



Process Improvement Steering Committee

July 25, 2012, 3:00 p.m.

Building 1, Conference Room 350

1. Purpose of Meeting

The committee shall serve in an advisory capacity to City Council. The function of the committee will be to work in harmony with City Council and City management to identify problems and barriers that may have negative impact on City operations, efficiency and effectiveness and facilitate solutions.

2. Attendees

<i>Name</i>		<i>Name</i>	
Tuck Bowie - Chair	X	Dan Brockwell – Vice Chair	X
Kris Allen	X	Dave Browning	X
Bill Brunke		Bob Dyer	X
Katie Gardner		Brad Martin	X
Delceno Miles	X		
Catheryn Whitesell - Staff	X	Sandi Thompson (Recorder)	X

3. Meeting Notes, Decisions, Issues

1. Welcome and Call to Order
2. Old Business –
 - The minutes from June 25, 2012 were approved.
 - Project 2013 - **deferred**
 - Creation of a Process Improvement department or facilitator with the City - **deferred**
 - Consultation to a group or department to assist them with process improvement - **deferred**

3. Report of Subcommittees

- Strategies to Keep Small Businesses Open and Expand Those Businesses

Ms. Miles presented the committee’s report on the FOG issue which was met with great enthusiasm and support from the members. With one small change it is ready to present to the City Manager. Ms. Miles indicated that with such a new exercise it was hard to know exactly how to tackle it.

Mr. Bowie complimented the group on the conciseness of the suggestions and lack of a confrontational attitude. (A copy of the corrected Report is attached.)

- Development Review and Building Permit Process

Brad Martin, co-chair, presented their report (a copy is attached). After discussion, they were asked to make some tweaks and make it similar in style to the report of the other committee.



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It was noted that making it about the competitive advantage the changes could bring about over other cities, could be a big selling point.

Mr. Allen said he would like to see an appendix of the information they have collected during their investigation.

Mr. Bowie advised he and Councilman Dyer plan to arrange a meeting with the City Manager to present these findings and he would like them to be ready at that time. Also, his goal is to present the reports and allow the Manager to digest them along with his staff and give them the opportunity to respond and then present to City Council.

Dave Browning advised it is a good idea to keep communication open with mid-level management in any changes.

- Review of City Payroll Process – **deferred**
- Publicity and Public Relations Action Items

This discussion followed the same lines as the last meeting on how to get people involved in the process. Catheryn Whitesell said they are looking at some new software that allows people to get “self-involved”. The city has to be really careful about sending e-mails without the permission of the addressee.

- New Business

Councilman Dyer has met a civic leader in the Fairfield community that he would like to invite to join the group. He will invite him to the next meeting and see if he is a good fit.

Catheryn also mentioned the city’s Legislative Agenda and whether the committee would like to have input, though items are supposed to be in by August 1st, it might still be open to suggestion.

Mr. Bowie asked that everyone be thinking about what the next area of focus might be and perhaps the Manager will have something he would like them to look into. He thinks the time is ripe to be involved in the Budget process.

4. Announcements – Next Meeting August 29, 2012 (unless it is decided to cancel it)
5. The meeting then adjourned.