

RECORD OF PROCEEDINGS

Held December 02 20 19

The budget work session meeting of Council held December 2, 2019 was called to order at 6:30 p.m., in the City Council Chambers. The following members of Council were present: Second Ward Lisa Keller, Third Ward Cory Hoffman (arrived at 6:35 p.m.), Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Shafer, and Mayor Riggles who presided. Absent from the meeting was First Ward Chris Jones.

Staff Present: John Donahue, Fire Chief, Darren Shulman, City Attorney, Bill Ferrigno, Public Works Director/City Engineer, Dean Stelzer, Finance Director, Alycia Ballone, Budget Analyst, Ted Miller, Parks and Natural Resource Director, Susie Daily, IT Director, Dave Efland, Planning and Community Development Director, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager

Motion to Excuse: Vice-Mayor Shafer motioned to excuse Mr. Jones, seconded by Mrs. Keller. Motion approved by a 5-0 vote.

ITEM 2: ESTABLISH A PUBLIC HEARING

Establish December 9, 2019 at 7:20 p.m. as date and time for a public hearing and second reading for Ordinance No. 19-75, an ordinance amending Chapter 192, Section 192.03 of Delaware's Codified Ordinances and declaring an emergency.

Motion: Vice-Mayor Shafer motioned to schedule the public hearing for December 9, 2019 at 7:20 p.m. for Ordinance No. 19-75, seconded by Mr. Farrell. Motion approved by a 5-0 vote.

ITEM 3. ORDINANCE NO. 19-75 [First Reading]

AN ORDINANCE AMENDING CHAPTER 192, SECTION 192.03 OF DELAWARE'S CODIFIED ORDINANCES AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

ITEM 4. ORDINANCE NO. 19-73 [First Reading]

AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

ITEM 5. ORDINANCE NO. 19-74 [First Reading]

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS OF THE COUNCIL CLERK AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

ITEM 6. REVIEW OF CITY MANAGER'S PROPOSED 2020 BUDGET

- a. Budget Overview - Tom Homan, City Manager
- b. Fire/EMS – John Donahue, Fire Chief

Chief Donahue provided an Organizational Chart and discussed service expectations. He discussed the goal to have a 6-minute emergency response time 90% of the time. He discussed ways to improve the response time with review of staffing, managing risks

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and technology improvements, such as, Opticom, New 911 CAD System, Station Monitors. He reviewed personnel changes and request for 4 community paramedics and 2 Community Paramedic Supervisors. Also reviewed were significant line items. Currently the fire department is under the IAFF Contractual Obligation Year 3. He discussed capital purchases of a new engine and staff cars. Also discussed was the increase of cost for medical supplies and the average cost of supplies used per transport. He reviewed new initiatives including the Countywide PreHospital Care System.

c. Information Technology – Susie Daily, Information Technology Director

Ms. Daily reviewed the organizational chart and that she looked into each employees expertise in the IT department to determine where help was needed and could best be utilized. She discussed that the IT Project Coordinator position will no longer exists and that everyone in the department will be responsible for the managing and developing of the projects that they are assigned. A Technical Support Specialist position will be created to support Level II technical issues that arise in the City. The Desktop Technician position will be updated to a Help Desk Support Technician, which will handle Level I technical issues in the City. She discussed that the with the growing amount of data accumulating that is a need for a GIS/CMMS Analyst. This position will discover patterns and trends and report on those trends to City employees as needed. Also discussed with new initiatives that included the new ERP system implementation in 2020, new RMS systems for Police and Fire, new 311 Citizen Relationship Management software, and new traffic signal project.

d. Parks and Natural Resources – Ted Miller, Parks and Natural Resource Director

Mr. Miller reviewed the organizational chart and that the department cross over to each department depending on the need. He discussed potential personnel changes with the possible addition of a Recreation Program Coordination and an addition of 500 seasonal staff hours for Forestry Division. The additional seasonal staff will assist the City Arborist with trimming and pruning of trees. He discussed that the needs assessment will need completed to determine the direction that the City will take regarding the recreation services and the coordinator position. He also discussed funding request to clear brush along US 23 embankment at Mingo Park. He discussed new initiatives including staff to begin using Cityworks to track hours and tasks and reduce administrative time. He also discussed the introduction of electric utility vehicle and to begin the implementation of the cemetery master plan.

Mr. Hellinger voiced a concern if there will be enough time to have a Program Coordinator ready if it isn't determined until half way through the year. Mr. Homan discussed the need for a potential supplemental if it is determined to not renew recreational services with the YMCA.

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Mr. Hellinger voiced a question on the progress of having the trail/path from the Oakhurst to Pinecrest area. Mr. Miller discussed that this project is still a priority project.

Mr. Farrell questioned what the public's response was on the demolition of the house at the cemetery. Mr. Miller informed Council that there is currently an asbestos study underway and that there have been community members that have voiced concerns.

Mrs. Keller discussed the use of the Golf Course Supervisor in different departments and that the changes seem to be putting the golf course in a better position financially. Mr. Miller discussed the benefit of using this supervisor's expertise in other aspects of the Parks Department.

e. Public Works/Engineering/Airport – Bill Ferrigno, Public Works Director

Mr. Ferrigno reviewed the organizational chart of the Public Works Department. He discussed personnel changes and the request for a full-time Street Technician in the Streets Division Crew and reclassification of a Traffic Technician to Traffic Division Supervisor.

Mr. Ferrigno discussed significant line items for the Street Division. He discussed that there will be a \$650,000 increase in funding for local street resurfacing from the Gas Tax. He also discussed the \$60,000 increase in operating supply for purchase of additional construction materials and \$26,000 increase for purchase of winter road salt and de-icing additives.

He reviewed the significant line items for Traffic Division with a \$59,000 increase in professional service to improve guardrail maintenance, annual long and short line striping programs, and Traffic Calming improvements. Mr. Homan discussed that this area may need additional discussion from Council on funding the different traffic calming requests from the Parking and Safety meeting. Mr. Ferrigno discussed the request for striping and feedback signs along Carson Farms Blvd and Cobblestone Drive, as well as, striping along Executive Blvd. He discussed the cost to strip Hull Drive.

Mr. Ferrigno reviewed line items for Building Maintenance and the proposed demolition of the City owned Central Avenue property. He discussed that the cost of demolition is expected to be \$10,000 and will save the City over \$35,000 in pending roofing repairs and HVAC replacement needs. He also discussed that the necessary repairs to the walls and carpet that would be necessary to rent the unit out. A discussion was held on that the property was purchased to allow for the extension of Valleyside Drive. Mrs. Keller did discuss that the extension of Valleyside Drive would be controversial as there were concerns of demolishing the natural area. Chief Donahue discussed the benefits of having Valleyside Drive extended with a reduction in time to respond to emergencies.

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He also discussed the \$30,000 increase in professional services as the cost of maintenance service providers/vendors rise and the Engineering Division will have a \$95,000 increase in professional services for right of way permit processing and construction inspections.

Mr. Ferrigno reviewed new initiatives with the introduction of an electric vehicle into the city fleet and contract out crack sealing operations to private contractor. He discussed that the cost to contract out crack sealing is comparable to the cost for the city to perform the task but that it will allow for four season and one full-time crew members to focus on local street maintenance. The private contracting of right-of-way administrative and inspection responsibilities is estimated to have 90% of costs recoverable through permit and inspection fees. He also discussed the agreement that will be presented to Council with Delaware County on establishing a Central Traffic Signal Software System for regional traffic management and emergency vehicle response preemption control. Another initiative would be the agreement with the County pertaining to disposal of Municipal Solid Waste and Recyclable materials at the proposed new Solid Waste Transfer Station. He discussed that staff continues to work on the completion and implementation of the Airport Strategic Business Plan.

ITEM 7. DISCUSSION

Mr. Stelzer discussed introducing legislation to refinance the debt from the Recreation Levy.

ITEM 8: ADJOURNMENT

Motion: Vice- Mayor Shafer motioned to adjourn the meeting. The meeting adjourned at 8:38 p.m.



Mayor Carolyn Kay Riggle



Elaine McCloskey, Council Clerk