

**CITY OF SPRINGBORO
320 W. CENTRAL AVENUE, SPRINGBORO, OH**

CITY COUNCIL WORK SESSION

THURSDAY, OCTOBER 4, 2018

6:00 PM

CITY COUNCIL

**John Agenbroad, Mayor
Stephen Harding, Deputy Mayor/At Large
Becky Iverson, At Large
Janie Ridd, Ward 1
Dale Brunner, Ward 2
Carol Moore, Ward 3
Jim Chmiel, Ward 4**

CITY STAFF

**Chris Pozzuto, City Manager
Greg Shackelford, Assistant City Manager
Alan Schaeffer, Law Director
Lori Martin, Clerk of Council**

- ITEM 1. CALL TO ORDER.** Mayor Agenbroad called the Springboro, Ohio City Council Work Session to order on Thursday, October 4, 2018 at 6:00 PM in Council Chambers at the Springboro Municipal Building, 320 W. Central Avenue, Springboro, Ohio.
- ITEM 2. ATTENDANCE. Council:** Deputy Mayor Harding was absent. **Staff:** Mr. Pozzuto, Mr. Shackelford, Mr. Schaeffer and Ms. Martin were present. Police Lieutenant Dan Bentley was also present.

Mayor Agenbroad stated that a motion would be in order at tonight's Regular Meeting to excuse Deputy Mayor Harding, who is away on business.

Police Staffing Study Presentation: At this time, Lieutenant Dan Bentley approached the podium and thanked Council for the opportunity to present the Police Staffing Study. Lieutenant Bentley commented that earlier this year, the Police Department contracted with the Ohio Association of Chiefs of Police, Police Advisory Services Unit. The department noticed a potential staffing issue on the horizon and requested a staffing analysis be completed for the department. The Ohio Association of Chiefs of Police sent Heinz von Eckartsberg to conduct the staffing analysis. Mr. Eckartsberg is not only the lead consultant for the Ohio Association of Chiefs of Police, but he is also the current Police Chief for the City of Dublin, Ohio.

Chief Eckartsberg presented an overview of the study and an explanation of the methodology used to reach the study's conclusions. Chief Eckartsberg commented that there is no real industry standard to determine how to staff a police department; there is no single formula to simply plug in all of the numbers to determine the number of police officers required. Obviously, police departments across the country are unique and most communities have their own police department for law enforcement. For example, the police department in Springboro, Ohio may not have the same needs as a police department in Columbus, Ohio or even a city of similar size, but with different crime statistics. It is imperative when conducting a staffing study to look at the individual city, the police department, the needs of the community and how the city has determined that they should be policing their community.

Chief Eckartsberg continued by providing information concerning the Police Staffing Study in the form of a slide presentation as follows:

The CITY of SPRINGBORO Ohio CITY COUNCIL MINUTES · OCTOBER 4, 2018

STAFFING STUDY

CITY OF SPRINGBORO OHIO
POLICE DEPARTMENT
CONDUCTED BY:
THE OHIO ASSOCIATION OF CHIEFS OF POLICE
HEINZ VON ECKARTSBERG, CONSULTANT
614.778.0010

CITY OF SPRINGBORO

- CURRENT POPULATION: 18,610 (7% INCREASE IN POPULATION SINCE 2010)
- SIZE: 3.36 SQUARE MILES
- POPULATION DEMOGRAPHICS:
 - WHITE: 88%
 - ASIAN: 1.4%
 - BLACK: 2.8%
 - SPANISH: 2.8%
 - TWO OR MORE RACES: 2.4%
 - OTHER RACE ALONE: 0.10%
 - AMERICAN INDIAN: 0.03%
 - HAWAIIAN OR PACIFIC ISLANDER: 0.02%

SPRINGBORO POLICE

AUTHORIZED SWORN PERSONNEL: 26

- 19 ASSIGNED TO PATROL DUTIES (INCLUDES 3 PATROL SHIFT SERGEANTS AND A SWING SERGEANT)
- THERE ARE 15 POLICE OFFICERS ASSIGNED TO PATROL DUTIES
- TWO (2) DETONANTS BUREAU COMMANDERS (OPERATIONS AND ADMINISTRATIVE SERVICES)
- TWO (2) SCHOOL RESOURCE OFFICERS (ONE SERGEANT AND ONE OFFICER)
- THREE (3) ASSIGNED TO DETECTIVES SECTION
- SUPPORT STAFF: FIVE (5) CIVILIAN STAFF
- 2018 OPERATING BUDGET: \$3,064,165.00

SPRINGBORO POLICE

ISSUES FACING THE SPRINGBORO POLICE DEPARTMENT:

- A PERCEPTION BY STAFF THAT PATROL IS UNDERSTAFFED
- POTENTIAL FOR LARGE TURNOVER IN STAFF IN THE NEXT FOUR TO SIX YEARS
- DIFFICULTY FOR SWORN STAFF TO OBTAIN APPROVED DISCRETIONARY TIME OFF
- A PERCEPTION THAT THERE IS INADEQUATE MINIMUM STAFFING IN PATROL
- A PERCEPTION THAT SOME OF THE STAFFING ATTRITION SEEN IN THE PAST FEW YEARS HAS BEEN DUE TO THE PERCEIVED SHORTAGE IN SWORN PATROL STAFF

SPRINGBORO POLICE STAFFING COMPARED TO REGIONAL COMPARABLES

City	2017 US Census Bureau Estimate	Authorized Full Time Sworn Officers	Ratio of Sworn Officers per 1,000 Residents
Springboro	18,610	26	1.40
Wilmington	10,980	41	3.69
Wadsworth	24,707	45	1.77
Winton	11,204	37	3.29
Springfield	10,704	33	3.07
Wesley	8,600	38	4.39

SPRINGBORO POLICE STAFFING COMPARED TO REGIONAL COMPARABLES

- THE AVERAGE RATIO FOR OFFICER BY POPULATION FROM THE SAMPLE CITIES CITED HERE IS **1.85 OFFICERS PER 1,000 RESIDENTS** (DOES NOT INCLUDE SPRINGBORO DATA)
- SPRINGBORO PD WOULD NEED A TOTAL OF **34.4 OR 35 OFFICERS** TO MEET THIS AVERAGE RATIO. SPRINGBORO PD IS CURRENTLY AUTHORIZED 26 SWORN POSITIONS. THIS COMPARISON OF AREA SIMILAR AGENCIES SUGGESTS THAT SPRINGBORO POLICE DEPARTMENT IS UNDERSTAFFED.

SPRINGBORO POLICE - MINIMUM STAFFING APPROACH TO DETERMINE PATROL STAFFING

COMMAND STAFF MUST DETERMINE SUFFICIENT NUMBER OF OFFICERS TO STAFF PATROL SHIFTS TO ASSURE:

- OFFICE SAFETY
- ADEQUATE PROTECTION FOR THE PUBLIC
- ADEQUATE SERVICE CAPABILITY FOR THE PUBLIC
- ADEQUATE STAFFING TO ALLOW FOR DEPARTMENT SPECIFIC DUTIES TO BE PERFORMED

SPRINGBORO POLICE - MINIMUM STAFFING APPROACH TO DETERMINE PATROL STAFFING

CURRENT GUIDELINES:

- 0700 - 1500 HRS - 3 PATROL OFFICERS (INCLUDES A PATROL SUPERVISOR)
- 1500 - 2300 HRS - 3 PATROL OFFICERS (INCLUDES A PATROL SUPERVISOR)
- 2300 - 0300 HRS - 3 PATROL OFFICERS (INCLUDES A PATROL SUPERVISOR)
- 0300 - 0700 HRS - 2 PATROL OFFICERS (DOES NOT INCLUDE A PATROL SUPERVISOR)

SPRINGBORO POLICE - MINIMUM STAFFING APPROACH TO DETERMINE PATROL STAFFING

- 3 FULL-TIME OFFICERS REQUIRED TO STAFF ONE FULL-TIME POSITION 24 HRS PER DAY, 365 DAYS PER YEAR.
- 15 FULL-TIME OFFICERS NEEDED TO COVER 3 POSITIONS.
- ALLOWING A 10% AVAILABILITY FACTOR OF APPROX 20%, WOULD REQUIRE 20 FULL-TIME POLICE OFFICERS TO STAFF THE PATROL SECTION. CURRENTLY, THERE ARE 15 POLICE OFFICERS ASSIGNED TO THE PATROL SECTION.
- 15 OFFICERS X 1.32 AVAILABILITY FACTOR OF 22% = **19.8 OR 20 OFFICERS**

SPRINGBORO POLICE - IACP STAFFING MODEL

- STEP 1 - 18881 CITIZEN INITIATED CALLS FOR SERVICE PER CAD RECORDER
- STEP 2 - MULTIPLY THE TOTAL COMPLAINTS OR INCIDENTS BY 0.75 (AS MINUTES) IF IS GENERALLY ACCEPTED THAT 45 MINUTES IS THE AVERAGE TIME NECESSARY TO HANDLE A COMPLAINT OR INCIDENT)
 - $18,881 \times 0.75 = 7,212.75$
 - $7,212.75 \times 4 = 28,851.00$
- STEP 3 - DIVIDE THE PRODUCT BY 2,920 - THE NUMBER OF HOURS NECESSARY TO STAFF ONE BASIC ONE-OFFICER PATROL UNIT FOR ONE YEAR (8 HOURS X 365 DAYS = 2,920)
 - $28,851.00 \div 2,920 = 9.88$
- STEP 4 - SPRINGBORO'S AVAILABILITY FACTOR: 1.81
 - $9.88 \times 1.81 = 17.84$ OR **18**

SPRINGBORO POLICE - IACP STAFFING MODEL

THE CALCULATIONS INDICATE THAT **19 PATROL UNITS** ARE NEEDED TO RESPOND TO THE CURRENT CALL LOAD

SPRINGBORO POLICE - WORKLOAD BASED APPROACH

SIX STEPS IN THIS PROCESS:

- EXAMINE THE DISTRIBUTION OF CALLS FOR SERVICE BY HOUR OF DAY, DAY OF WEEK, AND BY MONTH
- EXAMINE THE NATURE OF CALLS FOR SERVICE
- ESTIMATE THE TIME CONSUMED ON CALLS FOR SERVICE
- CALCULATE AGENCY SHIFT-RELIEF FACTOR
- ESTABLISH PERFORMANCE OBJECTIVES
- PROVIDE STAFFING ESTIMATES

SPRINGBORO POLICE - WORKLOAD BASED APPROACH

SPRINGBORO DATA FROM 2017

- TOTAL CALLS FOR SERVICE (CFS) FOR 2017: (DISPATCHED CFS ONLY) **10,821**
- AVERAGE TIME SPENT ON A CFS: **43 MINUTES**
- TOTAL TIME SPENT ON CFS (INCLUDING MULTIPLE OFFICER CFS): **465,903 MINUTES OR 7,765.05 HOURS**
- TOTAL HOURS REQUIRED TO STAFF ONE SHIFT EVERY DAY FOR ONE YEAR: **3,920 HOURS**
- TOTAL HOURS OF REGULARLY SCHEDULED DAYS OFF (RSDO) FOR ONE YEAR: **840 HOURS**
- AVERAGE TOTAL TIME OFF TAKEN BY A PATROL OFFICER IN ONE YEAR: **438 HOURS**

SPRINGBORO POLICE - WORKLOAD BASED APPROACH

REASONABLE ASSUMPTION OF IDEAL MODEL OF PROPORTIONAL OFFICER'S TIME

- 25% OF AN OFFICER'S TIME DEVOTED TO HANDLING CALLS FOR SERVICE (CFS)
- 25% OF AN OFFICER'S TIME DEVOTED TO PATROL AND STOP INITIATED ACTIVITY
- 25% OF AN OFFICER'S TIME DEVOTED TO ADMINISTRATIVE DUTIES
- 25% OF AN OFFICER'S TIME DEVOTED TO INVESTIGATIVE FOLLOW-UP

PERFORMANCE OBJECTIVE = 80 MINUTES / 13 MINUTES = 4

TOTAL TIME = TOTAL TIME SPENT ON CFS X PERFORMANCE OBJECTIVE

$715,279 \text{ HOURS} \times 4 = 2,861,116 \text{ HOURS}$

SPRINGBORO POLICE - WORKLOAD BASED APPROACH

(TOTAL TIME / 365 DAYS) / SHIFT LENGTH

$30,063 / 365 = 82.36$

$82.36 / 8 = 10.3$ OFFICERS NEEDED TO HANDLE CALL LOAD IF OFFICERS WORK 24/7/365

10.3 OFFICERS X 1.8 (SHIFT RELIEF FACTOR) = 18.54 OR 19 PATROL UNITS TO HANDLE CURRENT CALL LOAD

SPRINGBORO POLICE - STAFFING ESTIMATES BY SHIFT

Shift	Hours	Officer	Ratio
First Shift	12,000	1,440	1.20
Second Shift	12,000	1,440	1.20
Third Shift	12,000	1,440	1.20
Total	36,000	4,320	1.20

SPRINGBORO POLICE - STAFFING ESTIMATES BY SHIFT

CALCULATIONS BASED ON SHIFTS WILL BE FOR SHIFT TIMES AS FOLLOWS:

- FIRST SHIFT: 7 AM TO 3 PM
- SECOND SHIFT: 3 PM TO 11 PM
- THIRD SHIFT: 11 PM TO 7 AM

BECAUSE WE WERE NOT ABLE TO OBTAIN AN EXACT BREAKDOWN OF CITIZEN INITIATED ONLY CFS BY TIME OF DAY, WE ESTIMATE BASED ON THE PERCENTAGE BREAKDOWN OF TOTAL CFS BY SHIFT.

THE DEPARTMENT REPORTS THE FOLLOWING BREAKDOWN OF TOTAL CFS BY SHIFT:

- FIRST SHIFT: 3,284 (32.4% OF TOTAL CFS)
- SECOND SHIFT: 5,117 (47.3% OF TOTAL CFS)
- THIRD SHIFT: 2,420 (22.4% OF TOTAL CFS)

IF WE APPLY THESE PERCENTAGES TO THE NUMBER OF CITIZEN INITIATED CFS FOR 2017, (10,821) THE TOTALS BY SHIFT LOOK LIKE THIS (SHIFT GUIDE):

SPRINGBORO POLICE - STAFFING ESTIMATES BY SHIFT

- FIRST SHIFT: 3,247 CITIZEN INITIATED CFS
- SECOND SHIFT: 4,529 CITIZEN INITIATED CFS
- THIRD SHIFT: 2,045 CITIZEN INITIATED CFS

THE TABLE BELOW SHOWS A BREAKDOWN OF CITIZEN INITIATED CFS BY SHIFT, BECAUSE THE DEPARTMENT CANNOT ACCURATELY ASSESS HOW MANY CFS REQUIRE A TWO OFFICER RESPONSE, WE MUST ALSO ADD 20% TO THESE NUMBERS TO REFLECT THE FACT THAT MANY CALLS WILL BE UP AT LEAST TWO OFFICERS AT THE SAME TIME.

Shift	CFS	20%	Total
First	3,247	649.4	3,896.4
Second	4,529	905.8	5,434.8
Third	2,045	409.0	2,454.0
Total	9,821	1,964.2	11,785.2

SPRINGBORO POLICE - STAFFING ESTIMATES BY SHIFT

BREAKDOWN OF THE NUMBER OF MINUTES AND HOURS ESTIMATED THAT ARE SPENT ON CFS IN A YEAR. THESE ESTIMATES ASSUME 45 MINUTES ARE SPENT ON AVERAGE FOR A CALL FOR SERVICE

Shift	Minutes	Hours
First	153,643.75	2,560.73
Second	241,506.35	4,025.11
Total	395,150.10	6,585.84

SPRINGBORO POLICE - STAFFING ESTIMATES BY SHIFT

TO DETERMINE HOW MANY OFFICERS ARE NEEDED TO HANDLE THE CALLS FOR SERVICE SHOWN ABOVE WE DIVIDE THE NUMBER OF TOTAL HOURS SPENT ON CALLS ON EACH SHIFT BY 2,920

Shift	Hours	Officer	Ratio
First	2,560.73	883.11	1.04
Second	4,025.11	1,381.85	1.39
Total	6,585.84	2,265.00	0.78

SPRINGBORO POLICE - STAFFING ESTIMATES BY SHIFT

APPLY THE PERFORMANCE OBJECTIVE (4) TO APPLY, DETERMINE THE NUMBER OF OFFICERS REQUIRED TO ANSWER CALLS FOR SERVICE BY FOUR. TABLE BELOW REFLECTS THE NUMBER OF OFFICERS REQUIRED PER SHIFT TO MEET THE DEPARTMENT'S PERFORMANCE OBJECTIVE

Shift	Performance Objective	Officers required to handle total calls for service	Officers required to meet performance objective
First	4	1.04	4.16
Second	4	1.39	5.56
Third	4	0.78	3.12

SPRINGBORO POLICE - STAFFING ESTIMATES BY SHIFT

USING A PERFORMANCE FACTOR OF 4:

Shift	Officers required to meet performance objective of 4	Number of Officers required to meet performance objective multiplied by shift relief factor	Number of Officers needed to cover per shift
First	4.16	7.49	8
Second	5.56	10	10
Third	3.12	5.62	6
Total # Officers needed to cover for Patrol			24

SPRINGBORO POLICE - STAFFING ESTIMATES BY SHIFT

USING A PERFORMANCE FACTOR OF 3:

Shift	Officers required to meet performance objective of 3	Number of Officers required to meet performance objective multiplied by shift relief factor	Number of Officers needed to cover per shift
First	3.12	5.62	6
Second	4.17	7.5	8
Third	3.34	7.01	7
Total # Officers needed to cover for Patrol			21

SPRINGBORO POLICE - CONCLUSIONS AND RECOMMENDATIONS

STAFFING RECOMMENDATION: PATROL SECTION SHOULD BE STAFFED WITH 19 TO 24 POLICE OFFICERS (DOES NOT INCLUDE SUPERVISORS)

RECOMMENDED STAFFING BY SHIFT: THESE FIGURES REPRESENT THE MINIMUM NUMBER OF OFFICERS ASSIGNED. DOES NOT INCLUDE SUPERVISORS

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
First	3	3	3	3	3	3	3
Second	3	3	3	4	4	4	4
Total	3.3	3.3	3.3	3	3	3	3

SPRINGBORO POLICE - CONCLUSIONS AND RECOMMENDATIONS

EXAMPLE OF POSSIBLE SHIFT STAFFING: IF PATROL IS STAFFED WITH 22 POLICE OFFICERS, DOES NOT INCLUDE SUPERVISORS

- FIRST SHIFT: 7 OFFICERS
- SECOND SHIFT: 10 OFFICERS
- THIRD SHIFT: 5 OFFICERS

SPRINGBORO POLICE - STAFFING STUDY

DISCUSSION/QUESTIONS

Chief Eckartsberg explained that the study and data analysis outlined in the presentation is how the conclusions and recommendations were reached regarding possible shift staffing for the Springboro Police Department.

Chief Eckartsberg and Lieutenant Bentley offered to answer any questions.

Mayor Agenbroad commented that Springboro is a great community and we want to keep it safe for our citizens and also want to make sure the police department is not understaffed and maintains good morale, as he is well aware of the burn-out factor for police and fire personnel. Mayor Agenbroad further commented that we want to retain our officers and our investments in their time and training. Council will consider the staffing needs of the department, within reason of course, and consider any recommendations that may be presented with the budget.

Mayor Agenbroad also commented that the detectives section has increased from two to three detectives, and he asked if the department actually needs three detectives.

Lieutenant Bentley answered that three detectives would be the ideal number. Currently, the department is utilizing two detectives, but as they progress through the staffing analysis the hope is to bring back that third detective. Due to the fact that two officers recently left, they have had to make some reassignments.

Mayor Agenbroad commented that Springboro's low crime rate relative to other communities is a tribute to all of our police officers, who work so hard. Mayor Agenbroad also commented that he is aware that they had some police officers off-duty and they had to work a significant amount of overtime and he is aware of how important it is for officers to have time with their families, etc. to be fresh and not burned out. Mayor Agenbroad commented that Council needs to know what the needs are and wants to work within the confines of those needs and the budget and wants to work together with management staff to fulfill those needs. Mayor Agenbroad stated that he appreciates all of the work the police department does for the city and he is glad they brought this need to Council for consideration. It is important to get the department up to speed and make sure the department is staffed properly for our community's current needs.

Mr. Chmiel asked, if the police department were to increase the number of patrol officers to 22 or 24 officers based on one of the models presented in the study, how would that affect the department's resources in terms of need for vehicles and apparatus for those additional officers.

Lieutenant Bentley answered that looking ahead, the department is currently in a good spot with respect to vehicles. Lieutenant Bentley added that he does not foresee a huge increase, if any, for additional vehicles. Some of the department's vehicles have low miles and under the current circumstances are only driven one-shift per day. The department should have enough vehicles to absorb those different shifts or enough vehicles to be utilized the entire 24-hours.

Mr. Brunner asked, with respect to the next four to six years, with the shortage of officers is there a continuing education program. For example, when an officer is trying to prepare for the next level or next step they go through training. Mr. Brunner asked if something is in place or would need to be implemented to address this issue or if there are best practices to follow.

Lieutenant Bentley answered that part of the staffing analysis is being able to prepare the officers for that next step. Lieutenant Bentley commented that the department does have some aging officers as far as service time and can expect some retirements, which were considered in the analysis for the next four to six years.

Chief Eckartsberg commented that one of the ideal things that you look at in a staffing study is how you want to progress in the future and in talking with command staff there is a desire to be able to provide time to develop staff. Chief Eckartsberg further commented that it is extremely hard when you are understaffed to develop staff; therefore, that need is factored into the study. Also, these numbers are a recommendation; it is a range, but you also have to take into consideration the resources and capabilities of the department. For this department, it might be reasonable to bring in two to four people maximum at one time to train because it requires field training officers and a lot of time to actually train officers to a point where they can work on their own.

Mr. Brunner commented that, as Mayor Agenbroad mentioned, he also fully supports additional staff in 2019, but asked if the department should look at adding staff right now or as soon as possible.

Lieutenant Bentley answered that the best case scenario is to replace the two officers they recently lost and moving forward to increase staffing as the budget permits.

Mr. Pozzuto commented that that is all part of the staffing study. He explained that they are looking at and talking about time, vehicles, etc., everything in totality. Also, they are not just looking at the officers they are looking at the command staff, the detective section, etc. Again, they are considering everything in totality and immediate needs are certainly part of their discussions. Mr. Pozzuto further commented that the idea is for Council to consider the information presented tonight and for staff to come back with a recommendation at the next meeting for further discussion.

Ms. Iverson referred to a slide that showed different municipalities and the average number of officers based on population. Ms. Iverson asked if some of the higher numbers of officers were due to a higher level of crime in that community. Ms. Iverson commented that there appears to be such a high range among the different communities.

Chief Eckartsberg answered that the high range is normal. Chief Eckartsberg explained that when looking at the Columbus metropolitan area, it has the same type of range. Some of the range could be explained by crime rate, policing philosophy, etc. There are many factors that would affect the range and it is not reliable to only look at that ratio; it is just a comparison. He added that it is very difficult to compare apples to apples when you are looking at the number of police officers for a community with all of the variables to consider.

Mayor Agenbroad asked, as the population continues to increase in Springboro and as the school population continues to increase, Springboro, unlike some other communities, is willing to commit dollars to the D.A.R.E. program. Due to the opioid crisis and its prevalence in Ohio, will we be where we need to be with two DARE Officers or should we think about increasing that number in the future.

Lieutenant Bentley answered that there has been some discussion between the department and the schools as to what would be an acceptable number of either School Resource Officers (SRO) or D.A.R.E. Officers to have. The department currently has two SRO/D.A.R.E. Officers, but they know the schools would like to have a few more.

Mayor Agenbroad agreed that you cannot do enough in regard to keeping our kids safe and drug free.

Mr. Pozzuto commented that those staffing resources are also part of the thought process in bringing a recommendation to Council regarding overall police staffing. D.A.R.E. Officers, special assignments, detectives, etc. will all be taken into consideration. Mr. Pozzuto reiterated that they are looking at the department's staffing needs in totality and positions like the School Resource Officers are included.

Mayor Agenbroad and Council Members thanked Chief Eckartsberg and Lieutenant Bentley for their time and for presenting the Police Staffing Study. Mayor Agenbroad emphasized that the city wants to stay ahead of the curve with regard to the police department's staffing needs.

ITEM 3. LEGISLATIVE AGENDA. – Review legislative items slated for October 4.

- 1) EMERGENCY ORDINANCE: THIRD READING.** AN ORDINANCE APPROVING THE RECORD PLAN AND PERFORMANCE GUARANTY, AN AUTHORIZING THE CITY MANAGER TO ENTER INTO A SUBDIVIDER'S CONTRACT FOR CLEMENS DEVELOPMENT COMPANY AND DECLARING AN EMERGENCY. (BEEHIVE DEVELOPMENT)

No discussion.

- 2) **RESOLUTION:** A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. (MONTGOMERY COUNTY)

No discussion.

ITEM 4. CITY MANAGER. – Issues/Reports.

Mr. Pozzuto reported on the following items:

Performing Arts Center (PAC) Project: Mr. Pozzuto presented final renderings of the PAC to be constructed at the former IGA site. Mr. Pozzuto commented that the construction of the PAC will begin soon. The elevations were based on the concept plan prepared by the city's design consultant James Paresi for the entire IGA redevelopment project and the PAC. The PAC is mainly a brick building with some EIFS to break up the mass. Some changes that the consultant recommended and made from the original sketch include more windows and landscaping in the front of the building to enhance the architectural flavor of the building. The dance studio and the Springboro Chamber of Commerce will occupy the east side of the building and the theater will be located toward the rear, taller portion of the building. The awnings over the windows provide a residential feel. The intention is to tie this development in with the historic district so it becomes kind of an extension of that neighborhood. Many of the building's elements reflect those seen on homes and buildings in the downtown area.

Mr. Pozzuto presented a schematic of the PAC showing the layout of the dance studio, lobby, chamber of commerce offices and theater. The chamber of commerce will occupy almost 2,000 s.f. The chamber's current space is 700 s.f., and they are very happy to be moving to this location. The chamber requested meeting space for up to 50 people depending on the configuration of the space for events such as "lunch and learns" and seminars. The theater area is approx. 9,000 s.f. with 142 fixed seats with a raised stage area, space for a live orchestra and a back of house work area (costume storage area, etc.) for the Playhouse South theater group in addition to a box office, concession area along and public restrooms.

Ms. Iverson asked if the theater seating is raised.

Mr. Pozzuto replied yes.

Mayor Agenbroad asked what the maximum number of theater seats is.

Mr. Pozzuto confirmed that the number of theater seats is 142 with the possibility of 10-12 more if people attend in wheelchairs i.e. there are ADA accommodations.

Mr. Chmiel asked where the footprint of the building would be located on the site.

Mr. Pozzuto explained that if you are looking at the IGA from SR73, it will be at 10 o'clock back in the corner anchoring the back area of the development and the rest of the development will occur in the front toward SR741 and SR73.

Mr. Chmiel asked if there would be buildings behind the PAC.

Mr. Pozzuto replied no.

Mr. Chmiel confirmed that the existing buildings will be gone.

Mr. Pozzuto replied yes, those buildings are scheduled to be demolished the week of October 15 (Lawn Impressions and the former K-9 building). Lawn Impressions is moving to a new building on Pennyroyal Road and will vacate the existing building next weekend.

Mayor Agenbroad confirmed that Lawn Impressions' new location is in Franklin.

Mr. Pozzuto replied yes, the new location is in Franklin Township; however, the city tried very hard to keep them in Springboro, but they are very happy with what the city is doing and the city accommodated them very well to help them move out of that space.

Mr. Brunner asked what the total square footage of the PAC is.

Mr. Pozzuto replied that the total square footage is 16,278.

Mr. Pozzuto further commented that the city will be updating the community on the latest developments in the project. The construction schedule for the PAC is nine to eleven months and construction is scheduled to begin next month. If all goes well and the weather cooperates, the PAC should be open by October of 2019.

SR73 Medians Project: All of the plant material and dirt have been removed from the medians along SR73. In the next few weeks, soil will be added to the medians to settle over the winter, and the new landscape plan for the medians will be implemented in the spring. When the design is finalized, Mr. Pozzuto will present it to Council. The existing medians on SR73 contained too much plant material and required too much maintenance. The newly designed medians will look more like the medians along north SR741 with fewer plantings and more grass and hardscape requiring less maintenance. The hardscape in the new design will look exactly like the crosswalks that were designed for the recently completed SR73/SR741 intersection project in an effort to integrate the look of the medians from west SR73 to north SR741.

Leaf Pick-up Program: The city's annual leaf collection program will begin October 15. Information regarding schedules was published in the city's most recent newsletter.

ITEM 5. CLERK OF COUNCIL. – Issues/Reports.

Calendar Updates: The Finance Committee will meet on Thursday, October 18 at 5:30 PM in Council Chambers. "Trick-or-Treat" will be observed Wednesday, October 31, 6:00-8:00 PM. The City's annual CIP presentation will take place on Thursday, November 1 at 5:00 PM in the Community Room and the City's annual budget presentation will take place on Thursday, November 15 at 5:00 PM in the Community Room.

ITEM 6. CITY COUNCIL. – Issues/Reports.

Mr. Brunner – No reports.

Ms. Ridd – No reports.

Ms. Iverson – No reports.

Ms. Moore – No reports.

Mr. Chmiel – Mr. Chmiel will present a Park Board report at tonight's Regular Meeting under Reports.

Mayor Agenbroad – No reports.

ITEM 7. ADJOURNMENT. With no further discussion, Mayor Agenbroad adjourned the Thursday, October 4, 2018 City Council Work Session at approximately 6:45 PM.

CITY OF SPRINGBORO
320 W. CENTRAL AVENUE, SPRINGBORO, OH

CITY COUNCIL REGULAR MEETING

THURSDAY, OCTOBER 4, 2018

7:00 PM

CITY COUNCIL

John Agenbroad, Mayor
Stephen Harding, Deputy Mayor/At Large
Becky Iverson, At Large
Janie Ridd, Ward 1
Dale Brunner, Ward 2
Carol Moore, Ward 3
Jim Chmiel, Ward 4

CITY STAFF

Chris Pozzuto, City Manager
Greg Shackelford, Assistant City Manager
Alan Schaeffer, Law Director
Lori Martin, Clerk of Council

ITEM 1. CALL TO ORDER. Mayor Agenbroad called the Springboro, Ohio City Council Regular Meeting of Thursday, October 4, 2018 to order at 7:00 PM in Council Chambers at the Springboro Municipal Building, 320 W. Central Avenue, Springboro, Ohio.

ITEM 2. PLEDGE OF ALLEGIANCE. Mayor Agenbroad led the Pledge of Allegiance.

At this time, Mayor Agenbroad introduced Pastor Terry Carlisle of Springboro United Church of Christ, Springboro, Ohio and invited Pastor Carlisle to share a prayer.

(Council observed the prayer before proceeding with the Regular Order of Business.)

ITEM 3. ROLL CALL. Agenbroad, Present; Brunner, Present; Chmiel, Present; Harding, Absent; Iverson, Present; Moore, Present; Ridd, Present. **Staff:** Mr. Pozzuto, Mr. Shackelford, Mr. Schaeffer and Ms. Martin were present.

Mayor Agenbroad called for a motion to excuse Deputy Mayor Harding, who is away on business.

Ms. Ridd motioned. Ms. Moore seconded the motion.

No discussion.

VOTE: Ridd, Yes; Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Moore, Yes. [5-0]

ITEM 4. APPROVAL OF MINUTES: THE MINUTES OF THE CITY COUNCIL WORK SESSION AND REGULAR MEETINGS OF SEPTEMBER 6 AND SEPTEMBER 20, 2018.

Mayor Agenbroad presented the minutes for additions/corrections. No additions/corrections.

Mayor Agenbroad called for a motion to approve the Minutes.

Mr. Chmiel motioned. Ms. Moore seconded the motion.

No discussion.

VOTE: Ridd, Yes; Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Moore, Yes; Brunner, Abstain. [5-0-1]

ITEM 5. PRESENTATIONS: No Presentations.

ITEM 6. LEGISLATION: City Council held a Work Session at 6:00 PM tonight for approximately 45 minutes to discuss the following legislative items as well as other city business and a Police Staffing Study Presentation.

- 1) **ORDINANCE O-18-31: THIRD READING.** "AN ORDINANCE APPROVING THE RECORD PLAN AND PERFORMANCE GUARANTY, AN AUTHORIZING THE CITY MANAGER TO ENTER INTO A SUBDIVIDER'S CONTRACT FOR CLEMENS DEVELOPMENT COMPANY AND DECLARING AN EMERGENCY. (BEEHIVE DEVELOPMENT)," was read by the Clerk of Council. Mr. Pozzuto's comments are summarized as follows:

This is the third reading of an ordinance approving the record plan for Clemens Development Company known as the Beehive Development. The referenced record plan is located at 1325 Lytle-Five Points Road, which is the new Beehive Assisted Living Facility. The record plan contains two lots on approximately 6.3 acres. The development currently has one assisted living building with 24 units. The building is under construction and should open soon. This record plan was approved by the Planning Commission on May 30, 2018. Staff recommends approval at this time.

Mayor Agenbroad presented the item for questions/comments of Council. No questions/comments.

Mayor Agenbroad called for a motion to adopt Ordinance O-18-31.

Ms. Iverson motioned. Ms. Moore seconded the motion.

No discussion.

VOTE: Brunner, Yes; Ridd, Yes; Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Moore, Yes. [6-0]

- 2) **RESOLUTION R-18-31:** "A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR. (MONTGOMERY COUNTY)," was read by the Clerk of Council. Mr. Pozzuto's comments are summarized as follows:

This resolution accepts the amounts and rates as determined by the Montgomery County Budget Commission and authorizes the necessary tax levies and certifies them to the county auditor for Montgomery County. The purpose of this legislation is to accept the amounts and rates of property tax revenues that the Montgomery County Auditor will share with the City of Springboro prior to October 31, 2018. The legislation includes Schedules A and B, which shows the amount approved by the Budget Commission for real estate property tax and the estimate of tax rates to be levied. Acceptance of the amounts and rates from Warren and

Montgomery Counties is a formality each year, which verifies for the City of Springboro revenue projections from real estate property taxes and the homestead and rollback amounts calculated by the counties. Revenue from the real estate property tax and homestead and rollback will be included in the 2019 budget. Staff recommends approval of this resolution.

Mayor Agenbroad presented the item for questions/comments of Council. No questions/comments.

Mayor Agenbroad called for a motion to adopt Resolution R-18-31.

Ms. Ridd motioned. Mr. Brunner seconded the motion.

No discussion.

VOTE: Ridd, Yes; Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Moore, Yes; Brunner, Yes. [6-0]

ITEM 7. REPORTS: Mayor's Report – Springboro “Trick-or-Treat” night will be observed on Wednesday, October 31, 6:00-8:00 PM; be safe and have fun! The next City Council Work Session will be held on Thursday, October 18, 2018 at 6:00 PM followed by the Regular Meeting at 7:00 PM in Council Chambers. The Finance Committee will meet on October 18 at 5:30 PM in Council Chambers.

City Manager's Report – Mr. Pozzuto reported that the leaf pick-up program will begin Monday, October 15 and the schedule was published in the latest city newsletter recently mailed to residents. Information includes a map showing pick-up dates by designated areas of the city; leaf pick-up occurs in each area at least four times. Also, Public Service Director Vince Murphy and service department staff recently finished removing all of the plant material from the medians along SR73 in preparation for a redesign of the medians in the spring. The medians will be filled with top soil in the next few weeks in order for it to settle over the winter. In the spring, new landscape plans will be prepared for the medians with less plant material and more grass, hardscape and some small trees. In addition, more buildings at the IGA site will be demolished beginning the week of October 15. The contractor will be taking down the former K-9 building (old post office) and the former Lawn Impressions building on the northwest corner of the property. Following demolition of these two buildings, the contractor will be able to begin construction of the Performing Arts Center. The city is very excited about this project and looks forward to getting construction underway.

Ms. Iverson commented that the landscaping in front of the Heatherwoode Clubhouse is gorgeous. Ms. Iverson expressed kudos to the people who maintain that landscaping

Mr. Pozzuto commented that Heatherwoode resident Lori Krarup does a lot of that work and he will pass on Ms. Iverson's comment.

Committee Reports –

Mr. Brunner – No reports.

Ms. Ridd – No reports.

Ms. Iverson – No reports.

Ms. Moore – No reports.

Mr. Chmiel – Park Board – The Park Board met on Wednesday, October 3 at 7:00 PM in Council Chambers. The board reviewed the plans for the splash pad to be constructed at Kacie Jane Park that the city recently acquired at the corner of Lytle-Five Points and Crosley Roads. The first phase of the development of the park will include the splash pad, restroom facility, shelter and parking area, which should be finished by next Spring and open to the public next summer. The second phase of development will include several playground areas. The Park Board is excited about this project coming to our community thanks to Ms. Moore and the Hausfeld Family. Also, the Park Board would like to thank the Girl Scouts, who will be providing nine bird houses at several city parks as a community project.

ITEM 8. OTHER BUSINESS. No Other Business.

ITEM 9. FINAL COUNCIL AND MANAGER COMMENTS. Mayor Agenbroad met with a boy scout troop prior to tonight's Work Session to answer questions about serving as Mayor and our city government. Mayor Agenbroad thanked the scouts for all of the great things they do for the community.

Mayor Agenbroad also commented that Springboro plays Miamisburg at tomorrow night's football game and our community's veterans will be honored during half-time.

ITEM 10. GUEST COMMENTS. No Guest Comments.

ITEM 11. EXECUTIVE SESSION. No Executive Session.

ITEM 12. ADJOURNMENT. Mayor Agenbroad thanked the MVCC for tonight's telecast and scheduled rebroadcasts of this Springboro City Council Meeting.

Mayor Agenbroad called for a motion to adjourn the Thursday, October 4, 2018 Springboro City Council Regular Meeting at approximately 7:10 PM.

Mr. Brunner motioned. Ms. Moore seconded the motion.

VOTE: Brunner, Yes; Ridd, Yes; Iverson, Yes; Agenbroad, Yes; Chmiel, Yes; Moore, Yes. [6-0]

—MEETING ADJOURNED—



John H. Agenbroad, Mayor

John H. Agenbroad

Presiding Officer


