



**CITY COUNCIL WORKSHOP  
2024 ANNUAL BUDGET PROGRAM**

Monday, November 13, 2023 10:30 am

Village Hall, 99 W. Main Street, New Albany, Ohio 43054

Live streaming: [www.newalbanyohio.org/streaming-meetings/](http://www.newalbanyohio.org/streaming-meetings/)

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**CALL TO ORDER:**

**ROLL CALL:**

The following Mayor/Council Members answered Roll Call:

Mayor Sloan Spalding	P
CM Marlene Brisk	P
CM Michael Durik	P
CM Chip Fellows	P/A – departed at 2:53 pm
CM Kasey Kist	P
CM Matt Shull	P
CM Andrea Wiltout	P/A – departed at 2:18 pm

**ADDITIONS OR CORRECTIONS TO THE AGENDA:**

NONE

**DISCUSSION OF DRAFT BUDGET AND PRESENTATIONS BY STAFF:**

*Clerk's note: staff are presenting from the attached slides.*

2024 Annual Budget Program Introduction

City Manager Stefanov talked about New Albany's growth into a city with big global brands. New Albany had strengthened its financial position as a result of these accomplishments. The city had advanced infrastructure in the Business Park, the Village Center, and the residential neighborhoods. Taylor Farm Park had opened. There were substantial new community programs, including through: Senior Connections, the IDEA Implementation Panel, and the Sustainability Advisory Board. The city continued to add staff to respond to the increased demand for services and the increase workload. The city had received national awards in communications and the police department had been through CALEA recertification successfully.

General Overview

Finance Director Bethany Staats stated the General fund was the most critical indicator of financial health. It was the primary source of funds for city services and operations. The city had a strong overall fund balance, exceeding the 65% reserve throughout the years. In 2024, the city had \$4.7 million in operating revenues over operating expenditures projected, before any capital transfers. That number factored in multi-year staffing increases and additional operating costs. Projections considered the effect of remote work, Intel-related

construction, prior years' net profits, and individual returns. Years 2025-2027 received more analysis this year. Estimates remained conservative and did not account for new economic development and construction withholding. General fund future income tax projections accounted for the new Village Center Capital Improvement fund. General fund projections were still growing, even after the 1.5% Village Center (VC) allocation reduced the General fund from 85% to 83.5%.

**2024 Operating Expenses**

The General fund was the main source for operations and most expenses were for personnel. This budget contemplated some new staff and an increased focus on professional development in most departments. There were more community programs, and increased communication budgets, professional contract services, and asset maintenance programs.

Council Member Durik asked about "other revenue" and why it was down from the prior year. Director Staats answered that "other revenue" was not as predictable as the remaining categories. For example, reimbursements could contain the true-up for income tax fees or other miscellaneous reimbursements.

Council Member Wiltout asked and Director Staats confirmed that the 2024 proposed number was the 85% minus the 1.5% proposed allocation. City Manager Stefanov noted staff wanted to do something to reflect the VC fund allocation, although it was not yet approved. Council Member Wiltout asked and Director Staats replied that the 1.5% came from income tax revenue.

Director Staats stated that staff included a 3.0% cost of living increase (COLA) for non-union staff. The FOP contract was currently in negotiations. This budget included the results of the compensation and classification study. Some positions were moved to a different grade/point factor/title depending on the market and city-wide workforce. Remarkably, there had been no health insurance cost increase for 3 years. City Manager Joseph Stefanov credited staff and Lindsay Rasey, Human Resources Officer, for the employee wellness program which had a good rate of participation. He thought that was a factor in the decreased utilization of the health insurance over the last 3-4 years. Director Staats stated the city continued to right-size staff to support the city's expanded infrastructure, operations, and community programming. Training was also in the budget.

Director Staats stated, looking from year to year, the city had a history of underestimating revenues and overestimating expenses. The city was able to prepare for what was needed without digging into reserves. She credited staff and departments for being conservative and not spending everything they were budgeted. The city had been able to put unused appropriations back into the General fund to invest into operations and capital.

Director Staats stated that transfers included an ongoing debt service payment. There were transfers to: reserve funds, the Severance Liability, and the re-started Infrastructure Replacement Fund. The budget showed \$5 million dollars transferring into the VC Improvements fund. That didn't have to happen, but was illustrated so council could make that determination. The Capital Equipment Replacement fund contained \$2 million and the city was able to increase the inflation factor from 2% to 3%, removing pressure from the General fund. There was a transfer to the Hinson Amphitheater to help with operations until a true operating budget was established. There was a transfer to the K9 Patrol fund to help track costs related to personnel and keep that program going.

Director Staats stated there were return advances in 2024. Council had approved an advance to the Bond Improvement fund in anticipation of a big project, but that money would be returned. The Oxford and Schleppe TIFs continued to repay advances from when the city paid off old, high interest economic development loans.

**2024 Budget Layout**

Director Staats reviewed how the budget notebook was organized. Staff put a lot of effort into the Community Profile. It was still in draft form. Once the budget was adopted, staff could finalize and submit it with the last of the corrections. Departments were a work in progress, but contained more data related to goals, functions,

and trends. The Capital section contained capital equipment. The Proposed Capital Projects were based on the Capital Projects Workshop prioritization exercise. The Debt section contained funding sources. The appendices contained information related to the summaries of the departments, the wage summary, the positions, the IT budget, and other items.

## **POLICE**

Police Chief Greg Jones described receiving CALEA accreditation, first awarded in 2019, and reevaluated every 4 years. Chief Jones credited great police personnel, training, and resources. Chief Jones explained the Homeland Security Internet Crimes Against Children (ICAC) taskforce which approached New Albany and now worked with the New Albany Police Department (NAPD). ICAC efforts had been very successful and brought about resources that could be used in other investigations. NAPD was also part of the Human Trafficking Taskforce and was proactive about dealing with prostitution at area hotels. Chief Jones talked about community outreach, including: Citizen's Police Academy, Cops and Bobbers, and the Bike Helmets + Ice Cream coupons.

Regarding 2024 goals, Chief Jones described recruitment efforts, the focus on training, onboarding new staff, and emergency preparedness - particularly watching for events that were low frequency with high consequences.

Regarding 2024 capital equipment needs, Chief Jones talked about property room cameras – a suggestion from a CALEA accreditor, polygraph equipment and sending an officer to polygraph school to stop relying on other police departments, and additional and replacement body-worn cameras from a new vendor. IT Manager Loren McCauley recommended getting new cameras when the server reached its end-of-life, which was next year. The department needed new and replacement vehicles, which was tough because the city had to order in 2024 for delivery in 2025, if it was lucky. The Chevy Tahoes had been received and were being upfitted.

Council Member Wilttrout asked and City Manager Stefanov answered that security cameras for parks would not show up in the police department budget. Chief Jones stated the city recently put up cameras in Rose Run which were not typically used for surveillance. They were helpful for now, but not intended to be permanent, long-term solutions.

Council Member Shull and Police Chief Greg Jones discussed the Chevy Tahoes that just arrived. The budget line item was for replacements for late 2024 or 2025. The city had to act well in advance to replace cars. City Manager Stefanov clarified this budget request included replacement and extra vehicles to maintain a ratio of 2 officers per car. At one point, the city had 3 officers per car and those cars had to be retired sooner. The seller canceled the city's 2022 vehicle order and the city was forced to start over. The city had a set of cruisers coming in this year which would hit street in 2024 and the ones purchased in 2021 would be ready to be retired. The budget anticipated needs 2 years in the future. Chief Jones added that, with the car order being cancelled in 2022, some cars were running all 3 shifts. The city was replacing about half of the marked fleet. The cars being ordered now would come in around 2024-2025. There were 2 officer positions authorized in 2023 that still needed to be filled. Chief Jones described additional sergeants on 2<sup>nd</sup> and 3<sup>rd</sup> shifts who would also use cruisers.

Council Member Shull asked and Chief Jones answered the city would have 11 marked cars total for patrol after this order. That did not include the Suburban and pick-up driven by the school resource officers (SRO). Chief Jones stated the city purchased a Kinetic electric side-by-side for the SROs.

Council Member Brisk asked and Chief Jones replied that the police department was 3 officers short of the number authorized by council. The city had recently made a conditional offer to a candidate. The department did not request additional officers in 2024. The city was actively working to fill all 3 open positions.

Council Member Durik stated he was fully supportive of staffing and vehicles. He had talked to residents about safety and security, for which the police department received high marks, but many were concerned about

construction, added workers coming to the city, a large apartment complex on New Albany's border in the City of Columbus, increased traffic and cars on the road, and more accidents. Council Member Durik asked if the city should be looking to put more officers and cruisers on the road. Given the complexity of hiring, should the city boost the target number? Chief Jones replied that they did a staffing analysis annually and arrived at asking for 3 officer positions for 2023. The police department would have a professional standards coordinator, non-sworn staff, to free up an officer. Once they got the 3 new officers, the department would be in a much better place. If the city wanted 4 officers on a shift, not including the sergeant, the department would need 8 officers for that shift to account for training, injuries, days off, etc.

Council Member Durik asked if the city should be look for 6 officers to be ahead and to put more officers on the streets? He didn't want the city to be in a position where the needs had gone beyond what had been planned and the city was criticized for not building up the department. The police department had a good reputation and credibility, and the safety of the community was highly regarded. He didn't want to put that at risk. He was in favor of bumping the number up, keeping the search ongoing.

Chief Jones stated he didn't ask for more officers because they wanted to see what the staffing analysis said and they still hadn't filled the positions council authorized for 2023. They didn't want to put out an unattainable goal. Chief Jones described how recruiting had changed over the years. Previously, just announcing there would be a test meant candidates showed up. Fewer people were testing. Almost all police departments in the area were hiring. If the staffing analysis was completed, the 3 positions were filled, and the department decided they needed more, they could come back to council at that time.

Council Member Brisk agreed that she was hearing from residents, who were pleased with New Albany police staff, but were stressed about who was coming into the community from around New Albany - the growth, people passing through, car theft issues. She would support going beyond those 3 planned positions, if the city had that opportunity.

Council Member Fellows and Chief Jones discussed why there was so much difficulty finding candidates. They discussed the universal problem of recruiting and maintaining officer numbers. This was partly due to a rash of retirements, increased scrutiny on law enforcement, lack of positive marketing, news coverage, getting judged by the worst of the profession, and the uncertain legal status of qualified immunity.

Council Member Brisk asked and Chief Jones agreed there were more opportunities to diversify how policing was done. He described force multipliers including Flock and park cameras. A lot of police technology included these force multipliers.

Council Member Fellows asked and Chief Jones described using every means to increase recruitment, including the department being well-funded, great culture, living up to its values, training, equipment, facilities, and community support. They did not leave anything out. City Manager Stefanov added that the city was looking for top quality people. Not all agencies were as careful. New Albany wanted to attract the best of the pool.

City Manager Stefanov stated that maximum number of officer candidates the city could push through the field training officer (FTO) program was 3, without straining the field training officers. Staffing limitations affected bringing new officers on. Once the 3 positions were filled, he had no qualms about coming back to council mid-year, assuming the new officers were well on their way to getting through the FTO program.

Council Member Fellows expressed surprise that New Albany was not finding more officers from other communities where they were getting less support, but who wanted to stay in the profession. Chief Jones responded that New Albany's newest officer came from the Licking County Sheriff's office. He described a few other lateral hires who went through a different hiring process. The city was seeing more lateral applicants than it did 5-10 years ago. Large police departments had a hard time maintaining culture.

Chief Jones stated the decades-old intoxilyzer had been down for a long time. It broke and could no longer be repaired. The state recently approved a new machine which would be recognized in court. Council Member Fellows asked and Police Chief Jones answered that the police department had been using urine tests or blood tests with a warrant for serious accidents.

Council Member Brisk asked and Chief Jones confirmed that there was new training based on marijuana laws. Franklin County judges didn't really want to see user-amount marijuana cases. They impounded the drug and sent users away without charge. The biggest impact was to the K9 program. The police dog was trained on marijuana, among other drugs. Now that marijuana had been decriminalized, the dog wouldn't be used on the road because the officer wouldn't know if the dog was hitting on heroin or marijuana. The K9 program was initially funded by the schools. The new marijuana law didn't apply to those under 21 and was still contraband on school campus. The dog could also track runaways and do searches for objects, like thrown away guns.

Council Member Fellows asked and Police Chief Jones stated police evaluated those impaired by pot using many of the same indicators that were used for alcohol. The criteria for marijuana, drugs, and alcohol had not changed. Drugs required a slightly different sobriety test. The most obvious test for marijuana was the smell. A stop for DUI due to marijuana would be the same as last year. He was expecting an increase in those stops, but he hoped not. It was on the radar.

Police Chief Jones discussed how the department's preferred tasers were no longer being made and would no longer be serviced in 2024. The department was going to buy a few more of the current taser, then buy some new tasers which will come with a new training course.

Police Chief Jones described the department's current large drone with cameras and a speaker. That drone would disconnect and fly back on its own. Software updates no longer fixed it. The department was proposing to turn in the current drone for a smaller one with more features at a cost of \$6,000. The department could continue working with the current drone until its value decreased, but preferred to trade it in while it was worth something.

Council Member Fellows asked and Police Chief Jones described the successful drone uses, particularly for incidents and traffic flow at special events. The night vision camera was good for recording suspects who flee. Putting up the drone didn't take long. It could be launched from the station or a cruiser. Chief Communications Officer Poland had used it for some city videos. The city's smaller drone could be flown inside buildings.

Police Chief Jones stated the police department wanted to replace the 2005 rusting box trailer and a 2002 silver Toyota Camry with structural issues. Cruisers were hard to get and the department tried to keep a basic spare cruiser around. The department was heavily reliant on software and technologies - the radio room, cruisers, investigations. The IT budget was largely for the maintenance that came with a lot of software. LEADS was run by the state and where the department ran a lot of its criminal records. LEADS was requiring about \$25,000 of mandated security upgrades. The IT department had a schedule to replace computers in cruisers. Redaction work for public records requests was very time consuming and could be overwhelming. An additional software license would allow a second employee to help with redaction.

Police Chief Jones described the Flock license plate reader program. These were stationary license plate readers set up on mast arms or utility poles. Flock was in last year's budget, but getting them took time and so was included in this budget. Flock kept track of felony warrants, stolen cars, and data could be shared among communities using Flock.

Council Member Fellows asked and Police Chief Jones answered that New Albany got data from Whitehall, Grove City, The Ohio State University, and other communities with the system. Some private entities had Flock cameras. Police Chief Jones and council further discussed Flock cameras, how they stored data, how to search Flock data, restricted access Flock data, and limitations on preserved data.

Police Chief Jones stated that the police department was not requesting more sworn staff at this time. They were making sure sworn staff was on the road as much as possible by relieving them of some administrative duties. The department was looking for a records clerk to handle public records – which included body, cruiser, and traffic camera data. The records clerk could help the property room clerk. The department was asking for 2 more dispatchers to meet the state’s mandate to have 2 dispatchers on duty at all times for public service entry points (PSEPs). New Albany was currently rolling over calls from 1 nighttime dispatcher to the City of Gahanna. New Albany also needed more dispatchers to help cover when there was a dispatcher on leave or training.

Police Chief Jones stated that specialty training classes were often outside of the local area. Training cost could include travel to Cincinnati, Indiana, or elsewhere to get the needed training.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

Director Chrysler described key functions in the Community Development Department (CDD) including planning, economic development, engineering services, zoning, and building. One of the biggest changes in the CDD budget was dividing Intel-related expenses out into a separate pool of funds, however, there was so much overlap with other business park projects, tracking employees and costs on site was difficult. The city’s chief building official had responsibilities for the entire community, in addition to Intel, while working with contract CBO, Mike Beryka. Therefore, the city was rolling the Intel-related budget back into the regular budget, making those items appear to have increased. CDD staff had spent great amounts of time on presentations to groups like JobsOhio, visiting other communities, and sharing best practices.

The CDD team came up with goals and strategies that aligned with organizational goals, including: exceed the industry standard in providing excellent and timely customer service – the city was looking for more plan reviewers to not fall behind, serve the needs of residents and businesses through appropriate development and infrastructure investments, and create a healthy business environment that protected the local tax base – attracting new businesses and keeping them.

Council Member Brisk asked and Director Chrysler answered that the city was in a new phase with its residential communities. People were adding patios, decks, pools, and gazebos – desired amenities not built with the original home. Some were added without permits which was causing zoning enforcement upticks. Homes were maturing and being built out and renovated. The same city staff worked on new homes and older additions. The CDD’s need was for more contractual staff, often a passed-thru expense. CD was concerned about having enough building, electrical, and other inspectors, plus commercial plan reviewers. The city had a lead on 2 reviewers it hoped to snag before the end of 2023. Contractual staff allowed flexibility as work increased/decreased. Contractual staff were hard to find as not many went into those trades or they weren’t looking for lower-paid public service work.

Council Member Fellows asked and Director Chrysler answered that any city rezoning following the same protocol. That included signs with QR codes that linked people back to the website and neighbor notification letters to those within 200 feet of the applicant’s property. Neighbors were notified for public hearings before Planning Commission and then council. Council Member Fellows asked if there were other ways to communicate rezoning and what was going on. He received many questions about the rezoning on Bevelhymer. Director Chrysler responded that staff could look at that. One of the very first things that staff did when an application was complete was to put it up on the city’s website. It was accessible to the public without a QR code. There was a newer robust projects section on website. Council Member Fellows wanted residents to see the information so they could attend the Planning Commission meeting and voice their concerns.

City Manager Stefanov noted that Upper Arlington had a community-driven newspaper-type product where their government put out items of interest to the community. CDD staff could work with Chief Communications Officer Poland to develop some concepts or other types of publication. Council Member Fellows would

appreciate it. Folks up north, in particular, were sensitive to how zoning was changing and wanted to be informed in advance. He wanted to see more direct communication. Council Member Wiltout suggested that the proposed community ambassadors programs in 2024 could help on a grass roots level. Staff and council discussed the impact of the lack of local independent newspapers.

Director Chrysler recapped CDD work in 2023 including: moving staff to the city's Intel trailer site after running out of space in Village Hall, working out bugs in electronic plan review, the collaboration with COTA to establish Line 35 – the first daily and hourly line to New Albany, the expanded Economic Development Week program, a GIS-based zoning map on the city's website, processing over 100 planning applications, and Intel-specific accomplishments including 10 miles of new roads, loads of earth moved, waterlines, a lift station, and new large diameter sanitary sewer.

Council Member Brisk asked and Director Chrysler answered the COTA Line 35 ran hourly from 5 am to midnight.

Director Chrysler talked about major announcements including Amazon Web Services' negotiated incentive agreement, DSV's 1.2 million square foot facility, Rinchem's selection of the supplier park, and QTS' proposed new facilities' sites.

The proposed budget tied to the stated CDD goals and included training and professional development, plus maintaining professional certifications, attending conferences, basic professional growth, consulting and contractual services - which encompassed the fiber to home and cell service assessment, the ECOS standard updates, webpages for SmartRide, and helping business connecting to resources.

Council Member Fellows asked and Director Chrysler answered that the first piece of the fiber-to-home study was just an assessment. The city didn't know what residents did and did not need or what assets were out there. A consultant would give guidance on how other municipalities approached this issue. The technical assessment would look at where fiber was located, how it was available, how many carriers were in certain areas, and identify underserved areas. Step 2 would be a series of recommendations on how to fix connectivity issues. Staff was staying away from predicting the issues before having the technical data. The city had a fiber backbone and small cell towers. People mixed up cell and internet service. Anecdotal evidence would come from community experiences.

Council Member Durik had heard a lot about cell service problems and less about computer or internet connectivity. Cell service was going to be a more important issue.

Council Member Brisk agreed it was coming up more. This was an opportunity for communication at New Albany 101 events. She'd heard about people who were convinced the The Farms didn't have cell service anymore because Intel was using up bandwidth. She thought sharing information while collecting it would be helpful. Director Chrysler replied that staff and the consultant were talking about listening sessions which could help clear up misconceptions. Public outreach was an important component of the technical assessment. The city had important decisions to make as to what type of infrastructure the city would be responsible for and what it would be an advocate for with third-party partners.

Council Member Fellows thought the Silicone Heartland should have first-in-class internet and cell service.

Director Chrysler stated city staff were not software or fiber experts. They needed a consultant to manage the assessment. Likely 2 contracts would be involved, one for the technical assessment and one to manage the solutions.

*Lunch arrived. The meeting went on lunch break at 12:34 and resumed at 1:04 pm.*

## **ADMINISTRATIVE SERVICES DEPARTMENT**

Director Joly stated that Administrative Services included Human Resources, IT, many internal-facing functions, the Sustainability Advisory Board (SAB), the IDEA Implementation Panel, and city council initiatives. Administrative Services continued to see hiring growth, onboarding 34 positions, and not just because of Intel. In 2018, the city had 88 employees and it was now up to 137. The department was exploring and expanding employee wellness opportunities, adding overall training, and using learning management software for both onboarding and ongoing professional development.

In 2022, Director Joly stated that IT had deployed 10 new switches, 16 wireless access points, added mobility access for public service department utility locators and service supervisors, deployed 5 new servers, replaced 18 PCs, and supported the city's Intel trailer site and off-site Finance Department space. The GIS department worked on bringing interactive maps to all city departments, including down-to-the-parcel zoning, a leaf collection dashboard, and updated imagery and data for police mobile maps.

Director Joly stated, in 2022, the SAB completed 5 waste drives, 2 students had applied for SAB pilot grants, and the SAB celebrated Earth Day to Arbor Day. The city had upgraded 2 playgrounds, North of Woods, Lambton, and Planter's Grove. Taylor Farm Park phase 1 was opened and phase 2 was under construction. The Rose Run 2 project had been designed and bid. Planter boxes were added in the Village Center (VC) and lighting was added to Raines Crossing. The city put out around 21 trash cans and recycling bins in the VC.

Council Member Fellows asked if there was an opportunity to do more beautification – more lighting, planting, benches, etc. Director Joly replied the city had a contract for holiday lights which were starting to go up. More benches and tables were being studied. The problem with umbrellas was that there was no staff on site to bring them down. The city tried involving some businesses, but it didn't work out. Council Member Fellows talked about Easton's plantings which made people want to be there. If the city could do that, add to the VC experience, it would be good for businesses.

Mayor Spalding and Director Joly answered that VC beautification funds were under community programming, page 193 of the budget book, under the Miscellaneous line item which included the IDEA panel, the SAB, the VC, holiday lighting, and community support grants.

Council Member Fellows asked about more lighting during the summer, perhaps in the VC traffic circle. Director Joly responded that the traffic circle trees were still growing, so lighting would be detrimental. Perhaps posts with lights could be put up. Currently, the budget for holiday lighting, \$50,000 this year, was spent on holiday lighting and the bistro lighting on the Raines Crossing bridge. Council Member Fellows stated it was good for businesses, inviting people to spend time there. Director Joly replied that if council wanted to increase that budget, they could.

Council Member Wiltrout stated that many people complemented the VC flowers. That was a huge improvement. She suggested seeing where the city was before spending more. Council Member Brisk reported seeing social media posts asking why lights weren't hung past the holiday, especially in the winter, when it was dark early. It would be more inviting for pedestrians to come to the VC with more lights. She'd like to see more year-round. Director Joly responded the holiday lights stayed up through February.

Mayor Spalding asked and Director Joly answered, for the VC planters, they contracted directly with same company that put up planters for the New Albany Country Club. City Manager Stefanov believed streetscaping was last bid out about 3 years ago. The city was scheduled to rebid in 2024. The budget was under the public service department. Director Barker clarified the turf mowing contract was in the land and buildings department which was within the public service department.

Council and staff further discussed planters. Mayor Spalding asked and Director Joly confirmed that the city owned the planters. Mayor Spalding thought council would support more VC beautification.



Director Joly reviewed new community programs in 2023 including the Summer Concert Series and the Preschoolers Party in the Park. The city saw an increase in permitted events from 14 in 2022 to 33 in 2023. The city was also seeing an increase in Senior Connection memberships. She described the New Albany 101 events including the Business Park Tour, “Appy Hour,” and the Taylor Park Farm Open House. NA 101’s goal was to connect residents to their local government and feature representatives from various city boards, city staff, and other governmental agencies.

Director Joly described the 3 IDEA Panel mini-festivals: Juneteenth, Family Fun Day at Miracle League Field, and Diwali. The Diwali video produced by staff was the 3<sup>rd</sup> most viewed video on Instagram and had 17,000 views across platforms.

In terms of 2024 goals, Director Joly told council that Administrative Services wanted to expand on professional development opportunities. With new staff, came new professional memberships and continuing education. The city was still paper-based in many ways. Administrative Services was working on an electronic internal Personal Action Form (PAF). The city’s goal was to hold at under 8% staff turnover. From an IT and GIS perspective, safety and security were top of mind. The department had budgeted to hire a trainer to for phishing/internet safety, a consultant for network penetration testing, to build more redundancies for city facilities, to upgrade to 2-factor authentication, and for LEADS technological compliance.

Council Member Fellows asked and IT Manager Loren McCauley answered that if a council member opened a phishing email link while not on the city network, the council member’s device could be compromised, but the city’s network would be okay. Council and staff further discussed phishing and ransomware attacks.

Director Joly and Community Programming Administrator Abbey Brooks reviewed data on Senior Connections programming. One goal was to maintain adequate cost recovery. It was not going to make money, but the city wanted to make sure fees were in line and appropriate to the program’s expenses. Increasing the amount of donations and sponsorship would help all city programs. Going from 14 to 33 events, the city needed to build out its divisional structure to maintain quality events. Director Joly was asking for an additional full-time programmer and a part-time administrative assistant focusing on the need financial/procedural aspects.

In senior programming, they were seeing good attendance numbers. They were on track to hit around 227 programs again in 2023. Staff was proposing to slightly increase resident and non-residents rates and program fees. If they applied the increases, the city could increase revenue by \$3,000 for the next year – a cost recovery of 46%, still well below the annual costs. Night programs usually had their own fee because those programs were more expensive. Scholarships for the Senior Connections program were budgeted.

Council Member Brisk concurred that just because fees were going up slightly, no one had been turned away for economic reasons.

Council Member Fellows asked, once the Joint Park District fieldhouse opened, the JPD would host the city’s senior programming. Director Joly responded, if that was a goal of city council, staff would need to start working with the JPD. Council Member Fellows reported that one of the biggest concerns that he’d heard from the seniors was not having a place to go walk. They needed a place to be able to get out, move, and exercise in the winter. The fieldhouse would help to meet that need. Council Member Brisk agreed that was one area she was seeing negative feedback, especially from seniors who wanted a more robust, active component. Once the community got the fieldhouse, she hoped it would be used for that. The fieldhouse would be an important expansion point. Council Member Shull stated they had talked about the pickleball piece, which would expand senior numbers. Many asked him about pickleball and they could be funneled into that program.

Director Joly passed out the attached SAB and IDEA Annual Review reports. Planner II Anna Van Der Zwaag had worked with the SAB and IDEA Panel to help them figure out their focus areas and budgets. The SAB expenses were down from prior years, primarily due to the Student Leaders in Sustainability grant funds not being fully tapped. They were working on partnering with the Franklin Soil and Water Conservation District

on an invasive tree and shrub trade-in program. A big focus was trying to expand the composting program to commercial businesses.

Council Member Fellows asked and Director Joly answered that GoZero was taking the city's compost materials. They prepared the compost for resale and offered some soil back to the city for community gardens, etc.

Director Joly reviewed the IDEA Implementation Panel attached handout with council. The welcome reception program became the New Albany 101 program, also known as "NA 101." There were 3 smaller festivals. The plan to implement the ambassador program was underway, they were working on a framework. The 2023 IDEA budget was \$100,000 and expenses would come in around that amount. The 2024 budget request would be a little higher to implement the ambassador program. The proposed budget in the Community Programs line item was \$113,500.

Council Member Fellows asked and Director Joly replied that the IDEA Panel's recommendations to council were in the handout. From the NA 101 standpoint, they wanted to do a Souper Supper, a Public Service Department Open House, and an Amphitheater tour. The mini-festival recommendations for 2024 were a women's event, Juneteenth, and Diwali. The recommendation also contained a schedule to launch the neighborhood ambassador program. There would be a lot of work in 2024.

Council Member Fellows stated he liked the idea of a multi-cultural festival – one festival where all the cultures had a space to show the culture through dance, food, music, etc. Council Member Wiltout stated that if the city had unlimited resources and available dates on the calendar, the IDEA Panel would support a large festival event. It was originally the plan. The IDEA Panel's strong recommendation now was to stay with the mini-festivals for many reasons. The mini-festivals had been successful and they were less work execute and sustain. If the panel had the opportunity to do more, she was sure it would be a successful event. Council Member Fellows asked if a multi-cultural festival could tie in with another event the city was already doing. He thought it would be a good opportunity for the city to do more on a cultural front, other than, specifically, one culture. The city had multiple cultures - celebrating all of them - one event where everyone would have an opportunity in some way. Council Member Wiltout thought the Souper Supper was part of that plan. The NA 101 and Neighborhood Ambassadors programs were designed to be inclusive and not divided by culture. The IDEA panel had discussed how to choose holidays to celebrate. They wanted to be mindful each year. They wanted a broad cross-section of community involvement and support. The best part of Juneteenth and Diwali were the focus groups that were created and the voices they were able to have in the community. The more different opportunities for voices across cultures in the community – it was a huge win.

Council Member Fellows thought the events so far had been fantastic. He was learning from them. It was good for the community, as New Albany was bringing more and more cultures in, that we better understand them. He'd like to see a multi-cultural festival at some point in the future.

Council Member Brisk stated there was a decision to make regarding direction. They hadn't anticipated seeing the large attendance numbers and outpouring of support they'd gotten. She was expecting little festivals that some residents would come to and it would be a nice evening. The question, with all the other backgrounds, including her own - it would be nice to see something, everyone wanted to feel that. Her initial thought was to rotate the mini-festivals. Now, how did one take a very successful event away? They couldn't do one every month. One of the messages she'd been trying to convey, with staff's help, was: the city may be seeding these events and the focus groups may need to take them on in the future.

Council Member Wiltout agreed that the city couldn't support only 1 holiday every year. This had to be something dynamic and representative. The events were started, seeded - the city provided proof on concept. There could be corporate sponsorships and donors. Hopefully, the events could evolve and grow over time. She remembered hoping people would show up for the first Juneteenth. Obviously, attendance was not a problem.

It was important that the city be mindful and not make them too large. Some events in New Albany had become very large.

Council Member Brisk thought they should talk about all programming. What did the city spend on Oktoberfest - which was supposed to be self-funding after a few years and, clearly, was not going to do that? Council Member Brisk asked and Director Joly answered the city spent around \$60,000 on Oktoberfest. IDEA was at \$113,000 for 7 events. Council Member Fellows wondered if the city should go to the chamber of commerce and say they would dial back funding, so they'd have to step up and gain more sponsors. Council Member Brisk stated council had been saying that for years. Council Member Fellows stated it would have to be done – say the city was going to dial back. If the chamber wanted to continue to have it at the same level, there would have to be more sponsorships. Council Member Wiltout stated that that day could become a community cultural fest - that day, that money, that education. Council Member Fellows stated Oktoberfest was a very popular event. Council Member Brisk asked to hear from council about this.

Council Member Fellows suggested a fall festival. He liked Oktoberfest. He liked the fall. It was a good time of year. It was a harvest festival, whatever they wanted to call it. It didn't have to be Oktoberfest.

Council Member Shull asked and Director Joly answered that the IDEA panel's \$113,500 budget resided under Community Programs, under the Miscellaneous line item.

Council Member Brisk asked and Director Joly replied that she had a breakdown she could send out. Director Staats stated she had prepared a breakdown for City Manager Stefanov regarding the history of the hotel grant. The Community Events Board, which put on July 4 and Oktoberfest, were a separate item. That line item also contained the McCoy Center maintenance and different ongoing programs. For the next budget meeting, she could prepare a similar breakdown.

Council Member Brisk agreed that Director Staats' breakdown could be helpful. She needed council's thoughts and honest input. Did council partially fund? Fund up to a cap? Fund 1 year and then the community had to take it? Go back to the original discussion of 1 big multi-cultural festival? The feedback from staff and the panel were that they felt that 1 big event didn't have the level of authenticity as the other events, so, they were experimenting with the smaller events.

Council Member Wiltout asked, this year, next year, 3 years from now. Did the city do this plan and then talk as a council about how to push these groups out into their own events? How did the city bring in more cultures and events as the programs progressed so everyone felt included?

Council Member Shull agreed that was the challenge. This year, the city had done a great job with the events it put on. If the city moved forward with the same ones, would others feel left out? He thought a multi-culture weekend could get more folks involved. Maybe, get off the holidays and do 1 big one.

Council Member Wiltout asked if that meant celebrating all year 'round versus just in a weekend. It was easier to do when the event was tied to a date on the calendar. The IDEA panel added a new event, the women's event, based on feedback and an idea to evolve the IDEA programming. A successful event was a good problem to have. She didn't want to kill a good event. She didn't want to commit, as a city, to 100% funding and event in perpetuity, because that would limit the city in picking more events going forward.

Council Member Shull asked where event attendees were from. He wondered if the city's bed tax would be a better source. Council Member Wiltout thought there was slightly more New Albany resident participation in IDEA events versus the city's 4<sup>th</sup> of July event – just based on whether she recognized attendees. There was no way to really know that.

Council Member Brisk stated who was attending was a point of discussion for all city events, including Springfest. The more the city put on "New Albany-level" events, the more they would attract from outside of

New Albany. The city wanted to be welcoming, but was council making enough of a benefit for the New Albany community? That became the question.

Council further discussed the hotel bed tax and funding for Oktoberfest and July 4.

Council Member Kist stated the goal/opportunity for all events was for residents to attend and for those outside of New Albany to discover our community. What better way to showcase our community? Some council members concurred. Council Member Kist stated there weren't a lot of Juneteenth or Diwali celebrations. The city had limited populations of those communities. If the events were just for New Albany residents, they'd be more sparsely attended. He loved when folks visited. The Thanks for Giving 4 miler - not even half of the participants were from New Albany. They were coming from all over. All of the city's events – it was fantastic that they came and saw how great New Albany was. He thought that was a feature for all these events, the city was attracting folks that weren't from New Albany. Council Member Fellows added they were spending their money in New Albany.

Council Member Brisk agreed and appreciated that statement. When council talked about IDEA from the beginning, there were different issues – making sure people within the community felt valued, included, and part of the community, but also making sure people from outside of New Albany knew that New Albany was welcoming. There was an image to work on and she'd thought they'd done a tremendous job of that.

Council Member Wiltrout stated, to Council Member Brisk's point, corporate sponsors, like Intel, were there. The city's corporate partners appreciated both the events and what the city had done. It helped people see New Albany in a great light.

Council Member Fellows asked and Council Member Brisk confirmed the handout was the proposal for 2024.

Council Member Brisk asked to hear from council, now or after some thought. She wanted to have a sense of what this council wanted to do to move these things forward. Would council fund it because it was fine, would they cap it at a certain point, only fund it for a couple of years? Council needed to commit. That's why she brought up Oktoberfest. Council stated intentions then never did them. It was important to decide now, while this program was in its infancy, what council's intentions were moving forwards and make sure community heard it very clearly. The IDEA Panel was proud of what it had accomplished. They could keep doing it. They could commit for a few years up to a funding cap. She wanted council to think about that and reach a consensus going into the year.

Council Member Fellows stated it could be seeded and dialed back. Once Diwali was in place and self-funded, or close to it, the city could do something else with that money.

Council Member Shull wanted to meeting with Director Staats and see if there was a way, for the festival piece, to work into the grant funding program. Not that they had to apply. But treat it similar to July 4 where bed tax money went into it, if the city could afford it and the numbers worked out.

Director Staats stated that Springfest, July 4, and Oktoberfest had always come from the council grant program fund and that money had been there. She thought the distinguishing point was that council decided those events didn't have to go through the grant program process. Council Member Shull stated his suggestion would not include the grant program process. Director Staats thought, if council set specific festivals out of that fund, they could.

Council Member Shull clarified he was not proposing the grant committee take that over. He was still supporting doing the events. From a tax payers' perspective, the funding could come from the bed tax.

Director Staats stated the current funding source for Oktoberfest had \$123,000. The city had just supported it with the ~\$70,000 and they got in revenue from alcohol sales and other things to support the remaining costs.

The sponsors were the organizer's responsibility. For festivals and similar, if there was a sponsorship component, they would get that.

Council Member Wilttrout recalled talking about that for a long time. How did events go about soliciting and attracting sponsors? She'd like a better understanding of how large a fund the hotel bed tax money was and whether it would cover all of programs being discussed – or did the city cut back on other programs to support the IDEA plan?

Director Staats responded that council had never come close to spending the money coming in from the hotel bed tax.

Council Member Shull stated there were other pieces to that bed tax that could - *<unknown>*.

Council Member Brisk agreed and noted that the city would, inevitably, get more requests.

Council Member Fellows stated what they were doing was good – just needed to figure out how to fund it into the future.

Council Member Durik stated the IDEA Panel was a victim of its own success. These were phenomenal events. People liked them. To not do them would be a difficult situation. He agreed that, at some point, the city couldn't be managing all of these. If a group wanted to do Diwali, the city could provide some funding from whatever source. He thought supporting some of these was a positive use of the city's money. The city being in the business of planning and running all of them -. If the council gave so much a year and, after 3 years, cut it back, that was fine. He thought it was best to identify the events the city wanted to do, identify the cost, and approve that, rather than approving them separately. Come with a plan. There were 2 events for sure.

Council Member Wilttrout concurred, that's what the IDEA's plan was.

Council Member Brisk stated, to Council Member Durik's point, should council say, for 2 or 3 years, the city would do all of it and then there'd be a point where the city capped the amount and assist, but expect volunteers from the community to step up and take it over? Should council do that from beginning?

Council Member Wilttrout asked if it was a 3-year plan.

Council Member Durik, stated, for this budget, he would say: do the same programs in 2024. They'd been successful. Continue them. Between now and then, figure out the direction – whether it was funding, support for a different event, or whatever, rather than try to figure it out in this meeting. It was very difficult. Between now and then, he would approve doing the same events. The city could afford it. They were very popular in the community. Then, figure out the direction down the road.

Council Member Brisk stated, if city staff wanted to add some input, she would love to have it. Staff was working on these events day to day.

Director Joly responded these were great discussions. It was exciting to be in the infancy of these things. Practically speaking, for city staff's wellbeing, the city needed plan going into 2024. They pulled off Juneteenth in 6 weeks and couldn't do that again. Especially, if an event were in March of 2024 – planning of that should start now. Having a plan now was important for staff to continue producing at this level. The focus groups for Juneteenth and Diwali had been amazing. There was student and volunteer support. Students were in the focus groups. They were building a grassroots organization. The organization came together because the panel and staff found, emailed, and called them. Director Joly thought they needed to be somehow built into an organization. They weren't non-profits, they were 10 residents who showed up for Zoom calls. For the city to give money to an organizational to put on an event, they needed the organization to work with. That capacity needed to be built. Maybe that was over a couple of years. Signal the intention, get the participants buy-in to

start doing that, create the structure and, hopefully, a sustainable organization. That wouldn't be a next-year thing. It took a few years to build over time.

Council Member Brisk thought it was important, as a council, to be in agreement about what it saw happening, so council could consistently and repeatedly communicate that, so that community expectations were clear starting immediately. She did not want the community saying, "but you were doing an annual thing and you just suddenly aren't doing it." It should be universal for all of the programs, if council was going to do this. The city would get it off the ground, support it, and maybe always have some limited staff involvement for their expertise, but pull out a little bit at a time. At the New Albany Chamber of Commerce lunch, the first thing Emily from Intel said about how proud she was of the community, was the city's Juneteenth celebration. There was corporate money out there that wanted the city to be doing these things. But they would need the city's help, these volunteers, to make the connections. At some point, the city pulls out if they can't succeed on their own.

Mayor Spalding thought this issue had been covered from a budget standpoint. He wanted to discuss this on an upcoming agenda, maybe in January agenda to flush out more ideas and what the future of these would look like events. Probably throw in Oktoberfest and its future. And discuss the pots of money devoted to both of those. Council could have a more thorough discussion at that point about moving forward.

Council Member Brisk asked if staff was comfortable moving forward with their job or if they needed to wait until January? Mayor Spalding understood council was trying to come up with a budget, for which there was some flexibility, given the conservative nature of the city's budgeting.

Council Member Fellows believed council was saying they liked what they saw. It was just how council wanted to manage it as they moved forward.

Council Member Brisk wanted to confirm that staff had direction. Director Joly thanked council for the discussion.

Director Joly told council Windsor's playground was the last one coming into city ownership.

Mayor Spalding asked about the playground at corner of Sutton Place and Lambton. Director Joly didn't believe that one would be transferring to the city.

Council Member Brisk asked which parks didn't come over and why, as some residents were starting to wonder.

Director Joly responded that the Parks Framework Plan contained an accounting of all open spaces and parks, and it pulled out the ones for which the city had maintenance responsibility. She didn't know how all the parks originated, but the old plat notes on some of the first communities included the city's commitment to take over ownership in 20-25 years. In 2008 or 9, city council updated an agreement with The New Albany Company about the park and unit banks which memorialized the parks' status. The city had been moving forward with that agreement since that time.

Council and staff further discussed a neighborhood parks, and the practice of taking over playgrounds which the city had stopped. Tiverton was HOA owned and maintained. Council Member Brisk asked for a list of the parks that were perpetually the responsibility of the HOA and specifically asked after the status of the park at The Enclave.

Council Member Kist asked and Director Joly confirmed that the parks owned by the HOAs were not under an obligation to update their playgrounds to match the city's standards.

For Windsor, Director Joly recommended holding neighborhood open houses to talk about playground options, amenities, and equipment.

## **COMMUNICATIONS UPDATE**

Chief Communications & Marketing Officer Poland discussed the accomplishments for 2023, including staff expansion, supporting expanded city programming and special events, improvements to Intel-related communications including biweekly e-blasts, boosting attendance at internal staff meetings, inward communication efforts to help with staff alignment, 4 new national and local public relations awards, direct mailings including the annual report, guest columns, and many successful digital communications. The spoof videos were doing well and there were more to come.

Chief Marketing Officer Josh Poland reviewed goals and requests for 2024 including an enhanced city website and staff additions. Ideally, he would like to have 3-4 people on his staff. He was requesting a part-time position to help take on the weekly e-blasts, social media, and video production. He was requesting studio/podcast space in Village Hall. He proposed enhancing crisis communication training and employing consultants to help create content for the website. Communications staff looked forward to 2024.

## **PUBLIC SERVICE DEPARTMENT**

Public Service Director Mike Barker reviewed the 2023 accomplishments, including growing and expanding operations, evaluating processes, and looking for opportunities to improve them. The US 62/SR 161 improvement project was largely complete. The remaining construction would be in coordination with ODOT and the widening of SR 161.

Council Member Fellows asked and Director Barker confirmed the mastheads and lighting were expected to be installed in the next 2-3 weeks.

Director Barker discussed the expanded support for community programming, high-level responses to snow and ice, leave removal, doubling the sidewalk repair program, and expanded street light, fire hydrant, and traffic signal painting program. The city's infrastructure was aging and the challenge was to maintain it to a high standard. There were new programs targeting older areas of the city. The city had expanded its utility inspection, training, and maintenance program.

Director Barker talked further about the sidewalk improvement program. They were doing less tear-out and more leveling for less cost and resident impact. There was still some tear-out, but the city could level 80% of panels. New painting program. Tree pruning ramped up with the dedicated forestry bucket truck and hiring some contractors to supplement that work.

Council Member Fellows asked Director Barker answered that the public service department had not received feedback from residents on the leveling. Walking the leveled sidewalks felt comfortable and, aesthetically, it met the standard. The increase productivity and reduced impact on residents was worth it.

Director Barker talked about implementing the street light and fire hydrant painting program. Tree pruning continued to ramp up with the help of the new forestry bucket truck. The utilities team maintained the storm catch basins, inspected thousands of feet of linear storm sewer, and ramped up inspection of miles sanitary sewer beginning in the oldest areas of the residential community. The goal was to inspect and maintain 20% of the city's sanitary sewer lines each year, resulting in all lines being checked every 5 years. It would be great to get to inspection every 3 or 4 years. Staff had new NASSCO-certified employees. NASSCO was an industry standard related to underground utility construction, assessment, inspection. NASSCO offered a lot of technical information. This was the first time city employees had these credentials. Director Barker gave credit to Public Services Manager Angie Hobart for supporting the department supervisors to get things done.

Director Barker described the public service department's goals in 2024 including beginning Market Street construction. He hoped to have the project awarded by the end of 2023 and construction was planned begin in early 2024. The department planned to reconstruct a portion of Harlem Road between US 62 and James River

Road, a new right-turn lane on SR 605 across from Chatham Green, getting a design for the Walnut Road/Bevelhymer Road roundabout with pedestrian considerations, and continuing support of the city's operational expansion related to the growth of the business campus.

Director Barker talked about the equipment the department was looking to order, including a 1-ton dump truck, 3 smaller trucks, a sewer vac/jet truck, a leaf machine, fuel island pumps, and a UTV and trailer. The UTV would be higher capacity than the city's Polaris and could plow leisure trails in Taylor Farm Park and Rose Run Park.

Council Member Fellows asked and Director Barker answered that the collected leaves were brought by agreement to McCullough's Landscaping who composted and reused them. City Manager Stefanov added that 1 of the city's leaf vacs was 2<sup>nd</sup> hand equipment purchased from Worthington in 2015.

Council and staff further discussed plowing the trails in the parks. Director Barker stated they couldn't plow bridges or boardwalks, but they could possibly use a brush or a blower. During ice events, they would have to figure out something more environmentally friendly due to the wetlands. There would be signage to encourage people to walk their bikes over the boardwalks. People would need to anticipate the wood would get slippery in the winter.

Council Member Durik asked about the legal liability related to slip and fall accidents when an area was plowed. Was it worth it? Council Member Brisk recalled talking about that several years ago. She believed council had wanted to clear some trails for school access, but not further out. City Manager Stefanov stated plowing trails at Taylor Farm was more of a continuation based on plowing at Rose Run Park. He assumed council would want to maintain the same standards as Rose Run Park because it was a destination park. The city didn't have to do it. Mayor Spalding recalled Rose Run Park was plowed because of the need for students to walk through. Taylor Farm was a regional park.

Council Member Kist stated he was on board with plowing because he'd rather folks run at Taylor Farm than on city roadways because the leisure trails weren't plowed. He thought folks would go out to Taylor Farm. Council Member Brisk had seen residents run in dark and middle of street in summer. She worried about the liability when paths and boardwalks were just cleared and slick. Council Member Kist believed the danger could be addressed with signage. Sharon Woods Metro Park was plowed and, maybe, Rocky Fork Metro Park.

Council Member Shull asked and Director Barker answered that they would figure out how to clear the gravel parking lot at Taylor Farm. The plow blade could be set above the surface. Clearing would not be down to the surface like an asphalt parking lot.

Council and staff further discuss residents' expectations when Taylor Farm was cleared - but other leisure trails were not, liability when an area had been cleared, and whether other cities were clearing trails.

Council Member Shull asked and Director Barker answered that the resale value of the existing sewer vac truck was around \$200,000 to \$250,000. City Manager Stefanov added that the current vac truck was the most expensive vehicle at the time, costing roughly \$250,000. It had barely lost value since then.

City Manager Stefanov stated the city had set aside \$317,000 in the Equipment Replacement Fund. Staff was proposing to budget a total of \$825,000.

Director Barker noted that council had authorized purchasing 3 snow trucks in 2023. He hoped to receive them some time in 2024. The city was having to maintain the vehicles ready to be replaced for longer. The lead time for a new truck purchase was 18 months.



Director Barker described the difference between Public Service and Land and Building, which had assigned teams even though both were under the Public Service Department. The proposed budgets looked different this year largely due to reallocating existing monies differently.

Land and Building accomplishments included parking lot maintenance, public service complex front gate replacement, a parking lot addition at the public service complex, construction of the pickleball facility, starting the kitchen remodel at Village Hall, and construction support for 3 neighborhood parks and Taylor Farm park.

Director Barker announced that City Forester Marylou Hoessle was now an ISA certified master arborist, 1 of 17 master arborists within 100-mile radius of central Ohio.

Land and Building goals included, supporting the construction of the Windsor neighborhood park and Taylor Farm Park phase 2, facilitating construction of a storage facility at the public service complex for more staff and fleet space – a carry-over item from last year’s budget, the Village Hall office reconfiguration project, and evaluating expansion opportunities for the police department building. The goal for the police department was a long-term solution, 10-15 years, but he was not sure that was achievable.

Council Member Shull asked and Director Barker answered that staff was still looking at where the public service storage facility would be located. They were looking closely at the eastern property line. Director Barker described how that land around the complex fell from a high to low point. The eastern side was flatter, making it easier to build without major regrading. They were having issues with zoning and setbacks. He would prefer a post-and-beam construction with sides, not too fancy.

## **FINANCE DEPARTMENT**

Director Staats stated that the finance department had been reorganizing, trying to keep up with volume from other departments. Morgan Joeright took the deputy finance director position and had been a huge help since starting. The department had submitted for state and national awards. The finance department relocated offices in April of 2023. The department was tracking new projects utilizing software to better report on their status, and hopefully, eventually, work with the GIS system. The department was managing more invoices, checks, and wire and ACH payments. The ACH process was heavily manual and she was looking for a better system in the city’s current software to make it less burdensome. The department was doing more economic development-related analysis and reconciliation, keeping track of NDA charge projections, revenue sharing reconciliations over the 20-25 annexation agreements with Jersey Township, and supporting the 2 Tax Incentive Review Council reports. Capital projects in the Business Park and, in general, had grown significantly over the years.

For 2024, the finance department goals included maximizing the available data and software tools to make tracking and analysis easier, streamlining the budget process, tracking economic development agreements to enhance relations with businesses and the schools, agreements tracking reporting and monitoring – a new analyst was incoming, improving grants management, tracking, and reporting, and investing in solutions to deal with the increase volume staff was seeing. Each year, something big would happen and staff was constantly trying to keep up. She discussed cross-training staff and budgeting for a position with a strong accounting background. It was currently in the budget as a temporary position, but she was requesting to put that into a full-time person who would not need to be re-trained. City Manager Stefanov agreed, going forward, the city could probably sustain a workload for a second full-time person. He discussed the strain in the department when one employee was out. Staff wanted someone who could cross-train and build redundancy in finance department functions.

Council Member Durik agreed that plan made sense with given city project complexity and internal and external reporting not slowing down. A part-time person now could become a full-time person down the road.

Director Staats stated the proposed budget contained funds for a temp for 6 months, but, based on the finance department's experience, they would need someone for the full year. They would have to figure out where to put a new person as all 7 offices were occupied. There was a possibility of leasing more space in the building. She currently had a temp helping with small projects and would no longer need that person if the department got the full-time position filled.

Council Member Brisk asked and Director Staats answered that the money currently in contract services was for a temp for 6 months. The conversations for a full-time person had just happened in the last week or so. She could move the money from contract services to personnel services. City Manager Stefanov stated he regularly emphasized that he didn't want to continuously add staff that may be needed for a short period only. Some positions could be contracted out and that was a good solution. In this case, he wanted to see the data before making a long-term decision. The preliminary data showed this position could be sustained long term. He wanted to make sure the city could support the position with existing and projected revenue stream. He felt confident the city could do that, not only in terms of workload, but also in terms of revenue for the foreseeable future.

Council Member Brisk stated it was important to recognize that city was growing and staff had to have the support to make their jobs work, have ability to function at high rate, and continue to do great job for the city. Council needed to support that. If the city manager believed this was the right solution, she would support it.

Mayor Spalding asked and Director Staats answered that this was the 1<sup>st</sup> year for the federal single audit. It would carry over to next year. The Memorandum of Agreement (MOA) contemplated 3 years of federal audits. The 4<sup>th</sup> year was not considered a federal audit as the city anticipated federal grant expenditures to be less than that threshold in year 4. The city gathered the data internally and provided it to the federal auditors for their review and report. City Manager Stefanov recalled a prior federal audit before Director Staats' time with the city due to a federal grant.

## **CONCLUSION**

City Manager Stefanov reminded council that grants and community programming had been moved to the administration budget. The council budget was a much smaller and he didn't anticipate seeing many changes to it.

Council Member Durik stated he been through many budget programs and this presentation package and preparation was incredibly detailed. Staff was able to answer all questions. It was a testament to the department heads. Council was lucky to have this kind of preparation and control going forward.

City Manager Stefanov and Director Staats invited questions from council going forward.


Mayor Spalding stated the rest of the budget conversation would happen at the November 21, 2023 regular meeting.

## **5. OTHER BUSINESS:** NONE

## **6. ADJOURNMENT:**

Mayor Spalding moved to adjourn the meeting. Council Member Shull seconded and the meeting as adjourned at 3:25 pm.

ATTEST:

  
\_\_\_\_\_  
Jennifer H. Mason, Clerk of Council

  
\_\_\_\_\_  
Sloan T. Spalding, Mayor


  
\_\_\_\_\_  
Date



**BUDGET RECOMMENDATION**

**Vision, Organizational Goals, and Goal-Driven Strategies (pages 20-21)**

- Invest in projects & programs that enhance quality of life
- Invest in infrastructure that encourages private development
- Pursue continual service and operational improvements
- Maintain excellent stewardship of public funds
- Invest in the professional development and well-being of our workforce



NEW ALBANY



## BUDGET RECOMMENDATION

### 2023 City Accomplishments

- Economic development success
- Infrastructure/park planning & improvements
- Community programming
- Staffing – hiring and logistics
- Nationally recognized staff awards
- Sustainability & IDEA projects



≡ NEW ALBANY ≡

# GENERAL FUND

Budget Book Pages 60-61

≡ NEW ALBANY ≡

## GENERAL FUND OVERVIEW

- Most critical indicator of financial health
- Primary source of funds for city services and operations
- Strong overall fund balance, exceeding 65% reserve
  - *Additional excess intentionally maintained to provide for potential tax refunds, downturn in the economy, and significant unanticipated expenses*
- 2024 - \$4.7 million operating revenues over operating expenditures projected before capital & transfers
  - *Even with multi-year staffing increases*



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## GENERAL FUND OVERVIEW

### 2024 Income Tax Projections

- Continued effect of remote work related to income tax withholdings
- Continued Intel-related construction income tax withholdings
- New construction not contemplated
  - Current construction considered within base projections
- Net profits and individual based on previous years



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GENERAL FUND OVERVIEW

2025-2027 Income Tax Projections

- Conservative growth in all areas of income tax revenues during this period
- Does not account for NEW economic development and construction withholding
  - *(except projections related to Intel)*



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GENERAL FUND OVERVIEW

2024 Operating Expenses

- Personnel
  - *New staff*
  - *Compensation & Benefits*
  - *Professional Development*
- Community Programs & Communication
- Professional & Contract Services
- Asset Maintenance
  - *Equipment*
  - *Facilities*
  - *Infrastructure*




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## GENERAL FUND OVERVIEW

### 2024 Operating Expenses Emphasis on Personnel

- COLA –
  - 3.0% (non-union)
  - FOP in negotiations
  - No increase in health insurance
- Compensation & Classification Study
- Continued right-sizing staff to support expanded infrastructure, operations and community programming
- Training



NEW ALBANY

## GENERAL FUND OVERVIEW

### Estimated Revenue vs. Actual

Year	Final Revenue Estimate	Actual Revenue (before Transfers)
2013	11,500,000	14,500,000
2014	14,500,000	16,500,000
2015	16,000,000	18,500,000
2016	17,500,000	18,500,000
2017	19,500,000	20,500,000
2018	22,000,000	24,000,000
2019	24,500,000	26,500,000
2020	25,500,000	27,000,000
2021	30,500,000	32,500,000
2022	31,500,000	33,000,000

### Appropriation vs. Actual

Year	Final Appropriations	Actual Expenditures
2013	12,000,000	10,000,000
2014	14,000,000	11,500,000
2015	15,000,000	13,500,000
2016	14,500,000	13,000,000
2017	16,500,000	14,000,000
2018	17,500,000	15,500,000
2019	19,500,000	17,000,000
2020	21,500,000	18,500,000
2021	21,500,000	19,500,000
2022	27,000,000	23,000,000

Average Actual Revenue > Estimate –10.01%
Average Lapse in Appropriation – 12.67%

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## GENERAL FUND OVERVIEW

- 2024 Transfers Out - \$9.4M
  - *Village Center Improvements - \$5M*
  - *Capital Equipment - \$3.2M*
  - *Infrastructure Replacement - \$500K*
  - *Debt Service - \$435K*
  - *Severance Liability - \$200K*
  - *Hinson Amphitheater - \$50K*
  - *K9 Patrol - \$21K*
- 2024 Return Advances - \$3.2M
  - *Bond Improvement - \$3.0M*
  - *Oxford & Schlepfi TIFs - \$200K*



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## 2024 BUDGET FRAMEWORK REVIEW

### Layout

- Budget Message
- Community Profile
- Summaries
- Funds
- Departments
- Capital
- Debt
- Appendices




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## ≡≡≡ 2024 BUDGET FRAMEWORK REVIEW

**Reminders**

- General fund – “Green”
- Other Funds – “Blue”, “Orange”, or “Brown” based on function
- Years 2025-2027 shown to provide direction for planning purposes



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# POLICE

Budget Book Pages 139-156

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## POLICE

### 2023 Major Accomplishments

- National Re-accreditation
- Central Ohio and Federal Internet Crimes Against Children (ICAC) Task Forces
  - 17 Felony Cases
- Human Trafficking Arrests
  - 17 arrests
- Community Outreach
  - Citizen Police Academy, Bike Helmet/ice cream coupons, Cops & Bobbers, Safety Town



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## POLICE

### 2024 Goals

- Recruitment/diversification
- Training
- Onboarding new staff
- Emergency preparedness




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**POLICE**

**2024 Capital Equipment (\$898,900)**

- Property Room Cameras (New)
- Polygraph Equipment (New)
- Body Worn / Cruiser Cameras (Replace)
- Vehicles (New and Replace)
- Intoxilyzer Machine (Replace)
- Tasers (Replace)
- Drone Trade In (Replace)




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**POLICE**

**2024 Vehicle Needs**

- Replacing 2005 trailer due to rust
- Replacing 2002 Toyota Camry – rust structurally compromised
  - Vehicle was seized years ago in a drug case
  - Modestly used vehicle requested as a covert vehicle
- Replacing four and adding three cruisers
  - Lead time is a year plus
  - Supply chain issues, order backlogs, labor strikes
  - We will not receive any cruisers in 2024



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## POLICE

### 2024 IT Requests (\$276,580)

- Annual costs and maintenance such as: 911, radio room console radios, CAD/RMS, cloud video software
- LEADS security requirements
- Cruiser PC replacement
- Additional mobile/scene PD licenses



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## POLICE

### Flock

- Fixed plate readers with real-time alerts, including criminal warrants, stolen cars, and customizable hot lists
- Collects data 24/7, 365
- Access to data from all agencies
- Security and Privacy
  - Purges data every 30 days
  - Access is strictly enforced
  - They don't sell data



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☰ POLICE

**Personnel Requests**

- Currently – 23 officers and authorized for 26
  - No additional officers requested
  - Recruiting and hiring are ongoing
- Records clerk
  - Video (BWC, cruisers, traffic cameras) requests have grown significantly
  - Currently completed by property room custodian and police clerk
- Two dispatchers
  - Closer to state mandated 911 staffing
  - Improves staffing to account for annual leave, sick, training, anticipated retirement



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☰ POLICE

**Professional Development**

- Basic and some advanced classes available at CPD, OSP, and other local hosts
- Specific advanced classes are often not offered locally
- Classes requiring travel examples
  - Death investigation, VA (detective)
  - School resource officer training, OH (new SRO)
  - Investigating Citizen Complaints, OH (sergeant)



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# COMMUNITY DEVELOPMENT

Budget Book Pages 157-178

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## ≡ COMMUNITY DEVELOPMENT

### Key Functions

- **Planning** – Responsible for aligning the growth and development of the community with the city’s master-planned vision and goals.
- **Economic development** – Creates and implements programs to attract, retain, and expand businesses within the community.
- **Engineering services** – Provides technical expertise in the design and construction of public infrastructure projects and private development plan review.
- **Zoning** – Protects the interests and rights of property owners by upholding land use regulations and enforcing the property maintenance code.
- **Building** – Ensures that the construction and modification of structures within the community comply with building code and safety standards.



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## COMMUNITY DEVELOPMENT

### Goals and Strategies

1. Exceed industry standards in providing excellent and timely customer service and community outreach.
2. Serve the needs of residents and businesses through appropriate development and infrastructure investments.
3. Create a healthy business environment that protects the local tax base.

### ANNUAL TRENDS


	2020	2021	2022	2023 YTD (as of 9/30)
<b>New Residential Permits</b>	54	103	41	34
<b>New Commercial Permits</b>	9	14	11	12
<b>Total Permits</b>	783	976	759	712
<b>Acres Zoned</b>	120.91	119.52	2,478.82	797
<b>Private Development Plan Review</b>	46	21	50	32
<b>Total Inspections</b>	5,720	6,814	5,655	5481
<b>Comm Sq Ft Under Construction (Monthly Avg)</b>	2,434,555	2,674,403	3,874,131	3,255,067




## COMMUNITY DEVELOPMENT

### 2023 Accomplishments

- The building division moved to the Intel trailer site and is fully functional in the new space.
- The building division implemented the electronic plan review system for Intel; and, the engineering division implemented electronic signature system for mylars.
- The economic development division collaborated with COTA to establish the extended Line 35 to the New Albany Park and Ride. This is the first daily and hourly service provided by COTA to the city.
- The economic development division connected with 31 different businesses to celebrate Economic Development Week.
- The economic development division created three new TIF Areas and three new CRA Areas; and, adopted four new incentive agreements and four amended incentive agreements.









## COMMUNITY DEVELOPMENT

### 2023 Accomplishments (continued)

- The planning division created and launched a GIS-based zoning map on the city's website.
- The planning division has processed 100+ planning applications.
- Intel/Tech-Park Accomplishments:
  - 10 miles of new roads: That is the same distance if you traveled along SR 161 all the way from I-270 to Mink Street.
  - 750,000 cubic yards of earth moved: We have moved enough dirt to fill 240 Olympic-sized pools to construct the roadways.
  - 4 miles of large-diameter water pipes installed.
  - A lift station was constructed capable of discharging 6 million gallons of sewer water every single day.
  - 15,000 feet of large-diameter sanitary sewer has been installed: That is enough sewer pipe to stretch across 40 football fields.



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## 2023 MAJOR ANNOUNCEMENTS



### Amazon Web Services

**\$3.5B INVESTMENT**

*105 Jobs to be added to the New Albany International Business Park.*

### DSV

**1.2 MILLION SQ FT**

*300 Jobs to be added to the New Albany's International Business Park.*

### Rinchem

**\$50M INVESTMENT**

*First Intel supplier to announce and locate in the City of New Albany*


### QTS

**\$1.5B INVESTMENT**

*This is for phases one and two with an additional two phases to be announced in the near future*



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## COMMUNITY DEVELOPMENT

### Looking Ahead

- *Exceed industry standards in providing excellent and timely customer service and community outreach.*
  - Training/Prof. Development
    - Maintain professional certifications and continuing education credits required, i.e. building inspector, planners engineers
    - Attend professional conferences, i.e. OKI Conference, ED411, OTEC, OBOA
    - Professional growth, i.e. leadership, project management etc.
- *Serve the needs of residents through appropriate development and infrastructure investments.*
  - Consulting & Contractual Services
    - Fiber to the home study
    - ECOS standards update
    - Consulting contracts for Intel/supplier park
- *Create a healthy business environment that protects the local tax base.*
  - Consulting & Contractual Services
    - Webpages for SmartRide and semi-conductor industry
    - BR&E programs, i.e. annual event, quarterly outreach, ED week



### What to Expect in 2024

- Code updates
- Support capital budget initiatives
- Maintain a high level of customer service through transition
- Support Intel implementation and 200-acre supplier park
- Professional development and training initiatives
- BRE program
- Public outreach
  - Community tours
  - Strategic marketing
  - Presentations


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# ADMINISTRATIVE SERVICES

Budget Book Pages 179-202


NEW ALBANY


≡ ADMINISTRATIVE SERVICES

**2023 Operational Accomplishments**

**– Hiring and Training**

- 37 hiring processes, 443 applications and onboarded 34 positions
- Expanded employee wellness opportunities
- City wide training in public records, social media, CPR and financial literacy
- Utilized learning mgmt. software to deliver 202 courses/facilitate onboarding



≡ ADMINISTRATIVE SERVICES

**2023 Operational Accomplishments**

**– IT**

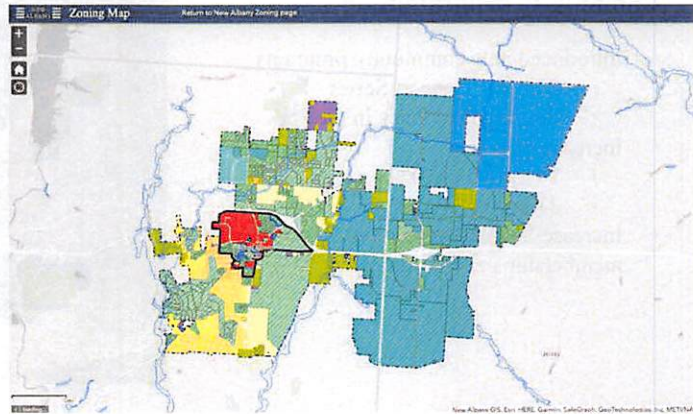
- Deployed 10 new switches and 16 wireless access points
- Added mobile access for utility locators and service supervisors
- Deployed 5 new servers and replaced 18 PCs
- Added Intel trailers and Finance Department as new workplace sites



## ADMINISTRATIVE SERVICES

### 2023 Operational Accomplishments – GIS

- [Online Zoning Map](#)
- [Leaf Collection Dashboard](#)
- Aerial imagery and mobile maps for police cruisers
- Updated police data software 10 times to keep address points, street data, corporate boundary, etc. current



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## ADMINISTRATIVE SERVICES

### 2023 Operational Accomplishments Implementing Council Initiatives

- Sustainability Advisory Board
  - 5 waste drives
  - SLS Grant
  - Earth Day to Arbor Day
- Neighborhood Park Upgrades
  - North of Woods, Lambton & Planter's Grove complete
- Taylor Farm Park
  - Phase 1 open
  - Phase 2 under construction
- Rose Run 2 design and bidding
- Village Center beautification



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## ADMINISTRATIVE SERVICES

### 2023 Operational Accomplishments – Community Programming

- Introduced new community programs
  - Summer Concert Series
  - Preschoolers Party in the Park
- Increase in events
  - 14 events in 2022
  - 33 events in 2023
- Increase Senior Connection memberships and programs



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## COMMUNITY CONCERTS & PRESCHOOL PARTY IN THE PARK

### Budget

Bands (3)	\$	9,875.00
CAPA Fees	\$	3,415.50
Preschool Performers	\$	1,725.00
<i>Total</i>	\$	15,015.50

### Estimated Attendance

- Bands - 900
- Preschool Party in the Park - 213



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## NEW ALBANY 101

**Events and Attendance**

- May 9 Business Park Tour (52)
- July 12 "Appy" Hour (50)
- October 5 Taylor Farm Park Open House (65)

**Boards, Commissions, Panels Represented**

- Architectural Review Board
- Board of Zoning Appeals
- IDEA Implementation Panel
- Parks & Trails Advisory Board
- Planning Commission
- Sustainability Advisory Board

**Governmental Agencies Represented**

- City of New Albany
- City Council
- New Albany Police
- Administrative Services
- Community Development
- Public Service
- Plain Township
- Township Trustees
- Plain Township Fire
- New Albany Joint Parks District

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## JUNETEENTH

**Media Coverage**

- [Channel 10](#)
- [NBC4](#)
- [Columbus Dispatch](#)

**Estimated Attendance**

- 600

**Focus Group Members**

- 10

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## FAMILY FUN DAY

### Estimated Attendance

- 300

### Volunteers

- 19

### Adaptive Activities

- Latex-free balloons
- Wheelchair accessible photobooth
- Two accessible bounce houses
- Accessible and sensory-friendly games & crafts



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## ADMINISTRATIVE SERVICES

### 2024 Goals – Operational (HR)

- Expand professional development opportunities
- Complete electronic format for internal PAF & onboarding docs
- Maintain <10% staff annual turnover



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## ADMINISTRATIVE SERVICES

### 2024 Goals – Operational (IT/GIS)

- Phishing and internet safety training for all employees
- Penetration testing to look for security flaws
- Continue to build redundant paths to city facilities
- Expand two factor authentication
- LEADS compliance



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## ADMINISTRATIVE SERVICES

### 2024 Goals – Operational (Community Programming)

- Maintain adequate cost recovery for Senior Connections with small rate increase
- Increase the amount of donations and sponsorships for community and senior programming
- Build out divisional structure to ensure efficient operations, quality events and to maintain workload



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## SENIOR CONNECTIONS

### Budget

CATEGORY	2024 REQUEST	2023 BUDGET	2023 ACTUAL*
<b>INCOME</b>			
Corporate Contributions	\$ 1,000.00	\$ 1,000.00	\$ -
In-Kind Donations	\$ -	\$ -	\$ 1,103.45
Membership Fees	\$ 4,500.00	\$ 3,700.00	\$ 4,903.00
Program Fees	\$ 3,500.00	\$ 3,300.00	\$ 2,187.00
<b>EXPENSES</b>			
Other Professional Services	\$ 6,500.00	\$ 11,400.00	\$ 3,515.00
Program Supplies	\$ 6,000.00	\$ 4,950.00	\$ 2,597.05
Food/Beverage	\$ 13,000.00	\$ 5,400.00	\$ 7,620.43
Rec/Desk	\$ 850.00	\$ 850.00	\$ 566.64
Mail Chimp	\$ 200.00	\$ 120.00	\$ 87.25
Merchant Services (CC Fees)	\$ 500.00	\$ 360.00	\$ 327.24
<b>MARKETING</b>			
Printing	\$ 1,500.00	\$ 750.00	\$ 303.75
Mailing	\$ 500.00	\$ 500.00	\$ -
Signage	\$ -	\$ 400.00	\$ -
<b>PRORATED FEES/SCHOLARSHIPS</b>			
Scholarships	\$ 200.00	\$ 100.00	\$ 140.00
Program Discounts	\$ 2,500.00	\$ 1,920.00	\$ 1,448.70
<b>STAFF</b>			
Program Coordinators (Dave)	\$ 7,000.00	\$ 9,600.00	\$ 2,499.51
Program Coordinators (Allison)	\$ 7,000.00	\$ 9,600.00	\$ 2,768.87
Program Coordinator (taxes, etc)	\$ 2,880.00	\$ 2,880.00	\$ -
<b>TOTAL</b>			
INCOME	\$ 9,000.00	\$ 8,000.00	\$ 7,090.00
EXPENSES	\$ 50,630.00	\$ 48,830.00	\$ 21,874.54
DIFFERENCE	\$ (41,630.00)	\$ (42,030.00)	\$ (14,784.54)

\*2023 numbers as of 9/1/2023



### QUICK NUMBERS

	2020	2021	2022	2023 *
Total Members	67	127	202	229
Total Visits	--	--	1,803	1,643
Programs Offered	35	109	227	130

\*2023 numbers as of 9/1/2023



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## SENIOR CONNECTIONS

### Proposed Membership Rates

- Increase resident rate from \$10 to \$20/year
- Increase the rate for all others from \$35 to \$50/year

BUDGET (2023)	Subsidized	%
Resident \$10	\$ 173.54	95%
Resident \$20	\$ 163.54	89%
All Others \$35	\$ 148.54	81%
All Others \$50	\$ 133.54	70%

ACTUAL (2023)	Subsidized	%
Resident \$10	\$ 54.56	85%
Resident \$20	\$ 44.56	69%
All Others \$35	\$ 29.56	46%
All Others \$50	\$ 14.56	22%

2023 Membership Income	\$ 4,903.00
Est. 2024 Membership Income	\$ 8,000.00
Difference	\$ 3,097.00





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## SENIOR CONNECTIONS

### Proposed Program Fee

Changes	Participants	Current Fee	Revenue	Proposed Fee	Revenue
Brunch & Bingo	245	\$ 5.00	\$ 1,225.00	\$ 10.00	\$ 2,450.00
SC at Night	134	\$ 7.00	\$ 938.00	\$ 10.00	\$ 1,340.00
<b>Totals</b>			<b>\$ 2,163.00</b>		<b>\$ 3,790.00</b>
			<b>Difference</b>		<b>\$ 1,627.00</b>

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## SENIOR CONNECTIONS

### Budget Impact

	2023 Budget	Plus Increased Fees	2023 Actual	Plus Increased Fees
Income*	\$ 8,000.00	\$ 12,742.00	\$ 7,090.00	\$ 11,814.00
Expenses	\$ 48,830.00	\$ 48,830.00	\$ 21,874.54	\$ 21,874.00
% Subsidized	84%	74%	68%	46%

\*Projected or actual revenue plus estimated increases in membership revenue (\$3,097.00) and program fees (\$1,627.00).

- Changes to membership and program fees position the Senior Connections budget on a more sustainable cost recovery trajectory
- To illustrate the potential impact to future budgets, suggested increases in membership and program fees were added to the current budget for comparison

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## SENIOR CONNECTIONS

### Program Discounts

- \$1,920 budgeted for 2023 (\$1,488 used to date)
- Discounts offered only to residents in 2023
- \$2,500 proposed for 2024
- Do we want to expand this program?
  - Target 55+ residents with marketing campaign
  - Expand discount partnerships (i.e. JPD pickleball)



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## ADMINISTRATIVE SERVICES

### 2024 Goals – City Council Initiatives

- Sustainability Advisory Board
  - *Expand composting program*

Proposed 2024 SAB Budget Total		\$	71,420.00
<b>Earth Day to Arbor Day</b>			
Electronic waste drive, postcard mailer, prizes	\$	7,600.00	
<b>Seasonal Composting &amp; Recycling Events</b>			
Household hazardous waste, political yard sign, pumpkins, holiday lights	\$	24,400.00	
<b>Ongoing Compost Program Management</b>			
Weekly pickup at 3 locations	\$	19,020.00	
<b>Student Leaders in Sustainability Pilot Grant</b>			
Project implementation spring 2024, pending SAB approval	\$	3,000.00	
<b>Invasive Tree &amp; Shrub Trade-In Program with FSWCD</b>			
Pilot of new native plant trade-in with FSWCD's Community Backyards Program	\$	4,000.00	
<b>Native landscaping demo project/education</b>			
Demo native landscaping project and related community education	\$	2,500.00	
<b>Waste Diversion Program</b>			
Explore expanding food waste compost program and recycling best practices	\$	700.00	
<b>Outreach</b>			
Farmers market & postcard mailer	\$	3,200.00	
<b>Misc</b>			
Potential expansion of Native Tree & Shrub Trade-In Program	\$	7,000.00	

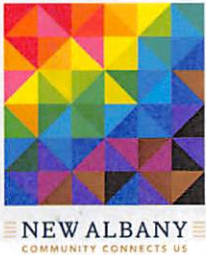
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**ADMINISTRATIVE SERVICES**

**2024 Goals – City Council Initiatives**

- IDEA
  - Launch Ambassador Program

Program	Amount
Welcome Reception	\$3,500
Festivals	\$100,000
Ambassador Program	\$10,000
<b>TOTAL</b>	<b>\$113,500</b>



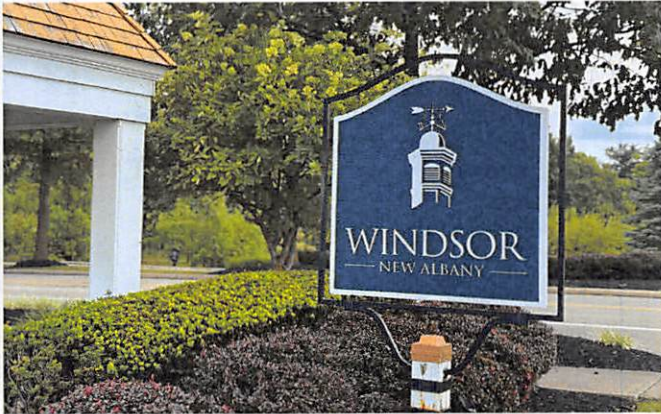
**NEW ALBANY**  
COMMUNITY CONNECTS US

**NEW ALBANY**

**ADMINISTRATIVE SERVICES**

**2024 Goals – City Council Initiatives**

- Playground Upgrades
  - Complete Windsor neighborhood playground upgrades



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## COMMUNICATIONS & MARKETING

### 2023 Accomplishments

- Successfully navigated staff transition
- Provided support to expanded programming for special events
- Managed implementation of improvements to Intel-related communications
- Increased attendance at internal staff meetings
- Four national/central Ohio PR awards
- Direct mail: 5 Council letters, annual report
- 5 guest columns
- Digital communications (to date)
  - 73 videos
  - 4.2M social media impressions
  - 30,077 accounts following us across platforms
  - 44 Connects e-blasts (open rate nearly 70%)



## COMMUNICATIONS & MARKETING

### 2024 Goals and Requests

- Enhanced website –
  - Estimated cost: \$75,000
- Incorporate a third staff member in part-time role
  - Primary roles would include e-blast and social media management in addition to video production/hosting
- Create studio space for video and podcast opportunities
  - Estimated cost: \$10-12k for equipment
- Implement communications opportunities from consultant– crisis communications support, media training, content for website and guest columns
  - Estimated cost: \$96k



# PUBLIC SERVICE

Budget Book Pages 205-222

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## ≡ PUBLIC SERVICE

### 2023 Accomplishments

- Completed construction of US 62/SR 161 improvement project
- Provided support to expanded community programming and special events
- Provide high-level response and support services for snow/ice control and leaf collection
- Doubled the area included in the 2023 sidewalk program
- Implemented expanded streetlight, fire hydrant and traffic signal painting program
- Expanded utility inspection, training and maintenance program



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## PUBLIC SERVICE

### 2023 Accomplishments

	2021	2022	2023
Sidewalk Improved (feet)	2,017 - \$200k	3,268 - \$200k 3,005 - \$60k	7,289 - 200k
Streetlights Painted	*	*	221
Fire Hydrants Painted	*	*	140
Street Trees Pruned	*	1,459 – staff 439 – contract	1,658 – staff 1,011 – contract

\* Data not previously tracked

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## PUBLIC SERVICE

### 2023 Accomplishments

#### QUICK NUMBERS – UTILITIES DIVISION

Storm basins inspected – 750	Storm basins cleaned – 462	Storm basins repaired – 103	Storm sewer inspected – 3,050'
Sanitary sewer manhole inspections – 952	Sanitary sewer mainline inspected – 95,000' – 18 miles	Out of service hydrants repaired – 54	Provided biannual flushing of 1,500 hydrants


Utilities team members successfully obtained the following certifications: Pipeline Assessment Certification (PACP), Lateral Assessment Certification (LACP) and Manhole Condition Assessment Certification (MCACP)

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**PUBLIC SERVICE**

**2024 Goals**

- Begin construction of Market Street extension
- Reconstruct Harlem Road between US 62 and James River Road
- Construction of right turn lane – SR 605
- Design of Walnut/Bevelhymer roundabout
- Support expanded Smart Ride program
- Evaluate existing road maintenance program and identify opportunities for improvement
- Continue operational expansion related to the ongoing growth in the business campus




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**PUBLIC SERVICE**

**2024 Major Capital & IT Expenditures (Total \$1.6 Million)**

- 1-ton dump truck (rep)
- 3 smaller trucks (1 new, 2 rep)
- Sewer vac/jet truck (rep)
- Leaf machine (rep)
- Fuel island pumps (rep)
- UTV and trailer (new)



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## PUBLIC SERVICE

### Land and Building Maintenance 2023 Accomplishments

- Parking lot maintenance project, Heit Center
- Front gate replacement, public service facility
- Parking lot addition, public service facility
- Provided support with the construction of the pickleball facility
- Commenced kitchen remodel at Village Hall
- Provided construction support of three neighborhood parks and Taylor Farm Park



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## PUBLIC SERVICE

### Land and Building Maintenance 2024 Goals

- Support construction
  - *Windsor pocket park*
  - *Taylor Farm phase 2*
- Facilitate construction of storage building at public service facility
- Manage the office reconfiguration project planned for the first floor of Village Hall
- Lead and direct a design effort to evaluate building expansion opportunities for the police department building



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# FINANCE

Budget Book Pages 223-230

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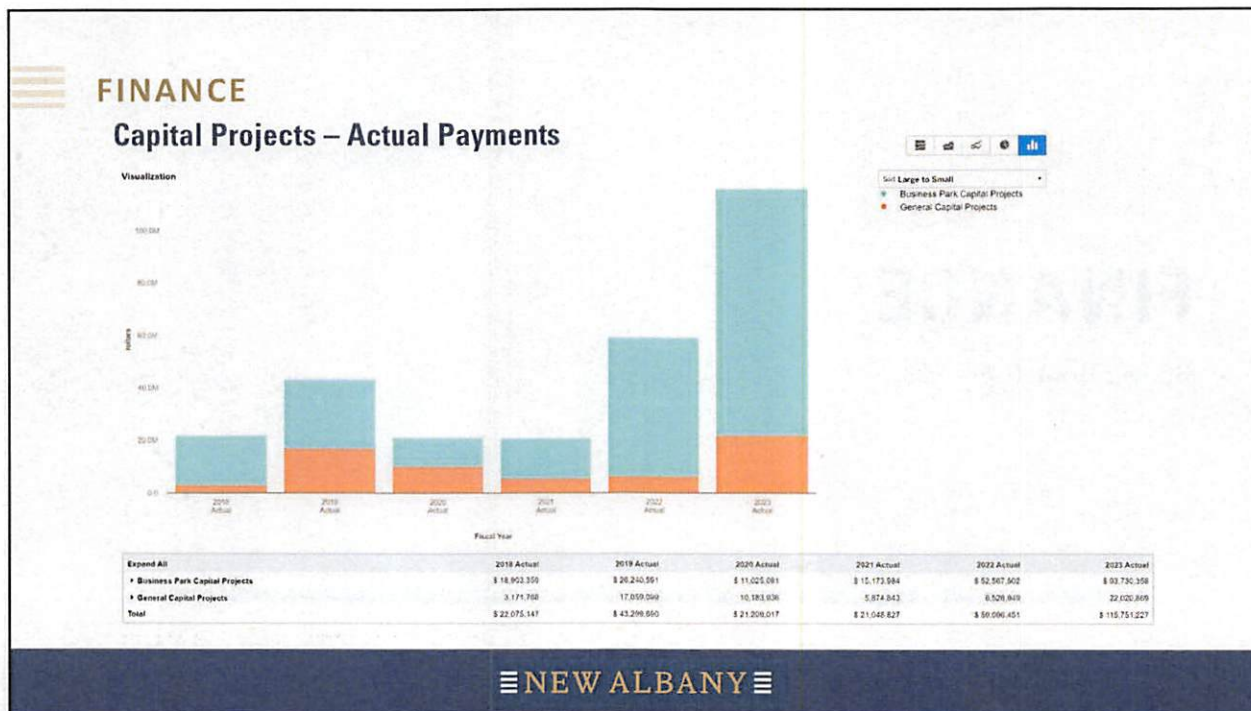
## FINANCE

### 2023 Accomplishments

- State and National Awards
  - 2022 GFOA ACFR (Pending Review)
  - 2022 AOS Distinguished Reporting
  - 2023 GFOA Distinguished Budget (Pending)
  - 2023 90+ CashVest Award
- Office relocation
- 20 New Projects
- 6,300 invoices/ 2,198 checks/ >150 wire/ACH
- ED related analysis & reconciliation
  - NDA charge projections
  - Revenue sharing history – Licking Co.
  - Annexation agreement reconciliation – Licking Co.
  - TIRC support



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## FINANCE

### 2024 Goals

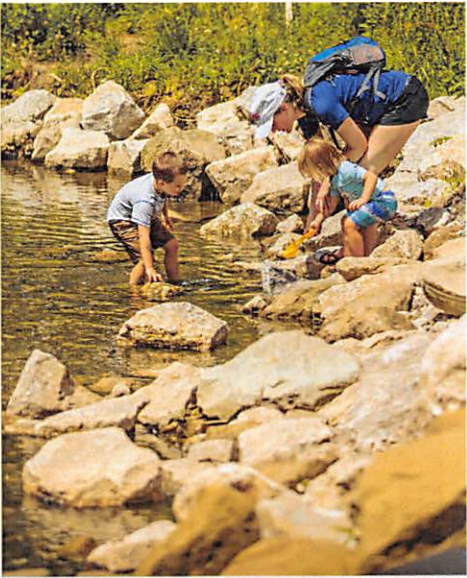
- Maximize available data/software tools
  - CIP reporting & tracking
  - Dashboards (w/ GIS)
  - Streamline budget process
    - Workforce planning
    - Capital budget
- Economic development
  - Enhance business relations
  - Economic development agreements – tracking, reporting & monitoring
  - Enhance school relations
- Grants management
- Investment in solution to support increased operations, regulate staff workload capacities, provide back up, project management, and the capacity to implement improvements to process, policy and overall efficiency.

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### FINANCE

#### 2024 All Funds Budget (pages 54-55)

- 2024 projected increase in overall balance – \$1.7M
- 2024 overall revenues expected to decrease
  - State grant
- 2024 overall expenditures to decrease
  - Capital expenses (\$24.6M)
  - Operations (\$6.8M)

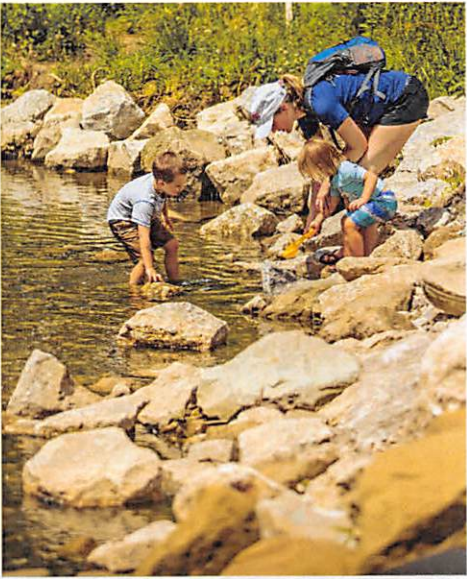


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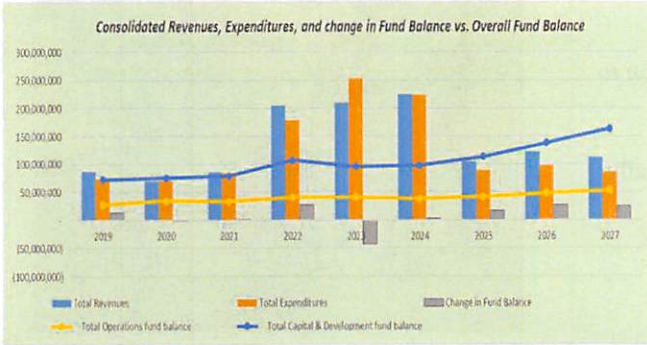
### FINANCE

#### Consolidated Financial Presentation – All Funds (pages 54-57)

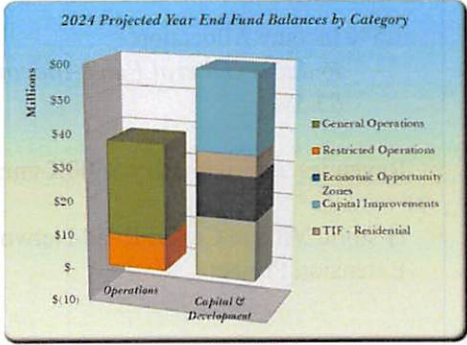
- Overall picture of funds; not appropriate to measure overall budget health due to fund balance restrictions
- Op. expenditures small % of op. revenues (35.96% - 2024 Proposed vs. 33.85% - 2023 Amended)
- Consolidated Presentation by Operation – shows the general fund activity vs. other 2024 categories



Consolidated Revenues, Expenditures, and change in Fund Balance vs. Overall Fund Balance



2024 Projected Year End Fund Balances by Category



≡ NEW ALBANY ≡



## FINANCE

### Distribution of Revenue



## FINANCE

### Village Center Improvements Fund (page 94)

- Proposed New Capital Fund
- \$5M Transfer from General
- 1.5% Income Allocation
  - Reduces General Fund Allocation to 83.5%
- Revenues approximately \$600K annually
- Historic Village Center Road Network Extension Project



# CAPITAL PROJECTS

Budget Book Pages 253-266

NEW ALBANY

## CAPITAL PROJECTS

- Includes General Capital & ED Capital Projects
  - Based on Council Priorities
  - Based on ED needs & available \$

### 2024 CIP by Category

Detail	Total Project	Percent of CIP
<b>Roads &amp; Utilities</b>	<b>\$ 98,300,000</b>	<b>65.6%</b>
<i>Streets, streetlights, signals, water &amp; sewer lines</i>		
<b>Parks &amp; Open Spaces</b>	<b>\$ 48,562,173</b>	<b>32.4%</b>
<i>Parkland, stream corridors, civic spaces, streetscapes</i>		
<b>Bike &amp; Pedestrian Connections</b>	<b>\$ 1,350,000</b>	<b>0.9%</b>
<i>Leisure trails, bike lanes, sidewalks</i>		
<b>Facilities</b>	<b>\$ 1,650,000</b>	<b>1.1%</b>
<i>Public buildings, parking</i>		
<b>Total</b>	<b>\$149,862,173</b>	<b>100%</b>



NEW ALBANY

## CAPITAL PROJECTS

City of New Albany  
Capital Workshop Priorities 2024

9/11/2023

Weighted Points

Rank	Project	Estimated Cost	Budget Year	Fund	Weighted Points			Total
					5	3	1	
					GREEN	YELLOW	RED	
	Police Department Remodel - Design	150,000.00	2024	Capital	7			35
	SR605 Drop Lane - Construction	1,500,000.00	2024	Capital	7			35
	Windsor Park	500,000.00	2024	Parks	7			35
	Sugar Run Infrastructure (TAPASAG)	500,000.00	2024	Parks	7			35
	Other Project - Sugar Run - Enclave Bridge*	50,000.00	2024	Capital	7			35
	Taylor Farm Shade Structure (+/- \$250K)	250,000.00	2024	Parks	6	1		33
	Bevelhymmer & Walnut Rd RAB - Design	500,000.00	2024	Capital	4	3		29
	Traffic Calming Implementation Design - possible new annual program	500,000.00	2024	Capital	4	3		29
	SR605 Drop Lane - Design	100,000.00	2024	Capital	5	1		28
	Pickleball Shade Structure (\$300K - \$2.7M)	1,700,000.00	2025	Parks	3	4		27
	Taylor Farm Picnic Shelter	400,000.00	2025	Parks	1	6		23
	SR161 Pedestrian Overpass*	-	2025	Capital		7		21
	Taylor Farm 3 - Farmhouse & Barn Relocation Concept Feasibility	500,000.00	2025	Parks		7		21
	Additional Playground Equipment @ 3 Playgrounds	362,000.00	2025	Parks	2	3	2	21
	Other Project - Adaptive Sports Donation*	-	2026	Capital	3		4	19
	Market Square/Library Enhancements	1,000,000.00	2026	Capital	1	3	3	17
	Kitzmilller	300,000.00	2026	Capital		4	3	15
	Ealy Bridge	-	2026	Capital		3	4	13
	Bicycle Hubs	-	2026	Capital		3	3	12
	Basketball @ Thompson	30,000.00		Capital			7	7
	Tidewater Nature Preserve	-		Capital			7	7
	Zarley Street Road Improvements	2,500,000.00		Capital			6	6
	Dog Park	-		Capital			6	6

## CAPITAL PROJECTS

### Potential Future Projects – Included in Proposed in Outlying Years\*\*

Historic Village Center Road Network Extension included with new Village Center Improvement Fund

Potential Projects for Future Prioritization:			
Historic Village Center Road Network Extension - Design**	500,000.00	2024	Village Center
Historic Village Center Road Network Extension - Construction**	5,000,000.00	2024	Village Center
Police Department Remodel - Construction	1,500,000.00	2026	Capital
Bevelhymmer & Walnut Rd RAB - Construction	6,000,000.00	2025	Capital
Edaptive Traffic Management - Non Business Park	750,000.00	2026	Capital
Jug Street Improvements @ Licking County Line	-	2028	Capital
Miller Street Land Acquisition*	250,000.00	2024	Parks
Additional Municipal Office Space*	-	2027	Capital
Village Center Incubator (Old HS)*	-	2027	Capital


\* Projects introduced by Council or Administration.  
 \*\* Approval of the new Village Center Capital fund and related 1.5% income tax allocation will authorize the advancement of this project in 2024.

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**CAPITAL PROJECTS**

**2024 Capital Equipment Replacement**

- 2024 Expected Expenditures
  - Police (\$600K)
  - Public Service (\$1.8M)
  - Misc. (\$200K)
- *Total \$2.6M*



NEW ALBANY

**CITY COUNCIL**


Budget Book Pages 133-136

NEW ALBANY



**CITY COUNCIL**

- Council compensation
- Community Investment (Admin)
  - Grant Program
  - Events (July 4<sup>th</sup>, Oktoberfest)
  - McCoy maintenance
- Other Council initiatives



**NEW ALBANY**

**END OF DAY 1 PRESENTATION**

**NEW ALBANY**

# NEW ALBANY

NEED TO UPDATE NEXT SLIDES

## CITY COUNCIL HOTEL/MOTEL BED TAX REVIEW

- General Fund – 75%
- Hotel Excise Tax Fund – 25% - Distributed to the Chamber for CVB activity
- Anticipate increased revenue with increased construction and new hotel
- Village Center and Hotel incentives paid from General Fund Portion
- Remaining General Fund revenue available for Grants & Donations and CEB/Chamber city events

HOTEL TAX REVENUE	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2022	2023
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual (10/31)	Projected	Proposed**
General Fund	\$ 72,671	\$ 168,686	\$ 184,065	\$ 258,630	\$ 328,232	\$ 343,522	\$ 586,464	\$ 236,594	\$ 279,607	\$ 218,842	\$ 410,000	\$ 510,000
Incentives	-	(86,471)	(120,624)	(116,375)	(87,106)	(78,881)	(74,780)	(63,015)	(12,270)	(12,270)	(12,300)	(115,000)
Available	72,671	82,215	63,441	142,255	241,126	264,641	511,684	173,579	267,337	206,573	397,700	395,000



## CITY COUNCIL GRANTS AND DONATIONS

- CEB/Chamber – General & “In-Kind” – Spring Event & 4<sup>th</sup> of July
- CEB/Chamber – Oktoberfest
- Other Grants – Awarded each year based on application process

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 YTD 10/31	2022 Am. Bdgt	2023
<b>Grants Budget (Including CEB)</b>	97,000	126,000	104,000	89,000	104,000	175,000	175,000	175,000	200,000	225,000	225,000	225,000
CEB/Chamber - General	20,000	20,000	28,000	32,300	48,800	40,000	50,928	10,000	28,297	50,376	50,376	50,000
CEB/Chamber - "In-Kind"****	-	-	-	-	-	15,000	14,000	-	-	-	15,000	15,000
CEB/Chamber - Oktoberfest	-	-	22,505	-	-	-	45,000	-	69,257	57,000	72,000	72,000
Other Grants - Disbursements	55,000	68,000	55,000	33,156	38,000	37,683	51,294	62,500	60,755	65,500	65,500	88,000
Other Grants - "In Kind Services"****	-	-	-	21,344	16,500	25,493	34,000	-	28,312	10,000	10,000	-
<b>Total Actual</b>	75,000	88,000	105,505	86,800	103,300	118,176	195,222	72,500	186,621	182,876	212,876	225,000
<b>Grants Remaining Balance</b>	22,000	38,000	(1,505)	2,200	700	56,824	(20,222)	102,500	13,379	42,124	12,124	-



NEW ALBANY IDEA IMPLEMENTATION PANEL  
ANNUAL REVIEW



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## OVERVIEW

The New Albany Inclusion, Diversity, and Equity Action (IDEA) Implementation Panel was created by New Albany City Council in December 2021, with the goal of implementing three programs that were recommended by the first iteration of this group, the IDEA Committee, in their *New Albany Inclusion, Diversity and Equity Action Committee Report*. These three programs included a multi-cultural festival, a neighborhood ambassador program, and welcome receptions.

The IDEA Implementation Panel met for the first time in September 2022. The progress and evolution of these three programs are discussed within this report.

## PURPOSE

The purpose of the IDEA Implementation Panel is to assist the City of New Albany in its efforts to make the residents of diverse backgrounds feel welcome and included in their community, encourage them to actively participate in community activities, and pursue community leadership opportunities.

The Board's role shall be to implement the recommendations outlined in the Diversity, Equity and Inclusion Framework established by New Albany's Inclusion, Diversity, Equity Action (IDEA) Committee and any other City Council initiatives in the areas of diversity, equity and inclusion.

The Board shall not become an advocacy forum for any one advocacy group or organization.

## BOARD MEMBERS

- Dr. Brianna Johnson, Chair
- Kirubel Aklilu
- Marie Alvarado
- Connor Berry
- Eric Duerksen
- Dr. Nwando Olayiwola
- Dr. Taru Saigal
- Marlene Brisk, Council Member Liaison
- Andrea Wiltout, Council Member Liaison

## 2022 REVIEW

The IDEA Panel met four times in 2022. These meetings provided the opportunity for Panel members to get to know each other, familiarize themselves with procedures for boards and commissions, and establish goals and frameworks for the three programs they were tasked with. Panel members were asked what they wanted to achieve from each of the three programs, and this was used to establish a framework for how each of the three programs would be implemented.

The graphic on the following page shows the purpose and guiding principles the Panel developed for each program.

“...make the residents of diverse backgrounds feel welcome and included in their community, encourage them to actively participate in community activities, and pursue community leadership opportunities.”



## MULTI-CULTURAL FESTIVAL / CELEBRATIONS

While the initial intent of this program was to establish a single festival celebrating the diversity within New Albany, factors such as event scheduling conflicts, budget considerations, and dialogue at IDEA meetings challenged the Panel to develop a unique approach to celebrating New Albany’s diversity. The evolution of this program resulted in the planning and implementation of three smaller celebrations for the community: Juneteenth, Family Fun Day with Miracle League, and Diwali.

### Juneteenth

Juneteenth is a federal holiday in the United States commemorating the end of slavery. Dating back to June 19, 1865, Juneteenth (a combination of the words “June” and “nineteenth”) is the oldest nationally celebrated commemoration of the ending of slavery in the United States.

To assist in planning the event, the IDEA Panel and city staff enlisted the help of local residents to create a focus group. The focus group was created with the intent of adding invaluable perspective from Black residents who were willing to volunteer their time to plan an authentic, genuine, and joyful celebration of the holiday. Their ideas and feedback were critical to the success of the event.

The IDEA Implementation Panel hosted New Albany’s first-ever Juneteenth Celebration on June 19, 2023 from 4-8 PM at the Charleen & Charles Hinson Amphitheater. The event was MC’d by Dr. Brianna Johnson and Dr. Nwando Olayiwola, members of the



IDEA Implementation Panel Members Dr. Brianna Johnson (left) and Dr. Nwando Olayiwola (right) being interviewed by 10TV.

IDEA Implementation Panel, and featured spoken word performances, drumming and dancing, music, children's activities and food trucks.

Some highlights from the Juneteenth event include:

- Receiving a Commendation from Franklin County Auditor's Office
- News coverage from 10TV, NBC4, and more
- Estimated attendance of over 600

### Family Fun Day with Miracle League

Family Fun Day with Miracle League took place on July 1, 2023 at the Mirolo Dream Field at ADS Stadium. The event was designed to celebrate some of New Albany's most amazing athletes and provide accessible, fun, and family-friendly activities for kids of all ages. The event ran from 9:30 AM – 3:00 PM and featured a DJ, bounce houses, games, face painters, balloon twisters, and a trackless train, in addition to the baseball games happening on the field.

Despite some rainy weather in the morning, over 300 people came out to support the Miracle League athletes. The photos below show some of the fun experienced throughout the day.

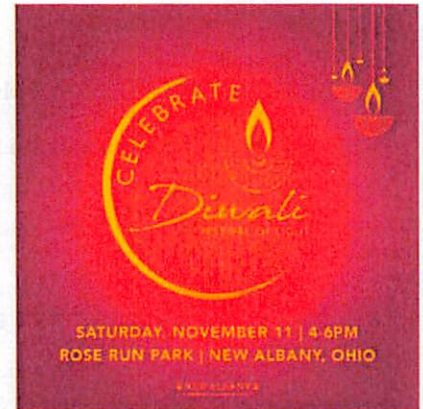




## Diwali Celebration

The IDEA Implementation Panel identified Diwali as another opportunity to highlight and celebrate diverse cultures represented in the community. Diwali, known as “The Festival of Lights,” symbolizes the victory of light over darkness, knowledge over ignorance, and good over evil.

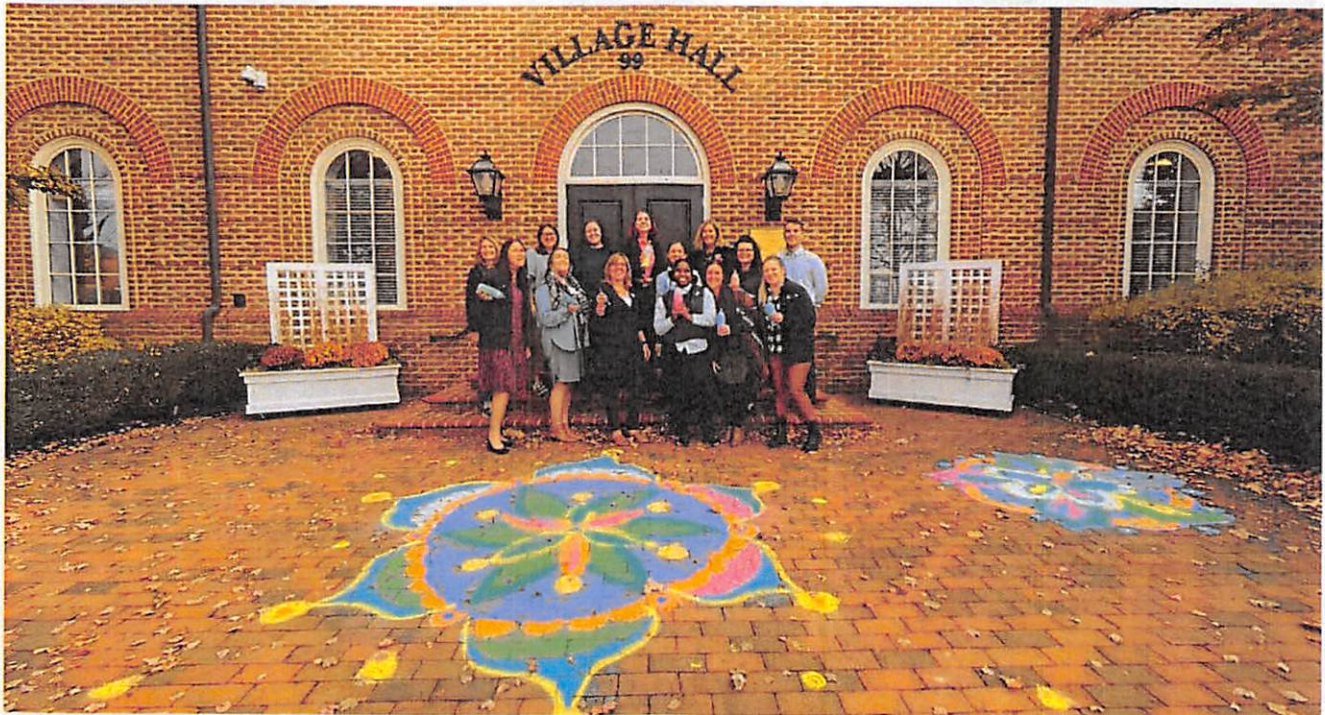
Because the Juneteenth focus group proved to be a success in the planning of Juneteenth, the IDEA Panel and city staff again enlisted the help of volunteers throughout the community who celebrate Diwali. The focus group helped the city plan and prepare for the event, which is scheduled for Saturday, November 11, 2023 from 4-6 PM at Rose Run Park. The event will be a showcase of music, dance, food, and fireworks.



## Rangoli

Rangoli is a colorful art form featuring intricate and colorful patterns made from rice flour, colored sand, flower petals, or even chalk. It is often created at house entrances to celebrate Diwali. We are inviting families to create Rangoli patterns in their homes during the week of November 6 and share your designs on social media using #NewAlbanyOhio.

Last week, city staff took the opportunity to create their first Rangoli design outside of Village Hall. The result is shown below.



## Giving Back

Diwali isn't just celebrated with fireworks, food and friends – it's a time of year to shine a light on those in our own community who can use extra support. The focus group encouraged the city to provide opportunities for residents who attended to give back, so both the New Albany Food Pantry and New Albany Bridges will be present to collect donations.

## WELCOME RECEPTIONS / NEW ALBANY 101

When the IDEA Implementation Panel began meeting, the concept for welcome receptions was focused around making new residents feel welcome by introducing them to city leadership and community activities. As the IDEA Panel discussed their vision for this program, they found the purpose to be not just for new residents but also for existing residents who might want to feel more connected to the community. They also viewed it as an opportunity to empower residents to navigate city services and become more civically engaged. As such, the Welcome Reception program evolved to a “New Albany 101” series that was established with the goal of connecting residents with their government.



The IDEA Panel hosted three New Albany 101 events in 2023:

1. May 9 Business Park Tour
2. July 12 Summer “Appy” Hour
3. October 5 Taylor Farm Park Open House

Collectively, these events reached 167 residents, with 52, 50, and 65 residents attending the three events listed above, respectively. Each of these events also featured numerous government agencies, and boards, commissions, and panels, including:

### Government Agencies:

- City of New Albany
  - City Council
  - New Albany Police
  - Administrative Services
  - Community Development
  - Public Service
- Plain Township
  - Township Trustees
  - Plain Township Fire
- New Albany Joint Parks District
- New Albany Plain Township Historical Society

### Boards, Commissions, and Panels:

- Architectural Review Board
- Board of Zoning Appeals
- IDEA Implementation Panel
- Parks & Trails Advisory Board
- Planning Commission
- Sustainability Advisory Board

Each of the events also provided a handout to residents so they could learn more about the IDEA Panel, as well as government functions that were highlighted at that event. Residents were provided contacts with city council, city departments, plain township, and were also instructed on how they could apply to be on a board or commission if they were interested.



## NEIGHBORHOOD AMBASSADORS

In 2023, the IDEA Panel developed a framework for the Neighborhood Ambassador program. When developing this framework, the Panel wanted the program to provide welcoming support to new residents. Panel members emphasized the need for this program to foster social connectivity among neighborhoods and give new residents a sense of belonging. With this in mind, case studies were reviewed and utilized to understand how other communities were succeeding in similar efforts. The preliminary framework and research for the Neighborhood Ambassador program is attached.

### Neighborhood Ambassador Components

New Neighbors	Neighborhood Get-Together	City Connections
<ul style="list-style-type: none"> <li>• Welcome package (basket, box, etc.) with a variety of resources, such as:                             <ul style="list-style-type: none"> <li>○ Ambassador business cards</li> <li>○ City map with trails, parks, other resources</li> <li>○ Local businesses specials for new residents</li> <li>○ Realtors resource for local businesses</li> <li>○ QR Code to website/sign up for Connects email</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• One per year</li> <li>• Could be existing event that draws a lot of the neighborhood or something new</li> <li>• Could be going to a city event together</li> <li>• We will provide no/low-cost ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Provide information on city services</li> <li>• Potential for “meet &amp; greets”</li> <li>• Invitations to NA101 events</li> <li>• Direct communication with ambassador to answer questions, connect with the right people, etc.</li> </ul>

### Preliminary Launch Schedule for 2024

February	<ul style="list-style-type: none"> <li>• Launch at NA101 Souper Supper in February</li> </ul>
March	<ul style="list-style-type: none"> <li>• Promotion at Women of New Albany Event</li> </ul>
April-June	<ul style="list-style-type: none"> <li>• Continued outreach to generate first group of ambassadors</li> <li>• Farmers Market promotion</li> </ul>
July	<ul style="list-style-type: none"> <li>• First training</li> </ul>
August-December	<ul style="list-style-type: none"> <li>• Support ambassadors</li> <li>• Continue to promote and recruit additional ambassadors</li> </ul>
October/November	<ul style="list-style-type: none"> <li>• Recognition and/or second training for additional ambassadors</li> </ul>



**IDEA Implementation Panel 2023-2024 Meeting Schedule and Work Plan**

<p><b>November 9, 2023</b></p> <ul style="list-style-type: none"> <li>• <b>Canceled in favor of members attending Diwali event on Saturday, November 11 from 4-6 PM at Rose Run Park</b></li> </ul>	<p><b>June 13, 2024</b></p> <ul style="list-style-type: none"> <li>• NA101: Business Park Tour Recap, begin Summer Service Open House planning</li> <li>• Neighborhood Ambassadors: Recruitment &amp; Updates</li> <li>• <b>Celebrations: Attend Juneteenth</b></li> </ul>
<p><b>December 14, 2023</b></p> <ul style="list-style-type: none"> <li>• End of Year Recap</li> <li>• NA101: Souper Supper Planning</li> <li>• Neighborhood Ambassadors: Planning</li> <li>• Celebrations: Women of New Albany Event Planning</li> </ul>	<p><b>July 11, 2024</b></p> <ul style="list-style-type: none"> <li>• <b>NA101: Summer Service Open House is in July or August*</b></li> <li>• <b>Neighborhood Ambassadors: First Training of the Year</b></li> <li>• Celebrations: Recap Juneteenth</li> </ul>
<p><b>January 11, 2024</b></p> <ul style="list-style-type: none"> <li>• Other: Annual Organizational Meeting</li> <li>• NA101: Souper Supper Planning</li> <li>• Neighborhood Ambassadors: Planning</li> <li>• Celebrations: Women of New Albany Event Planning</li> </ul>	<p><b>August 8, 2024</b></p> <ul style="list-style-type: none"> <li>• <b>NA101: Summer Service Open House is in July or August*</b></li> <li>• Neighborhood Ambassadors: Recap training and look to next steps</li> <li>• Celebrations: Begin Diwali planning</li> </ul>
<p><b>February 8, 2024</b></p> <ul style="list-style-type: none"> <li>• <b>NA101: Souper Supper Event is this month</b></li> <li>• Neighborhood Ambassadors: Planning</li> <li>• Celebrations: Women of New Albany Event Planning</li> </ul>	<p><b>September 12, 2024</b></p> <ul style="list-style-type: none"> <li>• NA101: Recap Service Open House, begin fall amphitheater convos</li> <li>• Neighborhood Ambassadors: Next steps &amp; appreciation gathering/2nd training planning</li> <li>• Celebrations: Diwali Planning</li> </ul>
<p><b>March 14, 2024</b></p> <ul style="list-style-type: none"> <li>• NA101: Business Park Tour Initial Convo</li> <li>• Neighborhood Ambassadors: Recruitment/ Planning</li> <li>• <b>Celebrations: Attend Women of New Albany Event</b></li> </ul>	<p><b>October 10, 2024</b></p> <ul style="list-style-type: none"> <li>• <b>NA101: Attend Fall Amphitheater Tour</b></li> <li>• <b>Neighborhood Ambassadors: Potential appreciation gathering/second training</b></li> <li>• Celebrations: Diwali Planning</li> </ul>
<p><b>April 11, 2024</b></p> <ul style="list-style-type: none"> <li>• NA101: Business Park Tour Planning &amp; Promotion</li> <li>• Neighborhood Ambassadors: Recruitment &amp; Updates</li> <li>• Celebrations: Women of New Albany Recap and Juneteenth Planning</li> </ul>	<p><b>November 14, 2024</b></p> <ul style="list-style-type: none"> <li>• NA101: Recap Service Open House, begin fall amphitheater convos</li> <li>• Neighborhood Ambassadors: Next steps planning &amp; appreciation gathering/second training planning</li> <li>• <b>Celebrations: Attend Diwali Event</b></li> </ul>
<p><b>May 9, 2024</b></p> <ul style="list-style-type: none"> <li>• <b>NA101: Business Park Tour is this month</b></li> <li>• Neighborhood Ambassadors: Recruitment &amp; Updates</li> <li>• Celebrations: Juneteenth Planning</li> </ul>	<p><b>December 12, 2024</b></p> <ul style="list-style-type: none"> <li>• Year in Review</li> </ul>

*\*NA101 Summer Service Department Open House date is TBD. All dates are best estimates and subject to change based on venue and programming availability, among other factors.*



**TO:** IDEA Panel and Working Group Members

**CC:** Adrienne Joly, Director of Administrative Services  
Abbey Brooks, Community Program Administrator

**FROM:** Anna van der Zwaag, Planner II

**DATE:** May 16, 2023

**RE:** Neighborhood Ambassador Framework

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#### **PURPOSE & BACKGROUND**

The purpose of the IDEA Implementation Panel is to assist the City of New Albany in its efforts to make the residents of diverse backgrounds feel welcome and included in their community, encourage them to actively participate in community activities, and pursue community leadership opportunities.

The Panel's role is to implement the recommendations outlined in the Diversity, Equity and Inclusion Framework established by New Albany's Inclusion, Diversity, Equity Action (IDEA) Committee and any other City Council initiatives in the areas of diversity, equity and inclusion.

One of the first three priorities established by City Council for the Panel is the implementation of a neighborhood ambassador program. At the November 2022 IDEA Implementation Panel meeting, the Panel established a purpose statement for this program – to provide welcoming support to new residents. The Panel envisioned a program that would foster social connectivity by providing a convenient, welcoming support to new residents and encourage their participation in neighborhood and city activities.

#### **CASE STUDIES**

The IDEA Implementation Panel utilized three case studies of similar programs in communities across the United States. These case studies include:

##### *North Liberty, Iowa*

The North Liberty "Great Ambassadors" program won an award from the International City/County Managers Association (ICMA) in 2022. The program's mission statement is "Good neighbors build great neighborhoods, and great neighborhoods make for a more connected and resilient community."

The program's website provides a great overview of their program and how the neighborhoods are defined, as well as who the ambassador is for each neighborhood. This includes headshots of each ambassador.

One unique feature of their program is the "Honor Roll" program which allows residents to give a shout out to a community member who has made contributions to the community over the past year without seeking recognition for their efforts. Each year, the Mayor reviews the Honor Roll list and selects one nominee to induct into the Community Hall of Fame.

<https://northlibertyiowa.org/residents/great-neighborhoods/>

#### *City of Cuyahoga Falls, Ohio*

The City of Cuyahoga Falls established the Neighborhood Excellence Initiative to inspire citizen engagement and connect residents and businesses with services and activities designed to reinforce strong, safe, and vibrant neighborhoods. Their Neighborhood Ambassador program was created as part of this Initiative to focus on issues and improvements from the ground up "to help shape bright futures for our neighborhoods."

Neighborhood Ambassadors serve as the local point person to keep their finger on the pulse of pressing issues and concerns – promoting improvements, identifying problems, and informing neighbors about beneficial services and programs. The ambassadors receive ongoing support and guidance from the city with numerous resources for organizing neighborhoods and connecting neighbors.

Examples of projects that ambassadors organized in Cuyahoga Falls include:

1. 3-on-3 basketball tournament
2. Neighborhood safety meeting & newsletters
3. Community garage sale
4. Litter pickup
5. Birthday card correspondence
6. Drive slow neighborhood awareness
7. Little free library
8. Street spirit building for Halloween

<https://www.cityofcf.com/neighborhood-ambassadors>

#### *St. Paul, Minnesota*

This Block Ambassador program in St. Paul, Minnesota was established by a collaboration between the Union Park District Council, the Macalester-Groveland Community Council, and the University of St. Thomas to engage homeowners and renters in fostering safe, vital and hospitable neighborhoods where neighbors build relationships, share resources and have fun together. The program was established through a diversity and inclusion lens, with the understanding that the diversity of their neighborhoods is their greatest strength. Their Block Ambassador Handbook states "A truly effective ambassador will take the initiative to approach everyone as a friend or ally and make an effort to understand different perspectives."

The Block Ambassador Handbook outlines the responsibilities of the ambassadors, while also acknowledging that ambassadors should not do all the work themselves; instead, they should recruit others to serve as coordinators. The handbook indicates that Block Ambassadors have certain responsibilities, while the program managers have others. The following table provides a breakdown of responsibilities listed in the handbook:

Block Ambassador Responsibilities	Program Organizer Responsibilities
Keep current contact list of neighbors on the block	Provide and update Block Ambassador Handbook
Share information to connect neighbors to issues, events, and notices	Provide resources/advice as requested
Organize a gathering for the block at least once per year	Keep an updated map of all block clubs in the area so residents can connect with their ambassadors or start their own if they need one
Encourage neighbors to participate by welcoming new neighbors and acknowledging any special needs of the neighbors	Send out occasional updates to all block leaders
Sign up to get updates from program organizers	

The handbook also includes steps an ambassador can follow to start a block club; recommendations for how to communicate and maintain resident information; examples of social events they could plan; and links to the community toolbox.

<https://www.stthomas.edu/media/neighborhoodrelations/pdf/BlockAmbassadorHandbook.pdf>

### ESTABLISHING A FRAMEWORK FOR NEW ALBANY

At the March 9, 2023 IDEA Implementation Panel meeting, the Panel reviewed the case studies described above and discussed the shape this program could take in the New Albany community. The following components were highlighted from the Panel's conversation:

#### *Program Lead*

The neighborhood ambassador program will require a point person from the city who will lead the effort and see the project through. This person's tasks include but are not limited to:

- Ambassador recruitment and training (initial and ongoing)
- Website development and maintenance
- Communications and marketing coordination
- Resource development and expansion
- Ongoing support to the neighborhood ambassadors

#### *Neighborhood Ambassadors*

The role of the neighborhood ambassador includes the following:

- Attend training and bi-annual/annual gatherings
- Be a point of contact between the program lead and the neighborhood
- Maintain an ongoing contact list of residents in the neighborhood
- Reach out and provide welcoming support to new residents
- Plan and support neighborhood events and social programs within the neighborhood. Ideas discussed by the Panel include:
  - Neighborhood July 4 parade floats (or Founders Day?)
  - Field Day

- Pickleball tournaments between neighborhoods
- Neighborhood picnic
- Community/neighborhood cleanup
- See others listed in the case studies above

#### *Ongoing City Support*

The neighborhood ambassadors will need ongoing training, mentorship, support, and resources from the City of New Albany. It will be important to not only connect new residents to their own neighborhoods, but also to the city as a whole.

#### *Ambassador Gatherings*

The city will facilitate annual or bi-annual gatherings for all ambassadors. These gatherings will serve as training for new ambassadors or a refresher for returning ambassadors. The gatherings may also highlight activities from several neighborhoods and provide an opportunity for ambassadors to learn from each other. The

#### *Robust Website*

Each of the case studies include a strong webpage that describe the formal process for becoming involved in the neighborhood ambassador programs. The website will need to include elements such as:

- Map of neighborhoods
- List of ambassadors and their neighborhoods
- Program features – how to be involved, event examples, neighborhood programs and events
- Online versions of resources provided to new residents
- Event calendar
- Application to be an ambassador
- How to connect to your ambassador
- FAQ

#### *Resources*

The IDEA Implementation Panel discussed a variety of different resources that may be developed. These include:

- “New Neighbor Checklist” – a list of things new residents should know or be sure to do as a new member of the community.
- Local businesses – The city will work with the local real estate agents to generate a sharable list of local businesses (this list likely already exists).
- Mailings to new residents from the city – this would require working with local real estate agents.
- News & resources from the City of New Albany (information on city business, new and ongoing project updates, New Albany 101, other IDEA Panel initiatives, boards and commissions, city council, etc.)

### **PHASED IMPLEMENTATION PLAN**

The IDEA Implementation Panel will need to determine an implementation schedule in order for the program to be successful. The following phases are recommended:



***Phase I: Present to IDEA Panel for Comment***

This phase includes presenting this framework to the Panel for review, comment, and approval.

***Phase II: Present to Council***

Once the Panel has reviewed and approved the framework, the initiative will be presented to Council. City Council will review the framework based upon other city programs and projects to determine when and how the program could be implemented.

***Phase III: Implementation***

The following phases of implementation will be followed to initiate the program following Council approval. Timeline for implementation may be dependent on city budget cycles and availability of resources including but not limited to additional funding needs and staffing requirements.

***IIIa - Website Buildout***

Once Council has reviewed and approved the Ambassador framework, buildout of the website will begin. The website will include the information listed above, as well as online links to the resources described below.

***IIIb - Develop Ambassador Training Materials & Resources***

These materials will include but are not limited to:

- Ambassador manual or guidebook
- Sample activities and ideas for neighborhood gatherings
- City information
- Business recommendations from real estate agents
- Other information to be determined when phase is implemented

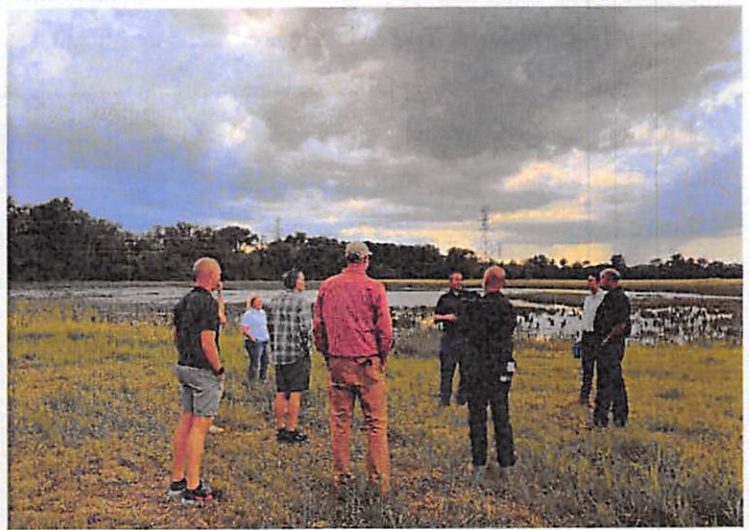
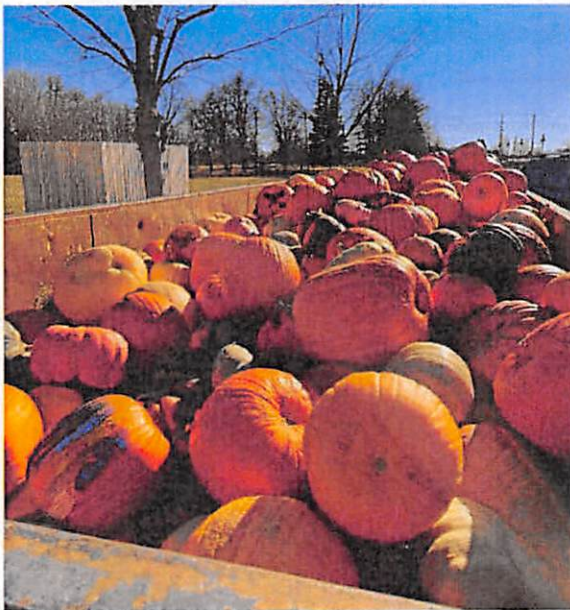
***IIIc - Recruit Ambassadors & Hold Welcome/Kickoff Event***

This phase will include working with the communications team to promote the new program and invite residents to apply to be ambassadors. A threshold of ambassadors required to hold the kickoff event will need to be determined ahead of time, as there may be neighborhoods without any volunteers. Incentives for ambassadors may need to be considered ahead of this phase.

***Phase IV: Ongoing Program Management***

The program will require ongoing staff management and support in the following ways:

- Annual training
- Biannual gatherings
- Website maintenance
- Occasional updates as they are requested/needed
- Other requests as they come in via ambassadors
- Annual review of program successes and suggested improvements



NEW ALBANY SUSTAINABILITY ADVISORY BOARD  
ANNUAL REVIEW



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## OVERVIEW

The New Albany Sustainability Advisory Board was created in June 2021 by New Albany City Council as a direct result of recommendations included in the 2020 Engage New Albany Strategic Plan. The Sustainability Advisory Board was established to advise City Council on matters relating to sustainability; promote and communicate sustainability principles broadly among the community; and advise and assist City Council and the City Manager in efforts to make city operations more sustainable.







The Board met for the first time in November 2021 and since then has been working hard to accomplish these duties. This work plan highlights the accomplishments and progress towards the Board’s initial priorities and outlines their goals for the next calendar year.





## BOARD MEMBERS

- Brian Filiatraut, Chair
- Charles Schumacher, Vice Chair
- Catherine Duffy, Secretary
- Scott Harrold
- Peter Barnes
- Steven Conway
- Laura Gallo
- Lily McGraw, Student Representative
- Kasey Kist, Council Member Liaison

## 2022 PRIORITIES AND PROGRESS

In December 2021, the Sustainability Advisory Board identified their top priorities to guide their work in 2022. Using the recommendations from the Engage New Albany Strategic Plan as the foundation for their decision-making process, the Board developed five priorities. These priorities are described in more detail below, including a description of the project, ease of implementation (more leaves = easier to implement), and the progress made towards that project. More details are provided below the table.

Priority	Project/Topic	Ease of Implementation	Progress
1 (highest)	Solar Energy - Research current barriers to solar in the New Albany community and engage stakeholders.		
2	Food Waste Compost Program - Establish a food waste drop off program for the community to turn food waste into compost.		
3	Sustainable/Native Landscaping - Investigate creative opportunities to replace invasive species with native and sustainable plants.		

Priority	Project/Topic	Ease of Implementation	Progress
4	Community Cleanup Projects - Host regular e-waste/hazardous material collection days.		
5 (lowest)	Sustainable Action Plan - Develop a Sustainable Action Plan to guide sustainability efforts for the city.		

### Solar Energy

Working to advance solar energy was ranked the highest priority among Sustainability Advisory Board members. Specifically, Board members stated they wanted to look into how solar was regulated in New Albany, identify what barriers currently exist for solar energy in the community, and collaborate with key stakeholders such as local homeowners’ associations.

Since December 2021, the city has completed a Solar Best Practices Report, which highlights how communities around Central Ohio and other peer communities have addressed solar regulation, especially in relation to urban design and aesthetic considerations. The report was presented to the Sustainability Advisory Board, Architectural Review Board, and Planning Commission in Spring 2023 for feedback and staff are currently in the process of assessing appropriate next steps.

### Food Waste Compost Program

As the second highest priority and the most easily implementable project, New Albany established a municipal food waste compost program in April 2022, just four months after the Board created these priorities. The food waste compost program includes three drop-off sites where residents or local organizations can drop off their food waste. The city contracts with GoZERO to pick up the food waste once weekly. As a promotional tool, the city distributed 200 5-gallon buckets provided by GoZERO to the first 200 residents or organizations to register online or at a promotional event such as Earth Day or the Healthy New Albany Farmer’s Market.

Since the creation of the program, 330 households and organizations have composted over 75,000 pounds of food waste, diverting over 230 96-gallon trash carts from the landfill. The city also developed a comprehensive online dashboard which features data on the program. This dashboard can be accessed by visiting <https://experience.arcgis.com/experience/90b0ec94f3c9459d8e6797045ee9e2b3>.

The Sustainability Advisory Board has expressed interest in expanding this program to include more businesses and potentially growing to a curbside pickup model. These project expansion ideas were included in the 2024 survey sent to Board members and discussed in more detail later in this report.

### Sustainable/Native Landscaping

The Sustainability Advisory Board wanted to investigate creative opportunities to replace invasive species with native and sustainable plants. In 2022, city forester Marylou Hoessle gave a presentation on sustainable and native landscaping, and in 2023 the Board included two projects in their work plan, described in more detail in the 2023 section of this report.

### Community Cleanup Projects

The Sustainability Advisory Board prioritized community-wide cleanup events for 2022, including e-waste and hazardous materials collection events. As part of the city’s first ever Earth Day celebration, the city hosted an electronic waste collection drive, which exceeded expectations for the volume of e-waste recycled. After the 2022 event, the Board wanted to expand the event to include household hazardous waste, as well as paper shredding. The Board also wanted to carry this project into 2023, which will be described in more detail below.

### Sustainable Action Plan

Since the initial prioritization activity in December 2021, this project has not been discussed in more detail.

### Other 2022 Accomplishments

Throughout 2022, the Board supported several other sustainability-related opportunities, including:

- MORPC Sustainable2050 Certification:** The Mid-Ohio Regional Planning Commission’s (MORPC) Sustainable2050 program provides member organizations an opportunity to benchmark their sustainability efforts and track their progress toward the goals and objectives of the Regional Sustainability Agenda. Members are recognized through a tier status program designating their level of achievement as bronze, silver, gold, or platinum. In 2022, New Albany achieved the silver achievement designation.
- Pumpkin & Gourd Composting:** In October-November 2022, the city facilitated its first pumpkin and gourd collection and composting event, which resulted in over 16,300 pounds of pumpkins and gourds being diverted from the landfill and turned into compost.
- Political Yard Sign Recycling:** In November 2022, the city hosted a political yard sign recycling event after the November elections, with a total of over 125 yard signs being recycled.
- Holiday Lights Recycling:** In December 2022, New Albany and Plain Township hosted a holiday lights collection event for people to recycle their broken holiday lights. In total, 950 pounds of holiday lights were recycled. A picture of the collection efforts is shown below.



MORPC Sustainable2050 Recognition



2022 Holiday Light Recycling Results

## 2023 PRIORITIES AND PROGRESS

In August 2022, the Sustainability Advisory Board began preparing their goals and work plan for 2023. The Board wanted to build on the progress made in their first year, work towards the priorities they hadn’t yet touched on, and begin to look into other ways they could encourage sustainable practices within the community. The Board developed the following work plan for 2023:

Project/Topic	Ease of Implementation	Progress
Earth Day to Arbor Day – expand the Earth Day event to a weeklong celebration that includes an e-waste drive, tree planting, and other community events.	5 leaf icons	5 leaf icons
Water Bottle Refilling Station Grant for NAHS – Work with the schools to apply for Ohio EPA grant opportunity to put more water bottle refill stations in the high school.	5 leaf icons	5 leaf icons
Student Leaders in Sustainability Grant Opportunity for NAHS – Develop an opportunity for students to implement their own sustainability initiatives.	5 leaf icons	5 leaf icons
Sustainable/Native Landscaping Grant – Create an opportunity for local organizations to implement native landscaping projects.	5 leaf icons	5 leaf icons
Native Tree & Shrub Trade-In Program – Develop a program for residents to remove invasive species in their yards and replace with native species provided by the city.	5 leaf icons	5 leaf icons

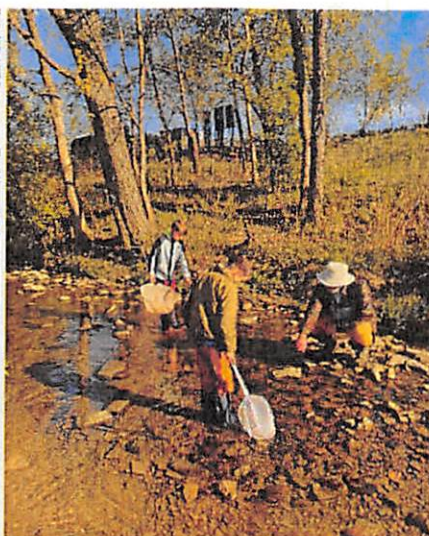
### Earth Day to Arbor Day

The 2023 Earth Day to Arbor Day celebration featured a week-long series of events including an e-waste recycling drive, a “Composting 101” open house, a guest speaker discussing native plants and creating a backyard ecosystem, a community creek stomp, a guest speaker from Green Columbus, and an Arbor Day proclamation and tree plantings.

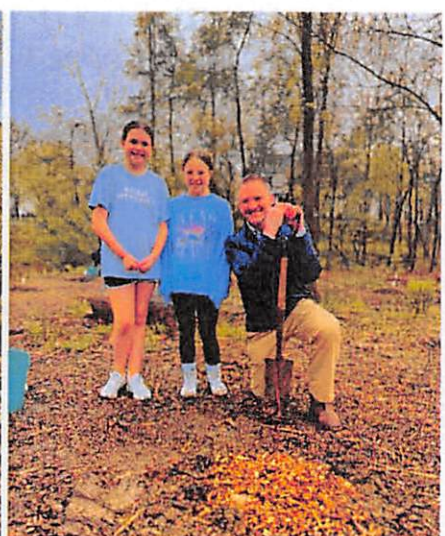
The Earth Day to Arbor Day week also included the release of a new Parks Pass and passport program. Residents could earn points for participating in the Earth Day to Arbor Day events and use those points to enter into a raffle for fun prizes including a new large shade tree, a potted outdoor planter, and gift certificates to the Healthy New Albany Farmers Market.



2023 Earth Day E-Waste Drive



2023 Community Creek Stomp



2023 Arbor Day Proclamation

## Water Bottle Refilling Station Grant

In late 2022, MORPC promoted the Ohio EPA's Water Bottle Refilling Station Program grant opportunity, which helps public and private K-12 schools purchase and install new or retrofit water bottle refilling stations. These stations help schools reduce, reuse and recycle, discouraging single-use plastic water bottles. The Sustainability Advisory Board continues to support the idea of discouraging single-use plastics like water bottles and wanted to offer support to the schools in applying for this grant.

In 2022, Mr. Chad Schwinnen from New Albany High School applied for the Ohio EPA grant with support from city staff, and in spring 2023, the high school was awarded \$4,092 to install three retrofit kits for the water fountains throughout the school.

## Student Leaders in Sustainability Pilot Grant Opportunity

Since its inception, the Sustainability Advisory Board has welcomed presentations from students at New Albany Plain Local Schools. The Board also has one student liaison to connect the Board with school students. Having seen the great ideas coming from students of all ages, the Sustainability Advisory Board recommended to Council the development of a pilot student grant program that would provide funding for students to implement sustainability-related projects in and around New Albany. The grant application was released in August 2023 and closed on October 31, 2023. Two applications were submitted and the Sustainability Advisory Board reviewed and approved these projects at their November 8, 2023 meeting.

## Sustainable/Native Landscaping Grant

To expand on their 2022 priorities, the Sustainability Advisory Board wanted to implement a program that would encourage the creation of sustainable or native landscaping projects throughout the community. One idea they wished to pursue was providing grant funding to a few different organizations that would allow conversion of turf grass or areas prone to invasive species to native landscaping. This grant framework has not yet been developed.

## Native Tree and Shrub Trade-In Program

Similar to the Sustainable/Native Landscaping Grant program described above, the Native Tree and Shrub Trade-In Program will be a brand-new program for residents to remove invasive species and trade them in for a native plant provided by the city – possibly in coordination with Franklin Soil and Water Conservation District.

## Recycling and Composting Opportunities

This year has also included more opportunities for residents to reduce landfill-bound waste. In addition to the electronic waste drive during Earth Day to Arbor Day week, the Sustainability Advisory Board has implemented a Household Hazardous Waste Collection event, which collected approximately 3,000 gallons of paint from over 200 cars on October 21, 2023. The event also collected pesticides, insecticides, other aerosols and oils, and more. Final results are still being tallied by the consultant for this project, Environmental Enterprises Inc, and are expected by the end of November. Other waste reduction opportunities include a political yard sign recycling event from November 7 to November 14 and a holiday lights recycling event in coordination with Plain Township from November 20 to January 19.



## Encouraging Environmental Excellence Award

In October 2023, New Albany was recognized with the gold-level achievement award from the Ohio Environmental Protection Agency’s Encouraging Environmental Excellence in Communities Program, which recognizes exceptional achievements in environmental stewardship by communities throughout the state of Ohio.

## 2024 PRIORITIES

In July 2023, members of the Sustainability Advisory Board were asked to complete a survey to determine their priorities going into the 2024 year. Using the Engage New Albany Strategic Plan as the foundation for the prioritization, members were asked to rank the recommendations by section. The top three recommendations per section are listed below:

Section	Prioritized Recommendations
S1. Protect and improve biodiversity and water and air quality.	<ol style="list-style-type: none"> <li>1. Prioritize the preservation of existing forests, wildlife habitats, stream corridors, and wetlands.</li> <li>2. Implement native meadows and prairie restoration demonstration projects in specific areas of the city.</li> <li>3. Create and maintain natural corridors that link woodlands, streams, and habitats.</li> </ol>
S2. Foster and encourage the adoption of alternative energy sources within the city.	<ol style="list-style-type: none"> <li>1. Increase the number of alternative fuel stations in the city.</li> <li>2. Work to provide more convenient and sustainable renewable energy supply choices to the New Albany community.</li> <li>3. Continue to expand the city’s alternative fuel and electric vehicle fleet.</li> </ol>
S3. Continue to reduce waste through the provision of city services and the encouragement of local partners.	<ol style="list-style-type: none"> <li>1. Pursue commercial compost opportunities for restaurants in Village Center (board-recommendation, not in strategic plan).</li> <li>2. Implement a curbside composting pilot program.</li> <li>3. Support and expand community gardens as well as local food production and sourcing.</li> </ol>
S4. Communicate to and educate the public about the sustainability initiatives in the community.	<ol style="list-style-type: none"> <li>1. Create a one-stop online sustainability resource database for community members.</li> <li>2. Work with local partners and organizations to develop programming to educate people about incorporating sustainable practices in daily life.</li> <li>3. Conduct school outreach on sustainability topics occurring at the local level and opportunities to participate.</li> </ol>
S5. Develop mechanisms for implementation and tracking progress.	<ol style="list-style-type: none"> <li>1. Complete a sustainability action plan for the city that advances the work in this section.</li> <li>2. Conduct an annual energy benchmarking assessment for all city buildings, commercial properties, and multifamily residential properties.</li> <li>3. Strive to become a Platinum Community through MORPC’s Sustainable2050 program.</li> </ol>

## Board Comments

Board members were also asked to comment on how they see the Sustainability Advisory Board influencing and/or implementing their top two recommendations for each section. The comments are summarized below:

**S1. Protect and improve biodiversity and water and air quality.**

- I'd like to narrow down specific areas we can work on, gather volunteers to help with planting and possibly raise funds for any plantings of native meadows.
- SAB would take an active role in aligning our goals with city-wide operating standards. In essence, we'd be guiding the City services to "Walk the talk". In turn, we would partner with the City Arborist and Works team to engage local private yard care companies to align on acceptable Best Practices. At the same time, continuing the resident education via various City touchpoint (Weekly email, mailers, etc).
- In terms of linking of natural habitat corridors, partner with County and State agencies to identify and align on such corridors. This would establish a base of focus from which tributaries could be added in the future.
- SAB would investigate funding opportunities outside the City budget for improvements, purchasing land, etc.
- Research and due diligence (e.g. guest speakers), outline desired goals, implement tasks to achieve goals, develop corresponding budget and timeline, and present to Council.
- Our role is to encourage and to provide inspiration for residents looking to improve their properties' biodiversity and to help them figure out ways to reduce pesticides and harmful products on their properties. I think there are residents interested in these topics, but they need support, education, and resources to help them move things along. Demonstration projects, educational workshops, and access to supplies, seeds, and expert practitioners make taking on these projects less intimidating. We also need to take away stigmas about using native plants and help residents find ways to do this that still allow for well-kept properties and happy neighbors.
- First: just the same as what's happening right now Second: use areas near popular walkways/ roads to turn into meadows and use signage to explain what it is/ why it is good. Electricity line right of ways are also a great place for prairies if tall trees or deep roots can't be there. I think a good example is ODOT prairie restoration along highways. This can also be paired with buffer zones along waterways.
- Develop a policy standard/guidelines for the city operations and encourage the city to adopt them.
- 1). Work to better integrate the efforts of the Sustainability Advisory Board into broader, community planning efforts. 2). Improve coordination between the City, the SAB, and the local HOA's in order to influence and steer decisions. For example, I noticed several trees tagged for removal in the common area near my home. My guess is that there's no plan to replace them by the HOA (but I could be wrong). Similarly, with the continued removal of Ash Trees due to disease, is there's an opportunity to help influence the curb/tree replacement process?

**S2. Foster and encourage the adoption of alternative energy sources within the city.**

- There are likely many examples of cities who have successfully implemented alternative fuel stations and electric vehicle fleets. As these become more commonplace, I suspect we can borrow ideas, costs, and implementation practices from other communities to put together a formal report and implementation plan in short order.
- I would want SAB to partner with the ARB to gain updated codes and policies related to alternative power generation and/or storage in both commercial (including parking) and residential development in the City core. Additionally, once with collaboration has occurred, a joint subcommittee would be formed and tasked with gaining alignment from all City Homeowner's Associations. With the stated goal of amendments to all HOA guidelines to allow for and encourage alternative (non-fossil fuel) power generation and storage.
- I think our board can provide information for residents looking to install solar or to purchase electric vehicles or other alternative energy sources for their properties. The more informed residents feel, the better able they are to make good decisions and to move forward with a new project.

- I'd like to meet with reps from the various HOAs to find out their policies, and work toward a common set of restrictions/allowances to make it easier for everyone to get the information they need. If we have a list of approved installers, they would then be able to make informed recommendations for what each business/homeowner can install on their property.
- First: allow homeowners to install many different types of solar. Ex: on the ground or visible from the road. Maybe find ways for solar farms in New Albany. Second: encourage state lawmakers to allow corporate solar.
- Encourage the city to install solar panels on all its buildings and to take policy stances that encourage homeowners to do the same.
- Determine ways of improving the interaction between the SAB and broader, city-planning efforts.

### S3. Continue to reduce waste through the provision of city services and the encouragement of local partners.

- Village Center is the next obvious option for composting. We should put together a comprehensive plan to make that happen and push council to encourage businesses to adopt it.
- I think encouraging fewer single use plastics might be the most critical. I think the City has to start by setting a good example and communicating why they are doing so. That would start with considering at what city events are plastic water bottles given away or provided to participants? Is there an alternative option (water bottle filling stations, water cooler and paper cups, drinking fountains)? I would love to hear how other cities have dealt with this issue and reduced their use of single use plastics. If we have an event (Taste of New Albany, farmers market, etc) could we purchase compostable trays and utensils and have GoZERO bins available for composting?
- I think the idea of curbside composting is also really appealing if implemented correctly. If SWACO creates a composting facility and can add curbside compost pickup to their services this is great. There is no current infrastructure in Central Ohio to make this work.
- Survey local businesses to determine understanding and interest in City waste reduction efforts. Request current waste contracts with pricing in order to understand cost implications for owners/operators. As well, would be time to gain data on current waste levels generated in order to establish a baseline by city area. Would want to first engage with Chamber to gain alignment with efforts via education. Goal here would be getting Chamber to take on some element of communication/engagement on SAB behalf. As well, we start to build consistency in voice to the business community. In terms of getting beyond the local "known", SAB will engage outside area collectors to determine how others are doing the work. Both commercial and residential pick-up. Survey current Compost program users to determine use levels, ease of process and areas of improvement. Also identify pods of users that could serve as a pilot program for localized drop-off (city park), and/or pick-up.
- My first two could go really well together by including restaurants in the pilot program. My biggest worry for a composting program is that we prepare for way too much or too little compost than what we need. I think it would be best if we surveyed how much compost the restaurants are producing before starting so we know how much to expect. For the curbside program we should talk to nearby cities of a similar size that have a composting program to see how they started/how much waste they got in the beginning.
- I would love to have curbside compost pick-up. I think more people would participate if they didn't have to haul their compost containers to the drop-off bins...especially in the hot summer months. I would also like to see a campaign to reduce single-use plastics. There are so many alternatives (for example, switching to laundry detergent sheets instead of buying the giant bottles of liquid detergent), and I think many people are simply not aware of all the different products that are available.
- Continue to explore ways of removing the barriers for NA citizens to take action. For example, evaluate the options for the collection of recycled material in public spaces (vs. just trash cans).

#### S4. Communicate to and educate the public about the sustainability initiatives in the community.

- We are a social-media savvy community anchored by a strong school system. We should leverage both to educate the community on these topics. Similar to other topics, the SAB can develop the framework, budget, etc. and put together a recommended implementation plan.
- This could be the place to initiate a "Live Long NA" (or some better name) program that residents and commercial/govt entities could sign on for. Need to tweak out details but generally this would be a tiered recognition via window decal, car magnet, etc. noting one's awareness and practice level of the SAB Priorities.
- I'd like to see us share something every week...just one tip, one idea that will get people thinking. Some of them could be product recommendations with links on where to purchase. Others could be a quick tip about how/where to recycle unusual items like clothing, plastic bags, etc.
- I would love to work with the Board to better collaborate with the schools on promoting sustainability. I think there is interest from the PTO and from New Albany families on these topics and the more they are hearing them from multiple sources the better. I also love the idea of getting local organizations involved (Healthy New Albany, MORPC, maybe a native plant organization?) on doing programming and promoting these practices.
- First: work with all grade levels/ buildings. The schools would be great for the compost pilot program and to use it to teach about compost. Also, sustainability efforts in areas nearby (ex: rose run) can also be used for teaching. If the city does work with partners to create programing; we should share it with the school/ teachers
- Second: I think it would be great to have signage where people might be confused about what we are doing/ why is it happening for a sustainability effort. For example, removing invasive trees or planting meadows, many people think that it looks ugly and don't support it if they don't know what is happening and why it's a good thing. I think that a great sign for this would say what is happening (ex: invasive plant removal in process) and then possibly have a QR code that would scan to the city website that would explain why it is happening. Could work well with the one stop online data base.
- I think a large part of a successful implementation of any program is doing things to make it as easy as possible for people to participate. Thinking outside the box here, but perhaps in addition to the pumpkin compost event, there's a single day in the Fall (After Halloween) that a 1-time, curbside pickup run could be conducted (similar to how Rumpke picks up Christmas trees at the curb)?

#### S5. Develop mechanisms for implementation and tracking progress.

- No need to reinvent the wheel. Use MORPC standards to establish categories of benchmarking.
- In addition to a benchmark for public buildings, I'd like to see guidelines for single family homes. Again, suggestions and ideas for every family to follow.
- I think we need to be cheerleaders and to help the city stay focused on continuous improvement. I think if we can model ourselves after other communities that are ahead of us on sustainability issues we will save ourselves time and energy. What communities in this area are doing great things on sustainability? How are they doing it? How are they paying for it? Guest speakers/expert consultations will help.
- I hope the board can make these things have real teeth instead of just rubber stamping or getting certifications to look good but that we don't really believe in.
- Having a tangible goal and checklist will help keep everyone accountable. The community will either achieve the Platinum status, for example, or not. I think having checklists and benchmarks to track progress and tasks is important.
- First: base the action plan on input from the city and goals of the Board. I think it would be great to have deadlines both short and long so there is a clear time to create new goals.

- Second: along with the places listed, we should also provide a single-family home checklist for homeowners to see how they could improve their own home and educate them of sustainability efforts.
- Continuation of creating / updating the SAB proposals into actionable plans...including community outreach, communications, and calls to action.

## Educational Opportunities

When asked what topics the Board would like to learn more about in 2024, they selected the following:

- Reduce and work toward the discontinuation of pesticide and herbicide in areas adjacent to waterways on city grounds and encourage this more broadly throughout the community.
- Investigate how to encourage property owners to adopt native and low-impact landscaping practices.
- Implement a property assessed clean energy (PACE) program to encourage property owners to make energy efficient improvements in their homes and businesses.
- Pursue commercial compost opportunities for restaurants in Village Center.
- Work with local partners and organizations to develop programming to educate people about incorporating sustainable practices in daily life.
- Complete a sustainability action plan for the city that advances the work in this section.
- Conduct an annual energy benchmarking assessment for all city buildings, commercial properties, and multifamily residential properties.

## Other Feedback and Ideas

When asked to provide any other feedback that would be helpful in drafting a work plan/budget for 2024, Board members stated:


- This survey should give you an idea on how many of us are willing to work on things other than just attending the monthly meetings. Let's find out what we are capable of as individuals. For example, I'm a photographer, I'm very comfortable with tech and social media, I'm NOT a public speaker, but maybe someone else just loves to go out and meet with people. If we all play to our strengths, I think we can accomplish a lot more.
- Speaking for myself, I am happy to be more involved with the nuts and bolts of what is going on. Currently the city staff is doing most of the work for us. You all do a fantastic job, but I think you are letting us off easy. I am sure not all Board members agree, but I think maybe sub-committees or some sort of structure where we can help with research, creating resources, or that kind of thing? Just a thought. Keep up the great work!
- Perhaps make available any examples from other communities that we believe have great plans already in place. It would be helpful to see 'what good looks like' in order to serve as an example of what NA could aspire to with the creation of the SAB.
- Make a stronger link and create stronger influence with those who make policy decisions.















## 2024 WORK PLAN

The following work plan was developed utilizing the Board’s survey results. The table below summarizes the work plan, tying in the associated recommendation from the Engage New Albany Strategic Plan (listed below for quick reference), as well as the ease of implementation (more leaves = easier to implement), and the expected quarter of implementation.

- S1. Protect and improve biodiversity and water and air quality.
- S2. Foster and encourage the adoption of alternative energy sources within the city.
- S3. Continue to reduce waste through the provision of city services and the encouragement of local partners.
- S4. Communicate to and educate the public about the sustainability initiatives in the community.
- S5. Develop mechanisms for implementation and tracking progress.

Initiatives	Associated ENA Recommendation	Ease of Implementation	Timeline			
			Q1	Q2	Q3	Q4
<b>Core Activities</b>			Q1	Q2	Q3	Q4
Earth Day to Arbor Day Celebration – including at least Earth Day E-Waste Drive and Arbor Day Proclamation	S3, S4					
Political Yard Sign Recycling	S3, S4					
Pumpkin/Gourd Collection and Compost	S3, S4					
Holiday Lights Recycling	S3, S4					
Household Hazardous Waste	S3, S4					
Paper Shredding	S3, S4					
Ongoing food waste compost drop-off program management	S3, S4					
<b>Ongoing Programs</b>			Q1	Q2	Q3	Q4
Student Leaders in Sustainability Grant Implementation	S4					
Invasive tree & shrub trade-in program	S1					
Review & update Sustainable2050 status annually	S5					
Presence at HNA Farmers Market	S4					
<b>New Programs</b>			Q1	Q2	Q3	Q4
<b>Waste Reduction &amp; Composting</b>	S3, S4					
Conduct survey with compost registrants and the greater community to determine current program strengths and community buy-in for expanding the program	S3, S4					

Initiatives	Associated ENA Recommendation	Ease of Implementation	Timeline
Create implementation framework and request quotes for curbside food waste compost program expansion	S3		
Develop framework for commercial compost program for Village Center	S3		
Review and assess city recycling operations in public spaces to determine if additional promotion/education is needed	S3, S4		
<b>Promotion and education related to native landscaping</b>			
Promote and educate residents on benefits of native landscaping	S1, S4		
City native landscaping pilot project	S1, S4		
Determine goals related to alternative fuel vehicles in the city or with the city's fleet	S2		
Create framework for reducing waste associated with city-operated events	S3, S4, S5		
Develop website resource for the city's sustainability initiatives	S4, S5		
Create framework for a "Green New Albany" certification program for businesses to recognize sustainability achievements in the community	S4, S5		
<b>Research &amp; Education for SAB</b>			<b>Q1 Q2 Q3 Q4</b>
MORPC Summit on Sustainability	S5		
Investigate other sustainability boards/commissions to determine the role they play in their communities	S5		
Research pesticide/herbicide use and best alternatives	S1		
Examine how to encourage property owners to adopt native and low-impact landscaping practices	S1, S4		

Initiatives	Associated ENA Recommendation	Ease of Implementation	Timeline
Bring in local partners and organizations to speak about their sustainability programming and educational resources	S1, S2, S3, S4, S5		
Learn more about PACE programs and how they are used to encourage property owners to make energy efficient improvements in their homes and businesses	S2, S4, S5		
Research commercial food waste compost success stories	S3		
Find examples of successful sustainability action plans and identify potential functions for such a plan in New Albany	S5		
Determine how communities complete annual benchmarking activities for city buildings, commercial properties, and multifamily residential properties	S5		
Research capacity and best practices related to alternative fuel vehicles, fueling stations, and city fleet	S2		
Overview and discussion with New Albany Community Development Department	S1, S2, S3, S4, S5		



## LOOKING FORWARD TO 2024

The anticipated programmatic schedule for the IDEA Panel in 2024 is attached. Each of the three programs described in this report will be expanded, modified, and updated based on the successes and challenges experienced in 2023.

### Celebrations

The celebrations will be reviewed based on their success in 2023. Preliminary conversations indicate a desire to repeat Juneteenth due to the tremendous turnout and positive feedback from the community. The Panel has also expressed interest in replacing the Family Fun Day with an event earlier in the year and has discussed celebrating the women of New Albany at an event in March. As Diwali has yet to take place, a full assessment of that event will take place later this month.

### New Albany 101

The IDEA Implementation Panel has expressed their desire to keep this program and potentially change the locations and themes of each event in 2024. The Panel has decided to move forward with a “Souper Supper” in coordination with Healthy New Albany in February 2024 as a way to bring together residents over a good meal, spark conversation, and continue with the mission of encouraging residents to get involved with local government. The one New Albany 101 event that the Panel would like to keep the same is the tour of the business park. Members have mentioned this event was a great way to learn more about the development that is always occurring in the city and ask questions.

### Neighborhood Ambassadors

As shown above, the Neighborhood Ambassador program will be launched in 2024. Promotion of this event will take place at the 2024 Celebrations/Mini Festivals and New Albany 101 events described above.



### 2024 IDEA Implementation Panel Work Program

The following outlines the proposed schedule for the IDEA Implementation programs which are to be implemented in 2024.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>New Albany 101</b>												
Winter Souper Supper		★										
Spring Business Park Tour					★							
Summer Service Open House*							★					
Fall Amphitheater Tour										★		
<b>Community Celebrations</b>												
Women of New Albany			★									
Juneteenth						★						
Diwali (pending review of this year)											★	
<b>Neighborhood Ambassadors</b>												
Pre-Launch Preparation (website, materials, etc.)												
Launch: Souper Supper		★										
Recruitment Period												
Initial Training							★					
Secondary Training/ Appreciation Meeting										★		

Preparation

★ = event