

# RECORD OF PROCEEDINGS

Delaware City Council

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

November 2

20

Held \_\_\_\_\_

20 \_\_\_\_\_

The budget work session meeting of Council was held on November 2, 2020 and was called to order at 6:35 p.m. and was held remotely through Cisco Webex and streamed Live through Facebook due to the State of Emergency – Executive Order 2020-01D. The following members of Council were remotely present: Second Ward Lisa Keller, Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger and Mayor Riggle who presided. Absent from the meeting was First Ward Chris Jones and Vice-Mayor Kent Shafer.

Staff Present Remotely: Sean Hughes, Economic Development Director, Justin Nahvi, Finance Director, Bill Ferrigno, Public Works Director/City Engineer, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Dave Efland, Planning and Community Development Director, Susie Daily, Information and Technology Director, Jessica Feller, Human Resource Manager, Natalia Harris, City Attorney, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager

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

**ITEM 2: EXECUTIVE SESSION:** pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance.

Mrs. Keller motioned to enter into executive session at 6:36 p.m. This motion was seconded by Mr. Hoffman and approved by a 5-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: Second Ward Lisa Keller, Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger, Mayor Carolyn Kay Riggle. Absent from the discussion was First Ward Chris Jones and Vice-Mayor Shafer. Staff present at executive session was Natalia Harris, City Attorney and Tom Homan, City Manager. Following the discussion at 7:03 p.m., it was moved by Mrs. Keller that Council move into open session, seconded by Mr. Farrell. This motion was approved by a 5-0 vote. Mayor Riggle reconvened the budget work session meeting at 7:07 p.m.

**ITEM 3: REVIEW OF CITY MANAGER'S PROPOSED 2021 BUDGET**

- a. Budget Overview - Tom Homan, City Manager
- b. Sean Hughes – Economic Development Director

Mr. Hughes reviewed accomplishments in 2020 and how the COVID-19 pandemic impacted economic development. He discussed that Economic Development Staff developed a comprehensive directory of businesses doing



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pickup, carryout, delivery, and promotions through social media and website. They helped to establish parking zones for food carry-out and pick up around the downtown establishments. He discussed that he worked with local manufacturers to help produce and supply personal protective equipment to fight the pandemic and recruited and led a Business Recovery Task Force. Mr. Hughes discussed the efforts to utilize the DORA to assist downtown businesses. The Economic Development staff also developed and managed a COVID-19 and Spring Flood Small Business Recovery Grant Program that benefited approximately 33 businesses around the City. In addition, he recruited ECDI to run the City of Delaware RLF fund of \$300,000 and assisted Delaware businesses with applying for other assistance programs. Mr. Hughes reviewed the goals for 2021 and that his department is proposing a level budget for 2021.

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

Mr. Efland reviewed that his budget for 2021 would have no changes from the current budget. He discussed the impact of COVID-19 to his department and the accomplishments that were met even during the pandemic. He discussed that operations continued and used technology for virtual meetings and inspections. Statistics for development in 2020 included 400 + residential permits and 800 Blanket Permits. There was over 200 Commercial Permits and 13,000 inspections. Staff also worked on over 500 formal code enforcement violations. He discussed the goals for 2021, including the completion of the Comprehensive Plan and budget and process for zoning code update.

d. Public Works – Bill Ferrigno, Public Works Director and City Engineer

Mr. Ferrigno reviewed accomplishments from 2020 included the semi-automated refuse collection and single stream recycling collection. He discussed the Airport Strategic Business Plan and improvements to Shortcut Alley. Other projects included the Delaware Run retaining wall repair, Glenn Road extension to Berlin Station, East William Street widening project, and Hills Miller sidewalk connection, and improvements related to COVID-19. He reviewed the goals for 2021 and discussed the impact COVID-19 had to various projects. Due to COVID-19 there was a delay in the Safe Walks Program and staff implemented the use of grinding for a repair method. He discussed the deferment of hiring positions throughout the department, including the Street Technician, and Right of Way Inspector. The construction of William Street and Carson Farms Signal was pushed to 2022. Mr. Ferrigno discussed the budget for Public Works.

e. Police- Bruce Pijanowski, Police Chief

Chief Pijanowski discussed the past events in 2020 and how it affected the department, including COVID-19 and the community response to George Floyd's death. He discussed the need to listen to the community and work with the community on how to move forward. He discussed the issues of residential speed which created the need to implement enforcement strategies. He discussed how COVID-19 put first responders at risk and how they had to maintain services safely. He discussed working with the Delaware-Morrow Mental Health and Recovery Services to receive a grant to hire a Service Coordinator. This position would work with mental health and addiction issues alongside with officers. The goal of the position is to have the crisis and service intervention. He discussed implementing the dispatch services with Delaware County. Chief Pijanowski discussed that there were delays related to the pandemic including the conversion of organizational structure and training enhancements. The



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traffic safety program has been designed but not fully implemented due to COVID-19 restrictions. He discussed police reform and the need for the body cameras that were put in the Capital Improvement Plan. He discussed other goals for 2021 including record management system implementation, traffic enforcement and implementing the traffic safety program. He discussed the budget is mostly level although there were two projects that will be implemented in 2021 including the unmanned aerial vehicle project and the less lethal launchers.

f. Fire – John Donahue, Fire Chief

Chief Donahue discussed the 2021 Fire Department Budget. The biggest challenge faced by the department was COVID-19 and discussed the response to patients with the virus or exposures. To date no personnel have been infected and discussed this is due to their safety measures and use of PPE. He discussed further 2020 accomplishments including Emergency Management Exercises, new engine purchased and improved response times. He reviewed 2021 goals and plans to work on the evolution of the Fire/EMS system, the Delaware County Pre-Hospital Care Board, the implementation of the new CAD system with Delaware County, traffic pre-emption. Two initiatives taken will be the insurance service office reassessment and international accreditation. Chief Donahue discussed significant line items for the 2021 Budget including wages and benefits and contractual obligations with IAFF, training of 3 firefighters going to Paramedic School, EMS supplies and capital replacement.

Chief Donahue discussed the response time and speed humps. He discussed that speed humps can create a unsafe situation as they cause them to slow down and takes time to get speed back up. For a safety stand point he does not prefer the utilization of speed humps, but would look at other types of traffic calming measures.

g. IT – Susie Daily, Information and Technology Director

Ms. Daily reviewed that during 2020 she focused on staff development as she had two employees start during the COVID-19 pandemic. She involved staff in online training. She discussed their role to assist employees with remote working and implement online meetings. She discussed updates to network infrastructure including firewall replacement, fiber expansion and enhanced Cybersecurity. She reviewed projects for 2021 including that all traffic signals on Traffic Fiber Network, ERP Software, City Hall Renovations and website updates and new agenda management software. She discussed the implementation of the Del-AWARE App and the ability to create citizen engagement and records request.

h. DAS – Jessica Feller, Human Resource Manager (time permitting)

Ms. Feller discussed accomplishments in 2020 and that the year focus was related to COVID-19 pandemic. Staff worked to ensure the safety and wellbeing of the City's employees while maintaining critical operations and managing day-to-day priorities. She discussed that her department was part of the development and implementation of COVID-19 related policies, procedures, and training. She reviewed that a Diversity, Equity and Inclusion Working Group was established. Ms. Feller discussed working with labor negotiations that were completed for Water/Wastewater Operator, Public Works, Public Utilities and Grounds Association, AFSCME Clerical, and FOP Clerical unit. She also reviewed goals

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and plans for 2021 included updates to the City's recruiting website and implementation of MUNIS.

- i. Finance – Justin Nahvi, Finance Director (time permitting)

Mayor Riggle requested that due to the late hour of the meeting for Mr. Nahvi to present at the next meeting.

## **ITEM 4: DISCUSSION**

## **ITEM 5: ADJOURNMENT**

**Motion:** Mr. Hoffman motioned to adjourn the meeting. The meeting adjourned at 9:18 p.m.

  
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Mayor Carolyn Kay Riggle

  
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Elaine McCloskey, Council Clerk