COUNCIL COMMITTEE OF THE WHOLE

The Council Committee of the Whole met on January 23, 2018 at 6:00 p.m., with Council President Slavin presiding. Members of Council present were Mr. Anderson (arrived at 6:05 p.m.), Mr. Neil, Mr. Lewis, Mr. Cole, Mr. Polce, Mr. Hare, and Mr. Lindell. Mr. Sudler was absent. Mayor Christiansen was also present. Civilian members present for their Committee meetings were Mrs. Doyle (*Utility*), and Mr. Shevock and Dr. Stewart (*Legislative, Finance, and Administration*). Ms. Scarborough (*Utility*) was absent.

UTILITY COMMITTEE

The Utility Committee met with Chairman Cole presiding.

AGENDA ADDITIONS/DELETIONS

Mr. Hare moved for approval of the agenda, seconded by Mr. Lewis and unanimously carried.

Contractual Agreement with White Marsh Environmental Systems, Inc.

Mrs. Sharon Duca, Director of Public Works, advised members that in May 2016 an Emergency / Standby Retainer agreement for services was initiated with White Marsh Environmental Systems, Inc. (WMESI) to provide back-up operations services and technical assistance for the operation or repair of City of Dover water and wastewater facilities. This agreement was instituted as a six (6) month pilot program through the previous City Manager. Following the pilot period, the Department of Public Works (DPW) provided a review of services received which primarily consisted of back-up operations services. It was determined that in terms of standby costs related to ensuring off hours system response reliability, a savings of $2,750 to the City is realized over a six (6) month period by utilizing WMESI. As a result, the previous City Manager authorized the DPW to enter into a one (1) year Emergency / Standby Retainer agreement with WMESI, and continuation of this agreement is recommended.

Mrs. Duca explained that the DPW intends to utilize WMESI for technical assistance in relation to two (2) specific projects. The first is for WMESI to provide a value engineering review of the Water Treatment Plant Process Improvements capital project design and specifications. The review is to include recommendations to improve the cost effectiveness of the project. The second is for WMESI to provide an evaluation of current operations and maintenance procedures related to wastewater pumping stations, provide an evaluation of the SCADA upgrade plan, develop an overall written Standard Operating Procedure document and provide recommendations with financial impacts. It is anticipated that these efforts will also assist in the development of information necessary for the accreditation process currently underway by the DPW. She noted that staff will ensure that costs related to the provision of these services will stay within budget. Operational funding availability includes approximately $35,000 favorability in both the Water and Wastewater accounts related to attrition.

Staff recommended approval of the continued utilization of White Marsh Environmental Systems, Inc. through the Emergency / Standby Retainer agreement for the provision of back-up operations services and technical assistance which shall include two (2) projects.

Mr. Hare moved to recommend approval of staff's recommendation, seconded by Mr. Neil and unanimously carried.

Mr. Hare moved for adjournment of the Utility Committee meeting. The motion was seconded by Mr. Lewis and unanimously carried.

Meeting adjourned at 6:05 p.m.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee met with Chairman Hare presiding.

AGENDA ADDITIONS/DELETIONS

Dr. Stewart moved for approval of the agenda, seconded by Mr. Shevock and unanimously carried.

Permission to Recruit - Parks and Recreation Director

Mrs. Donna Mitchell, City Manager, reminded members that this past summer Ms. Margery Cyr, Library Director, agreed to accept additional responsibility for the Parks and Recreation Division. She explained that, while Ms. Cyr is very capable of providing supervision and programming expertise, Ms. Cyr has recommended that the City hire a Division Director that also has expertise in parkland planning and management. Mrs. Mitchell informed members that Ms. Cyr has agreed to continue to provide oversight and direction to the Division until the City can hire a full-time Parks and Recreation Director.

Mrs. Mitchell requested permission to recruit a Parks and Recreation Director in order to address the needs of the Division. She stated that the position would be a Grade 127, which is the same grade as the Library Director. Mrs. Mitchell explained that the beginning market based salary, per the Non-Bargaining pay scale, is $67,900 and estimated benefits of $33,000 would increase the annual budget by approximately $100,000. She advised that there may be some adjustment depending on qualifications of the applicant. Mrs. Mitchell informed members that the Fiscal Year 2018 Budget has sufficient savings in the Grounds Division, due to employee turnover, to cover an estimated $40,800 needed to hire a Director by March 1, 2018.

Staff recommended authorization to recruit a Parks and Recreation Director.

Responding to Mr. Slavin, Mrs. Mitchell advised that the recruitment strategy would be to post the job opening in the local newspaper and probably in a trade publication.

Mr. Lewis asked how filling the position would impact future budgets. In response, Mrs. Mitchell advised that for next year's budget, annualized, it is estimated to be approximately $100,000 with benefits. She noted that the prior Recreation Director was a pay grade 132; however, it also included responsibility for the Library Director. Mrs. Mitchell advised that the beginning pay grade for filling this vacancy is 127, which is the same as the Library Director position.

Mr. Neil moved to recommend approval of staff's recommendation for authorization to recruit a Parks and Recreation Director. The motion was seconded by Mr. Shevock and unanimously carried.

Mr. Lewis moved for adjournment of the Legislative, Finance, and Administration Committee meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:08 p.m.

Mr. Lindell moved for adjournment of the Council Committee of the Whole meeting. The motion was seconded by Mr. Neil and unanimously carried.

Meeting adjourned at 6:08 p.m.

Timothy A. Slavin
Council President

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