

EXECUTIVE SESSION

On March 7, 2018, at 3:34 p.m., Commissioner Joseph made a motion to convene into an Executive Session to discuss personnel issues relating to employee appointment, employment, dismissal or demotion. Commissioner Shaw seconded the motion. The motion was unanimously approved.

ROLL CALL

Roll call was taken and Mayor Whaley, Commissioners Joseph, Shaw and Vacant were present.

RECONVENE

At 6:01 p.m., Commissioner Shaw made a motion to reconvene from Executive Session and to continue with the meeting. Commissioner Joseph seconded the motion. The motion was unanimously approved.

ROLL CALL

Roll call was taken and Mayor Whaley, Commissioners Joseph, Shaw and Vacant were present.

CITY COMMISSION MEETING

On Wednesday, March 7, 2018, at 6:01 p.m., the Dayton City Commission met in regular session in the Commission Chambers of City Hall.

CALL TO ORDER

Mayor Whaley called the meeting to order.

INVOCATION

Commissioner Joseph gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Whaley led the public in the Pledge of Allegiance.

ROLL CALL

Roll call was taken and Mayor Whaley, Commissioners Joseph, Shaw and Vacant were present. The Clerk of Commission, Ms. Rashella Lavender, and the City Manager, Ms. Shelley Dickstein, were also present.

Commissioner Joseph made a motion to authorize the absence of Commissioner Mims from this week's meeting. Commissioner Shaw seconded the motion. The motion was unanimously approved.

APPROVAL OF MINUTES

Commissioner Shaw made a motion to approve the minutes from the February 28, 2018, meeting. Commissioner Joseph seconded the motion. The previous meeting minutes were unanimously approved.

COMMUNICATIONS AND PETITIONS

Communication #21289

Work Session handout – Collaboration Labs update.

SPECIAL AWARDS/PRESENTATIONS

There were no special awards or presentations.

ADDITIONS OR DELETIONS TO THE CALENDAR

There were no additions or deletions to the calendar.

REPORTS:

A. Purchase Orders, Price Agreements and Contracts:

(All contracts are valid until delivery is complete or through December 31st of the current year).

1. Purchase Orders:

PLANNING & COMMUNITY DEVELOPMENT

A1. Charles F Jergens Construction, Inc. (structure demolition services)

\$16,700.00

1. (Cont'd):

POLICE

- B1. Motorola Solutions, Inc.** (three Motorola radios and related items) – P1800740
\$13,546.08
- B2. Motorola Solutions, Inc.** (fifteen Motorola radios and related items) – P1800741
68,756.80
- B3. Vance Outdoors, Inc.** (tasers and related equipment as needed through 12-31-18)
79,750.20

PUBLIC WORKS

- C1. Waibel Energy Systems, Inc.** (indoor environmental controller replacement with installation services) **15,000.00**

RECREATION & YOUTH SERVICES

- D1. Century Equipment, Inc.** (three Toro brand, 18 horsepower, mowers with accessories) **88,172.52**

WATER

- E1. Brookville Heating & Air Conditioning** (heating, ventilation and air conditioning – HVAC – maintenance, repair and replacement services as needed trough 04-20-20)
27,500.00
- E2. State of Ohio** (annual sewage, sludge and landfill permit fees through 12-31-21)
99,333.25
- E3. Crane 1 Services** (maintenance services for cranes as needed through 03-31-21)
57,900.00

-Depts. of Planning & Community Development, Police, Public Works, Recreation & Youth Services and Water.

Total: 466,658.85

B. Construction Contracts:

- 2. **L. J. DeWeese Co., Inc. – Award of Contract** – for the Jefferson Street Bike Lanes (6% DBE Participation Goal/6.8% DBE Participation Achieved) (Federal CMAQ Funds) – Dept. of Public Works/Civil Engineering. **\$564,465.50**
(Thru 09/01/20)
- 3. **Westerheide Construction Company – Award of Contract** – for Salt and Sand Storage Building (5% WBE Participation Goal/5.98% WBE Achieved) and (10% SBE Participation Goal/13.04% SBE Achieved) – Dept. of Aviation/AP Admin. & Finance. **\$509,700.00**
(Thru 12/31/18)

C. Revenue to the City:

- 4. **City of Hamilton, Ohio – Other** – for Pebble Lime Reclamation, Purchase, Production – Dept. of Water/Water Supply & Treatment.. **\$4,284,000.00**
(Thru 09/30/22)

CITIZENS' COMMENTS ON CALENDAR ITEMS

There were no citizens' comments on calendar items.

DISCUSSION OF CALENDAR ITEMS

Calendar Item No. 4. – City of Hamilton, Ohio – Other

The City Manager, Ms. Shelley Dickstein, invited Mr. Michael Powell, Director of Water, to the podium to provide clarification of this item.

Mr. Powell said the Lime Kiln is a regional asset that is being used to supply other municipalities and private businesses. He said this investment has paid the City of Dayton back much quicker than anticipated. He said they needed to grow their customer base to support the 100 tons per day production which was predicted to take ten years; however, it has only taken five.

Mr. Powell said this is good news and that it has been a true asset.

Commissioner Shaw asked if private companies are participating yet.

Mr. Powell said this production included private companies.

APPROVAL OF CITY MANAGER’S RECOMMENDATIONS

Commissioner Shaw made the motion to approve the City Manager’s Reports. Commissioner Joseph seconded the motion. The City Manager’s Reports were approved with a 3-0 vote. Voting in the affirmative were Mayor Whaley, Commissioners Joseph, Shaw and Vacant.

LEGISLATION

There was no legislation.

CITIZENS’ COMMENTS

Citizens’ comments were received from the following:

1. **Walter Hickman -2804 Princeton Drive** – spoke about unsafe structures in his neighborhood.
2. **Mr. Willie Feaster – 455 Forest Ave.** – spoke about Mayor Whaley and the governor’s race.

COMMENTS BY THE CITY MANAGER

The City Manager, Ms. Shelley Dickstein, reminded citizens to report pot holes to the Dayton Delivers app or they may call Public Works call center at 937-333-4800.

Mayor Whaley said the Dayton Delivers app for mobile devices is the best way to report pot holes, street light outages, and other issues.

COMMENTS BY THE CLERK OF COMMISSION

The Clerk of Commission, Ms. Rashella Lavender, had no closing comments.

COMMENTS BY CITY COMMISSION

Commissioner Shaw

Commissioner Shaw reminded citizens that YouthWorks is still taking applications for summer employment.

Commissioner Joseph

Commissioner Joseph recognized students from Belmont High School Soccer Team, who are Sudanese, with their coach Mr. Ramadan Nbayisaba.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:16 p.m.

Mayor Nan Whaley

Attest: _____
Clerk of Commission

WORK SESSION

A copy of prepared material has been recorded as Communication & Petition Number 21289 dated March 7, 2018.

The Dayton City Commission met in a Work Session on Wednesday, March 7, 2018, at 4:34 p.m., prior to the regularly scheduled City Commission meeting. The meeting was held in the City Manager’s Large Conference Room, located in City Hall. Mayor Whaley, Commissioners Joseph and Shaw were present. Ms. Ariel Walker, Director, City Commission Office, and Ms. Rashella Lavender, Clerk of the Commission, were also in attendance.

Ms. Shelley Dickstein, City Manager, Ms. Tammi Clements, Deputy City Manager, Mr. Joe Parlette, Deputy City Manager, Ms. Hilary Browning, Management Analyst II, Department of Procurement, Management and Budget, Ms. Jackie Richmond, Senior Business Manager, Department of Water, Mr. David Escobar, Civil Engineering, Department of Public Works, Ms. Toni Bankston, Division Manager, Office of Communication and Public Affairs, Mr. Joey Shope, Department of Procurement, Management and Budget, Ms. Verletta Jackson, Department of Planning and Community Development, and Mr. Mark Riley, Department of Public Works, along with staff, were the presenters.

An overview was provided regarding the 2017 Collaboration Labs by highlighting:

- Call Center
- Online Bidding and Proposals
- Marketing Maestros
- Unified Online Payments
- Citizen Engagement

Ms. Dickstein briefly reviewed the Customer Service Areas (CSA). She thanked staff for their involvement and input throughout the collaboration process and commended them for their hard work and dedication.

Ms. Browning said collaboration labs were created to drive results in Community Service Areas, and the theme is Customer Service. She said 11 teams were formed; each with a specific focus area. 83 City staff participated, and the teams met regularly starting in the Spring of 2017. The collaboration labs presented solutions to the City Manager's Office, and five solutions were selected to be operational in 2018. The selected proposals focus on incenting team work for the betterment of the City, improving customer service delivery and making City processes more efficient.

Call Center

Ms. Richmond acknowledged the Call Center collaboration team. She explained the challenges of multiple call centers: hiring qualified employees, operating and technology costs, redundancy, varied responses from all sources and inconsistent and incorrect information.

The Proposal: Centralized Call Center (Merge Finance and Public Works Call Center Activities)

Proposed Changes:

- Maintain Water Department Dispatch Operations (24/7)
- Hours of Operation (7 a.m. – 7 p.m.)
- Job Classification and Description
- Hiring Assessments (written, oral and other test methods)
- Performance Appraisals
- Technology Upgrades and Sharing
- Training/Cross Training

Benefits:

- An unified one-call resolution
- Enhanced customer service experience
- One complete training program
- Cost savings

Mayor Whaley asked how success will be measured.

Ms. Clements said benchmarks will be established to measure and track results beginning from the implementation phase to completion.

Commissioner Joseph said it is important to ensure continued technology upgrades.

Online Bidding and Proposals

Mr. Escobar acknowledged the Online Bidding and Proposals collaboration team.

The Proposal:

- Move construction bidding and purchasing proposal online
- Contractors and vendors view and download bidding and proposal documents online
- Contractors and vendors electronically submit bids and proposals
- Contractors and vendors pay a fee for projects they bid on

Benefits:

- Less user error
- Less paper waste
- Fewer last minute submissions
- Decreased staff time
- Cloud-based record retention
- No added cost to the City
- Improved customer service

Commissioner Shaw stressed the importance of remaining mindful of smaller businesses and the amount of fees that may be assessed.

Mr. Escobar said the next steps are: present cloud-based solution to IT Governance Board, work with Division of Procurement to add functionality for purchasing staff, and to integrate with the Human Relations Council Procurement Enhancement Program. He said the estimated timeline for completion is late April.

Marketing Maestros

Ms. Bankston acknowledged the Marketing Maestros collaboration team. She said the team met to implement a plan to improve city communication across departments.

She explained the “Silo Effect” is the lack of coordination, collaboration and integration of the communication/marketing function across the City. The effects on City marketing wastes time and money, frustrate employees, and impede the launch of new initiatives and slows everything down.

The Proposal: “Breaking the Silos”

- Develop a City-wide calendar (establish ROI goals for key events)
- Quarterly Marcom meetings for all departments (marketing)
- Assign a member of senior management to oversee the marketing function across the channels
- Consolidate and save dollars (marketing services)
- Data as a unifying force (City survey and evaluation of programs)

Commissioner Joseph said to make sure the City owns all data.

Unified Online Payments

Mr. Shope acknowledged the Unified Online Payments collaboration team.

The Proposal:

- Offer a thorough, centralized online payment mechanism
- Possible centralized payments (income tax, water, permits, recreation activities/events and tickets, fines and fees)

Benefits:

- Increased customer services (creates an easy to understand and efficient process for Dayton citizens to submit bill payments and the ability to pay multiple bills at once)
- Decreased foot traffic in City building
- Long term cost savings to the City

Mr. Shope said the next steps are to utilize cost savings to fund centralization under one vendor, identify all of the City's online payment vendors and systems, and to work with Departments to develop scope of work.

Citizen Engagement Collaboration Lab

Ms. Jackson acknowledged the Citizen Engagement collaboration team.

Ms. Jackson and Mr. Riley said there are three components that define a High Capacity neighborhood. The three components of a High Capacity neighborhood are:

- Institutional knowledge (long-time active involvement, reputation for effectiveness, ability to organize within the community and willingness to engage other community stakeholders)
- Self-Replicating (active neighborhood breed active neighbors, active neighbors foster further activity)
- High Capacity Neighborhoods (high community efficacy, actively interested in engaging with City organization, and high ability to create positive and meaningful community impacts)

The proposal is to develop all neighborhoods to function as High Capacity through meaningful community events (neighborhood festival, neighborhood carry-in, movie night, block party and parade).

Ms. Jackson said they would like to incorporate budgetary considerations of \$5,000 total annual spend through awards, grants and/or neighborhood groups.

Mayor Whaley thanked everyone for the updates and noted her appreciation for staff's work.

The Work Session concluded at 5:25 p.m.