



## City of Goodyear

### Meeting Minutes

#### City Council Work Session

Mayor Georgia Lord  
Vice Mayor Joe Pizzillo  
Councilmember Joanne Osborne  
Councilmember Sheri Lauritano  
Councilmember Wally Campbell  
Councilmember Bill Stipp  
Councilmember Sharolyn Hohman

Meeting Location:  
Goodyear Justice Center  
14455 W. Van Buren St.,  
Suite B101  
Goodyear, AZ 85338

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Monday, April 6, 2015

5:00 PM

Goodyear Justice Center

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**1 CALL TO ORDER**

**2. ROLL CALL**

**Present** 7 - Mayor Lord, Vice Mayor Pizzillo, Councilmember Osborne, Councilmember Lauritano, Councilmember Campbell, Councilmember Stipp, and Councilmember Hohman

Staff Present: City Manager Brian Dalke, City Attorney Roric Massey, and City Clerk Maureen Scott

**3. AGENDA ITEMS FOR DISCUSSION:**

- 3.1** [15-5557ws](#) Council will receive information regarding the fiscal year 2014-15 (FY15) department base budgets to include current operations and services provided. (Lauri Wingenroth, Budget and Research Manager)

Brian Dalke, City Manager, presented. Council will be receiving information regarding the fiscal year 2014-2015 department base budgets to include current operations and services provided. All City departments will be covered at the April 6th and 7th Work Sessions.

Dalke introduced Lauri Wingenroth, Budget and Research Manager. She reviewed the budget development process explaining on-going Base Budgets Day-to-Day operations and one-time infrequent items.

Kim Bradford, Assistant to the City Manager, presented the City Manager's Office budget information.

\*Full Time Employee's-20

\*FY15 Total Budget: \$2.88 Million

\*Four Divisions

City programs are distributed into Quartiles (1 through 4). Quartile 1 signifies that a program is most relevant to Council's overall strategic goals while Quartile 4 signifies that a program is

less relevant to the Council's overall strategic goals.

#### FY15 Priority Based Budgeting Programs-99

- \*Three-quarters of budget is in Quartiles 1 and 2
- \*Quartile 1-25% of Budget
- \*Quartile 2-47% of Budget
- \*Quartile 3-20% of Budget
- \*Quartile 4-8% of Budget

#### Council Discussion:

- \*Was any savings found when reviewing Quartiles 3 and 4? Bradford said they are starting to review areas where they could save.
- \*Would be helpful to know how many programs are in Quartile 1, 2, 3, and 4.

Bradford reviewed the key performance measures and efficiencies.

#### FY15 Efficiencies

- \*Deploying Lean Training to 500+ City Employees
- \*Custom Communications Work Order System
- \*Priority Based Budgeting and CityStat

#### FY15 Supplementals

- \*Marvin Andrews Scholar Internship
- \*FTE: Digital Communications Administrator
- \*InFocus Magazine

#### FY15 Challenges and Opportunities

- \*Managing Increased Cost of Print Media for Lean Implementation
- \*Providing Departmental Technical Support Needed for Lean Implementation
- \*Expanding Use of Technology to Engage and Inform Public
- \*Capitalizing on Development Opportunities

#### Council Discussion:

- \*Council would like to see the InFocus go back to 12 months a year if it is cost effective
- \*Could we do a digital format supplemental of the InFocus?
- \*Could a local vendor produce the InFocus on a more efficient scale?

Larry Lange, Finance Director, presented the Finance Department budget information.

- \*Full Time Employees-29
- \*FY15 Total Budget: \$3.1 million.
- \*Six Divisions

#### Priority Based Budgeting Programs-55

- Quartile 1-30 (68% of Budget)
- Quartile 2-16 (19% of Budget)

Quartile 3-5 (8% of Budget)

Quartile 4-4 (5% of Budget)

Lange reviewed performance measures and efficiencies.

#### FY15 Efficiencies

- \*Reconciled Paymode accounts to reduce processing time

- \*Developing secure applications and request forms to eliminate steps, paperwork in, and staff time required in utility account processing

- \*Streamlined website solicitation postings

#### FY15 Supplementals

- \*\$25,000 Procurement Part-Time Temporary-funds used to backfill staff on loan to other divisions and as work on the ERP progressed

#### FY15 Challenges and Opportunities

- \*Challenge: Conversion to new SAP system July 1, 2015-continued significant staff involvement in ERP project through the rest of FY15 and into FY16

- \*Challenge and Opportunity: Transitioning utility billing in-house

- \*Opportunity: Electronic procurements with new SAP system

- \*Opportunity: Preparation of CAFR schedules with SAP system

Mayor Lord recessed the Work Session at 6:35 p.m.

Mayor Lord reconvened the Work Session at 7:00 p.m.

Lyman Locket, Human Resources Director, presented Human Resources budget information.

- \*10 Full Time Employees

- \*FY15 Total Budget: \$2.75 million

- \*Three Divisions

- \*Currently have one vacancy

#### Priority Based Budgeting Programs-53

Quartile 1-3 (34% of Budget)

Quartile 2-14 (29% of Budget)

Quartile 3-23 (25% of Budget)

Quartile 4-14 (12% of Budget)

Locket reviewed performance measures and efficiencies.

#### FY15 Efficiencies

- \*Volunteer Program-average savings of \$589,846

- \*Wellness Program

- \*Claims and Incident Reporting System

FY15 Supplementals

- \*Learning Management System
- \*Clinic Cost increase

FY15 Challenges and Opportunities

- \*Health Insurance Premium Increases
- \*Arizona State Retirement Plan Contributions
- \*Public Safety Personnel Retirement System Contributions
- \*Workforce Planning Opportunities

Michelle Lawrie, Economic Development Director, presented the Economic Development budget information.

- \*Management Assistant position is currently vacant.
- \*Six Full Time Employees
- \*Total Budget: \$668,911
- \*One Division

On 10/06/2014, Council approved the re-establishment of Economic Development as a stand-alone department, which included two FTE's which were transferred from Development Services for a current department total of 6 FTE's.

\*During fiscal year 2015, a new director of Economic Development was hired, a Small Business Project Manager position was filled, and a Management Assistant was reassigned to the department.

FY15 Priority-Based Budgeting Programs

Most of the quartiles are in 1 and 2

Quartile 1-78% of Budget

Quartile 2-22% of Budget

Quartile 3-None

Quartile 4-None

Lawrie reviewed the FY15 Key Performance Measures and efficiencies.

- \*Council would like to get the word out about companies that have moved to Goodyear.
- \*Citizens don't realize how much economic development is coming into Goodyear. Suggested that an article be placed in each InFocus on economic development updates.

FY15 Efficiencies

- \*Re-established Economic Development as a stand-alone Department to best execute the city's Economic Development Strategic Plan
- \*Recruited a Small Business Project Manager to focus on outreach and promoting the growth of Goodyear's Small Business Community
- \*Created cross-departmental agreement with Development Services to share Management Assistant and Administrative Assistant support with Development Services to manage the respective duties across departments

\*Obtained the support of a city volunteer who provided 65+ hours assisting the department with records management, including file planning, preservation, storage, and destruction

The Economic Development Department did not submit any supplemental requests for FY2015.

Katie Wilken, Planning Manager, and Rebecca Zook Engineering, Director presented their budget information.

Katie Wilken, Planning Manager, presented Development Services budget information.

- \*22 Full Time Employees
- \*Total Budget: \$3,674,514
- \*Planner Vacancy
- \*Building Inspector Vacancy

#### FY15 Priority-Based Budgeting Programs-13

Quartile 1-93% of Budget

Quartile 2-7% of Budget

Wilken reviewed the FY15 key performance measures and efficiencies

#### FY15 Efficiencies

- \*Recruiting Development Services Director to oversee Building Safety and Planning. Will provide increased emphasis in these functional areas to provide improvement to the Development Review Process
- \*Economic Development and Development Services-Shared Management Assistant support and Administrative support
- \*Building Code Update
- \*Zoning Ordinance Updates
- \*Design Guidelines Update

#### FY15 Supplementals

- \*Other Professional Services (General Plan) \$51,000
- \*Building Maintenance \$10,000
- \*Other Wages-Temporary Staff \$12,500

Rebecca Zook, Engineering Director, presented Engineering Department budgeting information.

- \*40 Full Time Employees (there are currently three vacancies)
- \*Total budget: \$8,914,732
- \*Seven Divisions

#### FY15 Priority-Based Budgeting Programs-109

- \*Quartile 1-66 (71% of Budget)
- \*Quartile 2-29 (21% of Budget)

\*Quartile 3-8% (8% of Budget)

\*Quartile 4-Less than \$22,000

Zook reviewed FY15 Key Performance Measures and efficiencies

#### FY15 Efficiencies

\*Traffic Management-added 10 intersections to fiber-Optic Network

\*New eForm for electronic plan review of civil engineering design

\*Counter Continuum

\*Two federally funded street sweepers.

#### FY15 Supplementals

\*Pavement Management (Fall 2014 and Spring 2015)

\*Temporary Plans Examiner

\*Plan Review Overtime

\*Temporary Project Manager

\*Traffic Signal re-wire

#### FY15 Challenges and Opportunities for All Three Areas

\*To approach the challenge of promoting and differentiating Goodyear in recruitment efforts to both a regional and national audience, the Economic Development Department has begun a branding and marketing campaign to enhance recruitment of key industries, retail and entertainment (Economic Development)

\*As part of the city-wide website update, the Department took the opportunity to create a new Economic Development stand- alone website. (Economic Development)

\*At the beginning of FY15, Economic Development was challenged with limited staff and two vacant positions. This provided the opportunity to temporarily assign staff to assist with rebuilding the team and re-creating Economic Development as a Department. (Economic Development)

\*The Department took the opportunity to start customizing its CRM Client Management Software system to eventually systemize tracking of department performance measures, management of client interactions, and documentation of project updates. (Economic Development)

\*The Loop 303, particularly the opening of the I-10/303 interchange in Goodyear, has created the opportunity to present a new corridor for the city, and attract interest in employment and entertainment. (Economic Development)

\*Uncertainty in Development Community (Engineering)

\*Fluctuations in Permits (Engineering)

\*Stormwater Management Program (Engineering)

\*ERP Implementation (Engineering)

\*Development Review Process (Development Services)

Mayor Lord recessed the Work Session at 8:30 p.m.

Mayor Lord reconvened the Work Session at 8:42 p.m.

Chief Paul Luizzi presented the Fire Department budget information.

- \*Full Time Employees-102
- \*Total Budget: \$13.2 million
- \*Five Divisions
- \*Four Open Positions

FY15 Priority-Based Budgeting Programs-105

- Quartile 1-8 (2% of Budget)
- Quartile 2-32 (58% of Budget)
- Quartile 3-33 (30% of Budget)
- Quartile 4-32 (10% of Budget)

Luizzi reviewed the FY15 key performance measures and efficiencies.

FY15 Efficiencies

- \*New Policy Review Process
- \*Captains Meetings
- \*Fire Prevention
- \*Fire Investigations

FY15 Supplementals

- \*PPE (Personal Protective Equipment) Replacement
- \*Thermal Imaging Cameras
- \*Wildland Shelters
- \*Traffic Safety Vests
- \*Replacement of Hose and Equipment
- \*Fire Prevention Training
- \*Fire Investigations Training/Equipment
- \*Medical Director Contract
- \*IGA with Maricopa County Emergency Management
- \*SCBA Replacement Program

FY15 Challenges and Opportunities

- \*Training Requirements from the State
- \*Workforce Development, 44% are New to their Roles
- \*Technology Change
- \*Continue to Improve in Fire Prevention Division
- \*Increasing Calls for Service

Nathan Torres, Parks and Recreation Director, presented budget information.

- \*51 Full Time Employees
- \*Total Budget: \$9.4 Million
- \*Three Divisions

FY15 Priority-Based Budgeting Programs-125

- Quartile 1-11 (8% of Budget)
- Quartile 2-76 (60% of Budget)
- Quartile 3-34 (30% of Budget)
- Quartile 4-4 (2% of Budget)

Torres reviewed the FY15 key performance measures and efficiencies.

FY15 Efficiencies

- \*Volunteer Utilization
- \*Intern Program
- \*Remediated Water Line (Ballpark)
- \*Parks Operation Plan and Auditing
- \*Process Improvements
- \*IGA's with Schools

FY15 Supplementals

- \*Positions
  - >Management Assistant
  - >Right of Way Worker III
- \*Park Improvements
  - >Wildflower South (Supplemental \$28,000 & CIP \$150,000)
    - Previous Audit Score: 77 -New Audit Score: 94
  - >Wildflower North (Supplemental \$23,000 & CIP \$100,000)
    - Previous Audit Score: 64 -New Audit Score: 94

FY15 Challenges and Opportunities

- \*Challenges
  - >Rising Maintenance Costs (Ballpark)
  - >Levels of Service (Parks)
  - >Asset Replacements (Parks)
  - >Low Inventory of Community Fields and Indoor Facilities (Recreation)
- \*Opportunities
  - >Continue to Grow Spring Training and Non-Spring Training Utilization
  - >Partnerships
    - Pump Track
    - School IGA's
- \*LEAN Strategy Application

**4. INFORMATION**

None

**5. ADJOURNMENT**



Mayor Lord adjourned the Work Session at 9:38 p.m.

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Maureen Scott, City Clerk

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Georgia Lord, Mayor