

**CITY OF DELAWARE
CITY COUNCIL
AGENDA
CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
6:00 P.M. * NOTE TIME CHANGE**

REGULAR MEETING

JANUARY 12, 2015

1. ROLL CALL
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the regular meeting of Council held December 22, 2014, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Resolution 15-01, a resolution appointing/reappointing members to various Boards, Commissions, and/or Committees, and specifying the term of the appointment/reappointment.
 - B. Acceptance of the Motion Summary for the Public Works/Public Utilities Committee meeting held November 4, 2014.
 - C. Acceptance of the Motion Summary for the Civil Service Commission meeting held November 5, 2014.
 - D. Establish January 26, 2015 at 7:30 p.m. as the date and time for a public hearing and second reading of Ordinance No. 15-03, an ordinance amending Section 331.19 of the Codified Ordinances of the City of Delaware, relating to stop signs.
6. LETTERS, PETITIONS, AND PUBLIC COMMENTS
7. COMMITTEE REPORTS
8. CONSIDERATION of Ordinance No. 15-01, an ordinance authorizing the City Manager to submit an application and enter into a Grant Agreement (if awarded) with the Ohio Environmental Protection Agency for the Ohio Environmental Education Fund, and declaring an emergency.
9. CONSIDERATION of Ordinance No. 15-02, an ordinance amending the Delaware Municipal Court and Clerk of Court Employee Benefits and Leave Policies, and declaring an emergency.

10. CONSIDERATION of Ordinance No. 15-03, an ordinance amending Section 331.19 of the Codified Ordinances of the City of Delaware, relating to stop signs.
11. CITY MANAGER'S REPORT
12. COUNCIL COMMENTS
13. ADJOURNMENT

6:30 EXECUTIVE SESSION: Mr. Brush motioned to enter into executive session at 6:30 p.m. This motion was seconded by Mr. Shafer and approved by a 7-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 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: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Andrew Brush, At Large Kent Shafer, Vice-Mayor George Hellinger and Mayor Carolyn Kay Riggle. Following the discussion at 6:54 p.m., it was moved by Mr. Brush that Council move into Open session, seconded by Mr. Jones and approved by 7-0 vote.

The regular meeting of December 22, 2014 was called to order at 7:00 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Andrew Brush, At Large Kent Shafer, Vice-Mayor George Hellinger, and Mayor Carolyn Kay Riggle who presided. The invocation was given by Pastor Boring of the Salvation Army, followed by the Pledge of Allegiance.

Staff Present: Dave Efland, Planning and Community Development Director, Scott Stowers, IT Director, Dan Whited, Public Service Group Director, Dean Stelzer, Finance Director, Sean Hughes, Economic Development Director, Bill Ferrigno, Public Works Director, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Lee Yoakum, Community Affairs Coordinator, Jackie Walker, Assistant City Manager, and Tom Homan, City Manager

ITEM 4: APPROVAL OF MINUTES

APPROVAL of the Motion Summaries for the 2015 Budget Work Sessions held December 2, December 4, and December 11, 2014.

APPROVAL of the Motion Summary of the regular meeting of Council held December 8, 2014, as recorded and transcribed.

Motion: Mr. Brush moved to approve the Motion Summaries for the 2015 Budget Work Sessions held December 2, December 4, and December 11, 2014 and the Motion Summary of the regular meeting of Council held December 8, 2014, as recorded and transcribed seconded by Mr. Shafer. Motion approved by a 7-0 vote.

ITEM 5: CONSENT AGENDA

- A. Resolution No. 14-75, a resolution appointing a member to the Airport Commission, and specifying the term of the appointment.
- B. Acceptance of the Motion Summary for Planning Commission meeting held November 5, 2014.

Motion: Mrs. Keller moved to approve the Consent Agenda, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

ITEM 7: COMMITTEE REPORTS

Mrs. Keller reviewed the status of building designs for Veterans Park.

Mr. DiGenova provided an update on the Veterans Memorial project.

Vice-Mayor Hellinger met in place of Mr. Brush with the State Auditor and the City Manager to discuss a performance review.

ITEM 8: CONSIDERATION OF A LIQUOR PERMIT TRANSFER:

A. Chandra's Bistro, Inc., DBA Chandra's Bistro, Unit 100 1st Floor Patio & Basement, 10 N. Sandusky St., Unit 200 2nd Floor, Delaware, Ohio 43015 to Typhoon Asian Fusion Bistro, Inc., Unit 100 1st Floor Patio & Basement, 10 N. Sandusky St., Unit 200 2nd Floor, Delaware, Ohio 43015.

Chief Pijanowski reviewed the request with no concerns or issues voiced.

Motion: Mr. Brush moved to approve the liquor permit transfer of Chandra's Bistro, Inc., DBA Chandra's Bistro, Unit 100 1st Floor Patio & Basement, 10 N. Sandusky St., Unit 200 2nd Floor, Delaware, Ohio 43015 to Typhoon Asian Fusion Bistro, Inc., Unit 100 1st Floor Patio & Basement, 10 N. Sandusky St., Unit 200 2nd Floor, Delaware, Ohio 43015, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

ITEM 9: PRESENTATION

A. Homelessness In Delaware – Beth Fetzer-Rice, Salvation Army Director of Housing and Disaster Services and Tiana Purvis, Salvation Army Regional Housing Coordinator

Beth Fetzer-Rice, 340 Lake Street, Delaware Ohio 43015, Salvation Army Director of Housing and Disaster Services

Tiana Purvis, 340 Lake Street, Delaware Ohio 43015, Salvation Army Regional Housing Coordinator

Ms. Fetzer-Rice and Ms. Purvis provided a presentation on the services that are provided to the homeless residents within Delaware County. Ms. Fetzer-Rice provided information regarding rapid rehousing and emergency housing programs and funding that are received. They discussed the difficulty of serving and meeting the needs of the chronic homeless individuals.

Mr. Jones requested information on the staffing needs for an emergency shelter. Ms. Fetzer-Rice explained that staffing is needed for the daily operations, such as meals, linens, and bedding preparation, as well as the staffing for social services.

Chief Pijanowski discussed with Council that the police department assists individuals that are willing to help them link with appropriate services. Chief Pijanowski explained that each individuals needs are different and require at times different solutions.

PUBLIC PARTICIPATION

Laurie Lendon, 268 W. Central Avenue, Delaware Ohio 43015, President of Women's City Club

Ms. Lendon discussed the transitional housing program that they offer to women in need.

Brandon Feller, 128 Garden Court, Delaware Ohio, President of United Way, Delaware County

Mr. Feller discussed the gaps in the system in services that are provided to single men and women.

Emma Mirles-Jones, 175 S. Sandusky Street #375, Delaware Ohio, Attorney

Ms. Mirles-Jones discussed experiences that a client, that is currently homeless, has had. She discussed the concern that her client has to police intervention and recommends that they partner up with a social service agency to provide assistance. She also discussed the difficulty of accessing mail and phone usage for homeless individuals.

Robin Lincoln, 582 Jefferson Drive, Delaware Ohio, Representative of Annie's Outreach Center

Ms. Lincoln provided information of Annie's Outreach Center located at 325 S. Sandusky Street, Delaware Ohio.

Mayor Riggle requested a break at 8:22 p.m. Mayor Riggle reconvened the meeting at 8:28 p.m.

ITEM 10: ORDINANCE NO. 14-115 [Third Reading]
AN ORDINANCE MAKING APPROPRIATIONS FOR THE YEAR 2015, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the third time.

Motion: Mr. Brush moved to enact the emergency clause for Ordinance No. 14-115, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to adopt Ordinance No. 14-115, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

ITEM 11: ORDINANCE NO. 14-118 [Second Reading]
AN ORDINANCE TO AUTHORIZE AND DIRECT THE CLERK OF COUNCIL TO EXECUTE AND SIGN A PETITION ON BEHALF OF THE CITY OF DELAWARE, OHIO AS THE "PROXIMATE CITY" WITHIN THE MEANING OF SECTION 349.01(M) OF THE OHIO REVISED CODE, TO CREATE A NEW COMMUNITY AUTHORITY UNDER CHAPTER 349 OF THE OHIO REVISED CODE, FOR BERKSHIRE LANDING DEVELOPMENT, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

Motion: Mr. Brush moved to suspend the rules for Ordinance No. 14-118, seconded by Mrs. Keller. Motion approved by a 6-1 (DiGenova) vote.

Motion: Mr. Brush moved to enact the emergency clause for Ordinance No. 14-118, seconded by Mrs. Keller. Motion approved by a 6-1 (DiGenova) vote.

Motion: Mr. Brush moved to adopt Ordinance No. 14-118, seconded by Mrs. Keller. Motion approved by a 6-1 (DiGenova) vote.

ITEM 12: ORDINANCE NO. 14-119 [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR DELAWARE CITY SCHOOLS FOR A BUILDING EXPANSION AND SITE IMPROVEMENTS TO CARLISLE ELEMENTARY SCHOOL ON APPROXIMATELY 10.73 ACRES ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED AT 746 WEST CENTRAL AVENUE.

The Clerk read the ordinance for the second time.

There was no public participation.

APPLICANT:

Larry Davis 149 Westwood Avenue, Delaware Ohio, Representative of Delaware City Schools

Randy Van Tilburg, 157 Thornapple Trail, Delaware Ohio, Professional Engineer

Motion: Mr. DiGenova moved to suspend the rules for Ordinance No. 14-119, seconded by Mr. Brush. Motion approved by a 7-0 vote.

Motion: Mr. DiGenova moved to adopt Ordinance No. 14-119, seconded by Brush. Motion approved by a 7-0 vote.

ITEM 13: ORDINANCE NO. 14-120 [Second Reading]

AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR DELAWARE CITY SCHOOLS FOR A BUILDING EXPANSION AND SITE IMPROVEMENTS TO CARLISLE ELEMENTARY SCHOOL ON APPROXIMATELY 10.73 ACRES ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED AT 746 WEST CENTRAL AVENUE.

The Clerk read the ordinance for the second time.

Motion: Mr. DiGenova motioned to suspend the rules for Ordinance No. 14-120, seconded by Mr. Brush. Motion approved by a 7-0 vote.

Motion: Mr. DiGenova motioned to adopt Ordinance No. 14-120, seconded by Mr. Brush. Motion approved by a 7-0 vote.

ITEM 14: ORDINANCE NO. 14-121 [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT FOR DELAWARE CITY SCHOOLS FOR A BUILDING EXPANSION AND SITE IMPROVEMENTS TO CONGER ELEMENTARY SCHOOL ON APPROXIMATELY 3.97 ACRES ZONED R-4 (MEDIUM DENSITY RESIDENTIAL DISTRICT) AND LOCATED AT 10 CHANNING STREET.

The Clerk read the ordinance for the second time.

There was no public participation.

APPLICANT:

Larry Davis 149 Westwood Avenue, Delaware Ohio, Representative of Delaware City Schools

Randy Van Tilburg, 157 Thornapple Trail, Delaware Ohio, Professional Engineer

Motion: Mr. Brush moved to suspend the rules for Ordinance No. 14-121, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to adopt Ordinance No. 14-121, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 15: ORDINANCE NO. 14-122 [Second Reading]

AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR DELAWARE CITY SCHOOLS FOR A BUILDING EXPANSION AND SITE IMPROVEMENTS TO CONGER ELEMENTARY SCHOOL ON APPROXIMATELY 3.97 ACRES ZONED R-4 (MEDIUM DENSITY RESIDENTIAL DISTRICT) AND LOCATED AT 10 CHANNING STREET.

The Clerk read the ordinance for the second time.

Motion: Mr. Brush moved to suspend the rules for Ordinance No. 14-122, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to adopt Ordinance No. 14-122, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 16: ORDINANCE NO. 14-123 [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A REZONING TO EXPAND THE DOWNTOWN HISTORIC DISTRICT OVERLAY PER SECTION 1190.12 OF THE CITY OF DELAWARE ZONING CODE, ACCORDINGLY, TO INCLUDE THE PROPERTIES AT 20 WEST CENTRAL AVENUE, 91 NORTH SANDUSKY STREET, AND 101 NORTH SANDUSKY STREET.

The Clerk read the ordinance for the second time.

There was no public participation.

APPLICANT:

John Melvin, 1405 US Route 23 North, Delaware Ohio, Delaware County Facilities Supervisor

Motion: Mr. Brush moved to suspend the rules for Ordinance No. 14-123, seconded by Mr. Jones. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to adopt Ordinance No. 14-123, seconded by Mr. Jones. Motion approved by a 7-0 vote.

ITEM 17: ORDINANCE NO. 14-124 [Second Reading]
AN ORDINANCE AMENDING ORDINANCE NO. 14-82 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT/SEASONAL EMPLOYEES OF THE CITY OF DELAWARE, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

Motion: Mr. Brush moved to suspend the rules for Ordinance No. 14-124, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to enact the emergency clause for Ordinance No. 14-124, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to adopt Ordinance No. 14-124, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

ITEM 18: ORDINANCE NO. 14-125 [Second Reading]
AN ORDINANCE AMENDING THE MANAGEMENT, PROFESSIONAL, TECHNICAL, CONFIDENTIAL, AND SUPERVISORY EMPLOYEES PAY PLAN, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

Motion: Mr. Brush moved to suspend the rules for Ordinance No. 14-125, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to enact the emergency clause for Ordinance No. 14-125, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to adopt Ordinance No. 14-125, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

ITEM 19: ORDINANCE NO. 14-126 [Public Hearing and Second Reading]
AN ORDINANCE ESTABLISHING A SCHEDULE OF FEES AND SERVICE CHARGES AND AMENDING EXISTING CODE SECTIONS IMPACTED BY THE CHANGE.

The Clerk read the ordinance for the second time.

There was no public participation.

Motion: Mr. Jones moved to suspend the rules for Ordinance No. 14-126, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Mr. Jones moved to enact the emergency clause for Ordinance No. 14-126, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Mr. Jones moved to adopt Ordinance No. 14-126, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 20: ORDINANCE NO. 14-127 [First Reading]
AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN OFF-SITE DEVELOPMENT AGREEMENT WITH ENGINEERED

MATERIALS SYSTEMS, INC., FED ONE DUBLIN, LLC AND SAWMILL-DELAWARE INVESTMENTS, LLC, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

Motion: Mr. DiGenova moved to suspend the rules for Ordinance No. 14-127, seconded by Mr. Brush. Motion approved by a 6-0-1 (Riggle) vote.

Motion: Mr. DiGenova moved to enact the emergency clause for Ordinance No. 14-127, seconded by Mr. Brush. Motion approved by a 6-0-1 (Riggle) vote.

Motion: Mr. DiGenova moved to adopt Ordinance No. 14-127, seconded by Mr. Brush. Motion approved by a 6-0-1 (Riggle) vote.

ITEM 21: ORDINANCE NO. 14-128 [First Reading]
AN ORDINANCE SUPPLEMENTING THE 2014 APPROPRIATIONS ORDINANCE AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

Motion: Mr. Brush moved to suspend the rules for Ordinance No. 14-128, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to enact the emergency clause for Ordinance No. 14-128, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

Motion: Mr. Brush moved to adopt Ordinance No. 14-128, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

ITEM 22: CITY MANAGER'S REPORT

Mr. Homan informed Council that the EPA will hold a hearing January 26, 2015 to discuss the public concerns regarding Liberty Casting.

Mr. Homan updated Council that the Revised Cooperative Agreement has been sent out to the school districts.

Mr. Stowers provided an update on the telecommunication upgrades for Council Chambers, including the purchase orders of two high definition web cameras.

Mr. Homan discussed potential dates in March, 2015 for a Council Retreat.

ITEM 23: COUNCIL COMMENTS

Mr. DiGenova discussed recent conversations with Time Warner Cable and the 2015 price increase for subscribers of HBO and Movie Passes.

Mr. Brush requested that a Finance Committee meeting be scheduled in January, 2015. Mr. Brush also requested that a joint meeting be held with the Delaware City School Board in the first quarter of 2015. Mr. Brush notified Council that he will be out of town May 11, 2015.

Mr. Shafer discussed the presentation provided by the Salvation Army regarding the homeless population in Delaware County, and was impressed by the various resources available.

Vice-Mayor Hellinger discussed the need for continued discussion on how to assist and provide resources to the homeless.

Mayor Riggle thanked Council for the support she received for her first year as Mayor.

ITEM 24: ADJOURNMENT

Motion: Mr. Shafer moved to adjourn the meeting. The meeting adjourned at 9:17 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

DELAWARE CITY COUNCIL FACT SHEET

ITEM NO.: CONSENT ITEM A

DATE: 01/12/15

PUBLIC HEARING: NO

READING: FIRST

ORDINANCE NO.:

RESOLUTION NO.: 15-01

DESCRIPTION: A RESOLUTION APPOINTING/REAPPOINTING MEMBERS TO VARIOUS BOARDS, COMMISSIONS, AND/OR COMMITTEES, AND SPECIFYING THE TERM OF THE APPOINTMENT/REAPPOINTMENT.

DEPARTMENT AFFECTED:

GROUP AFFECTED:

FINANCIAL INFORMATION

COST:

FUND SOURCES:

BUDGETED:

RECOMMENDATIONS

COMMITTEE:

RECOMMENDATION:

VOTE:

MEETING DATE:

STAFF RECOMMENDATION:

PRESENTER: Carolyn Kay Riggle, Mayor

SUMMARY OF ITEM:

ATTACHMENTS:

Roger Koch letter of interest

Chamber President Holly Quaine recommendation letter

COUNCIL NOTES:

RESIDENTIAL DESIGN
CONSTRUCTION DRAWINGS
HISTORIC RESTORATION &
PRESERVATION CONSULTATION

HPC
Architect
position

ROGER KOCH

ARCHITECTURAL DESIGNER

8 December 2014

Hon. Carolyn Kay Riggle, Mayor
City of Delaware
Delaware, Ohio 43015

Dear Carolyn,

I am very proud of what the establishment of the Downtown Delaware Historic District and the creation of the Historic Preservation Commission and architectural review in 1997 have helped to encourage in downtown Delaware. In the mid-1990s we suffered a vacancy rate in downtown storefronts of roughly fifty percent, and it appeared to be getting worse. By consulting other communities which had experience with downtown historic districts, along with professional consultants in the historic preservation field, the council-created task force crafted a set of Architectural Standards for exterior changes being proposed to buildings within the district that required the preservation and/or restoration of existing architectural features on historic buildings, compatible architectural design and materials on non-historic buildings and new construction. These efforts to make the most of our unusually well-preserved historic central business district have been phenomenally successful in facilitating the revitalization of our downtown shopping and entertainment district.

I helped to formulate the initial legislation creating the HPC, helped to create and twice revise the Architectural Standards, served on the initial commission, and have been elected its chairman for the last several years. I have developed a good working relationship with the city Planning and Zoning Department, which I believe serves the commission very well. I am still enthusiastic about our downtown district and the commission's ability to foster the architectural and historic appearance and, thereby, the economic vitality of the heart of our community. If appointed to another term on the HPC, I will do my best to see that downtown Delaware's best days are still in the future.

Thank you for your consideration.

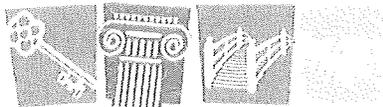


Roger Koch

125 North Liberty Street

Delaware, Ohio

125 NORTH LIBERTY STREET, DELAWARE, OHIO 43015, 740/595-3350 roger3350@gmail.com



DELAWARE AREA
CHAMBER OF COMMERCE

Michele Kohler
Executive Assistant
City of Delaware

December 23, 2014

Michelle,

The board of directors of the Delaware Area Chamber of Commerce is delighted to announce that John Lewis of North American Bus Industries, will serve as the chamber representative on the City's Airport Commission. We know John will be a perfect fit as his interest in and support of the airport is well-known. Thank you for allowing the chamber to participate in this manner.

Regards,

Holly Quaine, President

Gold Sustaining Members

*Greif, Inc.
Mount Carmel Health System
OhioHealth*



Silver Sustaining Members

*Amanda Plumbing, Sewer & Drain
Willow Brook Christian Communities*

**PUBLIC WORKS/PUBLIC UTILITIES COMMITTEE
MOTION SUMMARY
NOVEMBER 4, 2014**

Staff present included Dan Whited, Director of Public Service Group, Bill Ferrigno, Director of Public Works/City Engineer, Brad Stanton, Director of Public Utilities, Matt Weber, Deputy Engineer and Linda Mathews, Customer Service Liaison.

Meeting called to order at 7:00 p.m. by Chairman Chris Jones.

1. ROLL CALL

Committee members present at roll call included Chairman Chris Jones, Vice-Chairman Kent Shafer, and Mayor Carolyn Riggle.

2. APPROVAL of the Motion Summary for the meeting of the Public Works/Public Utilities Committee meeting held September 2, 2014, as recorded and transcribed

Vice-Chairman Shafer moved to approve the Motion Summary for the meeting of the Public Works/Public Utilities Committee meeting held September 2, 2014, as recorded and transcribed, seconded by Mayor Riggle and approved by a 3-0 vote.

3. PUBLIC COMMENTS

There were no public comments presented.

4. UPDATE on Resurfacing Program

Director of Public Works/City Engineer Bill Ferrigno mentioned that staff had forwarded correspondence with Ms. Dunlap to them with regard to alley repairs/resurfacing as Ms. Dunlap had been invited to speak under the Public Comments agenda item.

Mr. Ferrigno recapped the documents that had been included in the agenda packet that were created to show how the road network will appear over time.

Committee members posed questions with regard to the modeling documents and all were addressed.

Committee members will be provided with documents that show the various city streets by wards with the current PCI rating as well as the criteria that is

used to determine the assigned rating.

5. DISCUSSION of Snow and Ice Removal Policies and Procedures

Mr. Ferrigno discussed the salt storage facility that was recently erected at the Public Works facility, the brine system that will be installed and the status of the salt supplies for the upcoming season. He also indicated that staff is in the process of preparing the equipment for wintertime operations.

6. UPDATE on Transportation Plan

Mr. Ferrigno reviewed the enclosed documents relative to the Transportation Plan and advised that a review and update of the plan is anticipated to be undertaken in 2015. The new update will include bikeways and multi-use paths as they were not in the most recent updated plan. Other fixtures that will be considered with the new overall plan will be signals, guardrail and resurfacing features. The review and development of the new Transportation Plan will most likely take the entire year of 2015 to complete.

7. UPDATE on Public Works Facilities Improvements

Mr. Ferrigno updated committee members on the status of wintertime operations facilities and overall yard area at Public Works.

Mr. Ferrigno also indicated that the new Administrative building is in the "mid-stages" with the plans to be finalized within the next 2-3 weeks and the building construction to begin in early 2015.

8. STAFF COMMENTS

Director of Public Utilities Brad Stanton updated committee members on the status of the water plant improvement project, indicating that it will be substantially completed in early 2015 and full completion in spring 2015 with an Open House in spring of 2015.

Director of the Public Service Group Dan Whited advised that he and Mr. Stanton are enlisting the assistance of a third party to perform some investigations with regard to issue with the AMR program.

Mr. Ferrigno indicated that all of the backlogged guardrail repairs that have been funded, along with the installation on Valleyside Dr. should be completed the next week or so by M P Dory.

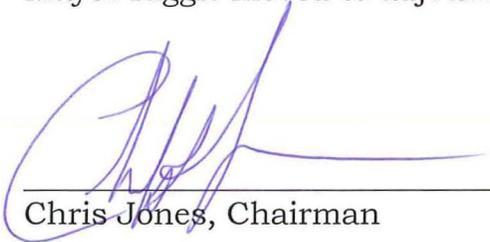
9. MEMBER COMMENTS

Chairman Jones inquired about the plowing of the parking lot and sidewalk at the YMCA-who is responsible for each, if a large trash pick-up had taken place this fall, the status of the SafeWalk Program and locations that had been marked recently and recently completed curb repairs in new subdivisions.

Mr. Ferrigno mentioned the fall street sweeping program and that it is not designed to pick-up leaves as is the anticipated by some residents. As such, this will possibly be the last city wide sweeping done during the fall,

10. ADJOURNMENT

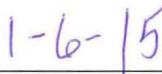
Mayor Riggle moved to adjourn and meeting was adjourned at 7:57 p.m.



Chris Jones, Chairman



Linda Mathews, Clerk



Date

**MOTION SUMMARY-NOT RECORDED DUE TO RECORDING ERROR
CIVIL SERVICE COMMISSION
NOVEMBER 5, 2014**

1. ROLL CALL

Julie Williams called roll.

Members Present: Jack Hilborn and Michael Robinson
Jack Hilborn called the meeting to order at 3:05 pm. April Nelson arrived to the meeting following roll call at 3:15.

Staff Present: Civil Service Commission Secretary Julie Williams, City Council Member Lisa Keller, Human Resource Manager Jessica Feller, Fire Chief John Donahue, City Attorney Darren Shulman.

Also present: Firefighter Joe Murphy

2. APPROVAL OF THE MOTION SUMMARIES OF THE REGULAR MEETINGS OF CIVIL SERVICE COMMISSION HELD SEPTEMBER 3, 2014, AS RECORDED AND TRANSCRIBED.

MOTION: On a motion made by Michael Robinson and seconded by Jack Hilborn the approval of the motion summaries as presented was approved by a 2-0 vote.

3. PROPOSAL AND APPROVAL OF THE FIRE CAPTAIN PROMOTIONAL PROCESS:

Changes to the process include increasing the written exam passing point from 70% to 75%, and creating of a "Promotional Hold List". Following the written examination, a promotional hold list will be established and effective upon posting at each station. Candidates can then perform duties of "Acting Officer" in accordance with the department SOP. Upon a vacancy, the process will continue from the promotional hold list.

Chief Donahue reports he received feedback from two (2) members of his staff regarding the process. One feedback was positive regarding the process and the other expressed concern regarding the number of books (5) to be tested from and the use of a 3rd party testing vendor. The concerns are 1) the number of books required are too many. The request is to identify the pertinent reading material from the identified test books. 2) The use of a 3rd party vendor creates a concern due to their limited knowledge of our agency operations. Chief Donahue states he is recommending maintaining the same book list as previously used and is recommending a 3rd party vendor on the merits that there is no impropriety and the vendor can be provided specific SOP's.

Agreed upon corrections to be made include 1) Under Written Examination, it is recommended an addition follow "reputable third party" to identify who determines the third party. DAS and the Fire Chief work together to select the third party. 2) Under "Promotional Hold List", the line "when an opening occurs within the rank of Lieutenants" will be changed to read "when an opening occurs within the rank of Captains." 3) Under Assessment Center, in the 3rd paragraph, the first sentence will be revised for the purposes of rewording "comprise" and better defining the measures. 4) Under Fire Officer Interview and Review Panel, the number of Captains participating will be added to the language (5). In the middle of the paragraph, the words "With this review" will be removed. 6) A revision date will be added to the document.

MOTION: On a motion made by Michael Robinson and seconded by April Nelson the Fire Captain Promotional Process was tabled to the January meeting unanimously by a 3-0 vote.

4. PROPOSAL AND APPROVAL OF THE FIRE LIEUTENANT PROMOTIONAL PROCESS:

Changes to the Lieutenant process include the addition of the Assistant Fire Chief to the interview process.

Agreed upon corrections include 1) Under Written Examination, it is recommended an addition follow "reputable third party" to identify who determines the third party. DAS and the Fire Chief work together to select the third party. 2) Under Assessment Center, in the 3rd paragraph, the first sentence will be revised for the purposes of rewording "comprise" and better defining the measures. 3) Under "Fire Officer Interview and Review Panel", in the middle of the paragraph, the words "With this review" will be removed. 4) A revision date will be added to the document.

MOTION: On a motion made by Michael Robinson and seconded by April Nelson the Fire Lieutenant Promotional Process was tabled to the January meeting unanimously by a 3-0 vote.

5. AMEND AND EXTEND THE FIREFIGHTER LIST.

The firefighter list is being extended for 6 months. There are 4 candidates in the hiring process with expected start dates of 12/17/14. 1 candidate is being removed upon his request to accept a position with Whitehall. Another 6 month extension may be requested at a later time.

MOTION: On a motion made by April Nelson and seconded by Mike Robinson the Firefighter List as presented was approved unanimously by a 3-0 vote.

5. PUBLIC COMMENT

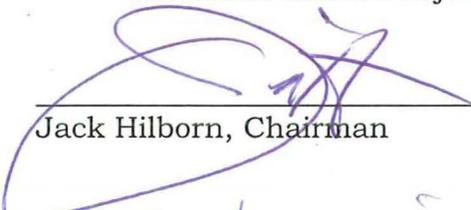
There was no public comment.

6. COMMISSION MEMBERS COMMENT

The regularly scheduled December Civil Service Meeting will be postponed to January.

7. MEETING ADJOURNMENT

Chairman Hilborn adjourned the meeting at 3:45 p.m.



Jack Hilborn, Chairman



Julie Williams, Secretary

DELAWARE CITY COUNCIL FACT SHEET

ITEM NO.: 8

DATE: 1/12/15

PUBLIC HEARING: NO

READING: FIRST

ORDINANCE NO.: 15-01

RESOLUTION NO.:

DESCRIPTION: AN ORDINANCE AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION AND ENTER INTO A GRANT AGREEMENT (IF AWARDED) WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY FOR THE OHIO ENVIRONMENTAL EDUCATION FUND, AND DECLARING AN EMERGENCY.

DEPARTMENT AFFECTED:
Public Utilities

GROUP AFFECTED:
Water Treatment Plant

FINANCIAL INFORMATION

COST:
\$5,000.00 grant request

FUND SOURCES:
**Ohio Environmental
Protection Agency**

BUDGETED:

RECOMMENDATIONS

COMMITTEE:

RECOMMENDATION:

VOTE:

MEETING DATE:

STAFF RECOMMENDATION:

Approval

PRESENTER:

**Kristin Piper, Watershed Coordinator
Brad Stanton, Public Utilities Director**

SUMMARY OF ITEM:

In conjunction with the City of Delaware's upgraded Water Treatment Plant, the Public Utilities department is installing an education center. The education center will encourage teachers to bring their classes to tour the plant and learn about water. The grant application, requesting authorization, is asking that the Ohio EPA's, Ohio Environmental Education Fund contribute \$5,000.00 towards a display that meets the 7th grade academic content standard: The hydrologic cycle illustrates the changing states of water as it moves through the lithosphere, biosphere, hydrosphere, and atmosphere. The displays will relate the hydrologic cycle to the world around us and provide the visitors with information to take care of the valuable resource we have available to us in Central Ohio.

The City of Delaware, Public Utilities department has been working with Display Dynamics to design, construct, and install educational displays in the new Water Treatment Plant education center. Their previous works include exhibits at COSI, the Columbus Zoo, Boonshoft Museum of Discovery, and other various locations. In order to produce content on these displays that the community would be interested in visiting, the Public Utilities department contacted local school districts to receive their input. It has been discussed that the displays will have six related topics: (1) water conservation, (2) how to be good stewards of our waters, (3) how water is treated, (4) regional water supplies, (5) a world view of the hydrologic cycle, and (6) local history of our waters. During these discussions with the local school districts, several educators expressed interest in bringing their classes to this center upon completion.

The Ohio Environmental Education Fund mini-grant offers up to \$5,000.00 to municipalities and several other organizations/companies to help raise awareness and educate the public about environmental issues. The City of Delaware's grant application requests the full \$5,000.00 to help purchase a display focused on the 7th grade content standard: "The hydrologic cycle illustrates the changing states of water as it moves through the lithosphere, biosphere, hydrosphere, and atmosphere." The Public Utilities department has \$50,000.00 designated for design, construction, and installation of the displays. According to estimated costs (generated by Display Dynamics), the City could afford to install the water sources, water systems, water history, and the remainder of the hydrologic cycle display (with the \$5,000.00 of OEEF grant money).

Each display is interactive and is aimed to capture the attention of the visitors. The "water systems" display will focus on the treatment of our drinking water, wastewater, and the lack of treatment in our stormwater systems. There will be different short videos that will describe each system in a way that students will understand. This technology will cost about \$10,000.00 and will be covered by the Public Utilities department as part of the match. The "water sources" display will be an interactive structure that will teach the visitors about the geographical composition of our regional waterways. This will include our watershed, rivers, lakes, and aquifers. This technology is estimated to cost \$25,000.00 and is also covered by the Public Utilities department as part of the match. The "water history" display will be presented as a timeline and will provide visitors a historical look into the City's waterways. It is expected that this timeline will cost around

\$5,000.00, as part of the Public Utilities grant match. The “hydrologic cycle” display will be an interactive structure that will illustrate how water reacts to different temperatures, air flow, atmospheric pressure, and other factors. This type of display has not been developed by Display Dynamics, to date. The estimated \$15,000.00 total cost is very conservative and it is likely that the price could be substantially higher. The Public Utilities department will fund \$10,000.00 of that display and are asking OEEF to cover the remaining \$5,000.00. This application is requesting that the Ohio EPA, through their OEEF grant will provide \$5,000.00 to the City of Delaware. Currently, the total estimated cost is \$100,000, with the Public Utilities department funding \$50,000.00 of the total cost. The remaining \$50,000 will be provided by grants and sponsorship.

Once these four displays being proposed are installed at the Water Treatment Plant education center, the center will be open to the public. The Public Utilities department has expressed interest of expanding the education center with additional displays. The additional displays will be those funded by the sponsorships and possibly other grants. There are two other topics that have been discussed but are not currently within the budget: (1) water conservation and (2) how to be good stewards of our waters.

ATTACHMENTS:

Ohio Environmental Education Fund grant application

COUNCIL NOTES:

ORDINANCE NO. 15-01

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO SUBMIT AN APPLICATION AND ENTER INTO A GRANT AGREEMENT (IF AWARDED) WITH THE OHIO ENVIRONMENTAL PROTECTION AGENCY FOR THE OHIO ENVIRONMENTAL EDUCATION FUND, AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio Environmental Education Fund Grant provides financial assistance to municipal corporations for the purpose of raising awareness and educating the public about environmental issues and,

WHEREAS, the City of Delaware seeks to apply for and accept (if awarded) the Ohio Environmental Education Fund grant to design, construct, and install educational displays in the Water Treatment Plant education center and,

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF DELAWARE, OHIO THAT:

SECTION 1. The City Manager is hereby authorized to submit an application to the Ohio Environmental Protection Agency for the Ohio Environmental Education Fund grant, for educational displays in the Water Treatment Plant education center.

SECTION 2. The City Manager is further authorized to enter into any agreement as may be necessary and appropriate to obtaining this financial assistance.

SECTION 3. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety, and welfare of the City. The emergency clause is required in order to meet the grant submission deadline of January 15, 2015. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS___ NAYS___
ABSTAIN ___

EMERGENCY CLAUSE:

YEAS___ NAYS___
ABSTAIN ___

PASSED: _____, 2015

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



OEEF Grant Application

Application Type: MiniGrant	Application #: S-15M-023
Revision from previous application:	
Previous grant received: F-14M-003	

Organization Information
Name: City of Delaware
Web Address: www.delawareohio.net
Address: 225 Cherry Street, City of Delaware, Delaware, OH 43015
County: Delaware

Project Information	
Project Title: Water Treatment Plant Educational Center	Requested Grant Amount: \$5,000.00
Educational Priority: Other Environmental Education Projects	
Target Audience: Pre-school to University - Primary, General Public - Secondary	
<u>Project Description:</u>	
The City of Delaware is interested in installing an educational center in the new Water Treatment Plant. The WTP uses ultrafiltration and nanofiltration (1 of few in the country) and many local companies/organizations have already expressed interest in touring the facility. The educational room will encourage teachers to bring their classes to tour the plant and learn more about water. There will be many educational displays in this center. For the display being proposed, the City plans to meet the 7th grade standard: The hydrologic cycle illustrates the changing states of water as it moves through the lithosphere, biosphere, hydrosphere, and atmosphere. The City plans to relate the hydrologic cycle to the world around us and provide them with information to take care of the valuable resource we have available to us in Central Ohio. This center will also be used with Ohio Wesleyan's environmental studies program. It will be a useful tool for OWU students and any other WTP visitors.	
<u>Anticipated List of Collaborators:</u>	
Buckeye Valley Local Schools, Delaware City Schools, Olentangy Local Schools, St. Mary's Catholic School, Delaware Area Career Center, Village Academy, Ohio Wesleyan University, Columbus State Community College, Franklin University (Delaware Campus), Olentangy Watershed Alliance, Sustainable Delaware, Keep Delaware County Beautiful, Delaware Soil and Water Conservation District	

Additional Information	
Have you ever attended an OEEF grant-writing workshop? No	Proposed Start Date: 09/01/2015
Will this project have statewide impact? No	Proposed Completion Date: 08/31/2016
Which Ohio counties will the activities take place in? Delaware	

Audience Category
Non-formal Education - Visitors to: Other: Water Treatment Facility
General Public Education: Neighborhood/Community/Organizations, Other: Schools for field trips
Governmental Entities: Local Government Agencies
Regulated Community: Small Business (<100 employees), Medium/Large Business, Industry, Nonprofit Organizations

Project Issues
Water Issues: Surface Water/Watersheds, Drinking Water, Ground Water, Wellhead Protection, Non-point Source Pollution
Waste Issues: Pollution Prevention/Industrial Waste Minimization
Other Issues: Environmental Health

Project DescriptionBackground of Organization:

A City of Delaware goal is to educate its citizens so they make informed decisions on a daily basis. This educational center will be in a facility that allows school classes, the general public, or other organizations to schedule visits and learn about the waters in central Ohio. The City is working with Display Dynamics for the design and installation of the center. Their previous works include exhibits at COSI, the Columbus Zoo, and other various locations. The Public Utilities Director will manage this project and has managed other various construction projects and facilities to date. He has supervised the constructions of the updated WWTP, updated WTP, and other projects. Both the WWTP and WTP are managed by the Director and are currently visited by businesses and community groups yearly. It is expected this center will generate more visitors to the WTP. Several organizations have helped with the content and have expressed interest in utilizing this center (letters of support).

Project Summary:

The City of Delaware is installing an educational center in the new Water Treatment Plant with several displays, providing the general public and local schools a resource for water education. Numerous educators have expressed interest in bringing their classes to this center upon completion. A few of the displays will focus on water sources, water systems (treatment), and the hydrologic cycle. This center is expected to directly impact about 1,000 individuals in the first year it is open, with classes, local professionals, and the general public taking advantage of this available opportunity.

Project Justification:

The display being proposed will meet the seventh grade standard: The hydrologic cycle illustrates the changing states of water as it moves through the lithosphere, biosphere, hydrosphere, and atmosphere. Many local educators are looking for alternative options for teaching required content. This center will relate the necessary standard to the world around us and provide the public information on how to care for our local waterways. It has been brought to the City of Delaware's attention that members of the community are looking for a center, like the one being proposed, to help them with school projects, science fairs, and better understand the community where they reside. To date, the community is lacking a center like the one being proposed. So, adding this resource to our community will benefit the City of Delaware's residents and other local residents greatly.

Dissemination:

The information that the City of Delaware is presenting will be shared in interactive displays. To date, the City is suggesting six different interactive displays to relate to six different water topics. The topics that have been discussed and approved by the City of Delaware include water conservation, how to be good stewards of our waters, how water is treated, regional water supplies, a world view of the hydrologic cycle, and local history of our waters. With the help of this grant, the City would be able to install four of these displays. The result that the City would like to see with this center is reaching 1,000 individuals in the first year, so they are able to make informed decisions on a daily basis regarding the waters in Central Ohio. Since this center has a focus on the 7th grade standard regarding the hydrologic cycle, the City would also like to see the students visiting this center, understand the content and pass their standardized tests.

Budget Narrative:

The City of Delaware is working with Display Dynamics for the design, construction, and installation of each display. The pricing is estimated from their previous work at Boonshoft Museum of Discovery. Each display is interactive and is aimed to capture the attention of the visitors. The "water systems" display will focus on the treatment of our drinking water, wastewater, and the lack of treatment in our stormwater systems. There will be different short videos that will describe each system in a way that students will understand. This technology will cost an estimated \$10,000. The "water sources" display will be an interactive structure that will teach the visitors about the geographical composition of our regional waterways. This will include our watershed, rivers, lakes, and aquifers. This technology is estimated to cost about \$25,000. The "water history" display will be presented in a timeline and will provide visitors a historical look into the City's waterways. It is expected that this timeline will cost around \$5,000. The "hydrologic cycle" display will be an interactive structure that will illustrate how water reacts to different temperatures, air flow, atmospheric pressure, and other factors. This technology in this display has not been developed by Display Dynamics. The estimated \$15,000 total cost for this display is a very conservative amount and it is likely that the price could be substantially higher. The City of Delaware is asking the Ohio Environmental Protection Agency, Ohio Environmental Education Fund department to fund \$5,000 towards the hydrologic cycle display. This display will help local students, residents, community groups, and businesses better understand the world around them and help them make decisions in their everyday lives.

Project Objectives and Associated Activities & Outcome Measurements

Objective Title: Design and installation

Objective Description:

The City of Delaware recently upgraded their water treatment plant technology to include ultrafiltration and nanofiltration. During this upgrade, the loading dock was moved which opened a room to be utilized as an education center. This education center will have displays to help the community learn about the hydrologic cycle, water conservation, how to be good stewards of our waters, and other related topics. Since the City is starting with an empty room, displays will need to be designed, constructed, and installed into this room to meet the City of Delaware's goal (to educate its citizens so they can make informed decisions on a daily basis). Each display will have interactive components, graphics, and minimal text for an "easy to use" and attractive design.

Activity Title: Construction of displays

Start Date: 09/01/2015

End Date: 08/31/2016

% of Budget: 100.0%

Activity Description:

Four displays with slightly different content will be installed in the Water Treatment Plant Education Center, with two optional future displays: (1) water conservation, (2) how to be good stewards of our waters, (3) how water is treated, (4) regional water supplies, (5) a world view of the hydrologic cycle, and (6) local history of our waters. The budget that is being proposed will help fund the display that is focused on the hydrologic cycle. The City of Delaware will contribute \$50,000 for the remaining cost of the hydrologic cycle, the City's water sources, City's water systems, and City's water history displays. The water conservation and how to be good stewards of our waters will be future displays the City is looking to purchase.

Outcome Title: Displays

Initial Outcome:

The City of Delaware would like to install four displays to focus on water related topics. The City will contribute \$50,000 to help make that possible. These four displays will be used by visitors that tour the water treatment plant.

Long-Term Effects:

Once these four displays are available to the public, the City has intentions of expanding the education center with additional displays. If the number of visitors the City expects, tour the plant and education center, the City plans to add two other displays to focus on water conservation and how to be good stewards of our local waters.

Objective Title: Content to meet curriculum standards

Objective Description:

The display being proposed for funding will meet the 7th grade standard: The hydrologic cycle illustrates the changing states of water as it moves through the lithosphere, biosphere, hydrosphere, and atmosphere. The City of Delaware will relate the hydrologic cycle to the world around us and provide the audience with information to take care of the world around them.

Activity Title: Interactive, memorable display

Start Date: 09/01/2015

End Date: 08/31/2016

% of Budget: 100.0%

Activity Description:

Children have short attention spans and most benefit from a hands-on, interactive activity to remember content they are being taught. The City of Delaware is planning this educational center for local school field trips, community groups, and businesses that are interested in touring the water treatment plant. This center will be a central place these groups can visit to learn about our local waters and how to care for them. These displays will need to catch and hold the visitor's attention in order for the message to be delivered to the audience.

Outcome Title: Learning the material being presented

Initial Outcome:

The primary target audience for this education center is the pre-school to university aged residents. In meeting the content standard provided by the Ohio Department of Education, it is the City of Delaware's hope that teachers will bring their classes to visit this center to learn about central Ohio's waters. Once the students are at the center, the interactive displays should relay the information they need to pass their standardized testing.

Long-Term Effects:

The City of Delaware would enjoy seeing a noticeable change in its residents' every day lives when it comes to protecting the local waters. Protecting the waters includes caring for the watershed and stormwater, conserving clean water, and spreading the message about the importance of being good stewards. This everyday live change could impact our community and region greatly.

Contact Type: Authorizing Agent

Job Title: City Manager

Name: R Thomas Homan

Primary Phone: (740) 203-1010

Primary Fax:

Primary Email: rthoman@delawareohio.net

Primary Address: 1 S. Sandusky Street, Delaware, OH 43015

Alternate Phone:

Alternate Fax:

Alternate Email:

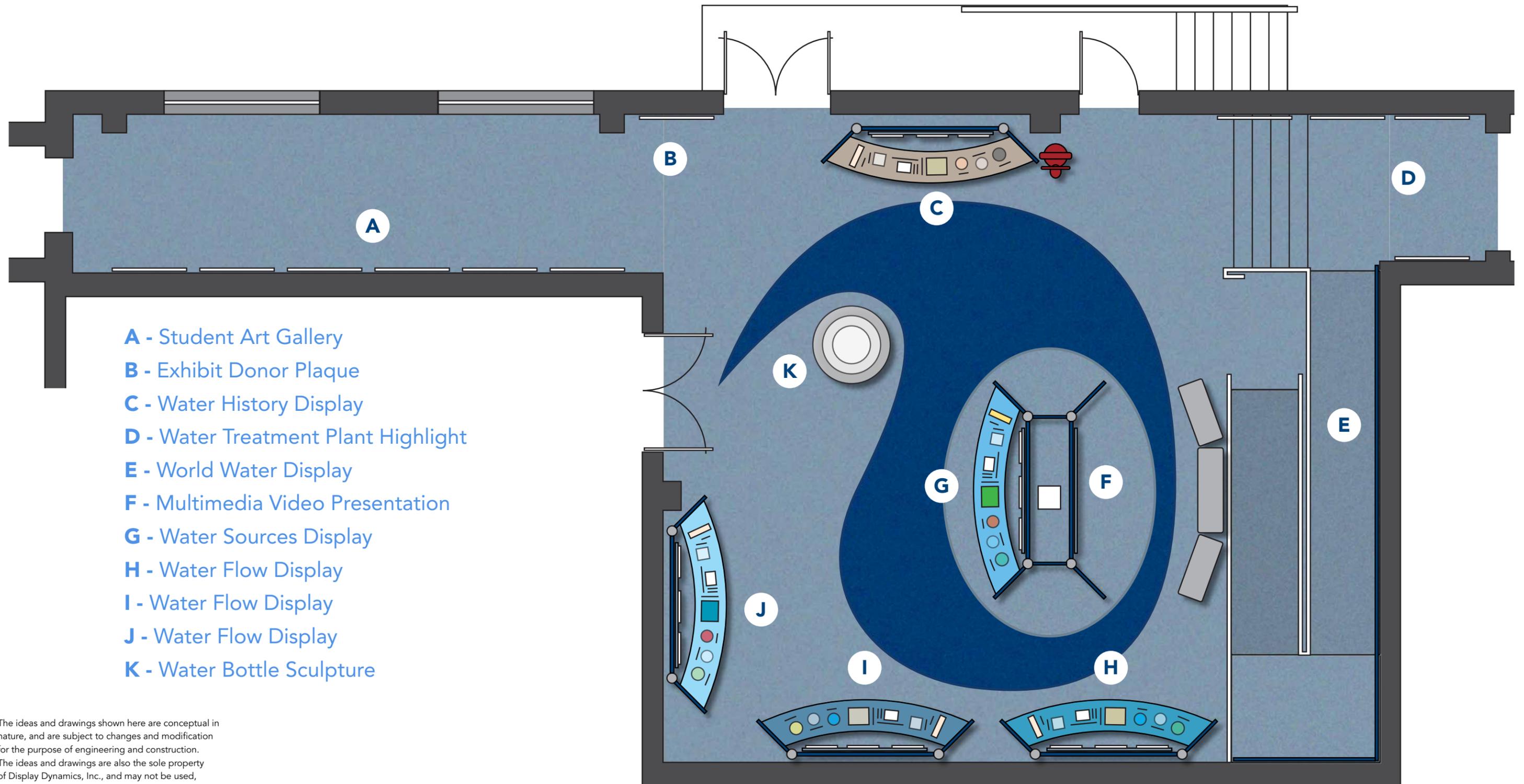
Alternate Address:

Alternate Start Date:

Alternate End Date:



The ideas and drawings shown here are conceptual in nature, and are subject to changes and modification for the purpose of engineering and construction. The ideas and drawings are also the sole property of Display Dynamics, Inc., and may not be used, copied, or manipulated in any way or for any purpose without the expressed written consent of the owner.



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DELAWARE CITY COUNCIL FACT SHEET

ITEM NO.: 9

DATE: 01/12/15

PUBLIC HEARING: NO

READING: FIRST

ORDINANCE NO.: 15-02

RESOLUTION NO.:

DESCRIPTION: AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

DEPARTMENT AFFECTED:

GROUP AFFECTED:

FINANCIAL INFORMATION

COST:

FUND SOURCES:

BUDGETED:

RECOMMENDATIONS

COMMITTEE:

RECOMMENDATION:

VOTE:

MEETING DATE:

STAFF RECOMMENDATION:
approval

PRESENTER:

SUMMARY OF ITEM:

Changes to the 2015 Pay Plan are:

Page 2 - Holiday schedule change. The Court will work all day on Jug day and will take a half day off on New Year's Eve.

Page 15 - Added the position of OVI Docket Coordinator/Community Control Officer.

ATTACHMENTS:

Amended Plan

COUNCIL NOTES:

ORDINANCE NO. 15-02

AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That the Delaware Municipal Court and Clerk of Court Employee Benefits and Leave Policies shall be amended to reflect the noted changes (attached hereto).

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 3. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on January 1, 2015. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ___

EMERGENCY CLAUSE:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2015

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

Delaware Municipal Court and Clerk of Court

Employee Benefits And Leave Policies

Effective January 1, 2015

Delaware Municipal Court
and
Clerk of Court
70 North Union Street
Delaware, Ohio 43015

SECTION IV. EMPLOYEE BENEFITS AND LEAVE

Policy 23. Holiday Pay and Personal Leave

Section 1. The following are designated as paid holidays for the Municipal Court and the Clerk of Court employees:

New Year's Day, January 1
Martin Luther King Day, 3rd Monday in January
Memorial Day, last Monday in May
Independence Day, July 4th
Labor Day, 1st Monday in September
Thanksgiving Day, 4th Thursday in November
Day after Thanksgiving
Day before Christmas, December 24, 1/2 day
Christmas Day, December 25
Day before New Year's, December 31, 1/2 day

Revised Dec. 2014

Holidays that fall on Saturday will be observed on Friday, and holidays that fall on Sunday will be observed on the following Monday.

Section 2. If one of the holidays set forth above occurs while an employee is on vacation leave, that day will not be charged against his/her vacation.

Section 3. Employees will be credited with 32 hours of personal leave a year. Use of personal days will be at the employee's discretion with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

Section 4. Employees are permitted to accumulate two years' worth of personal days.

Section 5. At the time of separation, an employee will be compensated for all accrued but unused personal days.

Policy 24. Vacation Leave

Section 1. The vacation year for employees will end at the close of business on the last pay period that ends in the month of December.

Section 2. Each full-time employee will accrue vacation leave by pay period at the annual rate of work hours based on years of full-time total service which is established in the schedules contained in Section 3 of this article. Years of total full-time service is defined to be the total of all periods of full-time employment for the Delaware Municipal Court or Clerk of Court or as defined in Section 6. Any

period of interruption of service due to resignation, layoff, disciplinary suspension, or discharge for cause, will not be included in the computation of total service. Time not in paid status, excepting military leave, will also be excluded in computing total service. In computing years of service, the higher rate of accrual will be on the first day of the first pay period in which a year of service is completed.

If an employee of the Court or of the Clerk's office has received or is receiving retirement benefits from any of the state retirement funds – the Ohio Public Employees Retirement System, the Police and Fire Pension Fund, the State Teachers Retirement System, the Public School Employees Retirement System, or the Highway Patrol Retirement System – the years of public service for which the employee has received or is receiving those retirement benefits will not be included in any computation of service time for vacation-leave accrual while the employee is working for the Court or for the Clerk.

Section 3. For employees hired before December 31, 2013, vacation leave will accrue as follows:

Years of Total Service	Vacation Hours/Year	Vacation Hours/Pay
Start through 5 years	80.6	3.1
6 through 10 years	119.6	4.6
11 through 15 years	161.2	6.2
16 or more years	200.2	7.7

For employees hired after December 31, 2013, vacation leave will accrue as follows:

Years of Total Service	Vacation Hours/Year	Vacation Hours/Pay
Start through 5 years	80.6	3.1
6 through 15 years	119.6	4.6
16 or more years	161.2	6.2

Section 4. Any vacation balance in excess of the maximum number of work hours established in the following paragraph will become void as of

the close of business on the last day of the last pay period that ends in the month of December.

Years of Total Service	Maximum Accrual of Vacation Hours
Start through 5 years	161.2
6 through 10 years	239.2
11 through 15 years	322.4
16 or more years	400.4

The only exception to that chart will apply to any employee who – on the last day of the last pay period in December 2013 – has a vacation-leave balance of more than 500 hours. The vacation-leave-accrual cap for any such employee will be 600.6 hours, and any vacation-leave hours that such an employee has accrued but not used in excess of 600.6 hours on the last day of the last pay period of 2013 – and on that same last-pay-period day in each succeeding year – will be void.

Section 5.

- A.** To be eligible for bi-weekly (pay period) vacation accumulation, an employee must be in paid status for a minimum of 72 hours within that pay period; except that when an employee is required to report for work and does so report and is denied work because of circumstances beyond his/her control, absence from work for the balance of that day will not be construed as unpaid work status.
- B.** An employee in full-time status who is to be separated from the Delaware Municipal Court or Clerk of Court service through discharge, resignation, retirement or layoff, and who has unused vacation leave to his/her credit, will be paid in a lump sum for such unused vacation leave in lieu of granting a vacation leave after his/her last day of active service with the Delaware Municipal Court or Clerk of Court. That payment will be paid at the employee's hourly rate of pay at the time of separation.
- C.** When an employee dies while in paid status in the Delaware Municipal Court or Clerk of Court, any unused vacation leave to his/her credit will be paid in a lump sum to the surviving spouse, or other person the employee may have designated in writing.

Section 6. To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware (Delaware Municipal Court or Clerk of Court) from prior employment inside the State of Ohio:

- A. Employees are eligible to transfer prior years of service completed as employees of this Court, the Clerk of this Court, or the City of Delaware.
- B. The amount of years of service that can be transferred is unlimited.
- C. Prior employment must be in full-time status.

Section 7. An employee may elect to convert up to two weeks of accrued and unused vacation time to cash during any calendar year. An employee must inform the Administrative Judge or the Clerk of Court prior to August 1 of the year preceding the calendar year in which the employee intends to convert the unused vacation leave to cash, and the employee must maintain at least 40 hours of accrued and unused vacation leave in the employee's account after that conversion takes place.

Policy 25. Funeral Leave

Section 1. Each regular full-time employee is entitled to funeral leave with pay as follows:

<u>Leave for Death of:</u>	<u>Days/Hours of Leave</u>
Immediate Family Member	1 - 3 days
Other Relative	4 - 8 hours

* One work day/shift is automatic for the day of the funeral, but additional time up to the maximum will be given only with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

** All leave time with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

Section 2. For the purposes of this section, Immediate Family Member means spouse, child, brother, sister, parents, step-child, step-brother, step-sister, step-parents, grandparents, grandchildren, sister-in-law, brother-in-law, and parents-in-law.

Section 3. Funeral Leave time does not include an employee's regularly scheduled day off to which the employee is already entitled.

Policy 26. Sick Leave

The Court and the Clerk of Court may from time to time supplement these sick leave policies with additional terms that apply to their employees only. For a full understanding of the use of sick leave, employees should consult not only this benefit manual but also the office policies promulgated by the particular officeholder – whether the Administrative Judge or the Clerk of Court – for whom the employee works.

Section 1. Each employee is entitled to sick leave with pay of 4.6 hours for each completed 80 hours of service.

An employee may use sick leave upon approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee for the following reasons:

- A.** Illness or injury of the employee or his/her immediate family.
- B.** Medical, dental, or optical examinations or treatment of an employee or his/her immediate family that requires the employee's attendance.
- C.** If a member of the immediate family is afflicted with a contagious disease, or when, through exposure to a contagious disease, the presence of the employee at his/her job will jeopardize the health of others.
- D.** Pregnancy and/or childbirth and other conditions related thereto inclusive of leave for male employees for the care of the employee's wife and family during postnatal period.

For purposes of this section, the definition of immediate family is: grandparents, mother, mother-in-law, father, father-in-law, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, spouse, child, stepchild, grandchild, legal guardian, or other person who stands in the place of a parent (in loco parentis).

Employees are required to report their intent to use sick leave prior to the start of each workday, unless the employee has made other reporting arrangements with the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, and state the nature of the illness. The employee must make this phone call unless medically detained by a physician at the time. The Administrative Judge, or his/her designee or the Clerk of Court or his/her designee, may contact the employee sometime during the day to discuss the reasons for the absence.

Section 2. Sick leave must be taken in half-hour increments.

Section 3. If an employee used zero hours of sick leave in any calendar year, that employee will be credited with an additional three vacation days the following year. If an employee uses between one and eight hours of sick leave in any one calendar year, that employee will be credited with an additional two vacation days the following year. If an employee uses between nine and 16 hours of sick leave in any one calendar year, that employee will be credited with one additional vacation day the following year. At the employee's option, any additional vacation days earned can be taken in the form of vacation leave or compensation in cash.

Section 4. Any employee who has accumulated at least 800 hours of sick leave credit may, during any calendar year, convert up to 80 hours of sick leave to vacation on the basis of two hours of sick leave for one hour vacation leave.

If an employee has earned sick leave in another public-sector job and then has transferred unused sick leave to the Court or Clerk of Court's office at the start of the employee's current period of employment with the Court or Clerk of Court, that transferred sick leave cannot be converted to vacation leave under this section.

All sick leave accumulated by the employee during the employee's current period of employment with the Court or the Clerk of Court must be exhausted by the employee or converted to vacation leave before the employee may use any sick leave that has been added to the employee's sick-leave balance in accordance with Section 5 of this sick-leave policy.

Section 5. To be eligible to transfer sick leave to the City of Delaware from prior public employment in the State of Ohio:

- A. Employees will only be eligible to transfer sick leave from a public agency as defined by the State of Ohio.
- B. Employment with the City of Delaware must take place within 10 years of termination from their previous employer.
- C. The maximum amount of sick leave hours that can be transferred is unlimited.

Section 6. Any employee who separates from the Delaware Municipal Court or Clerk of Court employment for other than just cause will be paid for all accumulated and unused sick leave on the basis of one hour of pay for every three hours of unused sick leave. Total sick leave payout cannot exceed 12 weeks' pay.

Section 7. An employee must complete and sign a request for leave form provided by the City to justify the use of sick leave. Payment for sick leave is subject to final approval by the Administrative Judge or his/her designee or the Clerk of Court or his/her designee. The City, Delaware Municipal Court, or Clerk of Court may require the employee to furnish a statement from a licensed medical practitioner if medical attention was sought or for any absence in excess of three consecutive days whether for the employee or his/her immediate family. Such statement must include the nature of the illness or injury, the inability to perform his/her duties, the prognosis, and the estimated date when the employee can be expected to return to work. Failure of the employee to provide such statement and request for leave form when requested may result in the denial of sick leave pay.

Section 8. Falsification of a request for leave form or a medical practitioner's statement may be grounds for disciplinary action. The City, Delaware Municipal Court, or Clerk of Court maintains the right to have any employee examined by a licensed medical practitioner selected and paid by the City. Alternatively, the employee required to see a physician may see a physician of his/her own choosing, but in that event will not be reimbursed for the costs incurred.

The City, Delaware Municipal Court, or Clerk of Court may deny the payment of sick leave if the investigation indicates that the absence was not within the provisions of this article. Denial of sick-leave payment will not preclude the Delaware Municipal Court or Clerk of Court from implementing any disciplinary action.

Section 9. Sick Leave Abuse

It is the mutual interest of the employee and the Delaware Municipal Court or Clerk of Court to prevent the abuse or misuse of sick leave. The acceptable usage of sick leave is explained in this policy.

Employees must not abuse or demonstrate a pattern of sick-leave and/or leave-without-pay usage. The abuse of sick leave or the patterned use of sick leave will be just and sufficient cause for discipline. A request of sick leave will be denied if the employee fails to comply with the procedures for proper sick leave usage, fails to present a required physician's statement, or if an investigation of a request for sick leave discloses facts inconsistent with the proper use of sick leave. Falsification of applications for sick leave or the filing of sick leave applications and documentation with intent to defraud may result in the disapproval of sick leave and may be grounds for disciplinary action, up to and including discharge.

Any employee who is hospitalized will not have such period of leave considered in determining whether the employee is abusing sick-leave benefits.

The implementation of this section does not preclude the right of the Delaware Municipal Court or Clerk of Court to discipline an employee for the abuse of sick leave, to require a statement from the employee's physician, or to have the employee examined by a physician. Any employee who has been disciplined for abuse of sick leave may be required to furnish a statement from the employee's physician for each use of sick leave up to six months in duration. The City, Delaware Municipal Court, or Clerk of Court may, with mutual agreement of both parties, extend the need for sick leave verification for an additional six month period. The City, Delaware Municipal Court, or Clerk of Court also maintains the right to investigate all absences.

Policy 27. Injury Leave

Section 1. All regular full-time employees are entitled to injury leave with pay, less any Worker's Compensation weekly salary benefits that they may be awarded by the Industrial Commission of Ohio (ICO), for a period not to exceed 120 consecutive working days for employees working a 40 hour work week for each injury incurred in the performance of employment duties with the Delaware Municipal Court or Clerk of Court, provided that the following procedures are followed:

- A.** In all cases of personal injury to any full-time Delaware Municipal Court or Clerk of Court employee as a result of the performance of employment duties, the employee must immediately complete an accident/injury investigation form and report the accident/injury to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, who must immediately report said accident/injury to the Department of Administrative Services and ensure that a claim is filed with ICO.

- B.** In the event that time off from work is required by the injured employee, he/she will be granted injury leave from the first day of injury, if the proper documentation is submitted to the City of Delaware. This documentation will include, but not be limited to, a statement from the employee's physician, an Agreement covering Compensation Reimbursement, any necessary ICO forms and other documents as may be required by the City. In the event that the ICO determines that the injury is NOT employment related, any time the employee is, or has been, absent from work will be deducted first, from any accrued sick leave, then accrued vacation, or

accrued compensation time off, other than compensatory time for overtime worked.

- C. During the period of time an injured employee is being paid under this policy, all normal benefits given to regular full-time employees will remain in force with no deductions to earned sick leave and/or vacation time.
- D. In all cases where an injury leave of more than 120 consecutive working days is requested by an employee working a 40 hour work week, the Administrative Judge or his/her designee or Clerk of Court or his/her designee may extend such leave by an additional 120 consecutive working days if such necessity is determined to his/her satisfaction. Each employee requesting such an extension under this policy may be required to furnish a current affidavit from a licensed physician setting forth the need for the extension.

Policy 28. Insurance

Section 1. Hospitalization, Surgical, and Major Medical. The City will continue to provide comprehensive hospitalization, surgical, and major medical coverage for all full-time members and their dependents. Beginning January 1, 1999, or at some date thereafter, the City may implement a Preferred Provider Organization (PPO). The Plan if implemented will provide for the following deductibles and co-payments as follows:

	NETWORK PROVIDERS	NON-NETWORK PROVIDERS
Annual Deductible Single Family	None None	\$ 500.00 \$1,000.00
Office Visit Co-Pay	\$10.00	N/A
ER Visit Co-Pay	\$50.00 unless admitted into the hospital, otherwise co-insurance will apply in excess of the deductible.	N/A

Co-Insurance Single	90/10% of first \$1,000 80/20% of next \$3,000	50/50% of first \$5,000
Family	90/10% of first \$2,000 80/20% of next \$5,000	50/50% of first \$10,000

Contributions will be deducted from the member's gross income prior to taxes, subject to compliance with all applicable tax regulations.

Employees will contribute to the cost of the health benefit plan in an amount determined annually by the City of Delaware. Annual changes to the calculated COBRA rate will be applied to the monthly employee contributions on the first full pay-period in April of each year. Contributions will be deducted from all members in a paid status based on twelve months times the monthly rate, divided by the number of pay periods per year. An example would be \$56.95/mo. x 12 = \$683.40, \$683.40/26 pay periods = \$26.28 per pay period. In the event federal tax regulations are changed so that medical benefit plans are no longer tax exempt, the City will not be responsible to pick up the member's tax burden.

The City will permit employees who have alternate health plan options through a spouse to opt out of the City plan in return for a payment of \$100.00 per month. Families who have both spouses employed full time by the City of Delaware will not be eligible to opt out of the plan. Likewise, these employees will not be subject to monthly payroll contributions. The employee will provide proof that they do in fact have other coverage before the City will drop that employee's current coverage. The City will continue to provide dental coverage if it is not provided under the employee's spouse's insurance. A member may elect to return to coverage under the City's insurance plan by notifying the City in writing of any substantial changes in their qualifying family circumstances. The member must give thirty days notice of his or her election to return to the City's plan, except in the case of an emergency, such as sudden loss of spouse's coverage, divorce or other change in family status. The plan will comply with Internal Revenue Code Section 125 which governs this matter.

Employees who opt out of the health insurance program will be compensated as follows:

No Coverage	\$100 per month
Maintain Prescription Only	\$ 60 per month
Maintain Dental Only	\$ 65 per month
Maintain Prescription and Dental	\$ 55 per month

* An employee may not elect to have medical coverage only.

Payments will begin on the first pay period of the month following 30 days notice of an employee's desire to drop coverage. A form will be provided which will

contain all information necessary to discontinue coverage under the plan. The form must be signed and returned to the Department of Administrative Services. Until such time that an employee is effectively dropped from City coverage, they will be subject to any payroll contributions.

All payments made in lieu of insurance coverage will be included as other pay on employee's paycheck. This income will not be included in income subject to PERS contributions but will be subject to all applicable taxes.

A. Prescription Plan

The City will provide a prescription card plan for members and their dependents.

The retail benefits will be the following with the City paying the higher amount and the employee paying the lesser amount of prescription coinsurance:

- 80/20% for generic drugs
- 50/50% name brand drugs with a \$25.00 co-pay for each disbursement

The mail order benefits will be the following:

- 90/10% for generic drugs and
- 75/25% for name brand drugs with no \$25.00 co-pay.

The maximum expense an employee will pay for coinsurance is \$250.00 annually for single coverage and \$500.00 for family annually for prescription benefits, however, the \$25.00 co-pay for retail name brand drugs will not count towards the calculation of the \$250.00 or the \$500.00 coinsurance maximum and will always apply even after an employee reaches the coinsurance maximum expenditure.

B. Dental Care Plan

The City will maintain the current dental coverage for all members. Please contact Department of Administrative Services if you have questions.

Section 2. Life Insurance

The City will provide the following amount of life insurance:

Clerk of Court	\$ 50,000.00
Magistrate	\$ 45,000.00
Clerk's Chief Deputy	\$ 30,000.00
Deputy Clerk for Information Technology	\$ 30,000.00
All other full time employees	\$ 20,000.00

Section 3. Certificate of Coverage

The City will provide a certificate of coverage for each Court employee. Such certificate will be for the employee's family situation.

Policy 29. Overtime Compensation

Section 1. Overtime Pay and Compensatory Time - Nonexempt Employees

Employees who are entitled to overtime pay or compensatory time off under the provisions of the Fair Labor Standard Act are entitled to overtime pay or compensatory time as described below:

- Employees must receive prior approval from the Administrative Judge or his/her designee or Clerk of Court or his/her designee.
- Employees will be compensated at straight-time rates for all hours in active pay status, except that all hours in paid status in excess of 40 hours in any work week will be compensated at a rate of time and one-half. Payment in cash will be made for any overtime due at the time of separation from City service.
- In lieu of cash payment, the employee may request to be compensated for overtime by compensatory time off in accordance with the law. Such compensatory time off will be equal to 1.5 hours for each hour overtime compensation to which the employee is entitled. All requests for compensatory time are subject to approval of the department head. Any compensatory time that is used by an employee must be taken at a time mutually agreeable to the supervisor and the employee.
- Employees can accumulate up to 80 hours of compensatory time. When an employee has 80 hours of accumulated compensatory time, all further overtime will be paid in cash.
- Compensatory time will be submitted on the regular payroll sheet detailing the time earned and taken.

Section 2. Overtime Pay and Compensatory Time - Exempt Employees

Employees exempt under the Fair Labor Standard Act are not entitled to overtime pay but are entitled to compensatory time as described below:

- Employees must receive prior approval from the Administrative Judge or his/her designee or Clerk of Court or his/her designee.
- Compensatory time will be earned for approved work that exceeds the 40 hour work week and such employees may receive said

compensatory time at the rate of one hour for each hour worked in excess of 40 hours per week.

- The maximum accrual of compensatory time is 80 hours.
- Compensatory time must be used in minimum increments of one hour and maximum increments of 16 hours.
- At no time will compensatory time be converted to any other form of leave or compensation.
- Compensatory time must be listed on the regular payroll sheet detailing the time earned and taken.

Policy 30. Special Leave

The Administrative Judge or his/her designee or the Clerk of Court or his/her designee, may authorize special leave of absence, with or without pay, for purposes beneficial to the employee and/or the Court or Clerk of Court.

A. Jury Service Leave

An employee, while serving on a jury in any court of record in Delaware County, the State of Ohio, or any adjoining county, will be paid his/her regular salary for each workday during the period of time so served. Time so served will be deemed active and continued service for all purposes. All jury fees received from the court where the jury was seated will be assigned to the City of Delaware and submitted to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, to be forwarded to the City Finance Director.

B. Court Leave

Time off with pay will be allowed for work-related incidents where an employee is subpoenaed as a witness in civil matters in any court of record in Delaware County, State of Ohio, or any adjoining county. All witness fees will be assigned to the City of Delaware and submitted to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, to be forwarded to the City Finance Director.

Policy 31. Family and Medical Leave Act

The Family and Medical Leave Act policies in the City of Delaware's Employment Handbook apply to the employees of both the Court and the Clerk of Court.

Policy 32. Parks and Recreation Credit

The City will provide each employee with a credit to be applied to a City Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit is \$50.00. This membership is defined and regulated by the Recreation Services Department and employees must abide by the

stipulations set forth by the department both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. In addition, the City will provide to each member a 20% discount on all individual registrations for City recreation programs.

Policy 33. On-Call Compensation

Both exempt and non-exempt employees of the Clerk of Court will be eligible for on-call compensation for weekly periods when assigned the responsibility of responding to law-enforcement requests during non-scheduled work periods. Employees assigned to this on-call status will serve in this posture for weekly time periods as authorized by the Clerk or by the Clerk’s designee. Employees assigned to on-call status will be compensated at a weekly rate of between \$25 and \$50 as determined by the Clerk of Court. On-call compensation will be added to regular and overtime wages earned during the pay period and will be paid as taxable income through the bi-weekly payroll process.

Policy 34. Salary Ranges

Each employee is required to pay all required employee contributions to the Ohio Public Employees Retirement System (OPERS).

SALARY RANGES - MUNICIPAL COURT:

JOB TITLE	HOURLY WAGE		ANNUAL SALARY	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
OFFICE ASSISTANT	\$12.37	\$17	\$25,730	\$35,360
ADMINISTRATIVE ASSISTANT	\$14.53	\$20	\$30,222	\$41,600
BAILIFF/SECURITY OFFICER	\$16.28	\$27	\$33,662	\$56,160
COMMUNITY CONTROL OFFICER	\$16.35	\$28	\$34,000	\$58,240
OVI DOCKET COORDINATOR/ COMMUNITY CONTROL OFFICER	\$16.35	\$28	\$34,000	\$58,240
ASSIGNMENT ADMINISTRATOR	\$18.81	\$28	\$39,125	\$58,240
ADMIN. ASSISTANT/JURY COMMISSIONER	\$18.81	\$28	\$39,125	\$58,240
CHIEF COMMUNITY CONTROL OFFICER	\$20.74	\$32	\$43,139	\$66,560
MAGISTRATE	\$34.67	\$52	\$72,114	\$108,160

Revised Dec. 2014

SALARY RANGES - CLERK OF COURT:

1901.31(H) Deputy Clerks of a municipal court other than the Carroll County Municipal Court may be appointed by the Clerk and shall receive the compensation, payable in either biweekly instalments or semi-monthly instalments, as determined by the payroll administrator, out of the City Treasury, that the Clerk may prescribe, except that the compensation of any Deputy Clerk of a county-operated municipal court shall be paid out of the treasury of the county in which the Court is located. The Judge of the Carroll County Municipal Court may appoint Deputy Clerks for the Court, and the Deputy Clerks shall receive the compensation, payable in biweekly instalments out of the county treasury, that the Judge may prescribe. Each Deputy Clerk shall take an oath of office before entering upon the duties of the Deputy Clerk's office and, when so qualified, may perform the duties appertaining to the office of the Clerk. The Clerk may require any of the Deputy Clerks to give bond of not less than three thousand dollars, conditioned for the faithful performance of the Deputy Clerk's duties.

Policy 35. Permanent Part-Time Employees

Permanent part-time employees will receive the following wages and benefits:

Section 1. Wages

Permanent part-time employees will be paid on an hourly basis in accordance with the table in Policy 34 above.

Section 2. Benefits

- A. Permanent part-time employees will accrue Universal Leave on a prorated basis of 4.6 hours for every eighty hours worked in a pay period.
- B. Permanent part-time employees are eligible for holiday pay if they work a major holiday, which includes the following: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas, and New Year's Day. Holiday Pay is defined as one and one-half times the permanent part-time employee's regular hourly rate.
- C. Overtime will be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 40 hours in any work week will be compensated for a rate of time and one-half.
- D. The permanent part-time employee is responsible for payment of the employee contribution for the State of Ohio Retirement System.
- E. Upon termination of employment with the Court or Clerk of Court, permanent part-time employees will not receive pay-out for any

leave accumulated.

- F. If a permanent part-time employee becomes full time with the Court or Clerk of Court, any accumulated Universal Leave will be added to the permanent part-time employee's sick leave balance.

Policy 37. Intermittent Part-Time/Seasonal Employees

Intermittent part-time and seasonal employees will receive the following wages and benefits:

Section 1. Wages

Intermittent part-time and seasonal employees will be paid on an hourly basis in accordance with the table in Policy 35 above.

Section 2. Benefits

Intermittent part-time and seasonal employees are not eligible for benefits, but the intermittent part-time, and/or seasonal employee is responsible for payment of the employee contribution for the State of Ohio Retirement System.

Receipt and Acknowledgment Form

The employee policy manual and employee benefits manual include important information about employment at the Delaware Municipal Court and the Clerk of Court's office, and I understand that I should consult my immediate supervisor regarding any questions that are not answered in those documents. If my supervisor cannot answer my question, I should consult with the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

I have entered into my employment relationship with the Delaware Municipal Court or the Clerk of Court voluntarily and I acknowledge that there is no specified length of employment. Accordingly, the Delaware Municipal Court, the Clerk of Court, or I may terminate the relationship at will, with or without cause, at any time.

Because the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the administrative policy manual and the employee-benefits manual may occur, though I also understand that my position is and will remain an employment-at-will position. Any changes in the manuals will be communicated through official notices, and I understand that that revised information may supersede, modify, or eliminate existing policies. Only the Administrative Judge or Clerk of Court of the Delaware Municipal Court has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the administrative policy manual and the employee-benefits manual, and I understand that it is my responsibility to read and to comply with the policies contained in these documents as well as any revisions made to them later.

Employee's Signature

Date

Employee's Name (Please Print)

DELAWARE CITY COUNCIL FACT SHEET

ITEM NO.: 10

DATE: 1/12/15

PUBLIC HEARING: NO

READING: FIRST

ORDINANCE NO.: 15-03

RESOLUTION NO.:

DESCRIPTION: AN ORDINANCE AMENDING SECTION 331.19 OF THE CODIFIED ORDINANCES OF THE CITY OF DELAWARE, RELATING TO STOP SIGNS.

DEPARTMENT AFFECTED:

GROUP AFFECTED:

FINANCIAL INFORMATION

COST:

FUND SOURCES:

BUDGETED:

RECOMMENDATIONS

COMMITTEE:

RECOMMENDATION:

VOTE:

MEETING DATE:

STAFF RECOMMENDATION:
Approval at second reading

PRESENTER:

Darren Shulman, City Attorney

SUMMARY OF ITEM:

The Ohio Attorney General has advised that the current language of many city stop sign ordinances (“at”) means “in, on, or near” as opposed to requiring a motorist to stop before the white line at a stop sign.

The change from AT to BEFORE is being recommended by the police department and the City Attorney in order to eliminate confusion that may result from the current ambiguous language. Misunderstanding the code could result in traffic stops that do not violate the ordinance.

The ordinance will now read: Except when directed to proceed by a law enforcement officer, every driver of a vehicle approaching a stop sign shall stop before a clearly marked stop line, but if none before entering the crosswalk on the near side of the intersection, or, if none, then at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway before entering it. After having stopped, the driver shall yield the right-of-way to any vehicle in the intersection or approaching on another roadway so closely as to constitute an immediate hazard during the time the driver is moving across or within the intersection or junction of roadways.

ATTACHMENTS:

COUNCIL NOTES:

ORDINANCE NO. 15-03

AN ORDINANCE AMENDING SECTION 331.19 OF THE
CODIFIED ORDINANCES OF THE CITY OF
DELAWARE, RELATING TO STOP SIGNS.

WHEREAS, the Ohio Attorney General has advised that the current language of many city stop sign ordinances (“at”) means “in, on, or near” as opposed to requiring a motorist to stop before the white line at a stop sign.

BE IT ORDAINED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That Chapter 331.19 of the Codified Ordinances of the City of Delaware is hereby amended as follows:

331.19- Operation of vehicle at stop signs.

(a)

Except when directed to proceed by a law enforcement officer, every driver of a vehicle approaching a stop sign shall stop at **BEFORE** a clearly marked stop line, but if none before entering the crosswalk on the near side of the intersection, or, if none, then at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway before entering it. After having stopped, the driver shall yield the right-of-way to any vehicle in the intersection or approaching on another roadway so closely as to constitute an immediate hazard during the time the driver is moving across or within the intersection or junction of roadways.

SECTION 2. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Ohio Revised Code.

VOTE ON RULE SUSPENSION:

YEAS___ NAYS___
ABSTAIN ___

PASSED: _____, 2015

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: January 6, 2015

1. **Calendar**

See Attached

2. **Per Section 73 Of The City Charter The City Manager Is To Report Contract Agreements**

See Attached

3. **Bi-Weekly Meetings**

December 19

* Partnership Breakfast

December 22

* City Council meeting

January 5

* Rotary

January 6

* Public Works/Public Utilities Committee meeting

January 7

* ODOT meeting regarding US42

* DACC meeting

January 8

* MORPC

* Olentangy School Board meeting

January

2015

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6 Public Works Public Utilities 7	7 Civil Service Commission 3	8	9	10
11	12 Council 7	13 Sister City 6-7	14 BZA cancelled Parks & Rec Ad Bd Interviews 5- 7:30	15 Airport Commission – cancelled	16	17
18	19 MLK Day – offices closed	20 Parks and Recreation Advisory Bd 7	21 Planning Commission 7	22	23	24
25	26 Council 7	27 Shade Tree Commission 7	28 HPC 7	29	30	31

CONTRACT APPROVAL - JANUARY 12, 2015

VENDOR	EXPLANATION OF AGREEMENT	2015 AMOUNT	DEPARTMENT
Shelly & Sands	Safe Walks 2014	Various	Engineering
Burgess & Niple	Sawmill Parkway/EMS Cul De Sac	\$6,000	Public Utilities
Gardner Architects	Public Works Administration Addition	\$53,000	Public Works
Roland Augspurger	Horseshoe Road Land Lease	\$11,132	CMO