

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

AGENDA

6:30 P.M. EXECUTIVE SESSION: pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance.

REGULAR MEETING

MAY 23, 2016

1. ROLL CALL
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the regular meeting of Council held May 9, 2016, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Acceptance of the Motion Summary for the Parking and Safety Committee meeting held January 4, 2016.
 - B. Acceptance of the Motion Summary for the 2016 Charter Review Commission meeting held April 28, 2016.
 - C. Resolution No. 16-20, a resolution authorizing the City Manager to participate in the cooperative purchase of road salt through the Ohio Department of Transportation's Winter Salt Purchase Contract (018-17) for road salt, and repealing Resolution No. 16-18 in its entirety.
 - D. Resolution No. 16-21, a resolution authorizing the City Manager to file an application with the Ohio Development Services Agency, Office of Community Development, for Program Year 2016 Ohio Small Cities CDBG Community Development Allocation Program Funds and supplemented by the local CDBG ED-ELF Program Income.
 - E. Resolution No. 16-22, a resolution appointing the Public Works Superintendent of Solid Waste Management as the City's

representative to the Delaware, Knox, Marion, Morrow (DKMM) Solid Waste District Policy Committee.

6. LETTERS, PETITIONS, AND PUBLIC COMMENTS
7. COMMITTEE REPORTS
8. PRESENTATIONS
 - A. Proclamation presentation honoring Master Sgt. Kenneth L. Davenport
 - B. Delaware General Health District Update – Shelia Hiddleston, Health Commissioner
9. THIRD READING of Ordinance No. 16-38, an ordinance amending the employment agreement with the City Manager.
10. CONSIDERATION of Resolution No. 16-23, a resolution authorizing the City Manager to apply for an Ohio Department of Natural Resources NatureWorks Grant.
11. CONSIDERATION of Ordinance No. 16-44, an ordinance authorizing the City Manager to renew an Intergovernmental Agreement with the Delaware County Commissioners for indigent defense services for Municipal Code violations.
12. Public Records Training: Social Media – Darren Shulman, City Attorney
13. FINANCE DIRECTOR’S REPORT
14. CITY MANAGER’S REPORT
15. COUNCIL COMMENTS
16. ADJOURNMENT

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held May 9

20 16

6:30 EXECUTIVE SESSION: Mr. Rohrer moved to enter into Executive Session at 6:32 p.m. This motion was seconded by Mr. Hellinger and approved by a 5-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, and Section 121.22 (G) (2) acquisition of property for public purpose and 121.22 (G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: First Ward Chris Jones, Second Ward Lisa Keller (arrived at 6:45 p.m.), Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger and Vice Mayor Kent Shafer. Absent from the meeting was Mayor Carolyn Kay Riggle. Following the discussion at 6:45 p.m., it was moved by Mr. Rohrer that Council move into Open session, seconded by Mr. DiGenova and approved by 5-0 vote.

The regular meeting of May 9, 2016 was called to order at 7:00 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Carolyn Kay Riggle who presided. The invocation was given by Councilmember Jones, followed by the Pledge of Allegiance.

Staff Present: Darren Shulman, City Attorney, Sean Hughes, Economic Development Director, Scott Stowers, IT Director, Dean Stelzer, Finance Director, Brad Stanton, Public Utilities Director, Bill Ferrigno, Public Works Director, Kim Johnson, Utility Supervisor, Perry Mickley, Utility Maintenance and Project Manager, Bruce Pijanowski, Police Chief, Jackie Walker, Assistant City Manager, and Tom Homan, City Manager

ITEM 4: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the regular meeting of Council held April 25, 2016, as recorded and transcribed.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary for the regular meeting of Council held April 25, 2016 seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

ITEM 5: CONSENT AGENDA

- A. Acceptance of the Motion Summary for the Civil Service Commission meeting held February 3, 2016
- B. Acceptance of the Motion Summary for the 2016 Charter Review Commission meeting held April 14, 2016.
- C. Acceptance of the Motion Summary for the Historic Preservation Commission meeting held March 23, 2016.
- D. Acceptance of the Motion Summary for the Shade Tree Commission meeting held March 22, 2016.
- E. Acceptance of the Motion Summary for the Airport Commission meeting held April 21, 2016.
- F. Acceptance of the Motion Summary for the Planning Commission meeting held April 6, 2016.
- G. Resolution No. 16-18, a resolution authorizing the City Manager to participate in the cooperative purchase of road salt through the

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Ohio Department of Transportation's Winter Salt Purchase Contract (018-17).

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

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

ITEM 7: COMMITTEE REPORTS

Mrs. Keller stated that there is an opening on the Planning Commission.

Mr. DiGenova provided information on the upcoming Finance Committee Meeting.

Mr. Shafer indicated that Parking and Safety Committee meeting will be held May 16, 2016.

ITEM 8: CONSIDERATION OF A NEW LIQUOR PERMIT

A. AMVETS Post 0102, 485 Park Avenue & Patio, Delaware, OH 43015. Permit Class: D5

Motion: Mrs. Keller moved to approve the liquor permit, seconded by Mr. Jones. Motion approved by a 7-0 vote.

ITEM 9: PRESENTATION

A. Advanced Metering Infrastructure (AMI) Update, Brad Stanton, Public Utilities Director

PRESENTORS:

Josh Braman
CH2M, Program Manager
125 South Wacker Drive
Chicago, IL.

Mike Storm
Mueller Systems, District Manager
10210 Statesville Blvd.
Cleveland, N.C.

Mike Pacer
Mueller Systems
32811 Sorento Lake
Avon Lake, Ohio

Mike Cutrone
Keystone Utilities, Vice-President
99 Parry Street
Luzerne, Pa

A discussion was held on the technology and overview of the product. Mrs. Keller voiced a concern regarding privacy concerns and liability to the city on notifying residents if there is a potential leak.

Ms. Johnson discussed the benefits to the customer to manage their water consumption.

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Mr. Stanton discussed current protocol for residents refusing the AMI.

ITEM 10: ORDINANCE NO. 16-33 [Second Reading]
AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATION AGREEMENT WITH DELAWARE COUNTY FOR THE RESURFACING OF WARRENSBURG ROAD.

The Clerk read the ordinance for the second time.

Motion: Vice-Mayor Shafer moved to suspend the rules for Ordinance No. 16-33, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to approve Ordinance No. 16-33, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

ITEM 11: ORDINANCE NO. 16-34 [Second Reading]
AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION TO UPGRADE CROSSWALKS, INSTALL PEDESTRIAN COUNT DOWN SIGNALS AS WELL AS RECTANGULAR RAPID FLASHING BEACONS (RRFB'S) AT VARIOUS LOCATIONS THROUGHOUT THE CITY.

The Clerk read the ordinance for the second time.

Motion: Mr. DiGenova moved to suspend the rules for Ordinance No. 16-34, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

Motion: Mr. DiGenova moved to approve Ordinance No. 16-25, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 12: ORDINANCE NO. 16-38 [Second Reading]
AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER.

The Clerk read the ordinance for the second time.

ITEM 13: RESOLUTION NO. 16-19 [First Reading]
A RESOLUTION ACCEPTING THE AWARD ON UNRESOLVED ISSUES PERTAINING TO THE SETTLEMENT OF A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF), LOCAL 606, AND THE CITY OF DELAWARE.

The Clerk read the resolution for the first time.

Motion: Mr. DiGenova moved to approve Resolution No. 16-19, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote

ITEM 14: ORDINANCE NO. 16-39 [First Reading]
AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE OHIO ATTORNEY GENERAL'S OFFICE TO CONTINUE PROVIDING NATIONAL WEBCHECK BACKGROUND CHECK SERVICES.

The Clerk read the ordinance for the first time.

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Motion: Vice-Mayor Shafer moved to suspend the rules for Ordinance No. 16-39, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to approve Ordinance No. 16-39, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

ITEM 15: ORDINANCE NO. 16-40 [First Reading]
AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR MILLBROOK SECTION 2 CONSISTING OF 40 SINGLE-FAMILY LOTS ON 10.26 ACRES ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) LOCATED ON RIDGEFIELD DRIVE AND ELLIOT ROAD.

The Clerk read the ordinance for the first time.

Mr. Efland reviewed the zoning as R-3-PUD and reviewed the Final Subdivision Plat. Mr. Efland reviewed the staff condition number 9 from the Planning Commission regarding landscape.

APPLICANT:
Ron Sabatino
2895 Stoneridge Lane
Dublin, Ohio 43017

Mr. Sabatino voiced his concern over the cost to have this plat reaproved. Mr. Efland stated that the subdivision plat approval had expired. Mr. Sabatino also stated that he did not have any code violations.

Motion: Vice-Mayor Shafer moved to suspend the rules for Ordinance No. 16-40, seconded by Mr. DiGenova. Motion approved by a 6-1 (Keller) vote.

Motion: Vice-Mayor Shafer moved to approve Ordinance No. 16-40, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

ITEM 16: ORDINANCE NO. 16-41 [First Reading]
AN ORDINANCE APPROVING AN EXTENSION TO THE FINAL DEVELOPMENT PLAN FOR PHASE 1 OF STOCKDALE FARMS SUBDIVISION CONSISTING OF 60 SINGLE-FAMILY LOTS ON 44.74 ACRES LOCATED AT THE NORTHEAST CORNER OF BRAUMILLER AND POLLOCK ROADS AND ZONED R-2 PMU (ONE-FAMILY RESIDENTIAL WITH A PLANNED MIXED USE OVERLAY DISTRICT).

The Clerk read the ordinance for the first time.

APPLICANT:
Mark Inks
5995 Avery Road
Dublin, Ohio 43016

Motion: Mrs. Keller moved to suspend the rules for Ordinance No. 16-41, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

Motion: Mrs. Keller moved to approve Ordinance No. 16-41, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

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ITEM 17: ORDINANCE NO. 16-42 [First Reading] AN ORDINANCE APPROVING AN EXTENSION TO THE FINAL SUBDIVISION PLAT FOR PHASE 1 OF STOCKDALE FARMS SUBDIVISION CONSISTING OF 60 SINGLE-FAMILY LOTS ON 44.74 ACRES LOCATED AT THE NORTHEAST CORNER OF BRAUMILLER AND POLLOCK ROADS AND ZONED R-2 PMU (ONE-FAMILY RESIDENTIAL WITH A PLANNED MIXED USE OVERLAY DISTRICT).

The Clerk read the ordinance for the first time.

APPLICANT: Mark Inks 5995 Avery Road Dublin, Ohio 43016

Motion: Mrs. Keller moved to suspend the rules for Ordinance No. 16-42, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

Motion: Mrs. Keller moved to approve Ordinance No. 16-42, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 18: ORDINANCE NO. 16-43 [First Reading] AN ORDINANCE APPROVING THE SALE OF A PUBLIC UTILITIES DEPARTMENT 1988 MACK CONCRETE TRUCK AND A PUBLIC WORKS DEPARTMENT 2006 MARATHON HMT HOT MIX TRANSPORTER THAT HAVE BEEN OR WILL BE REPLACED WITH NEWER MODELS AND ARE NO LONGER NEEDED FOR USE BY THE CITY.

The Clerk read the ordinance for the first time.

Motion: Mr. DiGenova moved to suspend the rules for Ordinance No. 16-43, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

Motion: Mr. DiGenova moved to approve Ordinance No. 16-43, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 19: CITY MANAGER'S REPORT Mr. Homan provided an update on the Moving Delaware Forward campaign at May's First Friday.

Mr. Homan indicated that there will be an open house on Wednesday, May 11, 2016 at the library for Moving Delaware Forward.

ITEM 20: COUNCIL COMMENTS Mr. Jones requested information on the memorial bricks for Veterans Memorial Plaza.

Mrs. Keller voiced her official complaint regarding potential code violation for empty lots at the entrances of Adalee Park, Millbrook, and along Cobblestone Dr. Mr. Eland stated that there is a current investigation regarding these properties.

Mr. DiGenova discussed potential code violation at the property of London Rd. and Liberty St.

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Mr. Hellinger provided an update on the Feel the Heat event that he participated in at the Ohio Fire Academy.

Mr. Shafer discussed efforts to work with the B.I.A. to ensure quality of development within the city.

Mayor Riggle provided an update on the ribbon cutting event for the Dog Park.

Mayor Riggle provided information on feedback received at the First Friday event regarding the Moving Delaware Forward.

ITEM 21: ADJOURNMENT

Motion: Vice-Mayor Shafer moved to adjourn the meeting. The meeting adjourned at 8:48 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

**PARKING AND SAFETY COMMITTEE
MOTION SUMMARY
January 4, 2016**

ITEM 1. ROLL CALL

Chairman Shafer called the special Parking and Safety Committee meeting to order at 7:00 p.m.

Members Present: Councilman Chris Jones, Vice-Chairwoman Lisa Keller, and Chairman Kent Shafer

Council Members Present: Mr. George Hellinger, Mayor Carolyn Riggle

City Staff Present: Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Lance Schultz, Zoning Administrator, and Jessica Ormeroid, Project Engineer

ITEM 2. APPROVAL of the Motion Summary of the Parking and Safety Committee meeting held November 16, 2015, as recorded and transcribed.

Motion: Mr. Jones moved for the approval of the Motion Summary of the Parking and Safety Committee meeting held November 16, 2015, seconded by Vice-Chairwoman Keller. Motion approved by a 3-0 vote.

ITEM 3. PUBLIC COMMENT

Mr. Carter Johnson
86 W. Lincoln Avenue
Delaware, Ohio 43015

Mr. Johnson petitioned for signage to be removed in front of his property. Mr. Shafer recommend to have staff make sure sign is in compliance with the code.

ITEM 4. DISCUSSION

A. A discussion was held on the installation of "No Parking" signage along the north/west side of the curve on Balleter Drive from the west side of Silverwood Drive, to approximately 100 LF south of the 892 Balleter Drive; with parking permission on the south/east side of Balleter Drive through the curve.

PUBLIC PARTICIPATION:

Tom Bonacuss
880 Ballater Drive
Delaware, Ohio

Mr. Bonacuss stated he was in agreement with staff recommendations for parking restrictions. Mr. Bonacuss recommends that the walking path on the east side of street is not visible due to landscape mounding and would like to have additional signage stating no parking around the walking path. Staff supportive of the request.

Motion: Vice-Chairwomen Keller moved to restrict parking on the north and west side of Balleter Drive, from Silverwood Drive to the golf cart path, as well as across the street on the east side by golf cart path, seconded by Mr. Jones. Motion approved by a 3-0 vote.

B. A discussion was held on the removal of on street parking in front of the Delaware County Courthouse on North Sandusky Street.

APPLICANT:

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

Tom Potts
405 Capitol Street
Charleston, West Virginia

Mr. Melvin discussed the net gains of 151 parking spaces for staff use only. Mr. Melvin discussed the use of surface lots for public parking and that prior to the construction, these spots were utilized by staff only. Mr. Melvin explained that much of staff that park in the Hayes Building surface lot will park in the new secure lot. Mr. Melvin explained that surface lots of the Hayes Building on the east and west side of Union Street are public parking after hours.

Mr. Potts discussed security concerns with allowing parking to remain in front of the courthouse. Mr. Potts discussed potentially extending the curb out on Sandusky Street to make a landscape area.

Mayor Riggle discussed the entrances to the parking garages. Mayor Riggle stated that in a previous meeting with Commissioner Merrell, it was discussed that the County allow the city to use the top levels after hours and on weekends. Mr. Melvin indicated that this agreement is still in the works. Mayor Riggle discussed her preference to allow for public parking in the top levels and not just in the parking lots off of Union Street. A discussion was regarding the need to table the issue until an agreement is finalized.

PUBLIC PARTICIPATION:

Scott Miller

103 North Union Street
Delaware, Ohio 43015

Mr. Carter Johnson
86 W. Lincoln Avenue
Delaware, Ohio 43015

Mr. Miller voiced his concern regarding the east/west alley traffic access south of the courthouse. Mr. Miller discussed his open lot to his business is located off this alley. Mr. Miller requested that the alley restrictions for traffic on the alley begin west of his parking lot.

Mr. Johnson voiced his concerns regarding parking lot access behind his church.

Motion: Mr. Jones moved to table the discussion regarding the removal of seven designated parking spots in front of the Delaware County Courthouse on North Sandusky Street until the scheduled February meeting, seconded by Vice-Chairwoman Keller. Motion approved by a 3-0 vote.

Motion: Mr. Jones moved that the alley opposite of Court Street will is a two way alley from Union Street to the north/south alley off of Central Ave, and then it shall become a one way alley eastbound to Sandusky Street, seconded by Vice-Chairwoman Keller. Motion approved by a 3-0 vote.

ITEM 5. COMMITTEE COMMENTS

ITEM 6. ADJOURNMENT

Motion: Mr. Jones moved to adjourn the meeting. The Parking and Safety Committee meeting adjourned at 7:51 p.m.



Kent Shafer, Chairman



Elaine McCloskey, Clerk

**2016 CHARTER REVIEW COMMISSION
MOTION SUMMARY
April 28, 2016**

ITEM 1. Roll Call

Chairwoman Santos called the 2016 Charter Review Commission Meeting to order at 6:01 p.m. .

Members Present: Jeremy Byers, Jack Hilborn, Stephanie Steinbeck, Cathy Falter, Charlotte Joseph, Mayor Carolyn Kay Riggle, Vice-Chairman Dan Bennington, and Chairwoman Mary Jane Santos

Members Absent: Megan Cochran

Staff Present: Darren Shulman, City Attorney and David Moser, Assistant City Attorney

Motion to Excuse: Mayor Riggle moved to excuse Ms. Cochran, seconded by Ms. Joseph. Motion approved by an 8-0 vote.

ITEM 2. Approval of the Motion Summary for the meeting held April 14, 2016, as recorded and transcribed.

Motion: Ms. Steinbeck moved to approve the Motion Summary for the meeting held April 14, 2016, as recorded and transcribed, seconded by Ms. Joseph. Motion approved by a 5-0-1 (Byers, Hilborn, Santos) vote.

ITEM 3. Review of Submissions from the Public

PUBLIC PARTICIPATION:

Andrew Brush
1180 Jaeger Street
Columbus, Ohio 43026

Mr. Brush discussed the continued growth to the city and the recommendation for additional wards.

Mr. Brush discussed the current pay status for members of Council and the need to compensate representatives appropriately for their various duties that are required with the position. Chairwoman Santos recommended input from the Finance Director on feasibility. Mr. Hilborn requested information on the pay rate of comparable charter cities.

ITEM 4. Review drafts of Commission requested changes to Articles 3 and 4

Sec. 15. COMPENSATION

Mr. Shulman reviewed the changes. A discussion was held on if Council is able to vote for a raise effective during their term. Vice-Chairman Bennington recommended that the wording "occurring after the elections held for both the at-large and ward seats" be removed. The Commission recommends approval with the recommended change.

Sec. 16. MEETINGS

The Commission recommends approval as submitted.

Sec. 17. RULES OF ORDER AND JOURNAL OF PROCEEDINGS

The Commission recommends approval as submitted.

Sec. 21. MUNICIPAL CODE AND SUPPLEMENTS

The Commission recommends approval as submitted.

Sec. 26. PUBLICATION

The Commission recommends approval as submitted.

ITEM 5. Review of Delaware City Charter, Articles 7-15

ARTICLE VII. MAYOR AND VICE MAYOR

Sec. 42. SELECTION; TERM

A discussion was held on potential changes to reflect that the Mayor will be chosen by the highest vote and the Vice-Mayor to be elected by any of the remaining six members of council. The Commission recommends proceeding with no changes.

Sec. 43. POWERS AND DUTIES OF MAYOR

The Commission recommends proceeding with no changes.

Sec. 44. ABSENCE OR DISABILITY OF MAYOR; SUCCESSION IN CASE OF VACANCY; PRESIDENT PRO TEM

The Commission recommends proceeding with no changes.

Sec. 45. SALARY OF MAYOR

The Commission recommends proceeding with changes to reflect that the Mayor's salary will be more than Council Members.

ARTICLE VIII. GENERAL EXECUTIVE AND ADMINISTRATIVE OFFICERS

Sec. 46. CITY MANAGER; QUALIFICATIONS, ABSENCE OR DISABILITY

The Commission recommends proceeding with changes.

Sec. 47. TERM, SUSPENSION AND REMOVAL OF CITY MANAGER

The Commission recommends proceeding with changes and to remove wording "If Council removes the City Manager it shall immediately enter upon its journal a statement of its reasons for such removal".

Sec. 48. DUTIES GENERAL OF CITY MANAGER

The Commission recommends proceeding with no changes.

Sec. 49. RIGHT OF CITY MANAGER AND OTHER OFFICERS TO TAKE PART IN COUNCIL MEETINGS

The Commission recommends proceeding with no changes.

Sec. 50. APPOINTMENT, SUSPENSION AND REMOVAL OF SUBORDINATES OF CITY MANAGER

The Commission recommends proceeding with changes.

Sec. 74. MANNER OF AWARDED CONTRACTS; EXECUTION

The Commission recommends proceeding with changes recommended by Mr. Shulman.

Mr. Byers and Ms. Steinbeck exited the meeting at 7:31 p.m.

Sec. 51. DUAL CAPACITY OF DEPARTMENT HEADS AND CITY MANAGER; EXCEPTION.

The Commission recommends proceeding with no changes.

Sec. 52. COUNCIL NOT TO INTERFERE WITH THE ADMINISTRATIVE SERVICE

The Commission recommends proceeding with no changes.

Sec. 53. AUTHORITY OF COUNCIL OVER DEPARTMENTS AND OFFICES; AUTHORITY OF CITY MANAGER TO PRESCRIBE POWERS

The Commission recommends proceeding with no changes.

Sec. 54. AUTHORITY OF CITY MANAGER TO REQUIRE REPORTS

The Commission recommends proceeding with no changes.

ARTICLE IX. CITY ATTORNEY AND CITY PROSECUTOR

Sec. 55. APPOINTMENT; ASSISTANTS; QUALIFICATIONS; DUTIES GENERALLY.

The Commission recommends proceeding with no changes.

Sec. 56. DUTY TO PREVENT MISAPPLICATION OF FUNDS.

The Commission recommends proceeding with no changes.

Sec. 57. ENFORCEMENT OF CONTRACTS; PREVENTION OF ILLEGAL PAYMENT OF FUNDS.

The Commission recommends proceeding with no changes.

Sec. 58. DUTY TO COMPEL PERFORMANCE OF DUTIES.

The Commission recommends proceeding with no changes.

Sec. 59. TAXPAYER'S SUIT FOR ENFORCEMENT.

The Commission recommends proceeding with no changes.

Sec. 60. ORDER OF COURT; ALLOWANCES.

The Commission recommends proceeding with no changes.

ARTICLE X. DEPARTMENT OF PUBLIC SAFETY

Sec. 61. ESTABLISHMENT: APPOINTMENT OF DIRECTORS; COMPOSITION.

The Commission recommends proceeding with no changes.

Sec. 62. POLICE FORCE.

The Commission recommends proceeding with no changes.

Sec. 63. POLICE POWERS OF CITY OFFICERS AND EMPLOYEES.

The Commission recommends proceeding with no changes.

Sec. 64. PRIVATE POLICE AND DETECTIVES.

The Commission recommends proceeding with no changes.

Sec. 65. FIRE FORCE.

The Commission recommends proceeding with no changes.

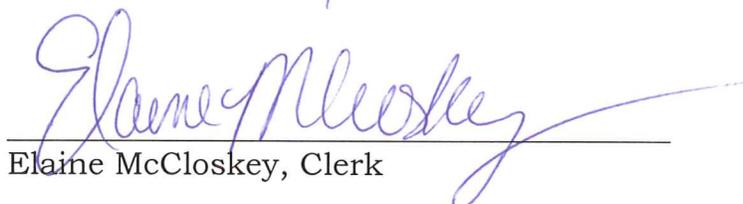
ITEM 6. Next Meeting Date: May 12, 2016

ITEM 7. Adjournment

Motion: Mr. Hilborn moved for the 2016 Charter Review Commission meeting to adjourn, seconded by Ms. Falter. The meeting adjourned at 7:50 p.m.



Mary Jane Santos, Chairwoman



Elaine McCloskey, Clerk



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM C DATE: 05/23/16
ORDINANCE NO: RESOLUTION NO: 16-20
READING: FIRST PUBLIC HEARING: NO

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: William L. Ferrigno, P.E., Public Works Director/City Engineer

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PARTICIPATE IN THE COOPERATIVE PURCHASE OF ROAD SALT THROUGH THE OHIO DEPARTMENT OF TRANSPORTATION'S WINTER SALT PURCHASE CONTRACT (018-17) FOR ROAD SALT, AND REPEALING RESOLUTION NO. 16-18 IN ITS ENTIRETY.

BACKGROUND

The City must participate in a cooperative purchasing agreement in order to obtain road salt for winter snow and ice management operations within the city. It is in the best interest of the City to participate in the Ohio Department of Transportation's statewide road salt purchasing cooperative program whereby an adequate supply of road salt at competitive pricing will be available to the city. The winter contract with ODOT guarantees availability of up to 110% of the estimated road salt required in time for the 2016/2017 winter season. The city will be requesting an estimated 1000 tons of road salt to replenish the material used during the 2015/2016 winter maintenance snow and ice management program.

REASON WHY LEGISLATION IS NEEDED:

Required per ODOT for participation in road salt purchase program. This resolution repeals Resolution No. 16-18 approved on May 9, 2016, and is necessary to conform to recently revised agreement language requirements.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

Purchase of up to 1000 tons at an estimated cost of \$75,000 (\$75/ton) is within the established 2016 operations budget.

POLICY CHANGES:

None

PRESENTER(S):

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

RECOMMENDATION:

Approval

ATTACHMENT(S)

None

RESOLUTION NO. 16-20

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PARTICIPATE IN THE COOPERATIVE PURCHASE OF ROAD SALT THROUGH THE OHIO DEPARTMENT OF TRANSPORTATION'S WINTER SALT PURCHASE CONTRACT (018-17) FOR ROAD SALT, AND REPEALING RESOLUTION NO. 16-18 IN ITS ENTIRETY.

WHEREAS, the City of Delaware, Delaware County (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual winter road salt bid (018-17) in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract:

WHEREAS, The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and

WHEREAS, The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and

WHEREAS, The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the winter road salt contract; and

WHEREAS, The Political Subdivision hereby requests through this participation agreement a total of one-thousand tons (1000 tons) of Sodium Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and

WHEREAS, The Political Subdivision hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract's effective period of October 1, 2016 through March 31, 2017; and



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM D DATE: 5/23/16
ORDINANCE NO: RESOLUTION NO: 16-21
READING: FIRST PUBLIC HEARING: NO

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: David Efland, Planning & Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO FILE AN APPLICATION WITH THE OHIO DEVELOPMENT SERVICES AGENCY, OFFICE OF COMMUNITY DEVELOPMENT, FOR PROGRAM YEAR 2016 OHIO SMALL CITIES CDBG COMMUNITY DEVELOPMENT ALLOCATION PROGRAM FUNDS AND SUPPLEMENTED BY LOCAL CDBG ED-RLF PROGRAM INCOME.

BACKGROUND:

ODSA allocated \$82,000 to the City of Delaware for the PY2016 Ohio Small Cities Community Development Block Grant (CDBG) Allocation Program. This is a \$2,000 increase over last year and as based on new 2010 Census information. The City of Delaware is eligible to file an application with the Ohio Development Services Agency (ODSA) for funding under the Allocation Program, which is due June 17, 2016.

The City is required to hold two public meetings as part of the grant application process. The first meeting was held on May 2, 2016 and the second meeting was held on May 17, 2016. This resolution allows the City Manager to file an application for the PY16 CDBG Allocation Program as follows, with the City of Delaware considering funding all or part of each activity with an allocation of ED-RLF funds as required by the State of Ohio, but in no case exceeding grant funding available for each:

Activity 1: Street Improvements in LMI Areas \$70,000

| | |
|---|-----------------|
| Activity 2: Fair Housing and Administration | <u>\$12,000</u> |
| TOTAL | <u>\$82,000</u> |

Engineering and Public Works have identified and prioritized eligible needed street improvements within qualifying grant program areas. Eligible communities for CDBG Community Development funds are required by the State to use new 2010 Census poverty levels. The potential improvement areas have changed slightly since the 2000 Census poverty levels were determined and used for project area eligibility for past CDBG grant applications. Despite boundary changes made by the US Census Bureau, the City's new 2010 Census qualifying areas remain relatively intact and generally similar to the 2000 Census areas. The final number of streets identified for improvements slightly exceeds the estimated amount of funding available to help ensure that, once bidding is conducted, there are a sufficient number of streets to fully utilize grant dollars available. Street locations may be modified even after application to the State should other priorities be identified after the initial filing of the required application. Staff from multiple departments worked together to develop and update a 5 year capital improvement list of streets that would qualify to facilitate longer range capital improvement programming. The streets selected for improvement using the PY16 CDBG funds are East and West Harrison Street between South Liberty and South Henry Streets as the Primary Project, and Wade Street North and Moore Street as an Alternate/Supplemental Project. The proposed project continues street repaving efforts concentrated in and positively impacting lower income neighborhoods. Staff recommends approval of the resolution. The Grant Application timetable necessitates passage on first reading to accommodate the State's CDBG grant application timeline and procedures.

REASON WHY LEGISLATION IS NEEDED:

The State of Ohio requires each community applying for funds through this program to authorize the City Manager to execute all required documents needed to submit the grant application via a Resolution.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

The CDBG Community Development Grant is an outright grant to eligible communities. The State expects that any project cost exceeding the grant funding amount is to be funded by local CDBG ED-RLF Program Income. An appropriation is in place in the ED-RLF fund to accommodate this project.

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning & Community Development Director

RECOMMENDATION:

Approval at the first meeting. The Grant Application timetable necessitates passage on first reading to accommodate the State's CDBG grant application timeline (due June 17, 2016) and procedures.

ATTACHMENT(S)

Proposed Street Improvement Map: East and West Harrison Street between South Liberty and South Henry Streets

RESOLUTION NO. 16-22

A RESOLUTION AUTHORIZING THE CITY MANAGER TO FILE AN APPLICATION WITH THE OHIO DEVELOPMENT SERVICES AGENCY, OFFICE OF COMMUNITY DEVELOPMENT, FOR PROGRAM YEAR 2016 OHIO SMALL CITIES CDBG COMMUNITY DEVELOPMENT ALLOCATION PROGRAM FUNDS AND SUPPLEMENTED BY LOCAL CDBG ED-RLF PROGRAM INCOME.

WHEREAS, the Ohio Development Services Agency (ODSA) allocated \$82,000 to the City of Delaware for the Program Year (PY) 2016 Ohio Small Cities Community Development Block Grant (CDBG) Community Development Allocation Program, and

WHEREAS, the CDBG Community Development Allocation Program provides communities with a flexible housing and community development resource that can be used to address locally identified needs that are eligible CDBG activities and qualify under the national objective of low-and-moderate income benefit or the elimination of slum and blight conditions, and

WHEREAS, the City of Delaware held the required public meeting for general CDBG Program funding on May 2, 2016, and held the required program specific public meeting for CDBG Community Development Allocation Program funding on May 17, 2016. The meetings indicated a significant need and interest in utilizing CDBG funds, supplemented by local CDBG ED-RLF program income as required by ODSA, to assist the community with necessary and useful activities which are responsive to the State and national program objectives and qualification criteria.

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

SECTION 1. That the City Manager is hereby authorized to file an application for the PY2016 Ohio Small Cities Community Development Block Grant (CDBG) Community Development Allocation Program, supplemented by local CDBG ED-RLF program income as required by ODSA as needed, and as follows:

| | |
|--|-----------------|
| Activity 1: Street Improvements in LMI Areas | \$70,000 |
| Activity 2: Fair Housing and Administration | <u>\$12,000</u> |
| TOTAL: | \$82,000 |

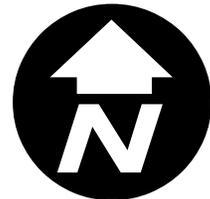
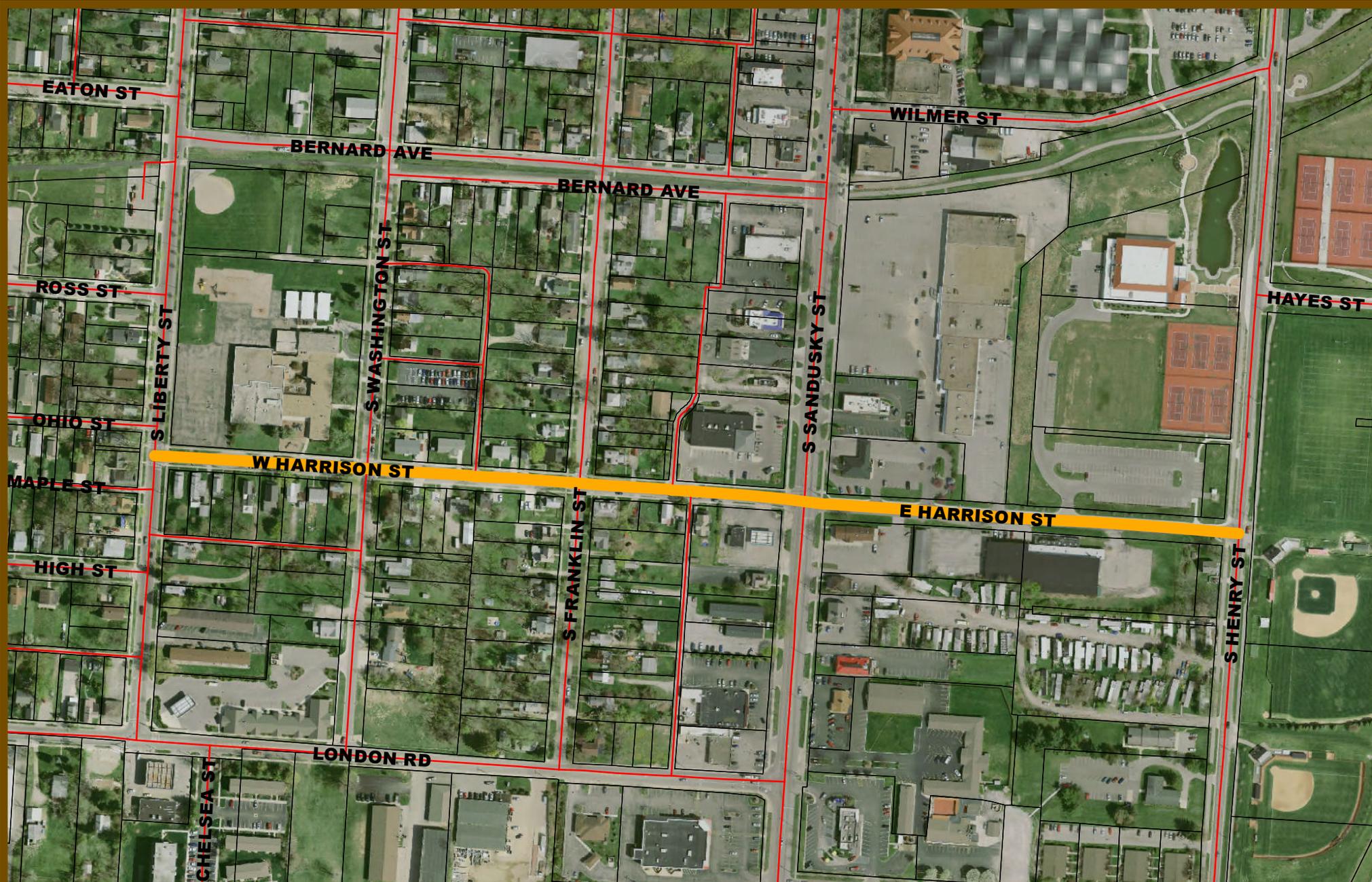
SECTION 2. That this resolution shall take effect and be in force immediately after passage.

PASSED: _____, 2016

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR





FACT SHEET

AGENDA ITEM NO: CONSENT ITEM E

DATE: 5/23/16

ORDINANCE NO:

RESOLUTION NO: 16-22

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION APPOINTING THE PUBLIC WORKS SUPERINTENDANT OF SOLID WASTE MANAGEMENT AS THE CITY'S REPRESENTATIVE TO THE DELAWARE, KNOX, MARION, MORROW (DKMM) SOLID WASTE DISTRICT POLICY COMMITTEE.

BACKGROUND

As a member to the Delaware, Knox, Marion, Morrow Solid Waste District, the City must participate in the Policy Committee by providing a designated representative. Participation is important as the Policy Committee performs critical duties in regards to the operations of the DKMM including:

- Prepare, adopt, and receive approval for a solid waste management plan from political subdivisions and the Ohio EPA.
- Perform annual review of the SWMD's progress toward implementing its approved plan.
- Authorize District Board to adopt and enforce rules.
- Authorize the Board to establish facility designations.
- Levy disposal generation fees to provide revenue to the District.

The Chief Executive Officer shall appoint his/her designee as representative to the Policy Committee. The resolution proposes to appoint the Public Works Superintendent over Solid Waste Management as city representative.

REASON WHY LEGISLATION IS NEEDED:

Required per ORC Section 3734.54 (B) & (C)

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

None

PRESENTER(S):

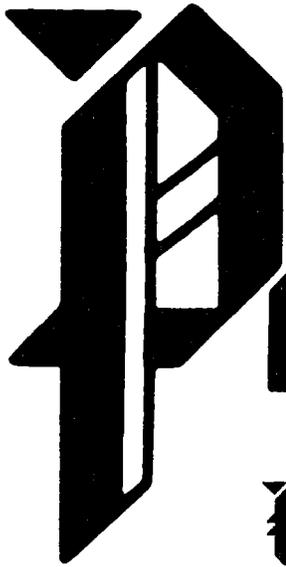
William L. Ferrigno, P.E., Public Works Director/City Engineer

RECOMMENDATION:

Approval

ATTACHMENT(S)

None



Office of the Mayor

Proclamation

Whereas:

the City of Delaware has the

responsibility to recognize occasions of outstanding significance; and

WHEREAS, Master Sgt. Kenneth L. Davenport served in the United States Army as a squad leader with Company B, 2nd Battalion, 505th Infantry, 82nd Airborne Division; and

WHEREAS, in April 2016, he was inducted into the Ohio Military Hall of Fame of Valor; and

WHEREAS, the Delaware resident distinguished himself in 1965 when his squad came under heavy fire from rebels during the early stages of the Dominican Civil War in the Dominican Republic; and

WHEREAS, Master Sgt. Kenneth Davenport's actions earned him a Bronze Star with a "V" designation for valor and is awarded to military service personnel who demonstrate as such during combat scenarios.

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

MASTER SGT. KENNETH L. DAVENPORT

in the City of Delaware, Ohio, and I join with my fellow citizens in commending and thanking Master Sgt. Kenneth Davenport for his service to our community and country.

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



Carolyn Kay Riggle, Mayor



FACT SHEET

AGENDA ITEM NO: 9

DATE: 5/23/16

ORDINANCE NO: 16-38

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Mayor Carolyn Kay Riggle

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER.

BACKGROUND:

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

Increase included in the 2016 Budget

POLICY CHANGES:

N/A

PRESENTER(S):

Mayor Carolyn Kay Riggle

RECOMMENDATION:

ATTACHMENT(S)

Draft agreement

EMPLOYMENT AGREEMENT

The Council of the City of Delaware, Ohio, hereinafter referred to as "City" or "City Council" has offered the position of City Manager to R. Thomas Homan, and Mr. Homan, hereinafter referred to as "Manager" or "Mr. Homan" has accepted the offer of employment under the following terms agreeable to both parties.

1. Beginning with the date of employment, the City will compensated Mr. Homan as City Manager of Delaware and Mr. Homan will execute all the duties and responsibilities of City Manager set forth in the Delaware City Charter, Code of Ordinances and requirements of the City Council.
2. The Manager's salary will be at the hourly rate of ~~\$64.93~~ **\$66.22** effective February 2, 2015 **16**. This represents an increase of approximately ~~32~~**32**% over the 2014 **5** salary.
3. The Council and Mr. Homan will establish annual performance goals and objectives. Any pay increases during Mr. Homan's tenure with the City will be based upon performance evaluations. Evaluations are anticipated every six months following Mr. Homan's date of employment. One six-month evaluation may be primarily for discussion of the City Manager's past performance and performance planning, while the alternate evaluation may be concerned primarily with matters of compensation for the City Manager. The method of evaluation will be formulated by the Council and Mr. Homan and conducted by the Council.
4. Mr. Homan will serve as City Manager at the will of the City Council and nothing herein will be taken to suggest or imply guaranteed tenure.
5. In the event the City terminates the services of Mr. Homan or requests his resignation at any time without cause, the City will pay to Mr. Homan a lump sum severance payment equal to ninety (90) days base salary and benefits, payable not later than the next regular pay date. No such lump sum severance payment will be paid upon a termination for cause. All accrued vacation, holiday, compensatory time, one-half the value of sick leave, other accrued benefits, retirement and group health insurance benefits will be paid to Mr. Homan at the same time, calculated at the rate of pay or benefit in effect upon notice of termination. The Manager will provide the City not less than 30 days written notice of his intent to resign his position wholly voluntarily, whereupon the Manager understands that he will not receive the lump sum severance payment equal to ninety (90) days base salary and benefits described above. All accrued vacation, holiday, compensatory time, one-half the value of sick leave, other accrued benefits, retirement and group health insurance

benefits will be paid to the date of termination and calculated at the rate of pay or benefit in effect upon notice of termination.

6. The Manager will remain a resident of the City during employment.
7. The City will pay to the Manager an automobile allowance of \$600.00 per month for the use of the Manager's personal vehicle for City business, without requiring mileage records or expense receipts. In the event the City Manager uses a city vehicle for travel, the automobile allowance for the following month will be prorated based on the number of days a city vehicle is used. It is the City Manager's responsibility to track this information. The allowance will be paid on the same schedule as payroll for other City employees. Mileage may be reimbursed to the Manager for travel on behalf of the City beyond a 100-mile radius of Delaware. The City manager may elect to convert the automobile allowance into the base pay in a cost neutral manner.
8. The City will pay the expense of a mobile telephone for the Manager.
9. The City will provide the Manager paid coverage for health, dental and prescription benefits in terms and amounts provided other employees of the City generally, effective upon the first day of the month following his date of employment.
10. The City will provide the Manager paid annual vacation earned at the rate of 25 working days per year. Any use of vacation leave credits by the Manager will be following written notice to the Council. The City will pay for all accrued and unused vacation days to Mr. Homan upon separation from the City employment, for any reason, at his then current rate of pay.
11. The Manager will be permitted to engage in occasional teaching, writing, speaking or consulting performed on his time off, even if outside compensation is provided for such services, provided that, in no case, is any activity permitted which would present a conflict of interest with the City of Delaware. In the event that over night travel is required for such non-City business, the City Council will be notified in advance.
12. The City will provide Mr. Homan four (4) personal days per anniversary year for personal business, credited at the beginning of each subsequent year. Upon termination from the City for any reason, accrued personal days will not be compensated.
13. The City will provide Mr. Homan paid sick leave in the amounts earned at a rate of 4.6 hours for each completed 80 hours of service. The City will pay for one-half the value of unused sick leave to Mr. Homan upon

separation from the City employment for any reason, at his then current rate of pay.

14. The City will provide fully paid coverage for Mr. Homan of workers compensation and unemployment compensation insurance from his first date of employment.
15. The City will afford Mr. Homan paid funeral leave in the amounts provided for all other City employees generally, upon his attendance at the funeral or memorial observance of any member of his family in the first degree of sanguinity, and of his spouse and parents-in-law.
16. The City will provide Mr. Homan group life insurance from his date of employment in the amount of \$125,000 with double indemnity for accidental death or dismemberment.
17. The City will pay Mr. Homan the monthly amount of \$131.67 toward the premium expense for long term disability insurance.
18. The City will provide Mr. Homan paid holiday leave on the same annual schedule as that provided for other City employees generally.
19. The City will pay the expense of Mr. Homan's membership in ICMA and OCMA and for his attendance at national and state conferences, within an amount budgeted each year.
20. The City will anticipate a recommendation from Mr. Homan for inclusion in each annual budget amounts to be used at Mr. Homan's discretion for:
 - a. Educational courses, conferences and workshops directly related to Mr. Homan's work as City Manager, including expenses directly related to his attendance at such educational programs.
 - b. Membership dues and subscriptions for Mr. Homan's involvement in professional organizations that are directly in the interest of the City and Mr. Homan's performance on behalf of the City.
 - c. Routine business expenses of the City Manager directly related to his performance of official duties. The City Manager's membership in Rotary requires him to purchase lunches at meetings, and his salary has been increased (already reflected in wages) to reflect that expense.
21. Effective December 21, 2011, the City increased Mr. Homan's base salary by 7.3% to reflect the fact that the City no longer pays the City Manager's share of the PERS premium.

22. On the pay period that includes February 2, 201~~5~~**6**, the City will contribute the sum of 5.5% of the base salary earned from February 2, 2014 **5** to February 2, 201~~5~~**6**. On the pay period that includes February 2, 201~~6~~**7**, the City will contribute the sum of 5.5% of Mr. Homan's base salary earned during the prior year (February 2, 201~~5~~**6** to February 2, 201~~6~~**7**) to the ICMA-RC investment program. In the event the City Manager separates from service before the year is complete, this contribution will be prorated to reflect the period of employment of the City Manager and made upon separation.
23. The City will indemnify and hold harmless Mr. Homan from liability for any claims, demands or judgments arising out of an act or omission occurring in the lawful performance of his duties as City Manager. The City will pay the cost of any fidelity or other bonds required of Mr. Homan by the City Charter, City Ordinances or Ohio statutes.
24. All other provisions of City ordinances, regulations or rules relating to personnel matters of non-union employees of the City and terms of the Management Pay Plan, not contrary to the terms listed in this memorandum or to the City Charter, will also apply to Mr. Homan during his employment as City Manager.
25. Mr. Homan's initial date of employment is February 2, 1999.
26. Any portion of this memorandum in conflict with the City Charter or any State, or Federal law, will be considered null and void. The remaining provisions of this agreement will remain in full force and effect. The law of the State of Ohio will govern the interpretation of this agreement.
27. The City and Mr. Homan agree that this Agreement accurately reflects the terms of employment for the City Manager position offered by the City and accepted by Mr. Homan.
28. Unless otherwise stated, the terms of this Agreement shall be retroactive to February 2, 201~~5~~**6**.

The parties have evidenced their agreement by affixing their signatures below this _____ day of May, 201**6**.

Council of the City of Delaware, Ohio

City Manager

Carolyn Kay Riggle, Mayor

R. Thomas Homan

Approved as to form:

Darren Shulman
City Attorney



FACT SHEET

AGENDA ITEM NO: 10

DATE: 5/23/16

ORDINANCE NO:

RESOLUTION NO: 16-23

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Ted Miller, Parks and Natural Resources Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AN OHIO DEPARTMENT OF NATURAL RESOURCES NATUREWORKS GRANT.

BACKGROUND:

Glenn Ross Park is 7.29 acres that is partially developed with a playground and basketball court. The City will begin working with the Homeowners Association in fall 2016 to develop a master plan for the remainder of the site. The improvements will include landscaping and mounding to buffer the existing residences that are adjacent to the park. The buffer is an improvement that is currently planned for the park. In addition, a ±900' asphalt trail is planned in 2016 to complete a perimeter loop around the park. The project proposes a mound approximately 3' tall and 20-30' wide and 60 deciduous and evergreen trees. NatureWorks recommendation announcements are planned for autumn 2016.

REASON WHY LEGISLATION IS NEEDED:

The NatureWorks application requires authorization for filing the application. This does not commit the City to accept the grant.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

The fiscal impact will be positive if the grant is awarded. The grant will allow the Parks and Natural Resources Department to leverage existing funds for additional park improvements to expand the final scope for the park. The grant is requesting reimbursement for \$32,001.00.

POLICY CHANGES:

N/A

PRESENTER(S):

Ted Miller, Parks and Natural Resources Director

RECOMMENDATION:

Approval

ATTACHMENT(S)



FACT SHEET

AGENDA ITEM NO: 11

DATE: 5/23/16

ORDINANCE NO: 16-44

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO RENEW AN INTERGOVERNMENTAL AGREEMENT WITH THE DELAWARE COUNTY COMMISSIONERS FOR INDIGENT DEFENSE SERVICES FOR MUNICIPAL CODE VIOLATIONS.

BACKGROUND:

The Public Defender's Office requires each city to have an agreement in place with the County to pay for counsel for indigent defendants in Municipal Court.

Because defendants typically are not entitled to a public defender when charged under the City's Codified Ordinances, we have not had to issue a payment for indigent defense services during the life of this agreement.

REASON WHY LEGISLATION IS NEEDED:

The Public Defender requires annual renewals, authorized by City Council Ordinance every year.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

Darren Shulman, City Attorney

RECOMMENDATION:

approval

ATTACHMENT(S)

N/A

ORDINANCE NO. 16-44

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO RENEW AN INTERGOVERNMENTAL AGREEMENT WITH THE DELAWARE COUNTY COMMISSIONERS FOR INDIGENT DEFENSE SERVICES FOR MUNICIPAL CODE VIOLATIONS.

WHEREAS, in 2011 the City of Delaware and the Delaware County Commissioners entered into an agreement for the purpose of indigent defense services for Municipal Code violations; and

WHEREAS, pursuant to Section 3.1 of the Agreement, the Agreement can be renewed for additional one year terms upon approval by City Council;

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

SECTION 1. The City Manager is hereby authorized to renew the Intergovernmental Agreement for indigent defense services for Municipal Code violations attached hereto for a term ending on September 12, 2017.

SECTION 2. A copy of this resolution shall be delivered to the Delaware County Commissioners and the Ohio Public Defender, located at 250 East Broad Street, Suite 1400, Columbus, Ohio 43215.

SECTION 3. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

VOTE ON RULE SUSPENSION: YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2016 YEAS___NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK MAYOR



APRIL FINANCE REPORT

TO: Members of City Council
FROM: Dean Stelzer, Finance Director
DATE: May 19, 2016

Reports Included

| <u>Page</u> | <u>Reports</u> | <u>Purpose</u> |
|-------------|-------------------------|--|
| 2 | Revenues by Source | This summary compares year-to-date revenues for 2015 to 2014 by source. |
| 3 | General Fund | Summary of General Fund budgeted revenues, expenditures and fund balance. |
| 4 | Other Operating Funds | Summary of budgeted revenues, expenditures, & fund balances for non-general fund operating funds. |
| 5 | Other Funds | Other non-operating funds revenues, expenditures and fund balance. |
| 6 | Insurance | Summary of the City's self-funded health insurance costs with comparisons to last year. |
| 7 | Income Tax | Monthly income tax collections for last three years. Also includes tax collection projections for remainder of the year. |
| 8 | Recreation Levy Summary | Reflects 2016 and total Recreation Levy expenditures by Phase. |

Highlights:

- * Income tax collections are up 11.96% compared to the same period last year. The % increase is inflated somewhat by State mandated changes to withholding tax due dates. Most employers are now paying their withholding tax monthly rather than quarterly. I would estimate the increase at closer to 10%.
- * Development related revenues (building permits, impact fees, capacity fees) are up more than 43% from last year's levels.
- * Engineering Fees up from 2015 due to large up-front engineering review fees paid by a builder.
- * Water, sewer, and refuse revenue are in-line with expectations. Rates have not increased since 2012.
- * Health Insurance net costs are down 27% compared to last year.

YTD 2016 Budget Supplementals

| | |
|-------|---|
| 16-11 | \$143,400 - CIP - ODNR Boat ramp grant (from 2015) |
| 16-12 | \$145,000 - Purchase two properties on E. Central (from 2015) |
| 16-21 | \$25,000 - Transportation Plan traffic modeling (from 2015) |
| 16-23 | \$30,000 - Downtown parking study increase |
| 16-25 | \$25,000 - Gazette & Engineering building future use/cost estimates study |
| 16-35 | \$10,000 - Brick program at Veteran's Plaza |
| 16-36 | \$9,500 - Special Event costs |

FINANCE DIRECTOR'S REPORT
REVENUES BY SOURCE
April 30, 2016

| | Revenues @ 4/30/16 | Revenues @ 4/30/16 | % Change |
|--|-----------------------|-----------------------|---------------|
| TAXES | | | |
| Income Tax | \$ 10,657,989 | \$ 9,519,563 | 11.96% |
| Property Tax | 979,176 | 843,802 | 16.04% |
| Local Government Fund | 194,437 | 205,737 | -5.49% |
| Inheritance | 100 | 4,962 | -97.98% |
| Hotel/Motel Tax | 19,258 | 20,202 | -4.67% |
| Gasoline Taxes | 362,555 | 367,572 | -1.36% |
| License Plate Tax | 223,283 | 222,576 | 0.32% |
| FEES | | | |
| Franchise Fee (cable tv) | \$ 88,037 | \$ 88,400 | -0.41% |
| Parking Meter & Lot Fees | 29,111 | 28,692 | 1.46% |
| Fines/Forfeitures/Court Diversion Fees | 51,376 | 42,964 | 19.58% |
| Impact Fees | 261,296 | 222,228 | 17.58% |
| Airport | 192,894 | 200,016 | -3.56% |
| Cemetery | 53,473 | 53,453 | 0.04% |
| Golf Course | 30,358 | 26,412 | 14.94% |
| REIMBURSEMENTS | | | |
| Engineering Fees | \$ 533,030 | \$ 109,958 | 384.76% |
| Fire/EMS Reimbursement | 67,389 | 151,399 | -55.49% |
| Prosecutor Reimbursements | 59,040 | 59,363 | -0.54% |
| Building Permits and Fees | 271,753 | 166,203 | 63.51% |
| UTILITY CHARGES | | | |
| Water - Meter Charges | \$ 1,668,301 | \$ 1,647,469 | 1.26% |
| - Capacity Fees | 478,329 | 322,898 | 48.14% |
| Sewer - Meter Charges | 2,033,060 | 2,030,043 | 0.15% |
| - Capacity Fees | 450,509 | 307,753 | 46.39% |
| Refuse | 1,131,181 | 1,115,341 | 1.42% |
| Storm Sewer | 289,605 | 287,316 | 0.80% |
| MUNICIPAL COURT REVENUES | \$ 1,201,723 | \$ 1,055,690 | 13.83% |

FINANCE DIRECTOR'S REPORT
GENERAL FUND REVENUES
April 30, 2016

| April. 33.3% of year | Revenues 4/30/2016 | 2016 Budget | Revenues As % of Budget | Comparative Revenues 4/30/2015 | % Change YTD |
|--------------------------|-----------------------|-------------------|----------------------------|--------------------------------------|-----------------|
| GENERAL FUND | | | | | |
| Property Tax | 753,780 | 1,475,000 | 51.10% | 649,639 | 0.00% |
| City Income Tax | 5,767,563 | 13,050,000 | 44.20% | 5,157,857 | 11.82% |
| Other Taxes | 100 | 0 | 0.00% | 4,962 | 0.00% |
| Local Government Fund | 194,438 | 695,000 | 27.98% | 205,737 | (5.49%) |
| Fines and Forfeitures | 51,376 | 150,000 | 34.25% | 42,964 | 19.58% |
| Engineering Fees | 533,030 | 500,000 | 106.61% | 109,958 | 384.76% |
| Prosecutor Contracts | 59,040 | 232,000 | 25.45% | 59,363 | (0.54%) |
| Parking Meters | 12,645 | 34,000 | 37.19% | 12,896 | (1.95%) |
| Other Fees and Contracts | 8,255 | 0 | 0.00% | 7,920 | 4.23% |
| Liquor Permits | 37,229 | 42,000 | 88.64% | 350 | 10536.86% |
| Franchise Fees | 88,037 | 350,000 | 25.15% | 88,400 | (0.41%) |
| Licenses & Permits | 271,753 | 540,000 | 50.32% | 166,203 | 63.51% |
| Investment Income | 28,496 | 150,000 | 19.00% | 7,479 | 281.01% |
| Miscellaneous | 48,770 | 150,000 | 32.51% | 36,088 | 35.14% |
| Reimbursements | 17,272 | 200,000 | 8.64% | 48,380 | (64.30%) |
| Transfers | 638,729 | 1,910,000 | 33.44% | 614,333 | 3.97% |
| TOTAL | 8,510,513 | 19,478,000 | 43.69% | 7,212,529 | 18.00% |

GENERAL FUND EXPENDITURES

| | Expenses 4/30/2016 | 2016 Budget | Expenses As % of Budget | Comparative Expenses 4/30/2015 | % Change YTD |
|---------------------------|-----------------------|-------------------|----------------------------|--------------------------------------|-----------------|
| GENERAL FUND | | | | | |
| City Council | 28,405 | 98,471 | 28.85% | 25,888 | 9.72% |
| City Manager | 255,269 | 682,904 | 37.38% | 274,259 | (6.92%) |
| Human Resources | 79,405 | 274,139 | 28.97% | 72,458 | 9.59% |
| Economic Development | 163,048 | 335,714 | 48.57% | 73,048 | 123.21% |
| Legal Affairs/Prosecution | 256,341 | 773,201 | 33.15% | 223,896 | 14.49% |
| Finance | 457,093 | 1,431,540 | 31.93% | 447,972 | 2.04% |
| Income Tax Refunds | 190,457 | 350,000 | 54.42% | 171,921 | 10.78% |
| General Administration | 1,606,067 | 4,762,685 | 33.72% | 1,738,589 | (7.62%) |
| Risk Management | 8,428 | 219,900 | 3.83% | 1,995 | 322.46% |
| Police | 2,418,151 | 7,708,678 | 31.37% | 2,370,401 | 2.01% |
| Planning | 310,552 | 1,076,264 | 28.85% | 282,169 | 10.06% |
| Engineering | 373,735 | 1,283,453 | 29.12% | 390,803 | (4.37%) |
| City Buildings | 123,010 | 453,558 | 27.12% | 111,880 | 9.95% |
| TOTAL | 6,269,961 | 19,450,507 | 32.24% | 6,185,279 | 1.37% |

| | |
|---|-------------------------|
| General Fund Beginning Balance January 1, 2016 | 3,547,689 |
| 2016 General Fund Revenues | 8,510,513 |
| 2016 General Fund Expenditures | (6,269,961) |
| Advances to Other Funds | - |
| Outstanding Encumbrances 4/30/16 | (591,104) |
| General Fund Ending Fund Balance April 30, 2016 | <u>5,197,137</u> |

FINANCE DIRECTOR'S REPORT

OTHER OPERATING FUNDS

April 30, 2016

REVENUES

| | Revenues 4/30/2016 | 2016 Budget | Revenues As % of Budget | Comparative Revenues 4/30/2015 | % Change YTD |
|-----------------------------|-----------------------|-------------------|----------------------------|--------------------------------------|-----------------|
| STREET MAINTENANCE & REPAIR | 886,554 | 2,705,129 | 32.77% | 1,088,647 | (18.56%) |
| STORM SEWER | 290,141 | 827,000 | 35.08% | 288,321 | 0.63% |
| PARKS AND RECREATION | 381,432 | 1,251,500 | 30.48% | 338,453 | 12.70% |
| CEMETERY | 53,473 | 188,500 | 28.37% | 53,453 | 0.04% |
| AIRPORT OPERATIONS | 164,632 | 731,330 | 22.51% | 171,847 | (4.20%) |
| FIRE/EMS INCOME TAX | 4,207,214 | 13,804,641 | 30.48% | 4,641,057 | (9.35%) |
| MUNICIPAL COURT | 883,621 | 2,488,500 | 35.51% | 769,284 | 14.86% |
| GOLF COURSE | 30,358 | 167,500 | 18.12% | 26,412 | 14.94% |
| WATER | 1,806,294 | 5,438,372 | 33.21% | 1,678,033 | 7.64% |
| SEWER | 2,152,344 | 6,767,763 | 31.80% | 2,132,097 | 0.95% |
| REFUSE | 1,141,107 | 3,527,095 | 32.35% | 1,131,122 | 0.88% |
| GARAGE ROTARY | 150,777 | 601,713 | 25.06% | 140,799 | 7.09% |
| INFORMATION TECH. ROTARY | 234,133 | 936,531 | 25.00% | 214,725 | 9.04% |
| TOTAL | 12,382,080 | 39,435,574 | 31.40% | 12,674,250 | (2.31%) |

EXPENDITURES

| | Expenditures 4/30/2016 | 2016 Budget | Expenses As % of Budget | Comparative Expenses 4/30/2015 | % Change YTD |
|-----------------------------|---------------------------|-------------------|----------------------------|--------------------------------------|-----------------|
| STREET MAINTENANCE & REPAIR | 684,278 | 2,737,300 | 25.00% | 746,062 | (8.28%) |
| STORM SEWER | 185,455 | 2,294,169 | 8.08% | 136,305 | 36.06% |
| PARKS AND RECREATION | 292,970 | 1,294,793 | 22.63% | 292,189 | 0.27% |
| CEMETERY | 63,251 | 398,097 | 15.89% | 42,345 | 49.37% |
| AIRPORT OPERATIONS | 183,377 | 740,688 | 24.76% | 166,044 | 10.44% |
| FIRE/EMS INCOME TAX | 3,474,223 | 14,892,668 | 23.33% | 2,649,812 | 31.11% |
| MUNICIPAL COURT | 775,138 | 2,504,067 | 30.96% | 738,315 | 4.99% |
| GOLF COURSE | 47,483 | 193,989 | 24.48% | 45,231 | 4.98% |
| WATER OPERATIONS | 1,310,139 | 6,111,003 | 21.44% | 1,249,860 | 4.82% |
| SEWER OPERATIONS | 1,198,127 | 7,093,125 | 16.89% | 1,101,735 | 8.75% |
| REFUSE | 1,012,254 | 4,068,301 | 24.88% | 854,639 | 18.44% |
| GARAGE ROTARY | 204,377 | 646,927 | 31.59% | 201,243 | 1.56% |
| INFORMATION TECH. ROTARY | 293,602 | 980,473 | 29.94% | 290,588 | 1.04% |
| TOTAL | 9,724,674 | 43,955,600 | 22.12% | 8,514,368 | 14.21% |

FUND BALANCES

| | Fund Balance 1/1/2016 | Revenues 4/30/2016 | Expenditures 4/30/2016 | Outstanding Encumb. | Fund Balance 4/30/2016 |
|-----------------------------|-----------------------------|-----------------------|---------------------------|------------------------|------------------------------|
| STREET MAINTENANCE & REPAIR | 163,787 | 886,554 | 684,278 | 203,059 | 163,004 |
| STORM SEWER | 2,229,301 | 290,141 | 185,455 | 178,221 | 2,155,766 |
| PARKS AND RECREATION | 276,081 | 381,432 | 292,970 | 32,557 | 331,986 |
| CEMETERY | 301,032 | 53,473 | 63,251 | 58,661 | 232,593 |
| AIRPORT OPERATIONS | 261,625 | 164,632 | 183,377 | 45,816 | 197,064 |
| FIRE/EMS INCOME TAX | 6,291,392 | 4,207,214 | 3,474,223 | 302,230 | 6,722,153 |
| MUNICIPAL COURT | 1,497,772 | 883,621 | 775,138 | 6,161 | 1,600,094 |
| GOLF COURSE | 85,141 | 30,358 | 47,483 | 8,461 | 59,555 |
| WATER OPERATIONS | 1,784,671 | 1,806,294 | 1,310,139 | 318,467 | 1,962,359 |
| SEWER OPERATIONS | 2,561,916 | 2,152,344 | 1,198,127 | 154,548 | 3,361,585 |
| REFUSE | 2,069,349 | 1,141,107 | 1,012,254 | 605,224 | 1,592,978 |
| GARAGE ROTARY | 239,529 | 150,777 | 204,377 | 107,490 | 78,439 |
| INFORMATION TECH. ROTARY | 415,459 | 234,133 | 293,602 | 60,101 | 295,889 |
| TOTAL | 18,177,055 | 12,382,080 | 9,724,674 | 2,080,996 | 18,753,465 |

FINANCE DIRECTOR'S REPORT
OTHER FUND REVENUES/EXPENSES/FUND BALANCE
April 30, 2016

| | Beginning Fund Balance | Revenues 4/30/2016 | Expenses 4/30/2016 | Outstanding Encumbrances | Ending Fund Balance |
|-------------------------------|-------------------------------|---------------------------|---------------------------|---------------------------------|----------------------------|
| STATE HIGHWAY IMPROVEMENT | 62,105 | 117,083 | 20,255 | 125,000 | 33,933 |
| LICENSE FEE | 188,434 | 135,601 | 35,000 | 63,541 | 225,494 |
| TREE FUND | 114,106 | 136,097 | 0 | 0 | 250,203 |
| AIRPORT 2000 T-HANGAR | 152,326 | 28,262 | 10,735 | 9,174 | 160,679 |
| RECREATION FACILITIES TAX | 3,996,934 | 866,678 | 795,858 | 654,478 | 3,413,276 |
| AIRPORT TIF | 32,268 | 12,574 | 0 | 0 | 44,842 |
| GLENN RD BRIDGE TIF | 1,147,772 | 250,620 | 0 | 0 | 1,398,392 |
| SKY CLIMBER/V&P TIF | 0 | 11,281 | 0 | 0 | 11,281 |
| MILL RUN TIF | 0 | 69,552 | 0 | 0 | 69,552 |
| COURT IDIAM | 6,212 | 10 | 4,265 | 0 | 1,957 |
| DRUG ENFORCEMENT | 51,309 | 1,410 | 525 | 1,916 | 50,278 |
| COURT ALCOHOL TREATMENT | 518,135 | 21,773 | 12,786 | 0 | 527,122 |
| OMVI ENFORCEMENT/EDUCATION | 2,565 | 602 | 0 | 0 | 3,167 |
| POLICE JUDGEMENT | 56,274 | 40,705 | 12,042 | 356 | 84,581 |
| PARK DEVELOPMENT | 205,177 | 0 | 0 | 0 | 205,177 |
| COMPUTER LEGAL RESEARCH | 405,797 | 94,596 | 28,034 | 17,283 | 455,076 |
| COURT SPECIAL PROJECTS | 972,362 | 94,182 | 54,037 | 132,815 | 879,692 |
| PROBATION SERVICES | 278,383 | 77,505 | 10,550 | 1,021 | 344,317 |
| POLICE/FIRE DISABILITY | 0 | 225,396 | 225,396 | 0 | 0 |
| COMMUNITY PROMOTION FUND | 44,491 | 19,258 | 525 | 91,000 | (27,776) |
| CDBG GRANT | 0 | 2,530 | 30 | 0 | 2,500 |
| ED REVOLVING LOAN | 519,067 | 40,417 | 1,181 | 394,853 | 163,450 |
| HOUSING GRANT PROGRAM INCOME | 24,878 | 0 | 0 | 0 | 24,878 |
| CHIP GRANT | 0 | 28,826 | 38,258 | 236,742 | (246,174) |
| GENERAL BOND RETIREMENT | 64,306 | 450,537 | 454,883 | 300 | 59,660 |
| PARK IMPROV BONDS FUND | 106,517 | 426,352 | 0 | 0 | 532,869 |
| SE HIGHLAND SEWER BOND FUND | 83,136 | 333,307 | 0 | 0 | 416,443 |
| CAPITAL IMPROVEMENT | 2,321,727 | 856,719 | 1,287,156 | 767,632 | 1,123,658 |
| FAA AIRPORT GRANT | 334,316 | 22,328 | 154,823 | 4,420,829 | (4,219,008) |
| FAA AIRPORT AIP GRANT | 0 | 0 | 0 | 0 | 0 |
| EQUIPMENT REPLACEMENT | 266,140 | 453,750 | 259,033 | 410,684 | 50,173 |
| PARK IMPACT FEE | 791,875 | 96,416 | 279,199 | 276,538 | 332,554 |
| POLICE IMPACT FEE | 250,771 | 38,079 | 0 | 0 | 288,850 |
| FIRE IMPACT FEE | 160,795 | 63,218 | 0 | 0 | 224,013 |
| MUNICIPAL SERVICES IMPACT FEE | 352,415 | 63,582 | 0 | 0 | 415,997 |
| GLENN ROAD CONSTRUCTION FUNDS | 3,882,389 | 11,476,092 | 12,055,127 | 191,313 | 3,112,041 |
| PARKING LOTS | 33,872 | 16,466 | 11,794 | 6,006 | 32,538 |
| WATER CIP | 10,170,328 | 488,776 | 1,713,151 | 311,125 | 8,634,828 |
| SEWER CIP | 6,406,704 | 786,344 | 1,711,829 | 1,315,897 | 4,165,322 |
| SELF INSURANCE | 2,406,802 | 1,286,406 | 1,438,481 | 10,550 | 2,244,177 |
| WORKERS COMP RESERVE | 1,945,286 | 137,244 | 226,851 | 95,580 | 1,760,099 |
| FIRE DONATION | 4,100 | 1,665 | 0 | 0 | 5,765 |
| POLICE DONATION | 7,482 | 645 | 380 | 0 | 7,747 |
| MAYOR'S DONATION | 1,678 | 571 | 233 | 0 | 2,016 |
| PROJECT TRUST | 504,658 | 6,251 | 0 | 11,500 | 499,409 |
| UNCLAIMED FUNDS | 65,976 | 47 | 589 | 0 | 65,434 |
| DEVELOPMENT RESERVE FUND | 861,500 | 0 | 53,614 | 0 | 807,886 |
| RESERVE ACCOUNT FUND | 425,871 | 0 | 0 | 0 | 425,871 |
| BERKSHIRE JEDD FUND | 2,151 | 48,379 | 25,479 | 16,041 | 9,010 |
| CEMETERY PERPETUAL CARE FUND | 37,417 | 0 | 280 | 0 | 37,137 |
| STATE PATROL TRANSFER | 0 | 21,309 | 21,056 | 0 | 253 |
| STATE BUILDING PERMIT FEES | 981 | 3,538 | 3,222 | 0 | 1,297 |
| TOTAL | 40,267,788 | 19,352,979 | 20,946,657 | 9,562,174 | 29,111,936 |

City of Delaware
Employee Health Insurance Plan
April 30, 2016

| Account | April 2016 | YTD 2016 | 2016 Budget | % of Budget | YTD 2015 | % Change 2015-16 |
|----------------------------|-------------------|---------------------|---------------------|----------------|---------------------|---------------------|
| Life Insurance | \$ 2,278 | \$ 9,102 | \$ 29,000 | 31.4% | \$ 8,618 | 5.6% |
| Insurance Opt-Out | 2,195 | 8,880 | 29,500 | 30.1% | 7,220 | 23.0% |
| Preventative Care | 3,058 | 12,532 | 55,000 | 22.8% | 716 | 1650.3% |
| Administrative Fees | | | | | | |
| TPA Fees | 6,654 | 26,744 | 86,312 | 31.0% | 25,190 | 6.2% |
| PPO Fees | 3,528 | 14,182 | 51,004 | 27.8% | 13,832 | 2.5% |
| Broker Fees | 504 | 2,026 | 7,200 | 28.1% | 1,976 | 2.5% |
| Total Admin | 10,686 | 42,952 | 144,516 | 29.7% | 40,998 | 4.8% |
| Stop Loss Insurance | 42,968 | 172,065 | 511,045 | 33.7% | 192,032 | -10.4% |
| Claims | | | | | | |
| Medical | 256,024 | 922,251 | 3,157,000 | 29.2% | 1,210,022 | -23.8% |
| Dental | 21,325 | 81,697 | 245,000 | 33.3% | 74,461 | 9.7% |
| Prescription | 36,488 | 189,001 | 621,000 | 30.4% | 205,834 | -8.2% |
| Total Claims | 313,837 | 1,192,949 | 4,023,000 | 29.7% | 1,490,317 | -20.0% |
| Total Costs | 375,022 | 1,438,480 | 4,792,061 | 30.0% | 1,739,901 | -17.3% |
| Employee Payment | 87,212 | 262,951 | 616,854 | 42.6% | 218,410 | |
| Reimbursements | 7,988 | 121,727 | 100,000 | 121.7% | 81,125 | |
| NET PLAN COSTS | \$ 279,822 | \$ 1,053,802 | \$ 4,075,207 | 25.9% | \$ 1,440,366 | -26.8% |

**MONTHLY INCOME TAX REVENUES
2014-2016**

| | 2014 | | | | % OF BUDGET | 2015 | | | | % OF BUDGET | 2016 | | | | % OF BUDGET |
|-----------------|-------------------|------------------|------------------|-------------------|---------------|-------------------|------------------|------------------|-------------------|---------------|------------------|------------------|----------------|-------------------|---------------|
| | W/H | PERSONAL | BUSINESS | TOTAL | | W/H | PERSONAL | BUSINESS | TOTAL | | W/H | PERSONAL | BUSINESS | TOTAL | |
| JANUARY | 1,426,991 | 325,709 | 41,491 | 1,794,191 | | 1,386,435 | 325,735 | 145,382 | 1,857,552 | | 1,433,019 | 317,649 | 37,630 | 1,788,298 | |
| FEBRUARY | 1,463,197 | 249,502 | 50,539 | 1,763,238 | | 1,374,902 | 315,054 | 84,287 | 1,774,243 | | 2,161,101 | 396,158 | 52,085 | 2,609,344 | |
| MARCH | 1,128,391 | 468,595 | 170,577 | 1,767,563 | | 1,122,427 | 601,839 | 98,726 | 1,822,992 | | 1,237,708 | 545,907 | 234,748 | 2,018,363 | |
| APRIL | 1,194,547 | 1,855,367 | 689,914 | 3,739,828 | | 1,299,084 | 2,094,760 | 670,933 | 4,064,777 | | 1,481,257 | 2,185,373 | 575,354 | 4,241,984 | |
| SUBTOTAL | 5,213,126 | 2,899,173 | 952,521 | 9,064,820 | 41.96% | 5,182,848 | 3,337,388 | 999,328 | 9,519,564 | 42.54% | 6,313,085 | 3,445,087 | 899,817 | 10,657,989 | 44.42% |
| MAY | 1,090,820 | 121,480 | 92,296 | 1,304,596 | | 1,283,212 | 133,840 | 38,214 | 1,455,266 | | | | | | |
| JUNE | 1,214,406 | 115,390 | 384,211 | 1,714,007 | | 1,255,611 | 146,124 | 199,120 | 1,600,855 | | | | | | |
| JULY | 1,369,919 | 327,517 | 35,254 | 1,732,690 | | 1,426,574 | 318,033 | 55,623 | 1,800,230 | | | | | | |
| AUGUST | 1,232,954 | 146,453 | 43,181 | 1,422,588 | | 1,379,035 | 213,566 | 22,758 | 1,615,359 | | | | | | |
| SEPTEMBER | 1,052,338 | 148,185 | 170,893 | 1,371,416 | | 1,219,497 | 194,176 | 224,009 | 1,637,682 | | | | | | |
| OCTOBER | 1,438,942 | 351,472 | 52,638 | 1,843,052 | | 1,258,135 | 403,492 | 95,560 | 1,757,187 | | | | | | |
| NOVEMBER | 1,188,261 | 156,529 | 21,803 | 1,366,593 | | 1,437,276 | 240,304 | 53,785 | 1,731,365 | | | | | | |
| DECEMBER | 1,291,144 | 248,183 | 178,331 | 1,717,658 | | 1,294,296 | 274,186 | 166,753 | 1,735,235 | | | | | | |
| TOTALS | 15,091,910 | 4,514,382 | 1,931,128 | 21,537,420 | | 15,736,484 | 5,261,109 | 1,855,150 | 22,852,743 | | 6,313,085 | 3,445,087 | 899,817 | 10,657,989 | 44.42% |
| BUDGETED | | | | 21,601,700 | | | | | 22,378,779 | | | | | 23,993,421 | |

| | Total Receipts | Jan-April Receipts | % of Annual Collections | Projection based on ten year trend | |
|------|----------------|--------------------|-------------------------|------------------------------------|--------------|
| | | | | JAN-APR 2016 RECEIPTS = | \$10,657,989 |
| 2006 | 11,897,341 | 4,979,304 | 41.85% | | |
| 2007 | 12,865,504 | 5,259,523 | 40.88% | HIGH = | 40.88% |
| 2008 | 14,159,170 | 6,197,326 | 43.77% | LOW = | 43.77% |
| 2009 | 14,719,896 | 6,287,657 | 42.72% | | |
| 2010 | 15,185,348 | 6,429,050 | 42.34% | LAST 3 YR | |
| 2011 | 17,765,717 | 7,380,147 | 41.54% | AVG = | 41.86% |
| 2012 | 19,658,101 | 8,359,844 | 42.53% | | |
| 2013 | 20,557,766 | 8,598,846 | 41.83% | *2016 BUDGETED RECEIPTS | \$23,993,421 |
| 2014 | 21,537,420 | 9,064,820 | 42.09% | | |
| 2015 | 22,852,743 | 9,519,564 | 41.66% | | |
| | | 10 Year Avg. | 42.12% | | |

FINANCE DIRECTOR'S REPORT
RECREATION LEVY
April 30, 2016

| <i>Account #</i> | <i>Description</i> | <i>2014 Expended</i> | <i>2015 Expended</i> | <i>2016 Expended</i> | <i>2016 Encumbered</i> | <i>2016 Remaining Budget</i> | <i>Total 2014 - 2016</i> |
|-------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------------------|----------------------------------|
| Phase 1 - \$20,000,000 | | | | | | | |
| 233-0233- 5230 | Design | 7,090 | 0 | 0 | 0 | 0 | 7,090 |
| 5513 | Other Park Improvements | 14,981 | 0 | 0 | 0 | 0 | 14,981 |
| 5521 | National Guard City Alternatives | 117,500 | 0 | 0 | 0 | 0 | 117,500 |
| 5533 | Veterans Park Restroom/Shelter | 0 | 100,000 | 150,000 | 0 | 0 | 250,000 |
| | Total | 139,571 | 100,000 | 150,000 | 0 | 0 | 389,571 |
| Phase 2 - \$3,800,000 | | | | | | | |
| 233-0233- 5522 | Park Asphalt Projects | 306,291 | 59,111 | 27,841 | 0 | 34,000 | 427,243 |
| 5523 | Park Seal Coating Projects | 36,025 | 100,894 | 0 | 0 | 30,000 | 166,919 |
| 5524 | Smith Park Trail | 27,461 | 3,699 | 498 | 227,500 | 7,252 | 266,410 |
| 5525 | Park Irrigation | 0 | 0 | 0 | 0 | 0 | 0 |
| 5526 | Park Aeration | 20,109 | 0 | 0 | 0 | 286,000 | 306,109 |
| 5527 | Parks General Construction Projects | 113,737 | 6,250 | 3,197 | 704 | 171,099 | 294,987 |
| 5528 | Dog Park | 32,354 | 34,003 | 0 | 500 | 1,115 | 67,972 |
| 5529 | Drainage & Excavation Projects | 2,608 | 0 | 0 | 0 | 18,000 | 20,608 |
| 5530 | Miscellaneous Park Improvements | 42,715 | 0 | 0 | 0 | 25,000 | 67,715 |
| 5531 | Veterans Park Parking Lot Addition | 337,203 | 0 | 0 | 0 | 0 | 337,203 |
| 5532 | Wayfinding and Signage | 0 | 0 | 0 | 0 | 40,000 | 40,000 |
| 5534 | Veterans Park Playtoy | 0 | 152,551 | 33,633 | 61,087 | 0 | 247,271 |
| 5535 | Splashpad Construction | 5,300 | 479,956 | 51,133 | 4,494 | 0 | 540,883 |
| 5536 | Parkland Acquisition/Improvement | 0 | 722,272 | 75,182 | 360,193 | 1,917 | 1,159,564 |
| 5537 | Park Improvements Contingency | 3,040 | 0 | 0 | 0 | 0 | 3,040 |
| 5538 | Pickleball Courts | 0 | 17,035 | 0 | 0 | 0 | 17,035 |
| 5710 | In House Design | 0 | 4,237 | 0 | 0 | 0 | 4,237 |
| | Total | 926,843 | 1,580,008 | 191,484 | 654,478 | 614,383 | 3,967,196 |
| | Phase 1 Totals | 139,571 | 100,000 | 150,000 | 0 | 0 | 389,571 |
| | Phase 1 Reimbursements | 72,000 | | | | | 72,000 |
| | Phase 1 Net Cost | 67,571 | 100,000 | 150,000 | 0 | 0 | 317,571 |
| | Phase 1 Net Cost 2009-2013 | | | | | | 19,609,505 |
| | TOTAL PHASE 1 COSTS | | | | | | 19,927,076 |
| | Phase 2 Totals | 926,843 | 1,580,008 | 191,484 | 654,478 | 614,383 | 3,967,196 |
| | Phase 2 Reimbursements | | 212,722 | | | | 212,722 |
| | TOTAL PHASE 2 COSTS | 926,843 | 1,367,286 | 191,484 | 654,478 | 614,383 | 3,754,474 |

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: May 19, 2016

1. **Calendar**

See Attached

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

See attached

3. **Bi-Weekly Meetings**

May 9

- * Rotary
- * Council meeting
- * County Commissioners meeting

May 10

- * MDF Presentation – Hiram Masonic Lodge
- * MDF Presentation - Kensington HOA

May 11

- * Tax Incentive Negotiation Committee
- * MDF – Open House

May 16

- * Rotary

May 17

- * Strand Board meeting
- * MDF – Open House

May 18

- * MDF Presentation – SourcePoint

May 19

- * MDF – Open House

May 20

- * MDF Presentation to Industrial/Business Breakfast

4. **Required Reading**

- A. Fire Department Monthly Report

May

2016

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|------------|------------|------------|------------|------------|------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Planning 7

First Friday – City will have a booth
Ribbon Cutting and Grand Opening of the Dog Park 8:30- Noon

| | | | | | | |
|----------|----------|-----------|-----------|-----------|-----------|-----------|
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|----------|----------|-----------|-----------|-----------|-----------|-----------|

Council 7

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

Parking and Safety Committee 7
Rec Sub-Committee 6:30-7:30
Parks Sub-Committee 7:30-8:30

| | | | | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

Finance Committee 5-6:30
Council 7

Shade Tree 7

| | | |
|-----------|-----------|-----------|
| 29 | 30 | 31 |
|-----------|-----------|-----------|

Ribbon Cutting and Grand Opening of Veterans Memorial Plaza - NOON

CONTRACT APPROVAL - MAY 23, 2016

| VENDOR | EXPLANATION OF AGREEMENT | 2016 AMOUNT | DEPARTMENT |
|------------------------|--|--------------------|----------------------|
| Midwest Acoust-A-Fiber | CRA Agreement | | Economic Development |
| Midwest Acoust-A-Fiber | School Compensation Agreement | | Economic Development |
| OWU | EMS Services | \$116.20/hr | Fire |
| ms consultants | The Point ODOT Safety and TRAC Applicatons | \$19,710 | Public Works |
| OWU | Police Mountain Bike School | \$1,058.50 | Police |



Delaware Fire Department

April 2016 Monthly Report



| PERFORMANCE REVIEW | 2013 | 2014 | 2015 | 2016 | April | Year-to-Date | % Year to Date | % of Budget | (+ / -) |
|---|--------|--------|--------|--------|--------|--------------|----------------|-------------|--------------------|
| | Actual | Actual | Actual | Budget | Actual | Actual | Budget | Completed | Projected for Year |
| Total number of incidents | 4,831 | 5,173 | 5,380 | 5,402 | 481 | 1,913 | 35.41% | 33.00% | 2.41% |
| Fire | 104 | 101 | 126 | 130 | 9 | 25 | 19.23% | 33.00% | -13.77% |
| Rupture/Explosion | 3 | 3 | 1 | 3 | 0 | 0 | 0.00% | 33.00% | -33.00% |
| EMS | 3,883 | 4,047 | 4,254 | 4,256 | 387 | 1,544 | 36.28% | 33.00% | 3.28% |
| Hazardous Conditions | 131 | 124 | 135 | 133 | 11 | 42 | 31.58% | 33.00% | -1.42% |
| Service Calls | 94 | 141 | 155 | 154 | 17 | 50 | 32.47% | 33.00% | -0.53% |
| Good Intent | 165 | 162 | 155 | 166 | 10 | 58 | 34.94% | 33.00% | 1.94% |
| False Calls | 440 | 589 | 541 | 547 | 46 | 192 | 35.10% | 33.00% | 2.10% |
| Severe Weather | 3 | 0 | 1 | 1 | 0 | 0 | 0.00% | 33.00% | -33.00% |
| Other | 8 | 6 | 12 | 12 | 1 | 2 | 16.67% | 33.00% | -16.33% |
| Number of medical transports | 2,576 | 2,586 | 4,024 | 402 | 386 | 1,501 | 373.38% | 33.00% | 340.38% |
| Percent of priority calls w/ response within 6 min | 56% | 68% | 74% | 70% | 72% | 71% | 101.43% | 33.00% | -30.43% |
| Percent residential structure fires ERF of 15 FF within 12 minutes | 70% | 78% | 85% | 70% | 100% | 100% | 100.00% | 33.00% | 70.00% |
| # Structure Fires | | 9 | 13 | 10 | 1 | 6 | 46.15% | 33.00% | 13.15% |
| # Structure with personnel and Times | | 7 | 11 | 7 | 1 | 6 | 54.55% | 33.00% | 21.55% |
| Number of commercial inspections conducted | 1,222 | 1,473 | 1,365 | 1,250 | 176 | 629 | 46.08% | 33.00% | 13.08% |
| Number of plans reviewed within five days | 86% | 100% | 100% | 90% | 100% | 300% | 300.00% | 33.00% | 100.00% |
| Number of fires greater than \$10,000 | 13 | 8 | 12 | 8 | 0 | 4 | 33.33% | 33.00% | 0.33% |
| Number of fires of suspicious nature | 5 | 5 | 6 | 3 | 2 | 2 | 33.33% | 33.00% | 0.33% |
| Hours of Training | 8,831 | 13,335 | 10,977 | 10,000 | 1,011 | 3,434 | 31.29% | 33.00% | -1.71% |

Major Incidents

- April 6, Radnor Twp. Trench Rescue
- April 7, Lake St. Structure Fire

Other Activities

- April 2, Citizens Academy
- April 6, Regional Ebola Drill
- April 4-6, New Hire Interviews
- April 9, Community CPR
- April 17, OhioHealth Helicopter Drill
- April 28 & 29, Health District Drill

2010 Fire Levy Status

- Equipment - Continuing
 - Committee has begun working on the specifications of the new Quint Fire Truck.
 - Three new Paramedic trucks were placed in-service and are operating at all of our Fire Station's.
 - Staff cars have been replaced in 2012, 2013, 2014 & 2015. This has included the implementation of retired police vehicles for station and inspector cars.
 - The new engine was delivered and placed in-service in April 2013.
 - The new paramedic truck was delivered and was placed in-service in January 2013.
 - The new ladder truck was delivered and was placed in-service in April 2012.
- Personnel - Continuing
 - Testing and an Agility test were completed for Full and Part-time Firefighters.



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- Officer Development Training Continued. All new Lieutenants have completed their Instructor training, Fire Inspector and Fire Officer 1 certifications. They continue to work on their Associates Degree and other required classes.
 - The total amount of new personnel hired since the new levy is 24. Some of these positions have filled open positions.
 - New Fire Station 304 - Continuing
 - Property was purchased in 2011 at 821 Cheshire Rd. The property was leased out and the lease moved out on November 30, 2013. In 2014, we plan to begin the analysis and plans for an anticipated groundbreaking in 2016.
 - The opening of this Station is dependent on the increased staffing. This will be accomplished through the use of Part-Time personnel to supplement the staffing. The Part-Time personnel will be backfilling the open positions caused by personnel scheduled leaves.
 - Fire Station 303 - Completed
 - On September 27, 2013 we began operation 24/7. The Fire Station was dedicated on October 19, 2013.



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Council for Older Adults – Monthly Report on the Firehouse Coordinator



First in Response to Seniors

April 2016

| Referrals | | # new CSP-enrolled clients | | Total Contacts (duplicated) | | # individuals served during the month | | # of new individuals served | |
|-----------|-----|----------------------------|-----|-----------------------------|-----|---------------------------------------|------------|-----------------------------|------------------|
| Month | YTD | Month | YTD | Month | YTD | Month | Average/Mo | New for Month | YTD Unduplicated |
| 65 | 261 | 1 | 6 | 293 | 734 | 102 | 78.75 | 65 | 233 |

Referrals

| Direct Referral | | Delaware City FD | | Genoa Township FD | | SP Staff | | Orange Township FD | |
|---------------------|-----|------------------|-----|-------------------|-----|----------|-----|--------------------|-----|
| Month | YTD | Month | YTD | Month | YTD | Month | YTD | Month | YTD |
| 60 | 233 | 1 | 16 | 0 | 0 | 3 | 5 | 0 | 0 |
| Liberty Township FD | | Delaware Co. EMS | | Self | | | | | |
| Month | YTD | Month | YTD | Month | YTD | | | | |
| 0 | 2 | 0 | 2 | 1 | 1 | | | | |

City of residence for those served:

| Delaware | | Galena | | Lewis Center | | Marysville | | Westerville | |
|----------|-----|---------|-----|--------------|-----|------------|-----|-------------|-----|
| Month | YTD | Month | YTD | Month | YTD | Month | YTD | Month | YTD |
| 97 | 215 | 0 | 1 | 1 | 1 | 0 | 0 | 2 | 4 |
| Powell | | Sunbury | | Ashley | | Other | | Total | |
| Month | YTD | Month | YTD | Month | YTD | Month | YTD | Month | YTD |
| 2 | 11 | 0 | 1 | 0 | 0 | 0 | 0 | 102 | 233 |

Additional Services

| # services added | | Home Delivered Meals | | Shelf Stable Meals | | Emergency Response Unit | | Medication Dispenser | |
|---------------------------------|-----|-----------------------|-----|---------------------------|-----|-------------------------|-----|----------------------|-----|
| Month | YTD | Month | YTD | Month | YTD | Month | YTD | Month | YTD |
| 1 | 16 | 1 | 5 | 0 | 0 | | 5 | 0 | 1 |
| # individuals with new services | | Incontinence Products | | Durable Medical Equipment | | In-Home Support | | *Other | |
| Month | YTD | Month | YTD | Month | YTD | Month | YTD | Month | YTD |
| 1 | 9 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 3 |

*Other

n/a

Notes

Additional community contacts were made at an event on 4/15/2016 and 4/20/2016 where basic information on FIRST and Delaware County resources were provided to 36 Delaware County older adults



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2016 Incidents

