



Council Minutes – Regular Meeting

November 3, 2020

CALL TO ORDER:

Mayor Spalding called to order the New Albany City Council Meeting of November 3, 2020 at 6:35 pm at the New Albany Village Hall, 99 West Main Street, New Albany, Ohio. Staff attending were City Manager Joseph Stefanov, Administrative Services Director Adrienne Joly, Finance Director Bethany Staats, Public Service Director Mark Nemec, and Clerk of Council Jennifer Mason, Staff tele-present were Law Director Mitch Banchefsky, Police Chief Greg Jones, Community Development Director Jennifer Chrysler, Deputy Development Director Mike Barker, Engineer Ed Ferris, Planning Manager Stephen Mayer, and Chief Communications and Marketing Officer Scott McAfee.

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	A
CM Michael Durik	P – tele-present
CM Chip Fellows	A
CM Kasey Kist	P
CM Matt Shull	P

Clerk of Council Jennifer Mason reported that Council Member Brisk had a family function and Council Member Fellows, in honor of former Council Member Glyde Marsh, had volunteered to work the polls that day. Both requested to be excused. Mayor Spalding moved to excuse Council Members Brisk and Fellows from the council meeting. Council Member Shull seconded and council voted with five yes votes to excuse both council members from the meeting.

ACTION ON MINUTES:

Mayor Spalding asked if council had reviewed the proposed October 20, 2020 regular meeting minutes and asked if there were any additions or corrections. Clerk Mason reported that Council Member Shull's vote was not accurately recorded on Resolution R-34-2020 as he had abstained. The correct vote count was six yes votes and one abstention (Shull). This correction was made by hand to the original minutes. Hearing no further changes, Mayor Spalding moved to adopt the October 20, 2020 regular meeting minutes as corrected. Council Member Briscoe seconded and council voted with four yes votes and one abstention (Kist) to approve the October 20, 2020 regular meeting minutes as corrected.

Mayor Spalding asked if council had reviewed the proposed November 14, 2019 Annual Budget Program meeting minutes and asked if they had any additions or corrections. Clerk Mason reported that Council Member Shull suggested a change for better clarity to a statement by Finance Director Bethany Staats on the top of page 3 of the drafted minutes regarding funds appropriated, but not



Council Minutes – Regular Meeting

November 3, 2020

spent. The change was not substantive. Clerk Mason made a hand written correction with Director Staats' input to the original minutes. Hearing no further changes, Council Member Briscoe moved to adopt the November 14, 2019 Annual Budget Program meeting minutes. Council Member Kist seconded and council voted with five yes votes to approve the meeting minutes as corrected.

ADDITIONS OR CORRECTIONS TO THE AGENDA:

NONE.

HEARING OF VISITORS:

BOARDS AND COMMISSIONS:

PLANNING COMMISSION: No meeting.

PARKS AND TRAILS ADVISORY BOARD: No meeting.

ACHITECHTURAL REVIEW BOARD: No meeting.

BOARD OF ZONING APPEALS: No meeting.

ECONOMIC DEVELOPMENT COMMISSION: No meeting.

PUBLIC RECORDS COMMISSION: No meeting

CEMETERY RESTORATION ADVISORY BOARD: No meeting.

CORRESPONDENCE AND COMMUNICATION:

NONE.

SECOND READING AND PUBLIC HEARING OF ORDINANCES:

ORDINANCE O-18-2020

Mayor Spalding read by title AN ORDINANCE TO AMEND SECTION 351.03 OF THE NEW ALBANY CODIFIED ORDINANCES ENTITLED "PROHIBITED STANDING OR PARKING PLACES" SO AS TO LIMIT THE PARKING OF RECREATIONAL VEHICLES ON PUBLIC STREETS OR ALLEYS LOCATED IN ZONING DISTRICTS WHERE RESIDENCES ARE A PERMITTED USE.

City Manager Stefanov told council that this legislation consolidated the city's parking regulations in the city's codified ordinances. Parking regulations concerning commercial vehicles were located in Chapter 3 with the traffic ordinances. Regulations concerning recreational vehicles were in Chapter 11 with planning and zoning ordinances. This amendment did not change parking requirements. It duplicated the language in Chapter 11 and brought it in to Chapter 3. This would make it easier for police officers to find the recreational vehicle laws for enforcement purposes. The language was being left in Chapter 11 so that it would be easier for developers to find along with the city's other planning

November 3, 2020

and zoning requirements. Mayor Spalding recalled council's discussion at first reading. No further council comment was made.

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

Mayor Spalding moved to adopt the ordinance. Council Member Shull seconded and council voted with five yes votes to approve Ordinance O-18-2020.

ORDINANCE O-19-2020

Mayor Spalding read by title AN ORDINANCE TO AMEND APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES RELATED TO THE CARES ACT DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020.

Director Staats reminded council that the Corona Virus Aid, Relief, and Economic Security (CARES) Act was enacted by federal government, but did not provide for local governments. The Ohio General Assembly established a process to be able to distribute CARES Act funds to local governments. Ohio HB 481 affirmed that funds from the County Coronavirus Relief Distribution Fund within Franklin County could be expended to cover costs of the governmental entity consistent with requirements of section 5001 of the CARES act.

This resolution was required for New Albany to receive local government funds. The city had received a total of \$97,845.22 via Ohio HB 481 in the first distribution, and \$386,086 via HB 614 in the second distribution. Ordinance O-12-2020 appropriated \$65,230 of the funds received. This legislation would bring the appropriation up to the full \$483,932 received.

This ordinance also defined appropriate uses of funds which were consistent with the CARES Act. The CARES Act allowed payment for expenses that met a three-pronged test: (a) the initial expense had to be incurred due to the COVID-19 public health emergency, (b) the expense must not have been accounted for in the budget approved as of March 27th, and (c) the expense must have been incurred during the period of March 1 – December 30, 2020.

The legislation outlined the following uses for the CARES Act funding.

- (1) Payroll expenses for administrative leave related to the state-mandated shut down prior to June 1st.
- (2) The automation of plan review, permitting, and inspection process within the development department. The pandemic and shut down heightened the need for this particular software for development staff to work remotely and created a paperless transaction, furthering social distancing.
- (3) A community grant program. Staff was currently refining the details and would hopefully have guidelines nailed down by the end of the week.

November 3, 2020

- (4) Other COVID-19 related costs. These could include additional PPE, sanitization, miscellaneous costs which supported remote working and social distancing, and other costs allowed per federal guidelines.

Staff was looking into whether the city buildings could upgrade their HVAC systems for better air quality. This item was not listed in the legislation, but HVAC improvement could be added as a floor amendment. City Manager Joseph Stefanov told council that the city should have a quote by that Friday. Mayor Spalding asked and City Manager Stefanov answered that the city's current HVAC system did not have ultra-violet light filtration.

Director Staats informed council that the CARES Act monies needed to be encumbered by November 20. If the city encumbered all funds, it might be eligible for a third distribution at the end of November. Council Member Kist asked and Director Staats answered that HB 614 caused the extension for encumbrance of funds from October to November, and she did not anticipate further extensions of that deadline.

Council Member Kist asked and Director Staats answered that staff was still working on the city grant program. She spoke with the executive director of the New Albany Chamber of Commerce to figure out roll-out and guidelines. City Manager Stefanov also wanted to further discuss the matter with council member. The city continued to review other municipal programs to find a good model with the biggest impact on New Albany businesses. Director Staats did think it was possible to encumber these funds for the program by the deadline, the grant awards did not have to be approved by November 20. Any amount not awarded would have to be returned to the state. The expense had to be incurred by December 30. The money had to be spent and invoices had to be paid out by February 1, 2021. Council Member Kist expressed support for grant program and concerns for feasibility in the time allotted.

Council Member Briscoe understood and Director Staats confirmed that \$54,000 of the total ~\$483,000 would go to plan review software for the development department. The software came with an annual cost above that. Director Staats stated the \$54,000 was what the city was able to encumber in 2020. Council Member Briscoe added she was supportive of including the HVAC upgrade and that would bring returns for many years.

Council Member Briscoe asked and Director Staats answered that the excessive administrative leave pay totaled approximately \$141,000. After the planning review software and some required hardware, that left around \$200,000 in CARES Funds. The grant funds and HVAC improvements would come out of that amount. Council Member Kist asked and Engineering Manager Ohly answered that there would be some cost savings realized with the new plan review software, primarily from eliminating the current permit tracking software and reducing courier costs. Council and staff discussed courier fees which Manager Ohly projected would be phased out over a 2-3 years. Developers had expressed a lot of interest in digital plan review.

November 3, 2020

Council Member Briscoe moved to amend the ordinance to include the HVAC expense, once the estimate was received, as Section 2., item (e). Council Member Kist seconded and council voted with five yes votes to amend the ordinance to include the HVAC expense.

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 ordinance as amended. Council Member Kist seconded and council voted with five yes votes to approve Ordinance O-19-2020 as amended.

ORDINANCE O-20-2020

Mayor Spalding read by title AN ORDINANCE TO ACCEPT A RIGHT OF WAY DEDICATION OF 0.087 ACRES AT 6000 KITZMILLER ROAD AS REQUESTED BY BRAD GLUMAC.

Deputy Development Director Mike Barker told council that the applicant was proposing constructing a single family home at 6000 Kitzmiller Road. He described the location. During staff's review, it was determined that the existing property line extended to the centerline of the road. The city's subdivision regulations required that that right-of-way be dedicated at the time of a development project. This legislation authorized the acceptance of the public right-of-way along the frontage of the property. The right-of-way could accommodate the construction of a future leisure trail. Property owners Brad Glumac was available to answer questions.

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

Council Member Kist moved to adopt the ordinance. Council Member Durik seconded and council voted with five yes votes to approve Ordinance O-20-2020.

INTRODUCTION AND FIRST READING OF ORDINANCES

ORDINANCE O-21-2020

Mayor Spalding read by title AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF NEW ALBANY, OHIO TO PROVIDE AMENDMENTS TO GENERAL OFFENSES NEW ALBANY CITY CODE SECTIONS 501.06, 501.99, 513.01, 513.02, 513.03, 513.04, 513.05, 513.06, 513.07, 513.08, 513.11, 537.051, 537.10, 537.15, 537.17, 537.19, 537.20, 541.02, 541.09, 545.10, 549.04, 549.11; TO PROVIDE FOR PENALTIES; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Law Director Mitch Banchefsky explained that this ordinance and O-22-2020 were both measures to amend and update the city's General Offenses and Traffic code to reflect Ohio Revised Code (ORC) amendments made by the state legislature over the last few years. Municode, the city's codifier, identified the changes. In addition to maintaining consistency with the ORC, enacting these amendments would facilitate police department operations when issuing citations by having the city code match the state code. Law Director

November 3, 2020

Banchefsky gave an overview of the more significant amendments. All amendments were identified by black line underline or strike out in the attachment to the ordinance.

Council Member Briscoe asked and Law Director Banchefsky confirmed that this legislation would bring the city's code into alignment with state code.

Mayor Spalding set the ordinance for second reading at the November 17, 2020 council meeting.

ORDINANCE O-22-2020

Mayor Spalding read by title AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF NEW ALBANY, OHIO TO PROVIDE AMENDMENTS TO TRAFFIC NEW ALBANY CITY CODE SECTIONS 301.04, 301.19, 301.20, 301.22, 301.51, 301.251, 301.365, 303.04, 303.081, 313.01, 313.09, 331.03, 331.21, 331.28, 331.40, 333.01; 333.03, 335.031, 335.09, 335.10, 335.12, 337.27, 341.01, 341.03, 341.04, 341.05, 341.06, 341.07, 351.04, 351.07, 371.02, 373.02, 375.03, 375.06; TO ESTABLISH SECTION 303.98; TO PROVIDE FOR PENALTIES; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Law Director Mitch Banchefsky explained that this ordinance functioned similarly to Ordinance O-21-2020, amending city code to match state code. He gave an overview of the more significant amendments.

Mayor Spalding agreed that it was good to review city code with an eye towards modernization.

Mayor Spalding set the ordinance for second reading at the November 17, 2020 council meeting.

ORDINANCE O-23-2020

Mayor Spalding read by title AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF NEW ALBANY BY AMENDING THE ZONING MAP TO REZONE 1.92 +/- ACRES OF LAND LOCATED AT 10087 JOHNSTOWN ROAD FROM ITS CURRENT ZONING OF RESIDENTIAL ESTATE (R-1) TO LIMITED OFFICE (L-O) AS REQUESTED BY JOSHUA & KRISTA BODMAN.

Planning Manager Stephen Mayer described the location of the property which was being rezoned to allow traditional gas station and hotel uses. The rezoning would allow for the existing house and structures on the property to include office space uses. Office District text permitted administrative and business office uses, professional offices, and medical offices. Allowed conditional uses included veterinary offices and some personal services including barbershops. While the intent of the zoning was to allow for the existing house and lot to be used for office uses, the limitation text contained restrictions for if and when the property was redeveloped. The limitations were there to ensure the property developed in a way that matched development patterns established by the Trust Corp site across the street and the Walton-62 site to the southeast. The text included restrictions on architecture, setbacks, and landscaping to ensure consistent and cohesive design. The text also required, at the time to redevelopment or new structure, that the central road network adopted for the Walton-62 District was tied into the redeveloped area to ensure connectivity.

November 3, 2020

The subject property was within the Town Residential district but was actually just outside of the Office District as recommended by the 2014 Strategic Plan. Since it was on the border, it was appropriate for providing a transition from the more dense retail uses to south to the more residential uses to the north. The Planning Commission recommended approval at their October 2020 meeting. The property owner and some additional representatives were available to answer questions.

Council Member Shull asked and Manager Mayer replied that the neighboring lots on both sides of the property were still zoned residential. City Manager Stefanov added the lot immediately south of the property was owned by The New Albany Company. Given the development pattern to the south, it seemed likely that the area would go commercial.

Council Member Kist asked and Manager Mayer answered that the Planning Commission's main concerns were ensuring that the property owner understood the existing conditions and any non-conforming use that would need to be addressed if they decided to improve the property. Another Planning Commission topic was future right-of-way dedication. There was no specific provision in the zoning text about it. Staff felt that, if there was a need for additional right-of-way, they wanted to make sure that could be accomplished during the engineering review phase of a construction permit.

Council Member Durik asked and Manager Mayer responded that the residence had previously served as both a residence and a furniture repair store. There was a large gravel parking area/driveway on the property. Depending on the improvements made to the property, the parking area may need to be improved in accordance with the city's non-conforming code section.

Mayor Spalding set the ordinance for second reading at the November 17, 2020 council meeting.

ORDINANCE O-24-2020

Mayor Spalding read by title AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF NEW ALBANY BY AMENDING THE ZONING MAP TO REZONE 0.93 +/- ACRES OF LAND LOCATED AT 4653 REYNOLDSBURG NEW ALBANY ROAD FROM ITS CURRENT ZONING OF VILLAGE CORE SUB-DISTRICT (UCC-VC) TO RURAL RESIDENTIAL SUB-DISTRICT (UCC-RR) OF THE URBAN CENTER CODE AS REQUESTED BY NEIL KIRBY & THERESA KEMPKER.

Planning Manager Stephen Mayer described the location of the property which currently contained a farmhouse used as a single family residence and an old barn used as a detached garage. The request for this rezoning was to remove some existing non-conformities to allow for the existing use and for the structure on the property to be permitted by right in order to allow for its future existence.

The subject property was in the Village Core sub-district of the city's Urban Center Code. Manager Mayer further described the Urban Center Code wherein the existing residence was not a permitted building form. Under the city's non-conforming code section, if 50% or more of the building were destroyed, it could not be rebuilt in any type of detached single family form. The property owner was proposing to rezone Rural

November 3, 2020

Residential District which the Urban Center Code defined as a large, detached structure placed on a generous lot with larger permitted accessory structures. The current property was just under an acre – large by Village Center standards. The Rural Residential District description also aligned well with the existing lot, building standards, and single family residential uses. The Rural Residential District zoning text would take away any previously permitted commercial uses and further restrict the type of residential use.

Manager Mayer reviewed the Village Center Master Plan map which was part of the origin of the Urban Center Code. The subject parcel was within the South Village District. The code defined this as a transitional area, with more rural areas to the south and east of the city and traditional country club neighborhoods and dense urban center to the north. This rezoning met the intent of the 2006 Village Center Master Plan. The subject property was on the edge of the Village Center as it was delineated in the 2014 Strategic Plan. The rezoning was approved by the Architectural Review Board and Planning Commission in October of 2020. The property owners were available to answer any questions.

Mayor Spalding set the ordinance for second reading at the November 17, 2020 council meeting.

ORDINANCE O-25-2020

Mayor Spalding read by title AN ORDINANCE TO ACCEPT A RIGHT OF WAY DEDICATION OF 0.119 ACRES AND TO APPROVE A FEE IN LIEU OF LEISURE TRAIL CONSTRUCTION IN ACCORDANCE WITH CODIFIED ORDINANCE SECTIONS 1165.06(c) AND 1187.18 AT 4109 HARLEM ROAD AS REQUESTED BY 4109 HARLEM ROAD LLC C/O SARAH JAMES.

Deputy Development Director Mike Barker described the location of the subject property. During the permitting and plan review process, staff identified that the property line extended to the centerline of Harlem Road. In accordance with the city's subdivision regulations, the city would accept right-of-way dedication as a part of this legislation, and further would accept a fee-in-lieu of leisure trail construction. This section of Harlem Road was slated for drainage and roadway improvements. At the time of these improvements, the city would extend the leisure trail. After preliminary engineering evaluations, the city determined that a leisure trail on Harlem Road would mostly likely be located on the east side. The subject property was on the west side, so it was unlikely to have a trail anytime soon. With the project still in development and not yet funded, staff felt a fee-in-lieu was an appropriate request. The applicant submitted several estimates and the city selected the quote of \$9,140. The property owner was available to answer any questions.

Mayor Spalding set the ordinance for second reading at the November 17, 2020 council meeting.

ORDINANCE O-26-2020

Mayor Spalding read by title AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF NEW ALBANY, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021.

Finance Director Bethany Staats noted that all council members should have received their 2021 Budget Books in their mailboxes. This legislation represented the first reading of the 2021 appropriations ordinance.

November 3, 2020

All of the numbers in the ordinance were reflected in council's budget books. Council's Budget Workshop was scheduled for November 10th. Anything not addressed on that day could be continued at the regular meeting November 17th. Staff requested that this ordinance be set for second reading and public hearing on December 1, 2020. If council wanted more workshop sessions, those could be set. Director Staats also reminded council that she was available to take questions or meet with council as they reviewed the budget.

Mayor Spalding set the ordinance for second reading at the December 1, 2020 council meeting.

READING AND PUBLIC HEARING OF RESOLUTIONS:
RESOLUTION R-36-2020

Mayor Spalding read by title A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN ODOT CONSENT LEGISLATION FOR THE REFERENCED PROJECT WHICH PROPOSES TO REPLACE/UPGRADE VARIOUS GUARDRAIL END ASSEMBLIES ON US 62 AND SR 605 WITHIN THE CITY OF NEW ALBANY TO BETTER CONTROL VEHICLE IMPACT IN THE EVENT OF A COLLISION.

Public Service Director Mark Nemec told council that the Ohio Department of Transportation (ODOT) was planning to upgrade guardrails in District 6, which included New Albany. An ODOT contractor would remove and replace guardrail end assemblies with a more crash-worthy style of end assembly. Flat plates absorbed a crash and were less likely to flip over a car. ODOT identified four guardrails in New Albany that needed replacing, three on US 62 and one on State Route 605. The project was fully federally funded and the city would spend \$0 on the project. The city would commit to maintain the guardrails after installation. The project was in the final stages of engineering, would be bid out in the spring of 2021, with construction to occur throughout 2021.

Council Member Shull asked and Director Nemec replied that, when there was a crash report, the city was often able to recover infrastructure repair costs. The city or the city's contractor made the repair and then the city billed the insurance company for reimbursement.

Council Member Shull observed that guardrails were not aesthetically pleasing. He asked and Director Nemec replied that guardrails could be painted. The only painted guardrail Director Nemec could identify was the new Dublin-Granville Bridge over Sugar Run. The city installed wood guardrails for aesthetic value. Painting metal guardrails would likely result in peeling and a longer-term maintenance issue. Director Nemec recommended leaving the metal guardrails unpainted.

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

Mayor Spalding moved to adopt the resolution. Council Member Briscoe seconded and council voted with five yes votes to approve Resolution R-36-2020.

November 3, 2020

RESOLUTION R-37-2020

Mayor Spalding read by title A RESOLUTION GRANTING A NON-EXCLUSIVE RIGHT-TO-SERVE TO THE OHIO POWER COMPANY, ITS SUCCESSORS AND ASSIGNS, PROVIDING IT THE RIGHT TO ACQUIRE, CONSTRUCT, MAINTAIN, AND OPERATE WITHIN THE CORPORATE BOUNDARIES OF THE CITY OF NEW ALBANY, AS SUCH BOUNDARIES CURRENTLY EXIST OR MAY EXIST IN THE FUTURE, LINES FOR THE TRANSMISSION AND DISTRIBUTION OF ELECTRIC ENERGY TO NEW ALBANY, AND THE RESIDENTS AND BUSINESSES THEREOF FOR LIGHT, HEAT, POWER, AND OTHER ELECTRIC ENERGY PURPOSES.

Law Director Banchefsky explained the purpose of the resolution was to grant the Ohio Power Company, now AEP, a 10-year non-exclusive right to provide electrical service to all areas within the corporate boundaries of the city, as the boundaries exist now and may expand in the future. The granting of such non-exclusive Right-to-Serve (RTS) provisions had been approved by Ohio courts. In the past, electrical services provisions were addressed via franchise agreements, however, since the city now had a comprehensive right-of-way ordinance, Chapter 907 of city code, the granting of RTS would make full use of those provisions. It would also allow AEP to serve all areas within the city's corporate boundaries in Licking County, in order to meet rapidly expanding economic development there.

The terms of the RTS included compliance with the not only city ordinance, but also applicable state and federal laws, and provided that AEP would hold the city harmless from any and all related liability. A 10-year term was selected in accordance with the city's policy of providing longer term agreements to utilities with a proven track record. AEP was supportive of this agreement.

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

Mayor Spalding moved to adopt the resolution. Council Member Briscoe seconded and council voted with five yes votes to approve Resolution R-37-2020.

RESOLUTION R-38-2020

Mayor Spalding read by title A RESOLUTION TO WAIVE THE COMPETITIVE BIDDING REQUIREMENT AND AUTHORIZE THE CITY MANAGER TO ENTER INTO ALL CONTRACTS NECESSARY FOR THE PURCHASE OF ELECTRONIC PLAN REVIEW SOFTWARE IN ORDER TO ENHANCE PUBLIC AND STAFF SAFETY DURING THE COVID 19 PANDEMIC AND MORE EFFECTIVELY SERVE THE CITY'S DEVELOPMENT CUSTOMERS.

Engineering Manager Ryan Ohly explained that the New Albany Development Department currently required commercial and residential builders to submit paper plans for review and approval. Under normal operating conditions, this process required extensive inter-personal contact. During a pandemic, interpersonal contact increased health risks. The proposed software would greatly reduce

November 3, 2020

contact risks, enhance the permit applicant's experience, and enable city staff effectively serve the community.

Earlier in the year, development staff formed a committee to determine the best software solution. That process involved electronic surveys which received over 40 responses, phone conversations with local municipalities, builders, and architects who regularly worked in New Albany. The top six programs were narrowed down to three via research and using a decision matrix to score the programs. The city solicited proposals from the top three vendors and performed a cost analysis on the quotes. Staff received presentations from each company. A final decision matrix identified Accela as the best plan review software for the city. The committee developed an implementation plan and created a final report which Manager Ohly made available to council.

Accela was one of the most frequently used and recommended platforms from the city's survey results. It was used by the City of Columbus and City of Dublin. Manager Ohly described the citizen portal and the benefits of offering electronic plan review, including document management, search capabilities, improved work-flow management, GIS capabilities that could produce interactive maps, built-in reporting, mobile capabilities, an intuitive user interface, and the aforementioned on-line citizen portal.

Manager Ohly reviewed a breakdown of costs by year with council. Staff identified a national purchasing cooperative through which the software could be bought at a \$3,000 discount through Carahsoft. Staff did not find any disadvantages to purchasing through the cooperative. Several pieces of hardware were recommended to support the new software, including larger monitors for plan viewing and tablets for inspectors in the field. The data plan enabled staff to access all the information remotely and on site. The city would see savings in courier costs and from the cancellation of the city's Cityview subscription in favor of Accela. The city could use \$54,000 in CARES Act funds, which was the amount staff anticipated could be encumbered and incurred by the deadlines. This was the reason staff was requesting to waive the competitive bidding process and authorize the city manager to enter in to contract for the plan review software.

Director Chrysler added that this item was in the council's budget books, but because of the CARES Act timing and requirements, staff was bringing this proposal to council now. Director Chrysler stated that the development department had planned on more staff in 2020, but had decided to hold off on filling all of the positions and was holding at 14.75 employees, 1 less than what had been proposed for 2020, mostly because of this software. The volume of plans and the number of revisions the city saw, and the customer care that staff tried to provide to all residents – the development department wanted to see how implementation of this software went and was holding off on hiring additional staff until efficiencies could be realized.

Council Member Briscoe observed that, once software was implemented, there was less incentive to change companies, so Council Member Briscoe wanted to know if there was any control on the company's ability to raise their fees each year. She asked and Manager Ohly replied that the city was

November 3, 2020

entering into a 1-year contract for the first year, and then 3- 5-year contracts were more the standard. He expected a minimal fee increase within the term of the longer contracts.

Council Member Shull expressed appreciation for the process to arrive at this software. He asked and Manager Ohly answered that the expected savings on courier fees would extend into the future in greater amounts. The CityView cost would go away after the data had been converted and Accela was implemented.

Mayor Spalding asked if the City of Columbus increased their permitting fees to help cover the additional technology costs. City Manager Stefanov replied that staff could take a look at that. Typically, the city's inspection and plan review fees reflected the city's actual costs. Director Chrysler said the development department was due for another fee review. Additional savings would also be captured in less paid for record storage and retrieval with Fireproof. He anticipated that the city's customers would be willing to pay a little more in fees for the enhanced customer service and being able to log in to get immediate feedback. City staff would spend less time on phone calls. Mayor Spalding stated he would be interested in more information along these lines.

Council Member Kist described his positive experiences with other cities using Accela software. He asked and Manager Ohly confirmed that the \$54,000 in CARES Act funds was the amount the city was comfortable expending under the restrictions and inside the state deadlines. City Manager Stefanov stated that if the deadline were extended, the savings could be greater.

Council Member Briscoe asked and Manager Ohly stated that fees paid for the software included technical support. Other municipalities reported to New Albany that the Accela was very responsive.

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 Kist seconded and council voted with five yes votes to approve Resolution R-38-2020.

STANDING COMMITTEE REPORTS:

- A. Finance Committee: Council Member Briscoe reported that the Finance Committee met with the city's financial advisors. In brief, for the next few years, the city likely would not see a lot of investment income.
- B. Safety Committee: No report.
- C. Public Utilities: No report.
- D. Service and Public Facilities Committee: No report.

November 3, 2020

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: Council Member Shull reported that the board discussed the progress of the Miracle Field. They had almost enough funding to start Phase 1 and were looking to break ground in 2021. City Manager Stefanov stated, per the Miracle Field's consultant, they wanted a ceremonial ground breaking in the next four weeks. They were talking about additional features, like dugouts, earlier in project. Since some features were not part of the initial approval, the city would have to determine what kind of further approvals were needed. The area was ready for construction.

The Joint Parks board was getting quotes on running electric from Thompson Road to the front gate at Thompson Park. The electric lines would support additional lights, and possibly a gate and cameras. The Joint Parks board was also working on a basketball tournament, making it conform to the state's COVID-19 guidelines.

Council Member Kist told council that the Michael Lucy Basketball Courts – named to honor a high school senior who passed away in a car accident – wanted to do a groundbreaking this year to kick off fundraising and attract sponsors. The true groundbreaking would likely be in spring of 2020. Council Member Shull added that the ceremonial groundbreaking would be November 15. The organization was expecting to get their 501(c)(3) status approved for their foundation in November.

C. Council Representative to New Albany Plain Local Schools: Mayor Spalding reported that the school was working closely with the New Albany COVID-19 Task Force to keep navigating the ever-changing circumstances. Contact tracing was occurring. He thought they were doing a good job of keeping the community informed on their decisions and considerations. Mayor Spalding reported, and council discussed, recent high school boys soccer and girls golf team accomplishments.

D. Council Representative to Plain Township: Council Member Durik reported that the township mostly discussed expenditures.

REPORTS OF CITY OFFICIALS:

November 3, 2020

- A. Mayor: Mayor Spalding thanked council, the police department, the service department, and city staff for modifying the Halloween schedule. The community responded favorably and the weather on Saturday was good.
- B. Clerk of Council: Clerk Mason reminded council of the November 10th at 1:30 pm budget workshop.
- C. Finance Director: Finance Director Bethany Staats distributed the September report. At the end of September, the city revenues were \$270,000 behind 2019, as expected. Expenditures were still at about 58% of appropriations. The city was being conservative and keeping a watchful eye on the ways COVID-19 was impacting revenue and expenditures. Director Staats displayed OpenGov webpages and capabilities to council. The monthly report would be available on OpenGov in the future. She would be working with Chief Communications Officer McAfee to make web links available to council. Council Member Shull asked and Director Staats replied that staff was working on specific dashboards for each city department, including council, as well as creating a landing page for the city's transparency site.
- D. City Manager: City Manager Stefanov reported that all of the asphalt had been installed on the middle Harlem leisure trail. The contractor was installing the wooden guardrail that day. Council Member Kist asked and City Manager Stefanov confirmed that signage would go in, along with mailboxes being reinstalled which may go in on the other side of Harlem. Residents were working with the post office. Final grading, seeding, and a similar finishing touches were pending.

Council Member Shull asked and City Manager Stefanov replied that the lower section of Harlem was due for pavement improvement. The city was also looking at drainage improvements and road widening. As with middle Harlem Road, there were limitations on what the city could do with existing right-of-way. A few easements could be required to extend leisure trail. He believed design of that section could be a 2021 project.

- E. City Attorney: Law Director Banchefsky reported the leisure trail in front of his home was used by kids for Halloween. He also reported that SB 365 was still stuck in committee. If it wasn't passed, permission for remote meetings would end on December 1. Various organizations were watching the bill and supporting its passage.

POLL FOR PUBLIC COMMENT:

NONE.

POLL FOR COUNCIL COMMENT:

NONE.

OTHER BUSINESS:

Mayor Spalding recalled an email to council from Gwendolyn Zaczepinski regarding a little free library in New Albany. There was one in The Preserve neighborhood. Mayor Spalding's family had contributed books



Council Minutes – Regular Meeting

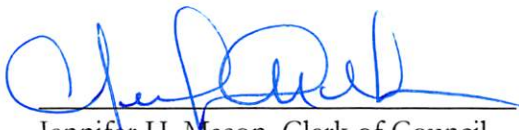
November 3, 2020

over the years. With council's support, Mayor Spalding wanted to ask the city manager to reach out and start a conversation with Ms. Zaczepinski about the Little Free Library and a potential location. Mayor Spalding suggested inside the Heit Center which would protect it from the weather. He recalled former Mayor Ferguson advocated for having reading materials at the Heit Center. Council Member Briscoe did not think the Little Free Library should be in front of the existing library. Mayor Spalding asked and council did not oppose his request for the city manager to assist. Council Member Shull volunteered to help the city manager as Ms. Zaczepinski lived near him and he was familiar with the project. He would follow up with her to keep this moving along.

ADJOURNMENT:

With no further comments and all scheduled matters attended to, Mayor Spalding moved and Council Member Shull seconded to adjourn the November 3, 2020 regular council meeting at 8:37 pm.

ATTEST:


Jennifer H. Mason, Clerk of Council


Sloan Spalding, Mayor


Date 17 Nov 2020