

**CITY OF DELAWARE
PUBLIC WORKS/PUBLIC UTILITIES
COMMITTEE
AGENDA
CITY COUNCIL CHAMBERS
1 S. SANDUSKY ST
7:00 P.M.**

REGULAR

JANUARY 5, 2016

1. ROLL CALL
2. ELECTION of Chair and Vice-Chair
3. APPROVAL of the Motion Summary for the meeting of the Public Works/Public Utilities Committee meeting held September 1, 2015, as recorded and transcribed
4. PUBLIC COMMENTS
5. UPDATE on AMI Program
6. REVIEW of SafeWalks Program
7. PRESENTATION of SafeWalk Appeals
8. UPDATE on "The Point" Traffic
9. PRESENTATION of Norfolk-Southern Railroad Bridge Replacement Feasibility Review
10. REVIEW of Snow & Ice Removal Policy
11. UPDATE on Public Utilities Projects and Activities
12. UPDATE on Public Works Projects and Activities
13. STAFF COMMENTS
14. MEMBER COMMENTS
15. ADJOURNMENT

ITEM 3

**PUBLIC WORKS/PUBLIC UTILITIES
MOTION SUMMARY
September 1, 2015**

ITEM 1. Roll Call

Chairman Jones called the meeting to order at 7:05 p.m.

Members Present: Vice-Chairman Kent Shafer and Chairman Chris Jones

Members Absent: Mayor Carolyn Riggie

City Staff Present: Bill Ferrigno, Director of Public Works/City Engineer, Brad Stanton, Director of Public Utilities, Dan Whited, Director Public Service Group

Motion to Excuse: Vice-Chairman Shafer moved to excuse Mayor Riggie, seconded by Chairman Jones. Motion approved with a 2-0 vote.

ITEM 2. APPROVAL of the Motion Summary of the Public Works/Public Utilities Committee meeting held July 7, 2015 as recorded and transcribed.

Motion: Vice-Chairman Shafer moved to approve the Motion Summary of the Public Works/Public Utilities Committee meeting held July 7, 2015, seconded by Chairman Jones. Motion approved by a 2-0 vote.

ITEM 3. PUBLIC COMMENTS

There was no public comment.

ITEM 4. AMI Project Status Update

Mr. Stanton provided an update on the status of the AMI Project and discussed the contract with consultants CH2M for a functional assessment. Mr. Stanton expects that vendor presentations will take place the week of September 28, as proposals will be due by September 17, 2015. Vendor's cost proposals will be due by October 9, 2015 and a decision on the vendor is expected to be completed in November. Mr. Stanton explained that in the RFP vendors will propose one type of AMI system.

ITEM 5. Public Utilities Projects Update

Mr. Stanton provided an update of Public Utilities Projects.

Mr. Stanton discussed the Park Ave 12" Water Line project with information on the construction bid and schedule.

Mr. Stanton discussed the Blue Limestone Park improvements including the construction schedule and plans. The Committee was updated on the pickle ball courts progress.

The Committee was updated on the Sawmill Parkway/Innovation Court water and sewer Lines project.

The Committee was updated on the Bernard Avenue Storm Water Improvements, along with the estimated construction cost and schedule. Mr. Stanton t that this project is currently in the design stage.

Mr. Stanton provided an update on the Cooperative Boating Facility Grant project and provided information on the access sites and construction schedule.

Mr. Stanton provided information on the Stratford Road/Route 23 Low-Head Dam Removal. Stating that the cost for the removal of the dam was less than the funding provided by the OEPA Surface Improvement Grant. The Committee was made aware that a refund will be issued.

Mr. Stanton discussed the Sanitary Sewer Collection System Master Plan.

ITEM 6. Public Works Projects Update

Mr. Ferrigno discussed the status of winter salt in the salt barn for the 2015/2016 winter. The Committee was made aware that the salt barn is at full capacity of 3,000 tons.

Mr. Ferrigno provided an update on the Sharrows Resurfacing Program.

Mr. Ferrigno provided an update on the Glenn Road. Project.

Information was provided on the projected demolition of the old recycling building on Cherry Street and the need to determine for potential asbestos material prior to demolition for safety.

Information was provided by Mr. Ferrigno on the CSX Supplemental. Mr. Ferrigno discussed the benefits of using the proposed rubberized crossing material and the projected extension of durability in the crossing.

Mr. Ferrigno requested a recommendation by the Committee to Council to recommend approval of the upgraded rubberized crossing.

Motion: Vice-Chairman Shafer moved to recommend CSX Railroad Proposal to Council for a second reading, seconded by Chairman Jones. Motion approved by a 2-0 vote.

ITEM 7. STAFF COMMENTS

Mr. Ferrigno provided an update on the Safe Walks Program and expected appeals to be presented at the November meeting.

ITEM 8. MEMBER COMMENTS

Chairman Jones requested an update on the potential name change at the location of the Public Works building. Mr. Ferrigno provided an update on recent conversations with surrounding business owners and the potential easement from ODOT for signage.

ITEM 9. ADJOURNMENT

Motion: Vice-Chairman Shafer moved to adjourn the Public Works/Public Utilities Committee meeting, seconded by Chairman Jones. The meeting adjourned at 7:45 p.m.

Chairman

Clerk

Date

ITEM 6

CHAPTER 729: ASSESSMENTS -- SIDEWALKS; SEWERS

729.01 Construction or repair of sidewalks, curbs, and gutters at expense of owners.

In addition to the power conferred upon municipal corporations under section 727.01 of the Revised Code to construct sidewalks, curbs, or gutters and levy an assessment therefor, the legislative authority of a municipal corporation may require the construction or repair of sidewalks, curbs, or gutters within the municipal corporation by the owners of lots or lands abutting thereon, and upon the failure of such owners to construct or repair such sidewalks, curbs, or gutters within the time prescribed in the resolution adopted under section 729.02 of the Revised Code, may cause such sidewalks, curbs, or gutters to be constructed or repaired and assess the total cost thereof against the lots or lands abutting thereon, notwithstanding the provisions of sections 727.03 and 727.05 of the Revised Code.

Effective Date: 01-01-1962

729.02 Resolutions of necessity for construction or repair of sidewalks, curbs, or gutters.

When it is deemed necessary by a municipal corporation to require the construction or repair of sidewalks, curbs, or gutters within the municipal corporation by the owners of the lots or lands abutting thereon, the legislative authority of the municipal corporation shall cause plans, specifications, and an estimate of the cost of such construction or repair to be prepared, showing the location and dimensions of such sidewalks, curbs, or gutters and the specifications for the construction or repair thereof, and filed in the office of the clerk of the legislative authority. After such plans, specifications, and estimate of cost have been filed, as provided in this section, the legislative authority may declare the necessity for the construction or repair of such sidewalks, curbs, or gutters by the adoption of a resolution which shall:

- (A) Approve the plans, specifications, and estimate of cost of the proposed construction or repair on file as provided by this section;
- (B) Describe the lots and lands abutting upon the sidewalks, curbs, or gutters to be constructed or repaired by the termini of the improvement or by street address;
- (C) Set forth that such sidewalks, curbs, or gutters shall be constructed or repaired by the owners of the lots or lands abutting thereon in accordance with the specifications on file in the office of the clerk of the legislative authority of the municipal corporation;
- (D) Set forth the time within which such sidewalks, curbs, or gutters shall be constructed or repaired by the owners of the lots and lands abutting thereon, which shall not be less than thirty days from the date of service of notice under section 729.03 of the Revised Code, on the owner of the lots or lands;
- (E) State that in the event such sidewalks, curbs, or gutters are not constructed or repaired by the owners of the lots and lands abutting thereon in accordance with such plans and specifications and

within the time prescribed in this resolution, the municipal corporation will so construct or repair such sidewalks, curbs, or gutters and assess the cost thereof against the lots and lands abutting thereon.

Effective Date: 01-01-1962

729.03 Notice to construct or repair sidewalks, curbs, and gutters.

Notice of the passage of a resolution of necessity under section 729.02 of the Revised Code shall be served by the clerk of the legislative authority, or a person designated by such clerk, upon the owners of the lots or lands abutting upon the sidewalks, curbs, or gutters to be constructed or repaired in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods. If it appears by the return of service or the return of the certified mail notice that one or more of the owners cannot be found, such owners shall be served by publication of the notice once in a newspaper of general circulation within the municipal corporation. The return of the person serving the notice or a certified copy thereof or a returned receipt for notice forwarded by certified mail accepted by the addressee or anyone purporting to act for him shall be prima-facie evidence of the service of notice under this section. Such notice shall also set forth the place where the specifications governing the construction or repair of such sidewalks, curbs, or gutters are on file, the time within which the owner of such lot or parcel of land may construct or repair such sidewalks, curbs, or gutters, and that in the event such owner does not construct or repair such sidewalks, curbs, or gutters in accordance with such specifications and within such time, the municipal corporation will construct or repair such sidewalks, curbs, or gutters and assess the costs thereof against the lot or land of such owner.

Effective Date: 01-01-1962

729.04 Assessment of costs of improvements.

Upon the expiration of the time within which sidewalks, curbs, or gutters shall be constructed or repaired by the owner of the lots or lands abutting thereon as set forth in the resolution adopted under section 729.02 of the Revised Code, the sidewalks, curbs, or gutters not constructed or repaired by the owners of the lots and lands abutting thereon shall be constructed or repaired by the municipal corporation in accordance with the resolution adopted under section 729.02 of the Revised Code, and the legislative authority of the municipal corporation shall, upon the completion of such construction or repair, assess the cost thereof against the lots or lands abutting thereon.

In anticipation of the collection of the cost of the construction or repair of such sidewalks, curbs, or gutters from the owners of the lots or lands abutting thereon, the legislative authority of the municipal corporation may provide for the issuance of bonds or notes and the proceeds thereof shall be used to pay for the construction or repair of such sidewalks, curbs, or gutters.

Effective Date: 10-08-1963

729.05 Assessment proceedings may include different owners on

NAME OF PROPERTY OWNER	DATE OF SERVICE	MANNER OF SERVING NOTICE
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Notice to Construct or Repair Sidewalk

To _____

You are hereby notified that in accordance with a resolution passed by the Council of the City of Delaware, State of Ohio, on _____ 190____, you are required to _____ sidewalk in front of your premises on _____ street, being lot No. _____ and in the manner following _____

If said sidewalk is not constructed within thirty days (or repaired within _____ days) from the service of this notice, the Department of Public Service will have the same done at your expense, and such expense will be assessed upon your property and made a lien thereon, and be collected in the manner provided by law, with penalty and interest if not paid as required in the levy of assessment.

Clerk of Council.

*West Central avenue
W.K. Algire
Emma Groot*

*July 10-11-1907 Published in Delaware Daily Gazette
July 1907 Published in Delaware Daily Gazette*

*East Winter Street
Julia E. Doyle and Julia A. Kendal*

July 8 1907 Left at residence with Mrs. Ellen Knabing

The State of Ohio, Delaware County, ss.

James Mahoney, being duly sworn, says that he served a true copy of the above notice of the passage of Resolutions No. 21734-322 declaring the necessity of making the improvement in said notice mentioned, which notice is hereto attached, upon each of the above named persons, at the times and in the manner above indicated, respectfully.

Sworn to by the said *James B. Mahoney* before me, and by him subscribed in my presence, this *21st* day of *June* A. D. 1907.

Oliver H. B. [Signature]
Notary Public, Delaware County.



HOME OWNER
ADDRESS
DELAWARE OH 43015

Sidewalks in your neighborhood were recently evaluated by the City to identify deficiencies which require repair in accordance with the established City code. Sections of sidewalk marked with a WHITE dot are the responsibility of the property owner to repair, while those sections marked with a BLUE dot will be repaired by the City. Subsequently, City Council approved a Resolution of Necessity on July 27th, 2015 (Resolution No. 15-33) that requires property owners to complete the identified sidewalk repairs by May 31st, 2016.

The majority of sidewalk repairs are completed by replacement with new concrete walk. The "Estimated Repair Cost" shown is based on an average repair cost of \$11.00/SF and is only for those sections marked with a WHITE dot, indicating property owner responsibility. Sections of walk marked with a BLUE dot that have been damaged by street trees will be repaired by City at no cost to the property owner. All repair work requires a permit (fees waived), and must be performed by either the property owner or a registered contractor and will be subject to inspection by the City. All work must be completed no later than **May 31st, 2016**. Failure to do so by the end of May 2016 will result in the City's contractor replacing the marked panel(s) in the summer of 2016 at the property owner's expense.

If you disagree with markings on your property, you can file for an appeal with the Safe Walks Program Manager. **All appeals must be submitted within 30 days of receipt of this letter.** If you request a hearing, you can appear in person or through an attorney or other representative and present evidence and examine witnesses appearing for or against you. You may also submit your position, arguments, or contentions in writing. Appeals may be requested by sending a letter to City Hall (at the address below) addressed to Safe Walks or by using the email provided below.

If this referenced property switches ownership prior to deficiencies being corrected, it is the Seller's responsibility to notify the Buyer of this deficiency and provide the Buyer with this documentation. While the responsibility to make these repairs runs with the property, a Seller's failure to provide notice to a Buyer may result in the Seller being invoiced for said repairs.

Many answers to frequently asked questions can be found on the City's website at www.delawareohio.net. Please contact the Safe Walks Program Manager preferably by email at jcoleman@delawareohio.net or by phone at 740-203-1723 if you need more information or have any questions.

Sincerely,

City of Delaware – Public Works Department

Reference Property:	ADDRESS
Date Evaluated:	##/##/####
Total Square Feet:	####
Estimated Repair Cost:	#####

Common Sidewalk Deficiencies



Tripping Hazards over 1/2"

Shown are the most common sidewalk deficiencies and the criteria established to determine if a particular section of sidewalk represents a safety hazard to pedestrians and which are subsequently marked for repair or replacement.



Cracked or Broken up Sections



Tree Root Damage



Open Joints Greater than 5/8"



Deterioration of Sidewalk Surface

Safe Walks Program

Sidewalk sections marked with a **WHITE** dot are the property owner's responsibility to repair
Sidewalk sections marked with a **BLUE** dot are the City's responsibility to repair

SAFE WALKS PROGRAM

At the direction of City Council, "Safe Walks," an annual sidewalk maintenance program, is in place for residents to address required sidewalk repairs identified through annual sidewalk evaluations performed by City Staff. As an alternative to performing sidewalk repairs on their own, property owners can elect to permit the City to complete the required repair work on their respective properties and be invoiced for the actual cost of the completed work.

Property Owner Benefits of City-Hired Contractor:

- ✓ *The City administers all repair work and activities.*
- ✓ *A fixed cost for the work is established based on competitive bidding pricing, which may yield lower costs to the property owners.*
- ✓ *No permit applications are required.*
- ✓ *Inspections are scheduled and performed by the City.*
- ✓ *One-year warranty on all repair work by the City.*



Program Process: The Safe Walks Program is administered by the Public Works Department in accordance with the following procedure:

Sidewalk Evaluations: Initial sidewalk evaluations generally occur during the Summer months and within a pre-determined sidewalk inspection area, as approved by City Council earlier in the year. Sidewalk sections requiring repair are marked with a white dot of paint indicating that the repairs are the responsibility of the property owner. Sidewalks marked with blue dots of paint indicate that the repairs are to be completed by the City, at City cost.

Council Authorization: A "Resolution of Necessity" requiring property owners to make identified repairs is presented to City Council for approval. The resolution establishes cost estimates and a timeframe for the completion of the required sidewalk repair work.

Property Owner Notification: Following passage of the Resolution, property owners are notified by certified letter of the required repairs to be completed within the established timeframe, approximately nine months. Property owners are given the option to complete the repairs on their own or agree to allow the City, or its contractor, to enter their property to make repairs, and to be invoiced for the actual cost for the completion of required sidewalk repairs.

Project Bid by City: The following year, the City re-inspects properties to determine compliance with the required sidewalk repairs. Specifications are prepared by the City for work on properties electively participating in the program, or that have been found to be out of compliance with making required sidewalk repairs. The City bids the project and awards the work to the successful bidder. Notice is sent to property owners indicating the name of the contractor awarded the work and the anticipated timeframe for work on their respective properties.

Construction and Inspection: The City manages all construction administration and inspection activities associated with completing the sidewalk repair work.

Payment: The City Finance Department shall invoice each individual property owner following completion of the work on their respective property. Payments may be made by cash, check or credit card. Upon any property owner's failure to pay the invoiced amount for the sidewalk repair work performed by the City on their respective property, the City Finance Director shall cause such costs, including a 7% interest charges, be assessed against the property.

Construction Warrantee: The City requires the contractor warrantee all repairs against the following deficiencies that may occur as a result of poor workmanship or material failure:

- ✓ *One-year for new concrete sidewalk sections against settling, cracking or unacceptable surface spall*
- ✓ *One-year for backfill placed around the sidewalk against settling*
- ✓ *Germination of grass seed in restored areas*

Property Owner Responsibility: Once the repairs are completed, the property owner is responsible for watering newly planted grass seed around the sidewalk until such time as the grass is fully established. The owner is responsible for notifying the City in writing regarding any defective work that develops on sidewalk repaired on their property. Property owners should refrain from the use of salt and other de-icing compounds on newly placed concrete for a period of two-years as they can cause premature deterioration of a new sidewalk surface.



Additional Sidewalk Work: Property owners desiring to have sidewalk work performed in addition to the required repair work identified in the initial sidewalk evaluation report must make separate arrangements with a contractor for such work and for the payment thereof.

Transfer of Property: Should a property transfer ownership subsequent to the required repairs being completed, the original owners are responsible for notifying potential buyers of the sidewalk repair requirements and pending costs associated with the Safe Walks Program.

Sidewalk Repair Methods: There are several methods that can be implemented to repair or replace a damaged section of sidewalk. Most require the assistance from experienced contractors familiar with the various repair methods. You should discuss your options in detail with a contractor.



Replacement: This is the most common form of repair and is necessary to replace cracked, deteriorated or uneven areas of sidewalk. Sections are removed, reformed, poured, and finished by experienced contractors. New walk requires several days to cure before it should be used.



SLAB JACKING:

Contractors have developed a method to raise sections of concrete walk that have settled over ½-inch, utilizing special grouting equipment and procedures. Many walk sections can be repaired by this method and thus avoid more costly repairs methods.

Questions regarding repair materials, methods, or regarding the procedures to complete required sidewalk repairs can be submitted by email to jcoleman@delawareohio.net or by calling 740.203.1723



Surface Planing: Minor tripping hazards of less than ¾-inch in height can be addressed by use of a concrete surface planer. This equipment can be used to grind down a protruding edge or lip of a concrete slab that is higher than an adjacent slab, thereby eliminating the tripping hazard. This method is not recommended for tripping hazards of one-inch or greater which would require a significant removal of the overall concrete slab thicknesses and lead to a reduction in strength by 50% or more. Thinner sections of sidewalk are more prone to other problems such as cracking.

Finding & Hiring a Contractor

The following contractors have recently performed sidewalk repair work within the community, though none are specifically endorsed by the City of Delaware.

- JC Concrete 740-272-7862
- Dustin's Concrete 740-513-9239
- BKM Construction 740-666-5022
- Caldwell Construction 740-362-4741
- Chris Kraus Const. 614-554-3374
- RC Concrete 614-496-6423
- Cyrus Construction 740-595-9680
- A1 Concrete Leveling 614-575-0123

The City strongly recommends property owners solicit more than one repair estimate for both cost comparison purposes and to check on a contractor's references for sidewalk work completed for other area property owners.



FORMAL SAFE WALKS APPEAL REQUEST

Address of Appeal: _____

Property Owner: _____

Number of Deficient Sections: _____ Estimated Square Feet: _____

I am requesting a formal appeal of the marked sidewalk sections at the above referenced property. I understand that I must present my case either in writing or in person at the Public Works Committee meeting at 7:00 p.m. November 3, 2015 at City Hall, 1 S. Sandusky St., 2nd Floor Council Chambers. Outlined below is my reasoning for this appeal.

By signing this document, I acknowledge my right to appeal has been explained to me.

Print name

Sign name

Date

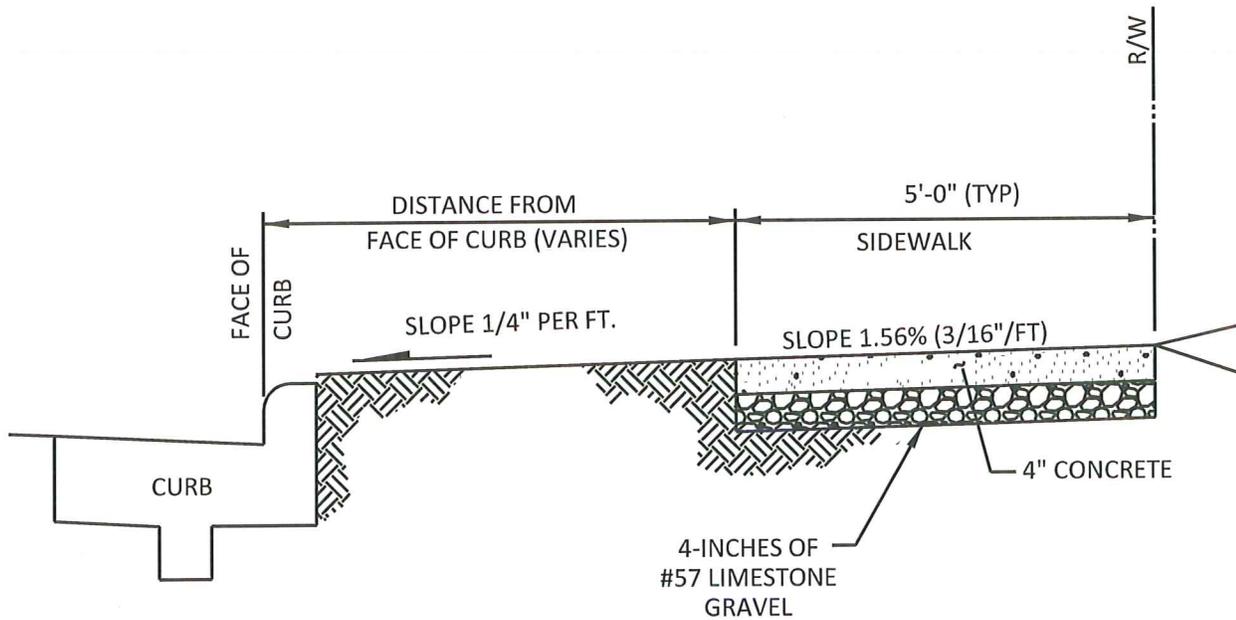
**SAFE WALKS 2016
DELAWARE, OHIO
BID NUMBER XX-XX**

Specifications

The price BID shall include the following:

1. All labor, materials, tools, equipment, and transportation necessary for the proper execution of the WORK in accordance with the CONTRACT DOCUMENTS.
2. All items shall be performed as described in these SPECIFICATIONS in entirety except as herein modified. Work locations are as indicated in the WORK SCHEDULE.
3. The City of Columbus (COC) Construction and Material Specifications (CMS), including all supplements thereto, most recent edition, along with these specifications and the City of Delaware Standard Drawings RDWD-19.1, 19.2, 19.3, 19.4, and 19.5 shall govern all material and workmanship involved in the improvements shown unless otherwise noted.
4. The CONTRACTOR shall have 14-days from removal of any section of walk to have it replaced and open to pedestrian traffic. Residential and commercial driveway areas shall be restored and open to vehicle traffic in no more than 48 hours from start of construction.
5. The CONTRACTOR is responsible to ensure that all **new sidewalk sections and the adjacent surrounding areas are left clear and free of all construction debris including excess concrete, form boards, excavation spoils, and any tree roots that have been removed.**
6. CONTRACTOR is responsible for protecting all open excavations from pedestrians by use of proper barricades and caution tape around any work area.
7. CONTRACTOR is responsible to remove all tree roots **that exist within eight inches (8") of the final proposed top of walk, including those roots within the four inch (4") gravel sub base. All roots to be trimmed shall be cut with a saw or other appropriate means to establish clean vertical cuts.** This work shall be considered incidental to Item 608. In the event it is determined by the CITY that the amount of required tree root trimming will be detrimental to the health of the tree, the CITY will incur the added responsibility **for the tree removal, replacement, and associated stump grinding, aside and separate from the contractor's root trimming responsibility.**
8. CONTRACTOR is responsible for protecting all new concrete from vandalism and/or the weather to assure acceptable finish is maintained.
9. It is contractor's responsibility to provide a place for the washout of concrete trucks. Washout may not occur into public storm drains, pavement or tree lawns areas.
10. CONTRACTOR shall restore all disturbed areas to original condition within 7 days from pouring the adjacent sidewalk section(s), unless otherwise noted on the plans. Placement of topsoil, seeding and mulching shall be in accordance with Item 659. The cost for this item shall be incidental to Item 608.
11. The CONTRACTOR is responsible to notify all property owners in writing a minimum of seven (7) days prior to the start of work on sidewalk immediately adjacent to their property. The CITY **shall be provided a copy of all written correspondence to the property owners in advance of distribution for review and approval.**
12. Upon notification from the CONTRACTOR, property owners shall have two working days to remove any personal property that is in the way of the section of walk to be repaired. The CONTRACTOR shall include this information in the notification to the property owners.

13. CONTRACTOR shall be responsible for posting "No Parking" signs on all streets 72 business hours prior to any operation requiring a ban on parking. Signs shall identify no more than three consecutive days of work and be provided by CONTRACTOR to the satisfaction of the CITY. Signs must be weather resistant meeting City standard, and shall be posted every fifty feet (50') on alternating sides of the street. Signs shall be affixed by heavy-duty staples to 2" wood lathe, four foot (4') long, and not to utility poles, parking meter posts, trees, existing signposts, etc. The cost for this item shall be incidental to Item 608.
14. Contractor shall maintain two-way traffic with appropriate maintenance of traffic operations in accordance with Exhibit TA-10 "Lane Closure on a Two-Lane Road Using Flaggers" at all times. Streets shall remain fully accessible to emergency vehicles, and streets shall be open to vehicular traffic between the hours of 5:00 p.m. and 8:00 a.m., Monday through Saturday and all day Sunday. The Contractor is responsible to keep all commercial driveways open at all times unless otherwise specified on the plans. All such work shall be coordinated with the business owner to minimize disruption (i.e. evening or weekend work may be required).
15. 608, 4", 6" or 8" Concrete Walk, as per plan: All concrete shall have a minimum 28-day compressive strength of 4000 psi. All sidewalks shall have a broom finish perpendicular to the direction travel. Any slabs being replaced adjacent to existing expansion joints shall include the replacement of the expansion joint material per City Standard Drawing RDWD 19.1. All expansion material shall be 1/2" REFLEX rubber expansion joint material or equivalent, conforming to the attached specifications. FOAMTECH concrete expansion joint filler or equivalent shall be used around radii. The installation of all expansion joint material shall be considered incidental to this item. Where new concrete walk ties to existing concrete walk or concrete driveway, the existing concrete shall be removed to the nearest joint and replaced with new concrete as directed by the Engineer. Excavation and material to provide a minimum of 4" of #57 limestone bedding will be considered incidental to this item. Curing compound shall be per 705.07, Type 2 (white opaque) and considered incidental to this item. Use of fly ash is restricted between April 1 and November 1, in addition to restriction between November 1 and April 1 per COC CMS 499.02.
16. 608, 4", 6" or 8" Reinforced Concrete Walk, as per plan: Where specified in bid documents, new sections of concrete walk shall constructed with reinforcing dowels placed at each transverse joint, a minimum of 6" into adjacent sections, using four (4), 1'-0 long #4 rebar dowels, including into existing sections of walk where dowels shall be drilled into existing concrete. The installation of the reinforcing dowels shall be considered incidental to this item.
17. 608, 6" Concrete Walk (Class MS), As Per Plan: CONTRACTOR shall place 6" of Class MS (moderate set) Portland Cement Concrete across all residential driveways. CONTRACTOR shall establish full-depth saw cuts to all sidewalk edges prior to removal. Where a clean vertical edge was not maintained after concrete removal, the CONTRACTOR shall saw cut the driveway surface 6" further back from the repair area and replace with similar driveway material at the direction of the ENGINEER. Driveways may be closed a maximum of 48-hours for removal and replacement of walk. Contractor shall give 72-hours advanced notice to the residence owner prior to the closure. Repair of driveway area incidental to Item 608.
18. 608, 8" Concrete Walk (Class MS), As Per Plan: provided for all commercial driveways and at all proposed curb ramps as labeled on the plans.
19. 608, Curb Ramps, As Per Plan (with Detectable Warnings): All curb ramps shall be per City of Delaware Standard Drawings RDWD-19.4 and 19.5
20. 608, Curb Ramps, As Per Plan (without Detectable Warnings): All curb ramps shall be per City of Delaware Standard Drawings RDWD-19.4 and 19.5, excluding the installation of detectable warnings.



SIDEWALKS SHALL BE CONSTRUCTED PER CMS ITEM 608 WITH CONCRETE CLASS C, ITEM 499 WITH A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 4,000 PSI AND SHALL CONTAIN 6% ±2% ENTRAINED AIR, AND A 3-INCH MAXIMUM SLUMP.

WHERE THE SIDEWALK CROSSES RESIDENTIAL DRIVEWAYS THE CONCRETE SHALL BE 6-INCHES DEEP AND 8-INCHES DEEP AT COMMERCIAL DRIVEWAYS. LENGTH AND SLOPE OF DRIVEWAY RAMP ARE VARIABLE ACCORDING TO THE DISTANCE OF THE SIDEWALK FROM THE CURB, SEE STANDARD DRAWING RDWD 12. CLASS MS (MEDIUM SET) CONCRETE MAY BE SPECIFIED FOR WORK IN DRIVEWAY AREAS WHERE ACCESS IS TO BE RESTORED WITHIN 24 HOURS.

ALL CONCRETE SHALL BE PLACED IN ONE COURSE, HAVE A BROOM FINISH PERPENDICULAR TO THE DIRECTION OF TRAVEL, AND 1/4-INCH RADIUS EDGE TOOLED JOINTS AND EDGES.

EXPANSION JOINT MATERIAL SHALL BE PLACED WHEREVER NEW CONCRETE WALK ABUTS A DRIVEWAY APPROACH, AROUND STRUCTURES, AGAINST THE BACK OF CURB, AND AT MAXIMUM TRANSVERSE INTERVALS OF 30-FEET.

SIDEWALK SECTIONS TO BE REPAIRED MUST BE SAWCUT FULL-DEPTH AT THE NEAREST JOINTS AND REMOVED.

WATER AND GAS VALVES BOXES IN THE SIDEWALK AREA SHALL BE ADJUSTED TO PROPER GRADE BY THE OWNER OF UTILITY.

ROOF DRAINS SHALL BE EXTENDED UNDER THE SIDEWALK AND THROUGH THE CURB.

FORMS SHALL BE MADE OF LUMBER 2-INCH NOMINAL THICKNESS OR RIGID METAL.

CONCRETE SHALL BE PROTECTED WITH A WHITE-TINTED CURING COMPOUND FOLLOWING FINAL FINISHING.

NOTIFY THE ENGINEERING OFFICE WHEN FORMS WILL BE READY FOR INSPECTION, AT LEAST 24 HOURS BEFORE CONCRETE IS TO BE PLACED. IN NO CASE MAY CONCRETE BE PLACED WITHOUT APPROVAL OF FORM WORK BY THE INSPECTOR.

NO CONCRETE SHALL BE PLACED UNTIL THE AMBIENT TEMPERATURE IS 35 DEGREES FAHRENHEIT MINIMUM AND RISING. CONCRETE SHALL BE PROTECTED IN ACCORDANCE WITH SECTION 451.061 OF ITEM 451.



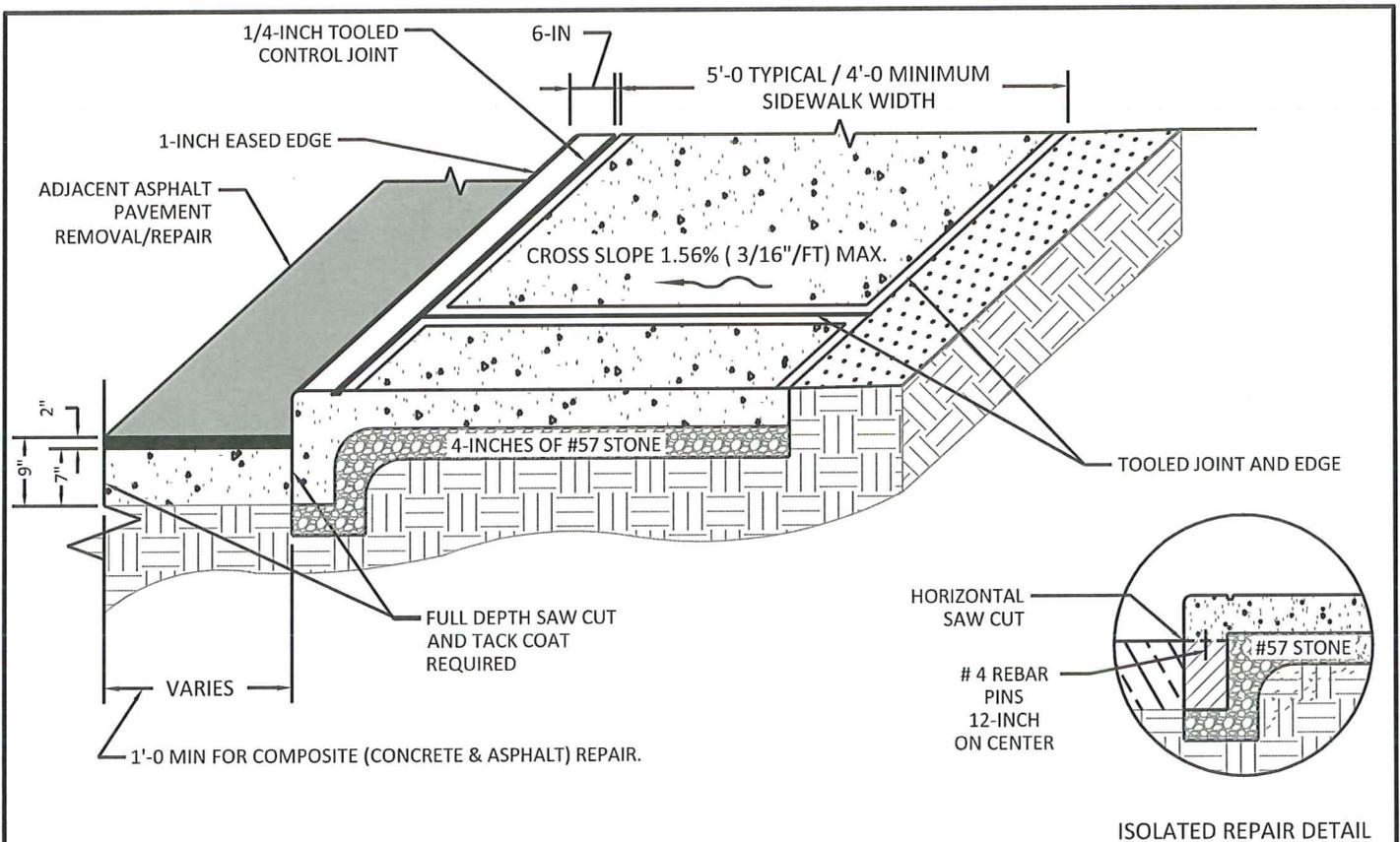
DEPARTMENT OF ENGINEERING SERVICES

STANDARD DETAIL
STANDARD SIDEWALKS
SPECIFICATIONS

ROADWAY

RDWD-19.1

Rev. 07/29/2013



NOTES:

1. FOR PAVEMENT REMOVAL, THE CONTRACTOR SHALL SAWCUT EXISTING PAVEMENT AND REMOVE CURB, PAVEMENT, AND SIDEWALK. 9-INCH PAVEMENT REPAIR SHALL BE COMPLETED WITH 7-INCH CLASS 'C' CONCRETE BASE AND A 2-INCH ITEM 448 ASPHALT WEARING COURSE.
2. FOR ISOLATED SIDEWALK/CURB REPAIRS, THE CURB MAY BE SAWCUT FLUSH WITH PAVEMENT BY THE CONTRACTOR WITH NEW CURB/WALK DOWELED TO REMAINING CURB PER DETAIL. (NO PAVEMENT REMOVAL REQUIRED).
3. SIDEWALKS SHALL BE CONSTRUCTED PER CMS ITEM 608 WITH CONCRETE CLASS C, ITEM 499 WITH A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 4,000 PSI AND SHALL CONTAIN 6% ±2% ENTRAINED AIR, AND A 3-INCH MAXIMUM SLUMP.
4. WHERE DRIVEWAYS CROSS THE SIDEWALK THE CONCRETE SHALL BE 6-INCHES DEEP FOR RESIDENTIAL OR 8-INCHES FOR COMMERCIAL. LENGTH AND SLOPE OF DRIVEWAY RAMPS ARE VARIABLE. SEE STANDARD DRAWING RDWD 12. CLASS MS (MEDIUM SET) CONCRETE MAY BE SPECIFIED FOR WORK IN DRIVEWAY AREAS WHERE ACCESS IS TO BE RESTORED WITHIN 24 HOURS.
5. ALL CONCRETE SHALL BE PLACED IN ONE COURSE, HAVE A BROOM FINISH PERPENDICULAR TO THE DIRECTION OF TRAVEL, AND WITH 1/4-INCH RADIUS EDGE TOOLED JOINTS AND EDGES.
6. EXPANSION JOINT MATERIAL SHALL BE PLACED WHEREVER NEW CONCRETE WALK ABUTS A DRIVEWAY APPROACH, AROUND STRUCTURES, AGAINST THE BACK OF CURB, AND AT MAXIMUM TRANSVERSE INTERVALS OF 30-FEET.
7. SIDEWALK SECTIONS TO BE REPAIRED MUST BE SAWCUT FULL-DEPTH AT THE NEAREST JOINTS AND REMOVED.
8. WATER AND GAS VALVES BOXES IN THE SIDEWALK AREA SHALL BE ADJUSTED TO PROPER GRADE BY OWNER OF UTILITY.
9. FORMS SHALL BE MADE OF LUMBER 2-INCH NOMINAL THICKNESS OR RIGID METAL.
10. CONCRETE SHALL BE PROTECTED WITH A WHITE-TINTED CURING COMPOUND FOLLOWING FINAL FINISHING.
11. NOTIFY THE ENGINEERING OFFICE WHEN FORMS WILL BE READY FOR INSPECTION, AT LEAST 24 HOURS BEFORE CONCRETE IS TO BE PLACED. IN NO CASE MAY CONCRETE BE PLACED WITHOUT APPROVAL OF FORM WORK BY THE INSPECTOR.
12. NO CONCRETE SHALL BE PLACED UNTIL THE AMBIENT TEMPERATURE IS 35 DEGREES FAHRENHEIT MINIMUM AND RISING. CONCRETE SHALL BE PROTECTED IN ACCORDANCE WITH SECTION 451.061 OF ITEM 451.



STANDARD DETAIL

INTEGRAL CURB & WALK

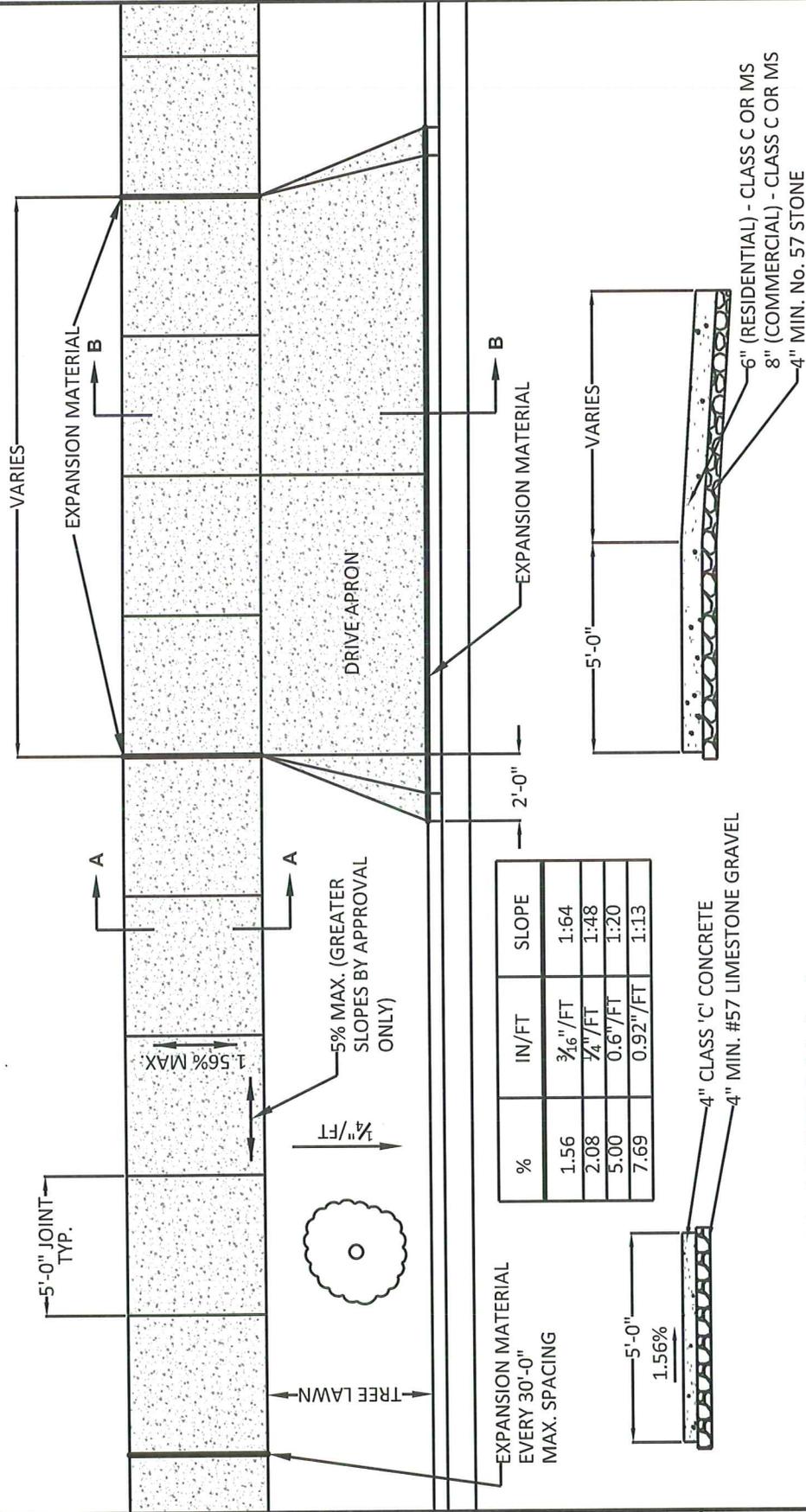
FOR REHABILITATION AREAS

ROADWAY

RDWD-19.2

Rev. 07/29/2013

TYPICAL SIDEWALK & APPROACH



CROSS SECTION B-B

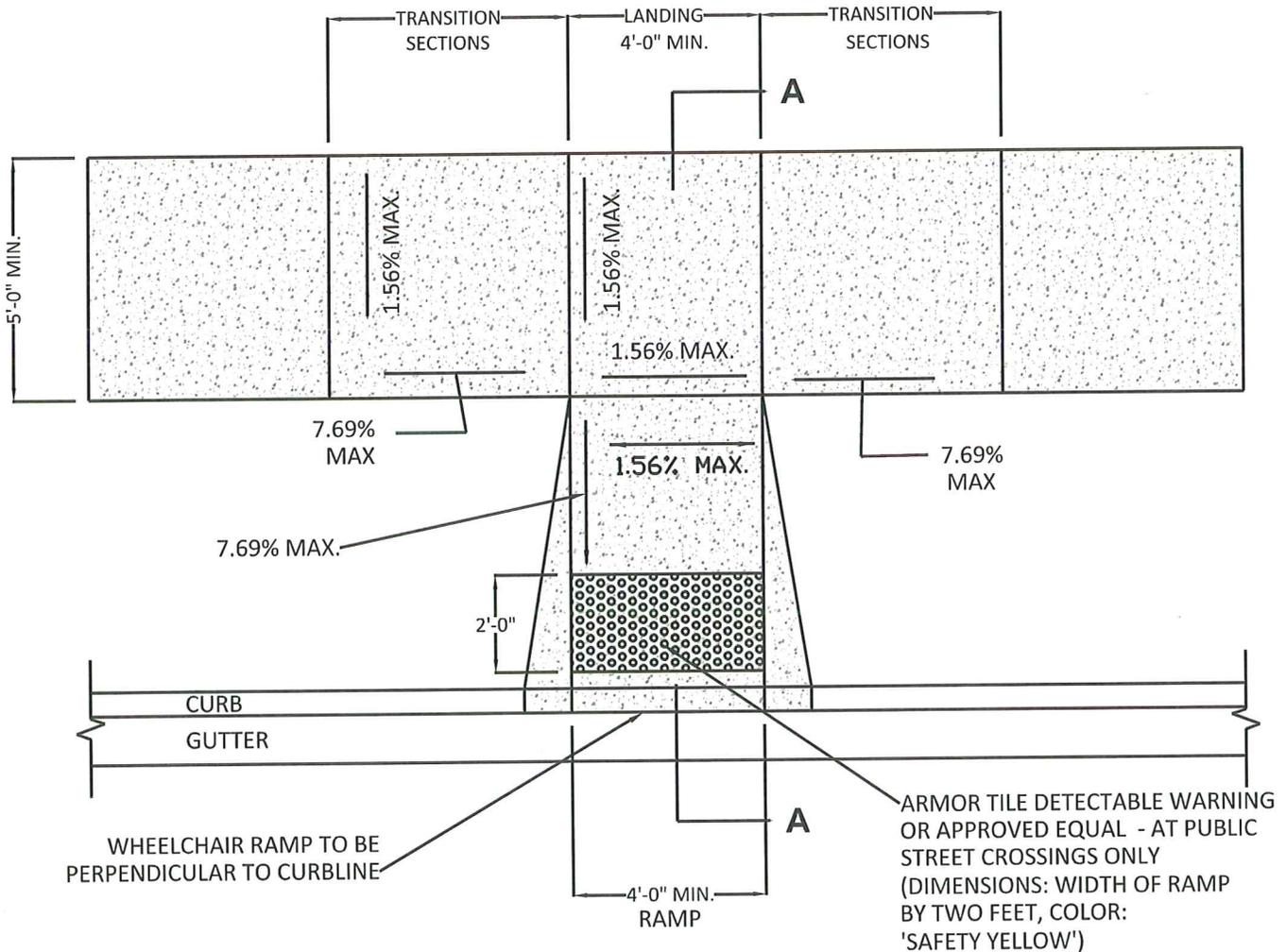
CROSS SECTION A-A



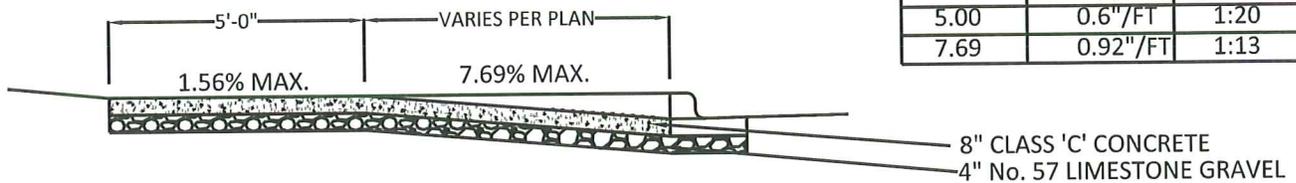
STANDARD DETAIL
**TYPICAL SIDEWALK
 AND DRIVEWAY APPROACH**

ROADWAY
RDWD-19.3
 Rev. 07/29/2013

ADA COMPLIANT WHEELCHAIR RAMP LOCATION PER APPROVED PLAN



%	IN/FT	SLOPE
1.56	3/16"/FT	1:64
2.08	1/4"/FT	1:48
5.00	0.6"/FT	1:20
7.69	0.92"/FT	1:13



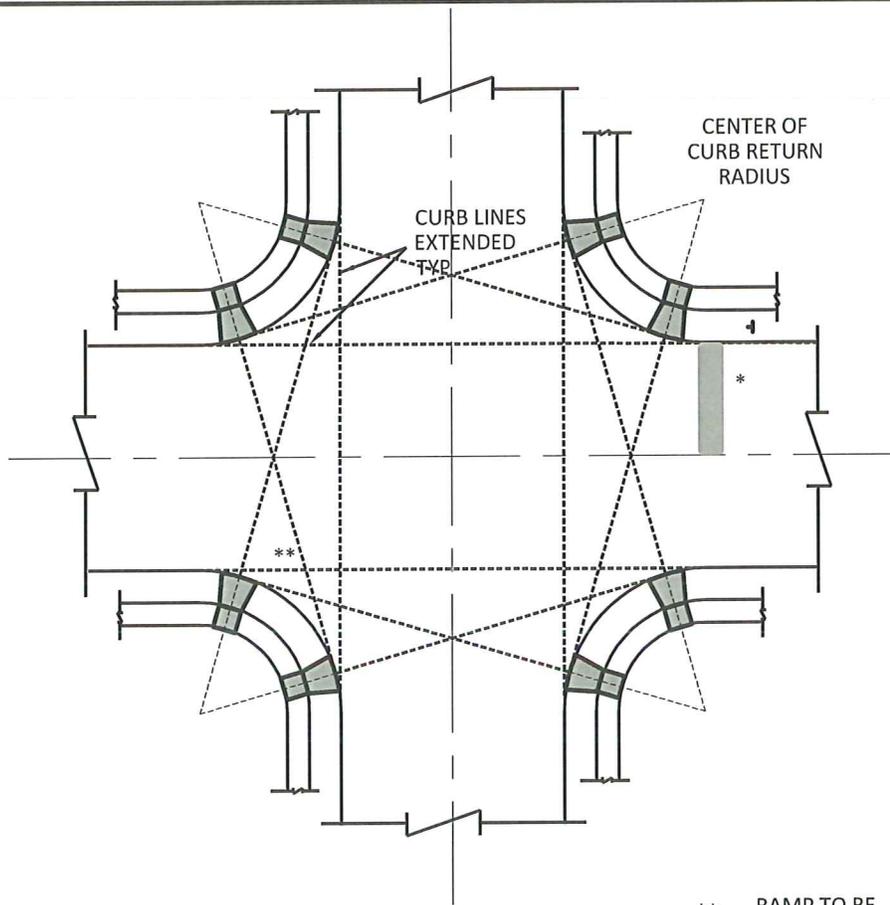
CROSS SECTION A-A



DEPARTMENT OF ENGINEERING SERVICES

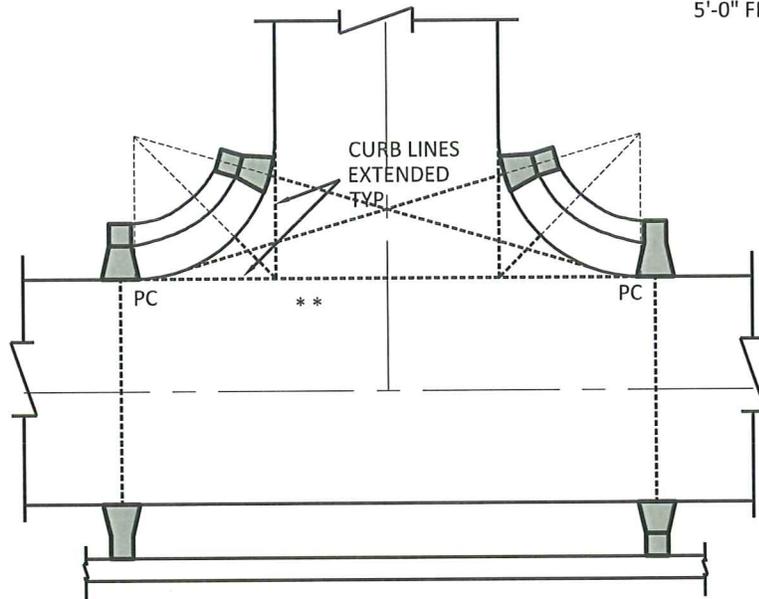
STANDARD DETAIL
ADA COMPLIANT
WHEELCHAIR RAMP

ROADWAY
RDWD-19.4
Rev. 07/29/2013



FOUR-WAY INTERSECTION

- ** RAMP TO BE PERPENDICULAR TO RADIAL CURB LINE TYP.
- * STOP BAR IS 2'-0" FROM CROSSWALK AND STOP SIGN 5'-0" FROM CROSSWALK



"TEE" INTERSECTION



DEPARTMENT OF ENGINEERING SERVICES

STANDARD DETAIL

CURB RAMP LOCATIONS

ROADWAY

RDWD-19.5

Rev. 07/29/2013

Safe Walks Program - Work Summary 2007-2017

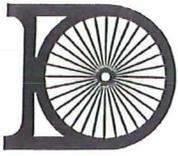
Rev. 10/15/15

Program Year	Section	# Properties Evaluated	# Properties with Deficiencies	Appeals	Property Owner Responsibility (SF)	City Responsibility (SF)	Total SF Marked	SF Completed by Property Owner	SF Completed by City	Property Owner Cost	City Cost	Total Cycle Cost
2007-2009	N-1, N-2, N-3, N-4, S-1	2401	1615	47	112,397	33,244	145,641	71,160	68,223	\$416,996.00	\$399,786	\$816,782
2010	S-3	511	323	18	15,161	5,990	21,151	12,568	8,561	\$95,423.00	\$65,000	\$160,423
2011	Streetscape Areas	164	54	0	0	2,875	2,875	0	2,875	\$0.00	\$14,200	\$14,200
2012-2013	E-1	543	357	17	29,732	3,914	33,646	15,480	19,299	\$172,569.00	\$183,945	\$356,514
2014	E-2, E-3, E-4, E-5, S-2, S-4	898	551	8	40,252	16,898	56,936	16,064	41,311	\$149,395.00	\$585,748	\$735,143
2015	W-7 a	401	234	0	1,350	12,347	13,697	0	13,697	\$12,555.00	\$114,827	\$127,382
2016	W-1, W-5, W-6, W-7b	1370	949	7	32,795	15,641	48,436	TBD	TBD	\$370,885.00	\$172,051	\$542,936
2017*	W-2, W-3 & W-4	1500	900	7	35,000	15,000	50,000	TBD	TBD	\$402,500	\$172,500	\$575,000
Totals		7,788	4,983	104	266,687	105,909	372,382	115,272	153,966	\$1,620,323	\$1,708,057	\$3,328,380

*Totals for 2017 are projected.

Estimated Total Area Sidewalk Evaluated (SF)	4,500,000
Estimated Percent of Total Sidewalk Area with Deficiencies	8.28%
Estimated % of Properties Evaluated with Sidewalk Deficiencies	69.27%
Average Cost of Repair Per SF (2007)	\$5.61
Average Cost of Repair Per SF (2015)	\$11.21
Estimated % of Properties Addressed without Appeals	97.91%
Estimated % of Properties w/Appeals to the Public Works Committee	2.09%

ITEM 7



City Of Delaware
Department of Engineering Services

SIDEWALK EVALUATION FORM

Street Address: 269 Eastwood Ave. Date: 6/1/2015
 Property Owner Name & Mailing Address: Kenneth R & Jane C Gule Inspector: MLS, JLL

Sections of Sidewalk to be Repaired at Property Owner Expense

Walk	No. of Sections:	<u>1</u>	Σ Length	<u>5</u>	Avg Width	<u>5</u>	= SF	<u>25</u>	
	<u>5,</u>								
Driveway	No. of Sections:		Σ Length		Avg Width		= SF		
								Total Area (SF)	<u>25</u>
Deficiency	<input checked="" type="checkbox"/>	Trip Hazard >1/2"	<input type="checkbox"/>	Cracked or Loose Section	<input type="checkbox"/>	Deteriorated Surface			
	<input type="checkbox"/>	Tree Root Damage (Private)	<input type="checkbox"/>	Missing Section(s)					
	<input type="checkbox"/>	Cross Slope >3/4"/FT	<input type="checkbox"/>	Negative Cross Slope	<input type="checkbox"/>	Excessive Running Slope			
	<input type="checkbox"/>	Open Joint >5/8'							

Notes:

Sections of Sidewalk to be Repaired at City Expense

Street Tree Root Damage

Quantity	No. of Sections:		Σ Length		Avg Width		= SF	
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Notes:

City Utility Damage

Quantity	No. of Sections:		Σ Length		Avg Width		= SF	
----------	------------------	--	----------	--	-----------	--	------	--

Notes:

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Kenneth R & Jane C Gale
269 Eastwood Ave
Delaware, OH 43015

2. Article Number
(Transfer from service label)

7011 3500 0003 1358 3475

PS Form 3811, February 2004

Domestic Return Receipt

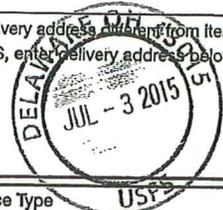
102595-02-M-15

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Kenneth R. Gale Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No



3. Service Type Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes





FORMAL SAFE WALKS APPEAL REQUEST

Address of Appeal: 269 Eastwood Ave.

Property Owner: Kenneth R. Gale

Number of Deficient Sections: 1 Estimated Square Feet: 25

I am requesting a formal appeal of the marked sidewalk sections at the above referenced property. I understand that I must present my case either in writing or in person at the Public Works Committee meeting at 7:00 p.m. November 3, 2015 at City Hall, 1 S. Sandusky St., 2nd Floor Council Chambers. Outlined below is my reasoning for this appeal.

see attached document

By signing this document, I acknowledge my right to appeal has been explained to me.

Kenneth R. Gale
Print name

Kenneth R. Gale
Sign name

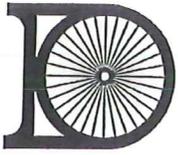
10-20-15
Date

To whom it MAY CONCERN

We the property owner of 269 Eastwood Ave are writing this appeal letter requesting for the sidewalk repair to be the cost of the city expense. The storm sewer were not working right. The city just fixed it in the spring of 2014. I feel the city should have fixed the sidewalks the same time they put in the new ^{storm} sewer lines. Over the last ~~ten~~ ^{Twenty} years we have had 3 floods. my basement flooded and I had to pay to fix my foundation because of the flooding.

Michael R. Cole

Jeffrey Coleman 8/18/15



City Of Delaware
Department of Engineering Services

SIDEWALK EVALUATION FORM

Street Address: 277 Eastwood Ave.

Date: 6/1/2015

Property Owner Name & Mailing Address: Karl, Eric & Tammy Raus

Inspector: MLS, JLC

Sections of Sidewalk to be Repaired at Property Owner Expense

Walk	No. of Sections:	3	Σ Length	17	Avg Width	5	= SF	85
		5, 5, 7						
Driveway	No. of Sections:		Σ Length		Avg Width		= SF	
Total Area (SF)								85
Deficiency	<input checked="" type="checkbox"/>	Trip Hazard >1/2"	<input type="checkbox"/>	Cracked or Loose Section	<input type="checkbox"/>	Deteriorated Surface		
	<input type="checkbox"/>	Tree Root Damage (Private)			<input type="checkbox"/>	Missing Section(s)		
	<input type="checkbox"/>	Cross Slope >3/4"/FT	<input type="checkbox"/>	Negative Cross Slope	<input type="checkbox"/>	Excessive Running Slope		
	<input type="checkbox"/>	Open Joint >5/8'						

Notes:

Sections of Sidewalk to be Repaired at City Expense

Street Tree Root Damage

Quantity	No. of Sections:		Σ Length		Avg Width		= SF	
----------	------------------	--	----------	--	-----------	--	------	--

Notes:

City Utility Damage

Quantity	No. of Sections:		Σ Length		Avg Width		= SF	
----------	------------------	--	----------	--	-----------	--	------	--

Notes:

SENDER: COMPLETE THIS SECTION

- Complete Items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Karl, Eric, & Tammy Raus
277 Eastwood Ave
Delaware, OH 43015

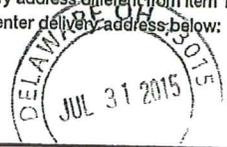
2. Article Number
(Transfer from service label)

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
[Handwritten Signature] Addressee

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from Item 1? Yes
If YES, enter delivery address below: No



3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

7011 3500 0003 1358 3512









FORMAL SAFE WALKS APPEAL REQUEST

Address of Appeal: 277 Eastwood Ave

Property Owner: Karl Eric Raus

Number of Deficient Sections: 3 Estimated Square Feet: 90

I am requesting a formal appeal of the marked sidewalk sections at the above referenced property. I understand that I must present my case either in writing or in person at the Public Works Committee meeting at 7:00 p.m. November 3, 2015 at City Hall, 1 S. Sandusky St., 2nd Floor Council Chambers. Outlined below is my reasoning for this appeal.

see attached paperwork

By signing this document, I acknowledge my right to appeal has been explained to me.

Karl E Raus
Print name

Karl Eric Raus
Sign name

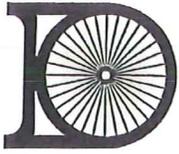
10-16-15
Date

To whom it may concern

We the property owners of Eastwood Ave are writing this appeal letter requesting the city repair the sidewalks at their expense ~~to~~ because the storm sewer were not working right. The city just fixed them in the spring of 2014. The property owners feel the city should ~~not~~ have fixed the sidewalks the same time they put in the new water and storm sewer lines. The city knew the sidewalks flooded from the flooding we have had 3 times ~~in~~ within the ~~last~~ last 20 years
277 Eastwood Ave Karl Eric Rand

Jeffrey Coleman

8/18/15



City Of Delaware
Department of Engineering Services

SIDEWALK EVALUATION FORM

Street Address: *278 Eastwood Ave.* Date: *6/11/2015*
 Property Owner Name & Mailing Address: *Allen R^{Jr} & Tina I Thomas* Inspector: *MLS, JLC*

Sections of Sidewalk to be Repaired at Property Owner Expense

Walk	No. of Sections:	Σ Length	Avg Width	= SF
	<i>2</i>	<i>10</i>	<i>5</i>	<i>50</i>
	<i>5,5</i>			
Driveway	No. of Sections:	Σ Length	Avg Width	= SF
Total Area (SF)				<i>50</i>
Deficiency	<input type="checkbox"/> Trip Hazard >1/2"	<input type="checkbox"/> Cracked or Loose Section	<input type="checkbox"/> Deteriorated Surface	
	<input type="checkbox"/> Tree Root Damage (Private)	<input type="checkbox"/> Missing Section(s)		
	<input type="checkbox"/> Cross Slope >3/4"/FT	<input type="checkbox"/> Negative Cross Slope	<input type="checkbox"/> Excessive Running Slope	
	<input type="checkbox"/> Open Joint >5/8"			

Notes:

Sections of Sidewalk to be Repaired at City Expense

Street Tree Root Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF

Notes:

City Utility Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF

Notes:

SENDER: COMPLETE THIS SECTION

- Complete Items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Allen R Jr. & TinA I Thomas
278 Eastwood Ave
Delaware, OH 43015

2. Article Number
(Transfer from service label)

7011 3500 0003 1358 3529

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-15

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 Tina Thomas Agent
 Address

B. Received by (Printed Name) *Tina Thomas* C. Date of Delivery *9-21-15*

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

Marion Stephen

From: Jeff Coleman
Sent: Tuesday, August 25, 2015 3:20 PM
To: Jeff Coleman
Subject: 278 Eastwood Ave.

Allen Thomas called me on 8/24/15 and stated that the damage to the walk was caused by the utility department replacing his waterline a few years ago. I told him that if the walk was removed and replaced by our utility department and was now failing due to their workmanship that the city might replace the square, but I would have to ask the utility department if they performed this work.

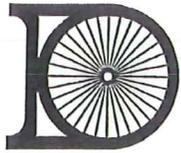
I emailed Brenda Edler (see response in file) asking her if they recently performed work on this property. Ron Ambrose investigated the property and stated the marked squares were not utility related.

I called Mr. Allen on 8/25/15 and informed him that the deficiency was not caused by the City's utility department. He became upset and was informed of the appeal process to resolve the dispute.

This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.







City Of Delaware
Department of Engineering Services

SIDEWALK EVALUATION FORM

Street Address: 294 Eastwood Date: 6/1/2015
 Property Owner Name & Mailing Address: Mollie R & Todd A Howard Inspector: MLS, JLC

Sections of Sidewalk to be Repaired at Property Owner Expense

Walk	No. of Sections:	Σ Length	Avg Width	= SF
	<u>2</u>	<u>16</u>	<u>5</u>	<u>50</u>
	<u>5,5</u>			
Driveway	No. of Sections:	Σ Length	Avg Width	= SF
Total Area (SF)				<u>50</u>
Deficiency	<input checked="" type="checkbox"/> Trip Hazard >1/2"	<input type="checkbox"/> Cracked or Loose Section	<input type="checkbox"/> Deteriorated Surface	
	<input type="checkbox"/> Tree Root Damage (Private)	<input type="checkbox"/> Missing Section(s)		
	<input type="checkbox"/> Cross Slope >3/4"/FT	<input type="checkbox"/> Negative Cross Slope	<input type="checkbox"/> Excessive Running Slope	
	<input type="checkbox"/> Open Joint >5/8'			

Notes: Property line, Majority on 294

Sections of Sidewalk to be Repaired at City Expense

Street Tree Root Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF

Notes:

City Utility Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF

Notes:







FORMAL SAFE WALKS APPEAL REQUEST

Address of Appeal: 294 Eastwood Ave.

Property Owner: Mollie R and Todd A. Howard

Number of Deficient Sections: 2 Estimated Square Feet: 50

I am requesting a formal appeal of the marked sidewalk sections at the above referenced property. I understand that I must present my case either in writing or in person at the Public Works Committee meeting at 7:00 p.m. November 3, 2015 at City Hall, 1 S. Sandusky St., 2nd Floor Council Chambers. Outlined below is my reasoning for this appeal.

See attached paper work

By signing this document, I acknowledge my right to appeal has been explained to me.

Mollie Howard
Print name

Mollie Howard
Sign name

10-16-15
Date

August 16, 2015

Safe Walks Program
City Hall
1 South Sandusky Street
Delaware, Ohio 43015

Dear Safe Walks Program Manager,

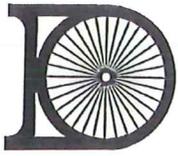
We feel it is the City of Delaware's responsibility to fix any repairs to the sidewalks. There have been several instances of mass flooding on this section of Eastwood Avenue. The city finally stepped in to fix the flooding issues in 2014, well after the damage had already been caused to the sidewalks. Furthermore, the sidewalks on both sides of Eastwood Avenue connect to nothing, they end in people's front yards.

Reference Property is:
294 Eastwood Avenue
Total Square Feet of repairs:
50

Thank you,

Todd Howard *Mollie Howard*

Todd & Mollie Howard
294 Eastwood Avenue
614-599-0294



City Of Delaware
Department of Engineering Services

SIDEWALK EVALUATION FORM

Street Address: 307 Eastwood Av. Date: 6/1/2015
 Property Owner Name & Mailing Address: Mildred Frances Cook Inspector: MLS, JLC

Sections of Sidewalk to be Repaired at Property Owner Expense

Walk	No. of Sections:	Σ Length	Avg Width	= SF
	<u>1</u>	<u>5</u>	<u>5</u>	<u>25</u>
	<u>5</u>			
Driveway	No. of Sections:	Σ Length	Avg Width	= SF
Total Area (SF)				<u>25</u>

- Deficiency
- Trip Hazard >1/2" Cracked or Loose Section Deteriorated Surface
 - Tree Root Damage (Private) Missing Section(s)
 - Cross Slope >3/4"/FT Negative Cross Slope Excessive Running Slope
 - Open Joint >5/8"

Notes:

Sections of Sidewalk to be Repaired at City Expense

Street Tree Root Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF

Notes:

City Utility Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF

Notes:

SENDER: COMPLETE THIS SECTION

- Complete Items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mildred & Frances Cook
302 Eastwood Ave
Delaware, OH 43015

2. Article Number
(Transfer from service label)

7011 3500 0003 1358 3574

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-15

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Mildred F. Cook Address

B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No



3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes



FORMAL SAFE WALKS APPEAL REQUEST

Address of Appeal: 302 Eastwood Ave.

Property Owner: Mildred Cook

Number of Deficient Sections: 1 Estimated Square Feet: 25

I am requesting a formal appeal of the marked sidewalk sections at the above referenced property. I understand that I must present my case either in writing or in person at the Public Works Committee meeting at 7:00 p.m. November 3, 2015 at City Hall, 1 S. Sandusky St., 2nd Floor Council Chambers. Outlined below is my reasoning for this appeal.

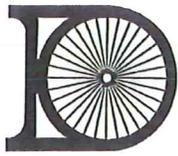
The property owners of 302 Eastwood Ave. I am writing this appeal request for the sidewalk repair be the cost of the city due to the ~~storm~~ ^{storm} sewer not working right. The sidewalk flooded cause them to raise and dropped.
P/S - sidewalks to nowhere

By signing this document, I acknowledge my right to appeal has been explained to me.

MILDRED F Cook
Print name

Mildred F Cook 10/16/15
Sign name Date





City Of Delaware
Department of Engineering Services

SIDEWALK EVALUATION FORM

Street Address: 309 Eastwood Ave Date: 6/1/2015
 Property Owner Name & Mailing Address: Thomas D & Carolyn E Hampton Inspector: MLS, JLC
 " "

Sections of Sidewalk to be Repaired at Property Owner Expense

Walk	No. of Sections:	Σ Length	Avg Width	= SF
	<u>1</u>	<u>5</u>	<u>5</u>	<u>25</u>
	<u>5,</u>			
Driveway	No. of Sections:	Σ Length	Avg Width	= SF
	<u>2</u>	<u>10</u>	<u>5</u>	<u>50</u>
	<u>5,5</u>			
Total Area (SF)				<u>75</u>
Deficiency	<input checked="" type="checkbox"/> Trip Hazard >1/2"	<input type="checkbox"/> Cracked or Loose Section	<input type="checkbox"/> Deteriorated Surface	
	<input type="checkbox"/> Tree Root Damage (Private)	<input type="checkbox"/> Missing Section(s)		
	<input type="checkbox"/> Cross Slope >3/4"/FT	<input type="checkbox"/> Negative Cross Slope	<input type="checkbox"/> Excessive Running Slope	
	<input type="checkbox"/> Open Joint >5/8'			

Notes:

Sections of Sidewalk to be Repaired at City Expense

Street Tree Root Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF
----------	------------------	----------	-----------	------

Notes:

City Utility Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF
----------	------------------	----------	-----------	------

Notes:

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Thomas D & Carolyn E Hampton
309 Eastwood Ave
Delaware, OH 43015

2. Article Number
(Transfer from service label)

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X *[Handwritten Signature]* Agent
 Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from Item 1? Yes
If YES, enter delivery address below: No

3. Service Type

- Certified Mail Express Mail
- Registered Return Receipt for Merchandise
- Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

7011 3500 0003 1358 3581







EST 1808
CITY OF
DELAWARE
OHIO

FORMAL SAFE WALKS APPEAL REQUEST

Address of Appeal: 309 Eastwood Ave.

Property Owner: Thomas + Carolyn Hampton

Number of Deficient Sections: #MARKED 3 Estimated Square Feet: 75

I am requesting a formal appeal of the marked sidewalk sections at the above referenced property. I understand that I must present my case either in writing or in person at the Public Works Committee meeting at 7:00 p.m. November 3, 2015 at City Hall, 1 S. Sandusky St., 2nd Floor Council Chambers. Outlined below is my reasoning for this appeal.

I have been the owner of this property ~~since~~ since 1977 I now am 77 and each passing year I have watched the water cover my sidewalk each time it rains. If anyone actually used my sidewalk, the uproar would have ^{been} heard at City Hall long ago. One of the marked blocks is the direct result of installing a new fire plug right at the joint of two blocks ~~at~~ never being reset properly. There is no sidewalk AT ALL AT The end of my street where it should connect to Troy + Pennsylvania. AT Pennsylvania + Eastwood The children who walk to school ~~TAKING~~ ^{in the dark} their lives in their hands each morning + after noon. WATER! FREEZING AND THAWING

By signing this document, I acknowledge my right to appeal has been explained to me.

Thomas Hampton
Print name

Thomas D. Hampton
Sign name

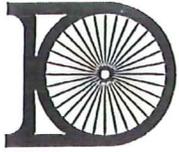
10/20/15
Date

To city of Delaware, Ohio and
whom it may concern.

My name is Thomas D. Hampton
and I own the property at 309
Eastwood Ave. The city recently
marked our sidewalks with white
paint indicating needed repairs,
and that property owners are required
to pay for such repairs. My sidewalk
has been under water every time
it rains for many years, not to
mention the recent installing of the
new water-line and all the heavy
equipment used on that project.
The water line and new sewer
gratings have stopped the water from
covering my side-walk when it rains.

I want to appeal the decision
of making residents responsible for
paying for these repairs, when the
city in my opinion is the ~~subject~~
at fault.

Thomas D Hampton
Muiron J. Hayden



City Of Delaware
Department of Engineering Services

SIDEWALK EVALUATION FORM

Street Address: <u>352 Timbersmith Dr.</u>	Date: <u>6/10/2015</u>
Property Owner Name & Mailing Address: <u>Adam B & Ashley N Creasap</u>	Inspector: <u>MLS, JLC</u>
''	''

Sections of Sidewalk to be Repaired at Property Owner Expense

Walk	No. of Sections:	Σ Length	Avg Width	= SF
	<u>1</u>	<u>5</u>	<u>5</u>	<u>25</u>
	<u>5</u>			
Driveway	No. of Sections:	Σ Length	Avg Width	= SF
Total Area (SF)				<u>25</u>
Deficiency	<input checked="" type="checkbox"/> Trip Hazard >1/2"	<input type="checkbox"/> Cracked or Loose Section	<input type="checkbox"/> Deteriorated Surface	
	<input type="checkbox"/> Tree Root Damage (Private)	<input type="checkbox"/> Missing Section(s)		
	<input type="checkbox"/> Cross Slope >3/4"/FT	<input type="checkbox"/> Negative Cross Slope	<input type="checkbox"/> Excessive Running Slope	
	<input type="checkbox"/> Open Joint >5/8"			

Notes:

Sections of Sidewalk to be Repaired at City Expense:

Street/Tree Root Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF

Notes:

City Utility Damage

Quantity	No. of Sections:	Σ Length	Avg Width	= SF

Notes:

SENDER: COMPLETE THIS SECTION

- Complete Items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 Adam B & Ashley N Creasap
 352 Timbersmith Dr
 Delaware, OH 43015



9590 9403 0326 5155 1288 61

2. Article Number (Transfer from service label)
 7015 1520 0000 0839 4221

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X  Agent
 Address

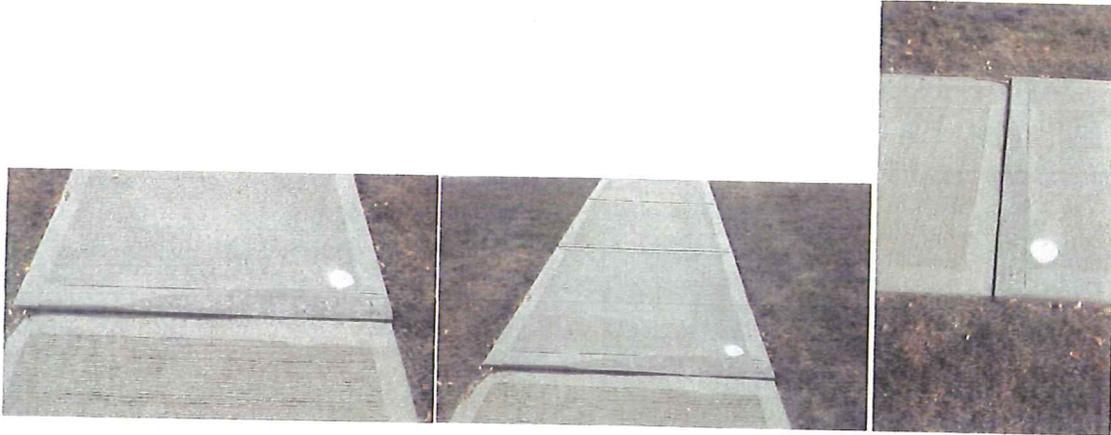
B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from Item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Priority Mail Express
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Return Receipt for Merchandise
 - Signature Confirmation
 - Signature Confirmation Restricted Delivery

Dear City of Delaware Public Works Dept. :

My husband and I live at 352 Timbersmith Drive. We would like to appeal the sidewalk repair mandate. We received a letter regarding the repair of our sidewalk. I jog throughout our neighborhood and the neighbor kids congregate outside of our residence daily. The sidewalk has never been an issue for myself or the kids. I also do not feel that our sidewalk meets your "Common Sidewalk Deficiencies." I have also posted pictures of our sidewalk below:

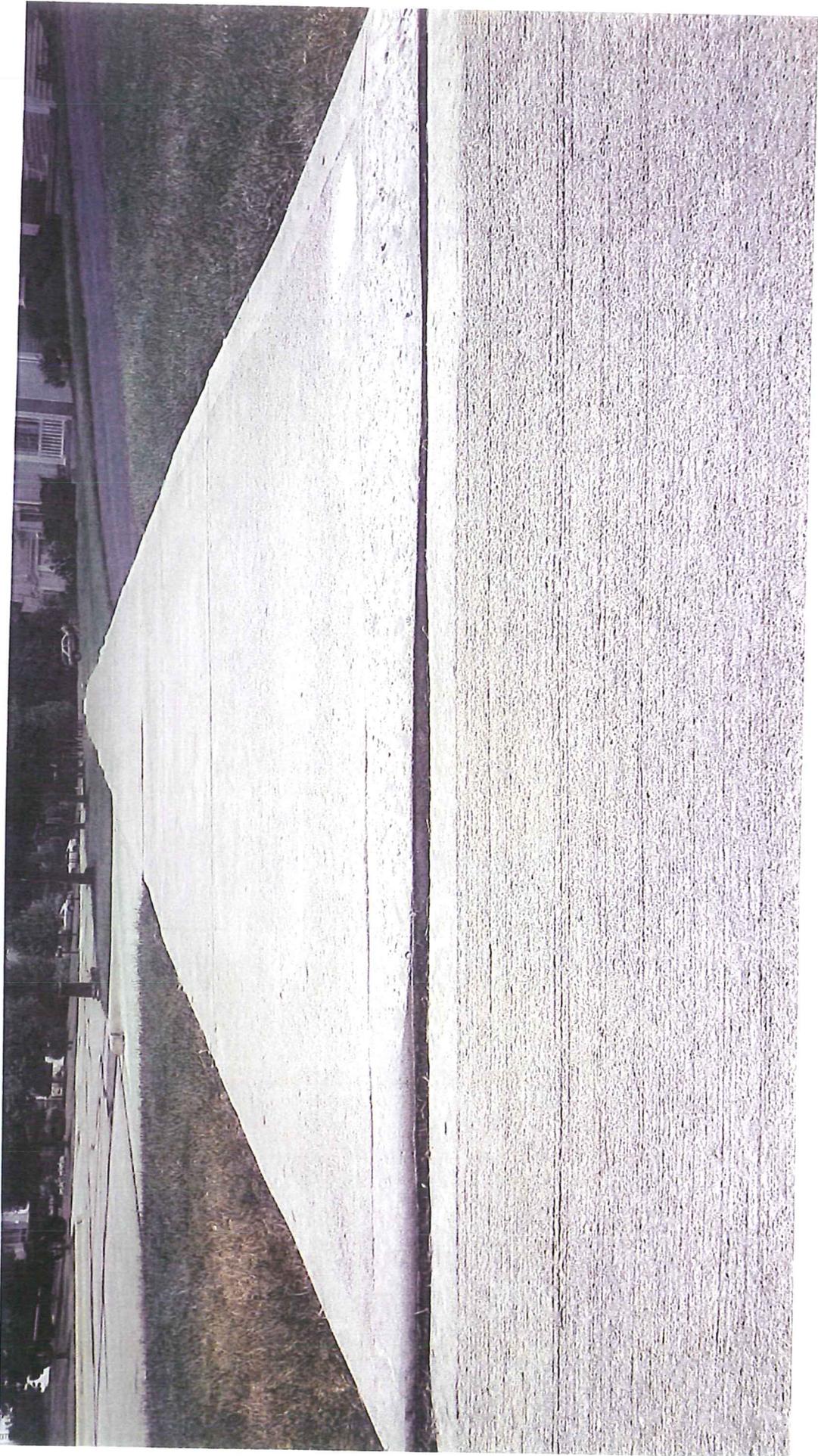


You can reach us via email at ashley.rahm@hotmail.com , abcreasap@yahoo.com or on our cells at (419)341-1063 and (614)579-7119. Please let us know if there is a next step of action on our part.

Sincerely,

Ashley & Adam Creasap

*Find out who
they hired?*





ITEM 10

**City of Delaware
Department of Public Works**

2015-2016

Snow & Ice Management Policy

Revised December 7, 2015



Table of Contents

1. Introduction
2. Government Coordination
3. Snow Emergency levels
4. Treatment Options
5. Prioritization of Services
 - a. Roadways
 - b. Downtown Business District
 - c. Airport
 - d. Parking Lots
 - e. Pedestrian Paths
 - f. Fire Stations
6. Staffing/Equipment
7. Community Responsibilities
8. Appendixes
 - a. Vendor & Personnel Contacts
 - b. Mailbox Damage Policy
 - c. Route Street Listings
 - d. Route Maps

Introduction

The City of Delaware maintains established policies regarding winter snow and ice events to assure acceptable service levels for highways, streets, multi-use trails and parking lots. The level of service by which snow and ice covered surfaces can be properly addressed is associated with staffing, equipment and material availability. While technology changes have provided for some improvement to the snow management operation, street network expansion - in association with land development activity - continues to strain resources and necessitate adjustments to practices and policy.

The City is responsible for 305 lane miles of roadway pavement. For a winter with average precipitation, approximately 3,000 tons of road salt or a salt/aggregate mix is applied annually for winter operations. We have the capability to store approximately 3,500 tons of stockpiled salt and aggregate in the salt storage building at 440 E. William Street and up to 24,000 gallons of salt-brine used for pre-treating pavement and pre-wetting salt before application.

Central Ohio averages 27 inches of annual snowfall, November through April. The level of snow clearing service provided depends on snowfall amount and rate of fall. For snowfalls of less than three inches, the priority I and II roads can be maintained passable through a combination of pretreatment applications, salting application and then plowing. Plowing will not typically occur on Priority III streets comprised primarily of residential roads, as the light accumulation of snowfall is generally packed tight from traffic by the time plow operators are done working on the higher priority streets. The local streets will be managed with pretreatment and salting applications. For winter storms yielding more than three inches of snowfall, all streets are managed in the same manner. However, significant accumulations generally mean plows will not be able to address the local subdivision streets for a day or longer until all higher priority streets are clear.

Streets are cleared in order of a predetermined prioritization that begins with the highest-travelled/highest-speed arterial streets, then the moderately-travelled collector streets, and ending with the lowest-travelled local streets, generally restricted to subdivision side streets, loops streets and cul-de-sacs. Public alleys are not included in the plowing program, though at times may be addressed to facilitate public refuse collection. Plows will generally continue on higher-order streets until snowfall ends allowing for completed edge-to-edge pavement clearing. Adhering to this prioritization is critical in maintaining emergency service access routes to all business and residential areas throughout the community. Within the subdivisions, plow operators will attempt to clear streets curb-to-curb, which generally requires making two clearing passes in each direction. Cars parked within the roadway limit the ability to clear streets to the curb line. Plow operators do not return to areas to check if parked cars have been moved. During this operation, snow is windrowed across driveways and sidewalk ramps, which at times leads to property owner frustration over having to re-shovel the area. Removing snow edge-to-edge improves roadway safety, while maintaining mailbox access, refuse collection, and drainage to curb inlets and storm drains.

During the course of plowing activities, mailbox damage can occur. The City will assess damage in accordance with the Mailbox Policy included as Appendix B of this policy, to determine if the City is liable for making repairs. A mailbox not sturdy enough to withstand the force of snow plowed against it, or damaged because it protrude over the curb line, will not be repaired by the city.

Traffic signals at various locations are set in “flash mode” at the discretion of the Public Works Department and/or city safety forces to reduce vehicle collision risk on steep grades under icy conditions. Flash mode is minimized as pedestrians are not provided a protected crossing phase while operating. Intersections subject to flash mode include William St. and Elizabeth St., Central Ave. and Elizabeth St., Sandusky St. and Spring St., and Sandusky St. at the OWU Jaywalk.

Government Coordination

The City’s Street Division Superintendent is responsible for administering all aspects of the snow and ice management program operations including coordination among multiple jurisdictions. The superintendent hosts an annual pre-season meeting with other departments and agencies to review policy, and discuss potential service-level coverage and route coordination changes. Decisions made at the meeting are journalized in agreements between the agencies listed in Appendix A. Agencies included in the meeting are:

City Public Works, Police, Fire, City Manager and Parks Departments
Ohio Department of Transportation District 6 County Garage
Delaware County Engineer’s Office
Concord, Delaware, Liberty and Troy Townships
Delaware City and Olentangy Local Schools
Delaware Christian School and St Mary School

Snow Emergency - Level 1, 2 and 3 Events

In accordance with Ohio law, the City of Delaware recognizes the following snow emergency classifications as declared by the Delaware County Sheriff:

Level 1 - Conditions are hazardous; Motorists should drive carefully.

Level 2 - People should only drive if absolutely necessary.

Level 3 - Roads are closed to non-emergency travel. Police may arrest motorists who are on the road unnecessarily.

During Level 2 & 3 snow emergencies, the City Executive Support Group coordinates public works and emergency response forces in accordance with the CEMoP (City Emergency Management Operations Plan) through daily remotely accessible teleconferencing. The Public Works office is open until 10 p.m. for Level 2 snow emergencies, and remains open continuously during level 3 snow emergencies to receive public inquires and emergency calls at 740-203-1810.

Treatment Options

A variety of snow and ice management materials and techniques are available. Temperature plays a critical role in determining the best application of snow and ice management materials. Road salt is the primary material utilized by the city in de-icing roadway surfaces. Road salt is typically spread on a roadway surface directly over accumulated snow to aid melting. A pre-wetting salt brine solution is sprayed over the salt in the truck bed to expedite salt activation. When salt is combined with water, the resultant brine solution's freezing point is reduced, allowing for better melting and clearing. Subsequent plowing becomes more effective once the salt brine breaks up the snow cover. Salt stockpiles also can be mixed with a fine aggregate to extend the per-ton coverage. The city utilizes up to 25 percent (by weight) mixes of No. 9 stone aggregate and salt. This mixed salt can provide traction to icy surfaces when colder temperatures limit salt's melting effectiveness. However, a ton of mixed salt, when applied at the same rate as straight salt, is less effective at melting snow and is prone to freezing within the truck bed due to the higher percentage of water in the aggregate. Use of aggregate also requires costly collection (street sweeping) and disposal operations at the end of the winter season in order to protect the storm collection system.

Pretreating pavement with salt brine reduces snow and ice bond to pavement, allowing for more effective clearing as plows pass through. After application, the water evaporates leaving behind a pavement coating of salt that stays in place for up to several days in advance of a storm. In contrast, 75 percent of road salt, when applied directly to pavement surface, can be scattered to the pavement edge by exposure to traffic, thus reducing efficiency. Both road salt and salt brine becomes less effective in temperatures below 20 degrees. Agricultural additives such as sugar beet molasses can be added to salt piles or salt brine to improve effectiveness at lower temperatures. The city utilizes 23.3 percent salt brine to pretreat pavement surfaces in temperatures above 20 degrees, and an 80/20 mix of salt brine with beet additive to expand the working range down to 10 degrees. In colder temperatures, additives such as calcium chloride are required to safely expand the pretreatment temperature range.

Pretreating operations will occur for all Priority I and II streets in advance of a storm. Priority III streets may be pretreated to aid in snow removal when temperatures are anticipated to remain below freezing. Pretreatment should occur on all streets when snowfall accumulations are anticipated to be greater than 3 inches. The benefits of applying anti-icing and deicing materials must be carefully monitored against both the rising expense and associated environmental impacts. Research demonstrates that the chloride levels of local and regional streams and rivers increase in direct association with salt runoff and penetration into the groundwater aquifers, impacting the biology of the river systems.

Snow Removal - Prioritization of Services

Plowing occurs when the snow cover must be removed to establish safe passage for vehicles. The city plows all Priority I and II streets to bare pavement for all storms. Priority III streets are generally not plowed unless the snow depth exceeds 3 inches.

The city places emphasis on roadways that carry the highest volume of traffic at higher speeds. The city has five primary snow management routes serviced by one or two dedicated plow trucks, depending on snow event severity. A listing of streets and associated prioritization is included Appendix C. Maps delineating the five primary Priority I & II Snow Routes and associated streets are included in Appendix D. To maximize plowing efficiency, windrows may be temporarily developed through cross street intersections. Once the mainline pavement is cleared, the plows can return to intersections and remove the windrowed snow. This practice allows plows to efficiently clear the maximum miles of main line street in the least amount of time.

Priority I roads are the most critical for emergency vehicle routing, daily commuter traffic, industrial and business transport, and for school busing. In addition, Priority I locations include specific “hotspots” that become dangerous in icy conditions such as steep hills, dangerous curves, rail crossings, and intersections prone to heavy traffic volumes, congestion or pedestrian crossings. During an active winter event, Priority I roads and locations will be maintained in passable condition at all times and will be cleared curb-to-curb, within 12 hours of the event’s conclusion.

Priority II locations include designated major and minor collector roadways within the city that serve schools, business centers and residential areas. All Priority II roadways will be cleared curb-to-curb, within 12 hours following completion of Priority I roads, and will provide the majority of residents a clear and safe path of vehicle travel within ¼ to ½ mile of their residence.

Priority III roadways generally include all remaining neighborhood streets and cul-de-sacs. Priority III streets are cleared in five routes beginning with the current refuse collection route and continuing through the remaining routes until all streets have been addressed. All residential roadways will be cleared curb-to-curb, within 48 hours following the conclusion of a 3-inch or greater snow event.

Cul-de-sacs first will be partially cleared by large plow equipment up to the cul-de-sac “bulb.” Because large plow trucks are not efficient in clearing the bulb’s confined spaces, more maneuverable four-wheel drive trucks equipped with plows will be assigned to clear the bulb area. Timing of this action is dependent on availability of staffing and upon completion of Priority III Routes.

Downtown Business District

Snow removal in the Downtown Business District is impacted by motorist, pedestrian traffic, and high volume of on street parking along the curb. Snow is plowed to the center lane of Sandusky Street (between Court Street and Bernard Avenue), center lane of Winter Street (between Henry Street and Franklin Street), and center lane of William Street (between Henry Street and Washington Street). This practice minimizes parking restrictions and allows for business access to be maintained.

Generally, the removal of snow from the center lanes is initiated approximately 48 hours after a major snowfall, and following the clearing of all Priority I, II and III streets. The delay provides ample opportunity for business and property owners to remove snow from the walks to the street curb line where it can be plowed to the center during overnight hours. Snow removal is performed during early morning hours to avoid conflicts with traffic and parked cars, generally managed through overnight parking restrictions. The City Manager has the authority to issue a "No Parking" ban within specified areas to help facilitate downtown snow removal operations.

Delaware Municipal Airport

The airport is considered a high priority due to accident potential. However, pilots generally do not expect the runway to remain clear at an unmanned airport during a winter storm. The Airport Operations Supervisor is responsible for initiating snow clearing. The Airport has two single-axle dump trucks and a power broom/blower for snow clearing operations manned by airport personnel. Additional vehicles are equipped with plows and available at the facility to remove snow accumulation from T-hangar areas. Assistance from Public Works personnel is available on an as-needed basis, but only after all Priority I, II and III roadways are cleared. The airport runway, taxiway, and the apron will be cleared first. If a heavy snowfall results in an equipment shortage, hangar area clearing may be delayed.

If runway ice develops, airport personnel will issue a "Notice to Airmen" (NOTAM) indicating this condition. A NOTAM is issued upon staffs arrival to the airfield if, in the opinion of the person authorized to conduct inspections, runway snow accumulation could present a danger to aircraft or braking action has diminished. A NOTAM will also be issued prior to airport runway snow clearing or maintenance activity which requires operating equipment on the runway or taxiway at any time.

Non-corrosive ice control applications may be applied if available. Under no circumstance can a corrosive material like road salt, calcium chloride or potassium chloride be utilized at the airport property for snow and ice control. A heated stockpile of fine aggregate sand is maintained to improve runway traction as needed.

Public Parking Lots

The city has fourteen properties with public parking lots. The Parks & Natural Resources Department is responsible for snow clearing operations of all city lots. Some can be cleared by plowing snow to the edge where adequate room exists to stockpile snow. Other lots require stockpiles to be removed so that parking spaces are not lost. Clearing parking lots generally begins at 3 a.m. so that public access is maintained by the time city buildings open. Generally all public parking lots can be cleared in one 8-hour shift.

The following parking lots are listed in order of priority.

1. Justice Center
2. Delaware Community Center YMCA and Field Parking Lot
3. City Hall
4. 20 East William Street
5. East William Street Parking Lot
6. North Franklin Street Public Lot
7. East Winter Street Public Lot
8. Mingo Park Complex
9. Smith Park Complex
10. Blue Limestone Park
11. Hidden Valley Golf Course
12. Parks and Natural Resources Department Complex (Ross Street)
13. Oak Grove Cemetery
14. East Side Park

Sidewalks and Multi-Purpose Recreational Trails

The Parks & Natural Resources Department is responsible for clearing specified segments of public sidewalk and multi-purpose recreational trails. While the goal is to have all sidewalks and trails cleared within 48 hours following the end of snow accumulation, the ability to complete the work is subject to the personnel and equipment availability. Sidewalks cleared and treated with salt include the following, in order of priority:

- Sidewalks abutting city owned buildings.
- Sidewalks abutting city controlled public parking lots.
- Sidewalks on public highway bridges.
- Sidewalks abutting city park areas.

Only heavily used sections of multi-purpose recreational trails within the public right of way will be cleared of snow. Trails in remote areas of the community, or in areas where there will be little use and that have alternate walking routes available will not be cleared. Trails are not necessarily treated with salt following clearing of snow.

Fire Stations 301, 302 and 303

Fire Department personnel are responsible for clearing parking and apron areas in front of the apparatus bays, and pedestrian walks at all stations. The department has access to a 4-wheel drive truck outfitted with a snow plow to aid in snow removal.

Staffing and Equipment

Highway operations are principally managed by the Public Works Streets and Traffic divisions, with additional support from other departments on an as-needed basis. All single or tandem axle plow truck drivers are required to possess a Class B Commercial Driver's License certification, and are to be trained in the safe operation of large plow and salt spreader equipment. Staff assigned to operate the brine application equipment must also be certified with a tanker endorsement. Non-CDL drivers are permitted to operate the $\frac{3}{4}$ -ton and one-ton pickups outfitted with plows, with appropriate training. The core group operates on 12-hour shifts, as required.

The Public Works Department maintains eight single axle and two tandem axle dump trucks as the "front line" snow removal equipment. Each is equipped with 10 or 11 foot wide plow blade and salt spreader. The single-axle dumps carry 7 tons of salt while the tandem axles are both outfitted with V-Body salt spreaders capable of carrying up to 12-tons of material. Also available are a number of $\frac{3}{4}$ - and 1-ton pickup trucks with plows, skid steers, backhoes and a front-end loader to assist in particularly heavy accumulations. The city utilizes a 1,600-gallon anti-icing applicator installed on a dump truck for pretreating operations. A second anti-icing applicator is mounted to a former street sweeper chassis and cab. Brine is manufactured at the Public Works facility, with a production capacity of 1,500 to 1,800 gallons of 23.3 percent brine per hour.

Community Responsibility

Property owners and motorists alike have a responsibility to do their part in maintaining safety during the winter season and are encouraged to follow these practices. This information is posted on the City website as well as on social media outlets available to the city.

- Adhere to the Snow Emergency Level driving restrictions as initiated by the County Sherriff's office.
- Keep a safe distance when driving near snowplows and brine application vehicles.
- Never pull up directly behind a plow truck in the drivers blind spot, as plows often back up as part of their operation.
- Do not pass a snowplow on either side as plows can suddenly shift lanes.
- Keep children away from streets while plows are clearing snow and remind children to not play in piled snow along roadways.
- Move parked cars off the street to allow plow drivers a clear path to work.
- Drive cautiously during snow and icy conditions. A good rule of thumb is to drive at "half the posted speed limit and give yourself twice the stopping distance".
- Use winter snow tires to improve traction.
- Pile shoveled driveway snow to the right of the driveway as you face the street.
- Do not push snow into the roadway with shovels or snow blowers.
- Clear snow around fire hydrants.
- Keep sidewalks and ramps clear and free of snow and ice.
- Assist elderly or disabled neighbors with snow removal.
- Check mailbox for conformance to policy. Make repairs or adjustments as required in advance of winter season.

Appendix A

Contact/Staffing Information

Appendix B

Winter Mailbox Repair or Replacement Guidelines

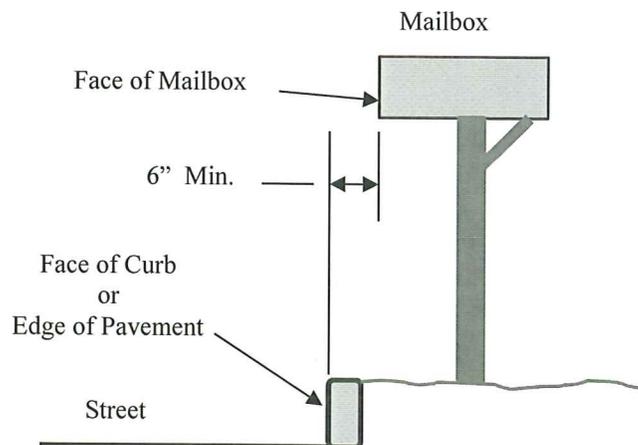
It is the property owner's responsibility to ensure a mailbox meets the following criteria:

- The mailbox's front face is a minimum of 6 inches behind the curb face.
- The wooden support post is sturdy with no cracks, rot or deterioration. Even cedar posts will deteriorate over time.
- Metal posts are free of rust or other signs of deterioration.
- Support hardware (brackets, hinges, bolts etc.) are not loose or rusted.

A properly maintained mailbox should be able to withstand the force of snow being plowed against it during normal plowing activities. The city will not be responsible for repair or replacement of mailboxes that fail to meet the referenced criteria. We suggest property owners perform a routine mailbox check-up every year.

What's the process if my mailbox has been damaged?

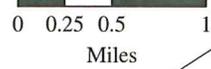
1. Contact the City of Delaware Ohio, Public Works Department @ 740-203-1810.
2. A work order is generated and a technician is sent out to inspect the mailbox and make temporary repairs if appropriate in order to receive mail. The actual timing to inspect the mailbox is somewhat dependent on the severity of ongoing winter weather event however the goal would be to address the issue within 24 hours of it being reported.
3. Following inspection a letter is sent to the property owner indicating the findings. If mailbox is found to be in conformance with the referenced criteria, a Proof of Loss Claim form will be included for the property owner to complete. The homeowner will be reimbursed for their cost in replacing the damaged mailbox.
4. If the mailbox was determined to be out of compliance with the referenced criteria, the letter will identify the specific reason(s) why. If a property owner wishes to challenge our findings, they may do so by completing a Proof of Loss form and submit it to the City of Delaware Department of Administrative Services. The City's insurance company will make a final determination based on the facts provided by both parties.



Appendix C

Priority 1 Routes				
Route 1	Route 2	Route 3	Route 4	Route 5
US 23 North/South (Penns. on/off ramps to SR 315)	36/37 (e to Davidson Ln) 521 to DCC	W. Central (Sandusky to 203) Warrensburg Rd (to Grand Circuit)	W William St (Sandusky St to Springer Woods) London Rd.	S. Sandusky St (William to US 23 & US 42 Connection) Liberty Rd (to Hawthorn Blvd)
US 42 (23 Interchange to London Rd.)	E. William St E. Central Ave	Houk Rd. (William to Merrick)	S Liberty St (William to London) S Houk Rd (William to Pittsburgh)	W. Hull Dr Hawthorn Blvd Cheshire Rd. (to Gregory Rd. and stub to the East)
William St Ramps	N. Sandusky St	Elizabeth St	Pittsburgh Dr	Glenn Parkway Ohio Health Blvd (Roundabout to US 23) Olentangy Street Stratford Road
Central Ave Ramps	Lake St (to Horseshoe Rd)	West Winter St		
Pennsylvania Ave Ramps <i>*Sawmill Pkwy & Cul-de-sac (*Proposed for Next Year)</i>	E. Winter Street	N. Liberty St (William to Penns.) Pennsylvania Ave Troy Rd		
Hot Spots				
Route 1	Route 2	Route 3	Route 4	Route 5
Pinecrest Dr (to Saddletree Ct.)	Hayes St (Hill)	Chatham Lane Western Dreamer Dr (to Knight Dream)	S. Washington St (Hill) King Avenue Valley Side Drive	Holly Rd
Priority II				
Route 1	Route 2	Route 3	Route 4	Route 5
	River St Hayes St (East of River) North St (to Armstrong) Cheshire St Channing St Vernon Ave Biltmore Dr Bowtown Rd Ashburn Dr Fieldcrest Dr Mill Run Crossing Glenn Rd to RR tracks Davidson Ln Nutter Farms Blvd Henry St Wilmer St E Harrison St Wootring St Weiser Ave Union St (North & South) E Lincoln Ave E Fountain Ave E Heffner St	Grand Circuit (to St Rt 36) Euclid Ave. Hayes Dr. Northwood (off Central) Grandview Ave Lexington Blvd./Buehler Dr Heritage Blvd Executive Blvd. (to Woodhaul) Pinecrest Drive Woodhaul (to Pinecrest Dr) Castleton Way Locust Curve Dr (to Seatrain) Jaguar Spur Ave Seatrain Dr Cambridge Rd Lantern Chase Stonhope Dr Farmland Merrick Blvd W Lincoln Ave W Heffner St W Fountain Ave Oakhurst Dr N Franklin St (William - Lincoln) N Washington St (William - Lincoln)	S Washington St Spring St S. Franklin St (Spring - William) W Harrison St Park Ave Curtis St Springer Woods Blvd Lehner Woods Blvd Rockmill St. (to Plowington Dr.) Plowington Dr Carson Farms Blvd Valleyside Drive Applegate Ln Willow Run Rockcreek Dr New Market Dr Cobblestone Drive Boulder Dr. (Firestone to Cobblestone) Firestone Dr. (to Boulder Dr) Penick Ave Colomet Dr Johnson Dr Henderson Ct Stover Dr Jegs Blvd. Ross Street David St King Ave	Belle Ave Fern Dr Holly Rd Somerset (Cottswold to Liberty) Cottswold Drive Slack Rd Kesslebrooke Ln (Entrance) Beech Dr Thornapple Trail Tara Glen Dr Kitdare Dr to Tara Glen Dr Ballater Dr (to Kitdare Dr) Balmoral Dr Braumiller Crossing Dr Maple Vista Dr Saphire Flame Dr Cheshire Crossing Dr Crystal Petal Dr
Priority III - All Remaining Network Streets				

Route	Lane Miles	% of Lane Miles
Route 1	19.41	11%
Route 2	38.65	22%
Route 3	43.03	24%
Route 4	39.11	22%
Route 5	35.51	20%
Totals	176	100%



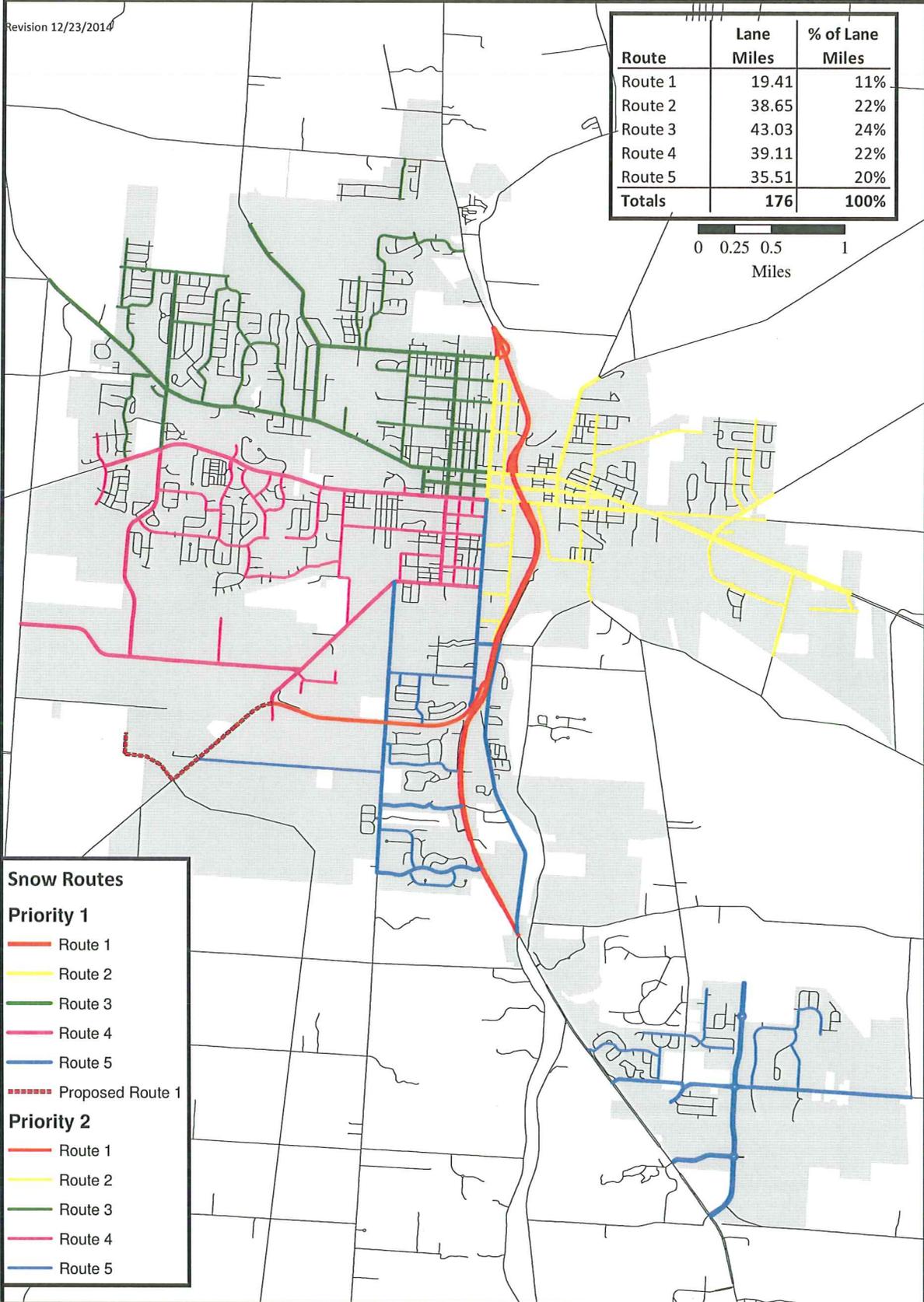
Snow Routes

Priority 1

- Route 1 (Orange)
- Route 2 (Yellow)
- Route 3 (Green)
- Route 4 (Pink)
- Route 5 (Blue)
- Proposed Route 1 (Dashed Red)

Priority 2

- Route 1 (Orange)
- Route 2 (Yellow)
- Route 3 (Green)
- Route 4 (Pink)
- Route 5 (Blue)



The City of Delaware
Snow Management Priority I & II Routes



ITEM 11
November

Public Works/Public Utilities Committee Meeting
November 3, 2015
7:00 P.M.
City Council Chambers

UPDATE OF PUBLIC UTILITIES PROJECTS

1. Park Avenue 12" Water Line

- 4, 015 L.F. 12-inch C909 PVC water pipe & 6 fire hydrants from South Washington Street to Curtis Street.
- Engineer's Estimate - \$540,000
- Construction Bid - \$527,015
- Contractor - OURS Excavating, Mt. Gilead
- Construction Schedule - July 2015 to November 2015
- Approximately 2,500 L.F. of pipe installed.



Park Avenue Water Line Replacement Project

2. Bernard Avenue Storm Water Improvements

- Design of 4,500 L.F. of new storm water pipe & 2,000 L.F. of storm water ditch improvements from South Liberty Street to Route 23 including sections of the OWU campus.
- Design Engineer - American Structurepoint
- Design Fee - \$99,327
- Estimated Construction Cost - \$715,000
- Construction Schedule - Fall 2015



Bernard Avenue Storm Water Improvement Project

3. Cooperative Boating Facility Grant

- Design and construction of three canoe/kayak access sites to be located at Mingo Park and on Cherry Street.
- Ohio Department of Natural Resources Division of Watercraft Grant - \$152,900
- Design Engineer – The Kleingers Group
- Design Fee - \$17,150
- Estimated Construction Cost - \$140,400
- Construction Schedule – Fall 2015



Mingo Park Canoe/Kayak access site

4. Sanitary Sewer Collection System Master Plan

- Project is for the update of the 2000 master plan.
- Project includes sanitary sewer flow monitoring, development and training of a sanitary sewer flow model, identification of sanitary sewer capacity constraints, and recommendation of sanitary sewer capacity improvements and associated costs.
- Hydraulic Model Software Selection Workshop (7/2715) – Selected InfoSWMM software

that features a user-friendly interface working on an ERSI ArcMap GIS platform.

- Project Kick-off Meeting (8/19/15) – Review master plan scope and schedule, data request summary, flow monitoring and field investigations and hydraulic modeling.
- Progress Meeting (9/22/15) – Review flow monitoring data. 27 flow meters installed in 24 basins throughout the City.
- Future Growth Workshop (10/6/15) – Review existing and future land use & long and future development.
- Engineering firm – HDR Engineering – Project fee \$394,800
- Project schedule – July 2015 to April 2016.

ITEM 11

January



Public Works/Public Utilities Committee Meeting
January 5, 2016
7:00 P.M.
City Council Chambers

UPDATE OF PUBLIC UTILITIES PROJECTS

1. Park Avenue 12" Water Line

- 4, 015 L.F. 12-inch C909 PVC water pipe & 6 fire hydrants from South Washington Street to Curtis Street.
- Engineer's Estimate - \$540,000
- Construction Bid - \$527,015
- Contractor - OURS Excavating, Mt. Gilead
- Construction Schedule - July 2015 to November 2015
- Water main installation completed 12/17/15 - Restoration work in spring 2016.



Park Avenue Water Line Replacement Project

2. Bernard Avenue Storm Water Improvements

- Design of 4,500 L.F. of new storm water pipe & 2,000 L.F. of storm water ditch improvements from South Liberty Street to Route 23 including sections of the OWU campus.
- Design Engineer - American Structurepoint
- Design Fee - \$99,327
- Estimated Construction Cost - \$715,000
- Phase I Construction Schedule - Spring 2016



Bernard Avenue Storm Water Improvement Project

3. Cooperative Boating Facility Grant

- Design and construction of three canoe/kayak access sites to be located at Mingo Park and on Cherry Street.
- Ohio Department of Natural Resources Division of Watercraft Grant - \$152,900
- Design Engineer – The Kleingers Group
- Design Fee - \$17,150
- Estimated Construction Cost - \$225,000
- Advertise bid 1/4/16; Open bids on 1/28/16
- Construction Schedule – Spring 2016



Mingo Park Canoe/Kayak access site

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- Future Growth Workshop (10/6/15) – Review existing and future land use & long and future development.
- Hydraulic Model Calibration Workshop (11/19/15)
- Level of Service Priority Workshop (12/15/15)
- City/Delaware County Collaboration Workshop (12/21/15) – Discuss growth rates, shared service areas and key developments.
- January 2016 – Review existing data for dry and wet weather model validation.
- Engineering firm – HDR Engineering – Project fee \$394,800
- Project schedule – July 2015 to April 2016.