

**City of Fairfield
Minutes
Regular Meeting of City Council
March 25, 2019**

Council-Manager Briefing

6:00 PM - Diversity Management & Recruitment

Vice Mayor Pennington called the briefing to order at 6:00 PM. Councilmembers present: Leslie Besl, Craig Keller, Tim Abbott, Ron D'Epifanio, Chad Oberson and Bill Woeste. Staff members present: Mark Wendling, Dan Wendt, Carol Mayhall, Tiphonie Howard, Scott Timmer, Greg Kathman, Steve Wolterman, Dave Butsch, Adam Sackenheim and Jenny Dexter.

Assistant City Manager Dan Wendt discussed the City's latest efforts and initiatives in Diversity Management & Recruitment. See attached slides.

Business Meeting Call to Order

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

Prayer/Pledge of Allegiance

Councilmember Oberson led in prayer and Pledge of Allegiance.

Roll Call

Councilmembers present included:

Attendee Name	Title	Status	Arrived
Ron D'Epifanio	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	
Craig W. Keller	Council Member, 2nd Ward	Present	
Debbie Pennington	Council Member, 3rd Ward	Present	
Tim Abbott	Council Member, 4th Ward	Present	
Steve Miller	Mayor	Present	

Agenda Modifications

None.

Executive Session Requests

Councilmember Abbott, seconded by Councilmember Keller, moved for Executive Session to discuss details relative to the security arrangements and emergency protocols for a public body or public office. Clerk Wilson took a roll call vote. Motion carried 7-0.

Special Presentations and Citizen Comments

None.

Public Hearing(s)

None.

Approval of Minutes

- a. The Regular Meeting Minutes of March 11, 2019 were approved as written and submitted.

OLD BUSINESS AND REPORTS

Public Works Committee

Chad Oberson, Chair; Ron D'Epifanio, Vice Chair; Bill Woeste, Member

Ordinance to authorize the City Manager to enter into a contract with Prus Construction for the 2019 Sidewalk/Apron Replacement Program.

Recommendation:

The staff recommends that City Council authorize the City Manager to enter into a one (1) year contract with Prus Construction of Cincinnati, Ohio for the 2019 Sidewalk/Apron Replacement at the unit prices indicated. The recommendation to exercise the year 2 and year 3 option are to be determined.

It is further recommended that City Council authorize and direct the preparation of legislation for the appropriation of funding in the amount of \$375,000.00 from the General Fund for the 2019 portion of this project.

Councilmember Oberson presented the second reading of this ordinance.

RESULT:	SECOND READING	Next: 4/8/2019 7:00 PM
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Ordinance to authorize the City Manager to enter into a contract with WG Stang, LLC for the River and Gray Intersection Improvements Project.

Recommendation:

It is recommended that City Council approve legislation for an appropriation of funding for the amounts shown in the Financial Impact.

It is also recommended that City Council direct the preparation of legislation authorizing the City Manager to enter into a contract with WG Stang, LLC for the River and Gray Intersection Improvements Project.

Councilmember Oberson presented the second reading of this ordinance.

RESULT:	SECOND READING	Next: 4/8/2019 7:00 PM
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NEW BUSINESS

Community & Public Relations Committee

Leslie Besl, Chair; Debbie Pennington, Vice Chair; Craig Keller, Member

Simple Motion: Motion to approve the 2019 Boards/Commissions Appointments effective April 1, 2019.

Recommendation:

It is recommended that City Council, via simple motion, appoint the following residents to serve on the various

boards and commissions **effective April 1, 2019:**

Chad Whitmore - Board of Zoning Appeals (Term expires 3/31/24)
Matthew Davidson - Civil Service Commission (Term expires 3/31/22)
Kert Radel - Design Review Committee (Term expires 3/31/21)
Zachery Ketring - Design Review Committee (Term expires 3/31/21)
Don Carpenter - Parks & Recreation Board (Term expires 3/31/22)
Paul Assum - Parks & Recreation Board (Term expires 3/31/22)
Dean Langevin - Planning Commission (Term expires 3/31/21)
Terry Senger - Planning Commission (Term expires 3/31/21)
Joan Hume-Cohen - Cultural Arts Advisory Commission (Term expires 3/31/22)
Lacretia Cadle - Cultural Arts Advisory Commission (Term expires 3/31/22)
Tricia Paugstat - Cultural Arts Advisory Commission (Term expires 3/31/22)
Anna Barrett - Environmental Commission (Term expires 3/31/22)
Phillip Bowling - Environmental Commission (Term expires 3/31/22)
Ingrid Anderson - Income Tax Review Board (Term expires 3/31/21)
Sharon Bennett - Ward Boundary Review Commission
Scott Fowler - Ward Boundary Review Commission

Councilmember Besl presented the 2019 Boards and Commissions Appointments. SIMPLE MOTION NO. 4-19. APPROVED 7-0.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Leslie Besl, Council Member, 1st Ward
SECONDER:	Tim Abbott, Council Member, 4th Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Development Services Committee

Bill Woeste, Chair; Tim Abbott, Vice Chair; Ron D'Epifanio, Member

Motion to Read by Title Only

Motion to read one ordinance by title only.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Tim Abbott, Council Member, 4th Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Economic Development Manager Alex Kraemer and General Manager Jim McConnell discussed the project with Council and Mr. McConnell thanked the City for their support.

Councilmember Woeste presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Tim Abbott, Council Member, 4th Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to authorize the City Manager to execute a Community Reinvestment Area Agreement and a Community Reinvestment Area Compensation Agreement, which will provide property tax incentives for Rolled Alloys, Inc. and Hollingsworth Capital Partners - Investments IV, LLC, to include an expansion to its existing facility located at 4085 Thunderbird Lane, and declaring an emergency.

Recommendation:

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

ORDINANCE NO. 23-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bill Woeste, Council Member at Large
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Parks, Recreation and Environment Committee

Craig Keller, Chair; Bill Woeste, Vice Chair; Debbie Pennington, Member

Motion to Read by Title Only

Motion to read one ordinance by title only.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Craig W. Keller, Council Member, 2nd Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Keller presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Craig W. Keller, Council Member, 2nd Ward
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to authorize the City Manager to enter into a contract with Vincent Lighting Systems for Theatrical Dimming Equipment replacement for the Community Arts Center and declaring an emergency.

Recommendation:

It is recommended that City Council authorize the City Manager to enter a contract with Vincent Lighting Systems and appropriate project funding in the amount of \$88,600.00 for the Theatrical Dimming Equipment Replacement for the Community Arts Center. Rules suspension is being

requested in order to expedite the project. Phase two of the lighting replacement is programmed in the 2019 CIP as 9PR01.

ORDINANCE NO. 24-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Craig W. Keller, Council Member, 2nd Ward
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Finance & Budget Committee

Tim Abbott, Chair; Leslie Besl, Vice Chair; Chad Oberson, Member

Motion to Read by Title Only

Motion to read one resolution and six ordinances by title only.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Resolution appointing Kristina Mayes, Income Tax Administrator and her successors as the Compliance Officer for the City of Fairfield Credit Card Accounts and declaring an emergency.

Recommendation:

Staff recommends appointment of the Income Tax Administrator as the Compliance Officer for the City of Fairfield Credit Card Accounts.

RESOLUTION NO. 2-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this resolution.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to amend Section 163.20 of the Employee Provisions of Ordinance No. 166-84, The Codified Ordinances of Fairfield, Ohio.

Recommendation:

Recommend that City Council adopt staff recommendation to amend Fairfield Codified Ordinance 163.20 by striking out listed positions and by inserting language referring to the Unclassified Service Pay Plan for all positions that are exempt under the Fair Labor Standards

Act. Council adopts an Unclassified Service Pay Plan annually.

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	FIRST READING	Next: 4/8/2019 7:00 PM
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Ordinance establishing salaries for certain exempt and salaried employees of the City of Fairfield, Ohio, to repeal Ordinance No. 33-18 and 65-18 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 in order for the revised structure take effect April 1, 2019.

ORDINANCE NO. 25-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to establish salaries and hourly rates for certain salaried and hourly employees of the City of Fairfield, Ohio and to authorize and limit the numbers and types of certain employees, to repeal Ordinance No. 14-19 and all amendments thereto and declaring an emergency.

Recommendation:

It is recommended that City Council approve this ordinance, suspending the rules and declaring an emergency to allow for the expeditious implementation of these new rates.

ORDINANCE NO. 26-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Craig W. Keller, Council Member, 2nd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Chad Oberson, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to establish salaries and hourly rates for certain Municipal Court Employees of the City of Fairfield, Ohio and to authorize and limit the numbers and types of Certain Municipal Court Employees to repeal Ordinance No. 30-18 and all amendments thereto and declaring an emergency.

Recommendation:

It is recommended that City Council approve this ordinance, suspending the rules and declaring an emergency to allow for the expeditious implementation of these new rates.

ORDINANCE NO. 27-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to amend Ordinance No. 127-18 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, 2019, and ending December 31, 2019.”

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

ORDINANCE NO. 28-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Ordinance to amend Ordinance No. 127-18 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, 2019, and ending December 31, 2019.”

Recommendation:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

ORDINANCE NO. 29-19. APPROVED 7-0.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Bill Woeste, Council Member at Large
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Motion to Suspend Second and Third Readings

Councilmember Abbott presented the first reading of this ordinance.

RESULT:	CARRIED [UNANIMOUS]
MOVER:	Tim Abbott, Council Member, 4th Ward
SECONDER:	Debbie Pennington, Council Member, 3rd Ward
AYES:	D'Epifanio, Oberson, Woeste, Besl, Keller, Pennington, Abbott

Meeting Schedule

Clerk Wilson read the following meeting schedule:

- A. Monday, April 8 - Council-Manager Briefing, 5:30 PM; Regular Meeting, 7:00 PM
- B. Monday, April 22 - Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM
- C. Monday, May 13 - Council-Manager Briefing, 6:00 PM; Regular Meeting, 7:00 PM

Executive Session of Council (if needed)

Council adjourned to Executive Session at 7:25 PM.

14. ADJOURNMENT

The Regular Meeting adjourned at 8:05 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved _____

DIVERSITY MANAGEMENT & RECRUITMENT

COUNCIL / MANAGER BRIEFING

DAN WENDT, ASSISTANT CITY MANAGER

MARCH 25, 2019



2 AGENDA

1. Community & Workforce Trends
2. Accomplishments
3. Forthcoming Initiatives



3 WHAT'S IN IT FOR FAIRFIELD?

- Merit-Based Employment
- High-Quality & Adaptive Workforce
- Sharpen Recruitment Techniques
- Reflect Community



4 FAIRFIELD CITY SCHOOLS

Increases:

- Cultural Diversity
- English Learners
- Economically Disadvantaged
- Students with Disabilities



5



TRENDS IN DIVERSITY MANAGEMENT

Local Government Engagement	
	%
Multi-Lingual Public Information	45
Events that Celebrate Cultural Diversity	30
Required Cultural Competency Training	21
Multi-Lingual Hiring Preference	20

- 1,201 Local Governments
- Communities >10,000 Residents
- ½ of Respondents with Populations of 10,000 – 25,000 Residents

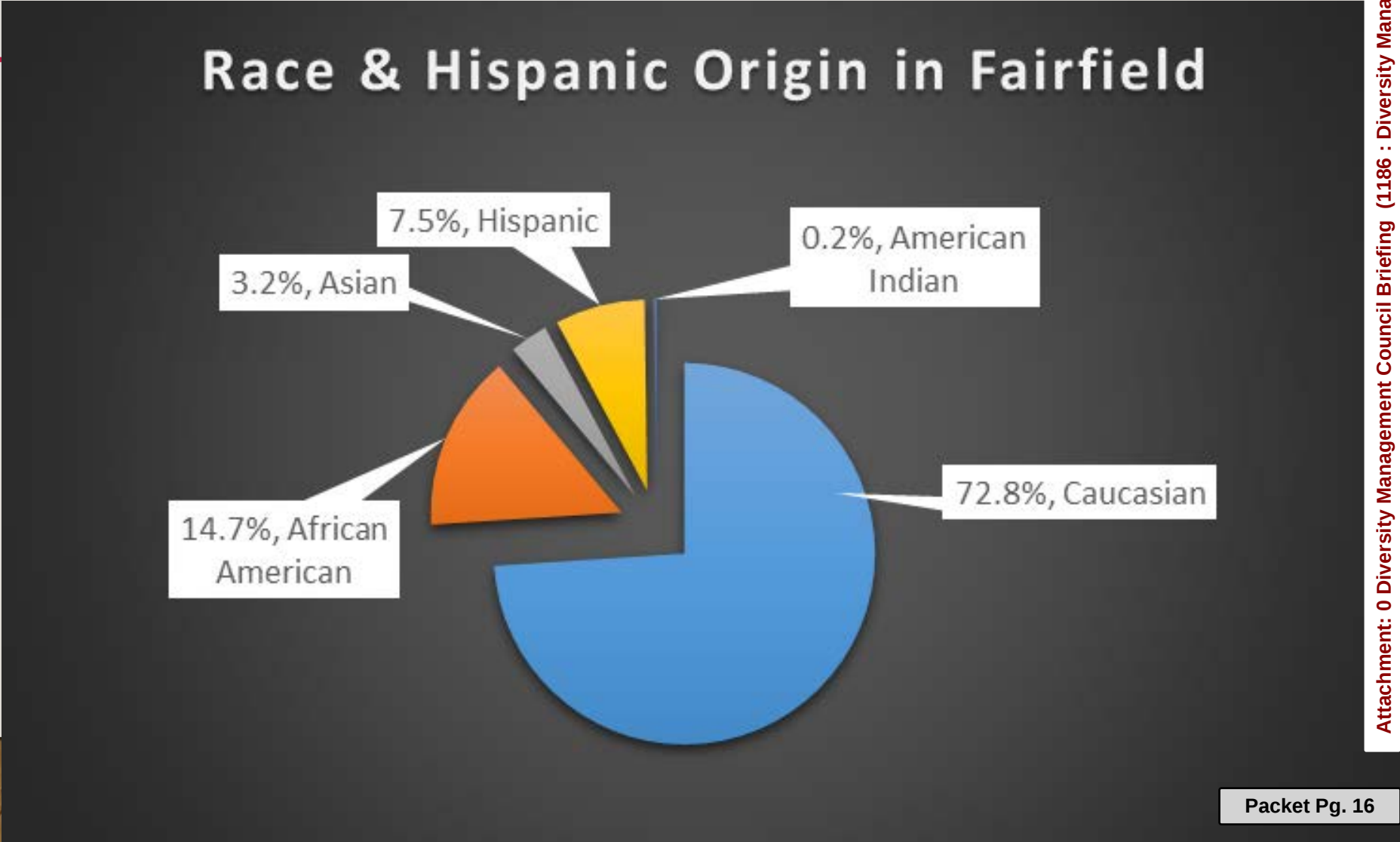
6 DATA LIMITATIONS

- New Initiative
- Analysis of Race & Sex
- Excludes Other Identities



7 DEMOGRAPHICS IN FAIRFIELD

- U.S. Census
July 1, 2018



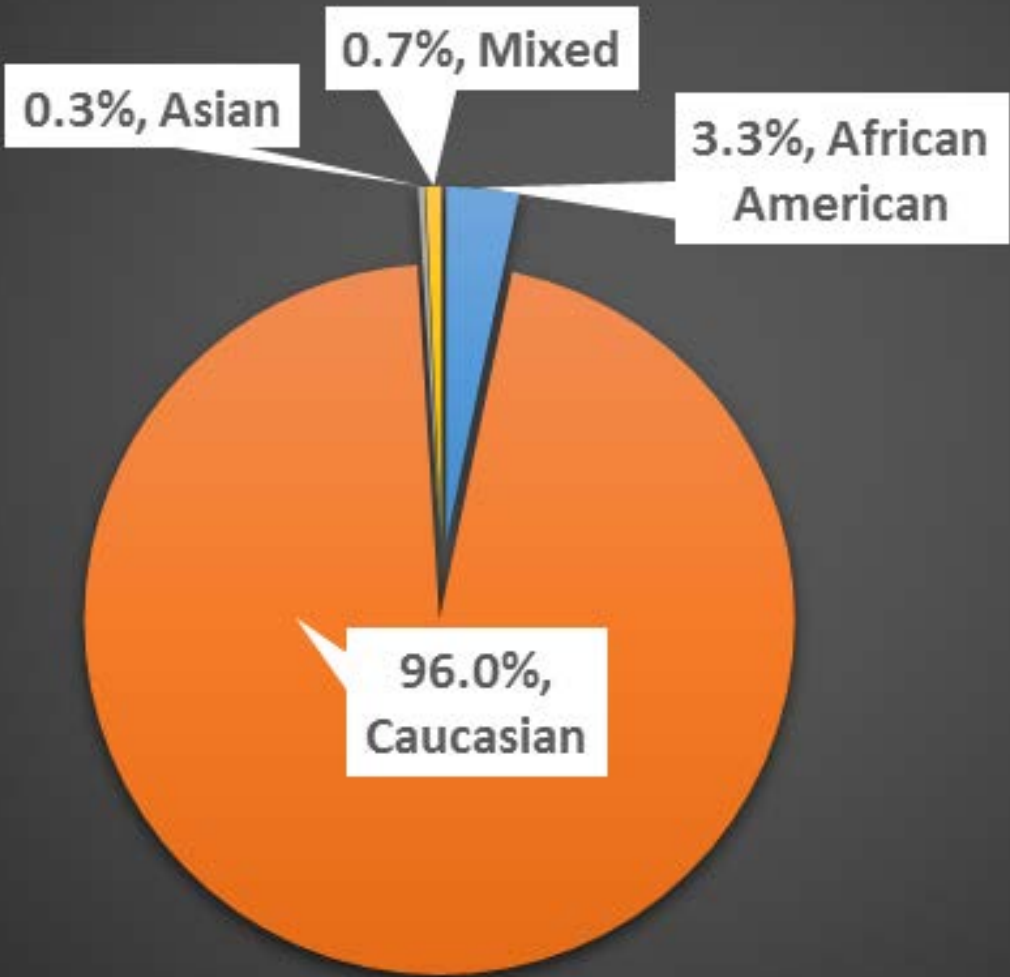
8 COF FULL-TIME EMPLOYEES

Notable Difference

- Caucasian +23%
- African American -11.4%
- Hispanic → Not Available

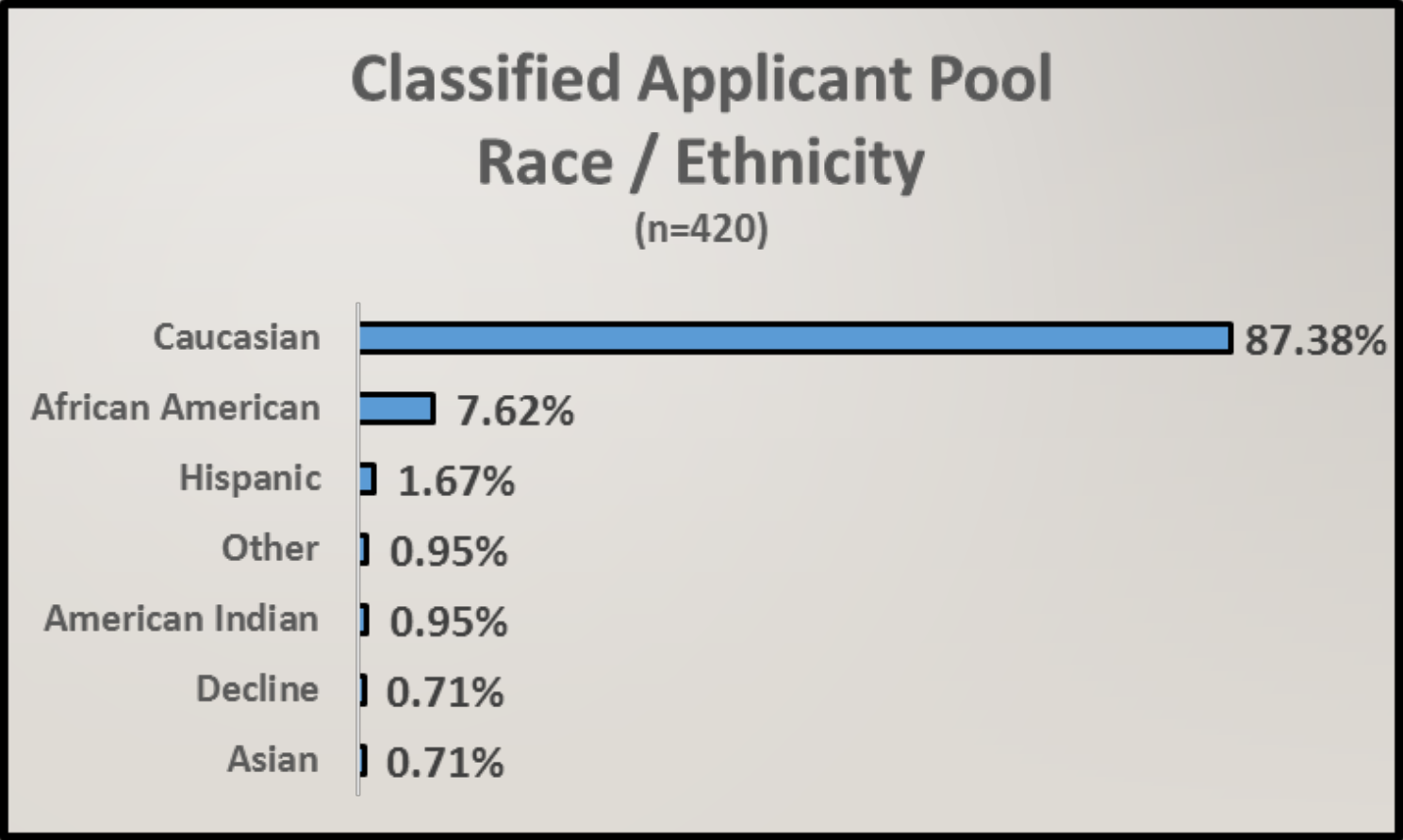


Race of COF Full-Time Employees



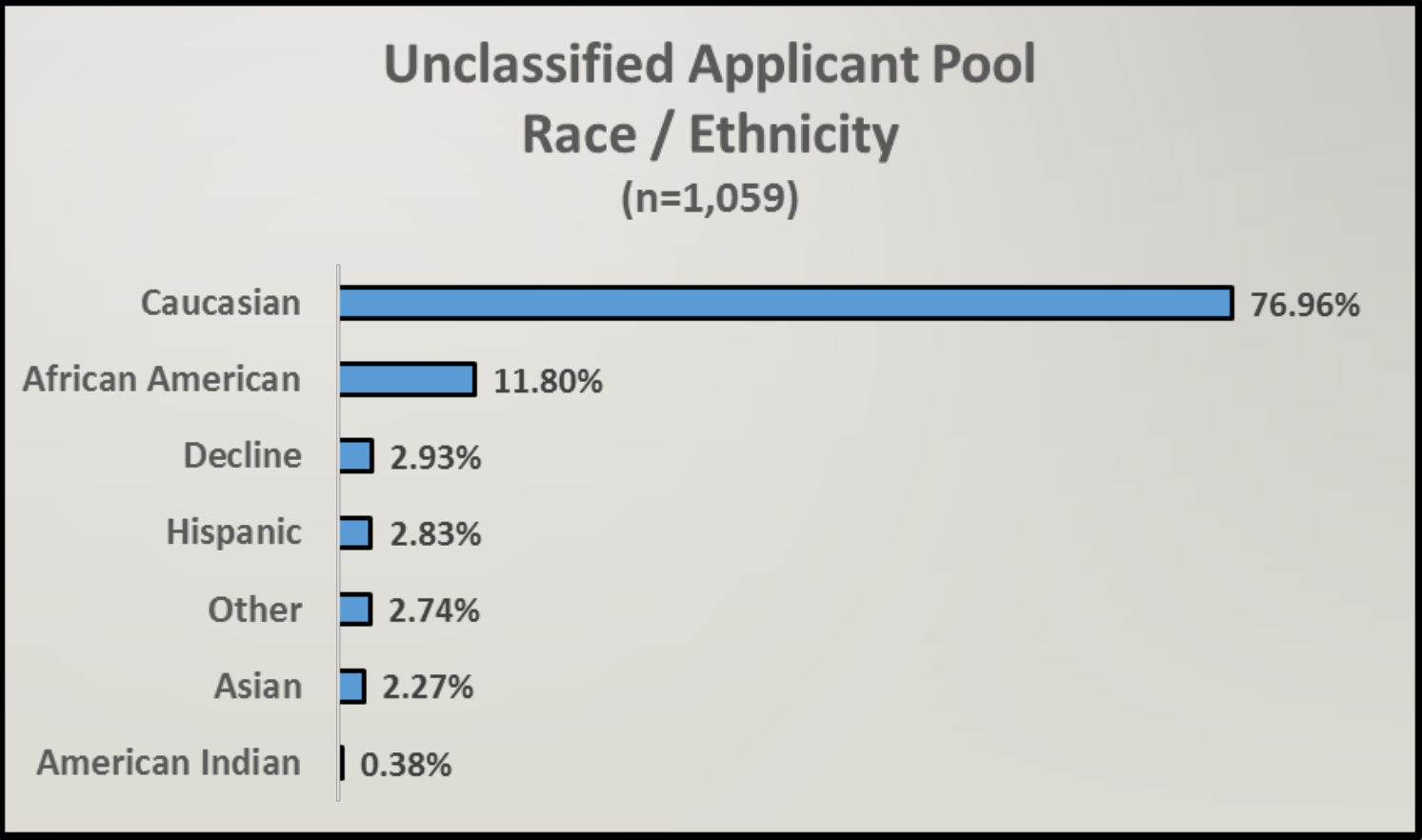
9 CLASSIFIED APPLICANT POOL RACE / ETHNICITY F.T.

- 1/2 Proportion
African Americans
- 1/5 Proportion
Hispanic



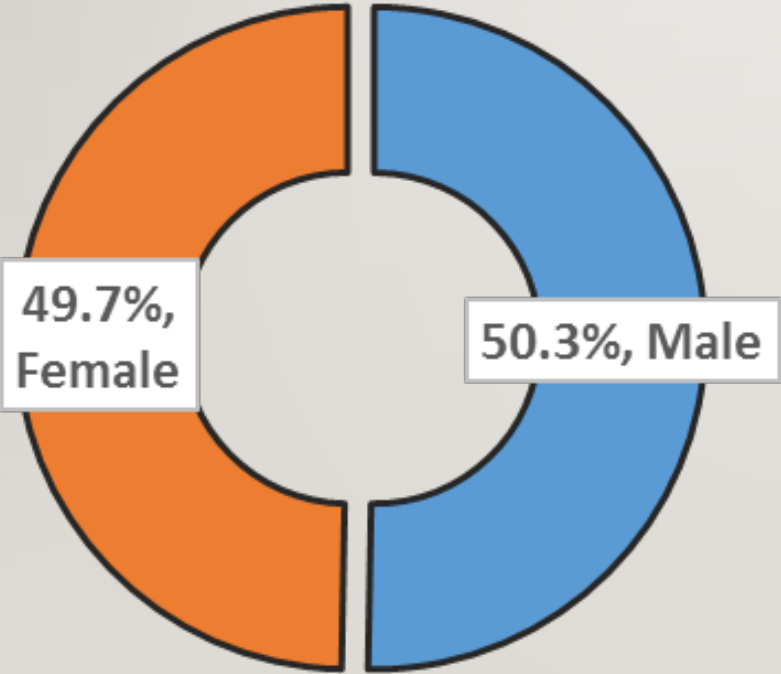
10 UNCLASSIFIED APPLICANT POOL RACE / ETHNICITY F.T.

- African American Applicants within 3%
- Hispanic 1/3
- Asian within 0.5%

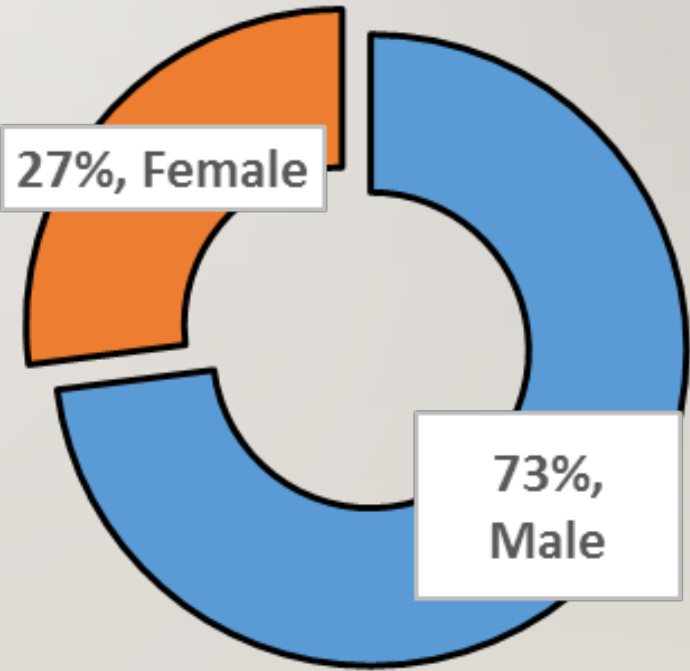


II DEMOGRAPHICS SEX F.T.

City of Fairfield

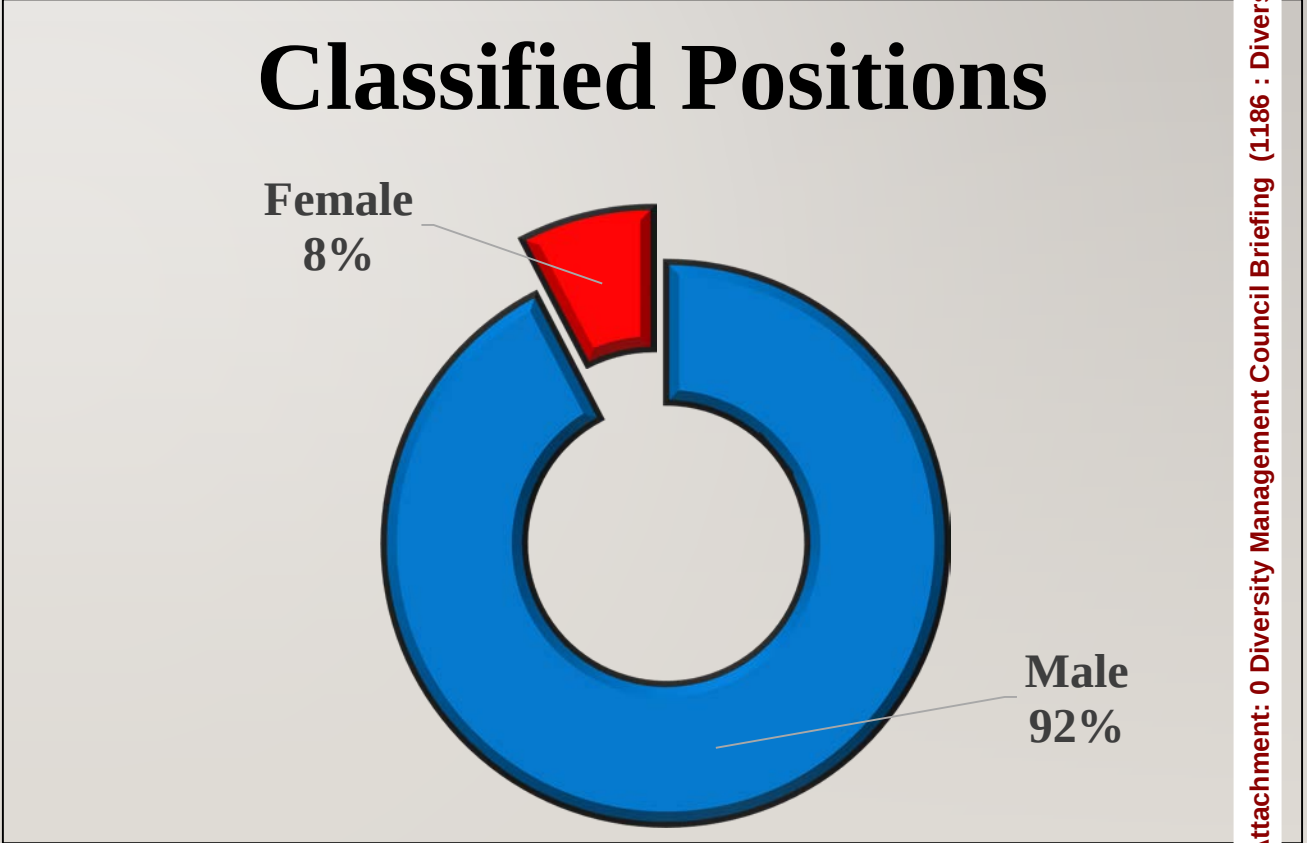


Employees



12 CLASSIFIED APPLICANT POOL SEX F.T.

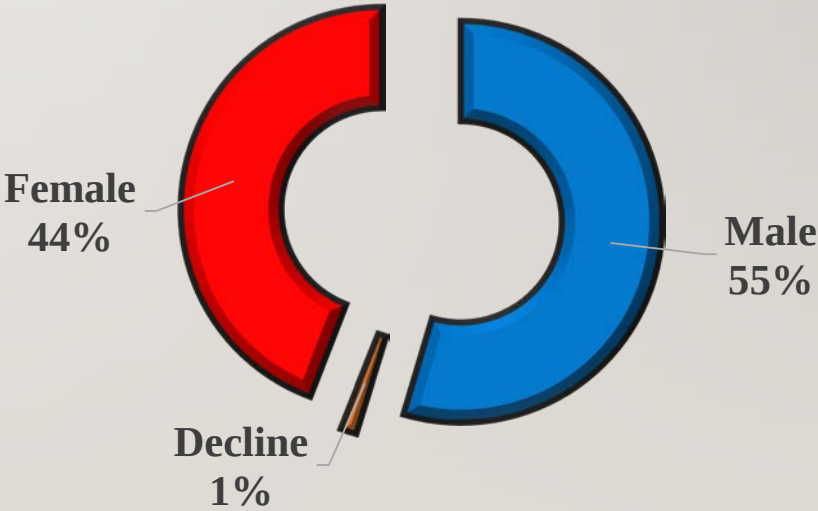
- 420 Applications
- January – November 2018
- Positions
 - Mechanic
 - Operator / Maintenance Worker
 - Police Officer
 - Maintenance Worker / Laborer



13 UNCLASSIFIED APPLICANT POOL SEX

- 1,059 Applications
- January – November 2018
- Positions:
 - Park & Recreation Director
 - Assistant City Manager
 - Finance Director
 - Income Tax Administrator
 - Financial Services Manager

Unclassified Positions

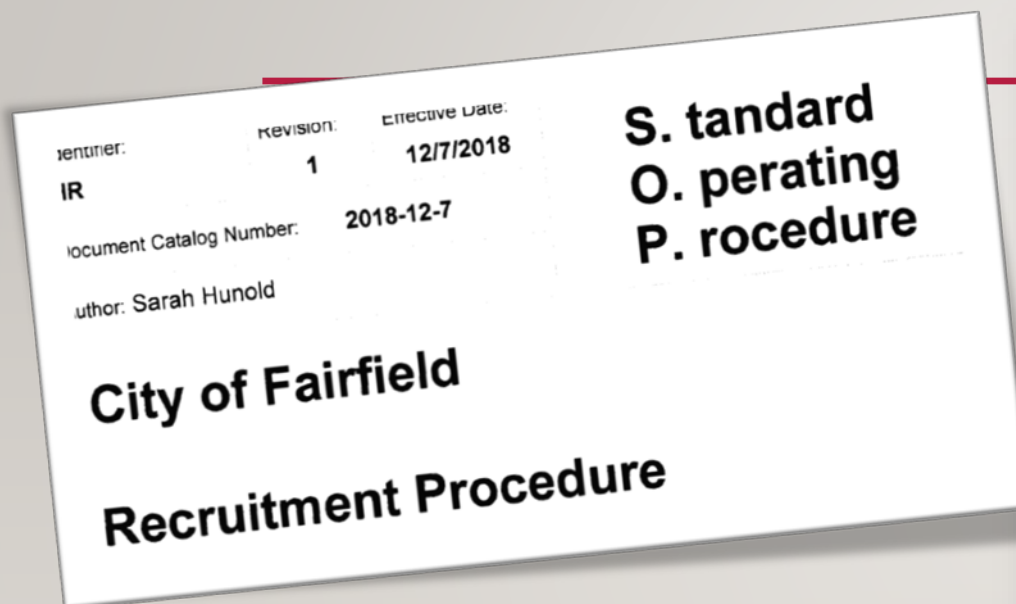


14 ACCOMPLISHMENTS

- Recruitment Standard Operating Procedure
- Supervisor Training
- Messaging
- Parks & Recreation Job Fair



15 RECRUITMENT SOP

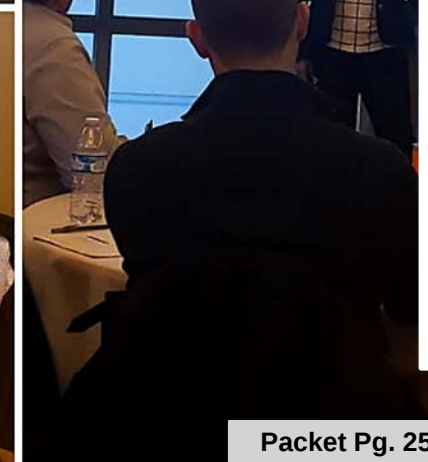
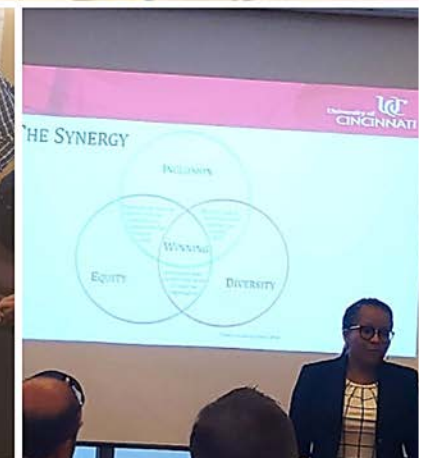


- *Clifton Mosque (free)* – All jobs, including part-time & seasonal;
- *Cincinnati Compass (free)* – All jobs, including part-time and seasonal;
- *Great Oaks (free)* – All jobs, including part-time & seasonal;
- *Police One (free)* – Police Officer, Park Ranger;
- *Career Builder (\$\$)* – Police & Fire full-time openings, Management & Department Heads;
- *Cincinnati Enquirer (\$\$)* – Depends on the job;
- *Linked In (\$\$)* – Management/Supervisory jobs, Department Heads;
- *Ohio Parks & Recreation Association (OPRA)* – All Parks & Recreation jobs;
- *National Parks & Recreation Association* – Parks & Recreation Director, Parks Management jobs;
- *Indeed (\$\$)* – When deemed appropriate;
- *National Forum of Black Public Administrators (\$350)* – Department Head, Assistant City Manager, City Manager;
- *Hispanic Chamber of Commerce (\$75)* – All jobs *;
- *Asian American Law Enforcement Association (e-mailed)* – Police Officer, Park Ranger;
- *National Association of Black Law Enforcement Officers (free)* – Police Officer, Park Ranger;
- *American Public Works Association (APWA) (\$325)* – Public Works Management level jobs;
- *American Water Works Association (AWWA)* – Public Utilities Management level jobs;
- *National Latino Peace Officers Association* – Police Officer, Park Ranger;
- *National Black Police Association (free)* – Police Officer, Park Ranger;
- *National Asian Peace Officers Association* – Police Officer, Park Ranger;
- *Journal News & Pulse* – When deemed appropriate *;



16 SUPERVISOR TRAINING

- University of Cincinnati Division of Equity, Inclusion, and Community Impact
- Half-day Sessions



1.A.a

Attachment: 0 Diversity Management Council Briefing (1186 : Diversity Management &



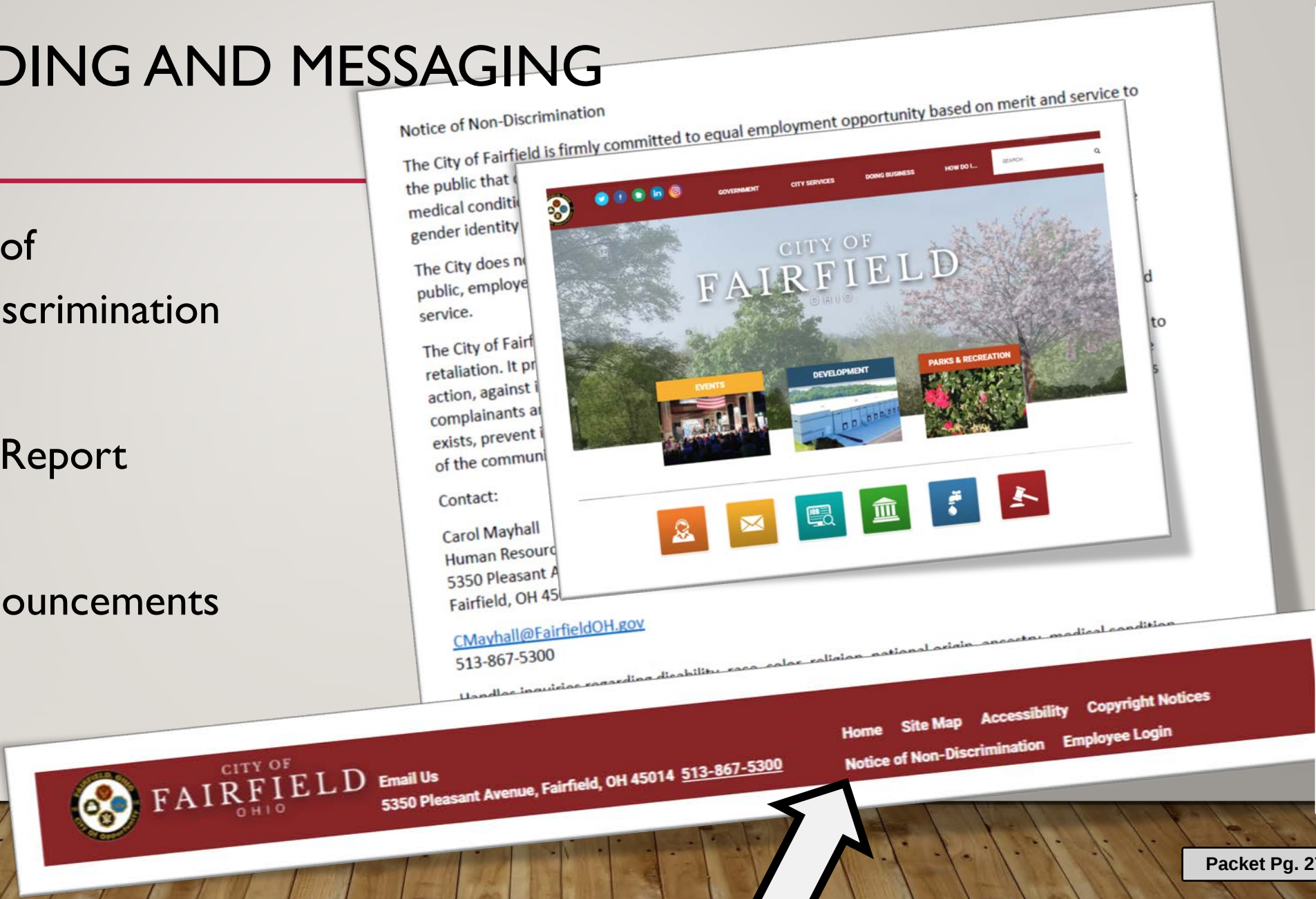
17 SUPERVISOR TRAINING

- 60+ Supervisors
- Respect 101
 - Anti-Harassment
 - Non-discrimination
 - Diversity
 - Equity
 - Inclusion



18 BRANDING AND MESSAGING

- Notice of Non-Discrimination
- Annual Report
- Job Announcements



19 PARKS & RECREATION JOB FAIR

- Notice of Non-Discrimination
- Annual Report
- Job Announcements



20 FORTHCOMING INITIATIVES

- Data Management
- Training
- Civil Service Testing
- Partner with Schools
- Butler County Board of Developmental Disabilities



21 DATA MANAGEMENT

- Subsequent Measurement
- Demographics
- Vacancy Analysis
- Applicant Data
- Advertising and Direct Recruitment Strategy



22 TRAINING

- University of Cincinnati Curriculum
 - Informed Discussions
 - Microaggressions & Unconscious Bias
 - 360 Degree View of Intercultural Challenges
- Internal Trainer Development
- Multi-year Approach



23 CIVIL SERVICE TESTING

- Third Party Administration
- Merit-Based Qualification
- Representative Measurement
- Avoid Cultural & Socioeconomic Bias

Questions 1–5 refer to the following table.

Local Government Expenditures of Finances
2009 to 2012 (in millions of dollars)

Item	2009	2010	2011	2012	Total Per
Expenditures	I	432,328	485,174	520,966	100.0
Direct General Expenditures	326,024	367,340	405,576	IV	83.0
Utility and Liquor Stores	30,846	II	43,016	47,970	9.0
Water and electric	20,734	24,244	28,453	31,499	6.0
Transit and others	10,112	11,947	14,563	16,471	3.0
Insurance Trust Expenditures	23,504	28,797	36,582	39,466	7.0
Employee retirement	12,273	14,008	III	17,835	3.0
Unemployment compensation	11,231	14,789	20,887	21,631	2.0

*Rounded to one decimal place

1. What is the value of I in millions of dollars?

A. 380,374

B. 377,604

C. 356,870

D. 349,528

E. None of the above
2. What is the value of II in millions of dollars?

A. 338,543

B. 64,988
3. What is the value of III in millions of dollars?

A. 21,631

B. 17,835

C. 14,008

D. 11,231

E. None of the above
4. What is the value of IV in millions of dollars?

A. 472,996

B. 433,530

C. 425,026

D. 134,807

E. None of the above
5. What is the percent value of V?

A. 7.6

B. 7.4

C. 6.7



24 PARTNERS IN EDUCATION

- HS Guidance Departments
 - Tour Facilities
 - Understand Demands & Benefits
 - Start Recruitment Early
- Career Fairs
- Internships



25 SUMMARY

1. Community & Workforce Trends
2. Accomplishments
3. Forthcoming Initiatives



26

QUESTIONS / COMMENTS

