



NEW ALBANY CITY COUNCIL MEETING MINUTES

February 5, 2019

CALL TO ORDER:

Mayor Spalding called to order the New Albany City Council Meeting of February 5, 2019 at 6:30 p.m. at the New Albany Village Hall, 99 West Main Street, New Albany, Ohio. Staff attending were City Manager Joseph Stefanov, Law Director Mitch Banchefsky, Administrative Services Director Adrienne Joly, Finance Director Bethany Staats, Police Chief Greg Jones, City Engineer Ed Ferris, Engineer Mike Barker, Public Service Director Mark Nemec, Public Information Officer Scott McAfee, and Clerk of Council Jennifer Mason.

Mayor Spalding led the assemblage in the Pledge of Allegiance.

ROLL CALL:

The following Mayor/Council Members answered Roll Call:

Mayor Sloan Spalding	P
CM Colleen Briscoe	P
CM Marlene Brisk	P
CM Michael Durik	P
CM Chip Fellows	A
CM Kasey Kist	P
CM Matt Shull	P

Clerk of Council Jennifer Mason reported that Council Member Fellows contacted her, was travelling for business, and requested to be excused. Mayor Spalding moved to excuse Council Member Fellows from the meeting. Council Member Kist seconded and council voted with six yes votes to excuse Council Member Fellows from the meeting.

ACTION ON MINUTES:

Mayor Spalding asked if council had reviewed the proposed January 15, 2019 regular meeting minutes and asked if they had any additions or corrections. Hearing none, Mayor Spalding moved to adopt the January 15, 2019 regular meeting minutes. Council Member Shull seconded and council voted with five yes votes and one abstention (Durik) to approve the regular meeting minutes. Minutes were adopted.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

City Manager Joseph Stefanov requested that council add an executive session. Mayor Spalding moved to add an executive session to agenda item 17 to include a session pursuant to Ohio Revised Code 121(G)(2) to consider the purchase of property for public purposes. Council Member Briscoe seconded and council voted with six yes votes to amend the agenda to add the executive session.

HEARING OF VISITORS:

Mayor Spalding introduced Mark Boyd, Partnership Specialist with the U.S. Census Bureau. Mr. Boyd gave a presentation to council. (PowerPoint is attached).



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After the presentation, Mayor Spalding asked and Mr. Boyd answered that the Census Bureau anticipated that 50%-60% of the population would respond to the census on-line. If a person responded on-line, via paper, or by telephone, then the Census Bureau would not send out a representative. Only when a person didn't self-respond would the Census Bureau send representatives, possibly repeatedly, to that residence. The Census Bureau was hoping the non-self-responders would be less than 30% of the population.

Mayor Spalding asked and Mr. Boyd answered that, to promote census participation, in addition to social media, some cities advertised in their parades, put it on their utility bills, formed a Complete Count Committee to get press, did a proclamation, and there were many other ways to raise awareness that Mr. Boyd could share.

Mr. Boyd told council that most unreported population segment were children under five years old. Mr. Boyd was not sure why that happened. He was working with Nationwide and the Census Bureau had school programs to spread the word.

Mr. Boyd suggested that the one thing the city could do to get the best results was to form the Complete Count Committee. Mr. Boyd described how a committee could target messages to low reporting areas. Mayor Spalding asked and City Manager Joseph Stefanov replied that the city had previously been active in assisting with the census. Mayor Spalding praised the connectivity and communication outlets already in place in New Albany. He hoped to get the census response rate as high as possible.

BOARDS AND COMMISSIONS:

PLANNING COMMISSION: Mayor Spalding reported that the PC met briefly to talk about some legislative proposals which would be brought to council. The next meeting was in two weeks.

PARKS AND TRAILS ADVISORY BOARD: Council Member Kist conveyed the report from Council Member Fellows. The Parks and Trails Master Plan Steering Committee met for the third time. They were scheduled to meet one more time to work on the final draft. The Steering Committee was prioritizing areas for connectivity and making a wish list of potential new trails. After the final draft was complete, the final draft would go to the Planning Commission and then Council. The new Master Plan will make a great tool for capital improvement plan making decisions.

Council Member Kist added that one of the discussion items was snow removal from the paths. The Steering Committee discussed putting together a policy for the Master Plan. Development Services Manager Stephen Mayer told the committee he would work on a map of the leisure trails indicating where the city was responsible for the path and where the home owners associations were responsible. Staff would also work on an estimated cost to maintain those areas. City Manager Joseph Stefanov confirmed that he met with Public Service Director Mark Nemec recently to go over the trail map and putting together an options for snow removal.

ACHITECHTURAL REVIEW BOARD: No meeting.

BOARD OF ZONING APPEALS: No meeting.



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BOARD OF CONSTRUCTION APPEALS: No meeting.

ECONOMIC DEVELOPMENT COMMISSION: No meeting.

PUBLIC RECORDS COMMISSION: No meeting.

CHARTER REVIEW COMMISSION: Council Member Shull reported that the CRC met and discussed Article VIII, particularly classified versus unclassified employees, and where to add a lieutenant or deputy chief of police position. Staff's recommendation was to make the position unclassified. Chief Jones and City Manager Stefanov attended the CRC to provide background. Ultimately, the CRC chose to recommend that the new position be unclassified. With that decided, recommendations for sections VII and VIII were approved. The CRC also reviewed Articles IX and X and only found minor changes to be needed. The next meeting would be February 26th at 4 pm and would be cover Articles XI, XII, XIII, and XIV.

Law Director Banchefsky described the remaining steps once the review was done, including getting the many changes on the ballot. He planned to meet with the two counties' Boards of Elections to understand that process. Mayor Spalding asked and Law Director Banchefsky replied that charter changes would be on the November 2019 ballot.

CORRESPONDENCE AND COMMUNICATION:

NONE.

SECOND READING AND PUBLIC HEARING OF ORDINANCES:

ORDINANCE O-04-2019

Mayor Spalding read by title AN ORDINANCE AUTHORIZING THE EXECUTION OF A LOAN AGREEMENT WITH THE OHIO WATER DEVELOPMENT AUTHORITY FOR A LOCAL ECONOMIC DEVELOPMENT LOAN IN AN AMOUNT NOT TO EXCEED \$11,700,000

Finance Director Bethany Staats told council this legislation would allow the city to enter into a loan agreement with the Ohio Water Development Authority (OWDA) to fund the Blacklick sewer trunk line, part 2A. The terms were for a loan up to \$11.7 million over 30 years, no pre-payment penalty, at a 3% interest rate. Resolution R-04-2019 authorized bidding out the contract for the project. Construction was expected to start in early March. With council's approval, the city would need to close on the loan by the end of February. There was an additional \$1.7 million in appropriations as part of this legislation.

Mayor Spalding asked and Director Staats confirmed that the 2019 budget had already appropriated \$10 million.

Mayor Spalding opened the Public Hearing. Hearing no comments or questions from the public, he closed the Public Hearing.



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Council Member Briscoe moved to adopt the ordinance. Council Member Brisk seconded and council voted with six yes votes to approve Ordinance O-04-2019.

INTRODUCTION AND FIRST READING OF ORDINANCES:

ORDINANCE O-06-2019

Mayor Spalding read by title AN ORDINANCE TO AMEND CODIFIED ORDINANCES OF THE CITY OF NEW ALBANY CHAPTER 113 "COUNCIL", SPECIFICALLY SECTIONS 113.01 "SALARY OF THE MAYOR" AND 113.02 "SALARY FOR MEMBERS OF COUNCIL."

Clerk of Council Jennifer Mason told council that New Albany Charter section 4.04 authorized council to annually determine its compensation. Mayor and council salaries were set forth in Codified Ordinance 113.01 and 113.02. Council last voted on its compensation at the beginning of last year. This ordinance would increase council's salary commensurate with the increase to city staff's salary of 2.75%.

Mayor Spalding stated typically the mayor brought forth this ordinance annually. Sometimes years would go by without an ordinance. He had asked Clerk Mason to prepare this ordinance which reflected the same increase that went to staff.

Mayor Spalding set the ordinance for second reading at the February 19, 2019 council meeting.

ORDINANCE O-07-2019

Mayor Spalding read by title APPROPRIATION AMENDMENT ORDINANCE
AN ORDINANCE TO AMEND APPROPRIATIONS AND TRANSFER OF FUNDS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2018.

Finance Director Bethany Staats stated this ordinance supplemented the final appropriation amendment to the 2018 budget. Staff needed to reallocate a debt payment from the Village Center TIF fund to the Healthy New Albany (HNA) fund to transfer to the Debt Service fund related to the facility. Both the Village Center TIF and the Healthy New Albany fund were intended to support the HNA debt payments, but the Village Center TIF didn't have enough in it to make the December debt payment in 2018. This legislation represented council's approval of the appropriation and the additional transfer for the debt service.

Mayor Spalding asked and Director Staats answered that there wasn't sufficient money in the Village Center TIF to make the debt payment, so the city needed to adjust appropriations to pull money from the HNA fund. City Manager Joseph Stefanov added that the Village Center TIF was not underperforming, the plan was always to pull from both funds but the city had been pulling too large an amount out. In 2019, the percentages would be rebalanced and there would be an appropriation amendment at mid-year once TIF revenue was determined for the year. Ultimately, the Village Center TIF fund should produce enough revenue through the life of the TIF to cover the debt and also should produce extra which could be escrowed in later years.



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Council Member Shull asked and Director Staats replied that the Healthy New Albany's lease revenue went into the Healthy New Albany fund. That revenue had not decreased and, in fact, the Healthy New Albany fund balance had been growing over the years because the Village Center TIF was bearing more of the HNA debt service. It didn't become apparent until 2018 that the allocation of the debt portions needed to be adjusted. Between the two funds, there was more than enough to make the debt payment.

Mayor Spalding set the ordinance for second reading at the February 19, 2019 council meeting.

READING AND PUBLIC HEARING OF RESOLUTIONS

RESOLUTION R-04-2019

Mayor Spalding read by title A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ADVERTISE AND BID PARTS 2A AND 2B OF THE BLACKLICK CREEK TRUNK SEWER AND TO AWARD AND EXECUTE ALL CONTRACTS RELATED TO THE CONSTRUCTION OF THE BLACKLICK CREEK TRUNK SEWER, PART 2A.

Engineer Mike Barker displayed map of the Blacklick Creek trunk sewer line project. The City of Columbus had nearly completed their portion of what would be the outlet for New Albany's project at Morse Road and Reynoldsburg-New Albany Road. Part 1 of New Albany's project began construction on January 22nd and was tracking well. This legislation authorized the city to bid and award contracts related to Part 2A of the trunk sewer line. The city would also be bidding Part 2B, but did not intend to award that project right away. The city had 180 to award Part 2B and, if it chose to go forward, staff would bring legislation to council for funding for that portion.

Engineer Barker described the types of construction required for the various phases. Part 2A of the project would pick up at the termination of Part 1 and extend north and east, ultimately crossing Beech Road to the east side. Part 2A would extend about 38,000 linear feet of 48 inch sanitary sewer, which would transition to 30 inch, then 24 inch as it approached Beech Road. The engineer's estimate for Part 2A was \$11.7 million which was consistent with the funding set forth in Ordinance O-04-2019. Part 2A would run adjacent to a private development project for which the city had committed to provide service by November of 2019. A plan had been set out to meet that commitment. Mayor Spalding observed that this was a project that council had discussed at length as part of other pieces of legislation for the last year.

Mayor Spalding opened the Public Hearing. Hearing no comments or questions from the public, he closed the Public Hearing.

Council Member Shull moved to adopt the resolution. Council Member Durik seconded and council voted with six yes votes to approve Resolution R-04-2019.

STANDING COMMITTEE REPORTS:

A. Finance Committee: No report.

B. Safety Committee: No report.



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- C. Public Utilities: No report.
- D. Service and Public Facilities Committee: No report.
- E. Planning and Economic Development Committee: No report.
- F. Administration Committee: No report.
- G. Grants and Non-Profit Funding: No report.

REPORTS OF REPRESENTATIVES:

- A. Council Representative to MORPC: No meeting.
- B. Council Representative to Joint Parks and Recreation: No meeting.
- C. Council Representative to New Albany Plain Local Schools: No meeting.
- D. Council Representative to Plain Township: Council Member Durik stated that, at a prior meeting, the township discussed scheduling of firemen.

REPORTS OF CITY OFFICIALS:

- A. Mayor: Mayor Spalding proposed a protocol for public events. Under New Albany Charter Article 3, the mayor had the responsibility of performing all ceremonial duties and acting as a chief spokesperson for the city. Mayor Spalding received invitations for those duties, took them seriously, and enjoyed doing that outreach. He was not able to make every event and, when that happened, he wanted to make sure that the opportunity for speaking engagements was shared with council. He noted that council attendance at public events had been fantastic. He suggested, for opportunities where he was not able available, that the event be offered down the council roster based on seniority. If there was an event in which a council member was especially interested, he encouraged that person to let him know or approach the more senior council member in line to work that out. Council did not have any objections to that proposal.

Council Member Brisk noted that sometimes individual members of council were approached directly. Mayor Spalding expected some events, for example, where a council member's child's teacher asked them to talk to the class about government, would not be an issue. Council Member Brisk observed that personal connections to events were important, but that the right thing to do would be to refer the event to the Mayor and let the event work through the system. Council Member Brisk proposed that, if the council member were approached directly and wanted to represent the city at that event, they should take it to the mayor along with their request to speak.



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- B. Clerk of Council: Clerk of Council Jennifer Mason reported that council pictures were scheduled for March 19th between 3:15 and 6:15 pm and she would follow up with an email about scheduling. The MORPC State of the Region meeting was scheduled for Thursday, April 18th from 11-1 pm. and she would be sending out an email to poll council members for attendance. The Mayor Court's payout in November of 2018 was \$7,753.40. Finally, Council approved hiring the Mary Ann Hill Farm horses and wagon for the Founder's Day and Fourth of July parades.
- C. Finance Director: Finance Director Bethany Staats distributed the Fraud and Related Party questionnaires from the city's auditors. She asked council to complete those and mail them directly back to the auditors. Mayor Spalding asked and Director Staats replied that this questionnaire was required for auditing standards and there were specific questions the auditors had to ask to meet Ohio Revised Code requirements.
- D. City Manager: City Manager Joseph Stefanov reminded council that the Ohio Plan Leadership Training would be taking place on March 26th with a dinner at The Links and council members were invited. The speaker came from the Strategic Government Resources organization based in Texas.
- E. City Attorney: Law Director Mitch Banchefsky told council that he had emailed them a memorandum with a copy of an Eleventh Circuit Court of Appeals Decision concerning the City of Kent, Ohio and its Planning Commission. The decision revolved around what constituted reliable probative evidence. Kent's Planning Commission had relied on citizen and non-citizen comments who had little to no expertise on the subject matter. These were issues that many boards and commissions dealt with. Summarized, the court was saying that if there was expert testimony that was not refuted, the commission needed to rely on that. Additionally, the record coming out of Kent's Planning Commission was not complete, so the trial court took new evidence.

The Court of Appeals remand was based on arbitrary reliance on public comments from a minority of surrounding property owners which negatively affected the Planning Commission's decision. Law Director Banchefsky also distributed that legal decision to the city's boards and commissions. He encouraged council to see him if they had questions.

Council Member Shull asked and Law Director Banchefsky answered that he believed city staff was doing a good job of identifying cases where specific expertise was needed.

Law Director Banchefsky also reported about a court decisions regarding centralized collection of municipal taxes by the State of Ohio. The Court of Appeals ruled in the state's favor saying that the state had broad taxation authority, could administer collection, and House Bill 49 did not violate the "single subject" rule. The Appellate court did not find an improper taking of the monies because the preliminary injunction stopped the collection of taxes while the case was pending, meaning no damages could be proven. In Law Director Banchefsky's opinion, now that the state was collecting taxes, plenty of damages were being incurred. Frost Brown Todd, the law firm for the municipalities,



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would be filing a motion for consideration, but were not expecting a positive outcome. They also planned to file a discretionary appeal to the Ohio Supreme Court.

Finance Director Bethany Staats told council that the state had begun collecting municipal business taxes. New Albany's situation was unusual because, not only did the city collect taxes for itself, but it also collected and distributed tax revenue according to agreements that New Albany had with its school districts. The revenue sharing agreements varied depending on the location of the business and how the agreement was written. When New Albany received business tax revenues through the state, she had difficulty determining where that money came from and how it should be allocated. For example, the city received a tax revenue distribution from the state in March of 2018. She didn't receive a report on the source of the funds until July of 2018.

Ninety-one business in New Albany had notified the city that they would be filing through the state's Business Gateway. For fiscal year 2018, the city received \$72,156 in tax revenues through the state. Finance Director Staats could not audit to verify if that was the amount the city should have received. She had neither access to the returns that the businesses were filing nor to the businesses' correspondence with the state to know if that correct amount was being collected.

Council Member Briscoe noted that the city had to make distributions from the tax revenue, but staff needed to know the source of the funds and that the right amount was received in order to so do. City Manager Stefanov told council that staff would be reviewing prior years' business net profit tax returns to compare profits reported to the city previously versus profits reported to the state in 2018. Additionally, staff reported that companies which previously allowed surplus tax payments to be carried over by the city into subsequent tax years were now demanding refunds. Director Staats planned to finish her executive memorandum on this matter and distribute it to council.

Council Member Shull asked and Director Staats answered that the entities that received agreement-related distributions were now up-to-date on payments. She confirmed these issues had been communicated to the school districts. Council Member Shull asked if council could see a list of the 91 companies that opted to pay through the Ohio Business Gateway. Director Staats answered that she would look into whether she could share that information.

POLL FOR PUBLIC COMMENT:

NONE.

POLL FOR COUNCIL COMMENT:

NONE.

EXECUTIVE SESSION:

Mayor Spalding moved that council go into executive session pursuant to Ohio Revised Code 121.22 (G)(1) to consider appointment, employment, promotion or compensation, discipline, demotion or dismissal of a public



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employee or official, and pursuant to Ohio Revised Code 121.22(G)(2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with the Revised Code. Mayor Spalding reserved the right to take action afterwards. Council Member Shull seconded and council voted with six yes votes to go into executive session at 7:49 p.m.

Council Member Briscoe moved that council come out of executive session and resume the regular meeting. Mayor Spalding seconded and council voted with six yes votes come out of executive session and resume the regular meeting. Council resumed the regular meeting at 8:56 p.m.

OTHER BUSINESS:

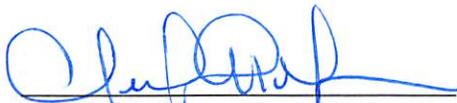
Council Member Brisk moved to re-appoint the members of the board and commissions as detailed in the memorandum to council from Clerk Mason dated February 1, 2019 (attached). Council Member Briscoe second and council voted with six yes votes to re-appoint the members per the memorandum dated February 1, 2019.

Council Member Brisk moved to appoint Shaun LaJeunesse to the Board of Zoning Appeals. *Clerk's note: Mr. LaJeunesse is completing an unexpired term which finishes on 12/31/2019.* Council Member Kist seconded and council voted with six yes votes to appoint Shaun LaJeunesse to the Board of Zoning Appeals.

ADJOURNMENT:

With no further comments and all scheduled matters attended to, Council Member Briscoe moved and Council Member Durik seconded to adjourn the February 5, 2019 Regular Council meeting at 8:57 pm.

ATTEST:


Jennifer H. Mason, Clerk of Council


Sloan Spalding, Mayor

19 Feb 19
Date



Census 2020

New Albany, OH City Council
February 5, 2019
Mark Boyd, Partnership Specialist

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The U.S. Decennial Census

A Brief History

- Under the direction of then Secretary of State, Thomas Jefferson, the first U.S. Census began on August 2, 1790, and was to be completed by April 1791
 - The total population was 3,929,214
- The United States Constitution requires that a census be conducted every 10 years to apportion the United States House of Representatives
- The Decennial Census is the largest peacetime activity the United States Federal Government undertakes
- Census will count all persons living in the United States on April 1 of the year ending in "0"
- Census results (including those from the American Community Survey) directly affect how federal funding is allocated to state, local, and tribal governments

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The U.S. Decennial Census

Background

- 1940 – First Census to use advanced sampling techniques, including probability sampling
- 1950 – First Post Enumeration Survey Conducted
- 1951 – Installed the UNIVAC I (for Universal Automatic Computer)
- 1960 – First use of mail-out/mail back
- 1970 – First address register and use of short and long forms
- Starting with the 2010 Census, we use only a short-form
 - Long-form data are collected using the American Community Survey (ACS), a continuous measurement survey



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The Census Has Evolved

- 1790 - Federal marshals on horseback counted the population for the first census.
- Census has evolved to count the growing and changing population.
- Census methods continue to evolve: computers and punch cards, mail response, etc.
- *2020 Census will be the first to offer an internet response option.*



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The Decennial Census

The purpose is to **conduct** a census of population and housing and **disseminate** results to the President, the States and the American People

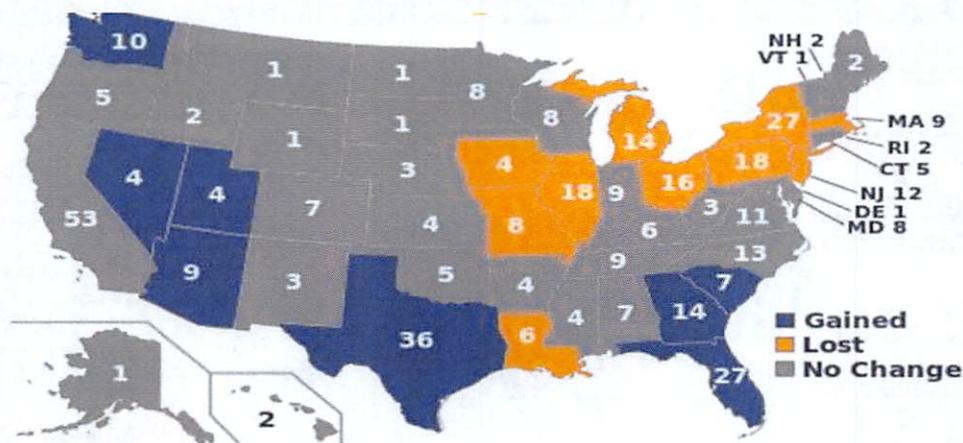
- Uses of Census data:
 - **Apportioning** representation among states as mandated by Article 1, Section 2 of the US Constitution
 - **Drawing** congressional and state legislative districts, school districts and voting precincts
 - **Enforcing** voting rights and civil rights legislation
 - **Distributing** federal dollars to states
 - **Informing** planning decisions of federal, tribal, state and local government
 - **Informing** organizational decisions (e.g., where to locate, size of market, etc.) of businesses and non-profits



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2010 Census Congressional Apportionment



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2020 Census Goals

Goals

- ✓ To count everyone once, only once, and in the right place

Objectives

- ✓ To conduct the 2020 with the same high quality as the 2010 design

What's New

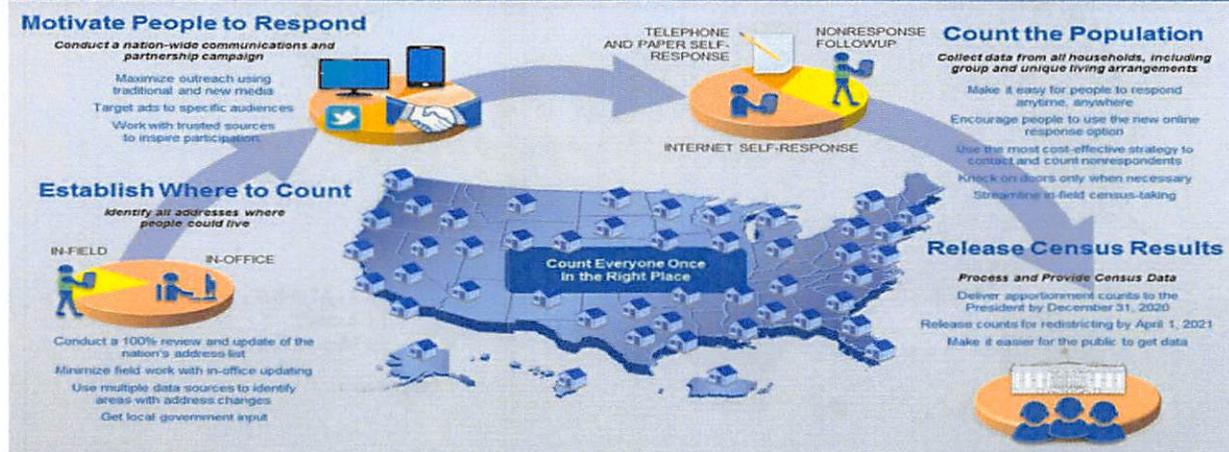
- ✓ We're maximizing outreach by using both traditional and new media
- ✓ We're offering and encouraging people to use the secure online response option
- ✓ We're providing our fieldworkers with handheld devices for collecting Census data.
- ✓ We're utilizing automated systems for recruiting, training, and payroll.



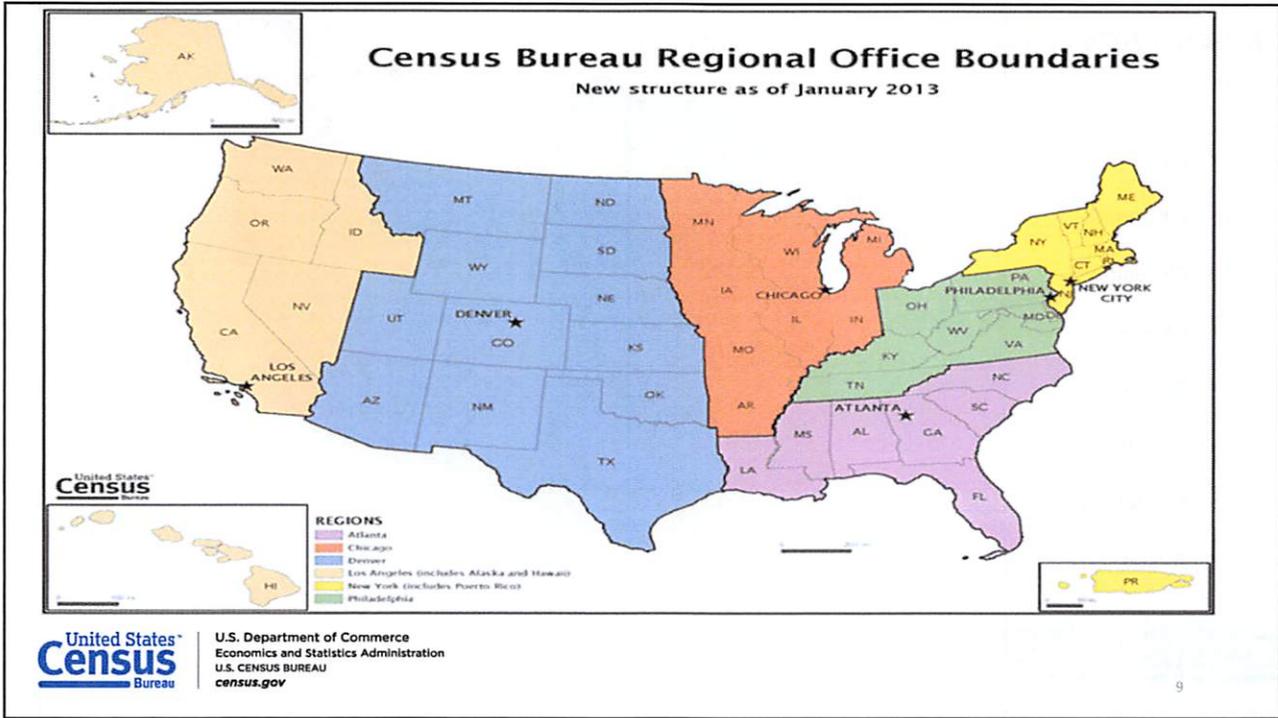
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The 2020 Census A New Design for the 21st Century

The 2020 Census: A New Design for the 21st Century



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Ohio Area Census Offices

Wave 1: April 2019

- ✓ Columbus

Wave 2: October 2019

- ✓ Toledo
- ✓ Cleveland
- ✓ Akron
- ✓ Ashland/Mansfield (TBD)
- ✓ South Point
- ✓ Dayton
- ✓ Cincinnati

Ohio Area 2020 Census Offices – Philadelphia Region

- Akron
- Cincinnati
- Cleveland
- Columbus
- Dayton
- Mansfield
- South Point
- Toledo



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ACO Job Title & Descriptions

- ✓ **Area Census Office Manager** - Responsible for the general supervision and administration of the office.
- ✓ **Census Field Manager / Lead CFM**– Responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel as necessary.
- ✓ **Administration Manager** – Responsible for administrative functions, such as personnel, payroll and supply. Manages and monitors all office requisitioning, equipment and shipping.
- ✓ **IT Manager** – Leads all office computing environment, mobile computing environment, and automation support efforts.
- ✓ **Recruiting Manager** – Oversees the recruiting and testing of job applicants for field position and clerks.
- ✓ **Recruiting Assistant** – Assists in recruiting and testing of job applicants.
- ✓ **Census Field Supervisor** – Appoints, trains, and supervises enumerators that are engaged in data collection.
- ✓ **Office Operations Supervisor** – Coordinates, supervises, and oversees the work of office clerks in specific functional areas.
- ✓ **Enumerator** – Locally hired workers who perform field enumeration activities in and around their respective neighborhoods.
- ✓ **Clerk** – Office clerks perform a wide variety of clerical functions in support of field data collection, recruiting, payroll/personnel, automation technology, and quality assurance operations.



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ACO Pay Rates

Position	Average Pay Rates (subject to change)	Staffing Timeline (Peak Operations)
Area Census Office Manager	\$24.00-\$32.50	June 2019
Lead Census Field Manager	\$20.50-\$27.50	June 2019
Census Field Manager	\$17.50-\$24.00	June 2019
Administration Manager	\$17.50-\$24.00	June 2019
IT Manager	\$17.50-\$24.00	June 2019
Recruiting Manager	\$17.50-\$24.00	June 2019
Recruiting Assistants	\$15.50-\$21.00	August 2019
Census Field Supervisor	\$15.50-\$21.00	February 2020
Office Operations Supervisor	\$14.50-\$19.50	July 2019
Enumerator	\$14.00-\$19.00	March 2020
Clerk	\$12.00-\$15.00	September 2019



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Our Timeline



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How Local Governments Can Collaborate with the U.S. Census Bureau

Operational Support

- ✓ Provide space that can be used for testing, on-boarding, training, etc.
 - ✓ E.g. Computer labs, Libraries, Schools
- ✓ Provide lists of residential institutions
- ✓ Provide lists of shelters, service providers, and transient locations
- ✓ Promote temporary job opportunities

Promotional Support

- ✓ Form a Complete Count Committee (elected officials, community groups, faith based, social service, health, business, etc.)
- ✓ Encourage census participation in newsletters, on websites, alert systems, drop-in articles, etc.



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Complete Count Committee

A volunteer committee established by tribal, state, and local governments, and/or community leaders, to increase awareness, about the census and motivate residents in the community to respond.



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Why Form A Complete Count Committee?

- **Increase the response rate for residents mailing back their questionnaire through a focused, neighbor-to neighbor program.**
- **Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community.**
- **Bring together a cross section of community members whose focus is 2020 Census awareness.**



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Benefits Of A Complete Count Committee

- **A CCC speaks the language of and knows the pulse of its community and will help ensure an accurate 2020 Census count.**
- **A CCC gains valuable knowledge about the census process and develops a plan to impart that knowledge to the community.**
- **A CCC increases the participation ratio and response rate by continuing awareness of the 2020 Census.**



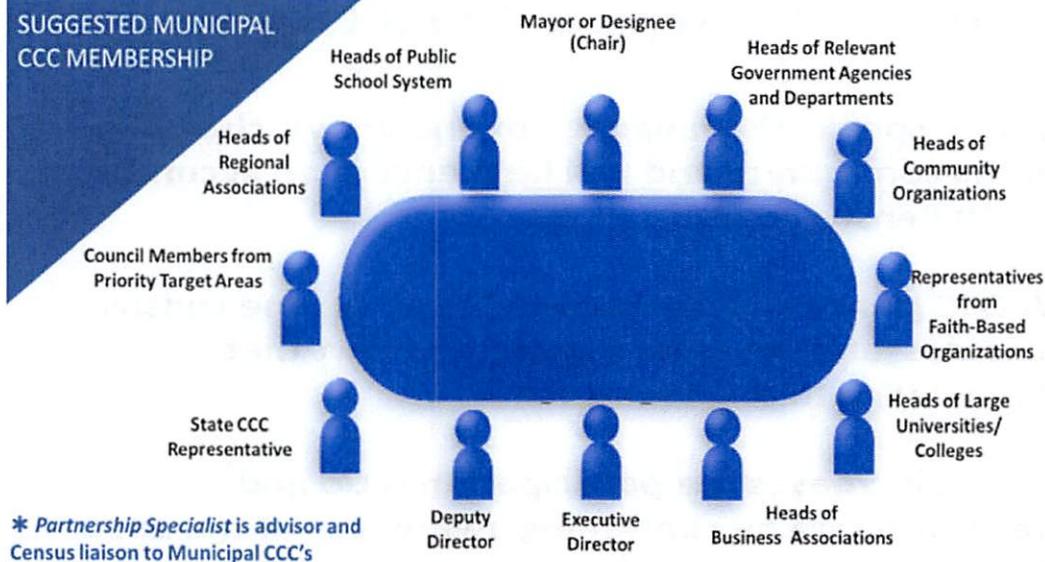
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Municipal Complete Count Committee

- A **Municipal Complete Count Committee** is a mutually beneficial partnership – at the highest level—within each city. The mayor often appoints members of the Complete Count Committee (CCC). Committees consist of influential community leaders who are charged with developing a census awareness campaign that:
 - Communicates the importance of the census through local messaging.
 - Raises awareness of the census throughout the city.
 - Motivates every household in the city to participate in the census by completing the questionnaire thoroughly and in a timely manner.
 - Increases the city's self-response rate.
- The size of the Complete Count Committee is determined by each city. In addition, mayors and city councils may allocate funding to support the activities of the CCC. Cities view this funding as a sound investment in the future. Failure to count residents could result in a substantial loss of revenue for the next decade.

SUGGESTED MUNICIPAL CCC MEMBERSHIP



Prepare for the 2020 Census NOW!

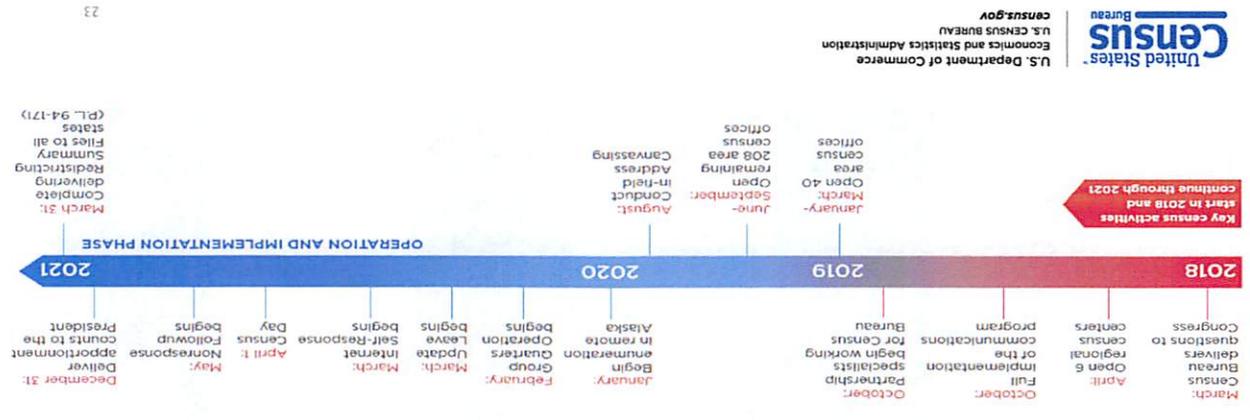
- The 2020 Census has begun.
- Prepare to participate, put line-items in your budget, identify human and technical resources to successfully participate.
- Coordinate your participation with overlapping city/county governments.
- Identify a point of contact or liaison for your CCC.
- Schedule and invite the Partnership Specialist to your first planning meeting.

CCC SUBCOMMITTEE TYPES

BUSINESS	Involving a community's business sector creates a unifying element that touches every household within the community.
COMMUNICATIONS, MEDIA AND TECHNOLOGY	Assists community organizations in utilizing census toolkit materials and enables them to innovate.
COMMUNITY ORGANIZATIONS	Community organizations provide outreach opportunities for a broad spectrum of residents of all ages, races and backgrounds.
DATA AND MAPS	Understanding where hard-to-survey areas exist is important to direct subcommittee activities toward the correct populations and geographic areas.
EDUCATION (PRESCHOOL - GRADE 12)	Reaches U.S. households through schools and helps create a generation of future self-responders.
EDUCATION (POST SECONDARY)	Works with university housing to obtain administrative records for group quarters; reaches off-campus students to participate accurately.
EX-OFFENDER	The ex-offender population is sizable and is often disenfranchised from the community and hard to track.
FAITH-BASED	Found in every community and maintain interactive and ongoing communications with their members.
GOVERNMENT	Leveraging the ability of local government to provide knowledge of the population, essential to an accurate count.
GROUP QUARTERS	Because of the limited access to most group quarters, cooperation from the institutions is vitally important to achieve an accurate count.
HOMELESS	In the 2010 Decennial Census, the count was 209,325 for outdoor locations, soup kitchens and mobile food vans.
IMMIGRANT	One of the serious challenges for a Census enumerator is encountering housing units where no one in the household speaks English.
LIBRARY	Urban Libraries Council says libraries are the "most poised to be pivotal for civic engagement."
RECRUITING	Reaching all members of the workforce community enhances the ability of the Census to plug into existing recruiting resources.
SENIOR CITIZEN	Although a high responding group, the trend toward reduced home ownership may create enumerating challenges for field.
SPECIAL HOUSING	Exceeded a third of the entire U.S. population by 2020. No matter the housing type, access is vital for an accurate count.
VETERANS	Over 22 million veterans living in the United States present a sizable population distributed throughout the 50 states. Former military personnel can provide leadership and assistance.
PHILANTHROPIC	

Road to the 2020 Census

2020 Census Operational Timeline



Ways Census Data Are Used

- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- U.S. Department of Commerce
U.S. Census Bureau
census.gov
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing "intelligent" maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as backup for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Directing services to children and adults with limited English-language proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographic areas.
- Providing genealogical research.
- Planning for school projects.

Become a 2020 Census Partner!

Contact us:

Mark Boyd, Partnership Specialist – 614-974-9575 mark.s.boyd@2020census.gov
Jobs/Recruiting Hotline - 1-888-480-1639

Philadelphia Regional Census Center- 1-844-507-2020

Email us at - Philadelphia.rcc.partnership@2020census.gov



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More information on the 2020 Census Memorandum Series:
<http://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html>



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More information on the 2020 Census:
<http://www.census.gov/2020Census>



instagram.com/uscensusbureau



More information on the American Community Survey:
<http://www.census.gov/programs-surveys/acs/>



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QUESTIONS



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Memorandum

TO: Council

FROM: Jennifer Mason, Clerk of Council

DATE: February 1, 2019

RE: Board and Commission Appointments

This memo details those willing to be reappointed to board and commission positions. At council's direction, I reached out to standing members whose terms expired and the following are willing to be reappointed.

Architectural Review Board

3 year terms

- Francis Strahler is willing to be reappointed to the term 1/1/19-12/31/21
- Alan Hinson is willing to be reappointed to the term 1/1/19-12/31/21

Board of Construction Appeals

3 year terms

- Jack Schmidt is willing to be reappointed to the term 1/1/19-12/31/21
- Lloyd Welker is willing to be reappointed to the term 1/1/19-12/31/21

Board of Zoning Appeals

3 year terms

- Everett Gallagher is willing to be reappointed to the term 1/1/19-12/31/21
- There is an open position for the unexpired term 1/1/19-12/31/19

Cemetery Restoration Advisory Board

3 year terms

- Nancy Ferguson is willing to be reappointed to the term 1/1/19-12/31/21
- There are three open non-voting positions on this board.

Community Investment Corporation

2 and 3 year terms

- Everett Gallagher is willing to be reappointed to the term 1/1/19-12/31/21
- Ron Davies is willing to be reappointed to the term 1/1/19-12/31/21
- Jim Baron is willing to be reappointed to the term 1/1/19-12/31/21

- There is an open position for the unexpired term 1/1/19-12/31/19

Joint Parks & Recreation Board

3 year terms

- David Demers is willing to be reappointed to the term 1/1/19-12/31/21
- Richard Williams is willing to be reappointed to the term 1/1/19-12/31/21

Personnel Appeals Board

3 year terms

- There is an open position for the unexpired term 1/1/19-12/31/21

Planning Commission

3 year terms

- David Wallace is willing to be reappointed to the term 1/1/19-12/31/21

Parks and Trails Advisory Board

3 year terms

- Char Steelman is willing to be reappointed to the term 1/1/19-12/31/21