

**CITY OF DELAWARE  
CITY COUNCIL  
CITY COUNCIL CHAMBERS  
1 SOUTH SANDUSKY STREET  
7:00 P.M.**

**REMINDER: 6:00 p.m. Japanese language and culture session – Jun Kawabe, Ohio Wesleyan University**

**AGENDA**

REGULAR MEETING

OCTOBER 12, 2015

1. ROLL CALL
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the Council Work Session held September 12, 2015.  
APPROVAL of the Motion Summary of the regular meeting of Council held September 28, 2015, as recorded and transcribed.
5. CONSENT AGENDA
  - A. Acceptance of the Motion Summary for the Historic Preservation Commission meeting held July 29, 2015.
  - B. Acceptance of the Motion Summaries for the Civil Service Commission meeting Board meeting held August 5 and September 2, 2015.
  - C. Acceptance of the Motion Summary for the Planning Commission meeting held September 2, 2015.
6. LETTERS, PETITIONS, AND PUBLIC COMMENTS
7. COMMITTEE REPORTS
8. PRESENTATIONS
  - A. Proclamation presentation to DOMTAR Personal Care
9. FIFTH READING of Resolution No. 15-45, a resolution adopting the 2016-2020 Five-Year Capital Improvement Program (CIP).

- 10. CONSIDERATION of Ordinance No. 15-102, an ordinance establishing a new agency fund and supplementing the 2015 Appropriations Ordinance.
- 11. CONSIDERATION of Ordinance No. 15-103, an ordinance supplementing the 2015 Appropriations Ordinance to establish additional funding for building maintenance expenses, and declaring an emergency.
- 12. CONSIDERATION of Ordinance No. 15-104, an ordinance authorizing the City Manager to enter into a renewal agreement for the Law Enforcement Support Office (LESO) Program.
- 13. CONSIDERATION of Ordinance No. 15-105, an ordinance approving a Final Subdivision Plat for the Estates at Braumiller Section 6 consisting of 26 Single-Family lots on 8.38 acres zoned R-2 (One-Family Residential District) with text limitations and located on Willow Grove Drive and Treeline Way.
- 14. CONSIDERATION of Ordinance No. 15-106, an ordinance approving a Preliminary Development Plan for Speedway for an approximate 4,608 square foot gas station and convenience store on approximately 12.912 acres located on the northwest corner of US23 North and Hills Miller Road on property zoned B-4 (General Business District).
- 15. CITY MANAGER’S REPORT
- 16. COUNCIL COMMENTS
- 17. ADJOURNMENT

# RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held September 12

20 15

The Delaware City Council work session meeting of September 12, 2015 was called to order at 8:32 a.m., in the Delaware 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 (arrived at 8:33 a.m.), At Large Kent Shafer, Vice Mayor George Hellinger and Mayor Carolyn Kay Riggle who presided.

Staff Present: Darren Shulman, City Attorney, Dan Whited, Public Service Group Director, Dean Stelzer, Finance Director, Sean Hughes, Economic Development Director, Bill Ferrigno, Public Works Director, Bruce Pijanowski, Police Chief, Jackie Walker, Assistant City Manager, and Tom Homan, City Manager

**ITEM 2: Follow-up Discussion on:**

a. 2015 Community Attitudes Survey

Mr. Jones requested that Council focus on economic development and communication techniques.

Mrs. Keller requested that Council focus on economic development and providing more modern communication techniques.

Mr. DiGenova discussed the need to focus on economic development and to focus on the needs of individual precincts in each ward.

Mr. Brush discussed the public's lack of interest in the road conditions and the results of the survey that focused on economic development. Mr. Brush discussed the need to find the right type of businesses to help sustain growth in the community.

Mr. Shafer discussed the lack of parking in the downtown area and the impact this issue has on economic development. Mr. Shafer also discussed the need to review techniques for public outreach and using social media to increase awareness of new for the City of Delaware.

Vice-Mayor Hellinger felt that the community was concerned with road conditions and traffic management.

Mayor Riggle discussed the need to look at road connectivity and the potential placement of a parking garage in the downtown area.

Mr. Shafer discussed the benefits of hiring a consultant on the placement and feasibility of a parking garage.

Mr. DiGenova requested that Ohio Wesleyan University be involved in parking discussions.

A discussion was held on the need for a road levy for maintenance and connectivity. Mr. Jones requested that staff present a proposal to Council for review.

Mr. Shafer requested that staff determine a cost for a parking consultant and cost of road connectivity to help identify a priority. Mr. Shafer also requested information on the cost to computerize the timing of traffic lights.

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b. Entrepreneur Center Proposal

Mr. Hughes discussed the Economic Development Plan which included information on the labor force in the City of Delaware. Mr. Hughes provided information regarding the type of labor force for residents in the City of Delaware and percentage of residents that work in the city compared to those that work outside city limits.

Mr. Hughes discussed need to locate small companies and entrepreneurs to bring and grow their business in the city.

Mr. Hughes discussed the benefits of an Entrepreneur Center and that the center will help build a relationship between the company and the city, which will help encourage entrepreneurs to keep their business in the city as it grows.

Mr. Homan will arrange a tour of an established Entrepreneur Center.

**ITEM 3: Action Items**

Council requests information on the cost of a parking consultant and estimated cost of road connectivity projects.

**ITEM 4: ADJOURNMENT**

**Motion:** Mr. Brush moved to adjourn the meeting, seconded by Mr. Shafer. The meeting adjourned at 10:20 a.m.

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Mayor Carolyn Kay Riggle

\_\_\_\_\_  
Elaine McCloskey, Council Clerk

# RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-5094 FORM NO. 10148

Held September 28

20 15

The regular meeting of September 28, 2015 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 Jason Phelps followed by the Pledge of Allegiance.

Staff Present: Dave Efland, Planning and Community Development Director, Scott Stowers, IT Director, Dean Stelzer, Finance Director, Dan Whited, Public Service Group Director, Jerry Warner, Chief Building Official, Brad Stanton, Public Utilities Director, Bruce Pijanowski, Police Chief, and Jackie Walker, Assistant City Manager

#### **ITEM 4: APPROVAL OF MINUTES**

APPROVAL of the Motion Summary of the regular meeting of Council held September 14, 2015, as recorded and transcribed.

**Motion:** Mr. Brush moved to approve the Motion Summary of the regular meeting of Council held September 14, 2015, as recorded and transcribed, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

#### **ITEM 5: CONSENT AGENDA**

- A. Acceptance of the Motion Summary for the Finance Committee meeting held July 27, 2015.
- B. Acceptance of the Motion Summary for the Parks and Recreation Advisory Board meeting held July 21, 2015.
- C. Acceptance of the Motion Summary for the Parking and Safety Committee meeting held February 16, 2015.
- D. Resolution No. 15-49, a resolution accepting the public improvements for Glenross Golf Club, Section 5 (Enclave).

**Motion:** Mr. Brush moved to approve the Consent Agenda, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

#### **ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS**

Paul Olen  
3581/2 N. Sandusky St.  
Delaware, Ohio 43015

Mr. Olen read a statement written by him titled, "Alien Invasive Species on Delaware's Public Lands, A Preliminary Call to Action".

Mr. Olen requested the opportunity to provide a more in depth presentation regarding alien invasive species to Council at a future meeting.

#### **ITEM 7: COMMITTEE REPORTS**

Mr. Jones indicated that there is a Historic Preservation Committee meeting scheduled for September 30, 2015.

Mrs. Keller stated that she met with The Columbus Zoo regarding her experience on planning Veteran's Park.

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Mr. DiGenova provided an update regarding the delay of the dedication of Veteran's Memorial. Mr. DiGenova stated that due to construction delays, Veteran's Memorial will be dedicated Memorial Day, 2016.

**ITEM 8: RESOLUTION NO. 15-45** [Third Reading]

A RESOLUTION ADOPTING THE 2016-2020 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP). THERE WILL BE A BRIEF OVERVIEW OF THE CIP.

The Clerk read the resolution for the third time.

**ITEM 9: ORDINANCE NO. 15-94** [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A REZONING FROM R-3 (ONE FAMILY RESIDENTIAL DISTRICT) TO B-2 (CENTRAL BUSINESS DISTRICT) WITH TEXT LIMITATIONS FOR THE DELAWARE COUNTY BOARD OF COMMISSIONERS FOR A NEW COUNTY COURTHOUSE LOCATED AT 110 NORTH SANDUSKY STREET JUST SOUTH OF THE HAYES BUILDING ON APPROXIMATELY 1.99 ACRES.

The Clerk read the ordinance for the second time.

Mr. Efland provided a presentation that included the zoning map, the location of the proposed street vacations, aerial photographs, building elevations, and proposed site plan. Mr. Efland discussed the parking plan.

**APPLICANT:**

John Melvin  
101 N. Sandusky St.  
Delaware, Ohio 43015

Mr. Melvin discussed the need for court security and potential request for removal of parking on Sandusky St. in front of the proposed courthouse location. Mr. Melvin discussed the increase of staff parking in the designated employee lot will help alleviate parking congestion throughout the city.

Council requested that Mr. Melvin discuss with the County the possibility for after hour public parking.

There was no public participation.

**Motion:** Mr. Brush moved to suspend the rules for Ordinance No. 15-94, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**Motion:** Mr. Brush moved to adopt Ordinance No. 15-94, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**ITEM 10: ORDINANCE NO. 15-95** [Second Reading]

AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR THE DELAWARE COUNTY BOARD OF COMMISSIONERS FOR A NEW COURTHOUSE LOCATED AT 110 NORTH SANDUSKY STREET JUST SOUTH OF THE HAYES BUILDING ON APPROXIMATELY 1.99 ACRES AND ZONED B-2 (CENTRAL BUSINESS DISTRICT) WITH TEXT LIMITATIONS.

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The Clerk read the ordinance for the second time.

**APPLICANT:**

John Melvin  
101 N. Sandusky St.  
Delaware, Ohio 43015

**Motion:** Mr. Brush moved to suspend the rules for Ordinance No. 15-95, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**Motion:** Mr. Brush moved to adopt Ordinance No. 15-95, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**ITEM 11: ORDINANCE NO. 15-96** [Public Hearing and Second Reading]

AN ORDINANCE APPROVING A STREET VACATION FOR MARSHALL COURT RIGHT-OF-WAY AND RIGHT-OF-WAY ALONG THE SOUTHEASTERN PORTION OF THE SITE FOR THE DELAWARE COUNTY BOARD OF COMMISSIONS NEW COUNTY COURTHOUSE LOCATED AT 110 NORTH SANDUSKY STREET JUST SOUTH OF THE HAYES BUILDING ON APPROXIMATELY 1.99 ACRES AND ZONED B-2 (CENTRAL BUSINESS DISTRICT) WITH TEXT LIMITATIONS.

The Clerk read the ordinance for the second time.

**APPLICANT:**

John Melvin  
101 N. Sandusky St.  
Delaware, Ohio 43015

There was no public participation.

**Motion:** Mr. Brush moved to suspend the rules for Ordinance No. 15-96, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**Motion:** Mr. Brush moved to adopt Ordinance No. 15-96, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**ITEM 12: ORDINANCE NO. 15-100** [First Reading]

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCE (OCDEF) PROGRAM TO RECEIVE REIMBURSEMENT FOR OVERTIME INCURRED WHEN ASSISTING IN OCDEF INVESTIGATIONS, STRATEGIC INITIATIVES, AND PROSECUTIONS, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

Chief Pijanowski reviewed the renewal agreement.

**Motion:** Mr. Brush moved to suspend the rules for Ordinance No. 15-100, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

**Motion:** Mr. Brush moved to enact the emergency clause for Ordinance No. 15-100, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

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**Motion:** Mr. Brush moved to adopt Ordinance No. 15-100, seconded by Mr. Shafer. Motion approved by a 7-0 vote.

**ITEM 13: ORDINANCE NO. 15-101** [First Reading]

AN ORDINANCE SUPPLEMENTING THE 2015 APPROPRIATIONS ORDINANCE TO PROVIDE FUNDING IN ORDER TO PURCHASE TWO PROPERTIES ON CENTRAL AVENUE, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

**Motion:** Mr. Brush moved to suspend the rules for Ordinance No. 15-101, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**Motion:** Mr. Brush moved to enact the emergency clause for Ordinance No. 15-101, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

**Motion:** Mr. Brush moved to adopt Ordinance No. 15-101, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

Mr. Efland and Mr. Warner discussed plans for demolition and use of federal grant money for the project.

**ITEM 14: FINANCE DIRECTOR'S REPORT**

**ITEM 15: CITY MANAGER'S REPORT**

Mrs. Walker provided information on an upcoming tour with officials from the City of Reynoldsburg at the community center.

Mrs. Walker provided an update on the upcoming visit from students and officials from Sakata, Japan in October.

**ITEM 16: COUNCIL COMMENTS**

Mrs. Keller discussed the benefits for employees to use the Wellness Program.

Mr. Brush requested if the historic marker that was stolen on Lincoln and Sandusky Street could be replaced.

Mayor Riggle voiced her concern regarding the historic concrete water trough and concerns that the Ohio Wesleyan University would like to have the site removed.

Mayor Riggle requested an update on the advertisement flag at a local barber shop. Mr. Efland provided an update on the code enforcement process and that information has been provided on alternative signage to this business owner.

**ITEM 17: ADJOURNMENT**

**Motion:** Mayor Riggle moved to adjourn the meeting. The meeting adjourned at 8:04 p.m.

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Held September 28

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Mayor Carolyn Kay Riggle

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Elaine McCloskey, Council Clerk

**HISTORIC PRESERVATION COMMISSION  
MOTION SUMMARY  
JULY 29, 2015**

ITEM 1. Roll Call

Chairman Koch called the Historic Preservation Commission meeting to order at 7:00 p.m.

Members Present: Joe Coleman, James Kehoe, Erinn Nicley, Sherry Riviera, Councilman Chris Jones, Vice-Chairman Hatten, and Chairman Roger Koch

Staff Present: Dave Efland, Planning and Community Development Director and Dianne Guenther, Development Planner

Chairman Koch introduced new Historic Preservation Commission member, James Kehoe.

ITEM 2. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on June 24, 2015, as recorded and transcribed.

**Motion:** Vice-Chairman Hatten moved to approve the motion summary of the Historic Preservation Commission meeting held on June 24, 2015, as recorded and transcribed, seconded by Mr. Coleman. Motion approved by a 7-0 vote.

ITEM 3. REGULAR BUSINESS

A. HPC 2015-0411: A request by the Delaware County Board of Commissioners for a Certificate of Appropriateness for the proposed new County Courthouse Building located at 110 North Sandusky Street and adjacent parcels, which are zoned B-2 (Central Business) District and R-2 (Single-Family Residential) District and located in the Transitional Sub-District of the Downtown Historic District Overlay

Mr. Efland provided a presentation that included the location map, zoning map, site location, and aerial photographs.

**APPLICANT:**

Jon Melvin, Facilities Director  
Delaware County  
1405 U.S. Route 23 North  
Delaware, Ohio

Michael Moore, Business Development Director  
Silling Associates  
405 Capitol Street  
Charleston, West Virginia

Jeremy Jones, Representative  
Silling Associates  
405 Capitol Street  
Charleston, West Virginia

Mr. Jones provided an update and presentation on the changes made to the different elevations and indicated that the trim and cast stone will match the Hayes Building. Mr. Jones discussed changes to the sun shades, the clock tower, and the removal of the glass etching of Lady Justice.

Mr. Nicley questioned if an appropriate material was determined for use to prevent eroding from the winter salt mix use at the entrance. Mr. Jones explained that the material was not established for the retaining wall at this time.

Vice-Chairman Hatten discussed access to the top parking lot from the south elevation and asked if the parking lot brick wall an fence pattern from the Sandusky Street elevation could extend to surround the lot or at least provide some visual buffering from the southern view corridor. Mr. Moore stated that they would review the request but that safety would be a factor in the decision as they have to ensure that the space is defensible and observable. Mr. Melvin discussed the potential to extend the brick wall longer. Mr. Nicley recommended that the gate to the parking lot have a darker color.

A discussion was held on the ability to allow the public to use the surface lot for parking after hours. Mr. Melvin discussed security needs and that the discussion has been held with the Commission. He indicated the County's willingness to continue those discussions while ensuring that the needs of the court are adequately addressed.

PUBLIC PARTICIPATION:

Ray Wollschleger, President  
Northwest Neighborhood Association  
29 Darlington Rd.  
Delaware, Ohio

Mr. Wollschleger voiced approval of the new drawings and had no concerns.

**Motion:** Mr. Nicley moved to accept the request for 2015-0411 for a Certificate of Appropriateness as presented on July 29, 2015 with the inclusion of all staff recommendations, seconded by Mr. Coleman. Motion approved by a 7-0 vote.

- B. 2015-1308: A request by DJ Young for a Certificate of Appropriateness for the demolition of the rear vacant garage and installation of parking lot at 69 North Franklin Street which is zoned R-6 (Multi-Family Residential District) and located in the Residential Sub-District of the Downtown Historic District Overlay.

Ms. Guenther provided a presentation on the location and existing site of the garage at 69 North Franklin Street. Ms. Guenther explained that the garage has no historical factors and is considered to be a non-contributing outbuilding. Ms. Guenther reviewed the proposed demolition of the garage for the installation of a parking lot. Ms. Guenther provided staff recommendation for approval with the condition that the future parking lot meets all city recommendations.

Mr. Efland stated that the applicants are open to have the public use the lot after hours for parking as well as the adjacent church. An access easement from the church parking lot to this parcel is already in place.

APPLICANT:

Vic Whitney  
1680 Buttermilk Hill Rd.  
Delaware, Ohio 43015

D.J. Young  
15 W. Winter St.  
Delaware, Ohio 43015

Mr. Whitney explained that the law practice of Firestone, Brehn, Wolf, Whitney, & Young, LLP would like to tear down the existing garage to provide parking access to their staff. Mr. Whitney stated that they were aware of the city requirements for tree replacement for potential trees that would need to be removed in the process and that they would follow recommendations by the city arborist. Mr. Whitney indicated that they were agreeable to follow city regulations.

Mr. Coleman voiced no concern regarding the removal of the garage but that details after the removal such as, fencing and landscaping will need future approval.

Vice-Chairman Hatten voiced his concerns over the potential replacement plan of a parking lot in a residential sub-district and a concern that this will set a precedent for future surface parking lots.

Mr. Nicley stated that he will abstain from a vote on the matter due to a personal relationship with the applicant.

The Commission desired to distinguish this unique case and circumstance by ensuring that the applicant and church are legally bound together with respect to the property and access in question. Additionally, final parking lot plans will need to be developed and brought forward for HPC review prior to any construction.

**Motion:** Councilman Jones moved to approve 2015-1308 approving the demolition of a garage structure on property with condition of approval of future parking lot landscape plans, fencing plans to be reviewed with the applicant and church and that they work together to create legally binding cross access easements to and through the property, seconded by Ms. Riviera. Motion approved by a 4-2-1 (Nicley) vote.

C. 2015-1399: A request by MOhio Pizza Company for approval of a Certificate of Appropriateness for front façade renovations at 23 North Sandusky Street which is currently zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District.

Ms. Guenther provided a presentation regarding the proposed front elevation plans for the MOhio Pizza Company at 23 North Sandusky Street. Ms. Guenther reviewed the applicant's plans to reuse the existing door, replacement of the casement and storefront windows, remove the upper awnings and install a retractable awning, and reinstall the transom windows.

APPLICANT:

Monroe Nelson  
6467 Taggart Rd.  
Delaware, Ohio 43015

Mr. Monroe discussed his plans to create a more open storefront and his plans to reconfigure the layout of the inside to provide more adequate seating. Mr. Monroe discussed the types of brick face veneers and plans for removal.

Chairman Koch discussed the signage code for the Historic District.

Mr. Efland discussed the façade grant procedure and process with Mr. Monroe.

**Motion:** Vice-Chairman Hatter moved to approve 2015-1399 with existing staff recommendations and additional condition that all final materials and colors choices be approved by staff and HPC Chairman, and if no agreement can be made to terms than the Applicant will come forward before the HPC Commission for final decision, seconded by Mr. Coleman. Motion approved by a 7-0 vote.

ITEM 4. COMMISSION MEMBER COMMENTS AND DISCUSSION

Chairman Koch voiced his concern regarding a sandwich board with no relation to downtown business on the southwest corner of Central and Sandusky. Mr. Efland indicated that staff was aware and that they had enforced that the sign be removed.

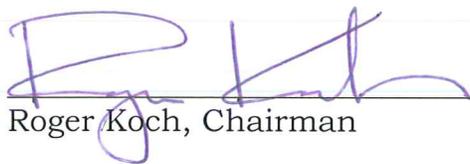
Chairman Koch voiced his concern over the signage at The Solar Saloon. Mr. Efland stated that staff was working on compliance with the owner.

Mr. Nicley requested information and an update on the West End Grill. Mr. Efland stated that they are in contact with the owner and that the owner is working with a tenant on a redevelopment plan.

ITEM 5. NEXT REGULAR MEETING: August 26, 2015

ITEM 6. ADJOURNMENT

**Motion:** Vice-Chairman Hatten moved to adjourn the meeting, seconded by Mr. Nicley. The Historic Preservation Commission meeting adjourned at 9:28 p.m.



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Roger Koch, Chairman



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Elaine McCloskey, Clerk

**MOTION SUMMARY  
CIVIL SERVICE COMMISSION  
AUGUST 5, 2015**

ITEM 1. ROLL CALL

Jack Hilborn called the meeting to order at 3:00 pm.

Members Present: Jack Hilborn, April Nelson and Michael Robinson, and City Council Representative Lisa Keller

Staff Present: City Attorney Darren Shulman, Human Resource Manager Jessica Feller, Fire Chief John Donahue, and Police Chief Bruce Pijanowski

ITEM 2. APPROVAL of the Motion Summary of the Civil Service Commission meeting held JULY 13, 2015, as recorded and transcribed.

**Motion:** Mr. Robinson moved to approve of the Motion Summary for the July 13 Motion Summary, seconded by Ms. Nelson. Motion passed by a 3-0 vote.

ITEM 3. Amend the Police Officer List

**Motion:** Ms. Nelson moved to approve of the amended Police Officer List, seconded by Mr. Hilborn. Motion passed by a 3-0 vote.

ITEM 4. Presentation of the FD Promotional Hold List.

There is one (1) name on the hold list for the position of Captain. Six (6) applied and tested for the position and one (1) passed the examination. The list will be good for one (1) year from the date posted

ITEM 4. Approval of the Firefighter hiring process

Proposals have been broken down to ten (10) separate proposals that can be voted on separately, or together. Joe Murphy, Firefighter and Local 606 President spoke out in regards to the proposals on the physical agility test, part-time process, and paramedic points. Joe states he feels the CPAT and the Firefighter Mile have lesser standards than the City's physical agility and that there could be increased liability with multiple tests being offered. Joe states there is no clear way to make fair and unbiased decisions regarding the process of hiring part time firefighters. Joe also states he believes the paramedic points proposed are too high.

**Proposal #1:** Both parties agree on Proposal #1. April moves to approve. Mike seconds.

**Proposal #2:** Mike moves to approve the proposal with the contingency that the City develop standards for accepting, evaluating and approving hardship applications. April seconds.

**Proposal #3:** Both parties agree on Proposal #3. April moves to approve. Jack seconds.

**Proposal #4:** April moves to approve. Mike seconds.

**Proposal #5:** Mike moves to approve. April seconds. April states she does not approve taking the physical off site due to the merit of being able to establish a personal relationship and connection with the candidates. April would like to see the City's physical agility validated. Chief Donahue believes this would be in the budget for next year. Jack likes the physical agility as it is and has concerns regarding other tests meeting our standards but also shares the concern of our test not being validated. April states diversity within our fire department is a valid issue and there may be other reasons behind the lack of diversity in our fire department. Jack offers to make an amendment to approve the proposal as presented, with the understanding that the Commission feels the City's agility should be validated and urges the Chief to proceed with seeking a supplemental to do so this year. Darren recommends approving this proposal through the end of January, 2016. Jack moves to amend the proposal of approval through January, 2016 with an encouragement to the Chief to move forward with seeking a supplemental to validate the City's current physical agility. Mike seconds.

Joe states his belief that the Chief could move forward with the supplemental without permitting the additional testing. Jack feels allowing additional testing permits additional safeguards. Joe disagrees and feels the additional testing could cause issues regarding the City's physical agility being non-validated. Darren states from a legal standpoint, candidates are being provided several fair and equal choices for taking the physical agility. Mike Gamble, City Firefighter, states the physical experience of taking the City's physical agility made all the difference to him in choosing this department. Ron Nist, retired City Firefighter states the City's physical agility has been in existence for approximately forty (40) years and was developed by on duty firefighters at the time. It is understood the process to validate this test is lengthy and expensive. April moves and Mike seconds to approve # 5 as amended to strike outside testing.

**Proposal #6:** April moves to approve. Mike seconds.

**Proposal #7:** April moves to approve. Mike seconds.

**Proposal #8:** Mike moves to accept the proposal as amended to reflect five (5) points for paramedic. April seconds.

**Proposal #9:** Mike moves to approve. April seconds. Joe questions the interviewing process. Chief Donahue states there are no changes in the interview process. Joe states there is no longer Union opposition to this Proposal.

**Proposal #10:** April moves to approve. Jack seconds. April would like to withdraw her move to approve and vote to strike it down. April states the part time language is not necessary to add to the overall firefighter recruitment

process. Darren states the importance of this language is the clarity it provides to how the part time firefighter position can move into a full time position. This proposal provides limitations to internal transfers by the Chief, and creates a process that is transparent. Jack approves. The motion fails 1-2.

**Motion:** Ms. Nelson moved to approve Proposal #1, seconded by Mr. Robinson. Motion passed by a 3-0 vote.

**Motion:** Mr. Robinson moved to approve Proposal #2 with a contingency agreement, seconded by Ms. Nelson. Motion passed by a 3-0 vote.

**Motion:** Ms. Nelson moved to approve Proposal #3, seconded by Mr. Hilborn. Motion passed by a 3-0 vote.

**Motion:** Ms. Nelson moved to approve Proposal #4, seconded by Mr. Robinson. Motion passed by a 3-0 vote.

**Motion:** Ms. Nelson moved to approve Proposal #5 as amended to strike outside physical agility testing, seconded by Mr. Robinson. Motion passed by a 3-0 vote.

**Motion:** Ms. Nelson moved to approve Proposal #6, seconded by Mr. Robinson. Motion passed by a 3-0 vote.

**Motion:** Ms. Nelson moved to approve Proposal #7, seconded by Mr. Robinson. Motion passed by a 3-0 vote.

**Motion:** Mr. Robinson moved to approve Proposal #8 as amended to reflect five (5) additional points for paramedic certification, seconded by Ms. Nelson. Motion passed by a 3-0 vote.

**Motion:** Mr. Robinson moved to approve Proposal #9, seconded by Ms. Nelson. Motion passed by a 3-0 vote.

**Motion:** Mr. Hilborn moved to approve Proposal #10. Motion failed by a 2-1 vote.

## ITEM 6. PUBLIC COMMENT

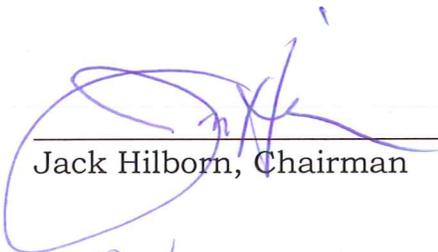
Nick Hrdy, Firefighter, voices a complaint about the Fire Lieutenant hiring process that was posted on 2/11/15. The recruiting resulted in the posting going external due to the lack of internal applicants. The issue discussed is the clarity of the requirement of an Associate's Degree. Darren states this issue is being discussed and clarified with the IAFF. Nick states he believes the

fire department had qualified candidates and that it was a knee jerk reaction to seek outside candidates.

ITEM 7. COMMISSION MEMBERS COMMENTS

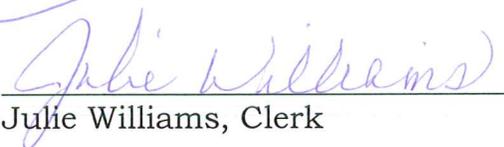
ITEM 7. MEETING ADJOURNMENT

Chairman Hilborn adjourned the meeting at 4:35 p.m.



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Jack Hilborn, Chairman



---

Julie Williams, Clerk

**CIVIL SERVICE COMMISSION  
MOTION SUMMARY  
SEPTEMBER 2, 2015**

ITEM 1. ROLL CALL

Jack Hilborn called the meeting to order at 3:03 pm.

Members Present: Jack Hilborn, April Nelson and Michael Robinson, and City Council Representative Lisa Keller

Mr. Hilborn announces that this is Ms. Nelson's final meeting. She will be missed very much. It is wished that she take care of herself. No one wants to see her go but the reason for her departure is understood. Her commitment to the Commission, her questions, and her insight has been greatly appreciated. She is wished the very best.

Ms. Riggle (City Mayor) states that Ms. Nelson's knowledge and warmth has been a huge asset to this Commission, and she presents a proclamation, establishing this day as "April Nelson Day".

Mr. Homan (City Manager) states that April's general involvement in this community has been valued throughout the years. It is noted that the writing she used to do for the Delaware Gazette of the history of this City is especially remembered for how well the pieces were written and presented.

Staff Present: City Attorney Darren Shulman, Assistant City Manager Jackie Walker, Human Resource Manager Jessica Feller, Fire Chief John Donahue, and Police Chief Bruce Pijanowski, City Manager R. Thomas Homan.

ITEM 2. APPROVAL of the Motion Summary of the Civil Service Commission meeting held AUGUST 5, 2015, as recorded and transcribed.

**Motion:** Mr. Robinson moved to approve of the Motion Summary for the August 5th Motion Summary, seconded by Ms. Nelson. Motion passed by a 3-0 vote.

ITEM 3. Extend the Firefighter List

Two (2) additional firefighters have been hired from the list. December 18<sup>th</sup>, 2015 is the date requested for the extension.

**Motion:** Ms. Nelson moved to approve of the extension of the Firefighter List, seconded by Mr. Robinson. Motion passed by a 3-0 vote.

ITEM 4. Amend the Police Officer List

**Motion:** Ms. Nelson moved to amend the Police Officer list, seconded by Mr. Robinson. Motion passed by a 3-0 vote.

ITEM 5. PUBLIC COMMENT

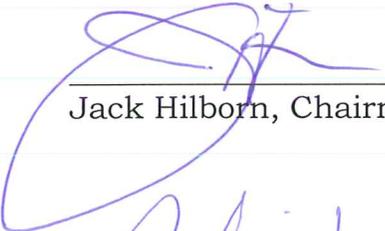
There was no additional public comment.

ITEM 6. COMMISSION MEMBERS COMMENTS

Ms. Nelson states this was a hard decision to step down, and it is especially difficult in feeling like she is abandoning the firefighters. She is pleased to serve on this Commission. She values the commitment and the sheer personal pleasure experienced while serving and working with this board.

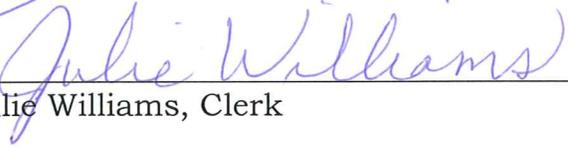
ITEM 7. MEETING ADJOURNMENT

Chairman Hilborn adjourned the meeting at 4:15 p.m.



---

Jack Hilborn, Chairman



---

Julie Williams, Clerk

**PLANNING COMMISSION  
MOTION SUMMARY  
September 2, 2015**

ITEM 1. Roll Call

Chairwoman Keller called the Planning Commission meeting to order at 7:00 p.m.

Members Present: George Mantzoros, Jim Halter, Colleen Tucker-Buck, Adam Lemke, Dean Prall, Vice-Chairman Stacy Simpson, and Chairwoman Lisa Keller

Staff Present: Bruce Pijanowski, Police Chief, Matt Weber, Deputy City Engineer, Jennifer Stachler, Assistant City Engineer, Dave Efland, Planning and Community Development Director, and Lance Schultz, Zoning Administrator

ITEM 2. Approval of the Motion Summary of the Planning Commission meeting held on August 5, 2015, as recorded and transcribed.

**Motion:** Mr. Halter moved to approve the Motion Summary for the July 1, 2015 meeting, seconded by Vice-Chairman Simpson. Motion passed by a 7-0 vote.

ITEM 3. REGULAR BUSINESS

A. Delaware County Courthouse

- (1) 2015-1550: A request by the Delaware County Board of Commissioners for approval of a Rezoning Amendment from R-3 (One Family Residential District) to B-2 (Central Business District) with Text Limitations for a New County Courthouse located at 110 North Sandusky Street just south of the Hayes Building on approximately 1.99 acres.
- (2) 2015-1551: A request by the Delaware County Board of Commissioners for approval of a Combined Preliminary and Final Development Plan for a New County Courthouse located at 110 North Sandusky Street just south of the Hayes Building on approximately 1.99 acres and zoned B-2 (Central Business District) with Text Limitations.
- (3) 2015-1552: A request by the Delaware County Board of Commissioners for approval of a Street Vacation for Marshall Court right-of-way and right-of-way along the southeastern portion of the site for a New County Courthouse located at 110 North Sandusky Street just south of the Hayes Building on approximately 1.99 acres and zoned B-2 (Central Business District) with Text Limitations.

**Anticipated Process**

- a. Staff Presentation

Mr. Schultz reviewed the zoning map, and provided an aerial photograph of the site location. Demolition plans and the proposed site plan were reviewed. Also reviewed were the parking plans, access plans and building elevations.

- b. Applicant Presentation

**APPLICANT:**

Tom Potts,  
405 Capital Street  
Charleston, West Virginia

- c. Public comment (public hearing)

There was no public participation.

- d. Commission Action

**Motion:** Mr. Halter moved to approve 2015-1550, along with all staff recommendations and conditions, seconded by Vice-Chairman Simpson. Motion approved by a 7-0 vote.

**Motion:** Mr. Halter moved to approve 2015-1551, along with all staff recommendations and conditions, seconded by Vice-Chairman Simpson. Motion approved by a 7-0 vote.

**Motion:** Mr. Halter moved to approve 2015-1552, along with all staff recommendations and conditions, seconded by Vice-Chairman Simpson. Motion approved by a 7-0 vote.

B. 2015-1305: A request by Redwood Acquisitions, LLC, for approval of a Final Development Plan for Phase 2 of The Preserve at Quail Pass for 141 single story apartment units on 22.35 acres located on the south side of Mill Run Crossing between the City Wetland Park and Glenn Road.

**Anticipated Process**

- a. Staff Presentation

Mr. Schultz provided a presentation that included zoning map and location map. Mr. Schultz reviewed the Approved Preliminary Development Plan, and modifications for Phase 2 compared to Phase 1. Mr. Schultz reviewed the Final Development Plan for Phase 2. Landscaping plan and retention pond plans were reviewed, as well as discussion of the Glenn Road connection.

b. Applicant Presentation

**APPLICANT:**

John Lateulere  
23775 Commerce Park Dr., Suite 7  
Beachwood, Ohio

Mr. Lateulere discussed the project rent cost and flat rate water consumption.

c. Public comment (no public hearing)

There was no public participation.

d. Commission Action

**Motion:** Vice-Chairman Simpson moved to approve 2015-1305, along with all staff recommendations and conditions, seconded by Mr. Lemke. Motion approved by a 7-0 vote.

**Speedway Case will not start before 7:45 pm**

Chairwoman Keller called for a recess at 7:33 p.m. Chairwoman Keller reconvened the meeting at 7:45 p.m.

C. 2015-1511: A request by Speedway LLC for approval of a Preliminary Development Plan for an approximate 4,608 square foot Speedway Gas Station and Convenience Store on approximately 12.912 acres located on the northwest corner of US 23 North and Hills Miller Road on property zoned B-4 (General Business District).

**Anticipated Process**

a. Staff Presentation

Mr. Efland reviewed the Preliminary Development Plan and provided a presentation that included the location map, zoning map, and a description of what uses are permitted under the current zoning. Mr. Efland reviewed the proposed site plan and provided information on the location of the permanent conservation easement proposed to be on the property. Mr. Efland reviewed the access site from U.S. 23 and Hills Miller Road, and provided information on the approved traffic study that was reviewed by the City and County Engineer and O.D.O.T. Mr. Efland discussed improvements to be made by the applicant to U.S. 23 and Hills Miller Road

Mr. Weber reviewed the approved traffic study and discussed the two access points. Mr. Weber discussed the predicted level of service that was provided in

the study for the year 2035 at the U.S. 23 and Hills Miller Road intersection.

Mr. Efland discussed the proposed bike path and pedestrian connectivity. Mr. Efland reviewed the site configuration, which included the plans for a convenience store and fueling bays for both diesel and vehicles.

Mr. Efland discussed signage of “No Overnight Parking”, and that this will be enforced by Speedway staff, as well as a condition for approval to allow the City of Delaware Police enforcement. Information was provided on the proposed signage plan at both access locations.

Mr. Efland reviewed the Preliminary Building Design and proposed tree removal and replacement plan. Mr. Efland provided information on the location of a major water line easement on the property. Mr. Efland discussed the shared backage road to allow for circulation around the site, and that this road will not be a public City street.

Mr. Mantzoros requested information on the possible placement of a flashing traffic sign. Mr. Weber will review the request.

b. Applicant Presentation

APPLICANT:

Christopher Warshaw  
395 Springside Dr.  
Akron, Ohio

Bryan Witt  
500 Speedway Dr.  
Enon, Ohio

Mr. Warshaw provided a presentation that included a review of the site plan, building elevations, landscaping plan, proceeds to the city tree fund, traffic study recommendations, alcohol and tobacco sales policy, and safety and security.

Mr. Halter questioned how staff will prevent overnight parking. Mr. Warshaw explained the lack of spaces to allow for parking. Mr. Whitt stated that staff will be instructed to contact local police for enforcement if necessary.

Mr. Prall requested if the conservation easement can be further extended into the west.

c. Public comment (no public hearing)

PUBLIC PARTICIPATION:

Robert Bohmer  
Plassman, Rupp, Hagans, Newton & Bohmer  
302 North Defiance St.  
Archbold, Ohio

Mr. Bohmer stated that he represents some of the individuals opposed to the Speedway project and voiced his concerns regarding the conditions of the intersection of U.S. 23 and Hills Miller Road and the impact to the quality of life of residents on Hills Miller Road regarding the increase truck traffic.

John McGrail  
268 Sylvan Dr.  
Delaware, Ohio

Mr. McGrail addressed the Comprehensive Plan from 2003-2008 for future City growth north from Coover Road. Mr. McGrail discussed concerns regarding the traffic study and that the study underestimates traffic counts.

Jeanne Frentsos  
333 Clear Run Road  
Delaware, Ohio

Ms. Frentsos voiced her concerns on how the turn lane will impact Clear Run Rd, and concerns of drainage and environmental impact of runoff from Speedway.

Susan McGrail  
268 Sylvan Dr.  
Delaware, Ohio

Mrs. McGrail read a statement regarding impact on daycare, seniors, and schools. Mrs. McGrail voiced her concern that the CESO traffic study was completed when school was on summer break and that the traffic study needs to be recalculated to include this omitted traffic. Mrs. McGrail discussed the need for sidewalks for pedestrian safety.

Ted Heiskell  
299 Sylvan Dr.  
Delaware, Ohio

Mr. Heiskell voiced his concern with speed on U.S. 23 and those trying to make a left turn onto Hills Miller Road. Mr. Heiskell stated his concern on the truck refueling station.

Bill Bohmer  
269 Sylvan Dr.  
Delaware, Ohio

Mr. Bohmer provided an article from Frederick News-Post by Bethany Rodgers titled "Commission looks to prevent gas station from acting as truck stop."

Richard Lehner  
2369 Troy Road  
Delaware, Ohio

Mr. Lehner stated that he supports the installation of the fueling station as a truck driver and felt that will provide safer conditions for truck drivers to have a place to refuel, get food, and have a restroom break.

Andy Zarins  
5565 Marysville Road  
Ostrander, Ohio

Mr. Zarins voiced his concerns on the geometric design and poor quality of the traffic engineering study.

Bruce Gill  
261 Kensington Dr.  
Delaware, Ohio

Mr. Gill voiced his concern that Speedway will allow for trucks to layover.

Jonethan Sepelak  
246 Tudor Dr.  
Delaware, Ohio

Mr. Sepelak voiced his concern regarding the concept drawing that shows the backage road across the conservation area. Also, what are Speedways plan to prevent drivers from being struck on Hills Miller Road and what are the evacuation plans if there is an accident?

Mary Jo Blickenderfer  
205 Sylvan Dr.  
Delaware, Ohio

Ms. Blickenderfer voiced her concern over the location of the access point on Hills Miller Road and Speedways plan to make truck drivers obey traffic laws.

Chairwoman Keller requested a recess at 9:53 p.m. Chairwoman Keller reconvened the meeting at 9:58 p.m.

Mrs. Keller read into the record a text message from Councilman Chris Jones, clarifying the topic of his quote regarding Bruce Road and Hills Miller Road that was read by Mrs. McGrail.

Commission members addressed concerns to staff presented by the public participants.

Mr. Warshaw addressed the concern of traffic back-up, stating that site configured to prevent this from occurring and that front bays are for non-commercial vehicles only.

Mr. Efland addressed the location of the gateway to the City.

Mr. Witt discussed the use of the local law enforcement to enforce truck drivers to obey laws, and that Speedway will contact them if needed. Mr. Witt also stated that there is potential that trucks may drive on Hills Miller Road.

Mr. Weber addressed concern regarding storm water run-off and drainage and that Speedway must meet City code on storm water retention.

Mr. Weber reviewed the typographical error in the Executive Summary of the traffic summary and will revise for final copy. Mr. Weber reviewed the M.O.R.P.C website figures from 2014.

Chief Pijanowski discussed evacuation plans if a crash occurs.

Mr. Prall questioned Speedways ability to remove diesel truck refueling bays. Mr. Witt addressed his question and that Speedway anticipates the diesel fuel as the feasible project.

Mr. Efland reviewed the definition of a gas station in zoning codes.

Mr. Halter requested that staff determine the feasibility if no through truck traffic on Hills Miller Road is possible.

A discussion was held on making a condition of limited time that trucks can be in the parking lot.

**Motion:** Mr. Halter moved to add condition that no commercial, truck trailer, campers, or motor home traffic allowed on the property over two hours, seconded by Vice-Chairman Simpson.

Mrs. Tucker-Buck voiced her concern over the length of two hours and not one hour. Chairwoman Keller voiced a concern that any limitations allows for parking up to that designated time. Mr. Halter agreed to amend his motion to

state one hour.

**Motion:** Mr. Halter moved to add condition that no commercial, truck trailer, campers, or motor home traffic allowed on the property over one hour, seconded by Vice-Chairman Simpson. Motion approved by a 5-2 (Mantzoros, Keller) vote.

A discussion was held regarding limited hours for truck refueling. Mr. Witt to discussed this option with Speedway but stated that may be difficult to enforce.

d. Commission Action

**Motion:** Mrs. Tucker-Buck moved to table discussion of 2015-1511, until the next regular meeting, seconded by Mr. Mantzoros. Motion approved by a 4-3 (Prall, Lemke, Keller) vote.

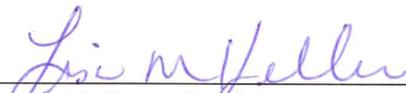
ITEM 4. PLANNING DIRECTOR'S REPORT

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

ITEM 6. NEXT REGULAR MEETING: October 7, 2015

ITEM 7. ADJOURNMENT:

**Motion:** Chairwoman Keller moved for the September 2, 2015 Planning Commission meeting to adjourn. The meeting adjourned at 10:33 p.m.

  
\_\_\_\_\_  
Lisa Keller, Chairwoman

  
\_\_\_\_\_  
Elaine McCloskey, Clerk

Office of the Mayor

# P Proclamation

**Whereas:**

The City of Delaware has the responsibility to recognize occasions of outstanding significance; and

WHEREAS, Domtar Personal Care is devoted to the ideals of local, national, and international service; and

WHEREAS, on September 28, 2015, the company shut down its Delaware facility so its 190 employees could contribute to the betterment of our community; and

WHEREAS, on that day, Domtar employees rolled up their sleeves to give their time, energy, and talents to make our City an even better place to live; and

WHEREAS, Domtar employees focused their efforts on Oak Grove Cemetery, painting fence, removing brush, raking, weeding and straightening headstones; and

WHEREAS, this volunteer spirit and civic commitment greatly benefits the City of Delaware, while saving the City public expenditures for these projects and services; and

WHEREAS, Domtar senior management, led by Frederick Shanks, Warehouse and Transportation Manager, should be lauded for the successful implementation of the Domtar Service Day.

NOW THEREFORE, I, Carolyn Kay Riggle, Mayor of the City of Delaware, Ohio, do hereby issue this proclamation to honor:

## **DOMTAR PERSONAL CARE**

in the City of Delaware, Ohio, and I join with my fellow citizens in recognizing the company's commitment to our city.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Delaware.

---

Carolyn Kay Riggle, Mayor



## FACT SHEET

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AGENDA ITEM NO: 9

DATE: 10/12/15

ORDINANCE NO:

RESOLUTION NO: 15-45

READING: FIFTH

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: --

---

**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

A RESOLUTION ADOPTING THE 2016-2020 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP).

**BACKGROUND:**

The Capital Improvement Plan for 2016-20 was presented to City Council on August 14. By Charter, it's required to be adopted by Council by October 15. Typically, the resolution is "read" at least 3 times before adoption. This is the second. A CIP work session is scheduled for Monday, October 5, beginning at 6:00 p.m.

**REASON WHY LEGISLATION IS NEEDED:**

CIP is required to be adopted by City Council

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

R. Thomas Homan, City Manager  
Dean Stelzer, Finance Director

**RECOMMENDATION:**

Approval

**ATTACHMENT(S)**

CIP Document

RESOLUTION 15-45

A RESOLUTION ADOPTING THE 2016-2020 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM.

WHEREAS, a revised Five-Year Capital Improvements Program was prepared and submitted to City Council in accordance with Article XVII, Section 79 of the City Charter, and

WHEREAS, City Council has considered the proposed plan and has determined that it shall be the future public improvement plan for the City of Delaware, and

WHEREAS, Article XVII, Section 80 of the City Charter requires that City Council adopt, by resolution, the Five-Year Capital Improvements Program on or before October 15, and

WHEREAS, City Council will review the 2016-2020 CIP at Work Sessions before October 14.

WHEREAS, Council discussed possible amendments to the plan which may be considered as part of adopted the 2016 budget.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Delaware, State of Ohio:

SECTION 1. That the 2016-2020 Five-Year Capital Improvements Program for the General Fund, Airport, Fire, Police, Public Works, Parks, Equipment Replacement, Technology, Building Maintenance, Water, Sewer, Storm Sewer, Refuse, Parks Impact, Police Impact, and Fire Impact attached hereto as Exhibit A, is hereby adopted as the official plan for future public improvements.

SECTION 2. That this resolution shall take effect and be in force immediately after its passage.

PASSED: \_\_\_\_\_, 2015

YEAS \_\_\_\_ NAYS \_\_\_\_  
ABSTAIN \_\_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

**2016-2020**  
**City Manager's Proposed**  
**Capital Improvement Plan**

---





TO: Mayor Riggle and Members of City Council  
FROM: R. Thomas Homan, City Manager  
SUBJECT: 2016-2020 Capital Improvement Program  
DATE: August 14, 2015

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Pursuant to section 79 of the City Charter, submitted herewith is my proposed 2016-2020 Capital Improvement Plan, the adoption of which must occur by Thursday, October 15.

A first reading and review will be scheduled as part of Council's August 24 meeting, with second and third readings scheduled for Council's September 14 and 28 meetings. Adoption of the plan is proposed for the October 12 meeting. In addition to the readings, which don't always allow for quality and detailed review, I would recommend 1- 2 work sessions. Last year, in addition to the three readings, Council devoted one work session to CIP review.

While the CIP is balanced, it does not begin to address the community's critical and growing transportation needs, which will be discussed later in this message.

As Council begins its assessment, it is important to distinguish between those projects that require support of the city's general fund - Airport; Streets; Transportation; Parks; Equipment; Technology; Buildings; Sidewalks and Bikeways - and those with dedicated sources, such as utility projects. This distinction is important because the general fund transfer to the CIP competes with numerous general fund needs, which are always growing. Utility projects, on the other hand, compete only with other utility projects and benefit from a dedicated source of revenue: user fees and development-related capacity fees.

An example that helps make this point is the nearly-complete \$32 million water treatment plant project, the largest infrastructure project in city history. The project is being funded through a combination of capacity fees, paid for by new development and water rates, which were increased over the three-year period 2010-13 to help pay the project's annual \$1.8 million debt service. This amount is nearly equal to the annual general fund transfer. It goes without saying that absent a new and dedicated revenue source, the city's CIP could not support \$32 million worth of projects.

For the 10-year period 2004-13, the average general fund transfer to the CIP was \$1.4 million, which represented approximately 14 percent of general fund revenues. For the current CIP, the transfer is \$1.7 million, or 13.4 percent of general fund revenues. At one time, the city established financial practice guidelines recommending that 25 percent of general fund revenues would be transferred to the CIP. Unfortunately, this could not be sustained due mainly to the city's growing operational needs and costs associated with the daily maintenance of an expanding and aging infrastructure network.

What if it had? An additional \$1.4 million would have been transferred in 2015, which would have brought the total transfer to \$3,031,725. Those additional funds would make a big difference in allowing the city to begin addressing its most pressing infrastructure challenge: local transportation improvements for which federal and state funds are not available. Some of these projects would result in additions to the city's street network, and some would improve safety.

A 2011 Transportation Update report, which was presented to city council in 2011 identified multiple projects, such as Merrick Parkway and Valleyside Drive extensions that, if completed, would expand the city's street network and help to alleviate peak-hour congestion. This was one of several priorities identified in the city's 2015 citizen survey.

While the city's local transportation needs are challenging, so too are meeting local obligations related to the state and federal highway system within the City. The big difference, however, is that for these projects the city takes advantage of state and federal funding. Two projects which will likely begin in the next 12-24 months are the Ohio 315/US 23 intersection and Pennsylvania Avenue/US 23 interchange, both of which are being funded mostly by non-local sources. The city also takes advantage of various grant programs, which together provide 60 percent of the annual roadway resurfacing budget.

Like so many of the CIPs before it, this one does not begin to address the city's mounting transportation needs. And in some cases, such as at the "Point" and the 36/37 corridor, the resources of the city's CIP may never be adequate to provide even the typically required 20-percent local matching project contributions. Current estimates just to replace the Point Bridge, which would add capacity and reduce congestion, are \$16 million. Add to this the cost to improve East Central Avenue by adding turn lanes and reconstructing the road, estimated to be \$8 million, and the project grows to \$24 million.

This year's CIP included funding for updating the city's Transportation Plan, work that is underway now by a transportation engineering consultant. The key components of the update will be:

1. Update City Traffic Forecasting & Projections (2015-2040) for use in City

- roadway network improvements analysis and prioritization.
2. Descriptions and updates of the key network expansion and improvement projects including 15 priority transportation initiatives that would improve traffic flow and network connectivity while relieving congestion throughout the City. The completed document will include a matrix to assist in identifying both the merits and challenges associated with each project.
  3. Descriptions and summaries of the major transportation infrastructure maintenance components including bridges, traffic signals, guardrail, street lighting, signage and striping, pavement maintenance, and the street sweeping and snow removal programs.

The goal is to have a complete first draft available by the end of 2015. The document will be valuable information in determining annual dollar amounts required for needed City transportation projects and vital transportation maintenance programs.

At the same time, lacking a dedicated funding source to address our transportation challenges, we also must identify revenue options. The time is now to address our transportation needs because the need is real.

In addition, the City continues to focus on the importance of economic development, primarily in the City's south west (Industrial Park) quadrant.

The construction of Innovation Court, and associated utilities, is currently underway supporting the relocation of EMS and adding 20 acres of additional pad ready sites.

A drainage analysis will be completed in 2015 to evaluate storm water improvements needed to continue the extension of Sawmill Parkway project from its current termination point to Section Line Road, to further add to available properties.

In order to prepare for other continued economic development needs, the Public Service Group, through use of the Development Reserve Fund, in concurrence with City Council, will engage a civil engineering firm to complete engineering plans for the construction of a roadway extension of Jeg's Blvd. from its current terminus to an intersection with the Sawmill Parkway extension. This design work will begin in 2015, and be completed in early 2016.

The Public Works Department, with assistance from the Economic Development Department will begin investigating funding opportunities for construction of the roadway extension along this development corridor. It is anticipated that the utility and roadway improvements would be completed as

a single project to accommodate pending industrial development in the area.

Funding for utility improvements along the nearly one mile-long Jeg's Blvd. extension is included in this CIP, along with \$100,000 in additional infrastructure improvements (upgrades to the Slack Road Lift Station) to support development.

~~~~~

As you read through the CIP, you will see that each major section is preceded by a narrative providing an overview of the major projects and highlighting any policy issues needing Council consideration.

Over the next several weeks staff and I look forward to reviewing this CIP with City Council. I want to thank my staff for their hard work in putting this document together, in particular, my Executive Assistant Michele Kohler, Public Service Group Director Dan Whited and Finance Director Dean Stelzer.

**City of Delaware  
Capital Improvement Plan  
2016 - 2020**

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**CITY OF DELAWARE  
CAPITAL IMPROVEMENT PLAN  
GENERAL FUND SUMMARY  
2016 - 2020**

|                                                             | 2016             | 2017             | 2018             | 2019             | 2020             |
|-------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>BALANCE FORWARD</b>                                      | <b>567,830</b>   | <b>420,981</b>   | <b>222,397</b>   | <b>56,682</b>    | <b>259,846</b>   |
| <b>REVENUES:</b>                                            |                  |                  |                  |                  |                  |
| INCOME TAX                                                  | 1,700,000        | 1,750,000        | 1,750,000        | 1,750,000        | 1,750,000        |
| <b>BALANCE PLUS REVENUE</b>                                 | <b>2,267,830</b> | <b>2,170,981</b> | <b>1,972,397</b> | <b>1,806,682</b> | <b>2,009,846</b> |
| <b>EXPENDITURES:</b>                                        |                  |                  |                  |                  |                  |
| <b>DEBT SERVICE</b>                                         |                  |                  |                  |                  |                  |
| 2012 Streetscape (\$2,542,516 through 2022)                 | 281,624          | 282,860          | 284,058          | 282,635          | 269,904          |
| 2006 Ross St. (\$210,000 though 2016)                       | 57,338           | 0                | 0                | 0                | 0                |
| 2006 Pool Maint. (\$247,522 through 2016)                   | 68,805           | 0                | 0                | 0                | 0                |
| 2016 PW Building Maint. (\$450,000 through 2027)            |                  | 53,410           | 53,410           | 53,410           | 53,410           |
| <b>TOTAL DEBT SERVICE</b>                                   | <b>407,767</b>   | <b>336,270</b>   | <b>337,468</b>   | <b>336,045</b>   | <b>323,314</b>   |
| <b>AMOUNT AVAILABLE FOR CAPITAL IMPROVEMENTS AFTER DEBT</b> | <b>1,860,063</b> | <b>1,834,711</b> | <b>1,634,929</b> | <b>1,470,637</b> | <b>1,686,532</b> |
| <b>OTHER EXPENDITURES</b>                                   |                  |                  |                  |                  |                  |
| AIRPORT IMPROVEMENTS (pg. 4)                                | 28,211           | 22,034           | 0                | 0                | 0                |
| STREET IMPROVEMENTS (pg. 8)                                 | 348,711          | 291,155          | 616,527          | 251,571          | 705,828          |
| PARK IMPROVEMENTS (pg. 15)                                  | 27,160           | 165,000          | 115,000          | 80,000           | 15,000           |
| EQUIPMENT REPLACEMENT (pg.18)                               | 600,000          | 500,000          | 500,000          | 500,000          | 550,000          |
| TECHNOLOGY IMPROVEMENTS (pg. 22)                            | 150,000          | 444,125          | 154,720          | 184,220          | 102,720          |
| BUILDING MAINTENANCE (pg. 26)                               | 185,000          | 65,000           | 67,000           | 70,000           | 70,000           |
| SIDEWALK MAINTENANCE (pg. 28)                               | 100,000          | 125,000          | 125,000          | 125,000          | 125,000          |
| <b>TOTAL OTHER EXPENDITURES</b>                             | <b>1,439,082</b> | <b>1,612,314</b> | <b>1,578,247</b> | <b>1,210,791</b> | <b>1,568,548</b> |
| <b>ENDING BALANCE</b>                                       | <b>420,981</b>   | <b>222,397</b>   | <b>56,682</b>    | <b>259,846</b>   | <b>117,984</b>   |

## **AIRPORT IMPROVEMENTS**

### Description:

The Delaware Municipal Airport (DLZ) is located in the heart of the Delaware Business Center at 1075 Pittsburgh Drive in Delaware, Ohio. The 315 acre facility is surrounded by the city's vital industrial district and is just three miles southwest of the historic center of Downtown Delaware. The City of Delaware owns, operates, maintains, and manages the airport and its facilities including the administration building, two maintenance hangars, six T-hangers and the existing 5000 LF Runway 28. The Delaware Municipal Airport serves as a general aviation reliever for OSU's Don Scott Field. Today, the Delaware Municipal Airport has nearly 100 based aircraft including both single and multi-engine aircraft and helicopters, and sees an estimated 40,000 operations per year, including corporate jet activity, recreational, and military flying and flight instruction. The primary users of the airport and its facilities include local businesses, residents of Delaware and the surrounding counties, as well as transient users. Currently, businesses based at the Delaware Municipal Airport provide flight instruction for fixed-wing aircraft, maintenance, avionics repair, and private covered storage.

In 2015, the proposed 800 LF Runway 28 extension project advanced through final design, and was subsequently bid in May. Award of the contract is pending approval of the FAA Grant application submitted in July. Construction is pending final grant award notification, execution and contract approval. It is anticipated the majority of construction will occur in 2016. As part of the project, the existing runway will be resurfaced along with the east end of taxiway 'A'. Future construction activities at the Airport include resurfacing of Taxiway 'A' to the west, ramp area expansion to the east, and installation of additional perimeter fencing, all requiring future FAA funding.

The Airport Master Plan is also due for updating in the next three years. The update largely addresses infrastructure needs and future building expansion at the Airport. In addition to this effort however, the city is contemplating enlisting the services of an experienced consultant to review existing Airport business plans and to provide recommended updates to them accordingly. As part of the update, the city is looking for direction as to what airport related services and operations should be considered to attract and retain additional airport related businesses.

### Primary Strategic Plan Theme/Goals:

#### Effective Government

EF1 - Effectively deliver the services that Delaware citizens need, want, and are willing to support

Master Planning Efforts:

2011 – Runway 28 Extension Program: Runway Length Justification Analysis  
& Project Definition Study – RW Armstrong

2016 – Wildlife Study

2019 – ALP Master Plan Update

2016 – Airport Business Plan Review & Update

**CAPITAL IMPROVEMENT PLAN  
AIRPORT IMPROVEMENT FUND  
2016 - 2020**

|                                                      | 2016            | 2017           | 2018           | 2019           | 2020           |
|------------------------------------------------------|-----------------|----------------|----------------|----------------|----------------|
| <b>BALANCE FORWARD</b>                               | <b>(33,651)</b> | <b>42,894</b>  | <b>208,639</b> | <b>384,384</b> | <b>560,129</b> |
| <b>REVENUES:</b>                                     |                 |                |                |                |                |
| FAA Entitlement                                      | 150,000         | 150,000        | 150,000        | 150,000        | 150,000        |
| FAA Apportionment                                    |                 |                |                |                |                |
| ODOT Grant                                           | 448,804         | 418,653        |                |                |                |
| TIF Collections                                      | 25,745          | 25,745         | 25,745         | 25,745         | 25,745         |
| <i>CIP Allocation (pg. 1)</i>                        | <b>28,211</b>   | <b>22,034</b>  | <b>0</b>       | <b>0</b>       | <b>0</b>       |
| <b>TOTAL REVENUES</b>                                | <b>652,760</b>  | <b>616,432</b> | <b>175,745</b> | <b>175,745</b> | <b>175,745</b> |
| <b>EXPENDITURES:</b>                                 |                 |                |                |                |                |
| <i>City Non-Grant</i>                                |                 |                |                |                |                |
| <i>Grant Improvements</i>                            |                 |                |                |                |                |
| FAA Reimbursable Agreement (PAPI/REILS)              |                 |                |                |                |                |
| Runway 28 Extension (\$16,832 entitlement)           |                 |                |                |                |                |
| Taxiway A Reconstruction (East)                      |                 |                |                |                |                |
| Runway 28 Expan. & Overlay - CHA CE/CI Task 13)      |                 |                |                |                |                |
| Exhibit A - Boundary Survey Update - Task 14         |                 |                |                |                |                |
| Airfield Lighting Vault (65,921 entitlement)         |                 |                |                |                |                |
| Airport Wildlife Study (\$7,200 entitlement)         | 8,000           |                |                |                |                |
| Taxiway A Design/Construction (\$72,000 entitlement) | 548,215         | 440,687        |                |                |                |
| Wetland Mitigation                                   |                 |                |                |                |                |
| <i>TIF Improvements</i>                              |                 |                |                |                |                |
| Gate #1 Improvements/Signage/Security Fence          | 20,000          |                |                |                |                |
| Gate #2 & #3 Signage                                 |                 | 10,000         |                |                |                |
| <b>TOTAL EXPENDITURES</b>                            | <b>576,215</b>  | <b>450,687</b> | <b>0</b>       | <b>0</b>       | <b>0</b>       |
| <b>AIRPORT IMPR. FUND BALANCE</b>                    | <b>42,894</b>   | <b>208,639</b> | <b>384,384</b> | <b>560,129</b> | <b>735,874</b> |
| <i>Entitlement Balance</i>                           | 4,879           | 154,879        | 304,879        | 454,879        | 604,879        |
| <i>TIF Balance</i>                                   | 38,015          | 53,760         | 79,505         | 105,250        | 130,995        |
|                                                      | 42,894          | 208,639        | 384,384        | 560,129        | 735,874        |

## **STREETS**

### Description:

Street resurfacing remains the largest component of the Highway Maintenance Plan, and when considering the limited availability of funding, continues to directly compete with other priority highway maintenance needs such as crash barrier repairs, street lighting, traffic signals, crack sealing, and signage and striping needs. Identifying additional funds for the city's resurfacing program continues to be an enormous challenge. Inflation in material prices has yielded a doubling of asphalt costs and related resurfacing projects. Add to this, an expanding inventory of new residential streets, many of which built in the mid-1990's to early 2000's now also require resurfacing.

This CIP continues to allocate all Ohio Public Works Commission (OPWC) and Community Development Block Grant (CDBG) funds we receive to the resurfacing program. The Delaware County Engineer has supported the City's OPWC applications with \$50,000 in matching funding. Recently, the City increased the level of funding requested and was awarded \$349,000 for the 2015 program. Future applications will make larger funding requests for the larger resurfacing projects. The OPWC funds are awarded through a competitive process by which higher ranking projects include streets with higher Average Daily Traffic loads such as arterial and collector roads. Although State funds are available for street paving, the ODOT Urban Resurfacing Program will not be tapped again until 2017-2018, when funds will be needed to resurface US 42 north of William Street, requiring a 20 percent local match.

CDBG funds have been reduced from prior year levels, allowing for only \$60,000 per year, which results in the need to add additional local funding most years to resurface one or more eligible streets. Though CDBG funds are limited to low/moderate income designated areas, the cost of maintaining these streets exceeds the funding available, thus necessitating additional local dollars.

The 2016-2020 Five-Year Resurfacing Program includes an average annual expenditure of \$950,000 per year for roadway paving. Of this amount, 60% comes from grants while 40% is from local revenues. The majority of funds, 90%, are directed toward the arterial and collector roads while only 10% is available for local streets, though local streets make up 52% of the total lane miles within the city. This approach is necessary in order to prioritize and maintain the most travelled and visible streets. However, many low-volume residential streets and cul-de-sacs are left without an identified funding source and continue to degrade.

Analysis continues to demonstrate the steady rate of pavement deterioration of the local street network with the average pavement condition for local streets

dropping on an annual basis. It is understood that the increasing quantity of new pavements added to the inventory by way of development activity, continues to artificially elevate the local street network pavement rating. When discounting the impact on the overall pavement condition rating from newly constructed streets, the actual pavement rating for the majority of the local street network is currently estimated at D+. While pavement conditions worsen, maintenance costs will increase as repairs continue to be deferred to future years. Various analyses have all yielded similar results when identifying the future funding needs to improve the local street network. The actual amount required depends on factors such as anticipated level of service, future maintenance costs, and public tolerance of pavement conditions. It is estimated that a total annual resurfacing expenditure at or above \$2 million would provide the necessary funding to more adequately manage the city's roadway network maintenance needs.

Bridge Improvements continues to be an area where funding limitations prevents the timely maintenance of certain non-critical items on several structures the City is responsible for. Examples include repair to abutment and wing walls, deck repairs, channel improvements and approach transition resurfacing. The City is required to inspect all structures annual and submit results to the State. Reports continue to identify certain repair areas and items that need to be addressed before more serious and critical deterioration occurs. Most recently, the bridge deck surface carrying South Sandusky Street over the Delaware Run was found to be severely deteriorated and in need of repair. Failure to address the condition will result in subsequent deterioration and increased repair costs. With the number of structures managed by the City, it is anticipated such repairs will be an ongoing responsibility in future budget years as well as the current.

Rail crossings subject to increasing traffic show signs of increased wear and deterioration. The City has been able to partner with CSX for repairs of two of the heavier utilized crossings (E. Central and W. William Street). The crossing on Pittsburgh Drive will be repaired in the fall of 2015. Ongoing discussions with CSX will determine if the London Road and Pennsylvania Ave. crossings can be reconstructed later in 2015. Additional partnering efforts with CSX are anticipated to address the Curtis Street crossing.

Primary Strategic Plan Theme/Goals:

Great Community/Healthy Economy

GC2 - Provide an efficient transportation system with safe and complete streets

HE1 – Build and Maintain a Healthy Economy

Master Planning Efforts:

2015 – Highway Maintenance Plan Development  
2016 – Implementation of In-house Pavement Evaluation

**CAPITAL IMPROVEMENT PLAN  
STREET IMPROVEMENTS  
2016 - 2020**

|                                              | 2016           | 2017           | 2018             | 2019           | 2020             |
|----------------------------------------------|----------------|----------------|------------------|----------------|------------------|
| <b>REVENUES:</b>                             |                |                |                  |                |                  |
| PERMISSIVE TAX (License Fee Fund)            | 404,000        | 408,040        | 412,120          | 416,242        | 420,404          |
| STATE LICENSE FEES                           | 17,675         | 17,852         | 18,030           | 18,211         | 18,393           |
| STATE GASOLINE TAXES                         | 83,500         | 84,000         | 84,500           | 85,000         | 85,000           |
| <i>CIP Allocation (pg. 1)</i>                | <b>348,711</b> | <b>291,155</b> | <b>616,527</b>   | <b>251,571</b> | <b>705,828</b>   |
| <b>TOTAL REVENUE</b>                         | <b>853,886</b> | <b>801,047</b> | <b>1,131,178</b> | <b>771,023</b> | <b>1,229,625</b> |
| <b>EXPENDITURES:</b>                         |                |                |                  |                |                  |
| <b>DEBT SERVICE</b>                          |                |                |                  |                |                  |
| Bonds - S. Houk Road                         | 103,886        | 31,047         | 31,178           | 31,023         | 29,625           |
| <b>TOTAL DEBT SERVICE</b>                    | <b>103,886</b> | <b>31,047</b>  | <b>31,178</b>    | <b>31,023</b>  | <b>29,625</b>    |
| <b>STREET RESURFACING</b>                    |                |                |                  |                |                  |
| City Grant Match Street Resurfacing          | 320,000        | 150,000        | 480,000          | 500,000        | 370,000          |
| ODOT URP Street Resurfacing City Match       |                | 200,000        |                  |                |                  |
| City Street Resurfacing -                    |                |                |                  |                |                  |
| Network Streets                              | 205,000        | 260,000        | 0                | 0              | 550,000          |
| Administrative/Inspection                    | 50,000         | 50,000         | 50,000           | 50,000         | 50,000           |
| <b>TOTAL STREET RESURFACING</b>              | <b>575,000</b> | <b>660,000</b> | <b>530,000</b>   | <b>550,000</b> | <b>970,000</b>   |
| <b>TRANSPORTATION IMPROVEMENTS</b>           |                |                |                  |                |                  |
| City Grant Match Transportation Improvements | 0              | 60,000         | 520,000          | 140,000        | 180,000          |
| Bridge Improvements                          | 175,000        | 50,000         | 50,000           | 50,000         | 50,000           |
| <b>TOTAL TRANSPORTATION IMPROVEMENTS</b>     | <b>175,000</b> | <b>110,000</b> | <b>570,000</b>   | <b>190,000</b> | <b>230,000</b>   |
| <b>TOTAL EXPENDITURES</b>                    | <b>853,886</b> | <b>801,047</b> | <b>1,131,178</b> | <b>771,023</b> | <b>1,229,625</b> |

| <b>Street/Transportation Improvements All Sources</b> |                  |                  |                  |                  |                  |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Street Resurfacing City Funds                         | 575,000          | 660,000          | 530,000          | 550,000          | 970,000          |
| Street Resurfacing Grant Funds                        | 590,000          | 610,000          | 580,000          | 605,000          | 585,000          |
| <b>Total Street Resurfacing</b>                       | <b>1,165,000</b> | <b>1,270,000</b> | <b>1,110,000</b> | <b>1,155,000</b> | <b>1,555,000</b> |
| Transportation Improvements City Funds                | 175,000          | 110,000          | 570,000          | 190,000          | 230,000          |
| Transportation Improvements Grant Funds               | 2,800,000        | 490,000          | 5,080,000        | 860,000          | 1,720,000        |
| Transportation Improvements Debt Service              | 103,886          | 31,047           | 31,178           | 31,023           | 29,625           |
| <b>Total Transportation Improvements</b>              | <b>3,078,886</b> | <b>631,047</b>   | <b>5,681,178</b> | <b>1,081,023</b> | <b>1,979,625</b> |
| <b>Total Street/Transportation Improvements</b>       | <b>4,243,886</b> | <b>1,901,047</b> | <b>6,791,178</b> | <b>2,236,023</b> | <b>3,534,625</b> |

## **GRANTS**

### Description:

Several key transportation projects are identified in the Capital Plan, all of which are in varying stages of planning efforts. These large initiatives are only possible through access to significant funding opportunities including the Surface Transportation Program (STP), State Safety Program, and Federal Earmark funding. Federal funding generally requires a local 20% matching contribution; however, careful planning and successful lobbying efforts by city staff of our local, State, and Federal representatives has yielded 100% funding for two of the three major transportation projects under design including the US23/SR315 Intersection Improvements and the William Street Corridor Improvement project. The recent availability of State Toll Revenue Credit offsets has allowed \$457,375 in local funding obligation to be eliminated for the US23/Pennsylvania Ave. Interchange Improvement project by utilizing federal attributable funding set aside for Delaware through MORPC. This same strategy was also implemented to cover up to \$250,000 in additional cost associated with the pending US23/315 project.

An estimated balance of \$770,000 in attributable federal funding remains available to the city for additional transportation initiatives. Strategically, the city should wait until the completion of the three major highway initiatives before considering identifying a new project eligible for such funding. Utility of these funds must be programmed through MORPC, is limited to projects for highways included on the Federal Aid System, and must be programmed a few years or more in advance. Once the balance of reserved attributable funds is exhausted, the city will have to compete with other Central Ohio agencies under the jurisdiction of MORPC for future funding. The next bi-annual application period begins in 2016.

Many other significant transportation initiatives are routinely discussed among staff, council and the public including Valleyside Drive Extension, Merrick Blvd. extension, Cheshire Rd realignment, Cottswold Drive extension, The Point Railway Bridge, and various phases of Glenn Parkway. Multiple other intersection improvements and roadway widening and turn lane projects have also been identified. Most recently, the need to address the rapidly deteriorating condition of Central Ave., specifically between the Point and US23 has been gaining attention. The city is contemplating submitting an application in 2016 for MORPC attributable funding for both the E. Central Corridor improvements and The Point railroad bridge project. Doing so will necessitate identifying local matching funding for construction and dedicating funding for preliminary project development. Unfortunately, even if approved, funding for construction would not be available until 2022.

There is not sufficient funding to address all transportation in the city. Projects must be prioritized in association with the ongoing Transportation

Plan update work. The city has seen the successful completion of several large project initiatives over the past ten years including Houk Rd and Glenn Parkway extensions, the Peachblow/Glenn/US23 intersection, The Point Phase I improvements, the recently completed Houk Rd Bikeway, and several smaller intersection and roadway improvement projects. Many of these projects were able to advance with partnerships with the local development community. The Sawmill Parkway project also reached a milestone this year in seeing the establishment of the city-county construction agreement over the project funding.

Three major projects in this CIP are ODOT-City partnerships referred to as LPA (Local Public Agency) projects. The US 23 and Pennsylvania-Sandusky Street Extension project is in right-of-way acquisition with sale and award anticipated in December. The project will be bid and constructed by ODOT in 2016. The William Street Improvements, which was designated as an ODOT LPA project in 2013, is being partially funded through the successful repurposing of the Veteran's Parkway earmark. The City will oversee the design of this project, while ODOT will acquire right-of-way, bid, and construct the project. If overall project costs can be contained with minimal changes in scope, it could be completed with limited local match required. The US 23 and SR 315-Stratford Road Improvements projects remain on schedule for construction in 2016. The project is being handled primarily by ODOT. Right-of-way and construction costs are currently 100-percent ODOT funded.

Improvements were completed to the "Point Intersection" in 2009 to better manage peak hourly volumes of westbound US36/SR37 traffic. While the intersection continues to operate at an improved level of service most hours of the day, eastbound movements are experiencing increased delay as was predicted during design analysis. As traffic continues to increase on 36/37, (estimated ADT at 35,000), consideration to replacement of the existing railway bridge is under way. A feasibility study has been completed identifying several conceptual alternatives for the replacement of the bridge. Following additional review and direction from Norfolk & Southern Railway, the city will be in a better position to understand the scope, cost and feasibility to advance a bridge replacement project. Such a project will require significant State and Federal funding.

The East Central (SR37) corridor remains a priority concern as the condition of pavement continues to deteriorate with the increasing traffic loading, including a significant percentage of large transport truck traffic. The original roadway sub-base and lack of pavement drainage certainly contribute to the pavement degradation. Efforts to maintain the pavement have been limited to placing leveling courses of asphalt as the surface continues to rut and break apart. Significant pavement reconstruction is required to address the issues, along with improvements to drainage, lane widths, and intersection geometry. A project of this magnitude will cost several million to complete and will require

assistance from the State with federal transportation funds. In order to secure federal dollars, the city must submit and competitively compete for Surface Transportation Dollars (STP) available through a competitive grant process administered through MORPC. Grant applications are received every two years, with 2016 being a new cycle. If funded, the STP funds would likely not be available until 2022. The City though, should be able to commence study and design work in advance of the availability of the federal funds and have those expenditures count toward the required 20% local funding match. Staff will be evaluating the possibility of submitting the E Central corridor, possible in combination with The Point RR Bridge, for a 2016 STP funding request.

Primary Strategic Plan Theme/Goals:  
Great Community/Healthy Economy

GC2 - Provide an efficient transportation system with safe and complete streets

GC3 - Provide a effective stewardship of natural resources (parks, open space, Olentangy River, Delaware Run)

HE1 - Build and Maintain a Healthy Economy

Master Planning Efforts:

2014 - The Point Intersection Alternatives Analysis & Review

2015 - Transportation Model & Plan Update

**CAPITAL IMPROVEMENT PLAN  
GRANT PROJECTS  
2016 - 2020**

|                                                           | 2016             | 2017             | 2018             | 2019             | 2020             |
|-----------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>REVENUES:</b>                                          |                  |                  |                  |                  |                  |
| <b>Grant Funds:</b>                                       |                  |                  |                  |                  |                  |
| ODOT Earmark E. William St.                               | 100,000          | 250,000          | 3,000,000        |                  |                  |
| ODOT Safety Funds                                         | 215,000          |                  |                  |                  |                  |
| MORPC - STP Funds -US36/E. William                        |                  |                  | 1,520,000        |                  |                  |
| MORPC STP Funds - Central & Point Intersection            |                  | 240,000          | 560,000          | 560,000          | 720,000          |
| MORPC - CMAQ                                              |                  |                  |                  | 300,000          | 1,000,000        |
| MORPC/ODOT Pennsylvania Ave. Interchange                  | 2,585,000        |                  |                  |                  |                  |
| OPWC - Street Rehabilitation                              | 450,000          | 450,000          | 450,000          | 450,000          | 450,000          |
| County OPWC Project                                       | 50,000           | 50,000           | 50,000           | 50,000           | 50,000           |
| RLF Fund                                                  | 30,000           | 50,000           | 20,000           | 45,000           | 25,000           |
| CDBG Rehabilitation                                       | 60,000           | 60,000           | 60,000           | 60,000           | 60,000           |
| <b>City Match Transportation Improvements</b>             |                  |                  |                  |                  |                  |
| E. Central Ave./Point Improvements City Share             |                  | 60,000           | 520,000          | 140,000          | 180,000          |
| <b>City Match Transportation Improvmnts Total (pg. 3)</b> | <b>0</b>         | <b>60,000</b>    | <b>520,000</b>   | <b>140,000</b>   | <b>180,000</b>   |
| <b>City Match Street Resurfacing (pg. 3)</b>              | <b>320,000</b>   | <b>150,000</b>   | <b>480,000</b>   | <b>500,000</b>   | <b>370,000</b>   |
| <b>TOTAL REVENUE</b>                                      | <b>3,810,000</b> | <b>1,310,000</b> | <b>6,660,000</b> | <b>2,105,000</b> | <b>2,855,000</b> |
| <b>EXPENDITURES:</b>                                      |                  |                  |                  |                  |                  |
| <b>Transportation Improvements</b>                        |                  |                  |                  |                  |                  |
| US 23 & Pennsylvania                                      | 2,585,000        |                  |                  |                  |                  |
| US 36/E. William St. Improvements (Design)                | 100,000          | 250,000          | 4,900,000        |                  |                  |
| CSX Overheight Detection System                           | 215,000          |                  |                  |                  |                  |
| E. Central Ave. Improvements                              |                  |                  | 400,000          | 400,000          | 400,000          |
| The Point Improvements                                    |                  | 300,000          | 300,000          | 300,000          | 500,000          |
| Signal Coordination Analysis and Update                   |                  |                  |                  | 300,000          | 1,000,000        |
| <b>Street Resurfacing</b>                                 |                  |                  |                  |                  |                  |
| <b>OPWC Projects</b>                                      |                  |                  |                  |                  |                  |
| - N. Sandusky Street, Park Ave. (Sandusky - Curtis)       | 820,000          |                  |                  |                  |                  |
| - London Road                                             |                  | 650,000          |                  |                  |                  |
| - Pittsburgh Drive, Heffner St.                           |                  |                  | 980,000          |                  |                  |
| - Houk Road (Pittsburgh to Merrick)                       |                  |                  |                  | 1,000,000        |                  |
| - Liberty Rd., Belle Ave.                                 |                  |                  |                  |                  | 870,000          |
| <b>CDBG Grant</b>                                         |                  |                  |                  |                  |                  |
| <b>- Weiser Ave</b>                                       |                  |                  |                  |                  |                  |
| - Kurrley, Ann, Elm, Wade, Bank                           | 90,000           |                  |                  |                  |                  |
| - Harrison St. (East and West)                            |                  | 110,000          |                  |                  |                  |
| - Wade St., Moore St.                                     |                  |                  | 80,000           |                  |                  |
| - English Terrace, Pumphrey Terrace                       |                  |                  |                  | 105,000          |                  |
| - Wootring                                                |                  |                  |                  |                  | 85,000           |
| <b>TOTAL EXPENDITURES</b>                                 | <b>3,810,000</b> | <b>1,310,000</b> | <b>6,660,000</b> | <b>2,105,000</b> | <b>2,855,000</b> |

## **PARKS IMPROVEMENTS**

### Description:

The City will continue to complete major improvements to the neighborhood and community parks system through the allocation of \$3.8M of Parks Levy funds. Focus is centered on completion of an all inclusive Spray and Play Facility and Veterans Memorial Plaza at Veterans Park. With the final phases of \$23 million in tax levy financed infrastructure and recreational field improvements coming to a close, emphasis will shift toward park operations, programming, and sustainability initiatives that integrate and highlight the abundant natural resources that are available to the community.

The City has begun a Bikeway Master Plan update based on input from staff, Planning Commission, Parks and Recreation Advisory Board, City Council and our citizens who provided detailed feedback on trail needs within the City. Regional trail system connections are being studied that include the Olentangy River corridor and Delaware Run corridor, and connections of major resources such as the Stratford Ecological Center, Gallant Woods Preserve, and Delaware Lake to the trail system. With a Parks & Natural Resources Director in place in 2016, we will place focus on the updated bikeway plan and address prioritization of trails improvements as a part of the CIP.

Parks Impact fees are utilized toward the construction of regional improvements that benefit the community in general. Improvements completed over the last decade with impact fees include the Jack Florance pool complex, Mingo Park administrative office expansion, and addition of the Three-Season Shelter. With the retirement of associated debt service, funding has become available through accumulating fees that could be utilized for new regional initiatives to connect our area resources such as filling gaps in the City's bikeway and trails system.

This CIP includes funding in 2016, 2017 and 2018 to complete trail connectivity on William St between Penick Ave and Houk Road to connect numerous neighborhoods to the City parks and schools, retail and commercial establishments in the area, and on Central Ave between the Westfield Shopping Center and Trotters Landing to safely connect large residential areas into the trail system.

The completion of trails between Penick Ave and Houk Rd will build on trail extensions to be built as part of pending privately funded improvements to the Church of Latter Day Saints and the Delaware Court Retirement Facility.

The connection between Westfield and Trotters was included in last year's CIP. However, detailed evaluation of the project revealed design and construction challenges related to existing slopes, utility line locations and condition of the

connecting trail that will necessitate shifting the project into the 2016 calendar year.

As noted, these trail connectivity and safety projects are largely funded through impact fees. Working hand in hand with our consultant and their funding experts, staff will make concerted efforts to acquire grants to supplement City funding for these much needed projects

Primary Strategic Plan Theme/Goals:

Great Community

GC2 - Provide an efficient transportation system with safe and complete streets

GC3 - Provide a effective stewardship of natural resources and sustainability (parks, open space, Olentangy River, Delaware Run)

GC4 - Provide a variety of recreational and cultural opportunities

Master Planning Efforts:

2014 Parks Levy Budget Plan (Smartsheet)

Unknown year – Strategic Master Plan for Parks, Recreation, and Open Space - NBBJ

2012- Delaware Run Best Management Practice Feasibility Study – Cardno-ENTRIX

2015 - Update 2010 Bikeway Plan – prioritize improvements based on 2010 study and 2015 study to fill gaps, correct safety concerns and locate additional means of funding and develop conceptual plans to address these items.

**CAPITAL IMPROVEMENT PLAN  
PARKS IMPROVEMENT FUND  
2016 - 2020**

|                                            | 2016   | 2017    | 2018    | 2019   | 2020   |
|--------------------------------------------|--------|---------|---------|--------|--------|
| <b>BALANCE FORWARD</b>                     | 67,840 | 30,000  | 5,000   | 5,000  | 5,000  |
| <b>REVENUES:</b>                           |        |         |         |        |        |
| Neighborhood Park Exaction Fees            | 5,000  | 5,000   | 5,000   | 5,000  | 5,000  |
| <i>CIP Allocation (pg. 1)</i>              | 27,160 | 165,000 | 115,000 | 80,000 | 15,000 |
| <b>TOTAL REVENUES</b>                      | 32,160 | 170,000 | 120,000 | 85,000 | 20,000 |
| <b>EXPENDITURES:</b>                       |        |         |         |        |        |
| <b>COMMUNITY PARKS</b>                     |        |         |         |        |        |
| - Mingo                                    | 20,000 | 180,000 | 15,000  | 45,000 |        |
| - Hidden Valley Clubhouse/ADA Improvements | 10,000 |         |         |        |        |
| - Smith Park                               |        | 15,000  |         | 30,000 |        |
| - Blue Limestone                           |        |         |         |        | 20,000 |
| <b>NEIGHBORHOOD PARK IMPROVEMENTS</b>      |        |         |         |        |        |
| - Carson Farms                             |        |         | 10,000  |        |        |
| - Cheshire                                 |        |         | 10,000  |        |        |
| - Eastside                                 |        |         | 40,000  |        |        |
| - Lexington Glen                           | 40,000 |         |         | 10,000 |        |
| - Nottingham                               |        |         | 25,000  |        |        |
| - Stratford Woods                          |        |         | 20,000  |        |        |
| <b>TOTAL EXPENDITURES</b>                  | 70,000 | 195,000 | 120,000 | 85,000 | 20,000 |
| <b>ENDING FUND BALANCE</b>                 | 30,000 | 5,000   | 5,000   | 5,000  | 5,000  |

**CAPITAL IMPROVEMENT PLAN  
PARK IMPACT FEE IMPROVEMENT FUND  
2016 - 2020**

|                                                     | 2016           | 2017           | 2018           | 2019           | 2020           |
|-----------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>BALANCE FORWARD</b>                              | 671,185        | 210,640        | 210,640        | 135,640        | 160,640        |
| <b>REVENUES:</b>                                    |                |                |                |                |                |
| Impact Fees                                         | 225,000        | 225,000        | 225,000        | 225,000        | 225,000        |
| Trail Improvement Grants                            |                | 150,000        |                |                |                |
| <b>TOTAL REVENUES</b>                               | <b>225,000</b> | <b>375,000</b> | <b>225,000</b> | <b>225,000</b> | <b>225,000</b> |
|                                                     |                |                |                |                |                |
| <b>EXPENDITURES:</b>                                |                |                |                |                |                |
| <b>DEBT SERVICE</b>                                 |                |                |                |                |                |
| <b>Bonds</b>                                        |                |                |                |                |                |
| Pool Imprvmnts (\$450,000 10yrs., 2006 Issue, 2016) | 56,295         |                |                |                |                |
| 2006 Mingo Expansion (\$500,000 10yrs., 2016)       | 62,550         |                |                |                |                |
| <b>Total Debt Service</b>                           | <b>118,845</b> | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       |
|                                                     |                |                |                |                |                |
| <b>COMMUNITY PARK IMPROVEMENTS</b>                  |                |                |                |                |                |
| Ross St. Parkland Expansion (bldg. demo)            | 100,000        |                |                |                |                |
| Ross St. Park Improvement                           |                | 75,000         |                |                |                |
|                                                     |                |                |                |                |                |
| <b>COMMUNITY TRAIL IMPROVEMENTS</b>                 |                |                |                |                |                |
| SR 37 (Westfield-Trotters)                          | 466,700        |                |                |                |                |
| William St. (east of Applegate to Houk)             |                | 300,000        | 300,000        |                |                |
| Other Trail Expansion Projects                      |                |                |                | 200,000        | 200,000        |
| <b>TOTAL IMPACT FEE EXPENDITURES</b>                | <b>685,545</b> | <b>375,000</b> | <b>300,000</b> | <b>200,000</b> | <b>200,000</b> |
| <b>IMPACT FEE BALANCE</b>                           | <b>210,640</b> | <b>210,640</b> | <b>135,640</b> | <b>160,640</b> | <b>185,640</b> |

## **EQUIPMENT**

### Description:

Public Works completed an update of the comprehensive equipment inventory for all city departments in 2014. Identified are 160 individual major pieces of major rolling stock equipment, and additional 100 minor pieces. Major equipment includes all service vehicles and construction equipment, while minor equipment includes lawnmowers, golf carts, generators, etc. The majority of this equipment is serviced by the Fleet Maintenance staff of the Public Works department. Policy regarding equipment replacement needs to be reviewed. Because of the size of the fleet, an annualized budget should be developed taking into consideration all equipment in the city. Replacement of equipment should be a function of the needs of the operating department, engine hours and miles, cost of repairs, trade-in values, availability of back-up, condition, reliability and safety.

The Equipment Replacement fund includes vehicles operated by all divisions of the Public Works, Police, Parks and Natural Resources, and Planning departments. Refuse, Fire and Utility vehicles appear in the CIP under those associated funds. When a vehicle or piece of equipment is to be replaced or added to the fleet, the operating department, with assistance from Public Works Fleet division staff, specifies the make, model and associated specifications, and includes the total anticipated cost in the Equipment Fund. Parks and Natural Resources continue to follow the comprehensive equipment inventory schedule developed along with The Public Works Department. The department continues to trade in mowers after a year of service due to the amount of hours being placed on these units, trade in values and reliability. With the ever expanding needs of the department it will be imperative to continue this method and shortly add to the fleet, with a seventh mower.

Historically, police vehicles are decommissioned from police activity after three years of service due to safety and performance concerns. Though the vehicles generally have high mileage when retired from police use, the vehicles are generally in good condition and acceptable for other departments that are considered low mileage users of their respective vehicles. Changes to the police fleet vehicle colors and styles however make establishing a uniform identity to the remaining city fleet difficult to maintain.

### Primary Strategic Plan Theme/Goals:

Effective Government/Safe City/Effective Government

### Master Planning Efforts:

2014 – Comprehensive Update of Equipment Inventory

2015 – 2016 Evaluation of Equipment Replacement Practices

2016 – Evaluation of Fleet Service, Parts, Costs and Tracking Metrics

**CAPITAL IMPROVEMENT PLAN  
EQUIPMENT REPLACEMENT FUND  
2016 - 2020**

|                                           | 2016    | 2017    | 2018    | 2019    | 2020    |
|-------------------------------------------|---------|---------|---------|---------|---------|
| <b>BALANCES FORWARD</b>                   | 77,886  | 6,186   | 32,166  | 157,727 | 75,827  |
| <b>REVENUES:</b>                          |         |         |         |         |         |
| Cemetery Fund                             | 13,000  |         | 14,300  |         | 15,730  |
| Airport Fund                              | 115,000 |         | 28,000  | 16,000  |         |
| <i>CIP Allocation (pg. 1)</i>             | 600,000 | 500,000 | 500,000 | 500,000 | 550,000 |
| <b>TOTAL REVENUE</b>                      | 600,000 | 500,000 | 500,000 | 500,000 | 550,000 |
| <b>EXPENDITURES:</b>                      |         |         |         |         |         |
| <b>PUBLIC WORKS</b>                       |         |         |         |         |         |
| Pickup Trucks                             | 31,900  |         |         | 33,800  | 62,000  |
| Bucket Truck                              | 115,000 |         |         |         |         |
| 2 Ton Dump Truck                          | 150,800 |         |         | 159,959 | 164,700 |
| 1 Ton Utility Truck                       |         | 52,000  | 65,000  |         |         |
| Backhoe                                   |         | 79,524  |         |         | 85,000  |
| Skid Steer                                |         | 36,551  |         | 53,100  |         |
| Asphalt Recycler                          |         |         |         | 85,000  |         |
| Fork Lift                                 |         | 26,500  |         |         |         |
| Scissor Lift                              |         | 14,000  |         |         |         |
| Utility Van                               |         |         |         |         | 21,500  |
| <b>TOTAL PUBLIC WORKS</b>                 | 297,700 | 208,575 | 65,000  | 331,859 | 333,200 |
| <b>PARKS AND RECREATION</b>               |         |         |         |         |         |
| Pickup Trucks                             | 30,500  | 32,425  | 102,139 | 35,668  | 37,451  |
| Skid Steer                                |         |         |         | 45,373  |         |
| 1 Ton Dump Truck                          | 15,000  |         |         |         |         |
| Park Mowers                               | 17,000  | 27,500  | 21,000  | 22,000  | 23,000  |
| Flail/Rotary/Woods Mower                  |         | 7,500   | 15,000  |         |         |
| Utility Vehicle                           |         | 11,000  |         |         |         |
| Utility Tractor (snow plowing/ballfields) | 30,000  |         |         |         |         |
| Bucket Truck                              |         |         |         |         | 80,000  |
| 45 HP Tractor                             |         | 31,020  |         |         |         |
| <b>TOTAL PARKS AND RECREATION</b>         | 92,500  | 109,445 | 138,139 | 103,041 | 140,451 |
| <b>AIRPORT</b>                            |         |         |         |         |         |
| Mower                                     |         |         |         | 16,000  |         |
| GPU                                       |         |         | 28,000  |         |         |
| Jet A Truck (Used)                        | 115,000 |         |         |         |         |
| <b>TOTAL AIRPORT</b>                      | 115,000 | 0       | 28,000  | 16,000  | 0       |
| <b>POLICE DEPARTMENT</b>                  |         |         |         |         |         |
| Police Cruiser Replacements (3/yr.)       | 125,000 | 127,000 | 129,000 | 131,000 | 133,000 |
| Detective Vehicle                         | 28,500  | 29,000  |         |         |         |
| <b>TOTAL POLICE</b>                       | 153,500 | 156,000 | 129,000 | 131,000 | 133,000 |
| <b>CEMETERY</b>                           |         |         |         |         |         |
| Mower Replacement                         | 13,000  |         | 14,300  |         | 15,730  |
| <b>TOTAL CEMETERY</b>                     | 13,000  | 0       | 14,300  | 0       | 15,730  |
| <b>TOTAL EXPENDITURES</b>                 | 671,700 | 474,020 | 374,439 | 581,900 | 622,381 |
| <b>CARRY OVER BALANCE</b>                 | 6,186   | 32,166  | 157,727 | 75,827  | 3,446   |

## **INFORMATION TECHNOLOGY**

### **Description**

The City of Delaware Department of Information Technology exists to enable the various City departments to efficiently and effectively achieve their goals by delivering the high-quality services and technologies staff needs, while maintaining the fiscal responsibility our citizens expect. The technology related capital planning for the city can be classified into four major areas:

- Internal Infrastructure and Network Services
- External Network Infrastructure
- Application Software Systems Support
- Equipment Acquisition for End-User Support

### **Equipment Acquisition for End-User Support**

#### ***PC Replacements:***

This project has historically attempted to replace as many older and failing computers as possible. The City has increased the life expectancy of deployed machines from 3 to 5 years, and the observed trend moving away from traditional desktops to tablets and mobile technologies is anticipated to start driving replacement costs down after 2016.

#### ***Copier/Scanner Replacement***

In 2007, the City purchased 14 network-attached, multi-function copiers for printing, scanning, faxing, and traditional photocopying services. In the intervening years, that number has increased to 29 copiers/printers. The \$22,000 yearly funding in this project is intended to initiate a new Capital Lease, similar to the method used in 2007, to replace the copiers in 2016 and spread payment of the replacement units over their 6 to 7 year useful life.

### **Internal Infrastructure and Network Services**

#### ***High-capacity Storage***

In 2012 the City purchased a high-capacity storage disk array to house most of the City's file shares and provides storage for some non-critical virtual servers. This EMC disk array is now full, starting to show hardware failures, and the requirement for extremely high-capacity data storage will only increase. Market pressures continue to drive the cost of "capacity" storage down, and a budget of \$40,000 should be sufficient for large-scale replacement.

### **External Network Infrastructure**

#### ***Fiber Optic Networks***

The City has ten miles of fiber optic cable, both under- and above-ground connecting most of the City's assets. In the past the City has attempted to partner with external entities to further extend our fiber system capabilities. Moving forward we would like to take a more pro-active role in identifying fiber needs and opportunities. We hope to prepare a basic strategic plan with some outside contractual assistance in 2016 to identify strategic improvements that benefit not only internal city technology communication needs, but also foster economic development opportunities citywide.

### **Application Software Systems Support:**

The major system-wide software systems utilized by the City are:

- Azteca City works (City-wide Computerized Maintenance Management System, & Planning, Permitting, and Licensing)
- ESRI ArcGIS (City-wide Geographic Information System)
- Civica CMI (City-wide Financial and Revenue Collection software “suite” with specific modules for Payroll, Utility Billing, Income Tax Collection, and Financial and Budgetary Accounting)
- SunGard ONESolution (Police Record Management System / Computer Aided Dispatch)
- ZOLL FireRMS, ePCR, etc. (Fire and EMS integrated software)
- Microsoft Exchange (City-wide email, calendaring, and messaging software)

The current five year capital plan includes resources to replace/upgrade several existing software systems including the Police system in 2017 and several finance applications in 2016, 2018, and 2019. In addition new software is being proposed in 2016 for time and attendance software and a Human Resources management system. Most software systems require initial acquisition and implementation costs and then subsequent annual license fees in addition to annual support costs which are included in operations. Thus we are reflecting multi-year costs for several of the acquisitions.

#### ***Police Records Management System***

The Delaware Police Department currently utilizes a Record Management System / Computer Aided Dispatch software suite that utilizes “green screen” technology dating from the late 1990’s, and has existed in its current form since at least 2007.

The current software and support agreements do not include upgrades, and the most recent budgetary quote to move to a 21<sup>st</sup> century RMS came in at over three hundred thousand dollars. A full departmental needs assessment will begin in 2016 to determine if less costly alternatives are available, with a planned implementation of an integrated system in 2017.

#### ***Human Resources Systems***

The Department of Administrative Services presently does not have an integrated Human Resources Management software system, instead using a “constellation” of disparate Excel spreadsheets and Access databases. This makes recordkeeping and retention difficult, and increases the possibilities of human errors in processing employee records. In a time where security and records leaks are daily news, and statutory health care reporting provisions are looming, the need for a HR system that integrates with Payroll and Time & Attendance is critical.

#### **Strategic Plan Theme/Goals**

##### ***Effective Government***

(EF1—effectively deliver the services that Delaware citizens need, want, and are willing to support, by maintaining high quality technology.)

##### **Master Planning Efforts**

2016—Application Software Systems Support integrated Payroll, Time & Attendance, and Human Resource Management software systems.

2016—Internal Infrastructure and Network Services high-capacity storage replacements and upgrades.

2017—Application Software Systems Support possible integrated Police RMS and CAD software systems upgrade or replacement.

2017—Internal Infrastructure and Network Services network switch and firewall replacements.

2018—Application Software Systems Support improvements with integrated Budgetary Forecasting and Planning software systems.

2018— Internal Infrastructure and Network Services virtual server acquisitions.

2019—Application Software Systems Support improvements with integrated Local Income Tax Collection software systems.

2019—Infrastructure and Network Services improvements (difficult to forecast) probably migration to “cloud-based” Infrastructure as a Service offerings

2016-2020—Equipment Acquisitions for yearly PC Desktop, Laptop, Tablet hardware replacements and Copier / Scanner replacements.

2016-2020—External Network Infrastructure yearly fiber optic network expansion and maintenance.

**CAPITAL IMPROVEMENT PLAN  
TECHNOLOGY IMPROVEMENTS  
2016 - 2020**

|                                                   | 2016    | 2017    | 2018    | 2019    | 2020    |
|---------------------------------------------------|---------|---------|---------|---------|---------|
| <b>REVENUES:</b>                                  |         |         |         |         |         |
| <i>CIP Allocation (pg. 1)</i>                     | 150,000 | 444,125 | 154,720 | 184,220 | 102,720 |
| <b>TOTAL REVENUE</b>                              | 150,000 | 444,125 | 154,720 | 184,220 | 102,720 |
| <b>EXPENDITURES:</b>                              |         |         |         |         |         |
| <b>Equipment Acquisition</b>                      |         |         |         |         |         |
| PC Replacement                                    | 16,000  | 16,000  | 16,000  | 35,000  | 16,000  |
| Copier Replacement                                | 22,000  | 22,000  | 22,000  | 22,000  | 22,000  |
| <b>Internal Network Acquisition</b>               |         |         |         |         |         |
| High Capacity Storage Replacements                | 40,000  |         |         |         |         |
| Network Switch and Firewall Replacements          |         | 75,000  |         |         |         |
| Virtual Server Acquisition                        |         |         | 40,000  |         |         |
| Migration to Cloud Based Infrastructure           |         |         |         | 40,000  |         |
| <b>External Network Infrastructure</b>            |         |         |         |         |         |
| Fiber System Expansion                            | 10,000  | 10,000  | 10,000  | 10,000  | 10,000  |
| <b>Software Application Acquisition/Retention</b> |         |         |         |         |         |
| Payroll, Human Resource Mgmt.                     | 62,000  | 18,500  | 18,500  | 18,500  | 18,500  |
| Police Records Management System                  |         | 302,625 | 18,220  | 18,220  | 18,220  |
| Budgetary Accounting System                       |         |         | 30,000  | 10,500  | 9,000   |
| Income Tax Collection System                      |         |         |         | 30,000  | 9,000   |
| <b>TOTAL EXPENDITURES</b>                         | 150,000 | 444,125 | 154,720 | 184,220 | 102,720 |

## **FACILITY MAINTENANCE**

### Description:

The city maintains multiple facilities each with expensive components, systems and equipment requiring periodic maintenance, adjustment and replacement. The Public Works Department currently manages the maintenance and custodial needs of two of the largest and most visible public buildings in the city being the Justice Center and City Hall. Staff also manages maintenance activities for the Engineering division building at 20 E William St, the recently acquired Gazette building, the Public Works Facility, current facilities on Cherry Street, Ross Street and the city owned rental units on W Central Ave. Facilities require a variety of daily, weekly, quarterly, and annual maintenance activities to guarantee the operation of critical systems including building security, back-up power, fire protection, elevators, heating & cooling, plumbing & electrical, roofing and other related systems. The majority of this work is funded through the Public Works Facility Maintenance operations budget, though certain large expenses, such as HVAC replacements, roof repairs, flooring replacement and facility expansions are managed through the CIP.

One of major challenges is the HVAC systems at the Municipal Court Building and City Hall. In 2014, a comprehensive inspection of the HVAC system at City Hall identified multiple failed components which were attributed to the poor operation and performance of the HVAC systems. Recently, the first of several major improvements was completed which included the replacement of the 50 ton rooftop chiller unit at a cost of \$125,000. The evaluation identified an additional \$300,000 in necessary improvements at City Hall to bring the system back to full operation and efficiency. However, additional study by the City's HVAC contractor determined that the cost of improvements could be reduced to an estimated \$125,000 by utilizing existing wiring and lines, and by retrofitting existing air handlers and VAV units with updated motors, actuators and related control components. The 2016 CIP includes these repairs to the system along with the upgrade of the HVAC management software and associated equipment in City Hall to provide improved monitoring and operation. Currently problems can only be detected by staff on-site and generally not until being reported following component failure. The upgrade will permit for remote monitoring, notification of component failure, and adjustment to system performance.

While HVAC operation demands the attention of majority of the limited staff time available for building maintenance work, multiple other systems at times, go largely unchecked which can lead to malfunctions and failures undetected or addressed for periods of several days or longer. Similarly, the time to perform system evaluations of all primary building systems and components is not available at current staffing levels. Nevertheless, for affective management of the facilities, such assessments need to be performed to develop the appropriate maintenance and cost schedules for each facility and system. Assessments shall include roofing, flooring, painting, and backup power

systems. The 2016 CIP proposes the replacement of the entire fifty plus year old roof at Public Works with a new standing seam roof system. The current roof has multiple leaks, and in places is so deteriorated that repeated attempts to plug leaks has failed. Staff has resorted to placing tarps or other barriers on the roof to divert water away from areas subject to repeated leaks.

In 2014, a Public Works Facility Improvements plan was approved as part of the operational reorganizational effort that has been under review since 2012. Ongoing improvements include the construction of a 2,240 SF administrative addition to accommodate the consolidation of the Engineering Division within the Public Works operation, with completion anticipated by November, 2015. The construction of the new 3000 ton capacity Salt Storage Barn and associated Brine Production Machine was completed in October of 2014. Additional improvements to the facility include the demolition and replacement of approximately 9000 SF of building space to house the Traffic Division. Demolition will include two wood drying kilns used by the former industrial tenant and the shed structure on the east end of the fleet garage.

The highest priority improvement at the Public Works facility is replacement of the original steel roof which covers all existing buildings. The roof is prone to multiple leaks, especially near the skylight openings. The replacement could be performed in two phases though it is anticipated the best cost can be achieved in a single project. First phase must include the roof replacement over existing finished administrative spaces, subject to ongoing leaks and ceiling damage during heavy rain events.

The fire suppression system within the public works facility is also in need of replacement, specifically the original steel fire lines now over fifty years old. Like the roof, these lines form leaks annually causing the fires system to activity and deliver water to various areas of he facility. Repairs are shown to occur over a three year schedule.

Public parking lot resurfacing has been removed from the CIP due to the limited availability of funding. The city owns and operates 31 public parking lots either adjacent to public buildings, or free standing for local public access. Maintenance work generally involves restriping, sealing, crack repair, pothole repair, and periodic resurfacing. Maintenance work will be performed by Public Works staff in order to maintain the parking lots in a safe and drivable condition. Recent equipment purchases including the pavement zipper and mobile hot boxes allows for proper maintenance to be performed year round. The cost the materials required to complete this work will be included within the annual operations budget.

Each year, facilities are subject to unanticipated maintenance expenses involving building or equipment failures. Most of these improvements include emergency plumbing, HVAC or other system repairs that must be addressed

upon discovery. Cumulatively, these expenses add up to a significant amount annually, though they are not specifically identified or included in the capital plan. Other planned maintenance improvements that are typically below \$15,000 in cost could be included in the CIP but are also best addressed through the operations budget. Together, these items will be shown as a separate line item in future Facilities Maintenance operations budgets to adequately account for their reoccurrence.

Primary Strategic Plan Theme/Goals:

Effective Government

SC1 - Effectively deliver the services that Delaware citizens need, want, and are willing to support

Master Planning Efforts

HVAC Inventory & Assessment

Roofing Inventory & Assessment

Flooring Inventory & Assessment

**CAPITAL IMPROVEMENT PLAN  
BUILDING MAINTENANCE IMPROVEMENTS  
2016 - 2020**

|                                                 | 2016           | 2017          | 2018          | 2019          | 2020          |
|-------------------------------------------------|----------------|---------------|---------------|---------------|---------------|
| <b>REVENUES:</b>                                |                |               |               |               |               |
| Bond Proceeds                                   | 450,000        |               |               |               |               |
| <i>CIP Allocation (pg. 1)</i>                   | <b>185,000</b> | <b>65,000</b> | <b>67,000</b> | <b>70,000</b> | <b>70,000</b> |
| <b>TOTAL REVENUE</b>                            | <b>635,000</b> | <b>65,000</b> | <b>67,000</b> | <b>70,000</b> | <b>70,000</b> |
| <b>EXPENDITURES:</b>                            |                |               |               |               |               |
| Carpet Replacement                              | 10,000         | 10,000        | 10,000        | 10,000        | 10,000        |
| City Hall HVAC                                  | 125,000        |               |               |               |               |
| Justice Center HVAC/Other Building Improvements | 25,000         | 25,000        | 25,000        | 25,000        | 25,000        |
| Roof Repairs City Hall, Justice Center          | 25,000         | 30,000        | 32,000        | 35,000        | 35,000        |
| Public Works Building                           |                |               |               |               |               |
| - Roof Replacement                              | 450,000        |               |               |               |               |
| <b>TOTAL EXPENDITURES</b>                       | <b>635,000</b> | <b>65,000</b> | <b>67,000</b> | <b>70,000</b> | <b>70,000</b> |

## **SIDEWALK IMPROVEMENTS**

### Description:

The Safe Walks initiative is included as part of the Highway Maintenance Plan's sidewalk maintenance program. Since its inception in 2006, the Safe Walks program has resulted in approximately 220,000 square feet of sidewalk being identified for replacement. This is the equivalent of 8,800 sidewalk sections or just over 8.3 miles of new sidewalk. The value of the program work to date is \$2.7 million, with approximately 45 percent of the cost being covered by property owners and the remaining 55 percent by the city.

The most recent area to be evaluated for repairs is the city's northwest side, with repairs to be completed through fall of 2016. With completion of this work, the city will focus on the last remaining area including all neighborhoods south of US36 and west of the CSX railway. Though it was contemplated in 2013 to evaluate and address the west side of the city beginning in 2014, changes and limitations in staff capacity required the work be deferred evaluation until 2015 and 2016.

Once the final west side phase has been completed, the entire community will have been evaluated and addressed for sidewalk deficiencies. Because it is anticipated that additional deficiencies will arise as sidewalk sections age and street trees grow, it is being recommended as part of an ongoing efforts through the Sidewalk Maintenance Program to continue routine sidewalk evaluations throughout the community to identify new deficiencies in accordance with the Safe Walks Program protocol. Evaluations would occur on a 5-year cycle covering the entire city. It is anticipated that the number of repairs identified will be relatively minor compared to the initial program evaluation findings.

Removed from the CIP this year are non-Safe Walks sidewalk improvements throughout the community that are proposed now to be managed through a dedicated line item in the Streets Maintenance and Repair Division (SMR) operating budget. The line item will include maintenance of ADA Ramps, sidewalk infill projects, downtown streetscape area brick paver repairs, and bike network maintenance activities. Funding will be established through the Public Works SMR division for materials. Work will be prioritized and managed accordingly based on funding levels and staff availability.

### Primary Strategic Plan Theme/Goals:

GC2 - Provide an efficient transportation system with safe and complete streets

### Master Planning Efforts

2015 - 2016 Repairs to Northwest Area

2016 - 2017 Repairs to Southwest Area

2018 - Implement 5-Year Evaluation Cycle

**CAPITAL IMPROVEMENT PLAN  
SAFEWALK SIDEWALK PROGRAM  
2016 - 2020**

|                                       | 2016             | 2017             | 2018             | 2019           | 2020           |
|---------------------------------------|------------------|------------------|------------------|----------------|----------------|
| <b>BALANCES FORWARD</b>               | 0                | 47,488           | 37,274           | 37,464         | 46,499         |
| <b>REVENUES:</b>                      |                  |                  |                  |                |                |
| Resident Direct Payment               | 183,000          | 183,000          | 47,500           |                |                |
| Property Tax Assessments              |                  |                  |                  |                |                |
| Prior Years                           | 21,538           | 20,086           |                  |                |                |
| 2012                                  | 8,645            | 8,645            | 8,645            |                |                |
| 2014                                  | 4,280            | 4,280            | 4,280            | 4,280          |                |
| 2015                                  | 34,275           | 34,275           | 34,275           | 34,275         | 34,275         |
| 2016                                  |                  |                  | 45,240           | 45,240         | 45,240         |
| 2017                                  |                  |                  |                  | 45,240         | 45,240         |
| Note Issue                            | 750,000          | 975,000          | 750,000          | 550,000        | 325,000        |
| CIP Allocation Safewalk               | 100,000          | 125,000          | 125,000          | 125,000        | 125,000        |
| <b>Total CIP Allocation (pg. 1)</b>   | <b>100,000</b>   | <b>125,000</b>   | <b>125,000</b>   | <b>125,000</b> | <b>125,000</b> |
| <b>TOTAL REVENUE</b>                  | <b>1,101,738</b> | <b>1,350,286</b> | <b>1,014,940</b> | <b>804,035</b> | <b>574,755</b> |
| <b>EXPENDITURES:</b>                  |                  |                  |                  |                |                |
| <b>RESIDENT REPAIR RESPONSIBILITY</b> |                  |                  |                  |                |                |
| Invoice                               | 183,000          | 183,000          | 10,000           | 10,000         | 10,000         |
| Assessment                            | 183,000          | 183,000          | 10,000           | 10,000         | 10,000         |
| <b>CITY REPAIR RESPONSIBILITY</b>     |                  |                  |                  |                |                |
| City Invoice                          | 187,000          | 187,000          | 10,000           | 10,000         | 10,000         |
| <b>SIDEWALK INSPECTION SERVICES</b>   | 50,000           | 50,000           |                  |                |                |
| <b>DEBT SERVICE</b>                   | 451,250          | 757,500          | 984,750          | 765,000        | 561,000        |
| <b>Total Safewalk Expenditures</b>    | <b>1,054,250</b> | <b>1,360,500</b> | <b>1,014,750</b> | <b>795,000</b> | <b>591,000</b> |
| <b>ENDING FUND BALANCE</b>            | <b>47,488</b>    | <b>37,274</b>    | <b>37,464</b>    | <b>46,499</b>  | <b>30,254</b>  |

## **FIRE/EMS**

The most significant project in the Fire/EMS fund is Station 304, located on Cheshire Road and Glenn Parkway, slated for construction in 2016. The station design will follow the design of station 303.

Equally important in 2016 is the purchase of an engine truck. This is anticipated to be a Quintuple Combination Pumper and would be located at Fire Station 303.

Also in 2016-20, funding is being recommended that would replace staff/utility vehicles.

**CAPITAL IMPROVEMENT PLAN  
FIRE/EMS FUND  
2016 - 2020**

|                                                   | 2016             | 2017             | 2018             | 2019             | 2020             |
|---------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>BALANCES FORWARD</b>                           | <b>1,450,225</b> | <b>1,747,092</b> | <b>1,800,453</b> | <b>1,422,545</b> | <b>1,508,922</b> |
| <b>REVENUES:</b>                                  |                  |                  |                  |                  |                  |
| Fire/EMS Income Tax                               | 735,000          | 770,000          | 805,000          | 840,000          | 840,000          |
| Fire Impact Fee Funds                             | 85,000           | 87,000           | 87,000           | 90,000           | 90,000           |
| Capital Lease Proceeds                            | 1,125,509        |                  |                  |                  |                  |
| Bond Issue - Station 304                          | 4,000,000        |                  |                  |                  |                  |
| <b>TOTAL REVENUE</b>                              | <b>5,945,509</b> | <b>857,000</b>   | <b>892,000</b>   | <b>930,000</b>   | <b>930,000</b>   |
| <b>EXPENDITURES:</b>                              |                  |                  |                  |                  |                  |
| <b>DEBT SERVICE</b>                               |                  |                  |                  |                  |                  |
| Station 302 (\$573,416, 10 yrs, 1.502%, 2022)     | 63,515           | 63,794           | 64,064           | 63,743           | 60,872           |
| Station 303 (\$2,755,000, 2.94%, 2032)            | 186,519          | 181,518          | 176,519          | 176,518          | 174,569          |
| Station 304 (\$4,000,000, 20 yrs, 4.0%, 2035)     |                  | 165,000          | 292,446          | 292,446          | 292,446          |
| Ladder Truck Lease (1,090,176, 1.83%, 7yrs, 2019) | 166,294          | 166,294          | 166,294          | 41,573           |                  |
| Engine Truck Lease (1,125,509, 1.83%, 7yrs, 2023) |                  | 83,147           | 166,294          | 166,294          | 166,294          |
| EMS Vehicles (3) - (800,000, 10 yrs. 2024)        | 95,550           | 93,950           | 92,350           | 90,750           | 94,150           |
| <b>STATION CONSTRUCTION</b>                       |                  |                  |                  |                  |                  |
| Station #304 - Cheshire Rd.                       | 4,000,000        |                  |                  |                  |                  |
| <b>APPARATUS/VEHICLES</b>                         |                  |                  |                  |                  |                  |
| Engine/Pumper Truck                               | 1,125,509        |                  |                  |                  | 823,401          |
| Paramedic Units                                   |                  |                  |                  |                  | 392,699          |
| Staff/Utility Vehicles                            | 11,255           | 49,936           | 11,941           | 12,299           | 12,299           |
| <b>EQUIPMENT</b>                                  |                  |                  |                  |                  |                  |
| Defibrillators/Cardiac Monitors                   |                  |                  | 300,000          |                  |                  |
| <b>TOTAL EXPENDITURES:</b>                        | <b>5,648,642</b> | <b>803,639</b>   | <b>1,269,908</b> | <b>843,623</b>   | <b>2,016,730</b> |
| <b>ENDING BALANCE</b>                             | <b>1,747,092</b> | <b>1,800,453</b> | <b>1,422,545</b> | <b>1,508,922</b> | <b>422,192</b>   |

|                          |           |           |           |           |           |
|--------------------------|-----------|-----------|-----------|-----------|-----------|
| Debt Balance Outstanding | 8,783,806 | 7,909,288 | 7,020,394 | 6,237,076 | 5,964,650 |
|--------------------------|-----------|-----------|-----------|-----------|-----------|

**CAPITAL IMPROVEMENT PLAN  
POLICE IMPACT FEE FUND  
2016 - 2020**

|                                               | 2016    | 2017    | 2018    | 2019    | 2020    |
|-----------------------------------------------|---------|---------|---------|---------|---------|
| <b>BALANCES FORWARD</b>                       | 232,107 | 227,189 | 224,962 | 222,939 | 223,729 |
| <b>REVENUES</b>                               |         |         |         |         |         |
| Police Impact Fees                            | 57,000  | 58,000  | 59,000  | 60,000  | 60,000  |
| <b>TOTAL REVENUE</b>                          | 57,000  | 58,000  | 59,000  | 60,000  | 60,000  |
| <b>IMPACT FEE EXPENDITURES</b>                |         |         |         |         |         |
| <b>DEBT SERVICE</b>                           |         |         |         |         |         |
| Justice Center (\$890,000, 19yrs 2.94%, 2032) | 61,918  | 60,227  | 61,023  | 59,210  | 59,210  |
| <b>TOTAL IMPACT FEE EXPENDITURES</b>          | 61,918  | 60,227  | 61,023  | 59,210  | 59,210  |
| <b>IMPACT FEE BALANCE</b>                     | 227,189 | 224,962 | 222,939 | 223,729 | 224,519 |

|                                 |                |                |                |                |                |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>Debt Balance Outstanding</b> | <b>715,978</b> | <b>673,715</b> | <b>628,966</b> | <b>583,975</b> | <b>539,469</b> |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|

**CAPITAL IMPROVEMENT PLAN  
FIRE IMPACT FEE FUND  
2016 - 2020**

|                                       | 2016    | 2017    | 2018    | 2019    | 2020    |
|---------------------------------------|---------|---------|---------|---------|---------|
| <b>BALANCES FORWARD</b>               | 118,672 | 118,672 | 118,672 | 118,672 | 118,672 |
| <b>REVENUES:</b>                      |         |         |         |         |         |
| Fire Impact Fees                      | 85,000  | 87,000  | 87,000  | 90,000  | 90,000  |
| <b>TOTAL REVENUE</b>                  | 85,000  | 87,000  | 87,000  | 90,000  | 90,000  |
| <b>IMPACT FEE EXPENDITURES:</b>       |         |         |         |         |         |
| <b>DEBT SERVICE</b>                   |         |         |         |         |         |
| Station 303/304                       | 85,000  | 87,000  | 87,000  | 90,000  | 90,000  |
| <b>TOTAL IMPACT FEE EXPENDITURES:</b> | 85,000  | 87,000  | 87,000  | 90,000  | 90,000  |
| <b>IMPACT FEE BALANCE</b>             | 118,672 | 118,672 | 118,672 | 118,672 | 118,672 |

**CAPITAL IMPROVEMENT PLAN  
MUNICIPAL SERVICES IMPACT FEE FUND  
2016 - 2020**

|                                                        | 2016           | 2017           | 2018           | 2019           | 2020           |
|--------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>BALANCE FORWARD</b>                                 | <b>281,370</b> | <b>310,663</b> | <b>348,665</b> | <b>392,863</b> | <b>433,228</b> |
| <b>REVENUES:</b>                                       |                |                |                |                |                |
| Impact Fees                                            | 100,000        | 105,000        | 110,000        | 110,000        | 110,000        |
| Sewer Fund Reimbursement Cherry St. Facility           | 65,000         | 65,000         | 65,000         | 65,000         | 65,000         |
| <b>TOTAL REVENUES</b>                                  | <b>165,000</b> | <b>170,000</b> | <b>175,000</b> | <b>175,000</b> | <b>175,000</b> |
|                                                        |                |                |                |                |                |
| <b>EXPENDITURES:</b>                                   |                |                |                |                |                |
| <b>DEBT SERVICE</b>                                    |                |                |                |                |                |
| Public Works Facility (\$1,060,000 19yrs, 2.94%, 2031) | 73,094         | 71,094         | 69,094         | 72,094         | 72,094         |
| Justice Center (\$900,000, 19yrs 2.94%, 2032)          | 62,613         | 60,904         | 61,708         | 62,541         | 62,541         |
|                                                        |                |                |                |                |                |
| <b>TOTAL EXPENDITURES</b>                              | <b>135,707</b> | <b>131,998</b> | <b>130,802</b> | <b>134,635</b> | <b>134,635</b> |
| <b>IMPACT FEE BALANCE</b>                              | <b>310,663</b> | <b>348,665</b> | <b>392,863</b> | <b>433,228</b> | <b>473,593</b> |

|                                 |                  |                  |                  |                  |                  |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Debt Outstanding Balance</b> | <b>1,574,023</b> | <b>1,481,286</b> | <b>1,386,034</b> | <b>1,285,783</b> | <b>1,185,531</b> |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|

## **WATER CAPACITY FUND**

### Description:

The City owns and operates the Delaware 7.2 MGD Water Treatment Facility and three water storage tanks with a combined storage capacity of 4 million gallons. The capacity fund is intended to provide for the construction or expansion of new infrastructure and facilities for development and new customers.

The capacity fund is also used to service any debt on recently completed water capacity utility projects. The current debt service for water capacity projects is \$1,005,345. These projects include the 24-inch westside water transmission main, Penry Road raw water line, SE Highland water storage tank and the 7.2 MGD water treatment plant expansion and improvements project that was completed in June 2015.

In 2015 the City will complete the construction of a new 16-inch water line project on the Sawmill Parkway alignment to Innovation Court and construction of a new 8-inch water line on Innovation Court for the development of new businesses in the SW Industrial Park corridor. Also Included in the CIP is \$1,000,000 to ready the Sawmill Parkway corridor for development through the provision of water service with the SW Industrial Park (Sawmill Parkway and Jeg's Blvd) corridor.

New water capacity projects programmed for 2016 include the construction of a new eight-inch water line on Vernon Avenue from the railroad tracks to Brittany Drive for potable water service and fire protection. Funding in 2016 will also be available for the design and construction of new water lines for economic development sites in the Southwest Industrial Park corridor.

The Water Master Plan will also be updated in 2017. The last comprehensive plan was completed in 2006 and is largely outdated with the growth of the City's existing service area. The update will address future water sources, water transmission and storage requirements, water rates and capacity fees and the potential need for an upground reservoir.

### Primary Strategic Plan Theme/Goals:

#### **Safe City**

SC2 – Provide safe, sufficient, and reliable drinking water, sewage and solid waste disposal and drainage system.

### Master Planning Reports:

1986 – Water System Master Plan Study – Burgess & Niple

2000 – Water Treatment Facility Plan – Malcolm Pirnie

2006 – Water Master Plan – Floyd Browne Group

2008 – Upground Reservoir Recommendation Report – Floyd Browne Group

**CAPITAL IMPROVEMENT PROGRAM  
WATER FUND CAPACITY PROJECTS  
2016 - 2020**

|                                                        | 2016      | 2017      | 2018      | 2019      | 2020      |
|--------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>BALANCES FORWARD</b>                                | 3,139,283 | 3,462,827 | 2,769,450 | 3,334,311 | 3,332,577 |
| <b>REVENUES:</b>                                       |           |           |           |           |           |
| Water Capacity Fees                                    | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 | 1,200,000 |
| Water Debt Meter Fee Allocation                        | 403,889   | 411,967   | 420,207   | 428,611   | 437,183   |
| <b>TOTAL REVENUES</b>                                  | 1,603,889 | 1,611,967 | 1,620,207 | 1,628,611 | 1,637,183 |
| <b>EXPENDITURES:</b>                                   |           |           |           |           |           |
| <b>DEBT SERVICE</b>                                    |           |           |           |           |           |
| Westside Trans Line (\$2,225,051, 25 yrs, 3.67%, 2036) | 136,750   | 136,750   | 136,750   | 136,750   | 136,750   |
| Penry Rd. Waterline (\$1,000,000, 25 yrs, 3.55%, 2037) | 62,976    | 62,976    | 62,976    | 62,976    | 62,976    |
| Kingman Hill Tower (\$3,545,000, 25 yrs, 4.51%, 2031)  | 243,005   | 243,005   | 243,005   | 243,005   | 243,005   |
| Plant Expansion (\$9,600,000, 25yrs., 3.23%, 2039)     | 562,614   | 562,614   | 562,614   | 562,614   | 562,614   |
| <b>TOTAL DEBT SERVICE</b>                              | 1,005,345 | 1,005,345 | 1,005,345 | 1,005,345 | 1,005,345 |
| <b>WATER SUPPLY PROJETS</b>                            |           |           |           |           |           |
| Water Master Plan                                      |           | 300,000   |           |           |           |
| Upground Reservoir Design                              |           |           |           |           | 250,000   |
| <b>DISTRIBUTION CAPACITY PROJECTS</b>                  |           |           |           |           |           |
| Olentangy Ave. River Crossing                          |           |           |           |           | 650,000   |
| Vernon Avenue Water Line                               | 175,000   |           |           |           |           |
| Buttermilk Rd./Troy Rd. Waterline                      |           |           |           | 575,000   |           |
| New Line Oversizing/Extension                          | 100,000   | 1,000,000 | 50,000    | 50,000    | 50,000    |
| <b>TOTAL WATER CAPACITY PROJECTS</b>                   | 275,000   | 1,300,000 | 50,000    | 625,000   | 950,000   |
| <b>ENDING FUND BALANCE</b>                             | 3,462,827 | 2,769,450 | 3,334,311 | 3,332,577 | 3,014,415 |

## **WATER MAINTENANCE FUND**

### Description:

Funds for the water maintenance revenues are generated from the City's monthly water rates and are used to pay the water maintenance debt for water rehabilitation and replacement projects. The yearly debt to be paid is approximately \$1,312,765 for the next 25 years. Additional maintenance funds are then used to fund projects to improve service levels for City residents, improve fire flow protection, reduce water quality issues and replace water mains with a history of failures.

The City owns and operates a potable and fire suppression water distribution system consisting of approximately 185 miles of water pipe ranging in size from 2 inches to 24 inches and over 1,900 fire hydrants. The majority of the City's water pipes are in good to fair condition with less than 5 percent of the system demonstrating some type of failure in the past 10 years. Water pipes that are currently in good to fair condition will move towards their replacement age over the next 25 years. Water pipes in failed condition have had more than three historical failures whereas the pipes in poor condition have had only one to two failures. It is likely the water pipes in poor condition will experience additional failures and reach the end of their useful life. Most of the water pipes recommended for replacement are primarily cast iron pipes that were installed after 1940. Approximately 25 % of the City's water lines are cast iron pipes. In the past several years the City has replaced approximately 6,000 feet of water pipe with an average of 14 water breaks per year or 8 water main failures per 100 miles of water lines.

Water maintenance projects that will be completed in 2015 include the replacement of water lines on David Street, Noble Street, Fair Avenue, Potter Street and Park Avenue. The City also completed water line improvements for the Delaware County fairgrounds in 2015. An additional project in 2015 will be the removal of the remaining lime sludge from a storage lagoon at the water plant at the cost of approximately \$445,000.

The 2016 CIP recommends the implementation of an Automated Metering Infrastructure (AMI) System for the City. The AMI system enables two-way communication over a fixed network between the City's utility system and the metering endpoints. The AMI system will provide the City with the capability to provide monthly reads, improve move-ins and move-outs efficiency; allow customers to access an online portal for customers to view their individual usage, tamper and theft of water detection, leak detection and water conservation. In 2015, the City entered into a contract with CH2M Engineering to develop procurement and contractual documents for the selection of a potential AMI System. CH2M completed a Request-for-Proposal with City staff for the vendors to propose AMI systems and costs for the City to review. The RFP will require the vendors to provide creative pricing structures that

minimize the City's upfront capital investment. The City's engineering consultant will provide the City with an economic benefit analysis once all proposals have been submitted to the City.

Additional items in the 2016 water maintenance CIP include the installation on new settling basins chains and valves at the water treatment plant and a new 3.5 cubic yard concrete truck and mini-excavator for the public utilities department.

Primary Strategic Plan Theme/Goals

Safe City

SC2 – Provide safe, sufficient, and reliable drinking water, sewage and solid waste disposal and drainage system.

Master Planning Reports

1986 – Water System Master Plan Study – Burgess & Niple

2007 – Industrial Park Area Sewer and Water Master Plan – Burgess & Niple

2009 – Water Distribution Master Plan – Floyd Browne Group

**CAPITAL IMPROVEMENT PROGRAM  
WATER FUND MAINTENANCE PROJECTS  
2016 - 2020**

|                                                       | 2016             | 2017             | 2018             | 2019             | 2020             |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>BALANCES FORWARD</b>                               | <b>2,536,199</b> | <b>1,402,179</b> | <b>1,524,034</b> | <b>1,385,889</b> | <b>1,329,036</b> |
| <b>REVENUES:</b>                                      |                  |                  |                  |                  |                  |
| Transfer from Water Fund                              | 725,000          | 750,000          | 775,000          | 800,000          | 800,000          |
| Water Debt Meter Fee Allocation                       | 1,043,745        | 1,064,620        | 1,064,620        | 1,085,912        | 1,085,912        |
| <b>TOTAL REVENUES</b>                                 | <b>1,768,745</b> | <b>1,814,620</b> | <b>1,839,620</b> | <b>1,885,912</b> | <b>1,885,912</b> |
| <b>EXPENDITURES:</b>                                  |                  |                  |                  |                  |                  |
| <b>DEBT SERVICE</b>                                   |                  |                  |                  |                  |                  |
| Treatment Plant (\$22,400,000 - 25 yrs, 3.23%, 2039 ) | 1,312,765        | 1,312,765        | 1,312,765        | 1,312,765        | 1,312,765        |
| <b>WATER IMPROVEMENTS</b>                             |                  |                  |                  |                  |                  |
| Automated Meter Reading System                        | 1,200,000        |                  |                  |                  |                  |
| <b>WATER PLANT MAINTENANCE</b>                        |                  |                  |                  |                  |                  |
| WTP Settling Basins Chain & Valve Replacement         | 100,000          |                  |                  |                  |                  |
| Nano and Ultra Filtration Membrane Replacement        |                  |                  |                  |                  | 500,000          |
| <b>WATER DISTRIBUTION PROJECTS</b>                    |                  |                  |                  |                  |                  |
| West Water Tank Painting                              |                  |                  | 450,000          |                  |                  |
| Water Line Improvements:                              |                  |                  |                  |                  |                  |
| Small Main/Service Replacement                        | 50,000           | 50,000           | 50,000           | 50,000           | 50,000           |
| Fire Flow Improvement                                 | 75,000           | 75,000           | 75,000           | 75,000           | 75,000           |
| Campbell St. Waterline                                |                  |                  |                  |                  | 150,000          |
| David St. Waterline                                   | 50,000           |                  |                  |                  |                  |
| Blymer St. Waterline                                  |                  | 150,000          |                  |                  |                  |
| Pennsylvania Ave. Waterline                           |                  |                  |                  | 475,000          |                  |
| East St./Fair Ave. Waterline                          |                  |                  | 60,000           |                  |                  |
| Equipment Replacement                                 | 115,000          | 105,000          | 30,000           | 30,000           |                  |
| <b>TOTAL WATER REPAIR AND MAINT.</b>                  | <b>2,902,765</b> | <b>1,692,765</b> | <b>1,977,765</b> | <b>1,942,765</b> | <b>2,237,765</b> |
| <b>ENDING FUND BALANCE</b>                            | <b>1,402,179</b> | <b>1,524,034</b> | <b>1,385,889</b> | <b>1,329,036</b> | <b>977,183</b>   |

## **SEWER CAPACITY FUND**

### Description:

The City owns and operates the 10 MGD Upper Olentangy Water Reclamation Center for the treatment of domestic and industrial wastewater. The sewer capacity fund is intended to provide for the construction or expansion of new infrastructure for development and new customers.

The capacity fund is also used to service any debt on recently completed sewer capacity projects. The current yearly debt service is approximately \$3,077,081. These projects include the Route 23N sanitary truck sewer, SE Highland sanitary trunk sewer and the expansion and improvements of the wastewater treatment plant.

In 2015 the City will complete the construction of a new 24-inch sanitary sewer main on the Sawmill Parkway alignment to Innovation Court and the construction of a new 8-inch sanitary sewer line on Innovation Court for the development of new businesses in the SW Industrial Park corridor. Also in 2015 the City entered into a contract with a professional engineering firm for the update of the City's sanitary sewer collection master plan. The updated master plan will evaluate the existing collection system during peak wet weather flows to evaluate the existing capacity of the system and determine improvement needs for future build-out conditions. A sewer capacity model will be populated by the engineer that will be used to determine future capacity requirements of the City. The master plan update is expected to be completed by March 2016.

New sewer capacity projects programmed for 2016 include funding for the design and construction of sanitary sewers to support economic development project sites within the SW Industrial Park (Sawmill Parkway and Jeg's Blvd) corridor. Funding has also been assigned to completing significant capacity improvements to the Slack Road pump station. This improvement will provide immediate capacity enhancements to allow for increased wastewater discharge for development projects within that same corridor.

### Primary Strategic Plan Theme/Goals:

#### Safe City

SC2 – Provide safe, sufficient, and reliable drinking water, sewage and solid waste disposal and drainage system.

### Master Planning Reports

2000 – Sanitary Sewer Collection Master Plan – Malcolm Pirnie

2001 – Wastewater Treatment Master Plan – Malcolm Pirnie

2002 – Route 23N Sanitary Sewer Improvements – Burgess & Niple

2007 – Airport Industrial Park Sewer and Water Master Plan – Burgess & Niple

**CAPITAL IMPROVEMENT PROGRAM  
SEWER FUND CAPACITY PROJECTS  
2016 - 2020**

|                                                       | 2016      | 2017      | 2018      | 2019      | 2020      |
|-------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>BALANCES FORWARD</b>                               | 2,060,620 | 2,176,421 | 1,209,617 | 1,445,764 | 1,381,910 |
| <b>REVENUES:</b>                                      |           |           |           |           |           |
| Sewer Capacity Fees                                   | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 | 1,150,000 |
| SE Highland Sewer ERU Fees                            | 200,000   | 200,000   | 200,000   | 200,000   | 200,000   |
| Sewer Maintenance Transfer (pg. 18)                   | 0         | 0         | 0         | 0         | 0         |
| Sewer Fees Transfer - 2007,2008,2009                  | 2,057,882 | 2,099,039 | 2,099,039 | 2,099,039 | 2,141,020 |
| <b>TOTAL REVENUES</b>                                 | 3,407,882 | 3,449,039 | 3,449,039 | 3,449,039 | 3,491,020 |
| <b>EXPENDITURES:</b>                                  |           |           |           |           |           |
| <b>DEBT SERVICE</b>                                   |           |           |           |           |           |
| Land Armstrong Rd. (\$2,915,000 10 yrs. 1.49%, 2022)  | 325,250   | 327,350   | 324,400   | 324,400   | 324,400   |
| 23 North Sewer (\$1,000,000, 25 yrs, 4.51%), 2031     | 68,748    | 67,260    | 67,260    | 67,260    | 67,260    |
| SE Highland Sewer (\$15,000,000, 25 yrs, 4.49%, 2037) | 997,621   | 995,771   | 995,771   | 995,771   | 995,771   |
| SE Highland Sewer (\$2,750,000, 20 yrs, 3.59%, 2026)  | 196,133   | 196,133   | 196,133   | 196,133   | 196,133   |
| Plant Expansion (\$20,882,000, 20 yrs, 3.59%, 2026)   | 1,489,329 | 1,489,329 | 1,489,329 | 1,489,329 | 1,489,329 |
| <b>TOTAL DEBT SERVICE</b>                             | 3,077,081 | 3,075,843 | 3,072,893 | 3,072,893 | 3,072,893 |
| <b>COLLECTION CAPACITY PROJECTS</b>                   |           |           |           |           |           |
| Warrensburg Road Sewer Extension                      |           |           |           | 300,000   |           |
| Sewer Oversizing/Extension                            | 150,000   | 1,275,000 | 75,000    | 75,000    | 75,000    |
| Reimbursement for Cherry St. Maint. Facility          | 65,000    | 65,000    | 65,000    | 65,000    | 65,000    |
| <b>TOTAL SEWER CAPACITY PROJECTS</b>                  | 215,000   | 1,340,000 | 140,000   | 440,000   | 140,000   |
| <b>ENDING FUND BALANCE</b>                            | 2,176,421 | 1,209,617 | 1,445,764 | 1,381,910 | 1,660,037 |

## **SEWER MAINTENANCE FUND**

### Description:

Funds for the sewer maintenance revenues are generated from the City's monthly sewer rates and are used to pay the sewer maintenance debt for sanitary sewer rehabilitation and replacement projects. The yearly debt to be paid is approximately \$158,992. Additional sewer maintenance funds are then used to fund projects at the wastewater treatment plant and in the sewer collection system.

The City's sanitary sewer collection system consists of approximately 170 miles of sewer pipe and over 3,200 manholes. The system has 16 major trunk sewers 15-inch or larger serving as the backbone of the collection system. The majority of the pipes within the system are concrete, vitrified clay pipe or plastic (polyvinyl chloride) with the manholes composed of brick or concrete. The sizes of sanitary sewer pipe range in sizes between 8" and 66" in diameter. Included in the collection system is the operation and maintenance of 12 sanitary pump stations throughout the City's service area.

Sewer maintenance projects completed in 2015 include the final design of the aeration system improvements at the wastewater plant for the replacement and rehabilitation of the aeration blowers at the plant. The City will also complete the sliplining and grouting of approximately 6,000 feet of sanitary sewer pipe for the reduction of inflow and infiltration.

The 2016 CIP include the purchase and installation of the new aeration system equipment at the wastewater plant including two new direct drive blowers for improved oxygen transfer and energy efficiency. Additional projects include the design of a new tertiary treatment process at the wastewater plant and the annual sanitary sewer slipling and grouting program.

### Primary Strategic Plan Theme/Goals

Safe City

SC2 – Provide safe, sufficient, and reliable drinking water, sewage and solid waste disposal and drainage system.

### Master Planning Reports

2000 – Sanitary Sewer Collection Master Plan – Malcolm Pirnie

2001 – Wastewater Treatment Master Plan – Malcolm Pirnie

2010 – Inflow & Infiltration Study – CDM

2015 – Sewer Collection System Smoke Testing Report – K.E. McCartney

2015 – Sanitary Sewer Collection System Flow Monitoring Analysis – K.E. McCartney

**CAPITAL IMPROVEMENT PROGRAM  
SEWER FUND MAINTENANCE PROJECTS  
2016 - 2020**

|                                                        | 2016             | 2017             | 2018             | 2019             | 2020             |
|--------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>BALANCES FORWARD</b>                                | <b>3,276,226</b> | <b>1,376,482</b> | <b>1,159,022</b> | <b>1,859,393</b> | <b>2,793,151</b> |
| <b>REVENUES:</b>                                       |                  |                  |                  |                  |                  |
| Transfer from Sewer Fund                               | 1,364,247        | 1,391,532        | 1,419,363        | 1,447,750        | 1,476,705        |
| <b>TOTAL REVENUES</b>                                  | <b>1,364,247</b> | <b>1,391,532</b> | <b>1,419,363</b> | <b>1,447,750</b> | <b>1,476,705</b> |
| <b>EXPENDITURES:</b>                                   |                  |                  |                  |                  |                  |
| <b>DEBT SERVICE</b>                                    |                  |                  |                  |                  |                  |
| Plant Rehabilitation (\$2,230,000 20 yrs. 3.59%, 2026) | 158,992          | 158,992          | 158,992          | 158,992          | 158,992          |
| <b>TOTAL DEBT SERVICE</b>                              | <b>158,992</b>   | <b>158,992</b>   | <b>158,992</b>   | <b>158,992</b>   | <b>158,992</b>   |
| <b>WASTEWATER SYSTEM IMPROVEMENTS</b>                  |                  |                  |                  |                  |                  |
| Automated Meter Reading System                         | 1,200,000        |                  |                  |                  |                  |
| <b>WASTEWATER TREATMENT PROJECTS</b>                   |                  |                  |                  |                  |                  |
| Tertiary Filtration System                             | 100,000          | 1,100,000        |                  |                  |                  |
| Plant Maintenance                                      | 90,000           | 90,000           | 90,000           | 90,000           | 90,000           |
| Aeration System Blower Replacement                     | 1,350,000        |                  |                  |                  |                  |
| <b>WASTEWATER COLLECTION PROJECTS</b>                  |                  |                  |                  |                  |                  |
| Inflow/Infiltration Remediation                        | 175,000          | 175,000          | 175,000          | 175,000          | 175,000          |
| Hayes Colony Sewer Rehab                               |                  |                  | 175,000          |                  |                  |
| Pump Station Repair/Upgrade                            | 75,000           |                  |                  |                  | 25,000           |
| Equipment Replacement                                  | 115,000          | 85,000           | 120,000          | 90,000           | 0                |
| <b>TOTAL SEWER REPAIR/MAINTENANCE</b>                  | <b>3,263,992</b> | <b>1,608,992</b> | <b>718,992</b>   | <b>513,992</b>   | <b>603,992</b>   |
| <b>ENDING FUND BALANCE</b>                             | <b>1,376,482</b> | <b>1,159,022</b> | <b>1,859,393</b> | <b>2,793,151</b> | <b>3,665,865</b> |

## **STORM WATER FUND**

### Description:

The funding for the City's Storm Water Utility CIP is dedicated revenue funding for the maintenance, operation and expansion of the City's storm water system. The fund collects approximately \$400,000 annually based on a \$2.50 per month E.R.U. fee for property owners. The City of Delaware is required by OEPA to implement our storm water MS4 permit best management practices for the reduction and treatment of storm water prior to discharge into the Olentangy River.

The City has approximately 150 miles of 6" to 48" storm water lines and 1,500 catch basins to maintain. Included in the system are 70 storm water detention basins. The City provides hydraulic maintenance to approximately 50 of these basins on an as needed basis.

Storm water projects that will be completed in 2015 include phase one of the Bernard Avenue corridor project. Phase one will be the lining and rehabilitation of the existing storm water main from South Sandusky Street to Route 23 through the OWU campus. Phase two construction will be in 2016 from South Sandusky Street to South Liberty Street. The City will also complete the storm water improvements at Blue Limestone Park in 2015. This project is funded in part from an OEPA 319 grant and will include pervious concrete pavement and bio-retention areas for improved treatment of storm water runoff.

The 2016 CIP includes funding for the design and construction of storm water improvements to an open storm water ditch in the rear yards along Dogwood Drive. The current ditch sides slopes have worsen over the past several years from erosion and are now dangerous to maintain.

A potential future CIP project will be to fund a Storm Water Utility Evaluation Report to review and evaluate the City's current storm water fees and recommend financial incentives to promote improvements of storm water controls at new and existing residential and commercial properties.

### Primary Strategic Plan Theme/Goals

#### Safe City

SC2 – Provide safe, sufficient, and reliable drinking water, sewage and solid waste disposal and drainage system.

### Master Planning Reports

1990 – Storm Sewer Report Update – Burgess & Niple

1998 – Storm Sewer Task Force Report/Recommendations

2007 – Storm Sewer Report Update – URS

2012 – Storm Sewer Report Update – Burgess & Niple

**CAPITAL IMPROVEMENT PLAN  
STORM SEWER FUND  
2016 - 2020**

|                                          | 2016             | 2017           | 2018           | 2019           | 2020           |
|------------------------------------------|------------------|----------------|----------------|----------------|----------------|
| <b>BALANCES FORWARD</b>                  | 699,585          | 1,285          | 89,819         | 324            | 102,938        |
| <b>REVENUES:</b>                         |                  |                |                |                |                |
| Storm Sewer Fees                         | 341,700          | 348,534        | 355,505        | 362,615        | 369,867        |
| <b>TOTAL REVENUE</b>                     | <b>341,700</b>   | <b>348,534</b> | <b>355,505</b> | <b>362,615</b> | <b>369,867</b> |
| <b>EXPENDITURES:</b>                     |                  |                |                |                |                |
| Storm Sewer Repair                       | 75,000           | 75,000         | 75,000         | 75,000         | 75,000         |
| Storm Water I&I Remediation              |                  | 110,000        |                | 125,000        |                |
| Bernard Avenue (Sandusky to Liberty St.) | 700,000          |                |                |                |                |
| Vernon Ave.                              |                  |                |                |                | 90,000         |
| Birch Terrace                            |                  |                | 280,000        |                |                |
| Chamberlain/Channing St.                 |                  |                |                |                | 300,000        |
| Dogwood Drive                            | 175,000          |                |                |                |                |
| Equipment Replacement                    | 90,000           | 75,000         | 90,000         | 60,000         |                |
| <b>TOTAL EXPENDITURES</b>                | <b>1,040,000</b> | <b>260,000</b> | <b>445,000</b> | <b>260,000</b> | <b>465,000</b> |
| <b>ENDING FUND BALANCE</b>               | <b>1,285</b>     | <b>89,819</b>  | <b>324</b>     | <b>102,938</b> | <b>7,806</b>   |

**CAPITAL IMPROVEMENT PLAN  
EQUIPMENT REPLACEMENT FUND  
2016 - 2020**

|                                         | 2016           | 2017           | 2018           | 2019           | 2020     |
|-----------------------------------------|----------------|----------------|----------------|----------------|----------|
| <b>REVENUES:</b>                        |                |                |                |                |          |
| Water Fund Allocation                   | 115,000        | 105,000        | 30,000         | 30,000         |          |
| Sewer Fund Allocation                   | 115,000        | 85,000         | 120,000        | 90,000         |          |
| Storm Sewer Fund Allocation             | 90,000         | 75,000         | 90,000         | 60,000         |          |
| <b>TOTAL REVENUE</b>                    | <b>320,000</b> | <b>265,000</b> | <b>240,000</b> | <b>180,000</b> | <b>0</b> |
| <b>EXPENDITURES:</b>                    |                |                |                |                |          |
| Tandem Axle Dump Truck                  |                | 135,000        |                |                |          |
| Single Axle Dump Truck                  |                |                |                |                |          |
| Mini Excavator                          | 150,000        |                |                |                |          |
| Concrete Truck                          | 120,000        |                |                |                |          |
| Sewer Camera Truck                      |                |                | 180,000        |                |          |
| Sewer Camera Trailer                    |                |                |                |                |          |
| Backhoe                                 |                |                |                | 120,000        |          |
| Sewer Vacuum Truck                      |                |                |                |                |          |
| One-ton Truck - Sewer                   |                | 40,000         |                |                |          |
| Utility Truck - Water                   |                | 60,000         |                |                |          |
| Pickup Truck - Water                    | 25,000         |                | 30,000         | 30,000         |          |
| Pickup Truck - Sewer                    | 25,000         |                | 30,000         | 30,000         |          |
| Pickup Truck - Storm Sewer              |                | 30,000         |                |                |          |
|                                         |                |                |                |                |          |
| <b>TOTAL PUBLIC UTILITIES EQUIPMENT</b> | <b>320,000</b> | <b>265,000</b> | <b>240,000</b> | <b>180,000</b> | <b>0</b> |

## **REFUSE FUND**

### **Description:**

Refuse fees are utilized primarily for supporting the daily operation the solid waste division of Public Works Department. The city currently provides weekly residential and commercial refuse collection service and recycling service for fiber (newspaper and cardboard) and mixed materials (glass, plastic and aluminum). The city also provides seasonal yard waste collection for eight months of the year. In 2014, the city collected over 14,600 tons of refuse and 3063 tons of recyclable materials which combined would fill a football field with a pile of waste over three and a half stories tall.

The refuse collection operation grows steadily with the growth of the community. The current fleet consists of six "Lodal" side load residential service vehicles, three commercial rear load trucks, and five recycling vehicles. These vehicles are replaced at the end of their respective service life averaging 7-8 years per vehicle. The integration of the residential tipcart "Toter" system in 2001 allows the city to continue to provide the very high level of service to community residents and businesses while maintaining low collection rates. Both operations and rates are periodically reviewed and adjusted to continue the efficient refuse service offered the community.

The current refuse operation is dependent on the existence of the County owned and operated solid waste transfer station located directly north of the city on US42. All residential and commercial waste is delivered to this location. Potential changes to this operation are being closely monitored as the city's operational efficiency or the refuse operation is tied directly to the availability of the local transfer station. Short term contingency plans have been developed this year for a proposed temporary closure of the station for required repairs and improvements.

The city also manages two closed landfills at Cherry Street and Curve Road. Improvements have been completed at both to control leachate breakouts from entering area waterways and drainage systems. The Curve Road property has been specifically challenging in managing the high volume of collected leachate. Currently, the City transports accumulated leachate by truck from the 20,000 gallon underground storage tank at Curve Road to the City Wastewater Treatment Plant for disposal. This year, the leachate collection system is being modified by installing a gravity sewer line to direct leachate to an existing sanitary sewer line located approximately 1,750 feet north of the landfill. With this system in place, the Public Works Department will be able to cease the leachate hauling operation and the associated costs estimated to be \$100,000 per year.

A design-build contract is currently being prepared with the goal of issuing a contract in the fall for the construction of a 27,000 SF combined recycling

processing and vehicle cold storage facility. Originally, two separate buildings to house the operations were considered however site restrictions concerning buildable footprint area necessitate a single building be constructed positioned toward the northeast corner of the Public Works facility property. The CIP includes expenditures for the construction of both facilities.

Strategic Plan Theme/Goals

Safe City

SC2 – Provide safe and reliable drinking water, sewage and solid waste disposal and drainage systems.

Master Planning Efforts

2014 - Refuse Collection Transfer Facility Contingency Plan

2015 - Recycling Service Agreement with Sims Recycling

2015 – Construction of new Refuse Cold Storage Building

2015 – City/County Task Force on Future of Transfer Station

2016 - Construction of new Recycling Center

**CAPITAL IMPROVEMENT PLAN  
REFUSE FUND  
2016 - 2020**

|                                                  | 2016    | 2017    | 2018    | 2019    | 2020    |
|--------------------------------------------------|---------|---------|---------|---------|---------|
| <b>BALANCES FORWARD</b>                          | 250,364 | 128,215 | 111,631 | 261,702 | 178,979 |
| <b>REVENUES:</b>                                 |         |         |         |         |         |
| Refuse Fees                                      | 535,500 | 546,210 | 557,134 | 568,277 | 579,642 |
| <b>TOTAL REVENUE</b>                             | 535,500 | 546,210 | 557,134 | 568,277 | 579,642 |
| <b>EXPENDITURES:</b>                             |         |         |         |         |         |
| <b>Debt Service</b>                              |         |         |         |         |         |
| Curve Rd. Leachate Collection (\$475,000 10rs.)  | 57,338  | 0       | 0       | 0       | 0       |
| <b>Building Improvements</b>                     |         |         |         |         |         |
| Refuse Equipment Storage Bldg 14400 sq. ft.      |         | 43,983  |         |         |         |
| Recycling Processing Bldg. 7200 sq. ft.          | 252,000 |         |         |         |         |
| <b>Equipment</b>                                 |         |         |         |         |         |
| Rear Load 20-Yard Packer - Commercial            |         | 162,000 | 167,000 | 172,000 |         |
| Side Load Lease Payments (2 units. 5 yrs., 2.5%) | 80,311  | 80,311  | 20,063  |         |         |
| Side Load Truck                                  |         | 213,500 | 220,000 | 227,000 | 233,000 |
| Recycling Vehicle - Recycling                    | 233,000 |         |         | 252,000 | 260,000 |
| 1 Ton Dump w/liftgate                            |         | 63,000  |         |         |         |
| Recycling Compactor                              | 35,000  |         |         |         |         |
| <b>TOTAL EXPENDITURES</b>                        | 657,649 | 562,794 | 407,063 | 651,000 | 493,000 |
| <b>ENDING FUND BALANCE</b>                       | 128,215 | 111,631 | 261,702 | 178,979 | 265,622 |



## FACT SHEET

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AGENDA ITEM NO: 10

DATE: 10/12/15

ORDINANCE NO: 15-102

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dean Stelzer, Finance Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE ESTABLISHING A NEW AGENCY FUND AND SUPPLEMENTING THE 2015 APPROPRIATIONS ORDINANCE.

**BACKGROUND:**

The City entered into an agreement to collect the JEDD income tax and distribute the proceeds as follows: 4% to the City for an admin fee, 1% to the JED Board for administrative costs, 60% to Berkshire Township, and 40% to the City of Delaware. The JEDD income tax went into effect on July 1 and allocations have begun.

**REASON WHY LEGISLATION IS NEEDED:**

A separate fund needs to be established to account for the JEDD income tax collections and appropriations.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

No effect on City financial resources.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

Dean Stelzer, Finance Director

**RECOMMENDATION:**

Can go to second reading

**ATTACHMENT(S)**

ORDINANCE NO. 15-102

AN ORDINANCE ESTABLISHING A NEW AGENCY  
FUND AND SUPPLEMENTING THE 2015  
APPROPRIATIONS ORDINANCE.

WHEREAS, the City has entered into a Joint Economic Development District (JEDD) Income Tax Agreement with the Berkshire Township Joint Economic Development District No. 1; and

WHEREAS, the Income Tax Agreement provides that the City will collect the JEDD income tax levied by the District and will distribute the tax levy proceeds according to the Joint Economic Development District Contract by and between the City of Delaware and Berkshire Township; and

WHEREAS, proper accounting of the JEDD income tax collections requires the creation of an Agency Fund segregating the JEDD income taxes collected from other City of Delaware income tax collections; and

WHEREAS, an appropriation will be needed to distribute JEDD income tax collections for 2015.

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

SECTION 1. That the Finance Director is hereby authorized and directed to establish the following new fund within the Chart of Accounts for the City:

Berkshire JEDD Fund (Fund 710)

SECTION 2. That there is hereby appropriated from the unencumbered balance of the Berkshire JEDD Fund \$50,000 to the following accounts:

|                                                 |    |        |
|-------------------------------------------------|----|--------|
| JEDD Board Fees (710-7010-5601)                 | \$ | 500    |
| City of Delaware Fees (710-7010-5602)           | \$ | 2,000  |
| Berkshire Township Distribution (710-7010-5605) | \$ | 28,500 |
| City of Delaware Distribution (710-7010-5606)   | \$ | 19,000 |

SECTION 3. 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.

VOTE ON RULE SUSPENSION:

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2015

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR



## FACT SHEET

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AGENDA ITEM NO: 11

DATE: 10/12/15

ORDINANCE NO: 15-103

RESOLUTION NO:

READING: First

PUBLIC HEARING: No

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: William L. Ferrigno, P.E., Director of Public Works/City Engineer

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE SUPPLEMENTING THE 2015 APPROPRIATIONS ORDINANCE TO ESTABLISH ADDITIONAL FUNDING FOR BUILDING MAINTENANCE EXPENSES, AND DECLARING AN EMERGENCY.

**BACKGROUND:**

The Building Maintenance budget is approved with funding to cover annual professional service contracts for tasks such as preventative maintenance service and system inspections for HVAC equipment, elevators, fire suppression system, security, back-up power, and for the cost of custodial services. However, throughout the year, more significant equipment and building component failures are anticipated to occur and require more significant and costly repairs that have not been budgeted for. If such a repair is deemed to be an emergency in nature, such as clogged sanitary drain line, broken waterline, of failed HVAC component, repairs must be initiated in a timely manner, generally commencing on the day of occurrence. The city typically requests a written estimate for a service provider before authorizing any work. The costs associated with the repair work come out of the Building Maintenance budget.

**REASON WHY LEGISLATION IS NEEDED:**

The level of expenditure for major system repairs incurred this year was not included in the approved 2015 budget. The repairs deemed necessary and emergency in nature, were initiated with the cost of the work covered under approved funding within the Building Maintenance budget. If additional funds

are not approved, required annual building maintenance operations will not be funded through the 4<sup>th</sup> quarter and thus, must be non-performed impacting equipment inspections, preventative maintenance and custodial services.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

The proposed \$71,500 supplemental appropriation is derived from the following expenses:

|                                                                  |          |
|------------------------------------------------------------------|----------|
| Major Repairs (1 <sup>st</sup> through 3 <sup>rd</sup> Quarters) | \$52,000 |
| Major Repair Expenses (4 <sup>th</sup> Quarter)                  | \$15,000 |
| Operational Expenses (4 <sup>th</sup> Quarter)                   | \$4,500  |

Of the major repair expenses incurred, \$39,790 is for work completed in the Justice Center, \$6,230 for City Hall, and \$5,672 at Public Works. A significant portion of the \$39,790 in work at the Justice Center involved \$24,600 in clean-up and repairs following an incident where the fire suppression system was activated by a detainee. This cost of this work is reimbursable through insurance.

Repairs can be grouped in categories as follows: \$24,600 in flooding cleanup; \$8,900 in HVAC systems; \$4,466 in fire suppression system; \$4,319 in sewer and water line repair; \$3,401 in doors and security systems; \$2,429 in backup generator repairs; \$1,936 to repair the City hall drive-up window; and \$1,546 in elevator maintenance.

**POLICY CHANGES:**

None

**PRESENTER(S):**

William L. Ferrigno, P.E., Director of Public Works/City Engineer

**RECOMMENDATION:**

Approval at Second Reading

**ATTACHMENT(S)**

None

ORDINANCE NO. 15-103

AN ORDINANCE SUPPLEMENTING THE 2015 APPROPRIATIONS ORDINANCE TO ESTABLISH ADDITIONAL FUNDING FOR BUILDING MAINTENANCE EXPENSES, AND DECLARING AN EMERGENCY.

WHEREAS, the Building Maintenance budget includes funding for the routine maintenance and upkeep of several city buildings and facilities through both staff efforts and contract services; and

WHEREAS, the cost of completing facility and equipment repairs deemed emergency in nature has exceeded the funding available in the operations budget; and

WHEREAS, the cost of providing adequate sanitation, hygienic and repair products, materials and services has exceeded the funding available in the operations budget; and

WHEREAS, a supplemental appropriation is required to provide the funding necessary to maintain all facility maintenance operations through the end of the year.

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

SECTION 1. That there is hereby appropriated from the unencumbered balance of the General Fund \$71,500.00 increasing the following account:

|               |                       |             |
|---------------|-----------------------|-------------|
| 101.0071.5230 | Professional Services | \$67,000.00 |
| 101.0071.5330 | Operating Supply      | \$4,500.00  |

SECTION 3. 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.

SECTION 4. EMERGENCY CLAUSE. That this ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health and welfare of the City, to properly maintain all facilities through the end of the year, and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

VOTE ON EMERGENCY CLAUSE:

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2015

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR



## FACT SHEET

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AGENDA ITEM NO: 12

DATE: 10/12/15

ORDINANCE NO: 15-104

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

---

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Bruce Pijanowski, Police Chief

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A RENEWAL AGREEMENT FOR THE LAW ENFORCEMENT SUPPORT OFFICE (LESO) PROGRAM.

**BACKGROUND:**

The Law Enforcement Support Office (LESO), facilitates a law enforcement support program, which originated from the National Defense Authorization Act of Fiscal Year 1997 (FY 97). This law allows transfer of excess Department of Defense property that might otherwise be destroyed to law enforcement agencies across the United States and its territories.

No equipment is purchased for distribution. All items were excess which had been turned in by military units or had been held as part of reserve stocks until no longer needed.

Since its inception, the program has transferred more than \$5.4 billion worth of property. In 2014, \$980 million worth of property (based on initial acquisition cost) was transferred to law enforcement agencies.

Requisitions cover the gamut of items used by America's military -- clothing and office supplies, tools and rescue equipment, vehicles, rifles and others small arms. Of all the excess equipment provided through the program, only five percent are weapons and less than one percent are tactical vehicles.

More than 8,000 law enforcement agencies have enrolled in the program.

**REASON WHY LEGISLATION IS NEEDED:**

This legislation allows the renewal of such program and will continue a positive partnership with the Department of Defense to provide useful property for law enforcement activities, with an emphasis on counter-drug/counter-terrorism activities.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

No cost to the city. This program has provided a large dollar amount of general purpose items, such as computer equipment, tools and furniture; as well as a limited number of military implements, to the city for free. This free acquisition has allowed city dollars to be used for other needs.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

Bruce Pijanowski, Chief of Police

**RECOMMENDATION:**

Approval

**ATTACHMENT(S)**

Draft agreement

Current LESO inventory

ORDINANCE NO. 15-104

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A RENEWAL AGREEMENT FOR THE LAW ENFORCEMENT SUPPORT OFFICE (LESO) PROGRAM.

WHEREAS, the LESO Program provides re-utilized equipment to the Delaware City Police Department, and

WHEREAS, the LESO Program provides partnership with the Delaware City Police Department, and

WHEREAS, the City of Delaware Police Department renews their partnership with the LESO Program,

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

SECTION 1. That the City Manager is hereby authorized to sign the renewal agreement.

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.

VOTE ON RULE SUSPENSION:

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2015

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

**STATE PLAN OF OPERATION BETWEEN  
THE STATE OF OHIO  
AND THE  
DELAWARE POLICE DEPARTMENT**

**I. PURPOSE**

This State Plan of Operation (SPO) is entered into between the State of Ohio and the Delaware Police Department, to set forth the terms and conditions which will be binding on the parties with respect to excess Department of Defense (DOD) personal property which is transferred pursuant to Title 10 USC § 2576a and to promote the efficient and expeditious transfer of the property and to ensure accountability of the same.

**II. AUTHORITY**

The Secretary of Defense is authorized by Title 10 USC § 2576a to transfer to Federal and State Agencies, personal property that is excess to the needs of the DOD and that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with emphasis on counter-drug/counter-terrorism activities, under such terms prescribed by the Secretary. The authorities granted to the Secretary of Defense have been delegated to the DLA in determining whether property is suitable for use by agencies in law enforcement activities. DLA defines law enforcement activities as activities performed by government agencies whose primary function is the enforcement of applicable Federal, State, and local laws and whose compensated law enforcement officers have powers of arrest and apprehension.

**III. GENERAL TERMS AND CONDITIONS**

A. Operational Authority.

The Governor of the State of Ohio has designated in writing with an effective date of January 26, 2012 to implement this program statewide as well as conduct management and oversight of this program. Funding to administer this program is provided by the Ohio Department of Public Safety. The funding is used to administer the program and to provide support and assistance to the Law Enforcement Agencies (LEAs), via computer/telephone assistance and occasional physical visits to the LEAs. The facilities, staffing to provide the support to the LEAs within the State of Ohio are as follows:

State Coordinator (SC): Jeffrey S. Shadburn

State Point of Contact (SPOC): Craig C. Batzer

State Point of Contact (SPOC): Karen S. Martin

The State Coordinator contact information is:

Agency Address/Location: Ohio Department of Pub Safety, 1970 W. Broad St, Columbus, OH 43223

EMAIL/Contact Phone Numbers: [jsshadburn@dps.state.oh.us](mailto:jsshadburn@dps.state.oh.us) (614) 466-2890

Fax Number: (614) 466-5181

Hours of Operation: 08:00 AM to 5:00 PM

The DLA LESO has final authority to determine the type, quantity, and location of excess DOD personal property suitable for conditional transfer to law enforcement activities.

- B. This agreement creates no entitlement to the LEA to receive excess DOD personal property.
- C. Property available under this agreement is for the current use of authorized program participants; it will not be requested nor issued for speculative use/possible future use. Property will not be obtained for the purpose of sale, lease, loan, personal use, rent, exchange, barter, to secure a loan, or to otherwise supplement normal LEA or State/local governmental entities budgets. All requests for property will be based on bona fide law enforcement requirements. Under no circumstances will property be sold or otherwise transferred to non-U.S. persons or exported. Loaning to non-participants of the DLA LESO Program is not authorized.
- D. Requests for property solely for the purpose of cannibalization, and cannibalization of DOD property currently on an LEA inventory, must be submitted in writing thru the State Coordinators office to DLA Disposition Services LESO for approval. The DLA Disposition Services LESO will consider cannibalization requests on a case-by-case basis. Any transportation, repair, maintenance, insurance, disposal or other expenses associated with these assets is the sole responsibility of the LEA.
- E. The DLA Disposition Services LESO reserves the right to recall any and all property issued through the LESO Program.
- F. The DLA Disposition Services LESO conditionally transfers excess DOD property to States/LEAs enrolled in the LESO Program. DLA Disposition Services LESO retains permanent title to property with Demilitarization (DEMIL) Codes of B, C, D, E, F, G and Q (with an Integrity Code of 3), property with these DEMIL codes is also known as controlled property. Once the State/LEA no longer have use for property in these DEMIL codes the property must either be transferred to another LEA with State approval first or returned to DLA Disposition Services for disposal.
- G. The DLA Disposition Services LESO permanently passes title to property with DEMIL Codes of "A" and "Q" (with an Integrity Code of "6") to the State/LEA after one year from the initial transfer to the State/LEAs property book from the DLA Disposition Services inventory.
  - 1. Property with DEMIL Codes of "A" and "Q" (with Integrity Code of 6) will be

systematically archived upon meeting the one year mark and will no longer be on the LEAs inventory. Prior to this property being archived, the State and/or LEAs are still responsible for the accountability and physical control of the item (s).

2. Archived property is not subject to annual inventory requirements, and will not be inventoried during State or DLA Disposition Services LESO Program Compliance Review (PCR).
3. The State and/or LEA may dispose or sell DEMIL "A" and "Q" (with Integrity Code of 6) items that have been archived from the property book, in accordance with applicable Federal, State and local laws.

H. State and LEAs are not authorized to transfer or turn-in property issued under the LESO Program without State and DLA Disposition Services LESO approval. Property will not physically move until the approval process is complete.

I. Property obtained under this SPO must be placed into use within one (1) year of receipt, unless the condition of the property renders it unusable, in which case the property can be returned to the nearest DLA Disposition Services Site. If property is not put into use by the LEA within one (1) year, the State/LEA must coordinate a transfer of property to another LEA or request a turn-in to return the property to the nearest DLA Disposition Services Site.

#### **IV. ENROLLMENT**

A. For the purposes of this program, law enforcement activities are defined as Government agencies whose primary function is the enforcement of applicable Federal, State, Local laws, and whose compensated officers have powers of arrest and apprehension.

B. The State and LEA's shall:

1. LEA submits the Application for Participation to the State Coordinator for their approval.
2. Ensure only authorized LEA applications for LESO Program enrollment are submitted.
3. Approve/disapprove applicants in the LESO Program. The State Coordinator will only certify LEAs that are government agencies whose primary function is the enforcement of applicable Federal, State, and local laws and whose compensated officers have the powers of arrest and apprehension.
4. Ensure LEAs enrolled in the LESO Program update their account information annually in the current property accounting system. Annual update is defined as 365 days from initial date of enrollment and/or last update.
5. Provide a comprehensive overview of the LESO Program to all LEAs once they are approved for enrollment.

6. The LEA will ensure the State Coordinator has current contact information on the LEA. Notify the State Coordinator immediately concerning changes of Sheriff/Chief/Head of Agency or any other contact information.

## V. ANNUAL INVENTORY REQUIREMENT

A. Per the DLA Memorandum of Agreement (MOA) between DLA and the State, it is required to conduct an annual inventory certification of controlled property.

B. The State and LEA's shall:

1. Receive and validate incoming certified inventories and reconcile inventories with the LEA.
2. Ensure the LEAs provide serial numbers identified in annual inventory process for inclusion in the DLA Disposition Services property accounting system, for Aircraft, Watercraft, Tactical Vehicles and Weapons and other unique items, as required.
3. Send confirmation, to the State Coordinator, when the LEAs inventory is reconciled in the DLA Disposition Services LESO property accounting system. This will serve as the State's confirmation that LESO Program controlled property within his/her State has been reconciled in the accounting system of record.
4. The State may suspend/terminate an LEA, as a result of the LEAs failure to properly conduct and/or certify and submit certified inventories, according to the aforementioned requirements.

a. The LEA will complete inventories for their agency by January 31<sup>st</sup> of each year. The Fiscal Year (FY) is defined as October 1<sup>st</sup> through September 30<sup>th</sup> of each year. This provides the LEAs four months to physically inventory LESO Program property in their possession, and submit their certified inventories to their State Coordinators.

b. In addition to the certifying inventories, the State requires photographs for all Aircraft, Watercraft, Tactical Vehicles, NVGs and Weapons received through the LESO Program.

(1) The State requires front, side and data plate photos for Aircraft, Watercraft, Tactical Vehicles and other unique items as required that are received through the LESO Program.

(2) The State requires submission of serial number photos for each Aircraft, Watercraft, Tactical Vehicles, NVGs, Weapons and other unique items as required that are received through the LESO Program.

c. LEAs that fail to comply with the inventory by January 31<sup>st</sup> may be suspended/terminated from operations within the LESO Program. Further failure to

submit the inventory may result in a LEA termination.

d. Validate the accountability of all High Profile (Aircraft, Watercraft, Tactical Vehicles, NVGs and Weapons), High Awareness (Demilitarization required) property with each LEA following a domestic disaster within 60 days by having them conduct a physical inventory.

e. The LEA is aware that High Profile Commodities (Aircraft, Watercraft, Tactical Vehicles, NVGs and Weapons), High Awareness (Demilitarization required) property is subject to additional controls.

## **VI. PROGRAM COMPLIANCE REVIEWS**

A. The State of Ohio, in accordance with the DLA Disposition Services Memorandum of Agreement is subject to Biannual Program Compliance Reviews. This review includes Law Enforcement Agencies that have DLA LESO issued property in their possession. Law Enforcement Agencies that may be selected by the DLA LESO will be subject to a DLA LESO Property and documentation review. As a participant in the DLA LESO Program your Law Enforcement Agency may be subject to selection in these reviews. In addition to this requirement, the State will conduct annual internal 5% Program Compliance Reviews of LEAs participating in the LESO program in order to ensure accountability, program compliance and validate annual inventory submissions are accurate. Results of internal PCRs in terms of LEA non-compliance with terms and conditions of the LESO Program will be kept on-file at the State Coordinator's Office.

1. The State internal review will include, at minimum:

- (a) A review of each selected LEAs LESO Program files.
- (b) A review of the signed State Plan of Operation.
- (c) A review of the LEA application and screener(s) letter.
- (d) A physical inventory and/or approved custody card verification of LESO Program property at each selected LEA.
- (e) A review of property accountability procedures to include the following criteria;

- 1. The proper security and storage of assets. (Secure controlled area with limited access).
- 2. Asset tracking and sign out procedures in place for LESO assets.
- 3. Prior approval of any transfer of high visibility assets.
- 4. Reporting of all lost, missing or stolen assets.
- 5. Identification of all unused property\*\*

\*\*The State and/or LEA will bear all expenses related to the repossession, transfer or turn-in of LESO Program property to a different LEA or the nearest DLA Disposition Service site.

(f) A specific review of each selected LEAs files for the following: DD Form 1348-1A for each item currently on inventory, weapons documentation, transfer documents, turn-in documents, inventory adjustment documents, exception to policy letters (if any), approved cannibalization requests (if any) and other pertinent documentation as required.

## **VII. REPORTING REQUIREMENTS FOR LOST, MISSING, STOLEN, DAMAGED OR DESTROYED LESO PROGRAM PROPERTY**

A. All property missing, lost, stolen, damaged, or destroyed must be reported to the State and DLA Disposition Services LESO.

1. Excess DOD personal property with a Demilitarization Code of B, C, D, E, F, G and Q (with an Integrity Code of 3) must be reported to the State and DLA Disposition Services LESO within twenty-four (24) hours.
2. Excess DOD personal property with a Demilitarization Code of A or Q (with an Integrity Code of 6) must be reported to the State and DLA Disposition Services LESO within seven (7) days.
3. All reports are subject to the DLA Office of the Inspector General (OIG) inspection.

B. The DLA Disposition Services LESO may grant extensions to the reporting requirements listed above, on a case by case basis.

## **VIII. AIRCRAFT AND WEAPONS**

A. Aircraft (fixed wing and rotary wing), may be transferred to the LEA for its use in law enforcement activities. The State Plan of Operation must ensure that all LEAs and all subsequent users are aware of and agree to provide all required controls and documentation in accordance with applicable laws and regulations for these items.

Additionally, the following conditions apply:

Aircraft acquired *prior to* September 30, 1996, under the 1208 Program *were* considered "1208 Aircraft". Public Law 104-201, Section 1033 (b) (1) repealed all Section 1208. Therefore, all aircraft and/or aircraft parts are considered LESO Program aircraft and/or aircraft parts as of September 30, 1996. [As repealed by Pub. L. 104-201 Sec. 1033 (b) (1)]. Sale, trade or transfer of aircraft and/or aircraft parts (acquired prior to September 30, 1996) may be authorized by the DLA Disposition Services LESO, on a case by case basis. The DLA Disposition Services LESO reserves the right to approve or deny requests for sale, trade or transfer of all LESO Program aircraft and/or aircraft parts, regardless of when the aircraft was originally acquired.

B. Law Enforcement Agencies no longer requiring LESO Program weapons must request authorization to transfer or return weapons. Transfers and turn-ins of weapons must be approved by the State Coordinator and the DLA Disposition Services LESO. Weapons will not

physically move until the approval process is complete. Weapons that are issued must have a documented chain of custody, with the chain of custody including a signature of the receiving officer indicating that he/she has received the appropriate weapon(s) with the correct, specific serial number(s).

- C. The LEA certifies that no person who has been convicted of a misdemeanor crime of domestic violence will be allowed to possess, transport, or otherwise have access to any weapons transferred under this agreement in accordance with 18 U.S.C. § 922.
  
- D. Machine Guns defined by 26 USC§ 5845(b) and not in the possession of the US Government, or any agency thereof, must be registered with the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). Unregistered machine guns transferred by DOD to civilian law enforcement agencies may be lawfully registered by submitting an ATF Form 10, Application for Registration of Firearms Acquired by Certain Governmental Entities (located on ATF website). This is the responsibility of the LEA. All machine guns approved for transfer by the State Coordinator, in coordination with the DLA, and by the applicable US Military Item Manager are required to be properly transferred with the ATF by submitting an ATF Form 5 (located on ATF website). This is the responsibility of the transferring and receiving LEAs. All weapons are restricted for law enforcement use only. Requirements of this registration can be found in the Code of Federal Regulations at 27 CFR 179.101-105. It is unlawful for any person to receive or possess a firearm which is not registered to them in the National Firearms Registration and Transfer Record; or to transfer a firearm in violation of the provisions of 26 USC§ 5861.

## **IX. RECORDS MANAGEMENT**

A. State Coordinator and LEAs enrolled in the LESO Program, must maintain all records in accordance with the DLA Records Schedule. Records for property acquired through the LESO Program have retention controls based on the properties DEMIL codes. All documents concerning a property record must be retained.

1. Property records for items with DEMIL codes of A and Q (with a DEMIL Integrity code of 6) must be retained for two calendar years (CY) from approval date and then may be destroyed.
  
2. Property records for items with DEMIL codes of B, C, D, E, F, G and Q (with a DEMIL Integrity code of 3) must be retained for 5 years or for the life span of the property, whichever is longer.
  
3. Environmental Property records must be retained for fifty years, regardless of DEMIL code (Chemicals, Batteries, Hazardous Material/Hazardous Waste).
  
4. LESO Program files must be segregated from all other records.
  
5. All property records must be filed, retained, and destroyed in accordance with the DLA

Records Schedule. These records include, but are not limited to the following: DRMS Form 103, DD Form 1348-1A, requests for transfer, turn-in, or disposal, approved Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) Forms 10 and 5, Certificate of Aircraft Registration (AC Form 8050-3), Aircraft Registration Application (AC 8050-1) and any other pertinent documentation and/or records associated with the LESO Program.

## **X. PROPERTY ALLOCATION**

A. The State and LEA's shall:

1. Ensure LEAs submit appropriate justifications when requesting excess DOD property via the LESO Program, and will ensure LESO Program property will be used for law enforcement purposes only.
2. Access the DLA Disposition Services LESO Website on a weekly basis for timely and accurate guidance, information and links concerning the LESO Program and ensure that all relevant information is passed on to participating LEAs.
3. Encourage and assist the Law Enforcement Agencies in the use of electronic screening of property via the DLA Disposition Services Reutilization, Transfer and Donation (RTD) Web.
4. Upon receipt of a valid LEA request for property, submit requests that ensure fair and equitable distribution of property to the greatest extent possible based on current LEA inventory and LEA justification for property. Generally no more than one of any item per officer will be allocated.
5. Maintain access to the DLA Disposition Services RTD Website to approve/ disapprove transfers, turn-ins and disposal requests from an LEA or to generate these requests at the State level and forward all approvals to the DLA Disposition Services LESO for action.
6. Assist the LEAs with enrollment, property request, transfer, turn-in and disposal procedures.
7. Review property requests in the DLA Disposition Services RTD Website and property receipts and conduct monthly reconciliations of property records.
8. Access the DLA Disposition Services RTD Web at a minimum of once daily (Monday thru Friday) to process LEAs requests for excess DOD property.

## **XI. PROGRAM SUSPENSION & TERMINATION**

A. The LEA is required to abide by the terms and conditions of the State Plan of Operation in order to maintain active status.

B. The State and/or DLA LESO shall suspend or terminate an LEA:

1. Suspend LEAs in all situations relating to the suspected or actual abuse of LESO Program

property or requirements and/or repeated failure to meet the terms and conditions of the SPO. Suspension may lead to TERMINATION.

2. Suspend or terminate an LEA(s) and/or LEA POC(s) based upon their findings during internal program compliance reviews and/or spot checks at the State level.
3. Require the LEAs to complete and submit results regarding all completed police investigations and/or reports regarding lost, missing, stolen and/or damaged LESO Program property. The LEA must submit all documentation to the State and DLA Disposition Services LESO upon receipt.
4. Initiate corrective action to rectify suspensions and/or terminations placed upon the LEAs for failure to meet the terms and conditions of the LESO Program.
5. The State Coordinator will maintain contact (until resolved) with suspended LEA(s) within his/her State to ensure corrective actions are rectified by timeframe provided by the DLA Disposition Services LESO.
6. Provide documentation to the State and DLA Disposition Services LESO when actionable items are rectified by the LEA.
7. In the event of a LEA termination, the State Coordinator will make every attempt to transfer the LESO Program property of the terminated LEA to an authorized LEA, as applicable, prior to requesting a turn-in of the property to the nearest DLA Disposition Services Site.
8. In cases relating to an LEA termination, the LEA will have 60 days to complete the transfer or turn-in of all LESO Program property in their possession.
9. Request reinstatement via the State Coordinator or SPOC(s) to full participation status at the conclusion of a suspension period.
10. The DLA Disposition Services LESO Program Manager has final discretion on reinstatement requests. Reinstatement to full participation from a suspension and/or termination is not automatic.

## **XII. COSTS & FEES**

- A. All costs associated with the transportation, turn-in, transfer, repair, maintenance, insurance, disposal, repossession or other expenses related to property obtained through the LESO Program, is the sole responsibility of the LEA.

## **XIII. NOTICES**

- A. The State or DLA Disposition Services LESO, may, from time to time, propose modifications or amendments to the provisions of this SPO. In such cases, reasonable opportunity will, insofar as practicable, be afforded the State Coordinator or LEA to conform changes affecting their operations.

#### **XIV. ANTI-DISCRIMINATION**

A. By signing this SPO or accepting excess DOD personal property under this SPO, the State pledges that it and each LEA agrees to comply with applicable provisions of the following national policies prohibiting discrimination:

1. On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) as implemented by DOD regulations 32 CR Part 195.
2. On the basis of age, in the Age Discrimination Act of 1975 (42 USC 6101, et seq) as implemented by Department of Health and Human Services regulations in 45 CFR Part 90.
3. On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, as amended by the Rehabilitation Act Amendments of 1974, P.L. 93-516 (29 U.S.C. 794), as implemented by Department of Justice regulations in 28 CFR Part 41 and DOD regulations at 32 CFR Part 56.

B. These elements are considered the minimum essential ingredients for establishment of a satisfactory business agreement between the State and the LEA.

#### **XV. INDEMNIFICATION CLAUSE**

A. To the extent permitted by law, the State Coordinator/LEA shall indemnify and hold the U.S. Government harmless from any and all actions, claims, debts, demands, judgments, liabilities, cost, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of, or damage to property and injuries, illness or disabilities to, or death of any and all persons whatsoever, including members of the general public, or to the property of any legal or political entity including states, local and interstate bodies, in any manner caused by or contributed to by the State/LEA, its agents, servants, employees, or any person subject to its control while in, upon or about the sale site and/or the site on which the property is located, or while the property is in the possession of, used by, or subject to the control of the State/LEA, its agents, servants, or employees after the property has been removed from U.S. Government control. The State will maintain or assure that the LEA maintains adequate insurance to cover damages or injuries to persons or property relating to the use of the property. Self-insurance by the State/LEA is considered acceptable. The U.S. Government assumes no liability for damages or injuries to any person(s) or property arising from the use of the property.

#### **XVI. TERMINATION**

A. This State Plan of Operation may be terminated by either party, provided the other party receives thirty (30) days' notice, in writing, or as otherwise stipulated by Public Law.

B. The undersigned Chief Executive Official for the LEA hereby agrees to comply with all provisions set forth herein and acknowledges that any violation of the terms and conditions of this SPO may be grounds for immediate termination and possible legal consequences, to include pursuit of criminal prosecution if so warranted.

**XVII. IN WITNESS THEREOF**, the parties hereto have executed this agreement as of the last date written below.

R. Thomas Homan  
Type/Print Chief Executive Official Name

\_\_\_\_\_  
Chief Executive Official Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

Jeffrey S. Shadburn  
\_\_\_\_\_  
Type/Print State Coordinator

\_\_\_\_\_  
State Coordinator Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)

| Description                           | Category             | Condition         | Location                 | Acquired Date | Purchase Price |
|---------------------------------------|----------------------|-------------------|--------------------------|---------------|----------------|
| M16 Rifle                             | Weapons              | (2) Good          | Armory                   | 08-Apr-03     | \$30.00        |
| M16 Rifle                             | Weapons              | (2) Good          | Armory                   | 08-Apr-03     | \$30.00        |
| M16 Rifle                             | Weapons              | (2) Good          | Armory                   | 08-Apr-03     | \$30.00        |
| M16 Rifle                             | Weapons              | (2) Good          | Armory                   | 08-Apr-03     | \$30.00        |
| M16 Rifle                             | Weapons              | (2) Good          | Armory                   | 08-Apr-03     | \$30.00        |
| M16 Rifle                             | Weapons              | (2) Good          | Armory                   | 08-Apr-03     | \$30.00        |
| M16 Rifle                             | Weapons              | (2) Good          | Armory                   | 08-Apr-03     | \$30.00        |
| Server Rack                           | Computer Equipment   | (2) Good          | Server Room              | 03-Nov-05     | \$350.00       |
| Color Computer Projector              | Computer Equipment   | (6) Not Operation | Administration           | 21-Dec-05     | \$3,801.00     |
| HP Rack Switch                        | Networking Equipment | (2) Good          | Administration           | 21-Feb-06     | \$1,900.00     |
| Ammo Cans SML                         | Miscellaneous        | (2) Good          | Police Department        | 01-Mar-06     | \$120.00       |
| Ammo Cans LRG (15)                    | Miscellaneous        | (2) Good          | Police Department        | 01-Mar-06     | \$120.00       |
| Plotter HP Designj                    | Printers             | (2) Good          | Photo Lab                | 04-May-06     | \$1,000.00     |
| Laptop Panasonic T                    | Computer Equipment   | (2) Good          | IT                       | 04-May-06     | \$3,219.00     |
| Projector                             | Computer Equipment   | (2) Good          | School Resource Officers | 20-Feb-08     | \$1,079.50     |
| Flourescent Lights                    | Miscellaneous        | (1) Great         | Property Storage         | 27-Feb-08     | \$1,600.00     |
| Flourescent Lights                    | Miscellaneous        | (1) Great         | Property Storage         | 27-Feb-08     | \$1,800.00     |
| Aggitation Collars (4 each)           | Miscellaneous        | A1                | Police Department        | 01-Oct-08     | \$400.00       |
| Knee Pads (40 pr)                     | Miscellaneous        | A1                | Uniform Storage Room     | 15-Oct-08     | \$686.80       |
| Elbow Pads (10 pr)                    | Miscellaneous        | A1                | Uniform Storage Room     | 15-Oct-08     | \$110.07       |
| Rifleman Set (4 each)<br>Rifleman Set | Miscellaneous        | (3) Satisfactory  | Uniform Storage Room     | 05-Nov-08     | \$1,580.96     |
| Case, Night Vision S (10 each)        | Miscellaneous        | (1) Great         | Detective Office         | 05-Nov-08     | \$10,072.70    |
| Cabinet, File (3 each)                | Miscellaneous        | (1) Great         | Administration           | 26-Nov-08     | \$300.00       |
| Storage Cabinet (3 each)              | Miscellaneous        | (1) Great         | Armory                   | 30-Dec-08     | \$1,409.70     |
| Truck, Hand                           | Miscellaneous        | (2) Good          | Administration           | 07-Jan-09     | \$224.03       |
| LCD monitor                           | Monitor              | (2) Good          | Police Department        | 14-Jan-09     | \$449.00       |
| LCD monitor                           | Monitor              | (2) Good          | Police Department        | 14-Jan-09     | \$400.00       |

|                                             |                    |                   |                   |           |            |
|---------------------------------------------|--------------------|-------------------|-------------------|-----------|------------|
| CPCV Microscope (2 each)                    | Miscellaneous      | (3) Satisfactory  | Laboratory        | 27-Jan-09 | \$6,000.00 |
| Drill Blank Set                             | Tools              | (2) Good          | Armory/Range Shed | 27-Jan-09 | \$70.62    |
| Auto Fuel Tool Kit                          | Tools              | (3) Satisfactory  | Administration    | 04-Feb-09 | \$2,995.00 |
| Rack, storage, small arms                   | Miscellaneous      | (5) Poor          | Armory            | 13-Feb-09 | \$298.08   |
| Computer system digital                     | Computer Equipment | (6) Not Operation | Sergeant Office   | 27-Feb-09 | \$889.00   |
| Amplifier, stethoscope, electronic (3 each) | Miscellaneous      | (2) Good          | Detective Office  | 10-Jun-09 | \$3,229.86 |
| Bag, laptop computer (4 each)               | Miscellaneous      | (1) Great         | Administration    | 23-Jun-09 | \$172.00   |
| Rack, storage, small arms (3 each)          | Miscellaneous      | (2) Good          | Armory            | 23-Jun-09 | \$894.24   |
| Laptop computer docking station (14 each)   | Computer Equipment | (2) Good          | Police Department | 28-Jul-09 | \$700.00   |
| Keyboards (40 each)                         | Computer Equipment | (1) Great         | Police Department | 13-Aug-09 | \$1,200.00 |
| Case, Laptop Carrying (5 each)              | Miscellaneous      | (4) Bad           | Server Room       | 17-Sep-09 | \$625.00   |
| Tent                                        | Miscellaneous      | (1) Great         | Property Storage  | 17-Sep-09 | \$2,387.39 |
| CPCV Cabinet Flammable Storage              | Miscellaneous      | (3) Satisfactory  | Armory            | 17-Sep-09 | \$1,176.75 |
| Lockers (13 each)                           | Miscellaneous      | (1) Great         | Police Department | 17-Sep-09 | \$5,281.77 |
| Bulletin Board (2 each)                     | Miscellaneous      | (1) Great         | Detective Office  | 01-Oct-09 | \$109.14   |
| Pouch, Canteen (20 each)                    | Miscellaneous      | (1) Great         | Police Department | 08-Oct-09 | \$208.80   |
| Docking Station (14 each)                   | Computer Equipment | (1) Great         | Detective Office  | 08-Oct-09 | \$700.00   |
| Rubber Gloves for use in cruisers           | Miscellaneous      | (1) Great         | Administration    | 08-Oct-09 | \$509.00   |
| CPCV Flash Bang Pouch (30 each)             | Miscellaneous      | (1) Great         | Tactical Unit     | 22-Oct-09 | \$143.40   |
| CPCV Pouch Grenade                          | Miscellaneous      | (3) Satisfactory  | Tactical Unit     | 22-Oct-09 | \$20.40    |
| CPCV Bag LCS W/Ammo (6 each)                | Miscellaneous      | (2) Good          | Tactical Unit     | 22-Oct-09 | \$1,170.00 |
| Assault Pack (10 each)                      | Miscellaneous      | (2) Good          | Detective Office  | 13-Nov-09 | \$843.50   |
| Spectacles, Ballistic (20 each)             | Miscellaneous      | (1) Great         | Armory            | 19-Nov-09 | \$402.40   |
| Generator Set, Diesel                       | Miscellaneous      | (2) Good          | Property Storage  | 19-Nov-09 | \$6,459.00 |
| Eliptical Crosstrainer (2 each)             | Exercise Equipment | (3) Satisfactory  | Police Gym        | 19-Nov-09 | \$5,742.00 |
| Table, Work, Automotive (6 each)            | Tools              | (1) Great         | Police Garage     | 25-Nov-09 | \$3,284.16 |
| M-79 Grenade Launcher                       | Weapons            | (2) Good          | Armory            | 01-Dec-09 | \$8,000.00 |
| Chair, Sleeper Oxford (2 each)              | Miscellaneous      | (1) Great         | Administration    | 04-Dec-09 | \$3,972.30 |

|                                       |                      |                  |                   |           |             |
|---------------------------------------|----------------------|------------------|-------------------|-----------|-------------|
| Case, Display Trophy (5 each)         | Miscellaneous        | (2) Good         | Police Department | 04-Dec-09 | \$875.00    |
| Tool Kit, General Mechanics (2 each)  | Tools                | (2) Good         | Police Garage     | 10-Dec-09 | \$2,685.02  |
| Kit, Individual, KH                   | Miscellaneous        | (2) Good         | Tactical Unit     | 10-Dec-09 | \$1,717.39  |
| CPCV - Tools Assortment (2 pallets)   | Tools                | (2) Good         | Police Garage     | 17-Dec-09 | \$1.00      |
| CPCV Jet Parts Washer                 | Tools                | (2) Good         | Police Garage     | 30-Dec-09 | \$2,851.47  |
| Tool Set Common Number 1              | Tools                | (2) Good         | Police Garage     | 30-Dec-09 | \$15,234.58 |
| CPCV Bag, LCS (2 each)                | Miscellaneous        | (2) Good         | Armory            | 30-Dec-09 | \$390.00    |
| CPCV Pouch Double Magazine (100 each) | Miscellaneous        | (1) Great        | Patrol            | 30-Dec-09 | \$1,980.00  |
| CPCV Accessory Pouch (50 each)        | Miscellaneous        | (2) Good         | Patrol            | 30-Dec-09 | \$1,000.00  |
| CPCV Vest, Load Bearing (21 each)     | Miscellaneous        | (1) Great        | Patrol            | 30-Dec-09 | \$4,095.00  |
| CPCV Coat Rack                        | Miscellaneous        | (2) Good         | Detective Office  | 30-Dec-09 | \$45.11     |
| CPCV Tool Kit, General Mechanics      | Tools                | (3) Satisfactory | Mechanical Room   | 07-Jan-10 | \$300.00    |
| Dining Room Cloth Chairs (16 each)    | Miscellaneous        | (3) Satisfactory | Administration    | 07-Jan-10 | \$1,080.32  |
| Smart UPS                             | Computer Equipment   | (1) Great        | IT                | 07-Jan-10 | \$1,200.00  |
| CPCV Surge Protector (10 each)        | Networking Equipment | (1) Great        | IT                | 07-Jan-10 | \$1,230.00  |
| Multi Meter (2 each)                  | Tools                | (2) Good         | Police Garage     | 14-Jan-10 | \$1,115.82  |
| Multi Meter                           | Tools                | (1) Great        | Police Garage     | 14-Jan-10 | \$557.91    |
| Multi Meter                           | Tools                | (1) Great        | Police Garage     | 14-Jan-10 | \$298.70    |
| Stacking Frame, Pallet (30 each)      | Miscellaneous        | (2) Good         | Property Storage  | 28-Jan-10 | \$7,084.80  |
| Stair Step Exercise                   | Exercise Equipment   | (3) Satisfactory | Police Gym        | 05-Feb-10 | \$1,000.00  |
| Frame, Picture (3 Boxes)              | Miscellaneous        | (1) Great        | Police Department | 05-Feb-10 | \$159.93    |
| CPCV Hard Hat, Safety (10 each)       | Miscellaneous        | (1) Great        | Detective Office  | 11-Feb-10 | \$200.00    |
| Cabinet, Lateral (2 each)             | Miscellaneous        | (2) Good         | Administration    | 05-Mar-10 | \$400.00    |
| CPCV Tool Box (6 each)                | Tools                | (3) Satisfactory | Police Garage     | 05-Mar-10 | \$300.00    |
| Treadmill                             | Exercise Equipment   | (2) Good         | Police Gym        | 30-Apr-10 | \$50.00     |
| Sketch Set, Surveyors (6 Sets)        | Miscellaneous        | (1) Great        | Patrol            | 30-Apr-10 | \$3,892.45  |

|                                           |                    |                  |                      |           |             |
|-------------------------------------------|--------------------|------------------|----------------------|-----------|-------------|
| Pouch Human Remains (24 each)             | Miscellaneous      | (1) Great        | Fire Department      | 30-Apr-10 | \$480.00    |
| Frame, Picture (2 boxes)                  | Miscellaneous      | (1) Great        | Police Department    | 24-Jun-10 | \$163.60    |
| Boxing Gloves (6 sets)                    | Exercise Equipment | (2) Good         | Police Gym           | 15-Jul-10 | \$415.56    |
| Drawers, Cold Weather (20 pairs XXXL)     | Clothing           | (1) Great        | Patrol               | 15-Jul-10 | \$186.00    |
| Pack, Patrol, Molle (20 each)             | Miscellaneous      | (2) Good         | Patrol               | 25-Aug-10 | \$1,357.60  |
| Rubber Stripping (2 rolls)                | Miscellaneous      | (1) Great        | Armory               | 25-Aug-10 | \$42.06     |
| Field Table                               | Miscellaneous      | (5) Poor         | Armory               | 09-Sep-10 | \$13.00     |
| Assisted Chin and Dip Machine             | Exercise Equipment | (1) Great        | Police Gym           | 29-Sep-10 | \$2,400.00  |
| Wrench Set, Socket, Large                 | Tools              | (1) Great        | Police Garage        | 21-Oct-10 | \$2,261.55  |
| Rack Storage Small Arms, Pistol, (2 each) | Miscellaneous      | (2) Good         | Armory               | 29-Oct-10 | \$748.00    |
| Generator Set, Diesel                     | Tools              | (2) Good         | Police Garage        | 05-Nov-10 | \$1,325.00  |
| Generator Set, Diesel                     | Tools              | (2) Good         | Police Garage        | 05-Nov-10 | \$1,321.00  |
| Stairmaster 7000 PT                       | Exercise Equipment | (3) Satisfactory | Police Gym           | 05-Nov-10 | \$400.00    |
| Chair Rotary (2 each)                     | Miscellaneous      | (1) Great        | Administration       | 11-Nov-10 | \$376.28    |
| Fiber Scope                               | Miscellaneous      | (2) Good         | Detective Office     | 19-Nov-10 | \$13,437.00 |
| Case Rifle Browning                       | Weapons            | (3) Satisfactory | Tactical Unit        | 19-Nov-10 | \$130.00    |
| Gun Cleaning Vise                         | Tools              | (2) Good         | Armory               | 16-Dec-10 | \$50.00     |
| Generator (2 each)                        | Tools              | (1) Great        | Police Garage        | 21-Dec-10 | \$2,800.00  |
| Camel Backs (20 each)                     | Miscellaneous      | (1) Great        | Uniform Storage Room | 06-Jan-11 | \$458.40    |
| Life Cycle Recumbent                      | Exercise Equipment | (2) Good         | Police Gym           | 11-Feb-11 | \$1,803.00  |
| Spectacles set, Ballistic (15 each)       | Miscellaneous      | (1) Great        | Armory/Range Shed    | 02-Mar-11 | \$231.00    |
| Allen Wrench Screw Drivers                | Tools              | (1) Great        | Armory               | 14-Apr-11 | \$45.32     |
| PT Pants (10 pairs)                       | Clothing           | (1) Great        | Uniform Storage Room | 14-Apr-11 | \$299.00    |
| First Aid Kit Individual (25 each)        | Miscellaneous      | (2) Good         | Police Department    | 26-Apr-11 | \$635.25    |
| Aerobic Step Bench (6 each)               | Exercise Equipment | (1) Great        | Police Gym           | 05-May-11 | \$30.00     |
| Pneumatic Screw Driver (4 each)           | Tools              | (1) Great        | Police Garage        | 05-May-11 | \$1,196.00  |

|                                                                    |                      |                  |                      |  |           |             |
|--------------------------------------------------------------------|----------------------|------------------|----------------------|--|-----------|-------------|
| Server Rack Cable Management (5 each)                              | Networking Equipment | (2) Good         | IT                   |  | 05-May-11 | \$1,250.00  |
| Generator Set, Diesel (2 each)                                     | Miscellaneous        | (2) Good         | Police Garage        |  | 05-May-11 | \$10,524.00 |
| Generator Set, Diesel (2 each)                                     | Miscellaneous        | (2) Good         | Police Garage        |  | 05-May-11 | \$8,982.00  |
| Podium                                                             | Miscellaneous        | (1) Great        | Police Garage        |  | 13-May-11 | \$100.00    |
| Litter                                                             | Miscellaneous        | (3) Satisfactory | Armory/Range Shed    |  | 24-Jun-11 | \$150.00    |
| Linksys Routers (8 each)                                           | Networking Equipment | (1) Great        | IT                   |  | 24-Jun-11 | \$600.00    |
| Cargo Tie Downs (6 each)                                           | Tools                | (1) Great        | Police Garage        |  | 24-Jun-11 | \$950.00    |
| Tactical Rigger's Belts (7 each)                                   | Clothing             | (1) Great        | Tactical Unit        |  | 21-Jul-11 | \$199.99    |
| Mult port KVM Switch (2 each)                                      | Networking Equipment | (2) Good         | IT                   |  | 27-Jul-11 | \$539.98    |
| Server Rack, Half Height                                           | Networking Equipment | (1) Great        | Server Room          |  | 27-Jul-11 | \$1,000.00  |
| Monitors for use in server rack (2 each)                           | Networking Equipment | (2) Good         | IT                   |  | 27-Jul-11 | \$1,198.00  |
| Portable Air Compressor                                            | Tools                | (1) Great        | Police Garage        |  | 04-Aug-11 | \$2,349.00  |
| Padded mailing envelopes (1 box)                                   | Miscellaneous        | (1) Great        | Administration       |  | 05-Aug-11 | \$27.52     |
| Pouch, 12 round shotgun (10 each)                                  | Clothing             | (1) Great        | Uniform Storage Room |  | 16-Aug-11 | \$299.50    |
| Rifleman Sets (20 each)                                            | Miscellaneous        | (1) Great        | Uniform Storage Room |  | 16-Aug-11 | \$6,418.80  |
| Overalls, Cold Weather (5 each)                                    | Clothing             | (2) Good         | Armory/Range Shed    |  | 07-Sep-11 | \$212.40    |
| Jumpsuit, (5 each)                                                 | Clothing             | (2) Good         | Armory/Range Shed    |  | 07-Sep-11 | \$660.00    |
| Deployment bag, (6 each)                                           | Miscellaneous        | (3) Satisfactory | Armory               |  | 28-Oct-11 | \$719.28    |
| Large Black Plastic Storage containers (8 each)                    | Miscellaneous        | (2) Good         | Property Storage     |  | 28-Oct-11 | \$800.00    |
| Aimpoint M68 Reflex Sight (2 each) serial number 120322 and 121560 | Miscellaneous        | (2) Good         | Tactical Unit        |  | 02-Nov-11 | \$644.00    |
| Trunks, General Purpose, 20 each                                   | Clothing             | (1) Great        | Individual Issue     |  | 25-Jan-12 | \$146.00    |
| White Under Shifts XXXL                                            | Clothing             | (1) Great        | Individual Issue     |  | 25-Jan-12 | \$119.25    |
| Die Set, Rethreading                                               | Tools                | (1) Great        | Police Garage        |  | 25-Jan-12 | \$512.18    |
| Boot's Combat                                                      | Clothing             | (1) Great        | Individual Issue     |  | 25-Jan-12 | \$96.90     |
| Tire Mounter and Demounter                                         | Tools                | (1) Great        | Police Garage        |  | 02-Feb-12 | \$11,449.00 |
| Scarf, neckwear, 5 each                                            | Clothing             | (1) Great        | Individual Issue     |  | 15-Feb-12 | \$0.00      |
| Duffle Bag, 2 each                                                 | Miscellaneous        | (3) Satisfactory | Patrol               |  | 15-Feb-12 | \$0.00      |

|                                                         |                    |                  |                      |           |              |
|---------------------------------------------------------|--------------------|------------------|----------------------|-----------|--------------|
| Trouser, cold weather, 27 each                          | Clothing           | (2) Good         | Individual Issue     | 15-Feb-12 | \$1,969.38   |
| Jacket, Extreme Cold, 5 each                            | Clothing           | (2) Good         | Individual Issue     | 15-Feb-12 | \$470.75     |
| M16 Racks, 3 each                                       | Miscellaneous      | (4) Bad          | Armory               | 28-Feb-12 | \$1,374.90   |
| Aimpoint, 5 each                                        | Miscellaneous      | (5) Poor         | Administration       | 28-Feb-12 | \$1,610.00   |
| Frame for rifleman set, 5 each                          | Miscellaneous      | (2) Good         | Uniform Storage Room | 20-Mar-12 | \$0.00       |
| Tool Kit                                                | Tools              | (2) Good         | Parks and Recreation | 13-Apr-12 | \$9,909.00   |
| Saw, Circular Portable                                  | Tools              | (3) Satisfactory | Fire Department      | 20-Apr-12 | \$150.00     |
| Easy Chairs, 8 each                                     | Miscellaneous      | (2) Good         | Administration       | 20-Apr-12 | \$2,400.00   |
| Bowflex Machine                                         | Exercise Equipment | (2) Good         | Police Gym           | 20-Apr-12 | \$500.00     |
| Litters and Back boards, 1 Lot                          | Miscellaneous      | (2) Good         | Fire Department      | 20-Apr-12 | \$300.00     |
| Assault Packs, 10 each                                  | Miscellaneous      | (2) Good         | Individual Issue     | 20-Apr-12 | \$863.00     |
| Mosler File Safe                                        | Miscellaneous      | (2) Good         | Server Room          | 27-Apr-12 | \$2,189.00   |
| Internation MaxxPRO Plus                                | Vehicles           | (2) Good         | Police Garage        | 23-May-14 | \$689,000.00 |
| Chem Lights, 100 boxes of 10 each.                      | Miscellaneous      | (2) Good         | Administration       | 20-Jun-14 | \$1,150.00   |
| Tire inflation safety cage                              | Tools              | (3) Satisfactory | Police Garage        | 28-Aug-14 | \$934.00     |
| 6 Cases of 25 packs of 10 each flex cuffs.              | Miscellaneous      | (1) Great        | Police Department    | 17-Dec-14 | \$3,649.25   |
| 15 Ton Block and Tackle                                 | Tools              | (1) Great        | MRAP                 | 28-Aug-15 | \$1,533.04   |
| Estimated value of equipment obtained from 1033 program |                    |                  |                      |           | \$938,615.81 |



## FACT SHEET

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AGENDA ITEM NO: 13

DATE: 10/12/15

ORDINANCE NO: 15-105

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR THE ESTATES AT BRAUMILLER SECTION 6 CONSISTING OF 26 SINGLE-FAMILY LOTS ON 8.38 ACRES ZONED R-2 (ONE FAMILY RESIDENTIAL DISTRICT) WITH TEXT LIMITATIONS AND LOCATED ON WILLOW GROVE DRIVE AND TREELINE WAY.

**BACKGROUND:**

This is the sixth and final section of a 176 lot subdivision that was approved in 2006. Sections 1 thru 5 contained 150 lots while Section 6 would contain the remaining 26 lots. Access is gained through Section's 4 and 5 along Treeline Way and Willow Grove Drive respectively. A public street (Silver Brooke Lane) would stub to the 60 acre vacant parcel to the north which is located in the Township. The lots range in size from the minimum lot size of 10,048 square feet to 22,265 square feet with most of the lots in the 10,048-13,761 square foot range. In addition to the Residential Design Criteria and Performance Standards of Section 1171.08 of the Planning & Zoning Code, the Applicant must meet the design criteria requirements of the subject property rezoning (Ordinance 04-14). This Text requires architectural standards for front elevations consisting of a minimum 35 percent of natural materials (the natural materials are to include but are not limited to stone, brick, cedar, wood, stucco and stucco stone), minimum dwelling unit sizes for ranch (1,800 square feet) and two story (2,000 square feet) units, tree preservation areas and minimum lot sizes throughout the development.

In addition to the typical required street tree planting plan, a 3-4 foot high undulating mound with landscaping would be required adjacent to Glenn Parkway within the established 40 foot landscaping easement per the approved Preliminary Plat. All the landscape plans shall be approved by the Shade Tree Commission. There is not any parkland or open space proposed in Section 6 but there is a 3.524 acre neighborhood park located in the center of the subdivision (Section 4) which includes park amenities such as a bike path and playground equipment for children to be maintained by the Homeowners Association. The subject subdivision is located in the Delaware South New Community Authority and the Braumiller Residential Incentive (TIF) District. In addition, it is subject to a \$3,200 per dwelling unit Southeast Highlands sanitary sewer additional capacity fee and a \$1,000 transportation contribution for each single family lot to be collected with each building permit approval.

**REASON WHY LEGISLATION IS NEEDED:**

N/A

**COMMITTEE RECOMMENDATION:**

Planning Commission approved this case 7-0 on October 7, 2015.

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

David Efland, Planning and Community Development Director

**RECOMMENDATION:**

Staff recommends approval as submitted with the documented conditions.

**ATTACHMENT(S)**

Staff Report

ORDINANCE NO. 15-105

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR THE ESTATES AT BRAUMILLER SECTION 6 CONSISTING OF 26 SINGLE-FAMILY LOTS ON 8.38 ACRES ZONED R-2 (ONE FAMILY RESIDENTIAL DISTRICT) WITH TEXT LIMITATIONS AND LOCATED ON WILLOW GROVE DRIVE AND TREELINE WAY.

WHEREAS, the Planning Commission at its meeting of October 7, 2015 recommended approval of a Final Subdivision Plat for The Estates at Braumiller Section 6 consisting of 26 single-family lots on 8.38 acres zoned R-2 (One Family Residential District) with text limitations and located on Willow Grove Drive and Treeline Way (2015-1792), and

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

SECTION 1. That the Final Subdivision Plat for The Estates at Braumiller Section 6 consisting of 26 single-family lots on 8.38 acres zoned R-2 (One Family Residential District) with text limitations and located on Willow Grove Drive and Treeline Way is hereby confirmed, approved, and accepted with the following conditions:

1. The Applicant needs to obtain final engineering approvals, including any stormwater and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The home elevations shall achieve compliance with Section 1171 Residential Design Criteria and Performance Standards and City Council Ordinance 04-14 (rezoning of property).
3. The street tree plan shall be reviewed and approved by the Shade Tree Commission.
4. A 3-4 foot high undulating mound with landscaping shall be installed along Glenn Parkway per the approved Preliminary Plat and upon staff approval and prior to approval of building permits in Section 6.
5. The lighting plan shall be submitted, reviewed and approved by the Chief Building Official.
6. A condition on the plat shall identify this section as being located in the Delaware South New Community Authority and the Braumiller Residential Incentive (TIF) District.
7. The Southeast Highlands sanitary sewer additional capacity fee per dwelling unit shall be paid at the effective rate when each building permit is issued.

8. A condition on the plat shall identify this section as requiring that a \$1,000 transportation contribution for each single family lot shall be paid at the effective rate when each building permit is issued per the approved Preliminary Plat.

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.

VOTE ON RULE SUSPENSION:

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2015

YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

ATTEST:

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR

CASE NUMBERS: 2015-1792

REQUEST: Final Subdivision Plat

PROJECT: The Estates at Braumiller – Section 6

MEETING DATE: October 7, 2015

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**APPLICANT/OWNER**

Hockaden & Associates  
883 North Cassady Avenue  
Columbus, Ohio 43219

Rockford Homes  
999 Polaris Parkway, Suite 200  
Columbus, Ohio 4324

**REQUEST**

2015-1792: A request by Rockford Homes for approval of a Final Subdivision Plat for the The Estates at Braumiller Section 6 consisting of 26 single-family lots on 8.38 acres zoned R-2 (One Family Residential District) with text limitations and located on Willow Grove Drive and Treeline Way.

**PROPERTY LOCATION & DESCRIPTION**

The property is located on the northeastern portion of the subdivision along Willow Grove Drive and Treeline Way. The subject property is zoned R-2 (One-Family Residential District) with text limitations. The zoning to the south is the same while the properties to the north, east and west are located in the Township and are zoned residentially. This section of the site is former farmland which is flat and open without any trees.

**BACKGROUND**

This is the sixth and final section of a 176 lot subdivision that was approved in 2006. Sections 1 thru 5 contained 150 lots while Section 6 would contain the remaining 26 lots. Overall, the plat is consistent with the approved Preliminary Development Plan and Preliminary Subdivision Plat and the text limitations with the approved rezoning in 2006.

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**STAFF ANALYSIS**

- **LAND USE:** The proposed development is to be located in an area that is entirely residential in use and character. The Comprehensive Plan recommends a land use of Moderate Density Single-Family (3.25 – 4.75 du/ac) for the subject site. At 2.54 du/ac, the proposed density for the entire development is less than recommended and consistent with other recommendations of the Comprehensive Plan.
- **GENERAL ENGINEERING:** The Applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS, TRAFFIC & ACCESS:** Access is gained through Section's 4 and 5 along Treeline Way and Willow Grove Drive respectively. A public street (Silver Brooke Lane) would stub to the 60 acre vacant parcel to the north which is located in the Township. All roads and utilities are shown to extend to the ends of lots being developed as a result of this plat as well as the property lines of the overall development.
- **LOT SIZE:** The lots range in size from the minimum lot size of 10,048 square feet to 22,265 square feet with most of the lots in the 10,048-13,761 square foot range. In addition, the minimum lot width is 70 feet and the minimum lot depth is 140 feet. In conclusion, the proposed lot dimensions/sizes are in accordance with the previously approved rezoning with text limitations and consistent with lots already developed within the subdivision.
- **DESIGN:** In addition to the Residential Design Criteria and Performance Standards of Section 1171.08 of the Planning & Zoning Code, the Applicant must meet the design criteria requirements of the subject property rezoning (Ordinance 04-14). This Text requires architectural standards for front elevations consisting of a minimum 35 percent of natural materials (the natural materials are to include but are not limited to stone, brick, cedar, wood, stucco and stucco stone), minimum dwelling unit sizes for ranch (1,800 square feet) and two story (2,000 square feet) units, tree preservation areas and minimum lot sizes throughout the development.
- **LIGHTING PLAN:** A lighting plan needs to be submitted, reviewed and approved by the Chief Building Official.

- **LANDSCAPE PLAN:** A street tree planting plan is required to be submitted, reviewed and approved by the Shade Tree Commission. In addition, a 3-4 foot high undulating mound with landscaping would be required adjacent to Glenn Parkway within the established 40 foot landscaping easement per the approved Preliminary Plat (see attached). The landscape plan along Glenn Parkway shall be approved by the City and would be required to be maintained by the Homeowners Association. It is imperative that the Applicant coordinate the landscaping plan with the engineering site development plan so that required landscaping does not impede visibility at intersections or of any traffic control signs.
- **PARKS/OPEN SPACE:** There is not any parkland or open space proposed in Section 6 but there is a 3.524 acre neighborhood park located in the center of the subdivision (Section 4) which includes park amenities such as a bike path and playground equipment for children to be maintained by the Homeowners Association.
- **MISC:** The subject subdivision is located in the Delaware South New Community Authority and the Braumiller Residential Incentive (TIF) District. In addition, it is subject to a \$3,200 per dwelling unit Southeast Highlands sanitary sewer additional capacity fee and a \$1,000 transportation contribution for each single family lot to be collected with each building permit approval.

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**STAFF RECOMMENDATION – FINAL SUBDIVISION PLAT (2015-1792)**

Staff recommends approval of a request by Rockford Homes of a Final Subdivision Plat for the The Estates at Braumiller Section 6 consisting of 26 single-family lots on 8.38 acres zone R-2 (One Family Residential District) with text limitations and located on Willow Grove Drive and Treeline Way, with the following conditions that:

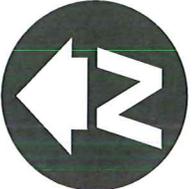
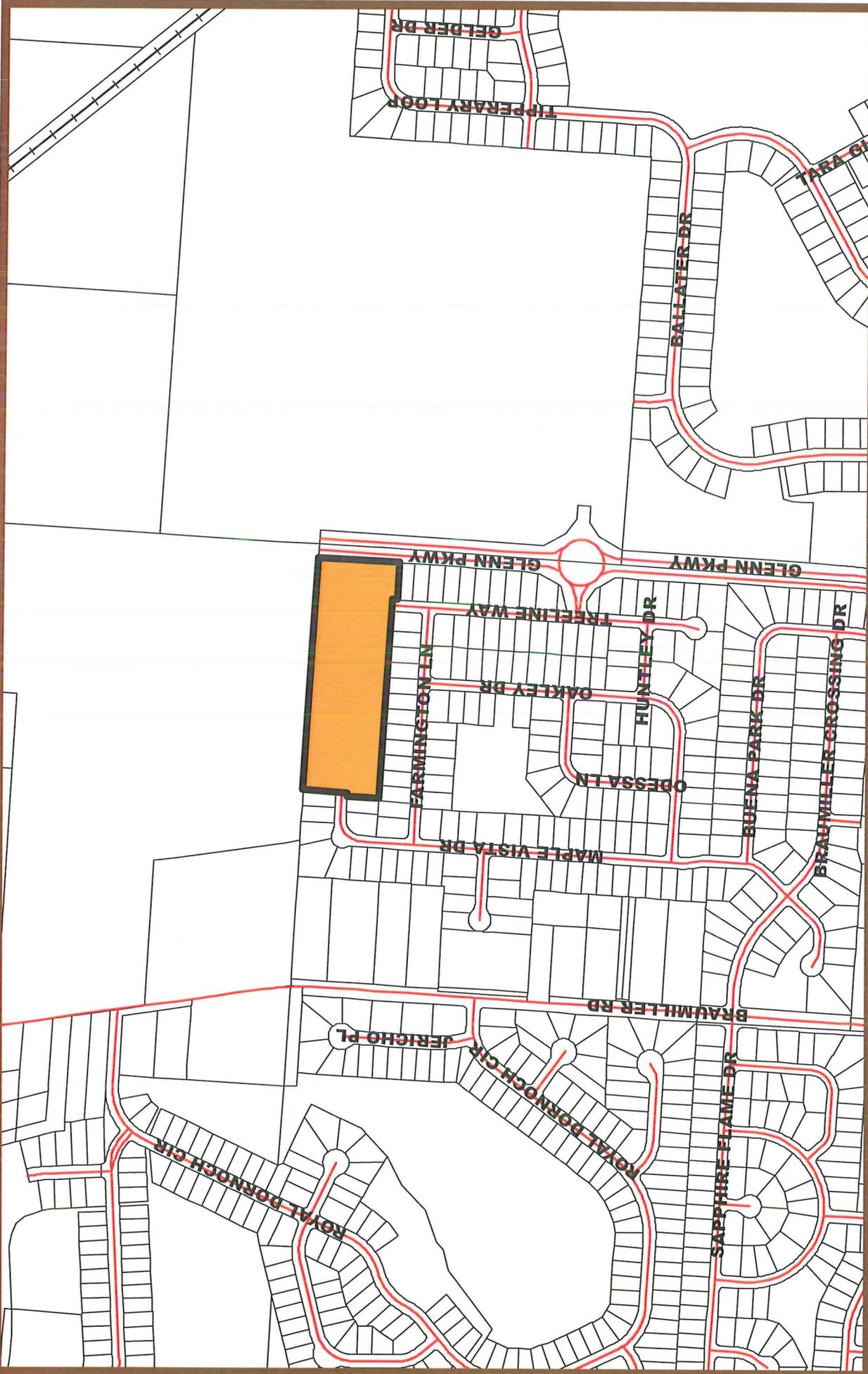
1. The Applicant needs to obtain final engineering approvals, including any stormwater and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The home elevations shall achieve compliance with Section 1171 Residential Design Criteria and Performance Standards and City Council Ordinance 04-14 (rezoning of property).
3. The street tree plan shall be reviewed and approved by the Shade Tree Commission.
4. A 3-4 foot high undulating mound with landscaping shall be installed along Glenn Parkway per the approved Preliminary Plat and upon staff approval and prior to approval of building permits in Section 6.
5. The lighting plan shall be submitted, reviewed and approved by the Chief Building Official.
6. A condition on the plat shall identify this section as being located in the Delaware South New Community Authority and the Braumiller Residential Incentive (TIF) District.
7. The Southeast Highlands sanitary sewer additional capacity fee per dwelling unit shall be paid at the effective rate when each building permit is issued.
8. A condition on the plat shall identify this section as requiring that a \$1,000 transportation contribution for each single family lot shall be paid at the effective rate when each building permit is issued per the approved Preliminary Plat.

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**CONCLUSIONS**

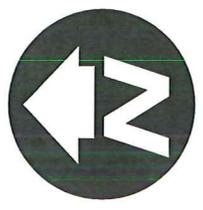
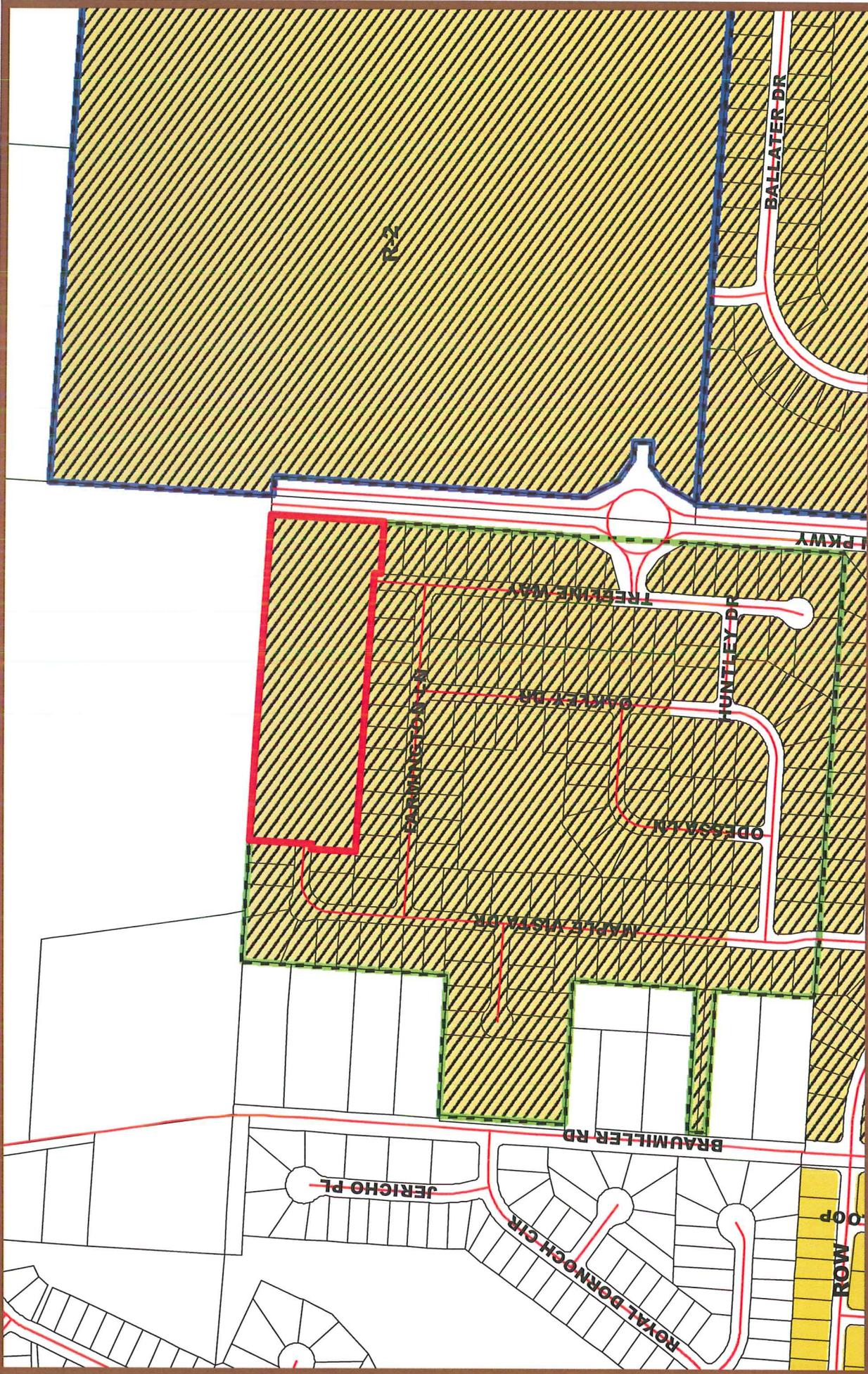
- The proposal is consistent with the Land Use element of the Comprehensive Plan.
- The proposal meets all applicable Code requirements, with fulfillment of the approval conditions.





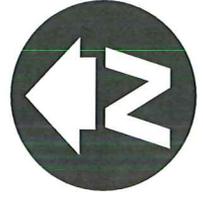
2015-1792  
 Final Subdivision Plat  
 The Estates at Braumiller - Section 6  
 Location Map





2015-1792  
 Final Subdivision Plat  
 The Estates at Braumiller - Section 6  
 Zoning Map





2015-1792  
 Final Subdivision Plat  
 The Estates at Braumiller - Section 6  
 Aerial (2013)





CITY OF DELAWARE, OHIO  
 PLANNING & COMMUNITY DEVELOPMENT  
 MASTER APPLICATION FORM



Project # \_\_\_\_\_

Case # 2015-1792

Planning Commission

- |                                                                        |                                                            |                                                                           |
|------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Amended Final Development Plan                | <input type="checkbox"/> Final Development Plan Extension  | <input type="checkbox"/> Substitution of a Non-Conforming Use             |
| <input type="checkbox"/> Amended Final Subdivision Plat                | <input checked="" type="checkbox"/> Final Subdivision Plat | <input type="checkbox"/> Vacation-Alley                                   |
| <input type="checkbox"/> Amended Preliminary Development Plan          | <input type="checkbox"/> Final Subdivision Plat Extension  | <input type="checkbox"/> Vacation-Easement                                |
| <input type="checkbox"/> Amended Preliminary Subdivision Plat          | <input type="checkbox"/> Floodplain Permit                 | <input type="checkbox"/> Vacation-Street                                  |
| <input type="checkbox"/> Annexation Review                             | <input type="checkbox"/> Lot Split                         | <b>Board of Zoning Appeals</b>                                            |
| <input type="checkbox"/> Combined Preliminary & Final Development Plan | <input type="checkbox"/> Pre-annexation Agreement          | <input type="checkbox"/> Appeal Administrative Decision or Interpretation |
| <input type="checkbox"/> Comprehensive Plan Amendment                  | <input type="checkbox"/> Preliminary Development Plan      | <input type="checkbox"/> Conditional Use Permit                           |
| <input type="checkbox"/> Concept Plan                                  | <input type="checkbox"/> Preliminary Dev Plan Extension    | <input type="checkbox"/> Substitution of Equal or Less Non-Conforming Use |
| <input type="checkbox"/> Conditional Use Permit                        | <input type="checkbox"/> Preliminary Sub Plat              | <input type="checkbox"/> Variance                                         |
| <input type="checkbox"/> Determination of Similar Use                  | <input type="checkbox"/> Preliminary Sub Plat Extension    |                                                                           |
| <input type="checkbox"/> Development Plan Exemption                    | <input type="checkbox"/> Rezoning                          |                                                                           |
| <input type="checkbox"/> Final Development Plan                        | <input type="checkbox"/> Subdivision Variance              |                                                                           |

Subdivision/Project Name Estates at Braumiller, Section 6 Address Braumiller Road  
 Acreage 8.38 Square Footage \_\_\_\_\_ Number of Lots 26 Number of Units \_\_\_\_\_  
 Zoning District/Land Use RZ Proposed Zoning/Land Use \_\_\_\_\_ Parcel # 41941001005000

Applicant Name Rockford Homes, Inc. Contact Person Carcy Theuerkauf  
 Applicant Address 999 Polaris Parkway Columbus OH 43240  
 Phone 614-785-0015 Fax 614-785-9181 E-mail CTheuerkauf@rockfordhomes.net

Owner Name same as above Contact Person \_\_\_\_\_  
 Owner Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Engineer/Architect/Attorney Hockaden & Associates Contact Person Kurt Ziessler  
 Address 883 N. Cassady Avenue Columbus OH 43219  
 Phone 614-252-0993 Fax 614-252-0444 E-mail KZiessler@hockaden.com

The undersigned, do hereby verify the truth and correctness of all facts and information presented with this application and authorize field inspections by City Staff.

\_\_\_\_\_  
 Owner Signature DENALD R WALK  
 Owner Printed Name

\_\_\_\_\_  
 Agent Signature Agent Printed Name

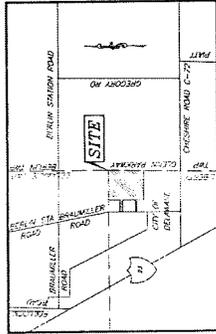
Sworn to before me and subscribed in my presence this 19th day of August, 2015



KIMBERLY J. WILCHECK  
 NOTARY PUBLIC  
 STATE OF OHIO  
 My Commission Expires  
 December 5, 2017

Kimberly J. Wilcheck  
 Notary Public

# THE ESTATES AT BRAUMILLER SECTION SIX



PG CASE NO. 03-024 APPROVED BY THE PLANNING COMMISSION ON NOVEMBER 12, 2003

APPROVED AND ACCEPTED THIS DAY OF \_\_\_\_\_ 2003 BY ORDINANCE \_\_\_\_\_ OF THE CITY COUNCIL OF THE CITY OF DELAWARE, OHIO

| NAME                                                         | DATE |
|--------------------------------------------------------------|------|
| MOBILE KOLBE, AGENY CITY CLERK                               |      |
| R. THOMAS (DUMAN, CITY MANAGER                               |      |
| DONALD H. WOOD, PLANNING & COMMUNITY DEVELOPMENT DIRECTOR    |      |
| WILLIAM L. TENDRON, P.E. PUBLIC WORKS DIRECTOR/CITY ENGINEER |      |
| TRAD STANTON, UTILITIES DIRECTOR                             |      |

### LOCATION MAP

**NOTE - A - MINUTE DISTRICTS:**  
SECTION SIX IS LOCATED IN THE 1-1-1 DISTRICT OF THE CITY OF DELAWARE, OHIO. THE DISTRICT IS BOUNDARIED BY THE CITY OF DELAWARE, OHIO TO THE WEST AND SOUTH, AND THE CITY OF DELAWARE, OHIO TO THE EAST AND NORTH.

**APPROVED BY:**  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_

**NOTE - B - PLANNING & COMMUNITY DEVELOPMENT DIRECTOR:**  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_

**NOTE - C - PUBLIC WORKS DIRECTOR/CITY ENGINEER:**  
DATE: \_\_\_\_\_  
BY: \_\_\_\_\_

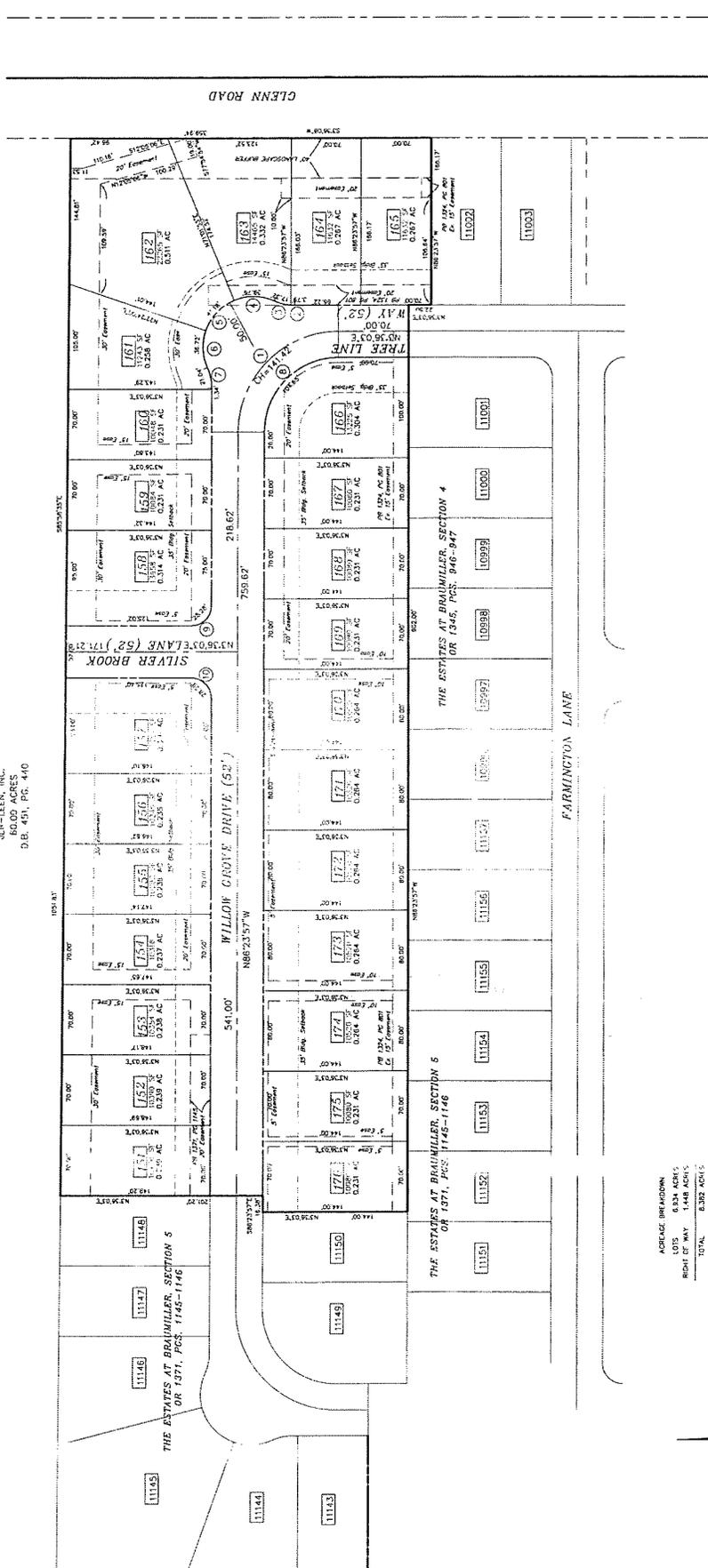
STATE OF OHIO SS  
BEFORE ME, a Notary Public in and for the State of Ohio, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.  
GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_\_ day of \_\_\_\_\_, 2003.  
NOTARY PUBLIC, STATE OF OHIO

PREPARED BY:  
HOCKADAY, A.D. ASSOCIATES, INC.  
CORPORATE ENGINEERS AND ARCHITECTS  
1000 W. 12TH STREET, SUITE 200  
COLUMBUS, OHIO 43260



BY: FRANK C. LOHR - PROFESSIONAL ENGINEER NO. 8187

GER-LEEN, INC.  
80.00 ACRES  
D.B. 431, PG. 440



**GENERAL NOTES**

1. All survey data and notes, to the American National Standards Institute (ANSI) standard.
2. Confirm locations of all utilities and easements prior to construction.
3. The location and the amount of construction shall be approved by the State Tree Commission prior to construction.
4. Contractor shall be responsible for all costs of construction.
5. Contractor shall be responsible for all costs of construction.
6. Contractor shall be responsible for all costs of construction.
7. Contractor shall be responsible for all costs of construction.

**REPLACEMENT TREES**

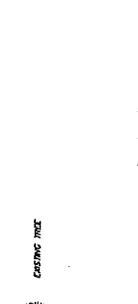
- Lightly trees that are removed shall be replaced in accordance with the following:
- 1. Each tree removed shall be replaced by a tree of the same or greater size and species.
  - 2. Each tree removed shall be replaced by a tree of the same or greater size and species.
  - 3. Each tree removed shall be replaced by a tree of the same or greater size and species.

**PLANTING SPECIES**

1. Trees shall be selected in accordance with the City of Delaware Tree Code.
  2. One tree shall be provided for every 100 sq. ft. of planting area.
  3. Trees are to be planted within the right-of-way.
  4. Each tree of the tree of association shall have a minimum diameter of 1.5 inches at 4.5 feet above the ground.
  5. Intersections shall be planted with a minimum of 10 trees per intersection.
- (NOTE: Street tree symbols not shown on plan)

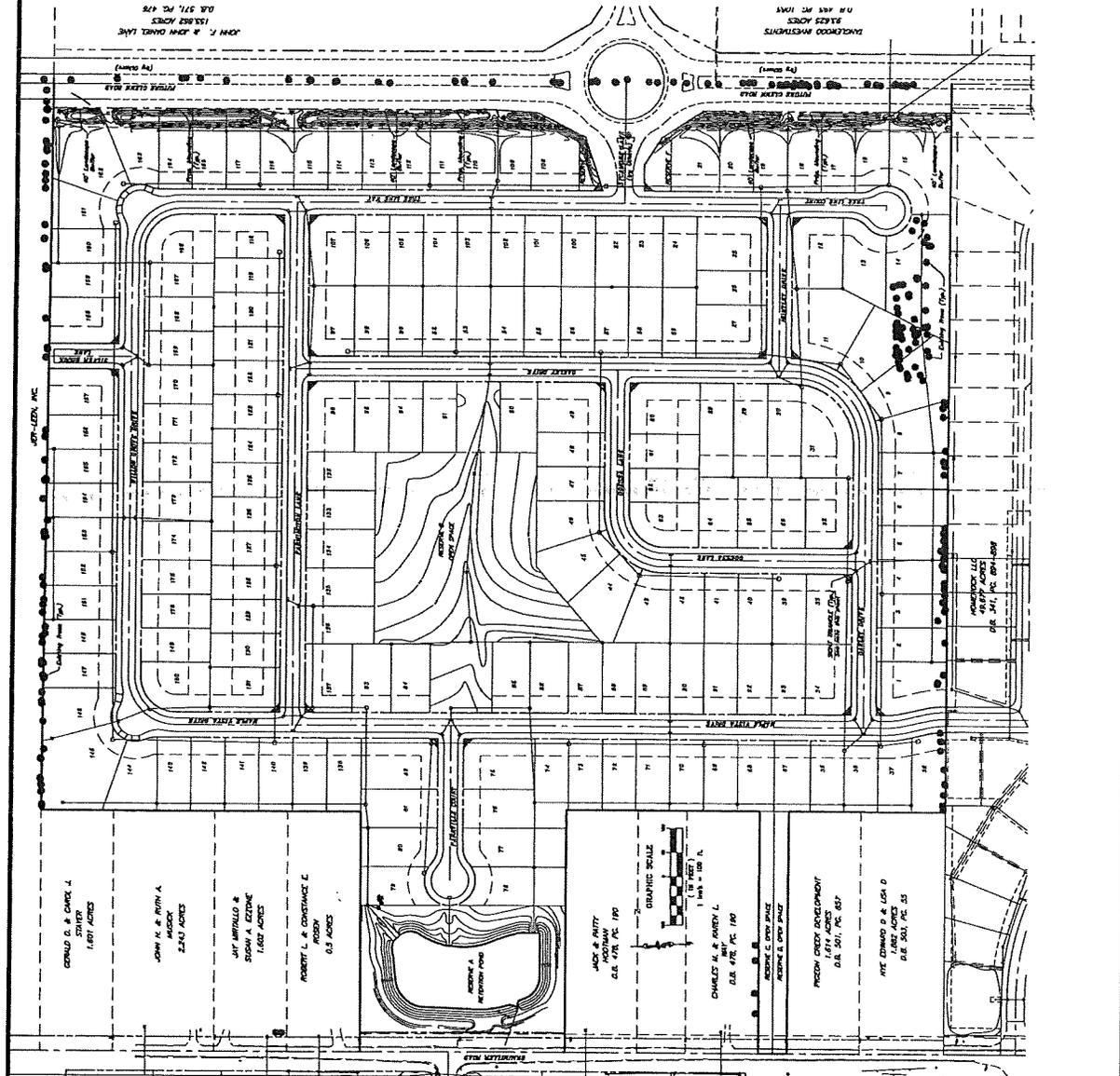
**LEGEND**

- PROPOSED DECIDUOUS TREE (1-1/2" dbh. Caliper at time of planting) Quantity: 84
- PROPOSED CONIFEROUS TREE (3-1/2" dbh. at time of planting) Quantity: 78
- EXISTING TREE



NOTE: No street trees are to be planted in the City of Delaware.

CITY OF DELAWARE LANDSCAPE ARCHITECTURE AND PLANNING  
**LANDSCAPE PLAN**  
**FOR**  
**THE ESTATES AT BRADHILLER**  
**SECTIONS 1, 2 & 3**  
**PROPOSED FOUNDING & TREE LOCATION**  
**A**  
 ARCHITECTURE AND ASSOCIATES, INC.  
 1000 MARKET STREET, SUITE 200  
 WILMINGTON, DE 19801  
 TEL: 302-441-1111  
 FAX: 302-441-1112





## FACT SHEET

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AGENDA ITEM NO: 14

DATE: 10/12/15

ORDINANCE NO: 15-106

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR SPEEDWAY FOR AN APPROXIMATE 4,608 SQUARE FOOT GAS STATION AND CONVENIENCE STORE ON APPROXIMATELY 12.912 ACRES LOCATED ON THE NORTHWEST CORNER OF US 23 NORTH AND HILLS MILLER ROAD ON PROPERTY ZONED B-4 (GENERAL BUSINESS DISTRICT).

**BACKGROUND:**

Speedway purchased the 12.912 acre parcel in May 2014 with the intent to construct an approximate 4,608 square foot gas station and convenience store. This parcel was annexed into the City in 1968 along with approximately 222 acres of ground, some of which would become the Oakhurst Subdivision. The subject property is zoned B-4 (General Business District) and the proposed gas station and convenience store is a permitted use. The owner would only develop approximately 4.8 acres of the property while the remaining approximate 8 acres would remain undeveloped with 3 acres being dedicated as a permanent conservation easement.

The site would be accessed by a right-in/right out curb cut on US 23 while a full movement curb cut would be located on Hills Miller Road with required roadway improvements by ODOT. The gas station would have 7 fueling bays for passenger vehicles and 4 separate diesel fueling bays which could accommodate large vehicles such as semi-trucks along with a convenience store. The rectangular building would be oriented towards US 23 North with

the vehicular fueling canopy located between the building and US 23 North. The elevations would be comprised mainly of red structural brick with a limestone wainscoting with a typical aluminum storefront door and windows with an asphalt shingled pitched roof. There would be four dormer windows on the front elevation for aesthetic purposes. In addition, both fuel canopies would have a mansard roof with a beige sign band supported by limestone columns. The Applicant has voluntarily proposed a three acre permanent conservation easement on the northern portion of the site with approximately 2,531 caliper inches of qualifying major trees (any tree over 6 caliper inches) contained within the conservation easement. The proposed development is primarily placed over open and previously disturbed ground but would remove 1,272.2 caliper inches of trees while replacing 214 caliper inches of trees for a net of 1,058.2 caliper inches of trees being removed. Overall then, approximately two-thirds of the major trees on the site will be permanently preserved. However, a payment in lieu of replacement of the removed trees is preliminarily calculated at \$105,820 (1058.2 x \$100) and shall be made by the applicant to achieve compliance with Chapter 1168 Tree Preservation Regulations. The development achieves compliance with the street, front yard, parking lot and perimeter landscaping. In addition, 3.5 feet high limestone piers with concrete cap stones approximately 30 feet on center along US 23 North would be installed to supplement the landscaping and continue the theme that currently exists along US 23 to be consistent with the other recently approved developments in the corridor. Additionally, a stone monolith would be installed. The owner is proposing vehicular fuel canopy and ground signage that would have to achieve compliance with the zoning code. Furthermore, a comprehensive lighting plan for the site and building would be required to be submitted prior to Final Development Plan approval. Finally, Speedway plans to initiate construction in the Spring of 2016 with a 5-6 month timeline for completion.

**REASON WHY LEGISLATION IS NEEDED:**

N/A

**COMMITTEE RECOMMENDATION:**

Planning Commission approved this case 7-0 on October 7, 2015.

**FISCAL IMPACT(S):**

N/A

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

David Efland, Planning and Community Development Director

**RECOMMENDATION:**

Staff recommends approval as submitted with the documented conditions.

**ATTACHMENT(S)**

Staff Report

ORDINANCE NO. 15-106

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR SPEEDWAY FOR AN APPROXIMATE 4,608 SQUARE FOOT GAS STATION AND CONVENIENCE STORE ON APPROXIMATELY 12.912 ACRES LOCATED ON THE NORTHWEST CORNER OF US 23 NORTH AND HILLS MILLER ROAD ON PROPERTY ZONED B-4 (GENERAL BUSINESS DISTRICT).

WHEREAS, the Planning Commission at its meeting of October 7, 2015, recommended approval of a Preliminary Development Plan for Speedway for an approximate 4,608 square foot Gas Station and Convenience Store on approximately 12.912 acres located on the northwest corner of US 23 North and Hills Miller Road on property zoned B-4 (General Business District) (PC 2015-1792), and

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

SECTION 1. That the Preliminary Development Plan for Speedway for an approximate 4,608 square foot Gas Station and Convenience Store on approximately 12.912 acres located on the northwest corner of US 23 North and Hills Miller Road on property zoned B-4 (General Business District), is hereby confirmed, approved, and accepted with the following conditions:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. The applicant shall be responsible for any roadway improvements and/or financial obligations of the traffic impact study per ODOT and the City Engineer. The roadway improvements shall be completed prior to the final occupancy permit.
3. The private access road easement agreement to the property to the north shall be executed and recorded at the County by the subject property owner prior to issuance of any building permits.
4. As submitted by the Applicant, no overnight semi-truck parking shall be permitted within the subject development and the applicant shall be responsible for ensuring compliance of such.

5. The dumpster shall be screened from public view by a wall constructed of similar building materials that match the new building with wood doors painted or stained to match or compliment the overall building.
6. According to the preliminary tree replacement schedule, the City shall receive a payment in lieu of replacement for the proposed removal of trees which will not be replanted on site of \$105,820 (preliminarily) to achieve compliance with Chapter 1168 Tree Preservation Requirements.
7. The appropriate number of street and front yard trees shall be installed outside of the existing waterline easement per the zoning code.
8. Limestone piers approximately 3.5 feet high with a concrete cap and approximately 30 feet on center along US 23 North shall be installed to supplement the landscaping, continue this theme along US 23, and comply with the Gateway & Corridor Plan.
9. The approximately 3 acre conservation easement on the northern and western portions of the property shall be executed and recorded at the County by the subject owner prior to issuance of any building permits.
10. The Shade Tree Commission shall review and approve all landscape plans.
11. All building and fuel canopy appurtenances (coping, downspouts, etc.) shall be painted to match the adjacent building material color.
12. All roof top mechanical equipment shall be completely screened from public view.
13. The Applicant shall submit all building and fuel canopy elevations along with material and color samples for all building materials for staff review and approval after approval (if achieved) of any Final Development Plan and prior to any building permit issuance.
14. A lighting plan that achieves compliance with the zoning code shall be submitted, reviewed and approved by the Chief Building Official during the Final Development Plan approval process. All lights shall be fully recessed and cut off, any poles shall be black, and any pole mounted fixture heads shall be at least an upgraded shoe box variety.
15. The signs on the fuel canopy shall be flush mounted or inset to achieve a flush mounted appearance.
16. The ground signs shall be flush mounted to the stone cap base.
17. The Hills Miller Rd. Ground sign shall be the same size and design as the recently constructed Speedway at Troy and Central Ave.
18. The outdoor merchandise (ice box, propane tanks, etc.) shall be located on the north side of the building.
19. The outdoor merchandise shall be limited per any Final Development Plan to designated and limited areas. No movie boxes, ATM machines, etc., shall be allowed outside the building.
20. No commercial, truck trailer, campers, or motor home traffic shall be allowed on the property for over one hour.

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.

VOTE ON RULE SUSPENSION:

YEAS\_\_\_NAYS\_\_\_  
ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2015

YEAS\_\_\_NAYS\_\_\_  
ABSTAIN \_\_\_

ATTEST: \_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR



## PLANNING COMMISSION/STAFF REPORT

**CASE NUMBER:** 2015-1511

**REQUEST:** Preliminary Development Plan

**PROJECT:** Speedway US 23 North

**MEETING DATE:** September 2, 2015

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### APPLICANT/OWNER

Speedway LLC  
500 Speedway Drive  
Enon, Ohio 453235

### REQUEST

2015-1511: A request by Speedway LLC for approval of a Preliminary Development Plan for an approximate 4,608 square foot Speedway Gas Station and Convenience Store on approximately 12.912 acres located on the northwest corner of US 23 North and Hills Miller Road on property zoned B-4 (General Business District).

### PROPERTY LOCATION & DESCRIPTION

The property is located at the northwest corner of US 23 North and Hills Miller Road which is currently a vacant site. The subject property is zoned B-4 (General Business District). The property to the north is zoned B-3 (Community Business District), the properties to the south are zoned B-4 and R-6 (Multi-Family Residential District) and the property to the west is zoned R-6. The properties to the east across US 23 North are in the Township.

### BACKGROUND

Speedway purchased the 12.912 acre parcel in May 2014 with the intent to construct an approximate 4,608 square foot gas station and convenience store. This parcel was annexed into the city in 1968 along with approximately 222 acres of ground, some of which would become the Oakhurst Subdivision. The subject development would only develop approximately 4.8 acres of the property while the remaining approximate 8 acres would remain undeveloped with 3 acres being dedicated as a permanent conservation easement. The site would be accessed by a right-in/right out curb cut on US 23 while a full movement curb cut would be located on Hills Miller Road. The gas station would have 7 fueling bays for passenger vehicles and 4 separate diesel fueling bays which could accommodate large vehicles such as semi-trucks along with a convenience store. Speedway plans to initiate construction in the Spring of 2016 with a 5-6 month timeline for completion.

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### STAFF ANALYSIS

- **ZONING:** As previously mentioned, the subject property is zoned B-4 General Business District. Under the current zoning, the proposed gas station and convenience store is a permitted use. The applicant would have to receive Preliminary and Final Development Plan approval from the Planning Commission and City Council prior to any construction. The parcel has been zoned in a similar manner to B-4 since at least 1991 and has been in a general business district since it was annexed in 1968. The only required pre-development zoning process for this proposal is Development Plan Review. That process is defined (in this case) by two parts – a preliminary followed by a final plan. While many details are reviewed during the Preliminary phase of review, not all aspects of the project are known to a final degree as the Final Development Plan review captures any outstanding remaining review items. The Preliminary review establishes the basic arrangement of the proposed use on the site, access points, and preliminary site circulation while establishing any specific elements or conditions that must be further detailed and submitted during the Final Development Plan review. Therefore, the proposed use is not in question, is permitted in this district, and is not subject to review during this process. In fact, the B-4 District allows many other potentially more impactful uses on this site than what the applicant proposes and many more acres could be developed if the applicant desired. This Preliminary review is governed by the attached decision criteria (Section 1129.09), conformance with applicable codes, as well as consistency with past similar decisions. The Applicant, therefore, has the right to make this application and has satisfied the basic requirements (in many cases far exceeding the basic requirements) for the site, use, and potential impacts of the proposed development and Staff finds that the proposal achieves compliance with the Decision Criteria for granting the Preliminary Development Plan approval.

- **GENERAL ENGINEERING:** The Applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be detailed through the Engineering and Utilities Departments prior to Final Development Plan Submission and with the subsequent Site Engineering Construction Improvement plans that would follow. Utilities are available to the site and it is the responsibility of the applicant to construct whatever is required to service the site and use. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS AND ACCESS:** The proposed site plan identifies two curb cuts to the new gas station and convenience store. A right-in/right-out curb cut would be located on US 23 North and a full movement curb cut would be located on Hills Miller Road. Per an approved traffic impact study by ODOT and the City of Delaware, traffic improvements are required at the US 23/Hills Miller Road intersection, on US23, on Hills Miller Rd., and a drop lane is required for the right-in/right out along the southbound lane of US 23. In addition, an easement for a private rear backage road would extend from the curb cut on Hills Miller Road to the northern property line of the subject property per the ODOT Access Management Plan for the northern US23 corridor as well as the City Thoroughfare Plan. A summary memo regarding preliminary transportation improvements is attached. The private road would only be constructed to the northern portion of the Speedway development (allowing this portion of the north property area to remain undisturbed at construction) and the remainder would be in an easement and available for any future developer of the land to the north to utilize to provide required connectivity to their site if and when a development would come forward for parcels to the north of the Speedway site.
- **PEDESTRIAN CONNECTIVITY:** The applicant would be required to install new sidewalks adjacent to their property frontage along US 23 North and Hills Miller Road. Staff and the applicant seek direction as to the provision of such along US23. As with the case of other similar developments along US23, it could be advisable to ensure the provision of easements (if needed) for this sidewalk while receiving a payment in lieu of construction. This method would ensure space for future such connections if desired while allowing for other priority pathway construction to be addressed in accordance with the adopted Bikeway and Pedestrian Plan. In addition, connectivity would be assured by provision of a bike path on the west side of aforementioned backage road to the northern portion of the Speedway development. The remainder of the bike path would be in an easement and available for any future developer of the land to the north to utilize to provide required connectivity to their site if and when a development would come forward for parcels to the north of the Speedway site.
- **SITE CONFIGURATION:** The approximate 4,608 square foot gas station and convenience store would front US 23 and be located just south of the proposed right-in/right-out curb cut. The gas station would have 7 vehicular fueling bays on the east side of building fronting US 23 and 4 diesel fueling bays located east of the building (behind the building). The vehicular and diesel fueling bays would each be covered with a canopy with a mansard roof. The development would have 32 vehicular parking spaces located on the north, south and east sides of the building for the convenience store patrons which would achieve compliance with parking space requirements of the proposed use. No parking spaces for semi-trucks are provided and no overnight parking signs would be posted throughout the site. Speedway has volunteered that their personnel would actively monitor the truck areas to ensure that no trucks are parking on the site long term or overnight. The minimum building and parking setbacks for the entire development are significantly more than required. Dumpsters would be located north of the building along the access drive and the enclosure would be constructed of brick with wood doors painted to match per the zoning code. The doors would be oriented to the northwest (or away from the public streets). Staff would suggest an area (maybe between the building and the north parking lot) should be dedicated for "outside merchandise" (ice box, propane tanks, seasonal items, mulch, etc.) and painted to match the brick or moved to the side of the building. Also, staff would suggest potentially installing a low wall (2 to 3 feet tall) to delineate the storage area and shield the "outside merchandise" from public right-of-way. The applicant is voluntarily proposing to place a permanent conservation easement over approximately 3 acres (or 25% of the site). The easement would cover the most heavily treed portions of the site including some stream corridors. Local and State processes exist that would allow much of this conserved area to be potentially developed if the applicant chose to do so. There are also state processes that the applicant may have to undergo for any wetland area or streamside mitigation that might be required with final development plans, but which are not required at the preliminary stage of

development. However, in an effort to demonstrate their commitment to preserving these areas as much as practical and to address questions about future expansion of the proposed use on the site, the applicant is volunteering to place a permanent conservation easement on their property (which would run with the land). This will effectively permanently limit the extent of any development on this site to the area proposed with this case while allowing for the aforementioned backage road to properties to the north if and when they might develop and require access.

- **BUILDING DESIGN:** It is important to note that the applicant is not required to submit preliminary architectural drawings. However, in order to receive feedback and to demonstrate their commitment to quality materials and overall design approach on this site, the applicant has provided very detailed preliminary elevations for review and comment. The rectangular approximate 4,608 square foot building would be oriented towards US 23 North with the vehicular fueling canopy located between the building and US 23 North. The front elevation (east) would be comprised mainly of red structural brick with a limestone wainscoting with a typical aluminum storefront door and windows with an asphalt shingled pitched roof. There would be four dormer windows on the front elevation for aesthetic purposes. The side (north and south) and rear (west) elevations would be mainly structural red brick with a limestone wainscoting with an asphalt shingled pitched roof. The southern elevation would have a return of five aluminum storefront windows from the front window bay. Dark structural brick rectangular wall accents would be located on the side and rear elevations to break up the wall face. The mansard roof vehicular gas canopy would have a beige sign band in place of the prototypical Speedway color scheme that will help minimize its appearance and would be supported by fourteen limestone (cultured) faced columns while the diesel gas canopy mansard roof with a beige sign band would be supported by ten limestone columns. The building and fuel canopy appurtenances (coping, downspouts, etc.) should be painted to match the adjacent building surface. Furthermore, the mechanical equipment would be located on the rear roof elevation and would be screened from public view by a decorative fence. After Final Development Plan approval (should this be achieved), Staff would need submittal of each building material with color samples to ensure compliance is achieved with any Final Development Plan requirements. The upgraded building would provide a signature northern gateway into the City and is not prototypical in nature.
- **TREE REMOVAL & REPLACEMENT:** It is important to note that the applicant is not required to submit detailed landscaping or tree removal and replacement plans with a Preliminary review. However, in order to receive feedback and to demonstrate their commitment to quality and code compliance on this site, the applicant has provided very detailed preliminary landscape and tree plans for review and comment. The site has a significant amount of trees in certain areas on the site. The majority of these are located within the northern and western portions of the site. The Applicant has voluntarily proposed a permanent conservation easement for these areas and the approximately 2,531 caliper inches of qualifying major trees (any tree over 6 caliper inches) contained within them. The proposed development is primarily placed over open and previously disturbed ground but would remove 1,272.2 caliper inches of trees while replacing 214 caliper inches of trees for a net of 1,058.2 caliper inches of trees being removed. Overall then, approximately two-thirds of the major trees on the site will be permanently preserved. However, a payment in lieu of replacement of the removed trees is preliminarily calculated at \$105,820 (1058.2 x \$100) and shall be made by the applicant to achieve compliance with Chapter 1168 Tree Preservation Regulations prior to building permit approval.
- **LANDSCAPING & SCREENING:** The development would require street, front yard, parking lot and perimeter landscaping. The 510 feet of frontage along US 23 North requires 13 street trees and 11 front yard trees. The 250 feet of frontage along Hills Miller Road requires 7 and 5 street and front yard trees respectively. With preparation of any Final Development Plan, all required street and front yard trees shall be accounted for. However, flexibility in placement will be allowed as there is an existing major water line and easement already in place which runs between the roadway and the site on both frontages and which does not allow for placement of landscaping or permanent improvements within the easement area. The plan achieves compliance with parking lot buffering of shrubs and the internal parking lot landscape requirements. There is significant perimeter buffering to the west with the existing trees supplemented by the many replacement trees planted north and south of the entrance road from Hills Miller Road. The land just north of the Speedway development would be encumbered by a 3 acre conservation easement that is heavily wooded and would only allow a potential backage road thru the proposed roadway easement as required by the ODOT Access

Management Plan for the north US23 corridor in this area. In addition, staff recommends installing 3.5 feet high limestone piers with concrete cap stones approximately 30 feet on center along US 23 North to supplement the landscaping and continue the theme that currently exists along US 23 to be consistent with the other recently approved developments in the corridor. Additionally, a stone monolith shall be installed as well. The piers and monolith improvements would address the Gateway & Corridor Plan and would make this site consistent with other recently approved developments in the corridor. The Shade Tree Commission would have to approve all landscape plans during the Final Development Plan approval process

- **SIGNS:** The owner is proposing vehicular fuel canopy and ground signage. The vehicular fuel canopy sign on the east (front) would encompass approximately 17 square feet and would be red illuminated channel letters (Speedway) that would be flush mounted on the canopy. An approximately 6.14 square foot, internally illuminated Speedway logo would be proposed on the north and south elevations of the canopy. The canopy signs shall be flush mounted (or inset to achieve a flush mounted appearance) such that the sign faces do not extend past the front face of the canopy. Two ground signs are proposed. A 10 foot high internally illuminated ground sign located just south of the right-out on US 23 North would encompass approximately 64 square feet of sign area on a 3 foot high limestone base. A second sign 7.8 foot high internally illuminated ground sign on a 1.5 high limestone base is proposed just east of the entrance on Hills Miller Road. Each sign would contain two digital pricers with a Speedway logo and would achieve compliance with the adopted City Gateway and Corridor Plan. The signs shall be flush mounted to the stone base. The Hills Miller Rd. ground sign should mirror the design and size of the recently constructed Speedway at Troy Rd. and Central Ave. which will reduce it in size slightly from what is preliminarily shown by the Applicant in this submission.
- **LIGHTING:** The applicant would have to submit a comprehensive lighting plan for the building and site that would achieve compliance with the minimum zoning requirements and would have to be approved by the Chief Building Official. The lighting plans would need to be submitted, reviewed and approved during the Final Development Plan approval process. All lights shall be fully recessed and cut off. Additionally, any light poles shall be black in color and shall utilize, at a minimum, upgraded shoe box type heads to be consistent with other approved developments.
- **MISCELLANEOUS:** Video dispensers, ATM machines, etc. would not be permitted outside the building. Any outdoor storage areas shall be designated in limited areas on (as approved) the Final Development Plan. Outdoor storage shall be contained to only those areas so designated to be consistent with other recently approved developments.

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**STAFF RECOMMENDATION (2015-1511 – PRELIMINARY DEVELOPMENT PLAN)**

Staff recommends approval of a request by Speedway LLC for approval of a Preliminary Development Plan for an approximate 4,608 square foot Speedway Gas Station and Convenience Store on approximately 12.912 acres located on the northwest corner of US 23 North and Hills Miller Road on property zoned B-4 (General Business District), with the following conditions that,

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. The applicant shall be responsible for any roadway improvements and/or financial obligations of the traffic impact study per ODOT and the City Engineer. The roadway improvements shall be completed prior to the final occupancy permit.
3. The private access road easement agreement to the property to the north shall be executed and recorded at the County by the subject property owner prior to issuance of any building permits.
4. As submitted by the Applicant, no overnight semi-truck parking shall be permitted within the subject development and the applicant shall be responsible for ensuring compliance of such.
5. The dumpster shall be screened from public view by a wall constructed of similar building materials that match the new building with wood doors painted or stained to match or compliment the overall building.
6. According to the preliminary tree replacement schedule, the City shall receive a payment in lieu of replacement for the proposed removal of trees which will not be replanted on site of \$105,820 (preliminarily) to achieve compliance with Chapter 1168 Tree Preservation Requirements.

7. The appropriate number of street and front yard trees shall be installed outside of the existing waterline easement per the zoning code.
8. Limestone piers approximately 3.5 feet high with a concrete cap and approximately 30 feet on center along US 23 North shall be installed to supplement the landscaping, continue this theme along US 23, and comply with the Gateway & Corridor Plan.
9. The approximately 3 acre conservation easement on the northern and western portions of the property shall be executed and recorded at the County by the subject owner prior to issuance of any building permits.
10. The Shade Tree Commission shall review and approve all landscape plans.
11. All building and fuel canopy appurtenances (coping, downspouts, etc.) shall be painted to match the adjacent building material color.
12. All roof top mechanical equipment shall be completely screened from public view.
13. The Applicant shall submit all building and fuel canopy elevations along with material and color samples for all building materials for staff review and approval after approval (if achieved) of any Final Development Plan and prior to any building permit issuance.
14. A lighting plan that achieves compliance with the zoning code shall be submitted, reviewed and approved by the Chief Building Official during the Final Development Plan approval process. All lights shall be fully recessed and cut off, any poles shall be black, and any pole mounted fixture heads shall be at least an upgraded shoe box variety.
15. The signs on the fuel canopy shall be flush mounted or inset to achieve a flush mounted appearance.
16. The ground signs shall be flush mounted to the stone cap base.
17. The Hills Miller Rd. Ground sign shall be the same size and design as the recently constructed Speedway at Troy and Central Ave.
18. The outdoor merchandise (ice box, propane tanks, etc.) shall be located on the north side of the building.
19. The outdoor merchandise shall be limited per any Final Development Plan to designated and limited areas. No movie boxes, ATM machines, etc., shall be allowed outside the building.

COMMISSION NOTES:

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MOTION: \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> approved denied tabled \_\_\_\_\_

CONDITIONS/MISCELLANEOUS:

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395 Springside Drive, Suite 202  
Akron, OH 44333  
(330) 665-0660  
[www.cesoinc.com](http://www.cesoinc.com)

RE: SP #7775 – Speedway Fuel Station – Supporting Information

**Narrative describing all aspects of the proposal:**

The proposed Speedway site is located on the northwest corner of US 23 and Hills Miller Road in the City of Delaware. The property is 12.9 total acres with the development of the Speedway project developing approximately 4.8 acres. The remainder of the site will remain undisturbed with 3 acres being dedicated as a conservation easement.

The site is located within the B4 – General Business zoning district within the City of Delaware zoning ordinance. The proposed use is a permitted use within the zoning district. No zoning variances are proposed at this time for the site.

The proposed site plans shows the development of a 4,600 square foot Speedway convenience store with 14 fueling positions for automobiles and 3 separate fueling lanes for semi traffic. The store will sell typical convenience store items along with grab and go type food offerings.

A right-in / Right-out driveway is proposed on US 23 and a full access driveway is proposed on Hills Miller Road. An easement for a shared access road will be placed along the rear driveway of the parcel per the City's transportation plan. The shared access road will be extended in the future if the adjacent property to the north is developed. A traffic impact study has been completed for the project and approved by the City of Delaware engineering department, the Delaware County Engineering Department, and ODOT District 8. As part of the development Speedway will design and construct improvements to both roadways and the intersection to bring them up to standards in line with the approved traffic study.

Parking for automobiles is proposed, but no parking for semi's will be allowed. No overnight parking signs will be posted throughout the site and Speedway personnel will actively monitor the truck areas to ensure no trucks are parking on the site long term. A sidewalk will be installed along the frontage of the site and a bike path will be installed along the rear shared access road.

The architecture of both the proposed convenience store and the fueling canopies is a significantly upgraded look from a standard Speedway. The convenience store is proposed with multiple building materials and a hip shingled roof. The fuel canopies are proposed with full height stone columns to match the stone on the building and a shingled mansard roof. Speedway has worked with the city planning staff to develop the proposed building and canopy elevations to help ensure that the proposed Speedway is a good representation of the City of Delaware as the northern entrance to the City. Along with the upgraded building and canopy extensive landscaping is proposed to enhance the look of the property and provide additional screening from neighboring property owners.

The site is proposed to begin construction in the spring of 2016 with a 5-6 month construction timeline to completion.



**SECTION 1129.09 REVIEW CRITERIA.**

- (a) Development Plan Review Criteria. In reviewing a development plan, the Planning Commission shall consider the location of buildings, parking areas and other features with respect to the topography of the lot and existing natural features such as streams and large trees; the efficiency, adequacy and safety of the proposed layout of internal streets and driveways; the location of the green areas provided, considering the possible effects of irregularly shaped lots; the adequacy of the location, landscaping and screening of the parking lots; and such other matters as the Commission may find to have a material bearing upon the stated standards and objectives of the various district regulations. In approving a development plan, the Planning Commission shall determine that the development plan complies with the following criteria:
- (1) The proposed plan is consistent with any plan or policy statement for the orderly development of the City.
  - (2) The appropriate use and value of property within and adjacent to the area will be safeguarded.
  - (3) The development plan indicates that the proposed development will result in a harmonious grouping of buildings within the proposed development and in relationship to existing and proposed uses on adjacent property.
  - (4) The development, when completed, will have adequate public service, parking and open spaces.
  - (5) The plan, to the extent practical, will preserve and be sensitive to the natural characteristics of the site.
  - (6) Adequate provision is made for safe and efficient pedestrian and vehicular circulation within the site and to adjacent property.
  - (7) Adequate provision is made for emergency vehicle access and circulation.
  - (8) Adequate provision is made for storm drainage within and through the site so as to maintain, as far as practicable, usual and normal swales, water courses and drainage areas, and shall comply with any applicable regulation or design criteria established by the City.
  - (9) Site lighting is designed to minimize direct light, glare, and excessive glow, which unreasonably interferes with the use and enjoyment of adjacent property. If it is determined that, once the project is completed, the lighting does have unreasonable adverse impact on adjacent property, the Planning Commission may order reasonable alterations to the site lighting (such as reduced illumination, shielding, landscaping, etc.) to mitigate such unreasonable impacts.
- (b) Planned Residential Development Review Criteria. In reviewing development plans for planned residential developments, the Planning Commission shall determine that development plans comply with the criteria of this Section and the planned residential development review criteria set forth in Chapter 1135.
- (c) Conditional Use Review Criteria. In reviewing a development plan for conditional uses, the Planning Commission shall determine that the plan complies with the criteria of this Section and the general conditional use criteria set forth in Chapter 1148.



## MEMORANDUM

TO: David Efland – Director of Planning and Community Development  
William L. Ferrigno, P.E., Public Works Director/City Engineer  
Dan Whited P.E., Public Service Group Director

FROM: Matthew B. Weber, P.E – Deputy City Engineer *MSW*

DATE: 8/27/15

RE: Proposed Speedway Store 7775 - Transportation Improvements

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The following overview is provided concerning the preliminary engineering approvals granted thus far for the above referenced project. A traffic impact study (TIS) was prepared by CESO Inc., and our staff has reviewed the study and our comments were addressed to our satisfaction. It should be noted that specific details regarding the final geometrics of required improvements will be determined when highway design plans are prepared and submitted for review, which occurs going into final development planning.

The study was also submitted for review to The Ohio Department of Transportation (ODOT), District 6 and the Delaware County Engineer. After a review of the project impact area, the Delaware County Engineer opted out of a review of the study, deferring to the City of Delaware and ODOT. ODOT District 6 staff approved the study based on the fact that their comments were addressed by the applicant, as well.

It should be noted that none of the proposed access points are within defined limited access right of way along US23 and as such, are under the jurisdiction of both ODOT and the City of Delaware concerning changes, additions or restrictions to vehicular traffic and movements.

The purpose of the TIS is to identify an appropriate access management plan for the proposed development, and to provide guidance in determining the nature of improvements to be designed. The improvements required along US 23 must be designed per the ODOT Layout & Design Manual, which is the measure by which safety is designed and maintained on the State highway system. The Engineer preparing the plans for the US 23 Improvements must be pre-qualified by ODOT in Complex Roadway Design.

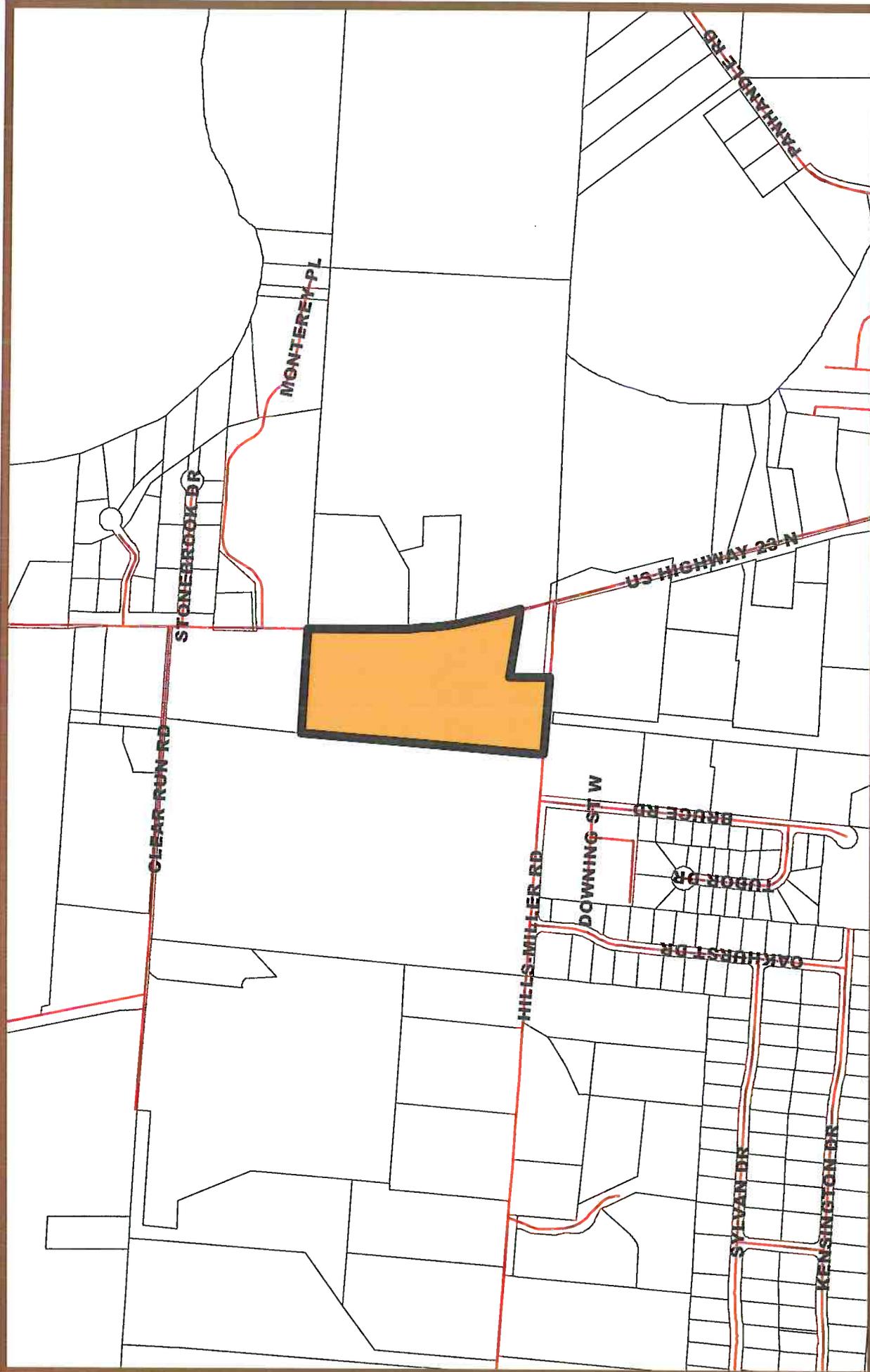
At the preliminary engineering stage, it appears there is sufficient space within the existing US 23 right-of-way to make the required improvements to US 23. However, it is still possible the proposed development will be required to establish additional right-of-way to complete the identified improvements. Again, these final details will be established by the Final Development

Plan Process.

The scope of roadway improvements to be constructed by this development includes (but is not limited to):

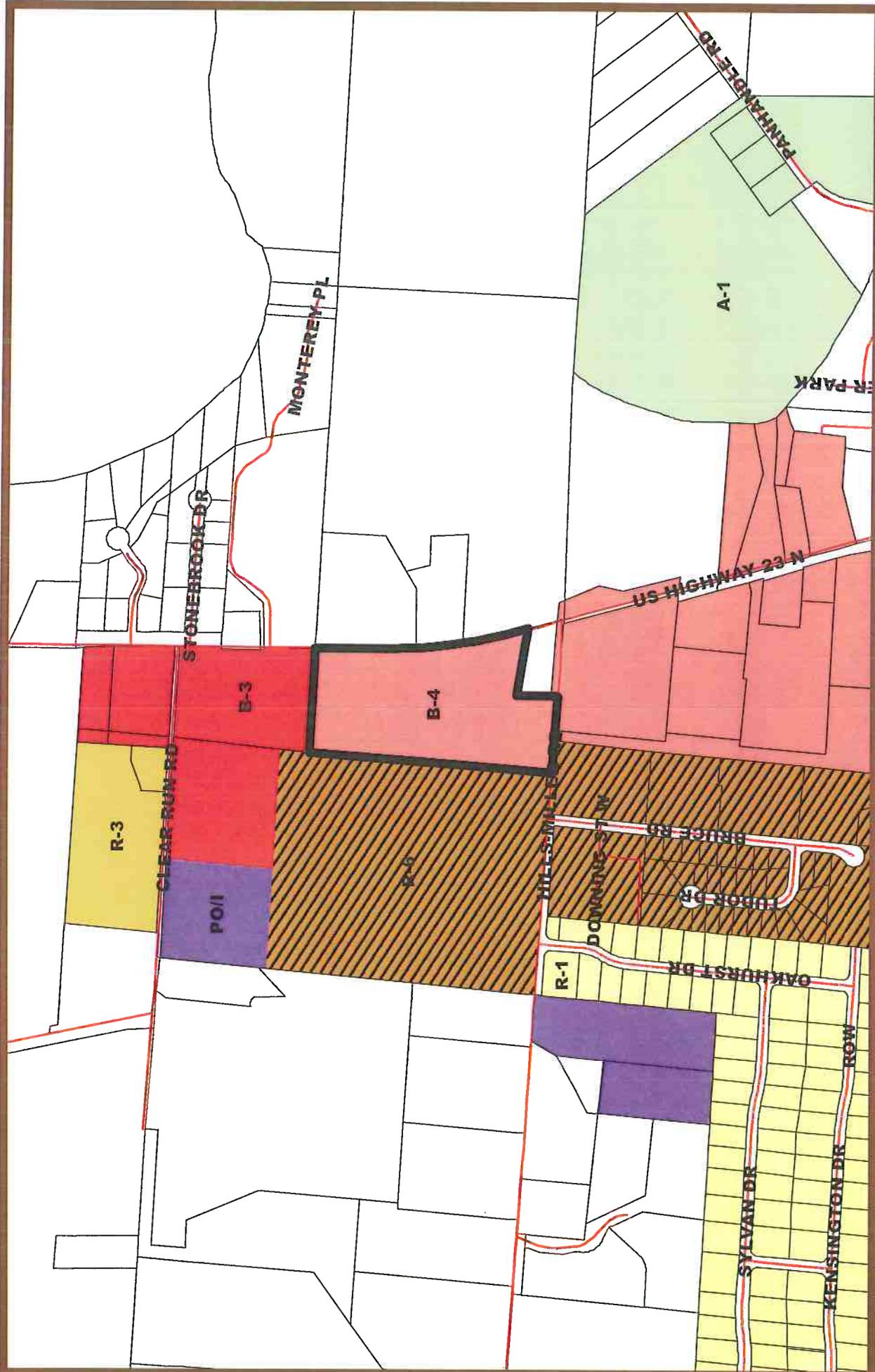
1. Widening of US 23 to provide appropriately sized north and southbound through lanes, turn lanes, and paved shoulders.
2. Re-construction and widening of roughly 600 LF of Hills Miller Road to improve pavement structure and add turn lanes.
3. Adjustments to the traffic signal equipment and/or timing necessitated by either of the two (2) items above

Lastly, the proposed access points currently shown on the Preliminary Development Plan have been reviewed and approved by both ODOT and the City. The proposed access configuration conforms to the latest version of ODOT's US 23 Access Management Plan.



2015-1511  
 Preliminary Development Plan  
 Speedway LLC  
 Location Map





2015-1511  
 Preliminary Development Plan  
 Speedway LLC  
 Zoning Map



2015-1511  
Preliminary Development Plan  
Speedway LLC  
Aerial (2013)

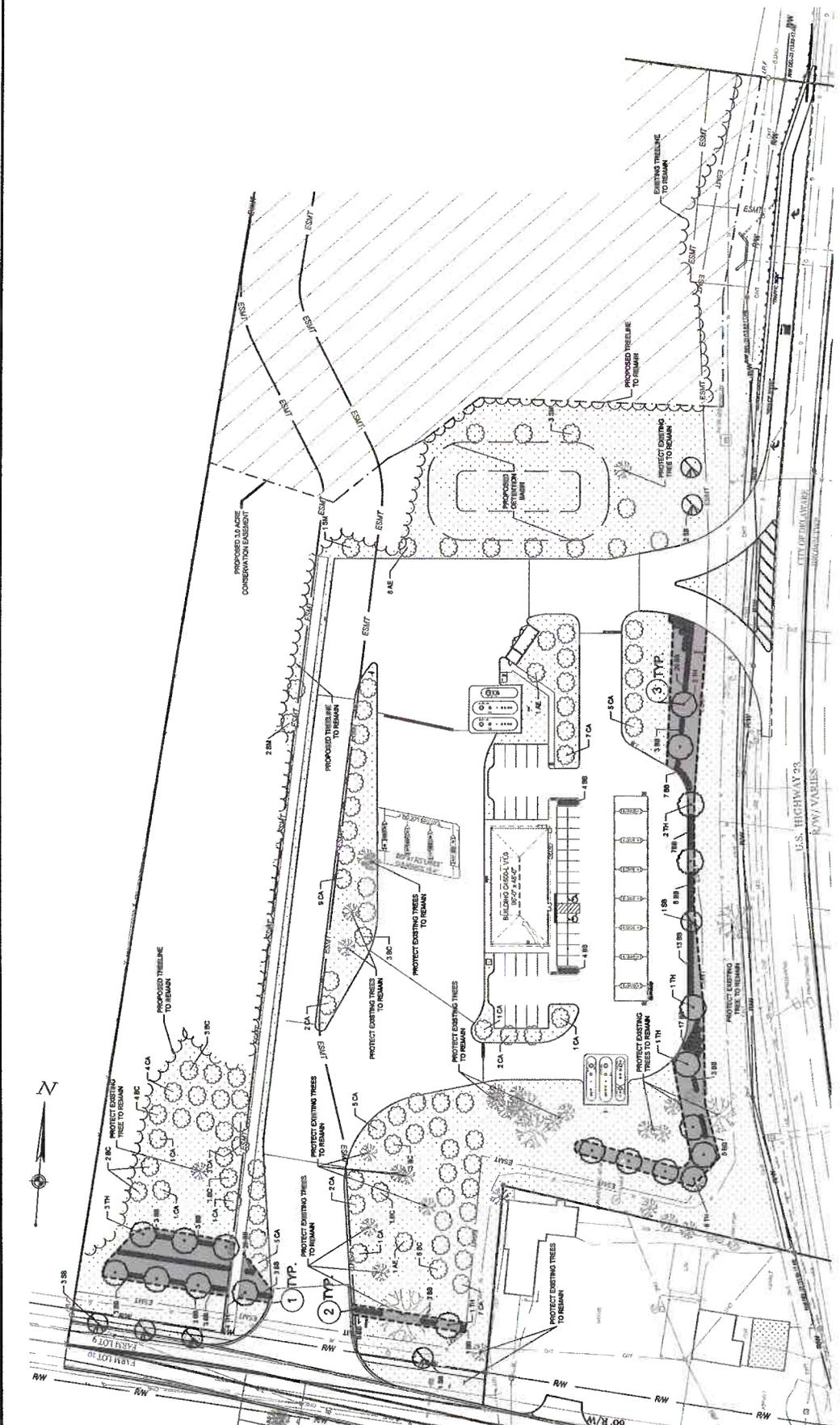




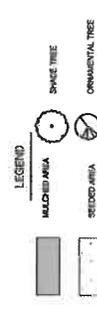








CONTRACTOR SHALL VERIFY THE EXISTING UTILITIES AND NOTIFY THE PUBLIC UTILITIES OF ANY CHANGES TO THE EXISTING UTILITIES WITHIN THE DISTRICT OR WITHIN THE DISTRICT'S JURISDICTION.



**PLANT REQUIREMENTS**  
PER CITY OF DELEWARE ZONING CODE SECTION 1166

| STREET TREE PLANTING                                                       | REQUIRED               | PROVIDED                                  |
|----------------------------------------------------------------------------|------------------------|-------------------------------------------|
| (1) 1.5" MIN. CALIBER TREE FOR EVERY 40 L.F. OF FRONTAGE ALONG RD.         | 1,527 FT. x 5.5" TREES | 8 TREES (PROPOSED)<br>3 TREES (EXISTING)  |
| FRONT YARD PLANTING                                                        |                        |                                           |
| (1) 3" MIN. CALIBER TREE FOR EVERY 50 L.F. OF FRONTAGE EXCLUDING DRIVEWAYS | 1,158 FT. x 3" TREES   | 14 TREES (PROPOSED)<br>3 TREES (EXISTING) |
| (1) 2" MIN. CALIBER TREE FOR EVERY 10 L.F. OF FRONTAGE EXCLUDING DRIVEWAYS | 1,158 FT. x 2" TREES   | 115 TREES (PROPOSED)                      |
| DRIVEWAY PLANTING                                                          |                        |                                           |
| DRIVEWAY VEGETATION FORMING A SOLID, CONTINUOUS CANOPIES WITHIN 3 YRS.     | SOLID CANOPIES         | EXISTING TREES                            |

**PLANT SCHEDULE**

| PLANT NAME                  | INSTALLATION SIZE | MIN. SPACING | NOTES |
|-----------------------------|-------------------|--------------|-------|
| SHADE TREE                  | 2" CAL. MIN.      | 20' O.C.     |       |
| ORNAMENTAL TREE             | 2" CAL. MIN.      | 20' O.C.     |       |
| REPLACEMENT TREE            | 2" CAL. MIN.      | 20' O.C.     |       |
| EXISTING TREE               | 2" CAL. MIN.      | 20' O.C.     |       |
| SPACE EDGE                  | 2" CAL. MIN.      | 20' O.C.     |       |
| DECIDUOUS SHRUB             | 2" CAL. MIN.      | 20' O.C.     |       |
| SEEDLING AREA               | 2" CAL. MIN.      | 20' O.C.     |       |
| PROPOSED TREELINE TO REMAIN | 2" CAL. MIN.      | 20' O.C.     |       |
| EXISTING TREELINE TO REMAIN | 2" CAL. MIN.      | 20' O.C.     |       |

**Jillifer Protection Services**  
 4100  
 410-76-754  
 Call 24/7 for 24/7

CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND NOTIFY THE LOCAL AUTHORITIES IN WRITING PRIOR TO THE START OF ANY WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND NOTIFY THE LOCAL AUTHORITIES IN WRITING PRIOR TO THE START OF ANY WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND NOTIFY THE LOCAL AUTHORITIES IN WRITING PRIOR TO THE START OF ANY WORK.

**PLANT SCHEDULE**

| PLANT | QTY. | PLANT NAME                     | INSTALLATION SIZE | MATURE HEIGHT | SPACING  |
|-------|------|--------------------------------|-------------------|---------------|----------|
| SA    | 8    | SUGAR MAPLE - ACER SACCHARUM   | 3" CAL. 8.0       | 60' H.        | 40' O.C. |
| AE    | 10   | AMERICAN ELM - ULMUS AMERICANA | 3" CAL. 8.0       | 40' H.        | 35' O.C. |
| CA    | 10   | CORONADO L. MAPLE - SP.        | 2" CAL. 6.0       | 30' H.        | 30' O.C. |
| SC    | 20   | BLACK CHERRY - PRUNUS SEROTINA | 2" CAL. 6.0       | 20' H.        | 20' O.C. |

**REPLACEMENT SCHEDULE**

| INCHES REMOVED | INCHES ADDED |
|----------------|--------------|
| 177.2          | 214          |

THE REMAINING BALANCE OF REQUIRED REPLACEMENT SHALL BE PAID FOR BY THE ADJACENT TREE BANK SITE OR PAID FOR IN THE FORM OF A TREE BANK FUND FEE.

**ASH TREES REMOVED**

| NUMBER REMOVED | INCHES REMOVED |
|----------------|----------------|
| 4              | 32.7           |

**PLANT SCHEDULE**

| PLANT | QTY. | PLANT NAME                     | INSTALLATION SIZE | MATURE HEIGHT | SPACING  |
|-------|------|--------------------------------|-------------------|---------------|----------|
| SA    | 8    | SUGAR MAPLE - ACER SACCHARUM   | 3" CAL. 8.0       | 60' H.        | 40' O.C. |
| AE    | 10   | AMERICAN ELM - ULMUS AMERICANA | 3" CAL. 8.0       | 40' H.        | 35' O.C. |
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| SC    | 20   | BLACK CHERRY - PRUNUS SEROTINA | 2" CAL. 6.0       | 20' H.        | 20' O.C. |

- LEGEND**
- SEEDED AREA
  - MULCHED AREA
  - REMOVE EXISTING TREE
  - SHADE TREE
  - ORNAMENTAL TREE
  - REPLACEMENT TREE
- American Basswood (Tilia americana)
  - American Elm (Ulmus americana)
  - American Plum (Prunus americana)
  - American Sycamore (Platanus occidentalis)
  - Ash-Leaf Maple (Acer negundo)
  - Black-Leaf Hicory (Carya cordifolia)
  - Black Cherry (Prunus serotina)
  - Black Walnut (Juglans nigra)
  - Black Willow (Salix nigra)
  - Common Hicory (Celtis occidentalis)
  - Crabapple (Malus sp.)
  - Eastern Red-Cedar (Juniperus virginiana)
  - Green Ash (Fraxinus pennsylvanica)
  - Honey-Locust (Gleditsia triacanthos)
  - Northern Red Oak (Quercus rubra)
  - Sugar Maple (Acer saccharum)
  - Sweetgum (Liquidambar styraciflua)
  - White Birch (Betula papyrifera)
  - White Oak (Quercus alba)
  - White Pine (Pinus strobus)
  - Yew (Taxus canadensis)

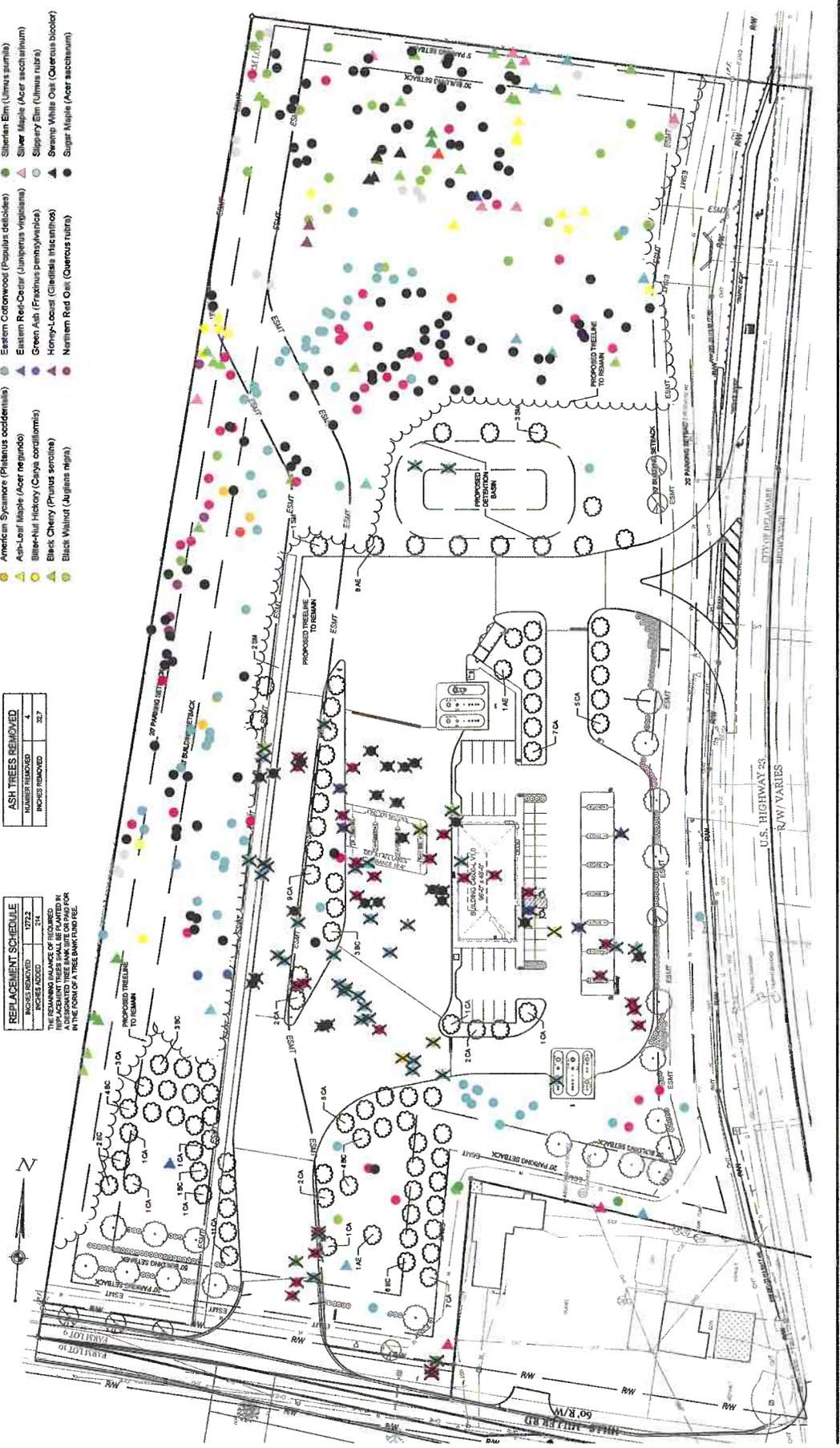
- Orange-Orange (Morus pomifera)
- Shed-Bark Hickory (Carya lasiocarpa)
- Shingle Oak (Quercus imbricaria)
- Silicic Oak (Ulmus parvifolia)
- Slippery Elm (Ulmus rubra)
- Sweetgum (Liquidambar styraciflua)
- White Birch (Betula papyrifera)
- White Oak (Quercus alba)
- White Pine (Pinus strobus)
- Yew (Taxus canadensis)



**Speedway**  
 10000  
 10000  
 10000

| NO. | DATE     | DESCRIPTION |
|-----|----------|-------------|
| 1   | 10/10/10 | 10000       |
| 2   | 10/10/10 | 10000       |
| 3   | 10/10/10 | 10000       |

**NEW BUILD**  
 PLAN  
 2019 HWY. 23 N  
 DELAWARE, OH  
 7775  
 77348  
 7775-LP1





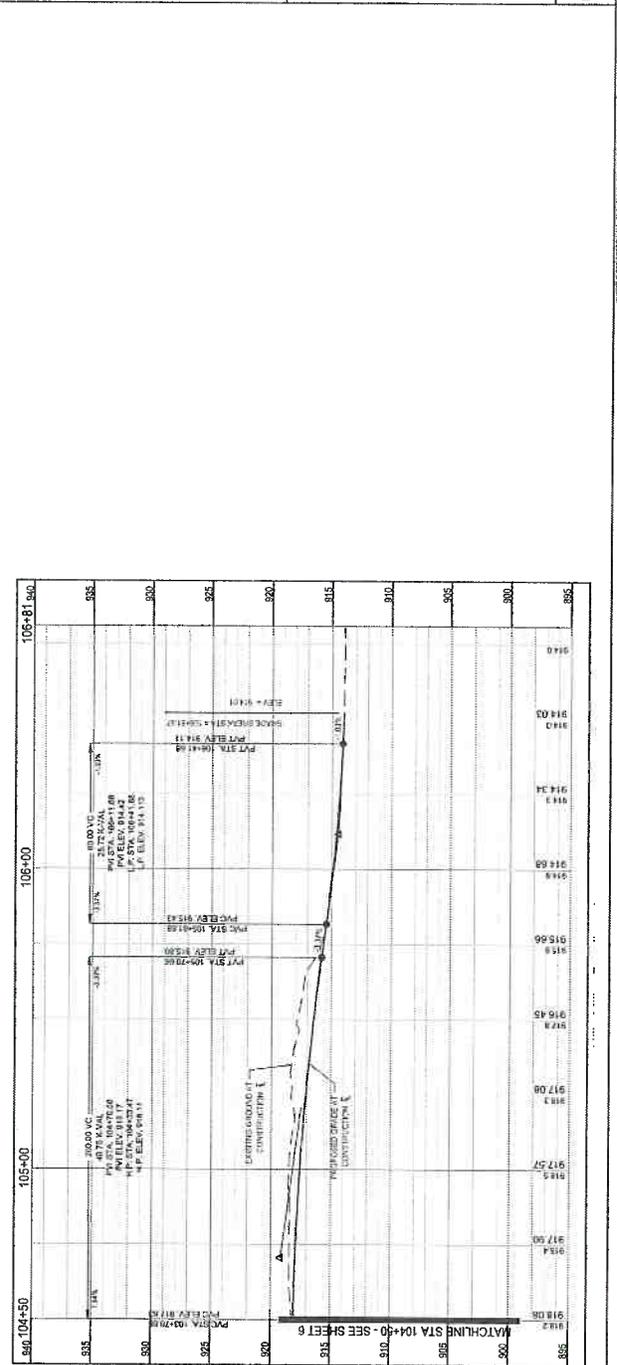
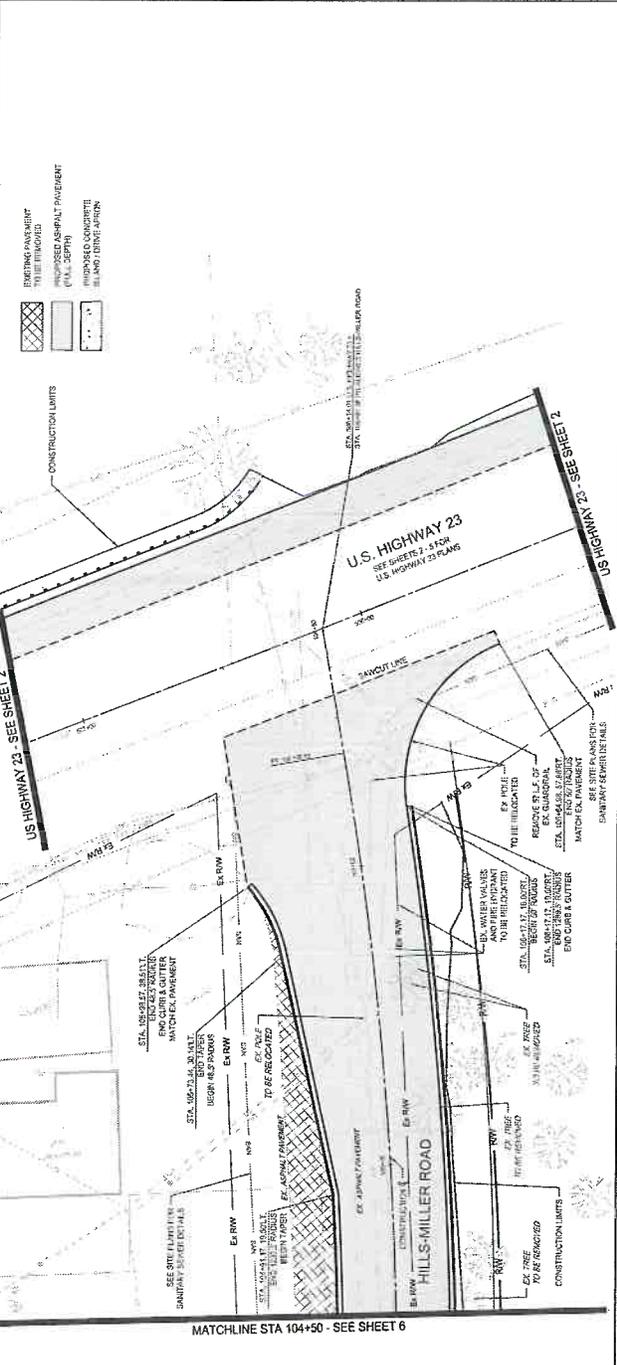












PROJECT: SPEEDWAY #100359, LOCATION: HILLS-MILLER RD & US HWY 23, DATE: 11/11/11

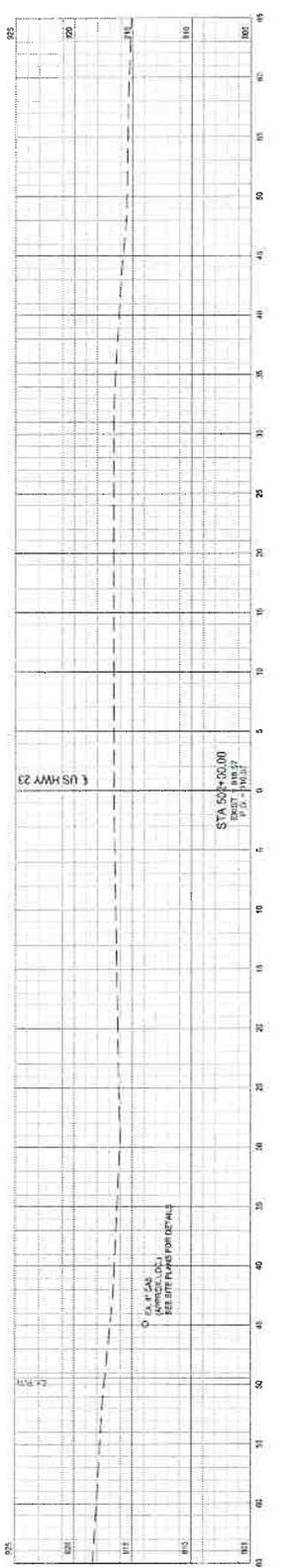
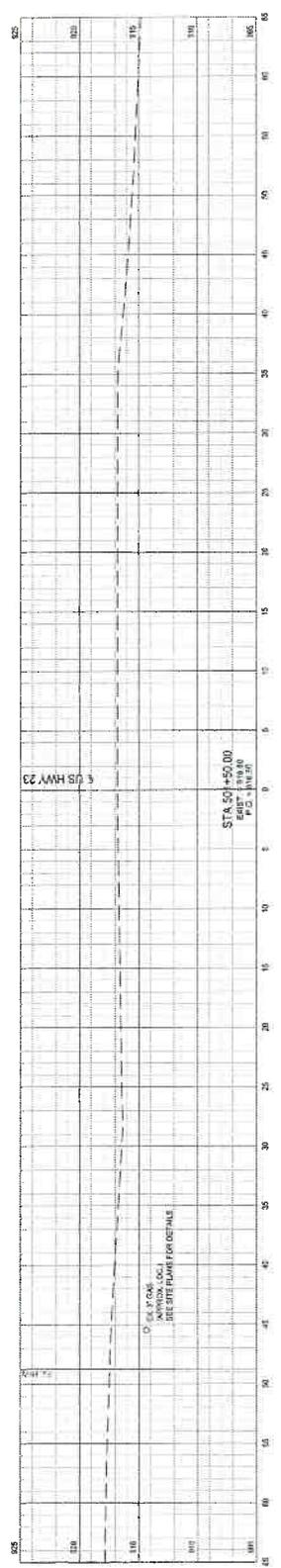
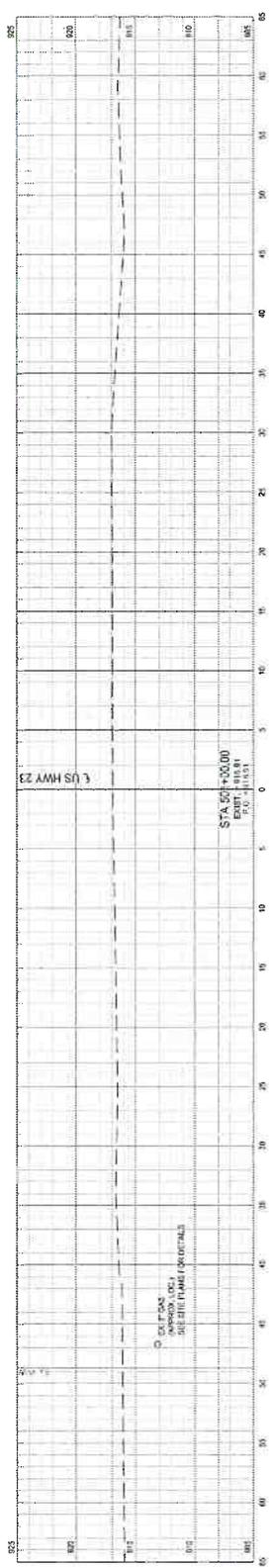
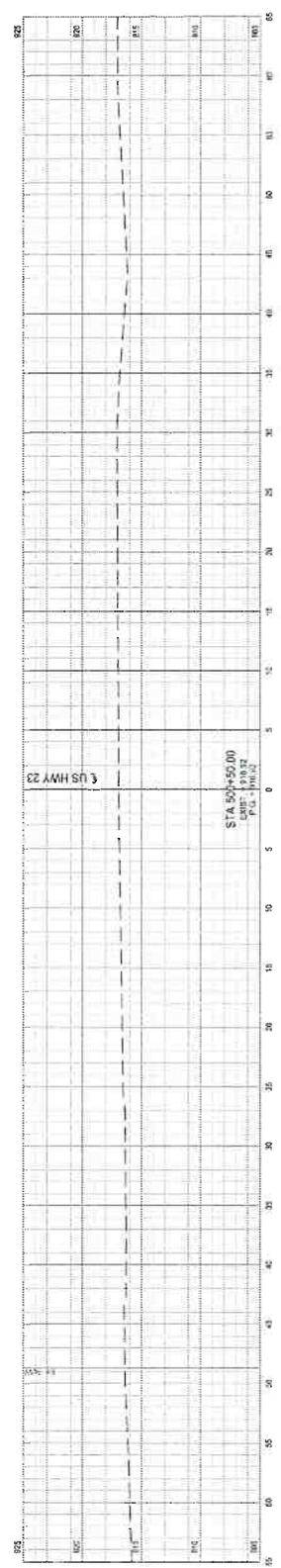


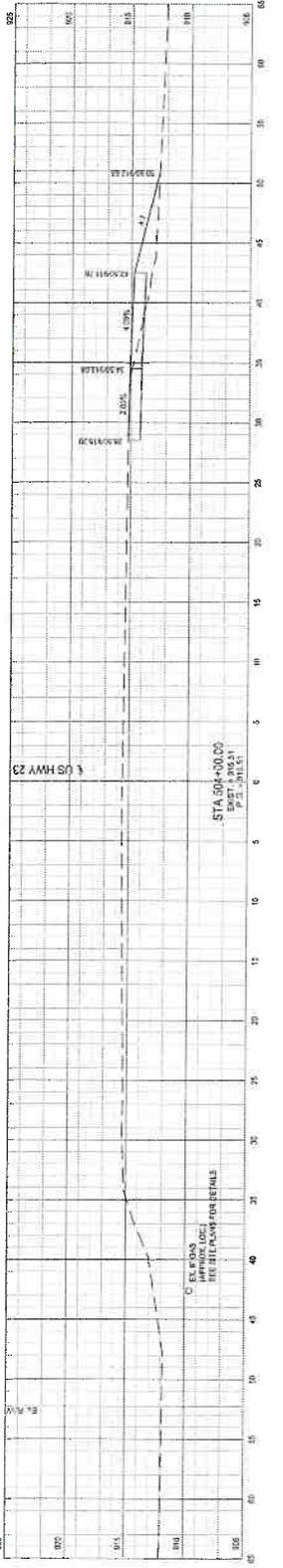
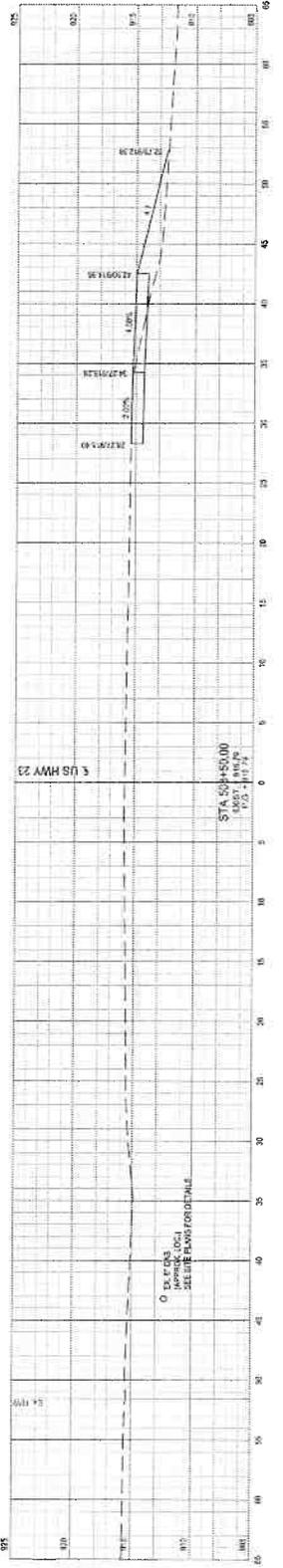
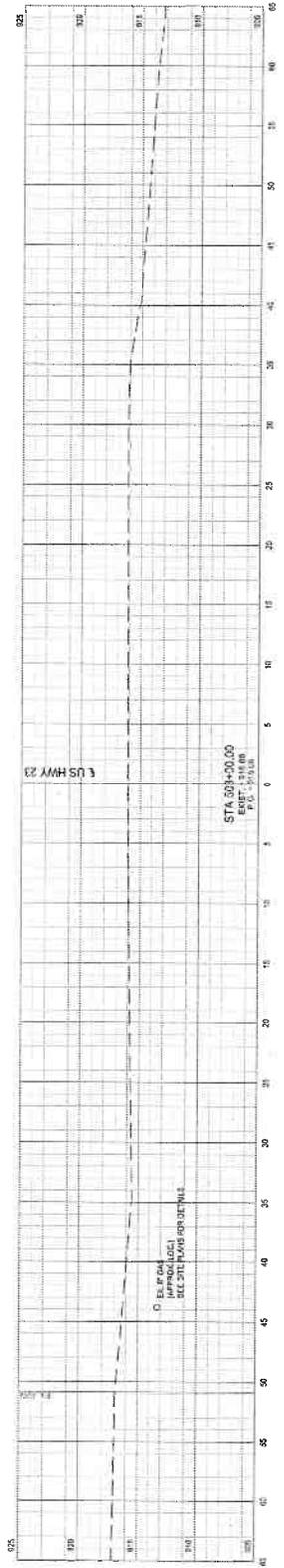
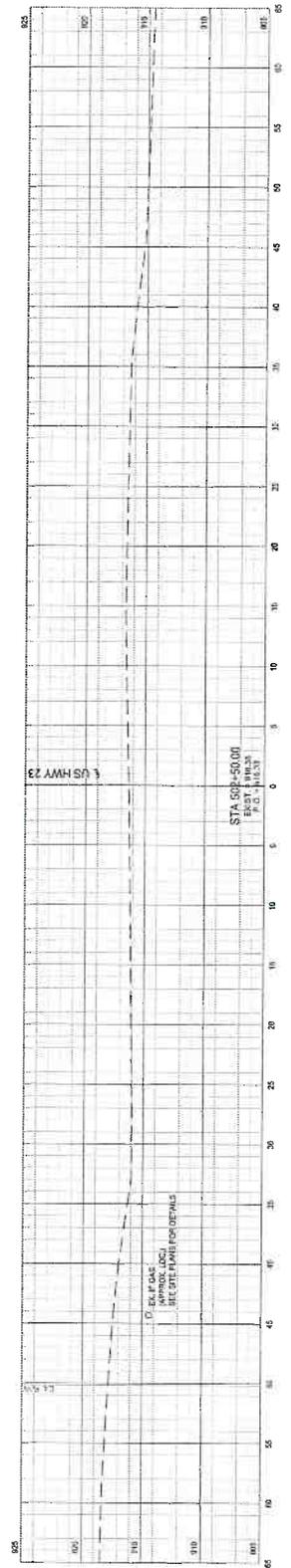
HILLS-MILLER RD & US HWY 23  
 SPEEDWAY #100359

CROSS SECTIONS  
 HILLS-MILLER RD & US HWY 23

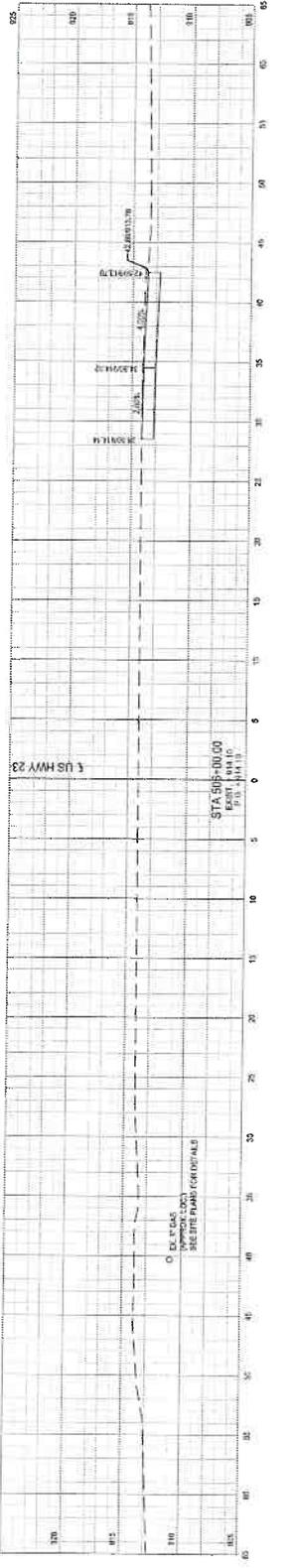
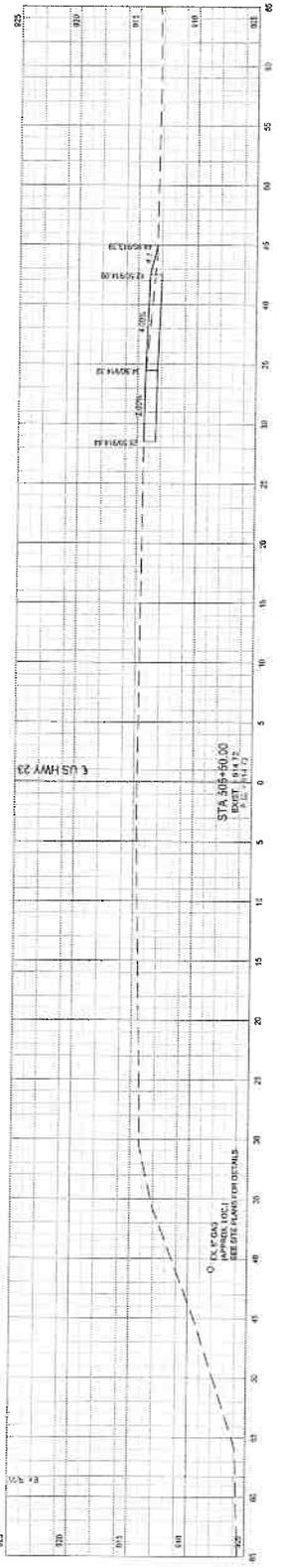
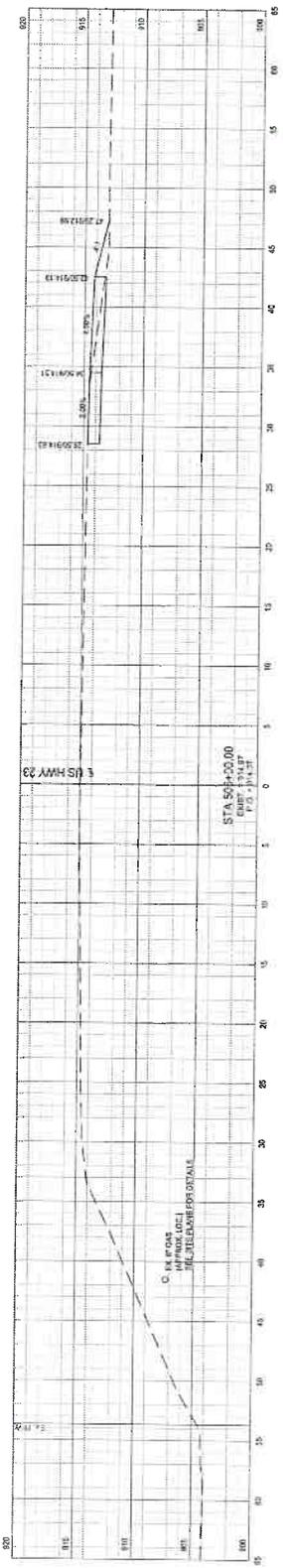
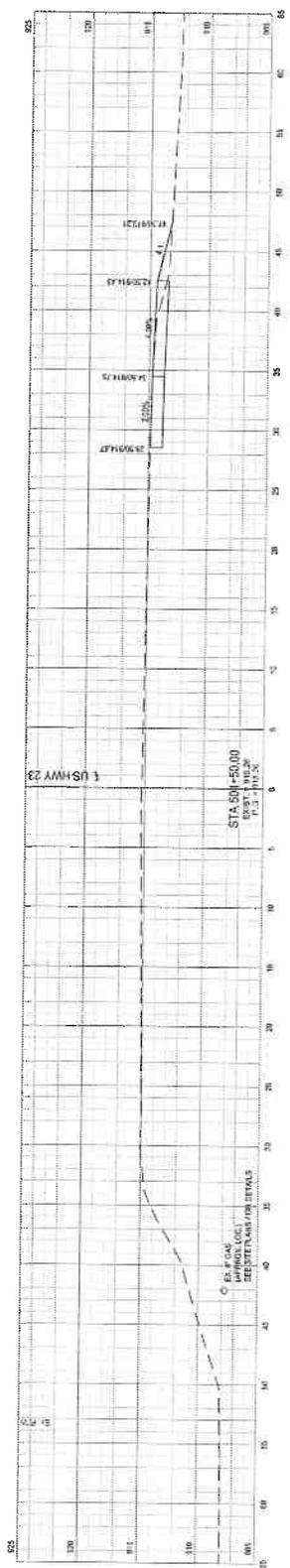
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 TITLE: [Signature]

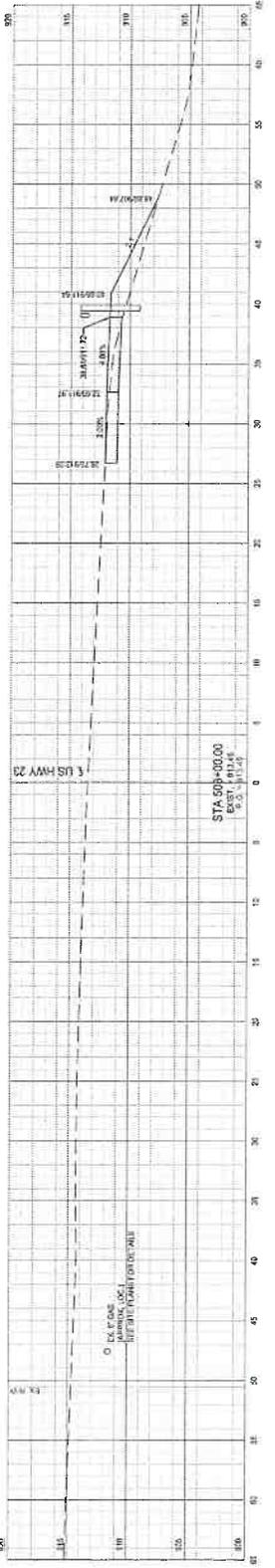
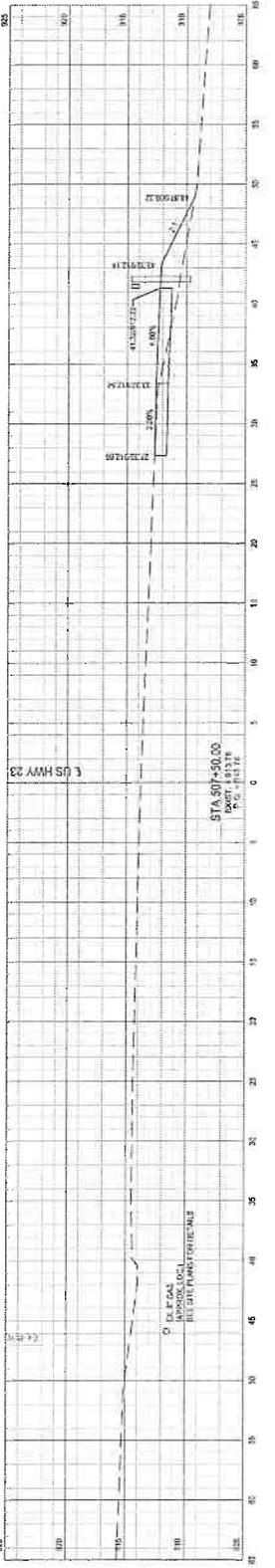
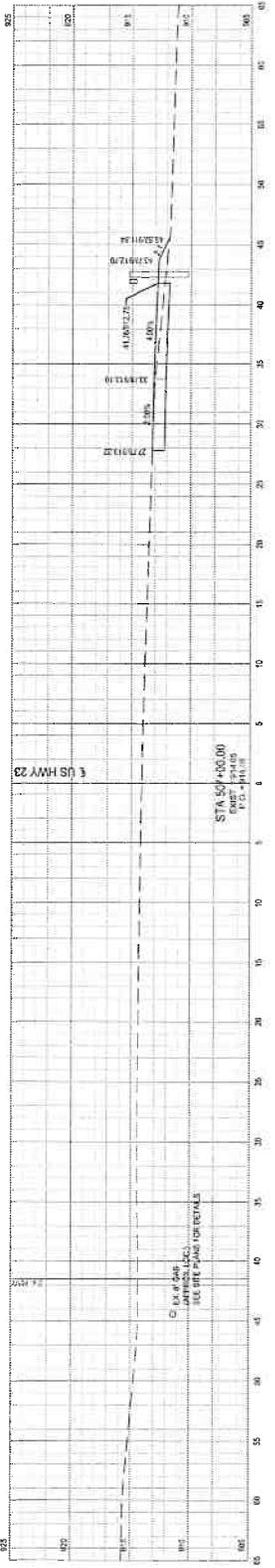
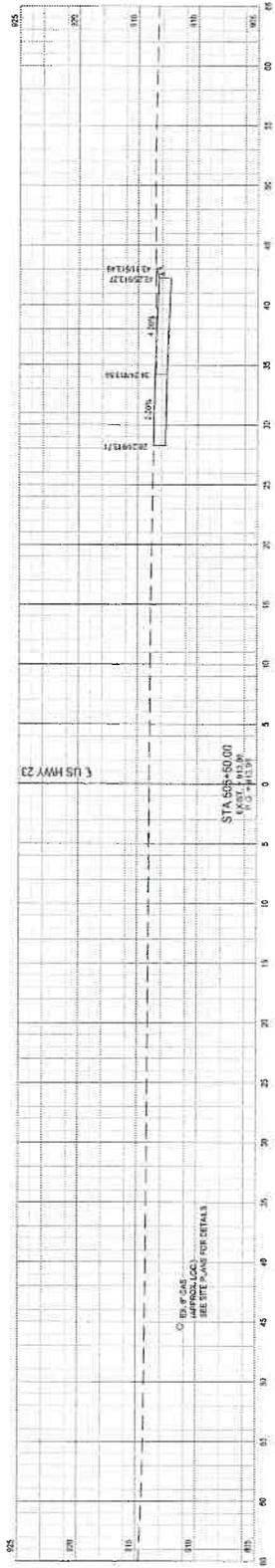
GRAPHIC SCALE (IN FEET)

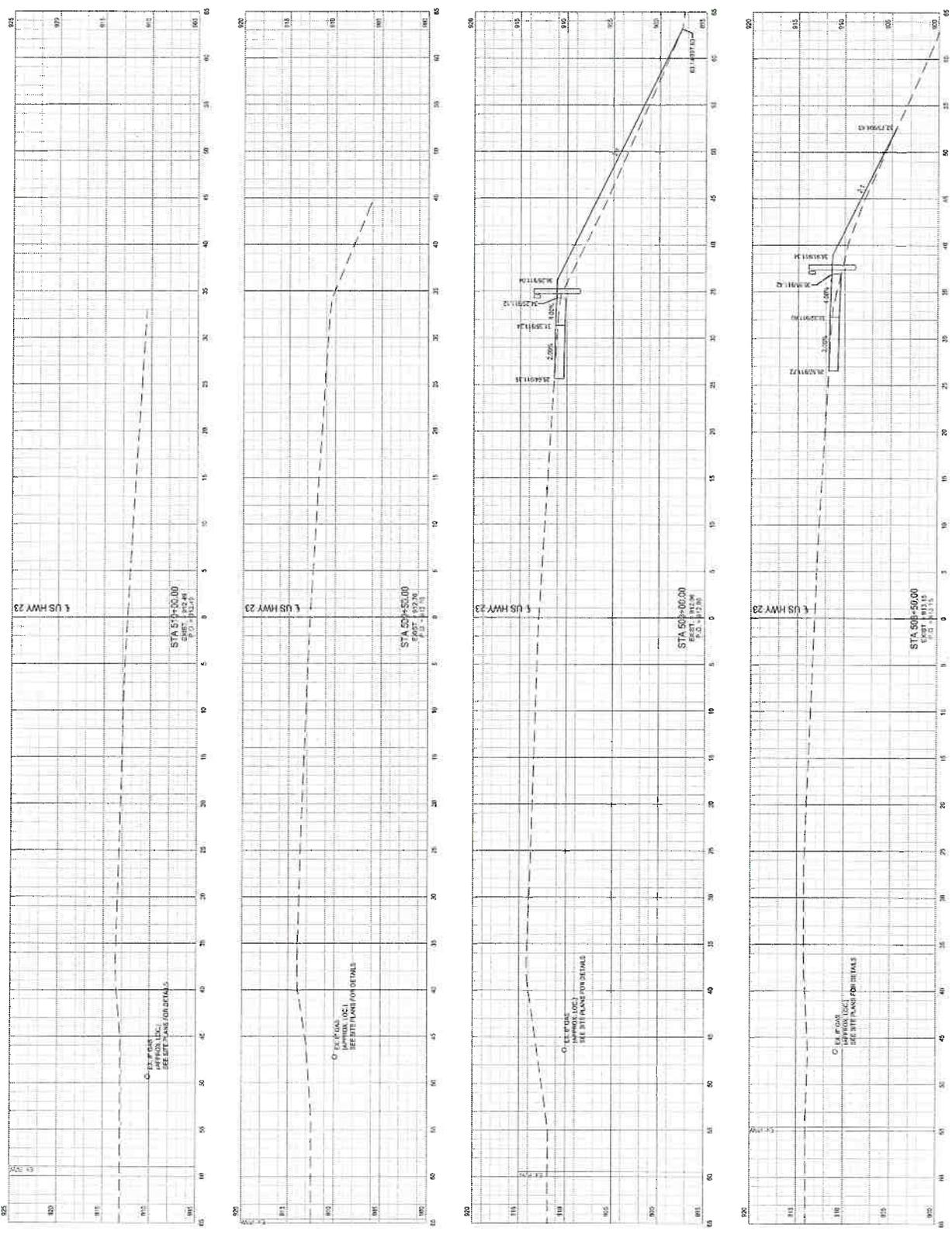
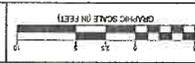


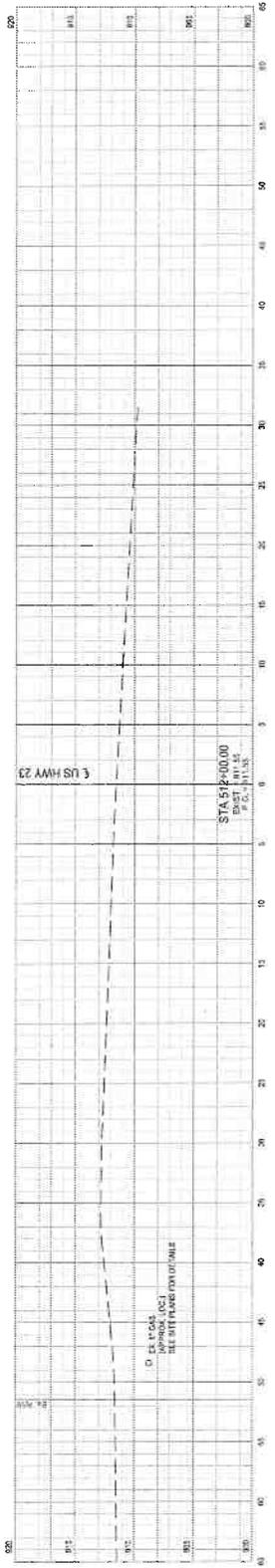
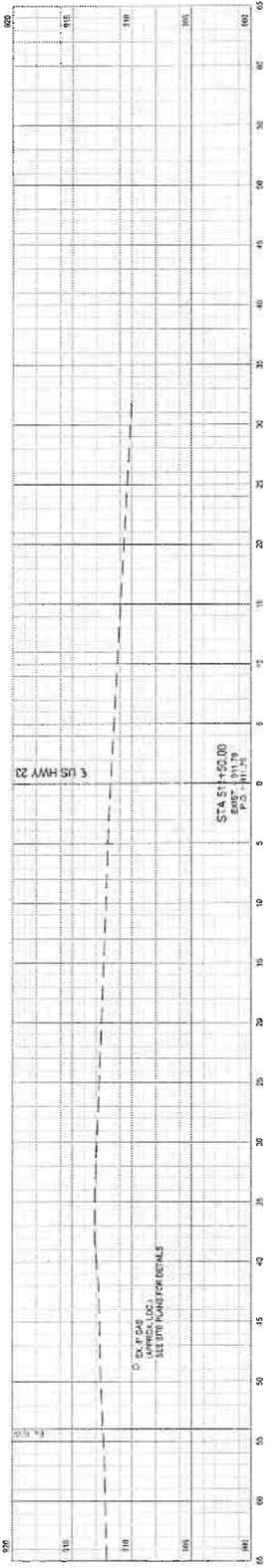
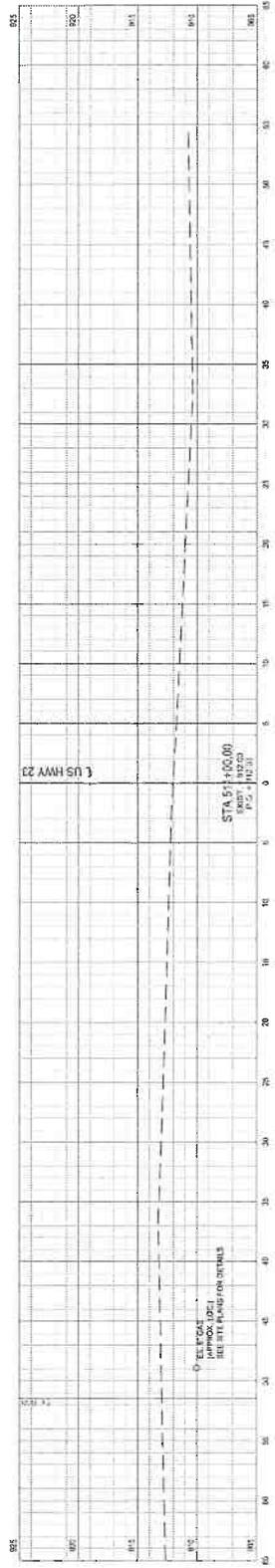
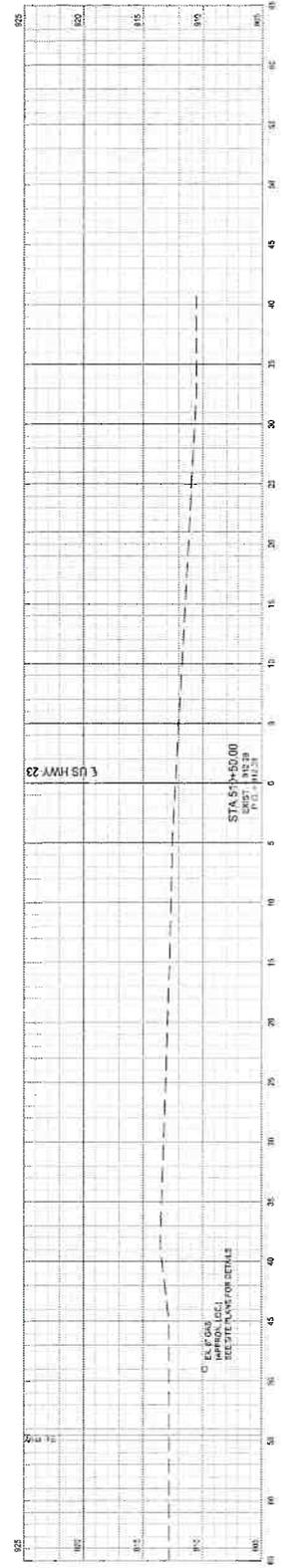


DATE PLOTTED: 11/11/11

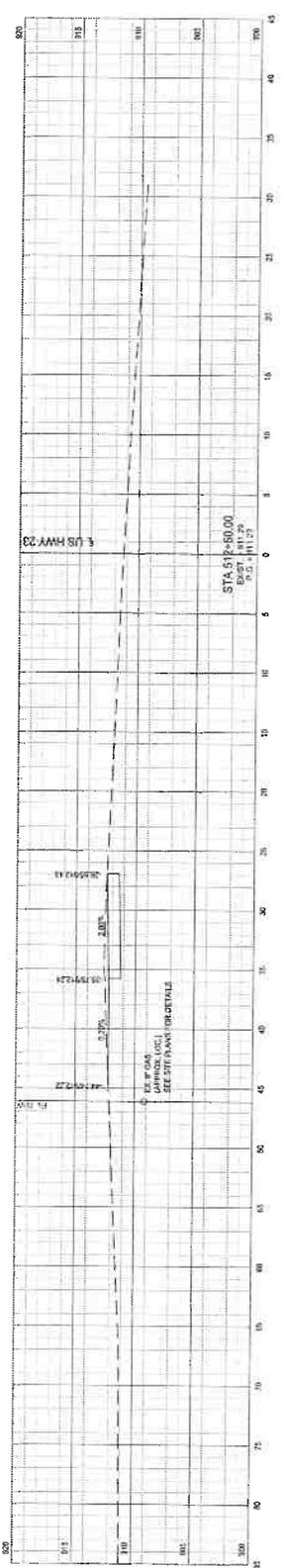
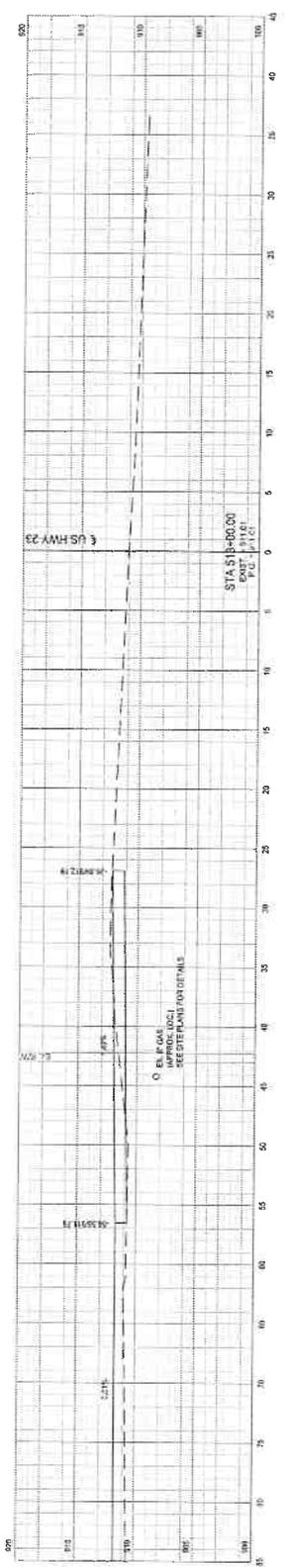
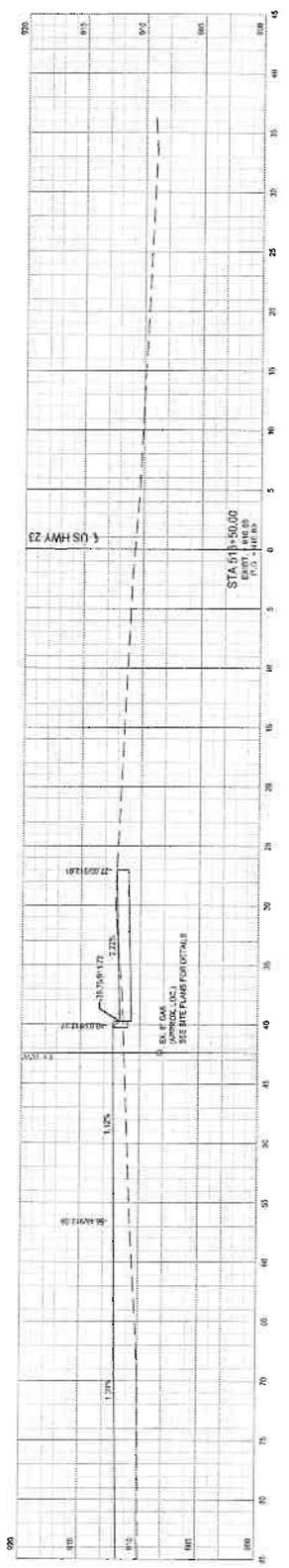
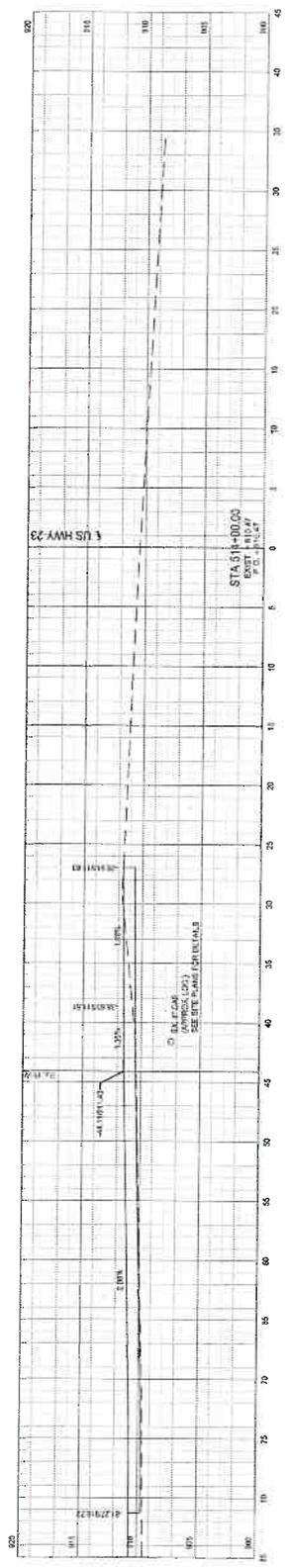




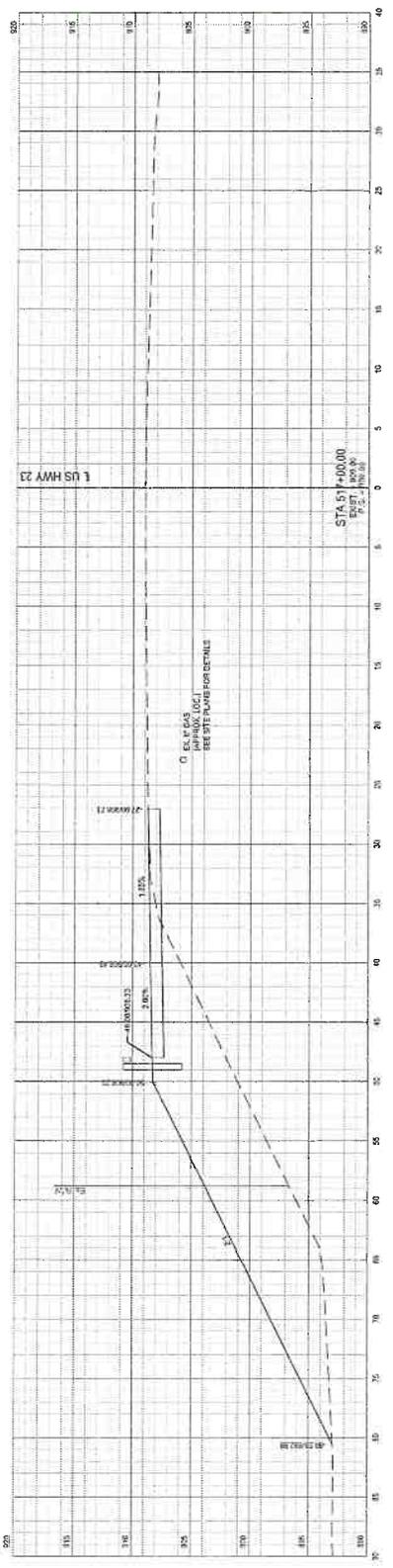
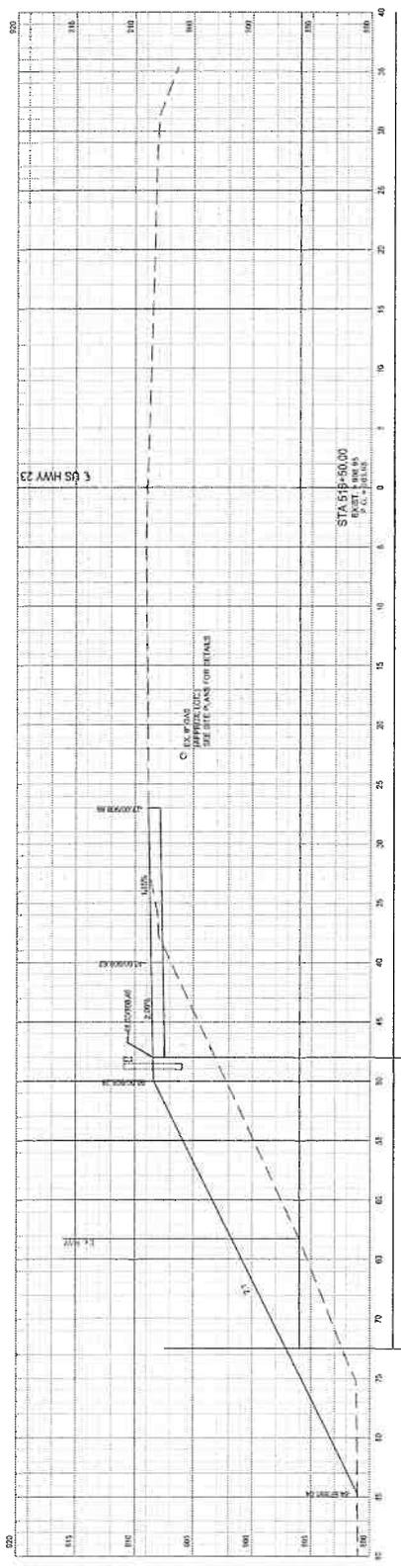
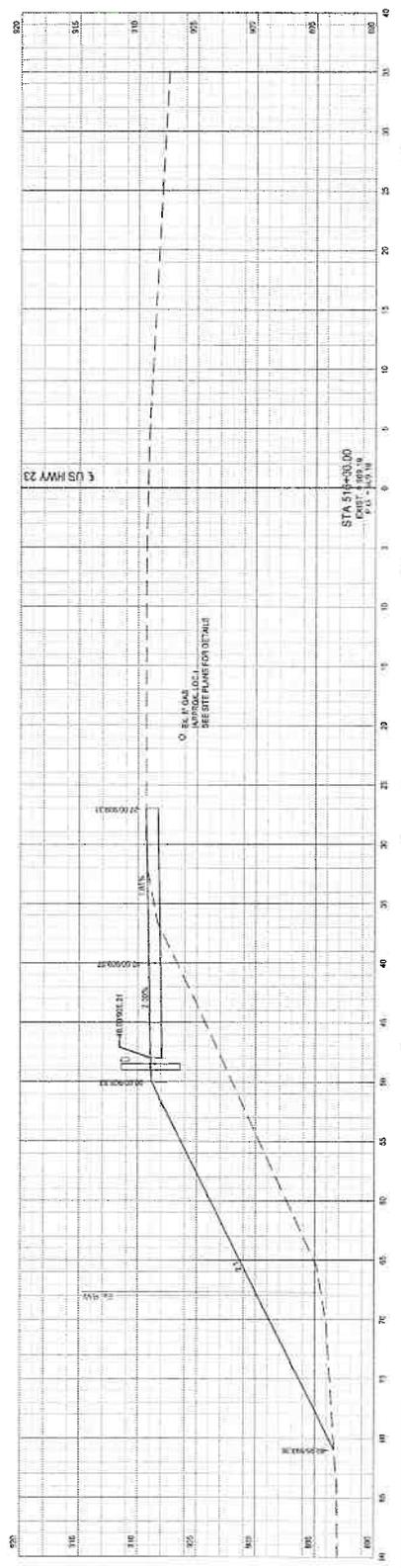




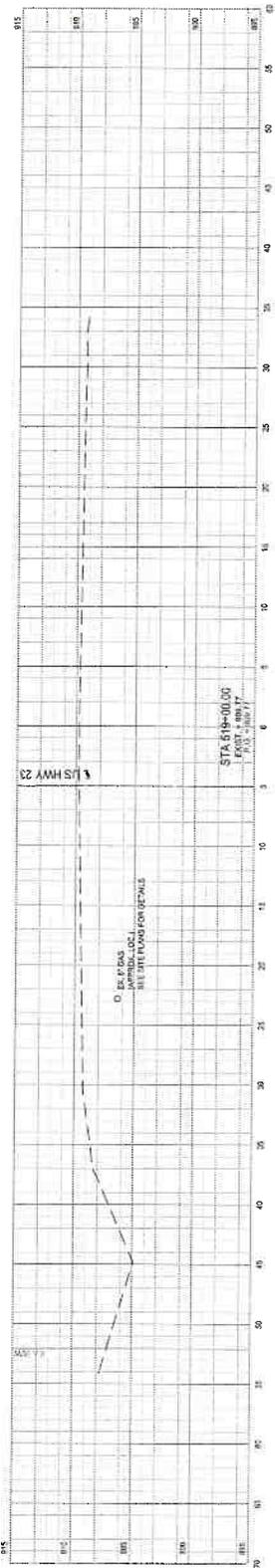
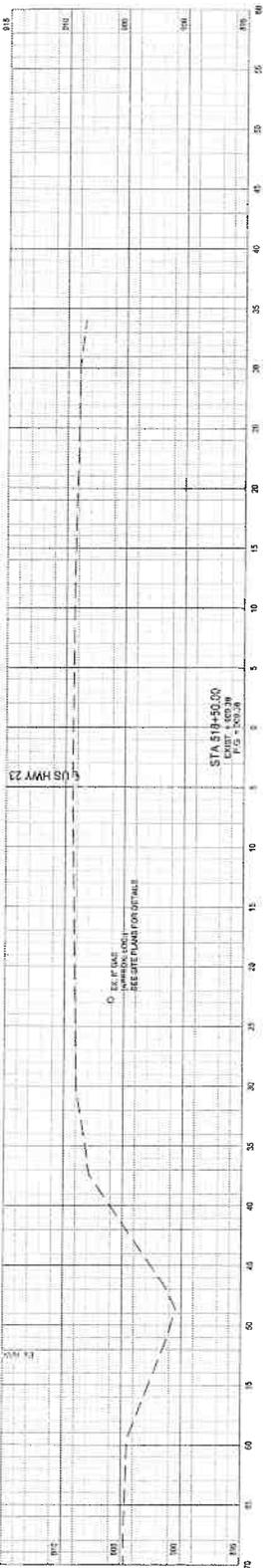
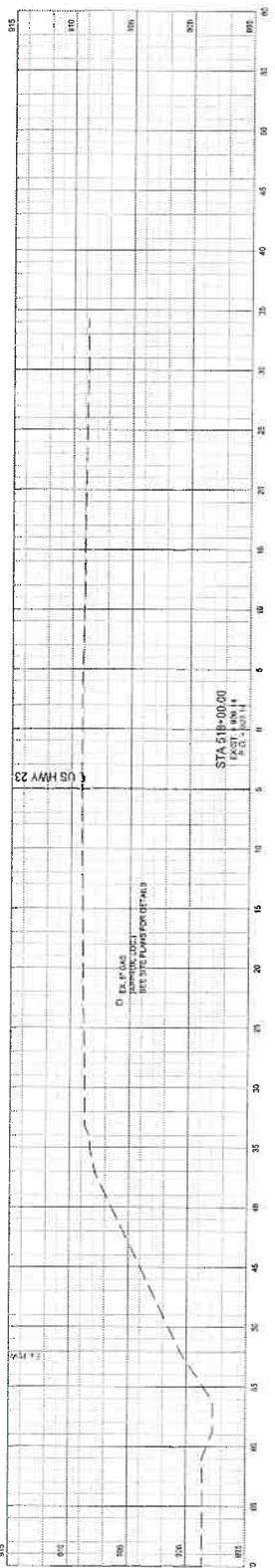
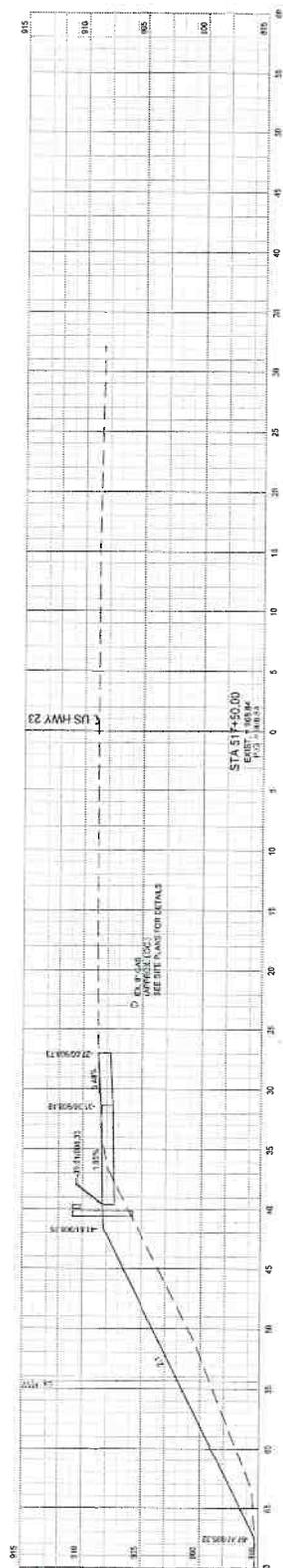
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 DATE: 11/15/05  
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PROJECT: SPEEDWAY #100369, HILLS-MILLER RD & US HWY 23, DATE: 11/13/17, SHEET: 17 OF 24





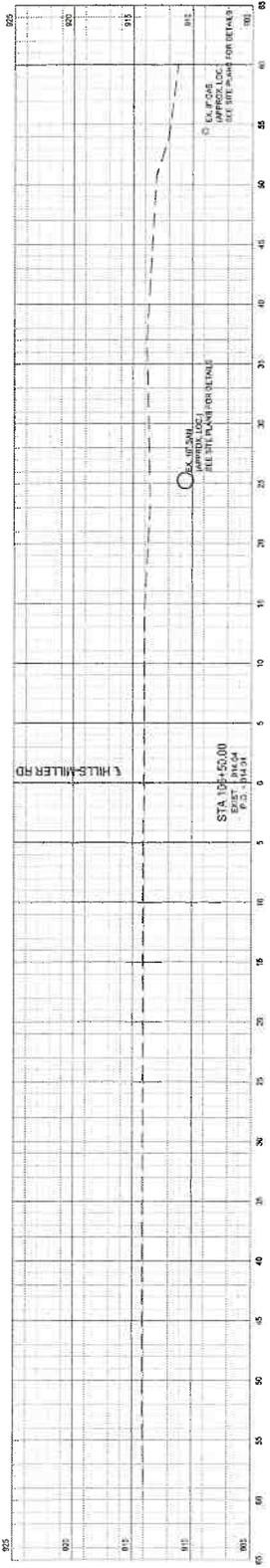




SPEEDWAY #100359  
HILLS-MILLER RD & US HWY 23

CROSS SECTIONS  
HILLS-MILLER RD

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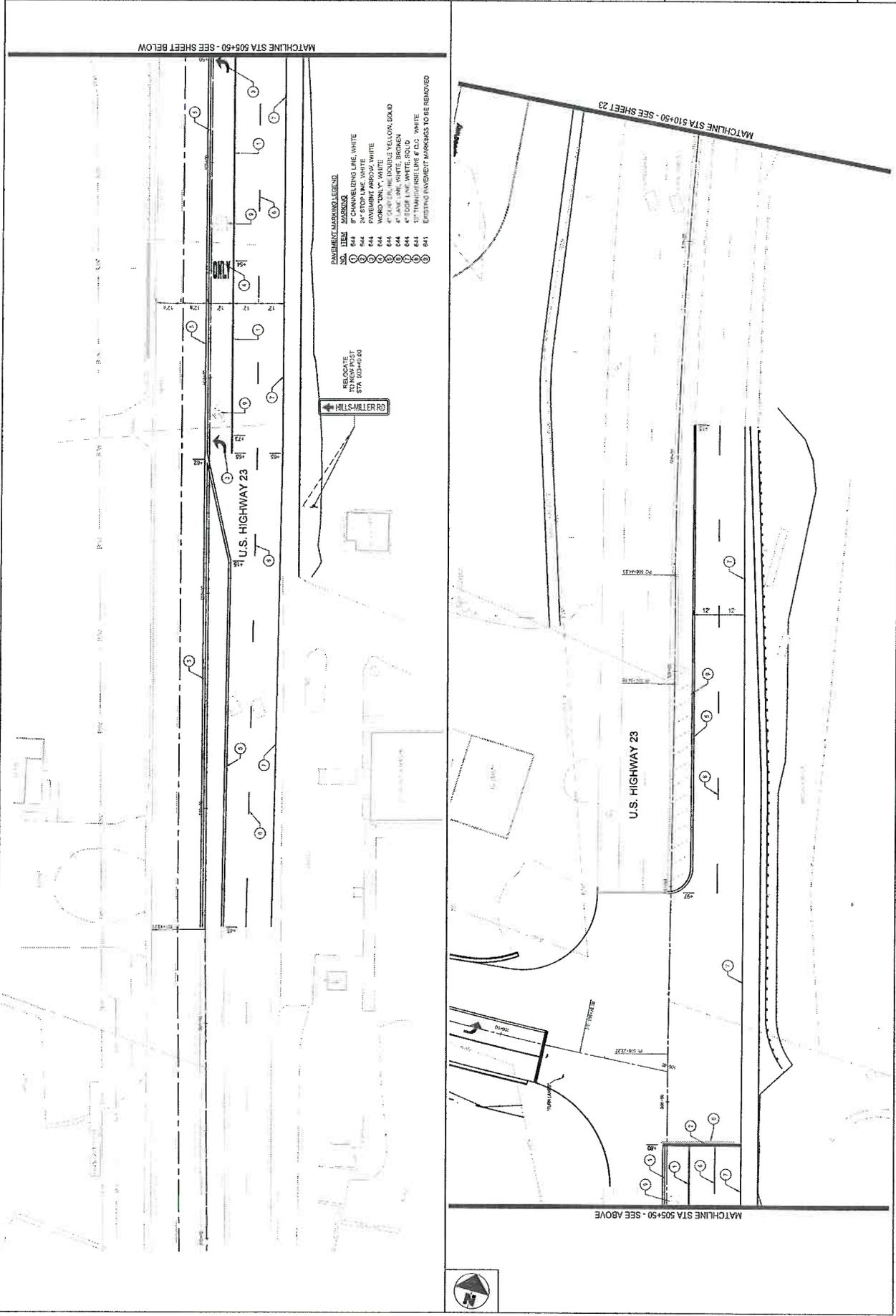
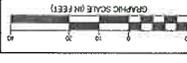




SPEEDWAY #100359  
HILLS-MILLER RD & US HWY 23

PAVEMENT MARKING PLAN  
U.S. HIGHWAY 23

TA  
RTD  
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DATE



PAVEMENT MARKING LEGEND

| NO. | ITEM                       | MARKING       |
|-----|----------------------------|---------------|
| 644 | 9" CHANNELING LINE         | WHITE         |
| 644 | PAVEMENT ARROW             | WHITE         |
| 644 | PAVEMENT ARROW             | WHITE         |
| 644 | WORD ONLY                  | WHITE         |
| 644 | 4" CHANNEL DOUBLE YELLOW   | ROAD          |
| 644 | 4" CHANNEL SINGLE YELLOW   | ROAD          |
| 644 | 4" EDGE LINE               | WHITE ROAD    |
| 644 | 4" EDGE LINE               | WHITE ROAD    |
| 644 | 17" TRANSVERSE LINE        | & D.S. WHITE  |
| 641 | EXISTING PAVEMENT MARKINGS | TO BE REMOVED |



MATCHLINE STA 505+50 - SEE SHEET BELOW

MATCHLINE STA 505+50 - SEE ABOVE

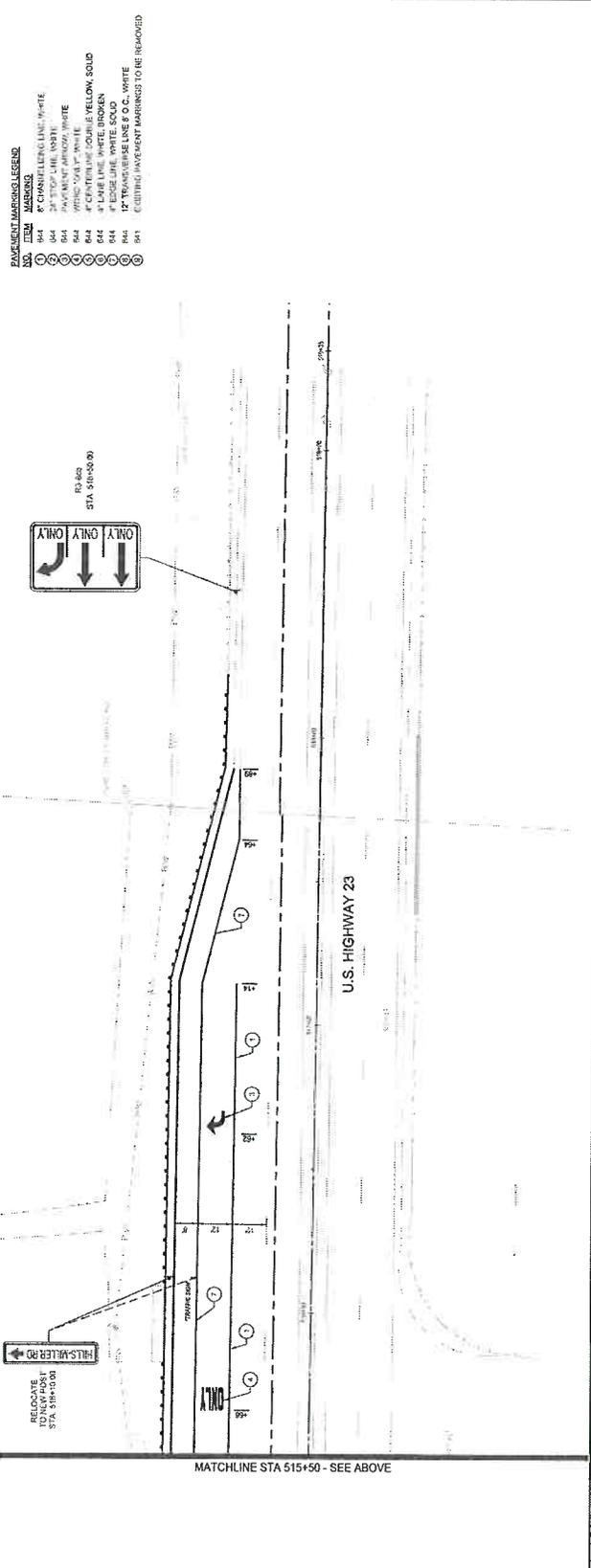
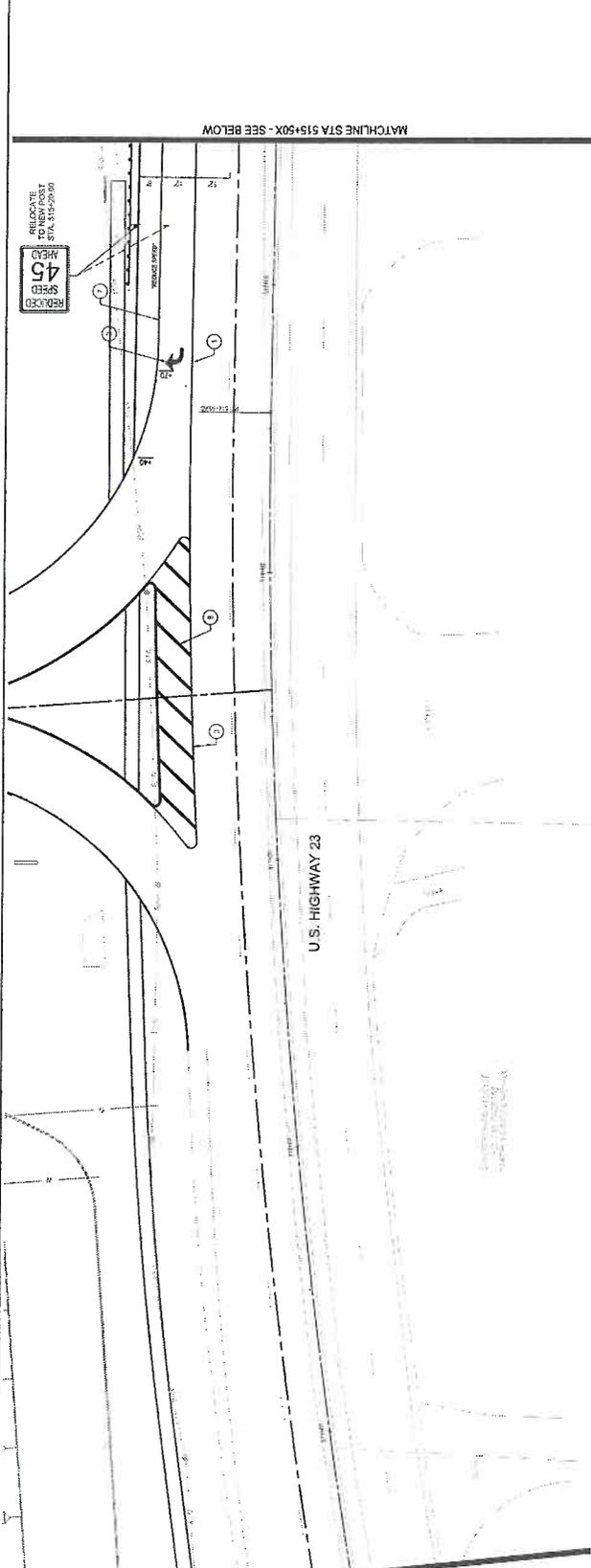
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SPEEDWAY #100359  
HILLS-MILLER RD & US HWY 23

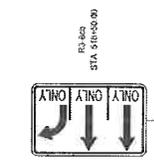
PAYMENT MARKING PLAN  
U.S. HIGHWAY 23

SCALE  
GRAPHIC SCALE (IN FEET)



PAYMENT MARKING LEGEND

| NO. | ITEM               | MARKING |
|-----|--------------------|---------|
| 001 | 8" CHANNELING LINE | WHITE   |
| 002 | 24" STOP BAR       | WHITE   |
| 003 | PAVEMENT MARKING   | WHITE   |
| 004 | PAVEMENT MARKING   | WHITE   |
| 005 | PAVEMENT MARKING   | WHITE   |
| 006 | PAVEMENT MARKING   | WHITE   |
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| 099 | PAVEMENT MARKING   | WHITE   |
| 100 | PAVEMENT MARKING   | WHITE   |



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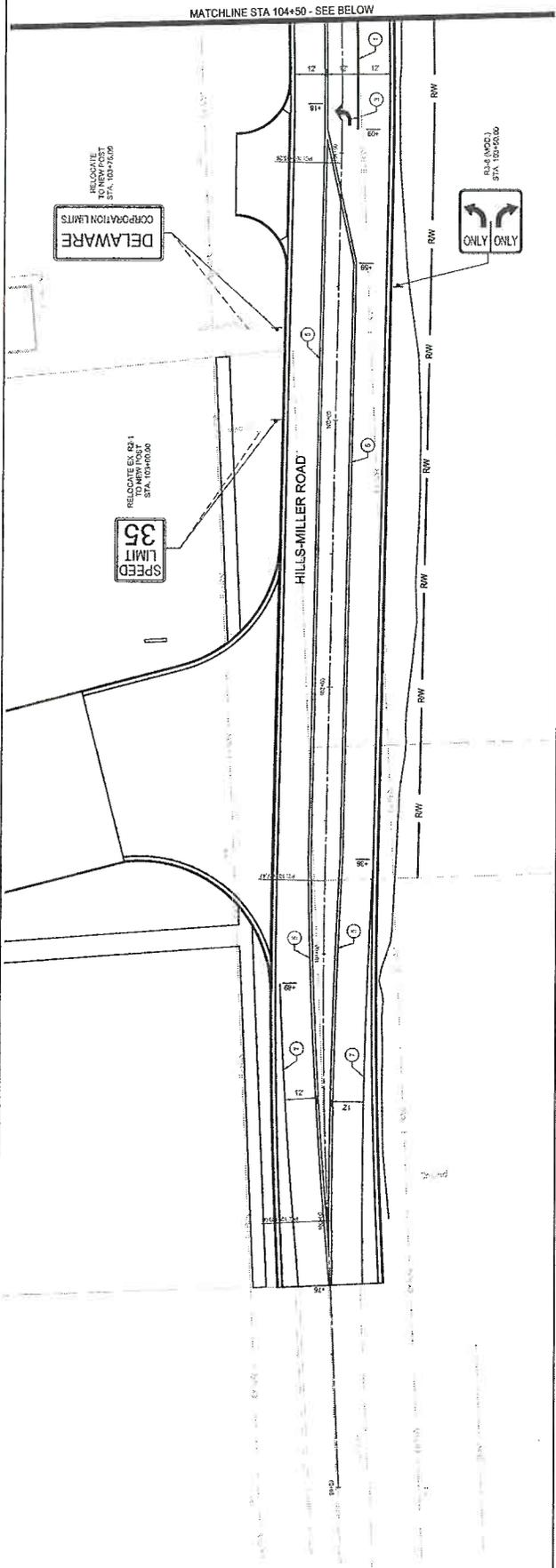


SPEEDWAY #100359  
 HILLS-MILLER RD & US HWY 23

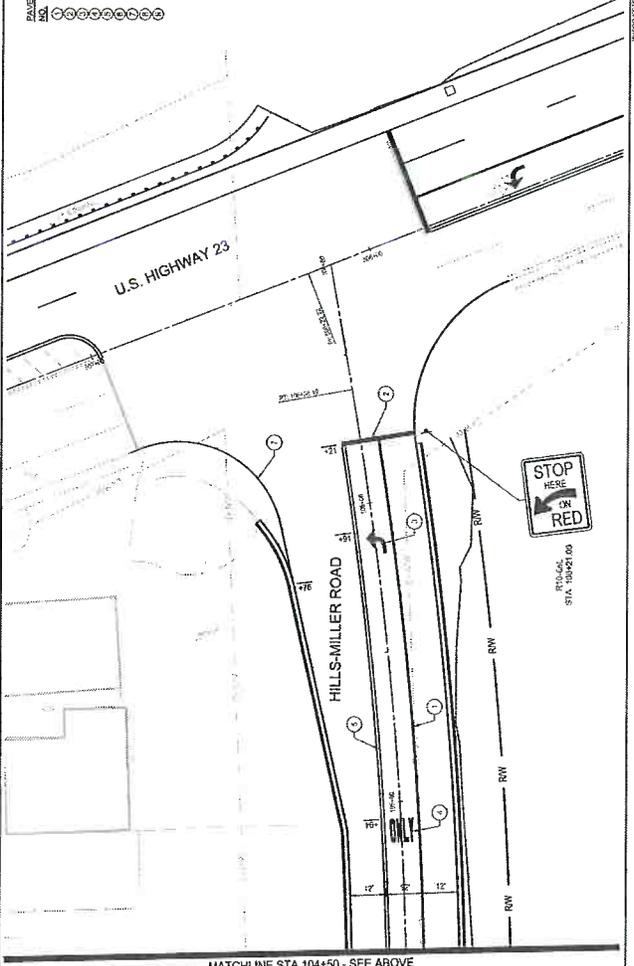
PAVEMENT MARKING PLAN  
 HILLS-MILLER RD

GRAPHIC SCALE (IN FEET)

DATE: 02/20/2018  
 TIME: 10:00 AM



- PAVEMENT MARKING LEGEND:
- 1" 10" MARKING
  - 2" 10" MARKING
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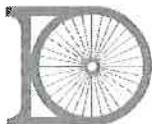


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**CITY OF DELAWARE, OHIO  
PLANNING & COMMUNITY DEVELOPMENT  
MASTER APPLICATION FORM**



Project # \_\_\_\_\_ Case # 2015-1511

**Planning Commission**

- |                                                                        |                                                                  |                                                                           |
|------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> Amended Final Development Plan                | <input type="checkbox"/> Final Development Plan Extension        | <input type="checkbox"/> Substitution of a Non-Conforming Use             |
| <input type="checkbox"/> Amended Final Subdivision Plat                | <input type="checkbox"/> Final Subdivision Plat                  | <input type="checkbox"/> Vacation-Alley                                   |
| <input type="checkbox"/> Amended Preliminary Development Plan          | <input type="checkbox"/> Final Subdivision Plat Extension        | <input type="checkbox"/> Vacation-Easement                                |
| <input type="checkbox"/> Amended Preliminary Subdivision Plat          | <input type="checkbox"/> Floodplain Permit                       | <input type="checkbox"/> Vacation-Street                                  |
| <input type="checkbox"/> Annexation Review                             | <input type="checkbox"/> Lot Split                               | <b>Board of Zoning Appeals</b>                                            |
| <input type="checkbox"/> Combined Preliminary & Final Development Plan | <input type="checkbox"/> Pre-annexation Agreement                | <input type="checkbox"/> Appeal Administrative Decision or Interpretation |
| <input type="checkbox"/> Comprehensive Plan Amendment                  | <input checked="" type="checkbox"/> Preliminary Development Plan | <input type="checkbox"/> Conditional Use Permit                           |
| <input type="checkbox"/> Concept Plan                                  | <input type="checkbox"/> Preliminary Dev Plan Extension          | <input type="checkbox"/> Substitution of Equal or Less Non-Conforming Use |
| <input type="checkbox"/> Conditional Use Permit                        | <input type="checkbox"/> Preliminary Sub Plat                    | <input type="checkbox"/> Variance                                         |
| <input type="checkbox"/> Determination of Similar Use                  | <input type="checkbox"/> Preliminary Sub Plat Extension          |                                                                           |
| <input type="checkbox"/> Development Plan Exemption                    | <input type="checkbox"/> Rezoning                                |                                                                           |
| <input type="checkbox"/> Final Development Plan                        | <input type="checkbox"/> Subdivision Variance                    |                                                                           |

Subdivision/Project Name Speedway 7775 Address 2319 US Hwy 23 N  
 Acreage 11.45 Square Footage 498,806 Number of Lots 1 Number of Units 1  
 Zoning District/Land Use B4 Proposed Zoning/Land Use B4 Parcel # 519-133-02-002-000

Applicant Name Speedway LLC Contact Person Bryan Witt  
 Applicant Address 500 Speedway Dr, Enon, OH 45323  
 Phone (937) 863-6507 Fax (937) 863-6078 E-mail bmwitt@speedway.com  
 Owner Name Speedway LLC Contact Person Bryan Witt  
 Owner Address 500 Speedway Dr, Enon, OH 45323  
 Phone (937) 863-6507 Fax (937) 863-6078 E-mail bmwitt@speedway.com  
 Engineer/Architect/Attorney CESO, Inc. Contact Person Christopher Warshaw  
 Address 395 Springside Dr, Akron, OH 44333  
 Phone (330) 665-0660 Ext. 1725 Fax (330) 665-0664 E-mail warshaw@cesoinc.com



The undersigned, do hereby verify the truth and correctness of all facts and information presented with this application and authorize field inspections by City Staff.

B.T. Lafreniere  
 Owner Signature

Brian T. Lafreniere, Dir. Const. & Eng.  
 Owner Printed Name

Christopher Warshaw  
 Agent Signature



Christopher Warshaw  
 Agent Printed Name

Sworn to before me and subscribed in my presence this 3rd day of August, 2015

DANIEL M. KEVER  
 Notary Public, State of Ohio  
 Notary Commission Expires 7/6/2020  
D.M. Kever  
 Notary Public

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: October 5, 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**  
September 26-September 30  
\* ICMA Conference  
October 5  
\* Rotary  
\* Council Work Session  
October 6  
\* 911 Board meeting  
October 8  
\* Olentangy Shanahan Panel Guest
4. **Required Reading**  
A. Fire Department Monthly Report

# October

2015

*Sun Mon Tue Wed Thu Fri Sat*

4 5 6 7 8 9 10

Council CIP Work  
Session 6:00

Civil Service  
Commission 3

Planning 7

11 12 13 14 15 16 17

Council 7

Sister City  
Advisory Bd 6

BZA 7 - cancelled

Airport  
Commission 7

18 19 20 21 22 23 24

Parks &  
Recreation  
Advisory Board 7

25 26 27 28 29 30 31

Council 7

Shade Tree  
Commission 7

HPC 7

**CONTRACT APPROVAL - OCTOBER 12, 2015**

| <b>VENDOR</b>        | <b>EXPLANATION OF AGREEMENT</b>                  | <b>2015 AMOUNT</b> | <b>DEPARTMENT</b> |
|----------------------|--------------------------------------------------|--------------------|-------------------|
| Pomeroy & Associates | Southwest Delaware Storm Water Master Plan Study | \$17,6000          | Public Utilities  |
| Paul Gabriel, MD     | EMS Medical Director                             | \$8,600            | Fire              |

# Delaware Fire Department

## August 2015 Monthly Report

| PERFORMANCE REVIEW                                                 | 2012   | 2013   | 2014   | 2015   | August | Year-to-Date | % Year to Date | % of Budget | (+ / -)            |
|--------------------------------------------------------------------|--------|--------|--------|--------|--------|--------------|----------------|-------------|--------------------|
|                                                                    | Actual | Actual | Actual | Budget | Actual | Actual       | Budget         | Completed   | Projected for Year |
| Total number of incidents                                          | 4,928  | 4,831  | 5,173  | 5,372  | 411    | 3,482        | 64.82%         | 67.00%      | -2.18%             |
| Fire                                                               | 103    | 104    | 101    | 107    | 9      | 84           | 78.50%         | 67.00%      | 11.50%             |
| Rupture/Explosion                                                  | 9      | 3      | 3      | 3      | 0      | 1            | 33.33%         | 67.00%      | -33.67%            |
| EMS                                                                | 3,861  | 3,883  | 4,047  | 4,197  | 319    | 2,727        | 64.97%         | 67.00%      | -2.03%             |
| Hazardous Conditions                                               | 173    | 131    | 124    | 135    | 12     | 88           | 65.19%         | 67.00%      | -1.81%             |
| Service Calls                                                      | 146    | 94     | 141    | 146    | 7      | 96           | 65.75%         | 67.00%      | -1.25%             |
| Good Intent                                                        | 169    | 165    | 162    | 176    | 13     | 114          | 64.77%         | 67.00%      | -2.23%             |
| False Calls                                                        | 453    | 440    | 589    | 599    | 50     | 364          | 60.77%         | 67.00%      | -6.23%             |
| Severe Weather                                                     | 6      | 3      | 0      | 2      | 0      | 1            | 50.00%         | 67.00%      | -17.00%            |
| Other                                                              | 8      | 8      | 6      | 7      | 1      | 7            | 100.00%        | 67.00%      | 33.00%             |
| Number of medical transports                                       | 2,593  | 2,576  | 2,586  | 2,888  | 314    | 2,529        | 87.57%         | 67.00%      | 20.57%             |
| Percent of priority calls w/ response within 6 min                 | 57%    | 56%    | 68%    | 68%    | 76%    | 74%          | 72.00%         | 67.00%      | 2.00%              |
| Percent residential structure fires ERF of 15 FF within 12 minutes | 40%    | 70%    | 78%    | 70%    | 0%     | 71%          | 2.04%          | 67.00%      | 70.00%             |
| # Structure Fires                                                  |        |        | 9      | 10     | 1      | 7            | 70.00%         | 67.00%      | 3.00%              |
| # Structure with personnel and Times                               |        |        | 7      | 7      | 0      | 5            | 71.43%         | 67.00%      | 4.43%              |
| Number of commercial inspections conducted                         | 594    | 1,222  | 1,473  | 1,250  | 55     | 1,024        | 81.92%         | 67.00%      | 14.92%             |
| Number of plans reviewed within five days                          | 89%    | 86%    | 100%   | 95%    | 100%   | 100%         | 105.26%        | 67.00%      | 100.00%            |
| Number of fires greater than \$10,000                              | 6      | 13     | 8      | 8      | 2      | 9            | 112.50%        | 67.00%      | 45.50%             |
| Number of fires of suspicious nature                               | 3      | 5      | 5      | 3      | 1      | 4            | 133.33%        | 67.00%      | 66.33%             |
| Hours of Training                                                  | 9,326  | 8,831  | 13,335 | 10,000 | 632    | 7,739        | 77.39%         | 67.00%      | 10.39%             |

### Major Incidents

- August 2, Double Fatal MVC, Sunbury Rd
- August 3, Structure Fire, Arson, Arrest Made
- August 6, Fatal MVC, London Rd
- August 27, Structure Fire, US 42 S

### Other Activities

- August 13, OWU – Resident Assistant Training
- August 10-13, Trench Rescue Recertification
- August 19, General Health District Car Seat Inspection

### 2010 Fire Levy Status

- Equipment - Continuing
  - Three new Paramedic trucks are currently on order. The expected delivery is mid-2015.
  - Staff cars have been replaced in 2012, 2013 and 2014. This has included the implementation of retired police vehicles for station and inspector cars.
  - The new engine was delivered and placed in-service in April 2013.
  - The new paramedic truck was delivered and was placed in-service in January 2013.
  - The new ladder truck was delivered and was placed in-service in April 2012.
- Personnel - Continuing
  - Officer Development Training Continued. All new Lieutenants have completed their Instructor training, Fire Inspector and Fire Officer 1 certifications. They continue to work on their Associates Degree and other required classes.

- The total amount of new personnel hired since the new levy will be 22 with the addition of the three new Firefighters. Some of these positions have filled open positions.
- New Fire Station 304 - Continuing
  - Property was purchased in 2011 at 821 Cheshire Rd. The property was leased out and the lease moved out on November 30, 2013. In 2014, we plan to begin the analysis and plans for an anticipated groundbreaking in 2016.
  - The opening of this Station is dependent on the increased staffing. This will be accomplished through the use of Part-Time personnel to supplement the staffing. The Part-Time personnel will be backfilling the open positions caused by personnel scheduled leaves.
- Fire Station 303 - Completed
  - On September 27, 2014 we began operation 24/7. The Fire Station was dedicated on October 19.

**Council for Older Adults – Monthly Report on the Firehouse Coordinator**  
**2015 FIRST Location Data for City of Delaware**

| <b>Month</b>                      | <b>August</b> | <b>TOTALS YTD</b> |
|-----------------------------------|---------------|-------------------|
| Referrals                         | 49            | 292               |
| DFD FIRST Coordinator             | 43            | 246               |
| DFD Personnel                     | 2             | 31                |
| Other Agency                      | 4             | 15                |
| # of New COA-Enrolled             | 1             | 7                 |
| Total FIRST Contacts              | 131           | 1497              |
| # of Individuals Served           | 49            | 556               |
| # on New Individuals Served       | 29            | 402               |
| City of Delaware Residents Served | 46            | 505               |
| Individuals with New Service      | 3             | 31                |
| Services Provided                 | 4             | 45                |
| Home Delivered Meals              | 1             | 7                 |
| Shelf Stable Meals                | 1             | 1                 |
| Emergency Alert Unit Provided     | 0             | 9                 |
| Medication Dispenser              | 0             | 2                 |
| Incontinence Products             | 0             | 2                 |
| Durable Medical Equipment         | 1             | 6                 |
| In-Home Support                   | 1             | 13                |
| Other                             | 0             | 5                 |

# 2015 Year-to-Date Response Map

