Technical Bulletins: Improving Productivity in the Smaller City

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IMPROVING PRODUCTIVITY IN THE SMALLER CITY

BECAUSE OF the growing interest in productivity improvement (getting the most for your money), MTAS District Consultant E. W. Meisenhelder has developed a basic checklist officials in cities under 10,000 population might find helpful as a starting point in evaluating their own operations. It is divided among the four general subjects of finance, public works, public safety, and general administration.

MTAS consultants are available on request to work with you in exploring any areas you feel might benefit your city. And the UT Center for Government Training will assist you in planning and implementing training sessions if you want them.

A. FINANCE

1. Could an improved purchasing system bring you lower prices, better quality, more efficient delivery and storage?

2. Are you using simplified monthly (or quarterly) financial reports to keep informed on the status of your budget?

3. Have you considered the savings possible under the Tennessee Local Government Insurance Plan (on liability, fire, and workmen's compensation insurance)?

4. Have you considered a special census of your city in order to qualify for greater amounts of state-shared taxes?

5. Are you getting exemptions from state and federal gasoline taxes?

6. Have you considered the savings available from going to computerized accounting, assessments, utility and tax billing, etc? Are you using the confidential sales tax print-outs to help administer your business tax?

7. Have you considered increasing your local sales tax percentage?

B. PUBLIC WORKS

1. Could you benefit from some practical ideas for improving street maintenance?

2. Could you improve your equipment maintenance schedules?

3. Have you a program for detecting water main leaks?

(Over)
4. Have you adopted water and sewer extension policies?

5. Have you considered a municipal forest on city-owned land for future public revenues?

C. PUBLIC SAFETY

1. Which new techniques or equipment could benefit your police operations? Your fire fighting operation?

2. Are your police and fire departments' record systems adequate?

3. Have you requested an OSHA survey from the Tennessee Department of Labor?

D. GENERAL ADMINISTRATION

1. Do you need to improve your city filing system?

2. Are you keeping your code of ordinances up-to-date? Are your minutes indexed?

3. If you have a private act charter, would the city operate more efficiently with changes in your charter?

4. Could you better utilize city hall space?

5. If you use a national building code, have you adopted the latest revision?

6. Could your supervisors and foremen benefit from supervisory training?

7. Could you use some suggestions for improving your decision-making processes?