

RECORD OF PROCEEDINGS

Minutes of

Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 4 20 17

The Budget Work Session meeting of Council held December 4, 2017 was called to order at 6:00 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, Fourth Ward Kyle Rohrer, At-Large George Hellinger, Vice-Mayor Kent Shafer, and Mayor Carolyn Kay Riggle who presided.

Staff Present: Darren Shulman, City Attorney; Dean Stelzer, Finance Director, Jessica Feller, Human Resource Manager, Brad Stanton, Public Utilities Director, Jeff Kolosky, IT Project Coordinator, Kendra Mallon, IT Network Administrator, Sean Hughes, Economic Development Director, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Bill Ferrigno, Public Works Director/City Engineer, Ted Miller, Parks and Natural Resource Director, Dave Efland, Planning and Community Development Director, Jackie Walker, Assistant City Manager and Tom Homan, City Manager

ITEM 2: CONTINUED REVIEW OF PROPOSED 2018 BUDGET

A. Department of Administrative Services – Jackie Walker, Assistant City Manager and Jessica Feller, Human Resource Manager

Ms. Feller discussed the recruitment efforts for 201 and the use of recruiting.com to assist in marketing the City of Delaware as a place for employment. Ms. Feller discussed recruitment efforts currently underway for the Public Utilities Director that Mr. Brad Stanton will be retiring from in early 2018. She discussed and reviewed the goals for the department in 2018 and the current progress of the electronic conversion of employee records.

B. Public Utilities – Brad Stanton, Public Utilities Director

Mr. Stanton discussed the water capacity and that the water plant is operating as designed. He reviewed the current capacity and that the plant is operating currently at 4 million gallons at the 7.2 million gallons that it is capable of. He discussed the efforts to keep water hardness levels at the acceptable level. Equipment needs are currently for maintenance and preventative needs, as the equipment is under five years old. Mr. Stanton discussed the implementation of the AMI systems and that there is less than 100 installations left with no opt outs.

Mr. Stanton reviewed the production and staffing at the waste water plant and discussed equipment replacement needs that were outlined in the CIP. He discussed the aeration system and the expected return investment. A discussion was held on wastewater collection and goals to inspect sewer lines, as well as, looking at sewer systems that are affected by tree roots. Mr. Stanton discussed the decline in standing water in the streets and homes and the need to increase professional services with the preparation of the audit of the annual report.

A discussion was held on the need to increase water rates. Mr. Stanton discussed the increase in electric cost and chemicals. Councilwoman Keller voiced concerns on taking from the fund balance. Mr. Stanton also discussed the impact for waterline extensions that can be economic development driven.

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 4 20 17

C. Economic Development – Sean Hughes, Economic Development Director

Mr. Hughes discussed a review in development in 2017 and discussed the shift in plan on how to attract jobs and economic development. He discussed the increase in leads related to white collar compared to industrial leads. Mr. Hughes discussed the current trend of labor for residents in the City. Mr. Hughes discussed the current occupancy rate in the downtown area and that shopping centers are at 75% to 100% capacity. He discussed efforts to have the Eastside Development Plan to be included in the Comprehensive Plan.

Councilman Jones voiced questions regarding the matrix and 2018 estimates. A discussion was held on the percentage of businesses receiving tax abatements. Mr. Hughes discussed the shift to white collar jobs, but that office jobs will have fewer jobs available than industrial.

D. Community Affairs – Lee Yoakum, Community Affairs Coordinator

Mr. Yoakum reviewed city wide communication efforts and issues, included the use of blogging, Facebook, twitter, newsletter distribution, and the radio program. Mr. Yoakum discussed the partnership with Sakata, Japan regarding the radio show. Mr. Yoakum provided information on the Citizen Academy Class. He discussed the plans to increase civic engagement. A discussion was held on using social media as an outreach method to reach the public and receive input.

Mayor Riggle requested a break at 7:36 p.m. and reconvened the meeting at 7:45 p.m.

E. Information Technology, Jeff Kolosky, IT Project Coordinator and Kendra Mallon, IT Network Administrator

Mr. Kolosky discussed the IT Budget and provided an update on the selection of the internet service provider for City Hall. IT is currently in the process of hardwiring the program in house and once completed will connect the departments. He currently discussed the backup equipment at an offsite location. Mr. Kolosky discussed 2018 plans to work on the Parks and Natural Resource Building, as well as, Fire Station 304. He discussed current efforts to update video quality for Council Chambers. A goal for 2018 was discussed as looking at off site and long term storage for data. IT will be assisting the Police Department in their records management plans. IT will be working with a representative from each department regarding document management.

Ms. Mallon discussed internet connection will be a secondary connection, with a goal that if one side goes down then it will flow through to the other. This connection is with the Justice Center. Information was provided on sharing computing resources with Delaware County.

F. Finance Department – Dean Stelzer, Finance Director

Mr. Stelzer discussed recent recruitment efforts and staffing changes due to three retirements and a maternity leave. He discussed the successful use of seasonal positions. Mr. Stelzer discussed plans to take proposals for software vendors in 2018. A discussion was held regarding efforts and

RECORD OF PROCEEDINGS

Minutes of

Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 4 20 17

strategies to increase the use of bill pay online. Councilmember Browning recommended the use text message system for reminders or emails.

G. Legal Department – Darren Shulman, City Attorney

Mr. Shulman discussed the budget as it relates to the Prosecutor’s Office. He discussed the unknown impact that the passage of Marsy’s Law may have on staff and procedures.

A discussion was held with Council regarding funding for Community Promotions. Mrs. Walker reviewed the 2018 proposed revisions and discussed the increase cost of signs for DORA Compliance, as well as, funding towards Sister City for an upcoming visit to Baumholder Germany. Councilmember Keller and Shafer voiced their support to fully fund Main Street Delaware. Councilmember Shafer recommended to take the additional \$5,000 from the Fund Balance. Councilmember Hellinger recommended cutting funds towards the Sister City Program. Council requested revisions be made to withdraw from Fund Balance.

Council also held a discussion on expenses to implement parking changes. Chief Pijanowski discussed plans to paint the ten hour meters to black. Mr. Homan discussed the cost of smart meters.

Council reviewed the requested budget changes to include alcohol sales at the Hidden Valley Golf Course and the project start up fees. A discussion was held regarding the recommendations of alcohol sales from the HVGC Working Group and the Parks and Recreation Board. Chief Pijanowski discussed concerns regarding the liability to the City.

ITEM 3: ADJOURNMENT

Motion: Mr. Jones motioned to adjourn the meeting. The meeting adjourned at 8:36 p.m.



Mayor Carolyn Kay Riggle



Elaine McCloskey, Council Clerk