 7th Council Meeting.

PROGRAMMING AND STAFFING EFFICIENCY

FAIRFIELD AQUATIC CENTER		2020 BUDGET	2021 APPROVED	2021 ADJUSTED	DIFFERENCE
64051121	211000 SALARY AND WAGES	\$ 115,000.00	\$ 115,000.00	\$ -	\$ (115,000.00)
64051121	212100 PUBLIC EMPLOYEES RETIREMENT	\$ 16,100.00	\$ 16,100.00	\$ -	\$ (16,100.00)
64051121	213000 WORKERS COMPENSATION	\$ 2,875.00	\$ 2,875.00	\$ -	\$ (2,875.00)
64051121	214500 MEDICARE	\$ 1,668.00	\$ 1,668.00	\$ -	\$ (1,668.00)
64051122	221000 TRAINING & BUSINESS EXPENSES	\$ 3,000.00	\$ 3,000.00	\$ -	\$ (3,000.00)
64051123	233900 OTHER PROFESSIONAL SERVICES	\$ 18,000.00	\$ 9,000.00	\$ 127,000.00	\$ 118,000.00
64051123	234100 MAINTENANCE OF EQUIPMENT	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
64051123	234200 MAINTENANCE OF LD, BLDG & FAC	\$ 4,500.00	\$ 5,500.00	\$ 4,500.00	\$ -
64051123	234201 MAINTENANCE OF FACILITIES	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -
64051123	237100 TAXES, LICENSES & PERMITS	\$ 2,500.00	\$ 2,000.00	\$ 2,500.00	\$ -
64051123	238000 PRINTING & REPRODUCTION	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
64051124	242100 MEDICAL SUPPLIES	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
64051124	242200 WEARING APPAREL SUPPLIES	\$ 4,000.00	\$ 3,000.00	\$ -	\$ (3,000.00)
64051124	242300 CLEANING SUPPLIES	\$ 1,000.00	\$ 1,000.00	\$ -	\$ (1,000.00)
64051124	242600 MERCHANDISE	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ -
64051124	244200 SUP. TO MAINT. LD, BLDG & FAC	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
64051124	246100 CHEMICALS	\$ 12,500.00	\$ 12,500.00	\$ 2,500.00	\$ (10,000.00)
64051124	247000 RECREATION SUPPLIES	\$ 3,000.00	\$ 2,500.00	\$ -	\$ (2,500.00)
64051125	253200 CAPITAL EQUIPMENT	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -
TOTAL		\$ 216,643.00	\$ 206,143.00	\$ 168,500.00	\$ (37,643.00)

PROGRAMMING AND STAFFING EFFICIENCIES

		2021 Dept Proposed	Inc / (Dec) Org AOB	% Δ	Inc / (Dec) from 6/2020	% Δ
640 (RECREATIONAL FACILITIES) - 511 (AQUATIC CENTER OPERATIONS)	Personnel	0	(135,643)	-100.0%	(82,565)	-155.6%
	Other	168,500	87,500	108.0%	127,250	308.5%
		168,500	(48,143)	-22.2%	44,685	47.4%

Parks & Recreation

- Funding Source
✓ Enterprise Fund(s)

Inc / (Dec) Org AOB = Increase or Decrease from 2020 Original Annual Operating Budget
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		440,285	(24,295)	-5.23%	25,193	6.07%

WHAT'S NEXT

- ▶ Open the floor for questions, comments, discussion.
- ▶ Recommend moving forward with awarding the bid by way of resolution from Parks Board in a Special Meeting on Tuesday, January 5th.
- ▶ Followed by City Council to pass an ordinance for the City Manager to enter into an agreement at the January 11th Council Meeting.