

Minutes of the Planning Session

Meeting

February 17, 2017

Mayor David Genshaw opened the Planning Session at 8:30 a.m. with the following persons present: Councilman Dan Henderson; Councilman H. William Mulvaney III; Councilman Orlando Holland, Councilwoman Leanne Phillips-Lowe; Councilwoman Grace Peterson; City Manager Dolores Slatcher; Asst. City Manager Charles Anderson; Chief of Police Gary Flood; Director of Public Works Berley Mears; Director of Finance and HR June Merritt; Supt. of Electric Bill Bennett, ED/IT Manager Trisha Newcomer; Building Official Josh Littleton; and Supt. of Parks and Recreation Katie Hickey. Mr. Dan Cannon attend as an observer from the public.

Mayor David Genshaw greeted everyone and made opening comments. He then turned the Planning Session over to Charles Anderson, Asst. City Manager to take the lead.

Mr. Anderson and Mrs. Newcomer lead the group in a trivia questionnaire to showcase the departmental information and see how much knowledge the group had about regarding this information. This was followed by a team building exercise by having each participant fill out a slip on something no one would know about them. This was read by selecting a balloon with the slip in it and the group having to guess who the person was.

Mr. Anderson reviewed past facts and figures for the Property Taxes, Electric Revenue, the budgets, and charges for services from FY12 – FY17 just to show the changes. In addition the review of the current staffing by age, the number of full time employees and their years of service, and the base wages earned by these employees. He went through the staffing considerations as already approved.

Mr. Anderson presented information on Code Enforcement which was requested to be discussed by Councilwoman Peterson. He showed pictures, the process, the Rock the Block that is coming to help refresh the DDD area, and discussed the formal Code process for notification of Code deficiencies. There was discussion about the conditions of properties, the Rental License Committee and their thoughts on improvements without having a license, and the Mayor advising the meetings are on-going with this committee. There was discussion about R-3 Zone and a showing of the R-3 built and unbuilt areas. The thought is to discuss further the impact of R-3 Zoning and do we have enough already. The request was to contact the City Solicitor to obtain State Law on Housing and provide to the elected officials.

Mr. Anderson presented future projects/staff efforts to undertake these. They were such items as the WWTP upgrades with the PER approved as the first step, the agreement with Sussex County to be presented at the 2/28/17 Council meeting for the Bridgeville and Greenwood sewer district treatment, the City-wide Reassessment to be done 2018, the Comprehensive Plan Update in 2020, the collective bargaining agreement with the sworn Police Officers in 2018, the need to rehabilitate and/or replace and some of our 14 sewerage lift stations. He also did restatement of the Economic Development Initiatives for Middleford Road, annexation of the Bierman lands and its redevelopment, the pole line extension for Trinity Logistics, the community outreach by our ED Manager, preparing an RFP for real

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estate professional selection to market and sell lands we currently hold particular to the Ross Business Park but may include other holdings.

Mr. Anderson shared the results of an employee survey similar to one done by Trinity Logistics. He discussed the need to improve upon our Employee Orientation Process.

City Manager Slatcher presented a listing of the Current Projects authorized and to be in some form of in-progress work in 2017. She explained although we have had them before Council for approval it was important for all to see the projects that have to be undertaken on one list with this work to be done in addition to daily routine work required by all departments.

Mayor Genshaw lead the discussion on City Council Initiatives with him elaborating more on the Rental License Committee and their work. Councilman Henderson wanted to know what the City does to assist the Homeless initiative. There was discussion about referrals given to those in need, the Homeless Vet initiative and if Council wishes to initiate a greater service it would take a trained staff member and a budget.

City Manager Slatcher requested for the Elected Officials to go on video to respond to the employee videos about their job and what they do. Each did this.

Mayor Genshaw closed the Planning Session at 2 p.m.

Dolores J. Slatcher, City Manager