The budget work session meeting of Council held December 5, 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, Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Shafer, and Mayor Riggle who presided. Absent from the meeting was First Ward Chris Jones and Third Ward Cory Hoffman.

Staff Present: John Donahue, Fire Chief, Bruce Pijanowski, Police Chief, Blake Jordan, Public Utilities Director, Sean Hughes, Economic Development Director, Darren Shulman, City Attorney, Dean Stelzer, Finance Director, Alycia Ballone, Budget Analyst, Ted Miller, Parks and Natural Resource 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 Mr. Farrell. Motion approved by a 5-0 vote.

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

ITEM 2. REVIEW OF CITY MANAGER'S PROPOSED 2020 BUDGET

Prior to the department head review of the budget, Ms. Ballone provided updates to questions raised at the December 2 budget work session. She discussed information regarding the bike trail along US 23 at Pinecrest, traffic calming projects recommended by the Parking and Safety Committee, and current guardrail projects. She also discussed the cost to provide demolition to the housing owned by the City and the 5-year paving plan.

A. Police Department – Bruce Pijanowski, Police Chief

Chief Pijanowski discussed the pending changes related to organizational chart, including the addition of Assistant Chief and the Service Coordinator. He discussed areas that he felt were below expectations, specifically at patrol division and detective division. He related some of these concerns to training of new officers. He discussed the significant line items including an upgrade of tactical/special event equipment and analytics/technical support. He discussed new initiatives, including the continuation of wellness initiative and discussed speed/traffic challenges and need to be more responsive and look at traffic enforcement.

B. Economic Development – Sean Hughes, Economic Development Director

Mr. Hughes discussed the 31% job growth in the City in the last nine years. He compared this to Dublin's 34% job growth in the same time period. He discussed that he has 400 projects logged for 2019 with an estimated 500 jobs created. He discussed the proposed changes to staffing and to upgrade the Economic Development Specialist to Economic Development Coordinator position. This position will not only continue the work that was typically done by the Specialist but will also manage business

retention and expansion and business attraction projects from the start to the end of the project. He discussed new initiatives including business video highlights and continued East Side Mixed Use Development. He is looking for the completion of the Comprehensive Plan to kick off the new Economic Development Plan. He discussed the plans to use the Comprehensive Plan to attract developer partners for Sawmill Parkway Corridor. The is continued discussion for a hotel in the downtown area and a potential parking structure. Mr. Hughes discussed that currently COhatch is 100% occupied, as well as, the Entrepreneurial Center.

C. Public Utilities – Blake Jordan, Public Utilities Director

Mr. Jordan discussed that his department is not funded by the General Fund or tax dollars. He discussed the organizational chart and personnel changes. He discussed the reclassification of Maintenance & Project Manager to Deputy Director, an addition of Project Manager to Administration staff, reclassification of Assistant Wastewater Manager to Utilities Field Superintendent and reclassification of Watershed Coordinator's pay grade within the Management Pay Plan.

He discussed the Water Treatment significant line items. He voiced concerns over the lack of turn lane into the plant from US 23. He is discussed that they are inviting the public and schools to the educational center and it is very difficult to maneuver in and out of the property.

The significant line item for Water Distribution includes uniforms for staff and provide a more complete uniform apparel. For Wastewater Collection, the significant line item is designated for maintenance of equipment. A discussion was held regarding the sludge (biosolids) removal and the practices of the current vendor Renergy.

Mr. Ferrell discussed the current leaf collection practices and that the City does not use a vacuum to sweep them up. His concern was the leaves getting into the sewers and clogging them and the cost to repair the sewers vs. the cost to start leaf removal.

D. Department of Administrative Services – Kyle Kridler, Assistant City Manager

Mr. Kridler discussed the organizational chart and current staffing for Administrative Services. He discussed the proposal to bring in a Seasonal Intern to assist with recruiting. He reviewed the significant line items including succession planning that includes the Manager Development Program and the Leadership Development Program. The Manager Development Program is important as it focuses on developing future leaders with the skills necessary to be effective in their roles. 2020 will be the second year for the manager development program which will have 15 participants. The Leadership Development Program will focus on key leadership concepts with intersects with the content delivered in the Manager Development Program.

Mr. Kridler also discussed new initiatives in Administrative Services. In 2020 the new ERP/Human Resource Information System will be implemented. Other initiatives will include a wage/compensation analysis, health insurance plan design review and health insurance third-party administrator bid process.

Mayor Riggle requested a break at 8:21 p.m. and reconvened the meeting at 8:27 p.m.

E. Planning and Community Development – Dave Efland, Planning and Community Development Director

Mr. Efland discussed organizational changes in the Planning Department. He discussed that the existing population in the City is estimated at 43,000 and growing. There continues to be development and redevelopment throughout the City, which includes commercial, residential, mixed use and industrial. He discussed the succession planning for the department and the request to add a Building Inspector II and Code Enforcement Officer II. He discussed the reclassification of the Zoning Officer to Development Planner and Administrative Assistant to Permit Clerk.

Mr. Efland discussed the plan to complete the Comprehensive Plan in 2020 and review Zoning Code and re-write and prepare proposal in 2021. He discussed the plan to reorganize the department into three distinct divisions and begin to implement succession planning. He discussed looking at the current fee structure and cost and to prepare a potential fee increase. Vice-Mayor Shafer voiced support over staffing needs.

ITEM 3. DISCUSSION

Mayor Riggle informed Council that there is a work session scheduled for January 6 at 6:30 p.m. to have a presentation from Delaware NOW. Mayor Riggle requested that the Planning Commission be invited to attend the work session. Mrs. Keller voiced a concern over who funded the study. Vice-Mayor Shafer discussed the plan by the County to get political entities to work together to improve the US 23 corridor. Mrs. Keller voiced concerns over who is members of the Delaware NOW group.

ITEM 4: ADJOURNMENT

Motion: Vice- Mayor Shafer motioned to adjourn the meeting. The meeting adjourned at 9:02 p.m.

Carolyn Kay Riggle

Mayor Carolyn Kay Riggle

Elaine M McCloskey

Elaine McCloskey, Council Clerk