

**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

OCTOBER 10, 2016

1. ROLL CALL
2. INVOCATION
3. PLEDGE OF ALLEGIANCE – Boy Scout Troop #108 to lead the pledge
4. APPROVAL of the Motion Summary of the regular meeting of Council held September 26, 2016, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Acceptance of the motion summary for the Shade Tree Commission meeting held August 23, 2016.
 - B. Acceptance of the motion summaries for the 2016 Charter Review Commission meetings held May 19 and June 9, 2016
 - C. Acceptance of the motion summary for the Historic Preservation Commission meeting held August 24, 2016.
 - D. Resolution No. 16-44, a resolution giving consent to the Director of the Ohio Department of Transportation for the completion of bridge inspection services within the City of Delaware as part of the State Bridge Inspection Program.
6. LETTERS, PETITIONS, AND PUBLIC COMMENTS
7. COMMITTEE REPORTS
8. PRESENTATIONS
 - A. Proclamation for Fire Prevention Week - Fire Chief John Donahue

- B. Delaware-Morrow Mental Health & Recovery Services Renewal Levy
Ballot Issue: Background and Information – Steve Hedge,
Executive Director

- 9. FOURTH READING of Resolution No. 16-43, a resolution adopting the
2017-2021 Five-Year Capital Improvement Program (CIP).

- 10. CONSIDERATION of Ordinance No. 16-92, an ordinance authorizing the
City Manager to enter into a Cooperative Agreement with the Ohio
Department of Transportation to re-seal the noise wall and bridge
parapet along US 42 between Fern Drive and South Sandusky Street in
the City, and declaring an emergency.

- 11. CONSIDERATION of Ordinance No. 16-93, an ordinance supplementing
the 2016 Appropriations Ordinance, and declaring an emergency.

- 12. CITY MANAGER’S REPORT

- 13. COUNCIL COMMENTS

- 14. ADJOURNMENT

RECORD OF PROCEEDINGS

Minutes of Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held September 26

20 16

6:30 EXECUTIVE SESSION: Vice-Mayor Shafer moved to enter into Executive Session at 6:30 p.m. This motion was seconded by Mr. Jones and approved by a 7-0 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, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, Vice Mayor Kent Shafer and Mayor Carolyn Kay Riggle. Following the discussion at 6:57 p.m., it was moved by Mr. Jones that Council move into Open session, seconded by Vice-Mayor Shafer and approved by a 7-0 vote.

The regular meeting of Council held September 26, 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 Mr. Jones, followed by the Pledge of Allegiance.

Staff Present: Darren Shulman, City Attorney, Dean Stelzer, Finance Director, Dave Efland, Planning and Community Development Director John Donahue, Fire Chief, Bruce Pijanowski, Police Chief, Jackie Walker, Acting City Manager

ITEM 4: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the regular meeting of Council held September 12, 2016, as recorded and transcribed.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary for the regular meeting of Council held September 12, 2016 seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

ITEM 5: CONSENT AGENDA

- A. Acceptance of the Motion Summary for the Civil Service Commission meeting held July 6, 2016.
- B. Resolution No. 16-44, a resolution accepting the public improvements for Belmont Place Phase 1, Section 2.
- C. Resolution No. 16-45, a resolution appointing members to various Boards, Commissions, and/or Committees, and specifying the term of the appointments.

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

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

Shawn Feller
77 Griswold St.
Delaware, Ohio

Mr. Feller voiced concerns regarding a neglected rental property on North Liberty Street. Mr. Feller expressed concern regarding the poor

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maintenance to the home. Mr. Rohrer stated that he was aware of the house as it was discussed in the recent Northwest Neighborhood Association meeting.

ITEM 7: COMMITTEE REPORTS

Mr. DiGenova discussed recent discussions at the Finance Committee Work Session.

Mr. Rohrer stated that there will be a Historic Preservation Commission meeting on September 28, 2016.

Mr. Hellinger stated that there will be a Shade Tree Commission meeting on September 27, 2016.

ITEM 8: PRESENTATIONS

- A. Health Department Update, Shelia Hiddleson, Health Commissioner
B. Vintage Auto Club Recognition

ITEM 9: ORDINANCE NO. 16-77 [Second Reading]

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT (WESTPORT HOMES) FOR LANTERN CHASE PHASE 2 SECTION 6 PART 2 CONSISTING OF 45 SINGLE-FAMILY LOTS ON APPROXIMATELY 30.316 ACRES ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON GLEMSBURY DRIVE, CONNAUGHT PLACE, CEDAR CREEK STREET AND LANTHORN POND DRIVE.

The Clerk read the ordinance for the second time.

Motion: Vice-Mayor Shafer moved to suspend the rules for Ordinance No. 16-77, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to adopt Ordinance No. 16-77, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

ITEM 10: ORDINANCE NO. 16-78 [Second Reading]

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT (WESTPORT HOMES) FOR LANTERN CHASE PHASE 2 SECTION 6 PART 3 CONSISTING OF 35 SINGLE-FAMILY LOTS ON APPROXIMATELY 8.049 ACRES ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON CONNAUGHT PLACE AND MARBLEHEAD DRIVE.

The Clerk read the ordinance for the second time.

Motion: Vice-Mayor Shafer moved to suspend the rules for Ordinance No. 16-78, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to adopt Ordinance No. 16-78, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

ITEM 11: ORDINANCE NO. 16-80 [Second Reading]

AN ORDINANCE SUPPLEMENTING THE 2016 APPROPRIATIONS ORDINANCE TO INCREASE FUNDING FOR THE DESIGN OF THE GLENN PARKWAY EXTENSION NORTH TO BERLIN STATION ROAD.

The Clerk read the ordinance for the second time.

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Motion: Mr. DiGenova moved to suspend the rules for Ordinance No. 16-80, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

Motion: Mr. DiGenova moved to adopt Ordinance No. 16-80, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 12: ORDINANCE NO. 16-85 [Public Hearing and Second Reading]

AN ORDINANCE AMENDING SECTIONS OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES PERTAINING TO PARKING AND TRAFFIC: SECTIONS 197.02 (FEE SCHEDULE AS IT PERTAINS TO PARKING TICKETS), 351.03 (PROHIBIT STANDING OR PARKING PLACES), 351.14 (HEAVY VEHICLES AND TRAILERS), AND 351.19 (ENFORCEMENT; VIOLATION NOTICE; WAIVER).

The Clerk read the ordinance for the second time.

There was no public comment.

Motion: Mr. Jones moved to suspend the rules for Ordinance No. 16-85, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

Motion: Mr. Jones moved to adopt Ordinance No. 16-85, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 13: ORDINANCE NO. 16-89 [Second Reading]

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF \$4,250,000 FOR THE PURPOSE OF PAYING THE COSTS OF REFUNDING BONDS PREVIOUSLY ISSUED BY THE CITY FOR THE PURPOSE OF PAYING THE COSTS OF VARIOUS PUBLIC INFRASTRUCTURE PROJECTS, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

Motion: Vice-Mayor Shafer moved to suspend the rules for Ordinance No. 16-89, seconded by Mr. Jones. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to enact the emergency clause for Ordinance No. 16-89, seconded by Mr. Jones. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to adopt Ordinance No. 16-89, seconded by Mr. Jones. Motion approved by a 7-0 vote.

ITEM 14: ORDINANCE NO. 16-90 [Second Reading]

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF \$4,000,000 FOR THE PURPOSE OF PAYING THE COSTS OF ENHANCING THE MUNICIPAL FIRE SAFETY FACILITIES, BY CONSTRUCTING, FURNISHING AND EQUIPPING A NEW FIRE STATION, AND OTHERWISE IMPROVING THE SITE THEREFOR, TOGETHER WITH ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

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Mr. DiGenova requested signage to reflect the future site of the municipal fire safety facility.

Motion: Vice-Mayor Shafer moved to suspend the rules for Ordinance No. 16-90, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to enact the emergency clause for Ordinance No. 16-90, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to adopt Ordinance No. 16-90, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 15: ORDINANCE NO. 16-91 [Second Reading]
AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF \$400,000 FOR THE PURPOSE OF PAYING THE COSTS OF RENOVATING, REHABILITATING AND OTHERWISE IMPROVING THE CITY'S PUBLIC WORKS BUILDING BY REPLACING THE ROOF, TOGETHER WITH ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

Motion: Mr. Hellinger moved to suspend the rules for Ordinance No. 16-91, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Mr. Hellinger moved to enact the emergency clause for Ordinance No. 16-91, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Mr. Hellinger moved to adopt Ordinance No. 16-91, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 16: RESOLUTION NO. 16-43 [Second Reading]
A RESOLUTION ADOPTING THE 2017-2021 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP).

The Clerk read the resolution for the second time.

Ms. Walker stated that there is an upcoming CIP Work Session set for October 3, 2016 at 6:30 p.m.

ITEM 17: CITY MANAGER'S REPORT
Ms. Walker stated that there is a proposed pilot program for the downtown refuse issues.

ITEM 18: COUNCIL COMMENTS
Mr. DiGenova stated that he has received complaints of harassing IRS telephone calls. Mr. DiGenova stated that these calls are not from the IRS.

Mayor Riggle discussed the recent success of the Delaware County Fair.

Mayor Riggle requested that Council return back to executive session at 7:58 p.m.

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Mr. Jones moved to re-enter into Executive Session at 7:59 p.m. This motion was seconded by Vice-Chairman Shafer and approved by a 7-0 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, Third Ward Joe DiGenova, Fourth Ward Kyle Rohrer, At Large George Hellinger, Vice Mayor Kent Shafer and Mayor Carolyn Kay Riggle. Following the discussion at 8:12 p.m., it was moved by Mr. Jones that Council move into open session, seconded by Vice-Mayor Shafer and approved by 7-0 vote.

ITEM 19: ADJOURNMENT

Motion: Mr. Jones moved to adjourn the meeting, seconded by Vice-Chairman Shafer. The meeting adjourned at 8:12 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

SHADE TREE COMMISSION
August 23, 2016
MOTION SUMMARY

ITEM 1. Roll Call

Chairman Olen called the meeting to order at 7:01 p.m.

Members Present: Shannon Brewster, Jim Buck, Dave Carey (arrived at 7:14 p.m.), Tom Glissman, Tom Wolber, Councilmember George Hellinger, and Vice-Chairwoman Susan Wright, Chairman Paul Olen

Staff Present: Ted Miller (Parks and Natural Resource Director), Doug Richmond (City Arborist)

Delaware City School Representative: Stan McDonald

ITEM 2. APPROVAL OF MOTION SUMMARY of Shade Tree Commission meeting of July 26, 2016 as recorded and transcribed.

Motion: Vice-Chairwoman Wright moved to approve the Motion Summary for the July 26, 2016 meeting, seconded by Mr. Buck. Motion approved with a 6-0-1 (Olen) vote.

ITEM 3. PUBLIC COMMENTS

ITEM 4. DISCUSSION of Street Tree Best Practices

Discussion was held with the Commission regarding the language in guidelines that was provided by Mr. Miller regarding maintenance of trees.

The Commission recommended the clarification of the terminology of parkways.

Mr. Carey arrived at 7:14 p.m.

Mr. Wolber recommended the addition of language of pruning requirements by AEP. Discussion was held on the past techniques to prune trees around powerlines by AEP. Mr. Miller to discuss with the Planning Director recommendations and provide input at next meeting.

Mr. Buck recommended the clarification of ownership of street trees.

ITEM 5. ARBORIST REPORT

Mr. Richmond reviewed with the Commission the Arborist Report. Mr. Richmond informed the Commission that 9 trees of different maple species were removed. Mr. Richmond discussed the tree backlog status.

Mr. Olen requested an update on the browse species that are being collected by The Columbus Zoo.

ITEM 6. STAFF COMMENTS

ITEM 7. MEMBER COMMENTS

Mr. Olen requested an update on the student representative position. Mr. McDonald informed the Commission that he will have a role in working with a student to transition into the position. Mr. McDonald plans to speak with Delaware Hayes High School staff on potential student to be on the Commission.

Vice-Chairwoman Wright provided an inventory list of supplies for the Shade Tree Commission.

Ms. Brewster voiced a concern over trees that were damaged from the fumes of construction vehicles on North Sandusky Street.

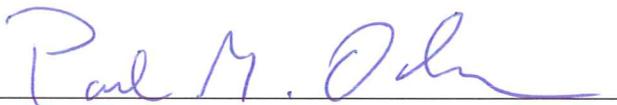
Mr. Wolber recommended that future discussion be held regarding how to minimize damage to trees.

ITEM 8. PLAN REVIEWS

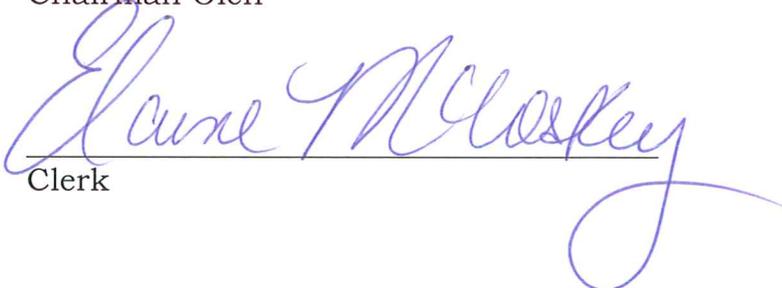
- a. Lantern Chase, Section 2, Phase 6, Parts 1, 2, & 3 - Plans are approved with tree species changes

ITEM 9. ADJOURNMENT

Motion: Mr. Wolber moved to adjourn the meeting, seconded by Mr. Carey. The Shade Tree Commission meeting adjourned at 7:57 p.m.



Chairman Olen



Clerk

2016 Charter Review Commission
MOTION SUMMARY
May 19, 2016

ITEM 1. Roll Call

Chairwoman Santos called the 2016 Charter Review Commission Meeting to order at 6:00 p.m.

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

Members Absent: Jeremy Byers

Staff Present: Darren Shulman, City Attorney

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

ITEM 2. Approval of the Motion Summary for the meeting held May 12, 2016, as recorded and transcribed.

Motion: Ms. Steinbeck moved to approve the Motion Summary for the meeting held May 12, 2016, as recorded and transcribed, seconded by Ms. Cochran. Motion approved by a 7-0-1 (Hilborn) vote.

ITEM 3. Review of Submissions from the Public

ITEM 4. Review drafts of Proposals Requested by the Commission

Sec. 70. DESIGNATION AND DUTIES GENERALLY OF PURCHASING AGENT.

The Commission recommends proceeding as submitted.

Sec. 71. PURCHASING REGULATIONS.

The Commission recommends proceeding as submitted.

ARTICLE XV. CONTRACTS

Sec. 75. AUTHORITY OF MAKE CONTRACTS AND AGREEMENT.

The Commission recommends proceeding as submitted.

ARTICLE XVI. APPROPRIATION BUDGETING.

Sec. 76. BUDGET MESSAGE AND ORDINANCE; FORM AND CONTENT OF BUDGET.

The Commission recommends proceeding as submitted.

Sec. 77. HEARINGS; COPIES OF BUDGET.

The Commission recommends proceeding as submitted.

ARTICLE XVIII. DEPARTMENT OF FINANCE.

Sec. 83. ESTABLISHMENT; APPOINTMENT OF DIRECTOR.

The Commission recommends proceeding as submitted.

Sec. 84. FINANCE DIRECTOR PROHIBITED FROM HOLDING OTHER POSITION.

The Commission recommends proceeding as submitted.

Sec. 85. ACTING DIRECTOR OF FINANCE.

The Commission recommends proceeding as submitted.

Sec. 86. DUTIES OF DIRECTOR OF FINANCE.

The Commission recommends proceeding as submitted.

Sec. 89. MONTHLY FINANCIAL STATEMENT; OTHER REPORTS.

The Commission recommends proceeding as submitted.

Sec. 90. SPECIAL AUDITS; ACTION ON RESULT OF SUCH AUDITS.

Mr. Shulman to bring forward with recommended changes.

Sec. 92. SAFEKEEPING OF SECURITIES

The Commission recommends proceeding as submitted.

Sec. 95. RECORDATION OF BONDS AND NOTES.

The Commission recommends proceeding as submitted.

ITEM 6 REVIEW OF DELAWARE CITY CHARTER, ARTICLES 20 TO THE END

ARTICLE XX. CIVIL SERVICE

Sec. 99. MERIT SYSTEM

The Commission recommends proceeding with no changes.

Sec. 100. UNCLASSIFIED SERVICE

The Commission recommends proceeding with no changes.

Sec. 101. CIVIL SERVICE COMMISSION

The Commission recommends proceeding with recommended changes to remove the date and add wording “three members of being electors of City of Delaware”.

ARTICLE XXI. CITY PLANNING, ZONING AND PLATTING.

Sec. 102. CITY PLANNING COMMISSION GENERALLY.

The Commission recommends proceeding with recommended changes to the title.

Sec. 103. OFFICIAL CITY PLAN.

The Commission recommends proceeding with no changes.

Sec. 104. PROCEDURE IN CITY PLAN LEGISLATION GENERALLY.

The Commission recommends proceeding with recommended changes to the title.

Sec. 105. PLANNING COMMISSION REVIEW AND RECOMMENDATION OF PLANS FOR DEVELOPMENT.

The Commission recommends proceeding with no changes.

Sec. 106. ZONING.

The Commission recommends proceeding with no changes.

Sec. 107. PLATTING GENERALLY.

The Commission recommends proceeding with recommended changes to the title.

Sec. 108. RECORDATION AND ACDEPTANCE OF PLATS.

The Commission recommends proceeding with no changes.

Sec. 109. PLANNING COMMISISON ASSISTANTS AND EMPLOYEES.

The Commission recommends proceeding with recommended changes to remove Sec. 109.

Sec. 110. ADDITIONAL POWERS AND FUNCTIONS OF PLANNING COMMISSION.

The Commission recommends proceeding with recommended change to remove last sentence.

ARTICLE. XXII. CITY ELECTIONS.

Sec. 111. DATE; PRIMARY ELECTIONS

The Commission recommends proceeding with no changes.

Sec. 112. APPLICATION OF STATE ELECTION LAWS

The Commission recommends proceeding with no changes.

Sec. 113. WARDS

Mr. Shulman to bring forward to the Commission with recommended changes.

Sec. 114. NOMINATING PETITIONS FOR COUNCIL CANDIDATES

The Commission recommends proceeding with recommended changes to add wording "as defined by Sec. 7."

Sec. 115. BALLOTS FOR COUNCIL ELECTIONS.

The Commission recommends proceeding with no changes.

Sec. 116. COUNTING OF VOTES.

The Commission recommends proceeding with no changes.

Sec. 117. VOTING MACHINES AND DEVICES

The Commission recommends proceeding with no changes.

Sec. 118. DETERMINATION OF SUCCESSFUL CANDIDATES.

The Commission recommends changing the date "1953" to a more current date. The Commission recommends that prior to the next review of the Charter that staff provide data on the increase in ward populations and types of elections.

ARTICLE XXIII. MISCELLANEOUS.

Sec. 119. COMPENSATION OF OFFICERS AND EMPLOYEES.

Mr. Shulman to prepare recommended changes and present to the Commission at the next meeting.

Sec. 120. FEES.

The Commission recommends proceeding with no changes.

Sec. 121. NUMBER OF ASSISTANTS AND SUBORDINATES.

The Commission recommends proceeding with no changes.

Sec. 122. OFFICIAL BONDS.

The Commission recommends proceeding with no changes.

Sec. 123. OATH OF OFFICE.

The Commission recommends proceeding with no changes.

Sec. 124. INVESTIGATIONS.

The Commission recommends proceeding with recommended changes.

Sec. 125. PRIOR AGREEMENTS, CONTRACTS, LEGISLATION.

The Commission recommends proceeding with no changes.

Sec. 126. AUTHENTICATION OF CHARTER.

The Commission recommends proceeding with recommended change to reflect the term "electronically".

Sec. 127. GENDER.

The Commission recommends proceeding with no changes.

ARTICLE XXIV. AMENDMENTS TO THE CHARTER.

Sec. 128. AMENDMENT PROCEDURE; REVIEW; CONFLICTS.

The Commission recommends proceeding with no changes.

ARTICLE XXV. EFFECT OF PARTIAL INVALIDITY.

Sec. 129. EFFECT OF INVALIDITY.

The Commission recommends proceeding with no changes.

ITEM 6 Next Meeting Date: June 9, 2016

ITEM 7 Adjournment

Motion: Mr. Hilborn moved to adjourn the 2016 Charter Review meeting, seconded by Ms. Cochran. The meeting adjourned at 7:27 p.m.


Mary Jane Santos, Chairwoman


Elaine McCloskey, Clerk

**2016 Charter Review Commission
MOTION SUMMARY
June 9, 2016**

ITEM 1. Roll Call

Vice-Chairman Bennington called the 2016 Charter Review Commission Meeting to order at 6:02 p.m. .

Members Present: Megan Cochran, Jack Hillborn, Stephanie Steinbeck, Charlotte Joseph, Mayor Carolyn Kay Riggle, and Vice-Chairman Dan Bennington

Members Absent: Jeremy Byers, Kathy Falter, and Chairwoman Mary Jane Santos

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

Motion to Excuse: Mr. Hillborn moved to excuse Mr. Byers, Ms. Falter, and Chairwoman Santos seconded by Mayor Riggle. Motion approved by a 6-0 vote.

ITEM 2. Approval of the Motion Summary for the meeting held May 19, 2016, as recorded and transcribed.

Motion: Mayor Riggle moved to approve the Motion Summary for the meeting held May 19, 2016, as recorded and transcribed, seconded by Mr. Hillborn. Motion approved by a 6-0 vote.

ITEM 3. Review of Changes Suggested at the May 19 Meeting

Sec. 90. SPECIAL AUDITS; ACTION ON RESULT OF SUCH AUDITS.
The Commission recommends proceeding as submitted.

Sec. 101. CIVIL SERVICE COMMISSION
The Commission recommends proceeding as submitted.

ARTICLE XXI. CITY PLANNING, ZONING AND PLATTING.

Sec. 102. CITY PLANNING COMMISSION.
The Commission recommends proceeding as submitted.

Sec. 104. PROCEDURE IN CITY PLAN LEGISLATION.
The Commission recommends proceeding as submitted.

Sec. 107. PLATTING.
The Commission recommends proceeding as submitted.

Sec. 109. PLANNING COMMISISON ASSISTANTS AND EMPLOYEES.
The Commission recommends proceeding with submitted changes to remove Sec. 109.

Sec. 110. ADDITIONAL POWERS AND FUNCTIONS OF PLANNING COMMISSION.
The Commission recommends proceeding as submitted.

ARTICLE. XXII. CITY ELECTIONS.

Sec. 113. WARDS
The Commission recommends proceeding as submitted.

Sec. 114. NOMINATING PETITIONS FOR COUNCIL CANDIDATES
The Commission recommends proceeding as submitted.

Sec. 118. DETERMINATION OF SUCCESSFUL CANDIDATES.
The Commission recommends proceeding as submitted.

ARTICLE XXIII. MISCELLANEOUS.

Sec. 119. COMPENSATION OF OFFICERS AND EMPLOYEES.
The Commission recommends proceeding as submitted.

Sec. 126. AUTHENTICATION OF CHARTER.
The Commission recommends proceeding as submitted.

ITEM 4. Approval of Final Recommended Changes for Submission to City Council

Motion: Ms. Joseph moved to approve all changes to the Charter Review Commission has approved and present to Council the recommended Charter for approval, seconded by Ms. Steinbeck. Motion approved by a 6-0 vote.

ITEM 5. Review of Draft Cover Report

The Commission was in agreement to present the draft cover report to Council.

ITEM 6. Adjournment

Motion: Mr. Hillborn moved for the 2016 Charter Review Commission meeting to adjourn, seconded by Ms. Joseph. The meeting adjourned at 6:29 p.m.

Mary Jane Santos, Chairwoman

Elaine McCloskey
Elaine McCloskey, Clerk

**HISTORIC PRESERVATION COMMISSION
MOTION SUMMARY
August 24, 2016**

ITEM 1. Roll Call

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

Members Present: Joe Coleman, Erinn Nicley, Sherry Riviera, Vice-Chairman Mark Hatten, and Chairman Roger Koch

Members Absent: James Kehoe and Councilman Kyle Rohrer

Motion to Excuse: Mr. Nicley moved to excuse Councilman Rohrer and Mr. Kehoe, seconded by Mr. Coleman. Motion approved by a 5-0 vote.

Staff Present: Dianne Guenther, Development Planner and Lance Schultz, Zoning Administrator

ITEM 2. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on June 22, 2016, as recorded and transcribed.

Motion: Vice-Chairman Hatten moved to approve the Motion Summary of the Historic Preservation Commission meeting held on June 22, 2016, as recorded and transcribed, seconded by Ms. Riviera. Motion approved by a 4-0-1 (Coleman) vote.

ITEM 3. REGULAR BUSINESS

A. 2016-1099: A request by HHG Investments, Ltd for a Certificate of Appropriateness for storefront modifications at 8 North Sandusky Street which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

Ms. Guenther provided an update on the request including aerial photographs and location of the property. Ms. Guenther discussed the storefront configuration transition over time and proposed repairs and modifications, including the shared entry door and hardware to second floor. Ms. Guenther informed the Commission that the Applicant has applied for the façade grant program.

APPLICANT:

Scott Gordon
82 N. Franklin St.
Delaware, Ohio 43015

Discussion was held with the Commission in regards to the second floor entry door not being of the building's Italianate style. Mr. Gordon plans to look at different styles of doors. Discussion was held on the regulations for window glass tinting and the removal of the business signage.

Motion: Vice-Chairman Hatten moved to approve 2016-1099 with all staff recommendations as submitted, seconded by Mr. Coleman. Motion approved by a 5-0 vote.

- B. 2016-2479: A request by Typhoon Asian Fusion Bistro, Inc. for a Certificate of Appropriateness for facade improvements at 12 South Sandusky Street which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

Ms. Guenther provided information on the location and history of the building at 12 South Sandusky Street. Ms. Guenther reviewed the current storefront design and the proposed design concept for the storefront and front facade. Information provided included plans to remove current two layers of deteriorated wood siding and installation of new siding, proposed awning with signage, and exterior lighting. The Commission voiced concerns regarding lack of details in the drawings regarding dimensions, materials, and colors.

APPLICANT:

Amanda Sykes
10 N. Sandusky St.
Delaware, Ohio 43015

Ms. Sykes informed the Commission that she would discuss the request of the Commission for more detailed information with her business partners and provide the requested information at a later meeting.

Motion: Mr. Nicley moved to table 2016-2479 pending further information to be provided to City Staff for future discussion and review by HPC, seconded by Vice-Chairman Hatten. Motion approved by a 5-0 vote.

- C. 2016-2435: A request by 34 North Sandusky Street LLC for a Certificate of Appropriateness for storefront improvements at 34 North Sandusky Street which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

Ms. Guenther discussed the location map and zoning map for the property of 34 North Sandusky Street. Ms. Guenther provided photographs of the storefront and its modifications throughout the years. The Commission was made aware of the Applicant's plans to apply for the façade grant program, and the Applicant's desire to request a Variance to the Architectural Standards to paint the 46 year old brick veneer storefront to match the existing second level

painted brick façade. Ms. Guenther provided the response from the Ohio Historic Preservation Office in Columbus in regards to the effect of the painting of the façade and brick veneer storefront on the historic building. Discussion was held on the appeals process for the Applicant if a Variance is denied.

APPLICANT:

Dr. Ron Gaudio
34 N. Sandusky St.
Delaware, Ohio 43015

Discussion was held with the Commission over concerns of a precedent being set on painting non-painted brick should a Variance be granted. Discussion was held over the non-conforming projecting sign. Ms. Guenther stated there were no current plans to change the projecting sign. Vice-Chairman Hatten voiced concern regarding the proposed storefront entry door not meeting the Standards. Dr. Gaudio informed the Commission he would consider other entry door options. Vice-Chairman Hatten suggested installation of an awning as a separator between the historic upper façade and modern storefront and to use as signage. Discussion was held on sign band area and awning regulations.

Mr. Nicley recommended that the Applicant review recommendations by the Commission for a wood entry door, wood or wood aluminum-clad or aluminum storefront windows, and removal of the dark green painted baseboard to blend better with the color of rest of the façade. The Applicant indicated he would take the Commission's suggestions and recommendations into consideration.

Motion: Vice-Chairman Hatten moved to table application 2016-2435, seconded by Mr. Coleman. Motion approved by a 5-0 vote.

D. 2016-2532: A request by 12 West LLC for an informal review of a proposed new building located at 14 West William Street which is zoned B-2 (Central Business District) and located in the Transitional Sub-District of the Downtown Historic District Overlay

Mr. Schultz provided information on the recent purchase of 14 West William Street by the Applicant. Mr. Schultz presented renderings of the proposed plans and discussed the plans to have exposed stairs to the second floor patio. Mr. Schultz informed the Commission that the City Building Official informed Staff that the stairs could be allowed.

APPLICANT:

David DiStefano
261 Lear St.
Columbus, Ohio 43206

Ron Criswell
40 W. Winter St. Apt. B
Delaware, Ohio 43015

Jim Clarke
243 Shillingham Ct.
Powell, Ohio 43064

Mr. Clarke, project architect, reviewed the proposed building materials and also plans for the exterior stairwell to resemble wrought iron. Discussion was held with the Applicant regarding roof drainage concerns previously voiced by adjacent property owner Jack Kahaian. Mr. DiStefano discussed potential plans to have an outside waterfall for noise control for the adjacent property.

Mr. Criswell requested removal of the sign pole that had the previous signage for this building. Mr. Criswell voiced concern over the pole being a safety hazard.

Discussion was held with the Applicant over the response by customers regarding the sidewalk vestibule. Mr. DiStefano informed the Commission that no negative response has been received.

ITEM 4. COMMISSION MEMBER COMMENTS AND DISCUSSION

Mr. Koch requested an update regarding the front patio enclosure and hanging baskets at the Hamburger Inn. Ms. Guenther informed the Commission that Staff was still working on the issue.

Mr. Nicley informed the Commission of LED lighting at the toy store on South Sandusky Street. Ms. Guenther stated that Staff was working with the business owner on this concern.

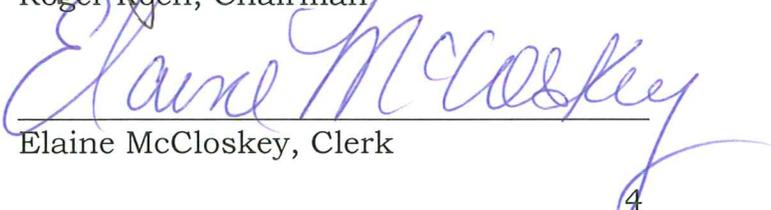
ITEM 5. NEXT REGULAR MEETING: September 28, 2016

ITEM 6. ADJOURNMENT

Motion: Mr. Coleman motioned to adjourn the meeting, seconded by Mr. Nicley. The Historic Preservation Commission meeting adjourned at 9:05 p.m.



Roger Koch, Chairman



Elaine McCloskey, Clerk



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM D

DATE: 10/10/16

ORDINANCE NO:

RESOLUTION NO: 16-44

READING:

PUBLIC HEARING:

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 GIVING CONSENT TO THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE COMPLETION OF BRIDGE INSPECTION SERVICES WITHIN THE CITY OF DELAWARE AS PART OF THE STATE BRIDGE INSPECTION PROGRAM.

BACKGROUND:

The City of Delaware (CITY) has determined the need for annual inspections of qualified highway bridges in accordance with State regulation. In 2014 the City entered into a three year agreement with the Ohio Department of Transportation (ODOT) to perform the inspections for all public highway bridges at no cost to the CITY. The current bridge inspection programming will expire in December 2016. ODOT is in the process of renewing this program for three (3) more years. The new agreement will be for the inspections performed in 2017, 2018, and 2019. ODOT is hiring four (4) consultants to perform similar tasks as before, such as bridge inspections, load ratings, and any other requirements set by the FHWA in the publication Metrics for the Oversight of the National Bridge Inspection Program. ODOT is requiring a new resolution to renew the agreement between ODOT and the CITY. Please see the consent form provided in the attachment and Scope of Services for additional details.

REASON WHY LEGISLATION IS NEEDED:

Passage of this Resolution authorizes the City Manager to enter into a cooperative agreement with ODOT to perform the annual bridge inspections for the next three (3) years.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

By entering into this agreement with ODOT the CITY will secure a savings of approximately \$15,000 in inspection costs annually over the next three (3) years that would otherwise be borne by the City to maintain compliance with State regulations.

POLICY CHANGES:

None, by entering into this agreement the CITY will continue a policy that was enacted in 2014.

PRESENTER(S):

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

RECOMMENDATION:

Approval

ATTACHMENT(S)

Scope of Services – Exhibit A

RESOLUTION NO. 16-44

A RESOLUTION GIVING CONSENT TO THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE COMPLETION OF BRIDGE INSPECTION SERVICES WITHIN THE CITY OF DELAWARE AS PART OF THE STATE BRIDGE INSPECTION PROGRAM.

WHEREAS, the City of Delaware has determined the need for annual inspections of qualified highway bridges in in accordance with State regulation, and

WHEREAS, the City in cooperation with the Ohio Department of Transportation, desires to participate in the State Bridge Inspection Program Services, including, but not limited to bridge load rating calculations, scour assessments, bridge inspections, and fracture critical plan development.

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

SECTION 1. Being in the public interest, the City of Delaware gives consent to the Director of Transportation to complete the above described project for a three year period commencing in 2017;

SECTION 2. The State shall assume and bear one hundred percent (100%) of all of the cost for the Bridge Inspection Program Services requested by the City of Delaware and agreed to by the State. Eligible Bridge Inspection Services are described in the Consultant's Scope of Services Task Order Contract (Exhibit A);

SECTION 3. The City agrees to assume and bear one hundred percent (100%) of the total cost of those features which are not included in Exhibit A;

SECTION 4. That this resolution shall be in force and effect immediately upon its passage.

PASSED: _____, 2016

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

Scope of Services Meeting Date: **/**/**
Approved Final Scope of Services Minutes Date: **/**/**

GENERAL ENGINEERING SERVICES

Central Office, Office of Structural Engineering

Scope of Services

The CONSULTANT may be required to perform the following services on a task order type basis for bridges designated by regulation or by agreement as City or Village inspection responsibility. Consultants must be prequalified for Level 1 Bridge Inspection services, which may include but are not limited to the following:

Task 1 - Scour Tasks

- Task 1A - Scour Critical Assessment
- Task 1B - Scour Plan-of-Action
- Task 1C – Scour Analysis

Task 2 - Load Rating Tasks

- Task 2A - Field Measurements for Load Rating
- Task 2B - Load Rating Calculations

Task 3 – SMS Structure Inventory and Review

Task 4 – Inspection Procedures

- Task 4A - Fracture Critical Plan
- Task 4B – Underwater Inspection Procedures

Task 5 - Bridge Inspection

- Task 5A – Routine Bridge Inspection
- Task 5B – Fracture Critical Inspection
- Task 5C – Underwater Dive Inspection

Services shall be conducted in accordance with the following:

- ODOT Manual of Bridge Inspection, Latest Version
- Hydraulic Engineering Circulars 18, 20 and 23
- The Manual for Bridge Evaluation, Second Edition 2013 interim with revisions, AASHTO Publication
- Bridge Inspector's Reference Manual, FHWA NHI Publication Number: 12-049, Publication Year: 2012
- Underwater Bridge Inspection, FHWA Publication Number: FHWA NHI-10-027, Publication Year: 2010
- ODOT SMS Bridge and Inventory Coding Guide, Latest Version
- ODOT Bridge Design Manual, Latest Version

All work shall be performed on an actual cost basis. The CONSULTANT shall maintain a project cost accounting system that will segregate costs for individual task orders.

The duration of the agreement will be thirty-six (36) months from the authorization date of the agreement.

The Department will be performing an annual Quality Assurance Review (QAR) for each selected consultant in accordance with Manual of Bridge Inspection to ensure accuracy and consistency of the inspection and documentation in SMS. This typically includes an office and field review.

The project will be divided in to four (4) sub-projects (SP). A CONSULTANT will be selected for each sub-project. Municipalities opted into the previous inspection program will have the option to renew their legislation. The sub-projects have the following general geographic areas, category characteristics, and maximum contract values for the municipalities with with municipal inspection responsibility obtained from SMS data as of July 2016:

Project: SP01 - District (1, 2, &3), Total Structures = 406*

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	157	149	21	0	327
Multi-Span	20	19	27	13	79
Culvert	116	33	0	0	149
Truss	0	7	14	0	3
Underwater Inspection	0	0	0	0	0
Fracture Critical Inspection	0	2	2	0	4

* Level 1 bridge inspection structures

Project: SP02 - District (4, 11, &12), Total Structures = 211*

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	70	71	20	0	161
Multi-Span	6	7	22	15	50
Culvert	51	23	1	0	75
Truss	13	12	38	0	6
Underwater Inspection	0	0	0	1	1
Fracture Critical Inspection	0	1	4	0	5

* Level 1 Bridge Inspection structures

Project: SP03 - District (5, 6, &10), Total Structures = 285*

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	104	99	24	0	227
Multi-Span	4	6	31	17	58
Culvert	72	32	4	0	108
Truss	0	0	54	0	7
Underwater Inspection	0	0	0	1	1
Fracture Critical Inspection	0	0	7	0	7

* Level 1 bridge inspection structures

Project: SP04 - District (7, 8 &9), Total Structures = 377*

Type	Span =< 20'	20' < Span =< 60'	60' < Span =< 200'	Span > 200'	Total
Single Span	121	118	22	0	261
Multi-Span	23	44	37	12	116
Culvert	109	86	4	0	199
Truss	0	7	21	12	5
Underwater Inspection	0	0	1	0	1
Fracture Critical Inspection	0	2	3	1	6

* Level 1 bridge inspection structures

Please note that the total number of structure types is estimated based on current SMS data and may be adjusted when tasks are assigned. The estimated annual contract price value for each sub-project is as follows:

SP01 \$280,000
SP02 \$200,000
SP03 \$230,000
SP04 \$290,000

CONSULTANT shall clearly designate in the letter of intent the SP(s) they wish to be considered for.

Three (3) copies of the letter of intent shall be submitted. The letter of intent shall demonstrate that the CONSULTANT has a clear understanding of the scope of services.

Price Proposal Due Date: **//****

UNDERSTANDING

1. Inspections shall be completed by firms prequalified with ODOT for Level 1 bridge inspection with full time staff according to Manual of Bridge Inspection.

2. All reports and records compiled under this agreement shall become the property of the City or Village and shall be housed in the City or Village. ODOT shall receive an electronic copy of plans, analysis files, reports and other items mentioned below.

- a) CONSULTANT shall perform all applicable updates to SMS with new or revised information for structure inventory and appraisal data, inspections, scour, fracture critical members, and load ratings.
- b) CONSULTANT shall submit copies of all reports and calculations electronically, or in hard copies when requested, to the City or Village for inclusion in their bridge records.
- c) This includes, as applicable, a printed copy of the inspection report, Scour Plan-of-Action, Fracture Critical Plan, load rating report, gusset plate analysis, inspection procedures, and field measurement notes, digital pictures as well as a reproducible digital data file (.pdf, .doc, and .xls formats).

3. Copies of all transmittal letters related to this Task Order shall be submitted to Central Office, Office of Structural Engineering.

- a) When required, CONSULTANTS shall locate the original construction plans, as-built, and shop drawings from archive locations specified by the municipality and upload them onto SMS.

Services to be furnished by CONSULTANT may include:

TASK 1 - SCOUR TASKS

Task 1A – Scour Critical Susceptibility NBIS Item 113) - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection. Deliverables include field notes, a completed Scour Critical Assessment Checklist as per Appendix I of the 2014 Manual of Bridge Inspection, and any other reference material needed for the bridge owner to properly maintain their bridge files.

Task 1B - Scour Plan-of-Action - The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection Appendix H for the scope of this task. Deliverables include a completed Scour Plan-of-Action, field notes, calculations, and any other reference material needed by bridge owner to maintain bridge files.

TASK 2 – LOAD RATING TASKS

Task 2A - Field Measurements for Load Rating - Should no plans exist or if additional information is required, each main member shall be field measured for load rating. The condition of the member should be noted on the field documentation. All measurements shall be included in the load rating report.

Task 2B - Load Rating Calculations – A bridge carrying vehicular traffic shall be rated to determine the safe load carrying capacity. The CONSULTANT shall review existing bridge plans and inspection reports and other inspection information such as photographs and estimates of section loss for bridge members and connections. The analysis for existing structures shall be performed for AASHTO HS20-44 [MS 18] (truck, lane, & military) loading for both inventory and operating levels, and for the four Ohio Legal Loads including the special hauling vehicles (2F1, 3F1, 4F1, and 5C1, SU4, SU5, SU6, SU7, and NRL) at operating level. The CONSULTANT shall try to complete the load rating analysis utilizing BrR (Virtis) at first. Hand-calculations or Spreadsheets if BrR is not applicable. The BrR analysis file, other load rating files, and BR100 shall be included with the submittal to OSE.

The inventory and operating ratings shall be coded as per the most recent version of the ODOT Bridge Inventory Coding Guide. Update SMS Inventory with the load rating results and upload BR100 pdf file.

The electronic deliverable shall include if applicable an Excel spreadsheet or other files used for analysis for each bridge which shall include the member areas, member capacities both with and without section loss, influence lines (can be the ordinates or graph of the lines), dead loads and dead load stresses in members, live loads and live

load stresses in members for all truck loadings and the load ratings of the members. Truck loadings to be used for the ratings are specified in BDM Section 900.

The Load Rating Report shall be prepared by a registered or non-registered engineer and it shall be checked, signed, sealed and dated by an Ohio Registered Professional Engineer.

The Load Rating Report shall explain the method used to calculate the load rating of each bridge.

AASHTO Load Factor Rating (LFR) shall be utilized for all bridges not designed by Load and Resistance Factor Design. AASHTO Load and Resistance Factor Rating (LRFR) shall be utilized for all structures designed for HL93 loading.

Load Rating Report Submittal to the City or Village shall include:

- a. Two (2) printed copies and one electronic pdf copy of the Load Rating Report for each bridge.
- b. Final summary of inventory and operating ratings for each member and the overall ratings of the structure shall be presented for each live load truck. An acceptable format is ODOT form BR-100.
- c. Analysis program input files. Both input and output files shall be submitted when programs other than BrR or spreadsheets are used.
- d. All calculations related to the load rating.

TASK 3 – SMS STRUCTURE INVENTORY AND REVIEW

The scope of this task includes a limited review of the structure inventory data in the ODOT SMS. In general, the CONSULTANT shall review specific existing ODOT bridge inventory records (as provided by the City and approved by ODOT) of the designated bridge. The CONSULTANT may download the inventory report, which contains inventory data for each bridge on file with ODOT from the ODOT website. The CONSULTANT shall verify this data and determine if the ODOT SMS structure file information needs changing. If no changes are necessary then no SMS inventory needs to be filled out. If changes are necessary, the scope of this task shall also include completing and filing inventory updates (and supplements, as needed) in SMS. The CONSULTANT shall refer to the ODOT Office of Structural Engineering Inventory and Coding Guide of SMS for inventory coding details.

TASK 4 – INSPECTION PROCEDURES

Task 4A – Fracture Critical Plan – A Fracture Critical Member Plan and inspection procedure shall be developed and updated. For more details, refer to Chapter 4: Inspection Types in the Manual of Bridge Inspection. It shall include:

1. Sketches of the superstructure with locations of all fatigue and fracture prone details identified.
 - a. Use framing plan or schematic with detail locations labeled and a legend explaining each labeled item on the scheme.
 - b. Use an elevation view for trusses.
 - c. Classify similar fatigue/fracture prone details as types (e.g. end of partial cover plate).
2. A table or location of important structural details indicating:
 - a. Type of detail (e.g. end of partial cover plate, short web gap, etc.)
 - b. Location of each occurrence of detail
 - c. AASHTO Fatigue Category of detail
 - d. Identify retrofits previously installed
3. Risk Factors Influencing the inspector access.

Photos and sketches shall be properly referenced. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 4B – Underwater Inspection Procedures – An underwater inspection procedure shall be developed. For more details, refer to Chapter 4: Underwater Inspections in the Manual of Bridge Inspection.

TASK 5 – BRIDGE INSPECTION

Task 5A – Routine Bridge Inspection (SMS Input) - Perform a routine field inspection of the structure to determine the general condition. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task. Section 1111 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) modified 23 U.S.C.144, requires Ohio to report bridge element level data for NBIS bridges on the National Highway System (NHS) to FHWA. A condition rating or element level inspection will be assigned. This task includes: Condition Rating Inspection for non-NBI structures, Condition Rating Inspection for NBI structures, and Element Level Inspection for NBI classified as NHS.

Task 5B – Fracture Critical Inspection - Perform a fracture critical field inspection of fracture critical items. The CONSULTANT shall update the FCM inspection procedure with current photos and descriptions. The CONSULTANT shall refer to the most recent ODOT Manual of Bridge Inspection for additional details on the scope of this task.

Task 5C – Underwater Dive Inspection – Perform Underwater/ In-Water inspection of substructure units according to the cycle shown in SMS. Emergency underwater inspection may arise for specific structures over the duration of the contract period. Work shall be done in accordance with the reference manuals and inspection procedure. Scour risk shall be evaluated after field and data collection.

Agreement Administration Procedures

I. Type I Task Order Notification and Authorization Procedures for task orders less than \$10,000 with a well-defined scope of services

- A. Central Office will identify a task order, assign a task order number and develop a detailed scope of services.
- B. Central Office will authorize the CONSULTANT to perform the task by standard authorization letter that includes:
 - 1. A detailed scope of services for the task order.
 - 2. The completion time from authorization.
 - 3. The maximum compensation (including net fee).
 - a. The net fee shall be calculated as 11% of actual cost (labor + overhead + direct non-salary expenses). Subconsultant net fees shall be calculated in the same manner but the prime CONSULTANT shall not earn net fees on subconsultant costs.

II. Type II Task Order Proposal Request, Review and Authorization Procedures for task orders greater than \$10,000

- A. Central Office will identify a task order, assign a task order number and develop a detailed scope of services
- B. Central Office will prepare a request for a task order proposal in the format included herein and transmit it to the CONSULTANT. Review of the task order request and task order proposal preparation are allowable costs and shall be shown as a separate line item in the proposal.
- C. Standard Proposal Format - Each Task Order Proposal shall include the following elements:
 - 1. Letter of transmittal with reference to include:
 - a. Central Office General Engineering Services Agreement
 - b. PID No.
 - c. Agreement No.
 - d. Task Order No.

The project for which the task order is being performed shall NOT be in the letter of transmittal reference, but shall be referenced in the body of the letter.
 - 2. All other proposal requirements shall conform to Chapter 6, Price Proposals for Agreements and Modifications, of the current Specifications for Consulting Services.
 - 3. Appendix A of the CONSULTANT's proposal shall include the task order proposal request transmitted to the CONSULTANT by the District.
- D. Central Office will review the CONSULTANT's proposal for:
 - 1. Adherence to submittal requirements.
 - 2. Compliance with the scope of services.
 - 3. Mathematical accuracy.
 - 4. Labor hours and rates.
 - 5. Net fee percentage.
- E. Central Office will resolve any issues with the CONSULTANT and obtain a revised proposal (if necessary).
- F. Central Office will authorize the CONSULTANT to proceed with the task.

III. Task Order Identification and Numbering

- A. The task order numbering system shall be a three component series consisting of the Sub-Project (SP) number assigned to each consultant under this PID, second number is for the year, third is for sequential number of task orders.
 - 1. For example, the first task order issued in in 2017 for SP01 is SP01-2017(1).
 - a. Continuing task orders on that project would be numbered SP01-2017(2).
 - 2. A new task order number shall be assigned rather than increase the fee of an existing task order.

IV. Invoice and Project Schedule Requirements

- A. The CONSULTANT shall provide monthly invoices and project schedules in the format transmitted with the executed agreement. Each invoice shall include all task orders authorized, a summary of the total amount authorized, the total amount invoiced and appropriate project schedules.

Authorization to Proceed - Type I Task Order

Consultant Name and Address

Re: Central Office, Office of Structural Engineering
General Engineering Services Agreement
PID No.
Agreement No.
Task Order Number (FIPS Code) - (Number)

Dear Consultant:

Effective this date you are hereby authorized to proceed with the subject task order.

Project Identification

- a. Bridge List
- b. Tasks required on each bridge

Services Requested

(Detailed description of services required.)

Documents Furnished by the Agency (attached)

Additional Scope of Services Notes

Task Order Completion Time

___ days from Notice to Proceed.

Prime Compensation

The State agrees to compensate the CONSULTANT for the performance of the task order specified in accordance with Agreement No. _____, as follows:

Actual costs plus a net fee. The Maximum Prime Compensation shall not exceed _____ (\$ _____). The net fee shall be calculated as 11% of actual cost (labor + overhead + direct non-salary expenses). Subconsultant net fees shall be calculated in the same manner but the prime CONSULTANT shall not earn net fees on subconsultant costs.

Please address your written acknowledgment of this communication to:

Omar Abu-Hajar

Omar.Abu-Hajar@dot.ohio.gov

Office of Structural Engineering
Ohio Department of Transportation
1980 West Broad Street
3rd Floor - Mail Stop 5180
Columbus, OH 43223-1102

Respectfully,

cc: Tim Keller, file

Request for Task Order Proposal - Type II Task Order

Consultant Name and Address

Re: Central Office, Office of Structural Engineering
General Engineering Services Agreement
PID No.
Agreement No.
Task Order Number SPOX - (Number)

Dear Consultant:

Please provide a cost proposal for the subject task order as follows:

Project Identification

- a. Bridge List
- b. Tasks required on each bridge

Services Requested

(Detailed description of services required.)

Documents Furnished by the State (attached)

Additional Scope of Services Notes

Task Order Completion Time

___ days from Notice to Proceed.

Due date for Cost Proposal:

Please submit your proposal to:

Omar Abu-Hajar

Omar.Abu-Hajar@dot.ohio.gov

Office of Structural Engineering
Ohio Department of Transportation
1980 West Broad Street
3rd Floor - Mail Stop 5180
Columbus, OH 43223-1102

Respectfully,

cc: Tim Keller, file

If you have any questions or comments regarding this request, please contact this office prior to submitting your proposal.

Respectfully,

Attachments:

cc: file

Authorization to Proceed - Type II Task Order

Consultant Name and Address

Re: Central Office, Office of Structural Engineering
General Engineering Services Agreement
PID No.
Agreement No.
Task Order Number SP0X-(Number)

Dear Consultant:

Reference is made to your task order proposal dated _____, requesting compensation for the identified task.

Effective this date you are hereby authorized to proceed with the subject task order.

Prime Compensation

The State agrees to compensate the CONSULTANT for the performance of the task order specified in accordance with Agreement No. _____, as follows:

Actual costs plus a net fee of _____ (\$ _____). The maximum prime compensation shall not exceed _____ (\$ _____).

Please address your written acknowledgment of this communication to:

Omar Abu-Hajar

Omar.Abu-Hajar@dot.ohio.gov

Office of Structural Engineering
Ohio Department of Transportation
1980 West Broad Street
3rd Floor - Mail Stop 5180
Columbus, OH 43223-1102

Respectfully,

cc: Tim Keller, file

Office of the Mayor

Proclamation

Whereas: each year, fires kill or injure thousands

of Americans and destroy or damage billions of dollars worth of property. Many of these fires might have been prevented by taking appropriate precautions and following safety guidelines. During Fire Prevention Week, we highlight the need to prevent and prepare for fires, and we raise awareness of fire safety. We also honor our Nation's brave firefighters.

WHEREAS, each year, the National Fire Protection Association and the Department of Homeland Security's United States Fire Administration raise awareness during Fire Prevention Week. This year's theme is "Don't Wait, Check the Date"

WHEREAS, while many fires can be prevented by following precautions, families should still be prepared for the possibility of a fire by having working smoke alarms on every level of their homes. Families should also have a fire escape plan in place to help get everyone out of the home safely in case of an emergency.

WHEREAS, when fires occur, Americans depend on our courageous firefighters to be first on the scene and to save lives. Each year, more than 100 of our country's firefighters die in the line of duty. Americans are grateful for the brave men and women who put themselves in harm's way to rescue and protect their fellow citizens. During Fire Prevention Week, we recognize these heroes and honor their sacrifice.

NOW, THEREFORE, I, Carolyn Kay Riggle, Mayor of the City of Delaware do hereby proclaim October 9-15, 2016 to be:

FIRE PREVENTION WEEK

and I call upon the people of the City of Delaware to recognize the importance of preparing for all fire and life safety emergencies, and to celebrate this week with appropriate events, activities, and preparedness programs.

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: 10/10/16

ORDINANCE NO:

RESOLUTION NO: 16-43

READING: FOURTH

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA:

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION ADOPTING THE 2017-2021 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM.

BACKGROUND:

A work session to discuss the CIP has been scheduled for Monday, October 3.

REASON WHY LEGISLATION IS NEEDED:

Pursuant to Section 79 of the Charter, the CIP is to be submitted to City Council by August 15 and adopted no later than October 15. Adoption is scheduled for Council's October 10 meeting.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

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

RECOMMENDATION:

Adoption

ATTACHMENT(S)

CIP

RESOLUTION 16-43

A RESOLUTION ADOPTING THE 2017-2021 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM.

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

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

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

WHEREAS, City Council will review the 2017-2021 CIP at Work Sessions before October 10.

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

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

SECTION 1. That the 2017-2021 Five-Year Capital Improvements Program for the General Fund, Airport, Fire, Police, Public Works, Parks, Equipment Replacement, Technology, Building Maintenance, Water, Sewer, Storm Sewer, Refuse, Parks Impact, Police Impact, and Fire Impact attached hereto as Exhibit A, is hereby adopted as the official plan for future public improvements.

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

PASSED: _____, 2016

YEAS ____ NAYS ____
ABSTAIN ____

ATTEST: _____
CITY CLERK

MAYOR



TO: Mayor Riggle and Members of City Council
FROM: R. Thomas Homan, City Manager
SUBJECT: 2017-2021 Capital Improvement Program
DATE: August 12, 2016

Pursuant to section 79 of the City Charter, submitted herewith is my proposed 2017-2021 Capital Improvement Plan, adoption of which must occur by October 15. The first reading of the Plan will take place Monday, September 12; the second reading on Monday, September 26, and the third reading and adoption on Monday, October 12. Additionally, work sessions should be scheduled, which will allow for more substantive discussion and review.

As with previous Plans, the city's limited general fund resources make it quite challenging to meaningfully address the city's increasing road and transportation needs. This point is underscored by the fact that the city's street resurfacing program in 2018 and 2019 will not include any local streets, with the exception of Community Development Block Grant paving projects. This is due to increased costs of the scheduled paving activity on collector and arterial projects for those years.

This challenge is being addressed as part of the city's Moving Delaware Forward initiative, which will be decided by voters in November. If approved, it will provide a permanent and sustainable source of new revenue dedicated to maintaining and expanding the city's street network.

As Council begins its review of this Plan, the following issues need to be considered, as they have the potential to impact this and future Plans.

Entrepreneurial Center (Gazette Building)

Staff is working with an architectural firm to develop a concept plan for an Entrepreneur Center in the former Gazette Building next to City Hall. This concept plan will include projected renovation costs that will then allow a stakeholder group of public and private partners to develop a funding model for completing the work. Therefore, the proposed CIP does not reflect costs for this project.

20 East William Street/Former Engineering Offices

With the engineering department having completely moved out of this building, a decision needs to be made about its future use, which is in the city's historic overlay district. Options, each of which has tradeoffs, include leasing, selling or demolition to provide additional public parking. What happens with the former Gazette building could also have an impact on re-use options.

Impact Fees

The city's impact fee program, in place since 2002, has helped the city address the impacts of new residential and commercial growth. The last update to the program was undertaken in 2006. Another update is warranted and it is my recommendation that this be undertaken in 2016. Completion of the report will aide greatly in establishing a plan for the future use of these funds, including the purchase of land on the city's southeast side for a community park.

Downtown Parking

As Council is aware, the city retained the firm of MKSK to undertake a comprehensive study of downtown parking needs, focusing on:

- How existing parking supply is used and ways it can be improved
- Identifying ways the parking experience can be enhanced for visitors
- Evaluating where there may be parking shortages and how these can be addressed

The draft study is undergoing a final review by the Steering Committee and staff. It will be reviewed with Council at a future work session.

Economic Development

With the approaching completion of the Sawmill Parkway Extension project, City staff has been working to develop a master plan of the area surrounding Sawmill Parkway, southeast of US42 to encourage economic development that is consistent with our 2014 Economic Development Plan. Such a master plan could allow us to develop a strong cluster park similar to the health and beauty park that has shown tremendous success in New Albany.

To date, we have worked with engineering consultants to assess storm water drainage in this area and potential associated costs. Similarly, Public Utilities have been developing estimated costs associated with providing water and sewer. The engineering report, when completed in 2016, will provide preliminary alignments and pipe sizes with construction costs for water and sanitary sewer mains. Public Works has been assembling costs for potentially needed access roads to allow companies to access Sawmill Parkway and a proposed JEGs Blvd. Once these costs are assembled, Economic Development will develop a finance model for paying for all needed infrastructure through a public and private partnership.

These costs and the draft utilities plans will allow us to develop a request for proposals to select a developer or developers to partner with us to achieve our collective economic development goals for the area. Staff has already had meetings with the largest owner of properties to introduce the concept of partnering with a developer or developers to master plan the area, put the land in contract and market the property to end users.

Separate but related, Economic and Community Development also has started to discuss the master planning of the near East Side Historic District to be able to continue the success of the historic Downtown core. With Downtown Delaware exceeding 95% first-floor occupancy, it is important for us to continue to redevelop this historic East Side to allow for continued options for housing, retail, restaurants and offices.

Parks and Natural Resources also have been part of these discussions because utilizing natural features, such as the Olentangy River, are an important revitalization component.

The city has also engaged the services of a transportation engineering consultant to evaluate traffic movements and access east of US23 to identify improvements that will reduce east side congestion and improve traffic flow.

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

**City of Delaware  
Capital Improvement Plan  
2017 - 2021**

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**CITY OF DELAWARE  
CAPITAL IMPROVEMENT PLAN  
GENERAL FUND SUMMARY  
2017 - 2020**

|                                                             | 2017      | 2018      | 2019      | 2020      | 2021      |
|-------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>BALANCE FORWARD</b>                                      | 1,500,000 | 837,831   | 226,959   | 193,295   | 121,762   |
| <b>REVENUES:</b>                                            |           |           |           |           |           |
| INCOME TAX                                                  | 1,750,000 | 1,750,000 | 1,750,000 | 1,750,000 | 1,750,000 |
| <b>BALANCE PLUS REVENUE</b>                                 | 3,250,000 | 2,587,831 | 1,976,959 | 1,943,295 | 1,871,762 |
| <b>EXPENDITURES:</b>                                        |           |           |           |           |           |
| <b>DEBT SERVICE</b>                                         |           |           |           |           |           |
| 2012 Streetscape (\$2,542,516 through 2022)                 | 282,860   | 284,058   | 282,635   | 269,904   | 269,904   |
| 2016 PW Building Maint. (\$450,000 through 2027)            | 53,410    | 53,410    | 53,410    | 53,410    | 53,410    |
| Advance from Reserve Fund Payback                           | 150,000   | 147,452   |           |           |           |
| <b>TOTAL DEBT SERVICE</b>                                   | 486,270   | 484,920   | 336,045   | 323,314   | 323,314   |
| <b>AMOUNT AVAILABLE FOR CAPITAL IMPROVEMENTS AFTER DEBT</b> | 2,763,730 | 2,102,911 | 1,640,914 | 1,619,981 | 1,548,448 |
| <b>OTHER EXPENDITURES</b>                                   |           |           |           |           |           |
| AIRPORT IMPROVEMENTS (pg. 4)                                | 310,587   | 188,350   | 65,000    | 85,442    | 115,836   |
| STREET IMPROVEMENTS (pg. 8)                                 | 191,155   | 266,527   | 311,571   | 525,828   | 451,440   |
| PARK IMPROVEMENTS (pg. 15)                                  | 195,000   | 115,000   | 80,000    | 15,000    | 30,000    |
| EQUIPMENT REPLACEMENT (pg. 18)                              | 650,000   | 500,000   | 500,000   | 525,000   | 625,000   |
| TECHNOLOGY IMPROVEMENTS (pg. 22)                            | 141,500   | 439,125   | 184,220   | 102,720   | 102,720   |
| BUILDING MAINTENANCE (pg. 26)                               | 312,657   | 241,950   | 181,828   | 119,229   | 77,482    |
| SIDEWALK MAINTENANCE (pg. 28)                               | 125,000   | 125,000   | 125,000   | 125,000   | 125,000   |
| <b>TOTAL OTHER EXPENDITURES</b>                             | 1,925,899 | 1,875,952 | 1,447,619 | 1,498,219 | 1,527,478 |
| <b>ENDING BALANCE</b>                                       | 837,831   | 226,959   | 193,295   | 121,762   | 20,970    |

## **AIRPORT IMPROVEMENTS**

### Description:

The Delaware Municipal Airport (DLZ) is located in the heart of the Delaware Business Center at 1075 Pittsburgh Drive in Delaware, Ohio. The 315 acre facility is surrounded by the city's vital industrial district and is just three miles southwest of the historic center of Downtown Delaware. The City of Delaware owns, operates, maintains, and manages the airport and its facilities including the administration building, two maintenance hangars, six multi-unit T-hangers and a newly extended 5800 LF Runway 28. The Delaware Municipal Airport serves as a general aviation reliever for OSU's Don Scott Field. Today, the Delaware Municipal Airport has nearly 100 based aircraft including both single and multi-engine aircraft and helicopters, and sees an estimated 40,000 operations per year, including corporate jet activity, recreational, and military flying and flight instruction. The primary users of the airport and its facilities include recreational pilots from Delaware and the surrounding counties. The airport is also home to several area businesses including Jeg's High Performance Auto, Chris Lucas Auto Dealerships, Shamrock Aviation Maintenance, COAR Aerial Survey, Spencer Flight School, and McMichael's Avionics. The airport also serves transient users generally flying in to purchase jet and general aviation fuel.

In 2016, the new 800 LF Runway 28 extension project was completed allowing expanded use of the airport through more adverse weather conditions such as low ceiling. As part of the project, the existing runway was resurfaced along with the east end of taxiway 'A', and a new taxiway 'C' connector was constructed east of the existing connector. Future construction activities at the Airport include resurfacing of Taxiway 'A' to the west, expansion of the corporate ramp to the east, and the proposed paving of the taxi-aisles between the T-hanger units, all of which are pending securing additional state and federal funding.

Both the Airport Improvement Plan (AIP) and Strategic Business Plan are due for updating. The AIP primarily addresses the infrastructure maintenance and expansion needs of the airport, and is closely coordinated with our airport consultant CHA, and the Federal Aviation Administration. A successful Strategic Business Plan will identify the facilities, programs and services that could be offered and operated at the airport to better service local area businesses, and to attract new business and commercial opportunities. Since the major reconstruction of the airport runway fifteen years ago, the city in combination with private development interests, have invested over \$11 million in improvements at the airport. Improvements include the construction of corporate and general aviation hangars, pavement expansion, security fencing installation, aviation guidance and system improvements, and general operations equipment.

Primary Strategic Plan Theme/Goals:

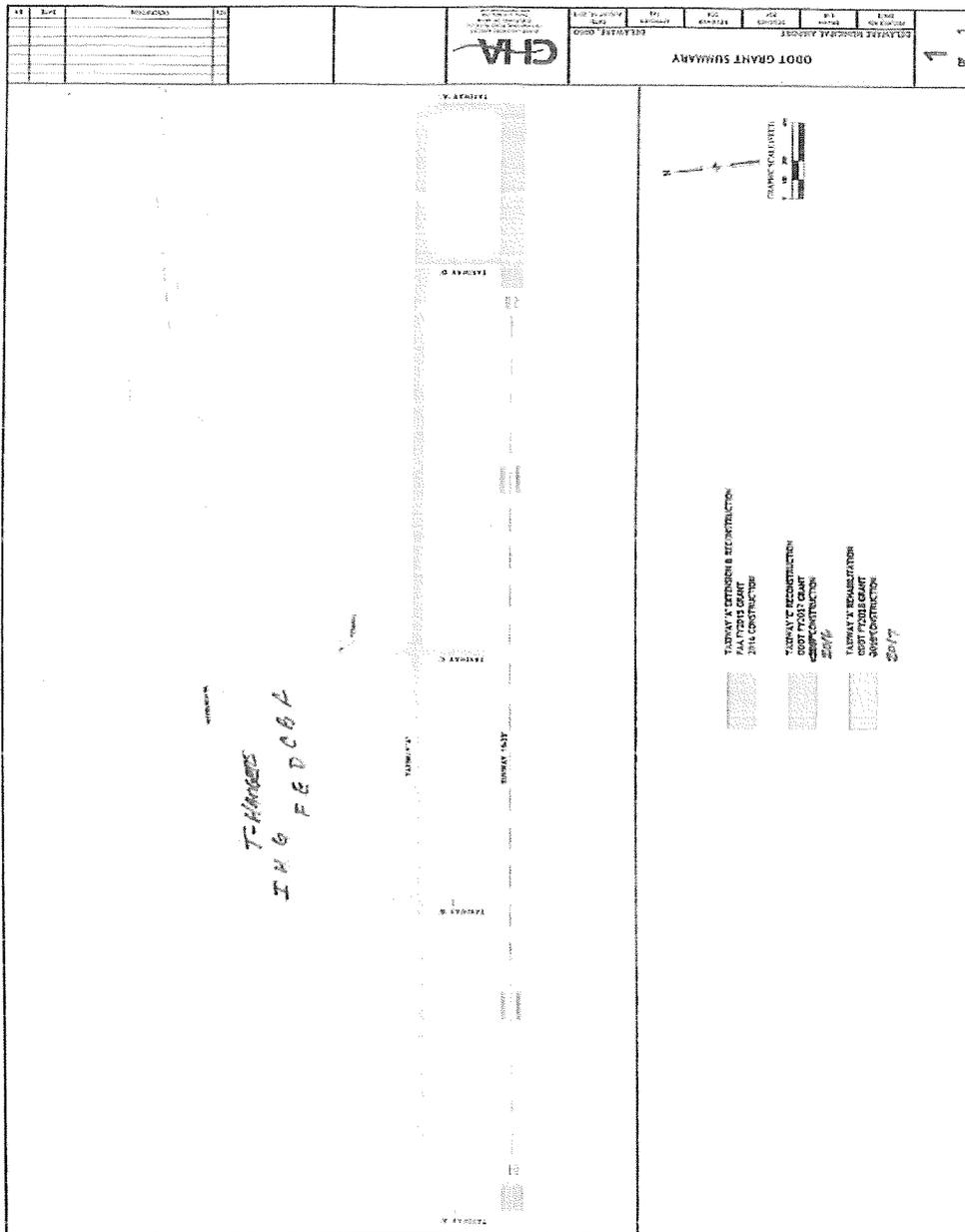
Effective Government - Effectively deliver the services that Delaware citizens need, want, and are willing to support

Master Planning Efforts:

2016 - Complete Runway 28 Extension

2017 - Jim Moore Field Business Plan

2018 - AIP Masterplan Update



**CAPITAL IMPROVEMENT PLAN  
AIRPORT IMPROVEMENT FUND  
2017 - 2021**

|                                                      | 2017           | 2018           | 2019             | 2020           | 2021           |
|------------------------------------------------------|----------------|----------------|------------------|----------------|----------------|
| <b>BALANCE FORWARD</b>                               | 0              | 0              | 0                | 0              | 0              |
| <b>REVENUES:</b>                                     |                |                |                  |                |                |
| FAA Entitlement                                      | 150,000        | 150,000        | 150,000          | 150,000        | 150,000        |
| FAA Entitlement - Carryover amount (needs verified)  | 93,065         |                | 150,000          |                | 150,000        |
| FAA Discretionary                                    | 15,000         |                | 870,000          |                |                |
| ODOT - Taxiway A                                     | 22,034         |                |                  |                |                |
| ODOT - Corp Ramp                                     |                |                | 65,000           |                |                |
| ODOT - Hangar A,B,C,D,E,F                            |                | 64,182         |                  | 47,652         |                |
| TIF Collections                                      | 25,745         | 25,745         | 25,745           | 25,745         | 25,745         |
| <b>CIP Advance</b>                                   | <b>150,000</b> | <b>147,452</b> |                  |                |                |
| <b>CIP Allocation (pg. 1)</b>                        | <b>160,587</b> | <b>40,898</b>  | <b>65,000</b>    | <b>85,442</b>  | <b>115,836</b> |
| <b>TOTAL REVENUES</b>                                | <b>616,431</b> | <b>428,277</b> | <b>1,325,745</b> | <b>308,839</b> | <b>441,581</b> |
| <b>EXPENDITURES:</b>                                 |                |                |                  |                |                |
| <i>City Non-Grant</i>                                |                |                |                  |                |                |
| Payback to General Reserve Fund (\$447,452)          | 150,000        | 147,452        |                  |                |                |
| <i>Grant Improvements</i>                            |                |                |                  |                |                |
| Corporate Ramp Expansion                             |                |                | 1,300,000        |                |                |
| T-Hangar A, B & C Resurfacing                        |                | 105,080        |                  |                |                |
| T-Hangar D, E & F Resurfacing                        |                |                |                  | 133,094        |                |
| Main Parking Area & North Access Driveway            |                |                |                  |                | 115,836        |
| Taxiway A Design/Construction (\$72,000 entitlement) | 440,686        |                |                  |                |                |
| <i>TIF Improvements</i>                              |                |                |                  |                |                |
| <b>TOTAL EXPENDITURES</b>                            | <b>590,686</b> | <b>252,532</b> | <b>1,300,000</b> | <b>133,094</b> | <b>115,836</b> |
| <b>AIRPORT IMPR. FUND BALANCE</b>                    | <b>0</b>       | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>0</b>       |

|                            |               |                |                |                |                |
|----------------------------|---------------|----------------|----------------|----------------|----------------|
| <b>Entitlement Balance</b> | <b>0</b>      | <b>150,000</b> | <b>-</b>       | <b>150,000</b> | <b>300,000</b> |
| <b>TIF Balance</b>         | <b>63,760</b> | <b>89,505</b>  | <b>115,250</b> | <b>140,995</b> | <b>166,740</b> |

## **STREETS**

### Description:

Pavement maintenance remains the largest component of the Highway Maintenance Plan, and when considering the limited availability of funding, continues to directly compete with other priority highway maintenance needs including crash barrier repairs, street lighting, traffic signals, crack sealing, and signage and striping needs. Identifying additional funds for the city's highway maintenance program has been a primary focus during 2016, culminating with Council's approval of Ordinance 16-46 that proposes a 0.15% income tax levy to be designated for transportation improvements.

This CIP continues to allocate all Ohio Public Works Commission (OPWC) and Community Development Block Grant (CDBG) funds available for capital projects to the resurfacing program. The Delaware County Engineer has supported the City's OPWC applications with \$50,000 in matching funding. The OPWC funds are awarded through a competitive application process.

State funds are available for street paving through the ODOT Urban Resurfacing Program which will include US 42 north of William Street in 2017. The Urban Resurfacing Program does require a 20% local match contribution.

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

The 2017-2021 Five-Year Resurfacing Program includes an average annual expenditure of \$950,000 per year for roadway paving. Of this amount, 60% comes from grants while 40% is from local revenues. The majority of funds, 90%, are directed toward the arterial and collector roads while only 10% is available for local streets, though local streets make up 52% of the total lane miles within the city. This approach is necessary in order to prioritize and maintain the most travelled and visible streets. It should be further noted that the amount of funding available for local street resurfacing drops to zero dollars in 2018 and 2019 to accommodate increased costs of the scheduled paving activity on collector and arterial projects for those years. As the locally funded arterial streets age, all funding will be required to maintain these higher priority streets, leaving no local dollars for residential streets. However, with the successful approval of the proposed income tax levy, funding for residential streets could be increased by an additional \$800,000 per year allowing for a program that begins to address the deteriorating condition of many local low-volume residential streets and cul-de-sacs.

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

dropping on an annual basis. It is understood that the increasing quantity of new pavements added to the inventory by way of development activity, continues to artificially elevate the local street network pavement rating. When discounting the impact on the overall pavement condition rating from newly constructed streets, the actual pavement rating for the majority of the local street network is currently estimated at D+. While pavement conditions worsen, maintenance costs will increase as repairs continue to be deferred to future years. Various analyses have all yielded similar results when identifying the future funding needs to improve the local street network.

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

Two minor projects are included at the request of residents. The first involves installing ADA compliant equipment upgrades to the signal system at the William and Sandusky Street intersection to accommodate a visually impaired student. The second project advances constructing the final phase of lighting improvements along North Houk Road between Jaguar Spur and Lamplight Drive.

Primary Strategic Plan Theme/Goals:

Great Community/Healthy Economy

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

HE1 - Build and Maintain a Healthy Economy

Master Planning Efforts:

2016 - Update to the Transportation & Thoroughfare Plan

2016 - Implementation of In-house Pavement Evaluation

2017 - Expansion of resurfacing efforts pending outcome of income tax levy

**CAPITAL IMPROVEMENT PLAN  
STREET IMPROVEMENTS  
2017 - 2020**

|                                              | 2017           | 2018           | 2019           | 2020             | 2021           |
|----------------------------------------------|----------------|----------------|----------------|------------------|----------------|
| <b>REVENUES:</b>                             |                |                |                |                  |                |
| PERMISSIVE TAX (License Fee Fund)            | 408,040        | 412,120        | 416,242        | 420,404          | 424,608        |
| STATE LICENSE FEES                           | 17,852         | 18,030         | 18,211         | 18,393           | 18,577         |
| STATE GASOLINE TAXES                         | 84,000         | 84,500         | 85,000         | 85,000           | 85,000         |
| <i>CIP Allocation (pg. 1)</i>                | <b>191,155</b> | <b>266,527</b> | <b>311,571</b> | <b>525,828</b>   | <b>451,440</b> |
| <b>TOTAL REVENUE</b>                         | <b>701,047</b> | <b>781,178</b> | <b>831,023</b> | <b>1,049,625</b> | <b>979,625</b> |
| <b>EXPENDITURES:</b>                         |                |                |                |                  |                |
| <b>DEBT SERVICE</b>                          |                |                |                |                  |                |
| Bonds - S. Houk Road                         | 31,047         | 31,178         | 31,023         | 29,625           | 29,625         |
| <b>TOTAL DEBT SERVICE</b>                    | <b>31,047</b>  | <b>31,178</b>  | <b>31,023</b>  | <b>29,625</b>    | <b>29,625</b>  |
| <b>STREET RESURFACING</b>                    |                |                |                |                  |                |
| City Grant Match Street Resurfacing          | 150,000        | 480,000        | 500,000        | 370,000          | 250,000        |
| ODOT URP Street Resurfacing City Match       | 100,000        |                |                |                  |                |
| City Street Resurfacing -                    |                |                |                |                  |                |
| Network Streets                              | 260,000        |                |                | 550,000          | 600,000        |
| Administrative/Inspection                    | 50,000         | 50,000         | 50,000         | 50,000           | 50,000         |
| <b>TOTAL STREET RESURFACING</b>              | <b>560,000</b> | <b>530,000</b> | <b>550,000</b> | <b>970,000</b>   | <b>900,000</b> |
| <b>TRANSPORTATION IMPROVEMENTS</b>           |                |                |                |                  |                |
| City Grant Match Transportation Improvements | 25,000         |                | 200,000        |                  |                |
| ADA Improvements                             | 35,000         |                |                |                  |                |
| North Houk Road Lighting Phase II            |                | 150,000        |                |                  |                |
| CSX Improvements (Curtis Street)             |                | 20,000         |                |                  |                |
| Bridge Improvements                          | 50,000         | 50,000         | 50,000         | 50,000           | 50,000         |
| <b>TOTAL TRANSPORTATION IMPROVEMENTS</b>     | <b>110,000</b> | <b>220,000</b> | <b>250,000</b> | <b>50,000</b>    | <b>50,000</b>  |
| <b>TOTAL EXPENDITURES</b>                    | <b>701,047</b> | <b>781,178</b> | <b>831,023</b> | <b>1,049,625</b> | <b>979,625</b> |

## **GRANTS**

### Description:

Several key transportation projects are identified in the five year capital plan, all of which are in varying stages of planning efforts. These large initiatives are only possible through access to significant funding opportunities including the Surface Transportation Program (STP), State Highway Safety Program, and Federal Earmark funding. Federal funding generally requires a minimum local 20% matching contribution; however, careful planning and successful lobbying efforts by city staff has yielded 100% funding for two of the three major transportation projects now under construction in 2016, including the US23/SR315 Intersection Improvements and the US23/Pennsylvania Ave. Interchange. Both projects are anticipated to be completed and opened by October of this year. A third project, the E. William Street Corridor Improvement project, continues under design and is expected to advance into right-of-way acquisition in early 2017. The project will be bid and constructed by ODOT in 2019. The William Street Improvements, which was designated as an ODOT LPA project in 2013, is being partially funded through the successful repurposing of the Veteran's Parkway earmark. In addition to those funds, the city's \$611,000 available balance in MORPC sub-allocated attributable funds has been allocated toward this project as well. If overall costs can be contained with minimal changes in scope, the project could be completed with limited local match required.

Many significant transportation initiatives are routinely discussed among staff, council, and the public including the Valleyside Drive Extension, Merrick Blvd. extension, Cheshire Rd realignment, Cottswold Drive extension, the Point bridge replacement, and various phases of Glenn Parkway. Other intersection improvements and roadway widening and turn lane projects throughout the community have also been identified and are included in the 2016 Transportation Plan update. Most recently, the need to address the rapidly deteriorating condition of Central Avenue, specifically between the Point and US23 has been gained notable attention.

There is insufficient funding to address all transportation needs in the city. Projects must be prioritized in association with the ongoing Transportation Plan update. The city has realized the successful completion of several large project initiatives over the past ten years including the Houk Road and Glenn Parkway extensions, the Peachblow/Glenn Parkway/US23 intersection, the Point Phase I improvements, the recently completed Houk Road Bikeway, and several smaller intersection and roadway improvement projects. Many of these projects were able to advance through partnerships with the local development community. The Sawmill Parkway project also reached a milestone this year in advancing to construction in the city following the establishment of the city-county construction funding agreement. To address some of the highest priority projects, City Council adopted Ordinance 16-46 in July, approving an income tax levy issue to be placed on the November ballot for voter

consideration. If approved, the 0.15% income tax levy will generate an estimated \$2.2 million annually designated toward transportation improvements. The increase in revenue will allow for several priority project initiatives to advance to design beginning in 2017.

Two of the highest priority projects are 'the Point' intersection and the East Central Avenue corridor. Both contribute to daily traffic congestion and delay. Interim improvements were completed to the "Point Intersection" in 2009 to better manage peak hourly volumes of westbound US36/SR37 traffic. Over the past several years however, traffic along the 36/37 corridor has increased to the level where significant traffic delay and congestion is experienced both during morning and afternoon peak hours, especially in the eastbound direction. Delays are approaching several minutes per vehicle as traffic levels exceed the capacity of the intersection and narrow two-lane roadway below the railway bridge. The East Central corridor has been subject to increasing truck traffic leading to rapid deterioration of pavement. Efforts to maintain the pavement have been limited to placing leveling courses of asphalt as the surface continues to rut and break apart. Significant pavement reconstruction is required to address these issues, along with improvements to drainage, lane widths, and intersection geometry.

Detailed analysis under way in 2016 continues to evaluate the traffic patterns and volumes on the road network between US 23 and SR 521. Indications are that significant improvements will be required to manage projected traffic volumes. Common to all conceptual alternatives is the need to widen the existing Norfolk Southern Railway Bridge to accommodate five vehicle lanes with adjacent pedestrian lanes on either side. A project of this magnitude has been estimated to cost \$23 million and will require assistance from State and federal funding sources.

The City had prepared and recently submitted two funding applications to request federal funding through MORPC and State transportation funds through the Transportation Review Advisory Council (TRAC). An additional application was submitted for State Safety Funds in August. In total, the city is requesting \$17 million in assistance, leaving 6 million to be funded locally through public and private partnering efforts. The local contribution is more feasible with the successful approval of the proposed income tax levy issue. However, if the levy fails, the City will have to investigate alternatives to fund the required local match as the project is too critical to delay any further.

The city is contemplating submitting a similar application in 2018 for MORPC attributable funding for the East Central Corridor improvements project. Ongoing studies this year will aid in identifying several alternative approaches to managing traffic along the Central and William Street corridors, and those improvements which most effectively address these needs. Advancing such a project will necessitate identifying additional local matching funding for construction and funding for preliminary project development.

The city also submitted a federal funding application through MORPC for signal system upgrades to address the aging equipment and operating system initially installed over fifteen years ago. Congestion at certain locations in Delaware can be relieved through improved signal timing coordination. Advances in equipment and operating software allow a coordinated system to operate in a mode more responsive to traffic pattern and volume variations throughout the day in contrast to the limited time of day operation currently utilized in Delaware.

Two significant highway improvement projects have been able to advance, however only through the availability of (NCA) new community authority funding. The first project includes the reconstruction of Glenn Parkway from US36/SR37 to Mill Run Crossing. The second project in the early design stage is the extension of Glenn parkway from Sycamore Drive to Berlin Station Road. Both are available through the NCA funding put in place at the time the large developments were in planning.

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

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

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

HE1 – Build and Maintain a Healthy Economy

Master Planning Efforts:

2014 – The Point Intersection Alternatives Analysis & Review

2015 – Transportation Model & Plan Update

2016 – East Corridor Traffic Analysis and Recommendations

2016 – The Point funding applications

2016 – 0.15% Income Tax Levy

**CAPITAL IMPROVEMENT PLAN  
GRANT PROJECTS  
2017 - 2020**

|                                                     | 2017             | 2018             | 2019             | 2020           | 2021           |
|-----------------------------------------------------|------------------|------------------|------------------|----------------|----------------|
| <b>REVENUES:</b>                                    |                  |                  |                  |                |                |
| <b>Grant Funds:</b>                                 |                  |                  |                  |                |                |
| ODOT Earmark E. William St.                         | 350,000          |                  | 3,000,000        |                |                |
| MORPC - STP Funds -US36/E. William                  |                  |                  | 600,000          |                |                |
| OPWC - Street Rehabilitation                        | 450,000          | 450,000          | 450,000          | 450,000        | 450,000        |
| County OPWC Project                                 | 50,000           | 50,000           | 50,000           | 50,000         | 50,000         |
| RLF Fund                                            | 40,000           | 50,000           | 45,000           | 25,000         | 30,000         |
| CDBG Rehabilitation                                 | 60,000           | 60,000           | 60,000           | 60,000         | 60,000         |
| <b>City Match Transportation Improvements Total</b> | <b>25,000</b>    |                  | <b>200,000</b>   |                |                |
| <b>City Match Street Resurfacing</b>                | <b>150,000</b>   | <b>480,000</b>   | <b>500,000</b>   | <b>370,000</b> | <b>250,000</b> |
| <b>TOTAL REVENUE</b>                                | <b>1,125,000</b> | <b>1,090,000</b> | <b>4,905,000</b> | <b>955,000</b> | <b>840,000</b> |
| <b>EXPENDITURES:</b>                                |                  |                  |                  |                |                |
| <b>Transportation Improvements</b>                  |                  |                  |                  |                |                |
| US 36/E. William St. Improvements (Design)          | 350,000          |                  | 3,800,000        |                |                |
| The Point Improvements                              | 25,000           |                  |                  |                |                |
| <b>Street Resurfacing</b>                           |                  |                  |                  |                |                |
| OPWC Projects                                       |                  |                  |                  |                |                |
| - London Road                                       | 650,000          |                  |                  |                |                |
| - Pittsburgh Drive, Heffner St.                     |                  | 980,000          |                  |                |                |
| - Houk Road (Pittsburgh to Merrick)                 |                  |                  | 1,000,000        |                |                |
| - Liberty Rd., Belle Ave.                           |                  |                  |                  | 870,000        |                |
| - Hawthorn & Pennsylvania                           |                  |                  |                  |                | 750,000        |
| CDBG Grant                                          |                  |                  |                  |                |                |
| - Harrison St. (East and West)                      | 100,000          |                  |                  |                |                |
| - Wade St., Moore St.                               |                  | 110,000          |                  |                |                |
| - English Terrace, Pumphrey Terrace                 |                  |                  | 105,000          |                |                |
| - Wootring                                          |                  |                  |                  | 85,000         |                |
| - Flax St.                                          |                  |                  |                  |                | 90,000         |
| <b>TOTAL EXPENDITURES</b>                           | <b>1,125,000</b> | <b>1,090,000</b> | <b>4,905,000</b> | <b>955,000</b> | <b>840,000</b> |

## **PARKS IMPROVEMENTS**

### Description

The Parks Improvement Fund will continue to update and improve parks including playground equipment, wayfinding and site furniture. The play structures are typically replaced on a 15 year rotation depending on how the equipment has aged. Parks and Natural Resource staff will inspect the equipment biannually to determine if the equipment life can be extended. The equipment rotation plan allows us to spread out replacement costs so we can have minimal impact on the Improvements budget.

The City is currently working on a park signage program that will provide updates to park entrance, directional and interpretive signs. This will provide easier access and promote a sign style consistent with the city wide sign standard. The program will be instituted over several years and provides the framework for a replacing outdated signs.

The Parks and Natural Resource staff will also begin a master planning process of all parks. The goal will be to perform assessments of park facilities and infrastructure to determine their expected life span so that we can responsibly plan for options that range from repair to rebuild and include in our planning budget. We will also be looking toward the future to determine what our anticipated athletic field needs will be based on athletic group surveys, national trends and local needs. This overall planning effort will allow us to effectively meet the recreation needs of our community and efficiently adapt to a rapidly changing population in our City.

**CAPITAL IMPROVEMENT PLAN  
PARKS IMPROVEMENT FUND  
2017 - 2021**

|                                 | 2017    | 2018    | 2019   | 2020   | 2021   |
|---------------------------------|---------|---------|--------|--------|--------|
| <b>BALANCE FORWARD</b>          | 205,177 | 8,936   | 8,936  | 8,936  | 8,936  |
| <b>REVENUES:</b>                |         |         |        |        |        |
| Neighborhood Park Exaction Fees | 5,000   | 5,000   | 5,000  | 5,000  | 0      |
| <i>CIP Allocation (pg. 1)</i>   | 195,000 | 115,000 | 80,000 | 15,000 | 30,000 |
| <b>TOTAL REVENUES</b>           | 200,000 | 120,000 | 85,000 | 20,000 | 30,000 |
| <b>EXPENDITURES:</b>            |         |         |        |        |        |
| COMMUNITY PARKS                 |         |         |        |        |        |
| - Mingo                         | 180,000 | 15,000  | 45,000 |        |        |
| - Smith Park                    | 15,000  |         | 30,000 |        |        |
| - Blue Limestone                |         |         |        | 20,000 |        |
| NEIGHBORHOOD PARK IMPROVEMENTS  |         |         |        |        |        |
| - Carson Farms                  |         | 10,000  |        |        |        |
| - Cheshire                      |         | 10,000  |        |        |        |
| - Eastside                      |         | 40,000  |        |        |        |
| - Lexington Glen                |         |         | 10,000 |        |        |
| - Nottingham                    |         | 25,000  |        |        |        |
| - Oakhurst                      |         |         |        |        | 30,000 |
| - Stratford Woods               |         | 20,000  |        |        |        |
| - Willowbrook Park              | 138,000 |         |        |        |        |
| - Glen Ross Park                | 63,241  |         |        |        |        |
| <b>TOTAL EXPENDITURES</b>       | 396,241 | 120,000 | 85,000 | 20,000 | 30,000 |
| <b>ENDING FUND BALANCE</b>      | 8,936   | 8,936   | 8,936  | 8,936  | 8,936  |

## **EQUIPMENT**

### Description:

The Public Works Fleet Division maintains an estimated 160 individual major pieces of major rolling stock equipment, and additional 100 minor pieces. Major equipment includes all service vehicles and construction equipment, while minor equipment includes lawnmowers, golf carts, generators, etc. The majority of this equipment is serviced by the fleet maintenance staff of the Public Works department. Replacement of equipment is generally a function of age, condition, reliability, safety, engine hours, vehicle miles, cost of repairs, and trade-in values. The Equipment Replacement fund includes vehicles operated by all divisions of the Public Works, Police, Parks and Natural Resources departments. Refuse, Fire and Utility vehicles appear in the CIP under those associated funds.

A critical piece of safety equipment being requested is a trailer mounted impact attenuator. The trailer will be utilized by any department performing infrastructure maintenance operations adjacent to active high speed traffic driving on US 23, US 42, US 36, SR 37 and SR 521. Increasing numbers of serious accidents are occurring between distracted motorists and service workers and equipment. The safety trailer will provide enhanced protection for our City Public Works, Utility and Parks staff.



The Parks and Natural Resources Department follows a comprehensive equipment inventory and replacement schedule that includes all rolling stock and mowing equipment. When replacing mowing equipment, the department continues to trade in mowers after a year of service to maximize trade in values while minimizing equipment service and maintenance cost and downtime.

Historically, police vehicles are decommissioned from police activity after three years of service due to safety and performance concerns. Though the vehicles generally have high mileage when retired from police use, the more substantial SUV's are generally in good condition and acceptable for continued use by other departments. An additional \$4,000 per vehicle cost is being included in association with cruiser replacements to provide for replacement of the MDT's (Mobile data terminal) as the units are retired from the fleet. The updates in MDT's are necessary to remain current with the most reliable mobile technology and establish a system to replace older technologies in association with the vehicle replacement cycle. The changes to the police fleet vehicle exterior graphics have rendered the establishment of a uniform fleet appearance no longer possible without significant expense in repainting many vehicles. Nevertheless, the recently completed vehicle logo initiative has aided in maintaining a uniform identify throughout the general fleet.

**Primary Strategic Plan Theme/Goals:**

Effective Government/Safe City/Effective Government

**Master Planning Efforts:**

2014 – Comprehensive Update of Equipment Inventory

2015 – Evaluation of Equipment Fueling Procedures and Tracking Practices

2016 – Evaluation of Fleet Service and Parts Management Practices

**CAPITAL IMPROVEMENT PLAN  
EQUIPMENT REPLACEMENT FUND  
2017 - 2021**

|                                     | 2017    | 2018    | 2019    | 2020    | 2021    |
|-------------------------------------|---------|---------|---------|---------|---------|
| <b>BALANCES FORWARD</b>             | 6,186   | 22,109  | 122,470 | 91,915  | 16,442  |
| <b>REVENUES:</b>                    |         |         |         |         |         |
| <i>CIP Allocation (pg. 1)</i>       | 650,000 | 500,000 | 500,000 | 525,000 | 625,000 |
| <b>TOTAL REVENUE</b>                | 650,000 | 500,000 | 500,000 | 525,000 | 625,000 |
| <b>EXPENDITURES:</b>                |         |         |         |         |         |
| <b>PUBLIC WORKS</b>                 |         |         |         |         |         |
| Pickup Trucks                       |         |         | 33,800  | 31,000  | 73,000  |
| Bucket Truck                        |         |         |         |         | 130,000 |
| 2 Ton Dump Truck                    |         |         | 159,959 | 164,700 |         |
| 1 Ton Utility Truck                 | 57,000  |         |         |         | 170,000 |
| Backhoe                             | 84,215  |         |         | 90,000  |         |
| Skid Steer                          |         |         | 53,100  |         |         |
| Asphalt Recycler                    |         | 85,000  |         |         |         |
| Fork Lift                           | 26,500  |         |         |         |         |
| Scissor Lift                        | 14,000  |         |         |         |         |
| 12 Ton Asphalt Paver Trailer        | 18,367  |         |         |         |         |
| Highway Safety Crash Trailer        | 22,000  |         |         |         |         |
| Utility Van                         |         |         |         | 21,500  |         |
| <b>TOTAL PUBLIC WORKS</b>           | 222,082 | 85,000  | 246,859 | 307,200 | 373,000 |
| <b>PARKS AND RECREATION</b>         |         |         |         |         |         |
| Pickup Trucks                       | 32,425  | 102,139 | 35,668  | 37,451  | 38,574  |
| Skid Steer                          |         |         | 45,373  |         |         |
| Park Mowers                         | 34,050  | 28,500  | 29,355  | 30,822  | 31,747  |
| Flail/Rotary/Woods Mower            | 7,500   | 15,000  |         |         |         |
| Utility Vehicle                     | 11,000  |         |         |         |         |
| Bucket Truck                        |         |         |         | 80,000  |         |
| 45 HP Tractor                       | 31,020  |         |         |         |         |
| <b>TOTAL PARKS AND RECREATION</b>   | 115,995 | 145,639 | 110,396 | 148,273 | 70,321  |
| <b>AIRPORT</b>                      |         |         |         |         |         |
| Mower                               |         |         | 16,000  |         |         |
| GPU                                 |         | 28,000  |         |         |         |
| Jet A Truck (Used)                  | 115,000 |         |         |         |         |
| <b>TOTAL AIRPORT</b>                | 115,000 | 28,000  | 16,000  | 0       | 0       |
| <b>POLICE DEPARTMENT</b>            |         |         |         |         |         |
| Police Cruiser Replacements (3/yr.) | 139,000 | 141,000 | 143,000 | 145,000 | 147,000 |
| Zero Motorcycle                     | 0       |         |         |         |         |
| Detective Vehicle                   | 29,000  |         |         |         |         |
| <b>TOTAL POLICE</b>                 | 168,000 | 141,000 | 143,000 | 145,000 | 147,000 |
| <b>CEMETERY</b>                     |         |         |         |         |         |
| Mower Replacement                   | 13,000  |         | 14,300  |         | 15,730  |
| <b>TOTAL CEMETERY</b>               | 13,000  | 0       | 14,300  | 0       | 15,730  |
| <b>TOTAL EXPENDITURES</b>           | 634,077 | 399,639 | 530,555 | 600,473 | 606,051 |
| <b>CARRY OVER BALANCE</b>           | 22,109  | 122,470 | 91,915  | 16,442  | 35,391  |

## **INFORMATION TECHNOLOGY**

### **Description**

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

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

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

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

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

The current five year capital plan includes resources to replace/upgrade several existing software systems including the Police system in 2017 and several finance applications in 2017, 2018, and 2019.

### **Police Records Management System**

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

The current software and support agreements do not include upgrades, and the most recent budgetary quote to move to a 21<sup>st</sup> century RMS came in at over three hundred thousand dollars. Beginning in 2016, the DPD has started to integrate certain systems (jail booking and control, video surveillance, and predictive policing,) with County systems. Accordingly, the planned 2017 RMS /CAD upgrade will have to strongly consider what direction the County is taking, but as of this writing, implementation of an integrated system is still planned to begin in 2017.

### **Microsoft Exchange**

Beginning in 2018, it is anticipated that pricing on Microsoft's Office 365 products will drop to the point that end-user email and software licensing will be better served as an operational "Software-as-a-Service" cost, and not a capital cost.

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

#### **Networking Infrastructure**

A critical component of the City's server and server hardware operating environment, the network switches and firewalls, are reaching the end of their supported service lives. Therefore, it is anticipated that a complete upgrade of more than 20 network switches and firewalls will be required in 2017.

#### **Virtual Host Replacement**

Due to the increased capacities from hardware purchased in 2014, the City will buy hardware warranties that extend at least four years for this hardware. The next projected server replacement should occur in 2018, (if at all: see the comments on hybrid computing for more information.)

#### **Hybrid "Cloud Computing"**

As discussed above, the City IT Department will be closely following the trend towards the remote hosting of computing assets and infrastructure, and by the next major hardware refresh cycle in 2019, if not before, it is entirely possible that the majority of the City's server and storage assets will be remotely distributed.

### **External Network Infrastructure**

#### **Fiber Optic Networks**

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

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

#### **PC Replacements:**

This project has historically attempted to replace as many older and failing computers as possible. The City has increased the life expectancy of deployed machines from 3 to 5 years, and as expected, the trend of moving away from traditional desktops to tablets and mobile technologies began in 2016 with the release of Windows 10. Further trends will see hardware replacement move into a "subscription" model, much like software replacement has done.

### **Copier/Scanner Replacement**

In 2016, the City started a project of replacing the worst of its 29 network-attached, multi-function copiers. This project will continue through 2020, replacing printers based on usage and service call analysis. After that time, it is anticipated that hardware capabilities and costs will have reached a point where this project can run every other year.

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

#### **Effective Government**

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

#### Master Planning Efforts

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

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

2018—Application Software Systems Support improvements with integrated Budgetary Forecasting and Planning software system. Transition to SaaS model for email and “Office” desktop applications.

2018— Internal Infrastructure and Network Services virtual server acquisitions.

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

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

2017-2021—Equipment Acquisitions for yearly PC Desktop, Laptop, Tablet hardware replacements and Copier / Scanner replacements.

2017-2021—External Network Infrastructure yearly fiber optic network expansion and maintenance.

**CAPITAL IMPROVEMENT PLAN  
TECHNOLOGY IMPROVEMENTS  
2017 - 2021**

|                                                   | 2017    | 2018    | 2019    | 2020    | 2021    |
|---------------------------------------------------|---------|---------|---------|---------|---------|
| <b>REVENUES:</b>                                  |         |         |         |         |         |
| <i>CIP Allocation (pg. 1)</i>                     | 141,500 | 439,125 | 184,220 | 102,720 | 102,720 |
| <b>TOTAL REVENUE</b>                              | 141,500 | 439,125 | 184,220 | 102,720 | 102,720 |
| <b>EXPENDITURES:</b>                              |         |         |         |         |         |
| <b>Equipment Acquisition</b>                      |         |         |         |         |         |
| PC Replacement                                    | 16,000  | 16,000  | 35,000  | 16,000  | 16,000  |
| Copier Replacement                                | 22,000  | 22,000  | 22,000  | 22,000  | 22,000  |
| <b>Internal Network Acquisition</b>               |         |         |         |         |         |
| High Capacity Storage Replacements                |         |         |         |         |         |
| Network Switch and Firewall Replacements          | 75,000  |         |         |         |         |
| Virtual Server Acquisition                        |         | 40,000  |         |         |         |
| Migration to Cloud Based Infrastructure           |         |         | 40,000  |         |         |
| <b>External Network Infrastructure</b>            |         |         |         |         |         |
| Fiber System Expansion                            | 10,000  | 10,000  | 10,000  | 10,000  | 10,000  |
| <b>Software Application Acquisition/Retention</b> |         |         |         |         |         |
| Payroll, Human Resource Mgmt.                     | 18,500  | 18,500  | 18,500  | 18,500  | 18,500  |
| Police Records Management System                  |         | 302,625 | 18,220  | 18,220  | 18,220  |
| Budgetary Accounting System                       |         | 30,000  | 10,500  | 9,000   | 9,000   |
| Income Tax Collection System                      |         |         | 30,000  | 9,000   | 9,000   |
| <b>TOTAL EXPENDITURES</b>                         | 141,500 | 439,125 | 184,220 | 102,720 | 102,720 |

## **FACILITY MAINTENANCE**

### Description:

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

In 2014, a comprehensive inspection of the HVAC system at City Hall identified multiple failed components which were attributed to the poor operation and performance of the HVAC systems. In 2015, the first of several major improvements was completed which included the replacement of the 50 ton rooftop chiller unit on City Hall at a cost of \$125,000. The second phase of improvements to the HVAC system at City Hall was complete in 2016 including operating systems, controllers, VAV boxes and associated equipment to provide improved monitoring and operation. Similar repairs are required at the Justice Center and are being included as part of the CIP.

Recent improvements to the Public Works Facility include the replacement of the facility's 50 year old roof with a membrane system (2016): Construction of a 2,240 SF administrative addition to accommodate the consolidation of the Engineering Division within the Public Works operation (2015): Construction of the new 3000 ton capacity Salt Storage Barn and associated Brine Production Machine (2014). Several other priority improvements have been identified and include upgrades to the 50-year old fire suppression lines in areas, demolition of the old concrete sawdust silo, and the demolition and replacement of approximately 9000 SF of building space to house the Traffic Division.

As part of the 2013 service operations review, a recommendation to consolidate the Parks & Natural Resources Division at the Public Works Facility was included as a primary goal to improve coordination and cooperation between departments. In order to relocate the department to the Public Works facility,

it is first necessary to construct a new refuse vehicle storage building on site and make improvements to the old refuse vehicle building to accommodate the Parks operations. As part of the new refuse vehicle building project, a new recycling loading facility will also be constructed in order to abandon, and eventually demolish the undersized and deteriorating facility on Cherry Street. The area housing the current recycling facility will be converted to open space adjacent to the new river canoe launch facility. The cost to construct the new facilities and make improvements for the Parks & Natural Resources division is estimated at \$2 million. The majority of this cost is shown in the Refuse Fund budget.

Primary Strategic Plan Theme/Goals:

Effective Government

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

Master Planning Efforts

HVAC Inventory & Assessment

Roofing Inventory & Assessment

Flooring Inventory & Assessment

**CAPITAL IMPROVEMENT PLAN  
BUILDING MAINTENANCE IMPROVEMENTS  
2017 - 2021**

|                                                 | 2017    | 2018    | 2019    | 2020    | 2021   |
|-------------------------------------------------|---------|---------|---------|---------|--------|
| <b>REVENUES:</b>                                |         |         |         |         |        |
| <i>CIP Allocation (pg. 1)</i>                   | 312,657 | 241,950 | 181,828 | 119,229 | 77,482 |
| <b>TOTAL REVENUE</b>                            | 312,657 | 241,950 | 181,828 | 119,229 | 77,482 |
| <b>EXPENDITURES:</b>                            |         |         |         |         |        |
| Carpet Replacement                              | 10,000  | 11,000  | 24,000  | 0       | 12,000 |
| City Hall HVAC                                  |         |         |         |         |        |
| Justice Center HVAC/Other Building Improvements | 25,000  | 150,000 | 25,000  | 25,000  | 25,000 |
| Roof Repairs City Hall, Justice Center          | 30,000  | 32,000  | 35,000  | 35,000  |        |
| Public Works Building                           |         |         |         |         |        |
| - Fire Suppression System                       | 40,482  |         | 43,983  |         | 40,482 |
| - Sign Building                                 | 17,175  |         |         |         |        |
| - Backup Generator                              |         | 48,950  |         |         |        |
| Parks Maintenance Building @ 440 E. William St. | 190,000 |         |         |         |        |
| Justice Center Generator Replacement            |         |         | 53,845  | 59,229  |        |
| <b>TOTAL EXPENDITURES</b>                       | 312,657 | 241,950 | 181,828 | 119,229 | 77,482 |

## **SIDEWALK IMPROVEMENTS**

### Description:

The Safe Walks initiative is included as part of the Highway Maintenance Plan's sidewalk maintenance program. Since its inception in 2006, the Safe Walks program has identified and repaired an estimated 15,000 tripping hazards throughout the community. The value of the 10-year initiative is estimated at \$3.25 million with approximately 45 percent of the cost being covered by property owners, and the remaining 55 percent by the city.

The most recent area to be evaluated for repairs is the city's southwest side, including all neighborhoods south of US 36 and west of the CSX railway. Once the final west side phase has been completed, the entire community will have been evaluated and addressed for sidewalk deficiencies. Because it is anticipated that additional deficiencies will arise as sidewalk sections age and street trees grow, it is being recommended as part of an ongoing sidewalk maintenance efforts to continue routine sidewalk evaluations throughout the community to identify additional deficiencies in accordance with the regulations included in Chapter 909 of the City Codified Ordinances. The process by which evaluations are completed however will be adjusted from the practices implemented during the comprehensive Safe Walks initiative. It's being proposed to limit annual evaluations to those streets included with the annual resurfacing effort for that year, and address sidewalk concerns as well as signage, striping, lighting and other related infrastructure needs, concurrently with the paving project.

Sidewalk maintenance improvements, including ADA Ramp repairs, sidewalk infill projects, downtown streetscape paver repairs, and bike network maintenance activities are included as part of the Public Works Street Maintenance and repair budget. Work will be prioritized and managed accordingly based on funding levels and staff availability. Citizen requests for sidewalk repairs will continue to be received and addressed through a demand driven approach.

### Primary Strategic Plan Theme/Goals:

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

### Master Planning Efforts

2016 - Repairs to Northwest Area

2017 - Repairs to Southwest Area

2017 - Evaluation of Downtown sidewalk utility

2018 - Revised evaluation approach coordinating with resurfacing program

**CAPITAL IMPROVEMENT PLAN  
SAFEWALK SIDEWALK PROGRAM  
2017 - 2021**

|                                       | 2017             | 2018             | 2019           | 2020           | 2021           |
|---------------------------------------|------------------|------------------|----------------|----------------|----------------|
| <b>BALANCES FORWARD</b>               | 47,488           | 54,165           | 20,380         | 9,180          | 19,700         |
| <b>REVENUES:</b>                      |                  |                  |                |                |                |
| Resident Direct Payment               | 95,000           | 65,000           |                |                |                |
| Property Tax Assessments              |                  |                  |                |                |                |
| Prior Years                           | 18,910           |                  |                |                |                |
| 2012                                  | 10,858           | 9,681            |                |                |                |
| 2013                                  | 7,609            | 7,609            |                |                |                |
| 2014                                  | 4,280            | 4,280            | 4,280          |                |                |
| 2015                                  | 27,520           | 27,520           | 27,520         | 27,520         | 387            |
| 2016                                  |                  | 15,000           | 15,000         | 15,000         | 15,000         |
| 2017                                  |                  |                  | 30,000         | 30,000         | 30,000         |
| Note Issue                            | 1,050,000        | 800,000          | 625,000        | 475,000        | 325,000        |
| CIP Allocation Safewalk               | 125,000          | 125,000          | 125,000        | 125,000        | 125,000        |
| <b>Total CIP Allocation (pg. 1)</b>   | <b>125,000</b>   | <b>125,000</b>   | <b>125,000</b> | <b>125,000</b> | <b>125,000</b> |
| <b>TOTAL REVENUE</b>                  | <b>1,339,177</b> | <b>1,054,090</b> | <b>826,800</b> | <b>672,520</b> | <b>495,387</b> |
| <b>EXPENDITURES:</b>                  |                  |                  |                |                |                |
| <b>RESIDENT REPAIR RESPONSIBILITY</b> |                  |                  |                |                |                |
| Invoice                               | 150,000          | 10,000           | 10,000         | 10,000         | 10,000         |
| Assessment                            | 150,000          | 10,000           | 10,000         | 10,000         | 10,000         |
| <b>CITY REPAIR RESPONSIBILITY</b>     |                  |                  |                |                |                |
| City Invoice                          | 225,000          | 10,000           | 10,000         | 10,000         | 10,000         |
| SIDEWALK INSPECTION SERVICES          | 50,000           |                  |                |                |                |
| DEBT SERVICE                          | 757,500          | 1,057,875        | 808,000        | 632,000        | 480,000        |
| <b>Total Safewalk Expenditures</b>    | <b>1,332,500</b> | <b>1,087,875</b> | <b>838,000</b> | <b>662,000</b> | <b>510,000</b> |

## **PARKS IMPACT FEE**

### Description

The City has opened three new parks in 2016 and added 3/4 miles of trails that have been a tremendous success to the park system. The park system has also experienced increased attendance that has stressed the existing facilities and will require staff to effectively plan for future facilities as populations climb. The growth and demand of the parks and natural resource system will require the City to focus on park operations and recreation planning efforts to maximize the existing parks and open space resources. The parks impact fee will primarily be focused on trail improvements that will be leveraged with grant resources. The City will also be updating the impact fee study which will help guide future CIP planning and address the recreation needs of the community.

The Bikeway Master Plan was completed in 2016 and the City will begin instituting the improvement plan which will initially emphasize the completion of gap projects on W. Central Ave and W. William St. that will greatly improve active transportation safety. The City will simultaneously look at larger active transportation system expansion projects to continue to provide recreational and transportation options for residents. In addition, we will work with local partners to promote safe biking programs and increase awareness in the community. The City will look to leverage CIP spending with state and federal funding to extend the trail system and work with regional partners to provide connections beyond municipal boundaries. The growing trail system will also consider a sustainable trail system that utilizes sound maintenance to extend the trail life.

The completion of gaps along Central Ave. will improve safety and access along heavily traveled route. Gaps between Trotters Circle and Westfield and Houk Rd to Buehlers are main priorities that will involve the majority of 2017 CIP funding. The routes have been engineered and are ready to bid. They involve two stream crossings, challenging slopes and a difficult utility corridors but will provide a much anticipated connections for residents to commercial areas.

Design will begin on several trail segments on William St. and Liberty Road. The William St. connections will fill gaps east of Applegate, west to Houk Rd. and will be a major east-west route in the City. The Liberty Road section design will focus on the segment between London Rd. and Belle Ave. This section of trail will create a vital north-south link and be the initial trail phase to provide connections to the south.

The completion of the Bikeway Plan is extremely important for trail development in the City of Delaware. The plan has a 10 year planning horizon and provides an action plan for Delaware to become a pedestrian and bike friendly city. The plan outlines over \$14 million in projects to be implemented

over the next 10 years with a significant amount of funding through park impact fees. The staff will utilize the plan to aid in applying for grants to supplement the trail improvements.

**CAPITAL IMPROVEMENT PLAN  
PARK IMPACT FEE IMPROVEMENT FUND  
2017 - 2021**

|                                          | 2017           | 2018           | 2019           | 2020           | 2021             |
|------------------------------------------|----------------|----------------|----------------|----------------|------------------|
| <b>BALANCE FORWARD</b>                   | 777,438        | 278,438        | 200,938        | 125,938        | 525,938          |
| <b>REVENUES:</b>                         |                |                |                |                |                  |
| Impact Fees                              | 250,000        | 225,000        | 225,000        | 225,000        | 225,000          |
| Trail Improvement Grants                 |                | 682,500        | 500,000        | 500,000        | 400,000          |
| <b>TOTAL REVENUES</b>                    | <b>250,000</b> | <b>907,500</b> | <b>725,000</b> | <b>725,000</b> | <b>625,000</b>   |
| <b>EXPENDITURES:</b>                     |                |                |                |                |                  |
| <b>COMMUNITY PARK IMPROVEMENTS</b>       |                |                |                |                |                  |
| Ross St. Parkland Expansion (bldg. demo) | 100,000        |                |                |                |                  |
| Ross St. Park Improvement                |                | 75,000         |                |                |                  |
| <b>COMMUNITY TRAIL IMPROVEMENTS</b>      |                |                |                |                |                  |
| SR 37 (Westfield-Trotters)               | 407,500        |                |                |                |                  |
| SR 37 (Buehlers-Lexington)               | 166,500        |                |                |                |                  |
| SR 37 (Lexington-Houk)                   |                |                |                | 250,000        |                  |
| Springfield Trail Branch Extension       | 0              |                |                |                |                  |
| Liberty Road (London-Belle)              |                |                |                | 75,000         | 750,000          |
| William St. (east of Applegate to Houk)  | 75,000         | 910,000        |                |                |                  |
| Stratford Road (Olentangy-River Oaks)    |                |                | 800,000        |                |                  |
| London Road                              |                |                |                |                | 350,000          |
| <b>TOTAL IMPACT FEE EXPENDITURES</b>     | <b>749,000</b> | <b>985,000</b> | <b>800,000</b> | <b>325,000</b> | <b>1,100,000</b> |
| <b>IMPACT FEE BALANCE</b>                | <b>278,438</b> | <b>200,938</b> | <b>125,938</b> | <b>525,938</b> | <b>50,938</b>    |

**CAPITAL IMPROVEMENT PLAN  
POLICE IMPACT FEE FUND  
2017 - 2021**

|                                               | 2017    | 2018    | 2019    | 2020    | 2021    |
|-----------------------------------------------|---------|---------|---------|---------|---------|
| <b>BALANCES FORWARD</b>                       | 253,779 | 268,552 | 267,529 | 268,319 | 269,109 |
| <b>REVENUES</b>                               |         |         |         |         |         |
| Police Impact Fees                            | 75,000  | 60,000  | 60,000  | 60,000  | 60,000  |
| <b>TOTAL REVENUE</b>                          | 75,000  | 60,000  | 60,000  | 60,000  | 60,000  |
| <b>IMPACT FEE EXPENDITURES</b>                |         |         |         |         |         |
| <b>DEBT SERVICE</b>                           |         |         |         |         |         |
| Justice Center (\$890,000, 19yrs 2.94%, 2032) | 60,227  | 61,023  | 59,210  | 59,210  | 59,210  |
| <b>TOTAL IMPACT FEE EXPENDITURES</b>          | 60,227  | 61,023  | 59,210  | 59,210  | 59,210  |
| <b>IMPACT FEE BALANCE</b>                     | 268,552 | 267,529 | 268,319 | 269,109 | 269,899 |
| <b>Debt Balance Outstanding</b>               | 673,715 | 628,966 | 583,975 | 539,469 | 493,952 |

**CAPITAL IMPROVEMENT PLAN  
FIRE IMPACT FEE FUND  
2017 - 2021**

|                                       | 2017    | 2018    | 2019    | 2020    | 2021    |
|---------------------------------------|---------|---------|---------|---------|---------|
| <b>BALANCES FORWARD</b>               | 326,562 | 326,562 | 313,562 | 303,562 | 293,562 |
| <b>REVENUES:</b>                      |         |         |         |         |         |
| Fire Impact Fees                      | 100,000 | 87,000  | 90,000  | 90,000  | 90,000  |
| <b>TOTAL REVENUE</b>                  | 100,000 | 87,000  | 90,000  | 90,000  | 90,000  |
| <b>IMPACT FEE EXPENDITURES:</b>       |         |         |         |         |         |
| <b>DEBT SERVICE</b>                   |         |         |         |         |         |
| Station 303/304                       | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| <b>TOTAL IMPACT FEE EXPENDITURES:</b> | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| <b>IMPACT FEE BALANCE</b>             | 326,562 | 313,562 | 303,562 | 293,562 | 283,562 |

**CAPITAL IMPROVEMENT PLAN  
MUNICIPAL SERVICES IMPACT FEE FUND  
2017 - 2021**

|                                                        | 2017           | 2018           | 2019           | 2020           | 2021           |
|--------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| <b>BALANCE FORWARD</b>                                 | 436,708        | 494,710        | 538,908        | 579,273        | 619,638        |
| <b>REVENUES:</b>                                       |                |                |                |                |                |
| Impact Fees                                            | 125,000        | 110,000        | 110,000        | 110,000        | 110,000        |
| Sewer Fund Reimbursement Cherry St. Facility           | 65,000         | 65,000         | 65,000         | 65,000         | 65,000         |
| <b>TOTAL REVENUES</b>                                  | <b>190,000</b> | <b>175,000</b> | <b>175,000</b> | <b>175,000</b> | <b>175,000</b> |
| <b>EXPENDITURES:</b>                                   |                |                |                |                |                |
| <b>DEBT SERVICE</b>                                    |                |                |                |                |                |
| Public Works Facility (\$1,060,000 19yrs, 2.94%, 2031) | 71,094         | 69,094         | 72,094         | 72,094         | 72,094         |
| Justice Center (\$900,000, 19yrs 2.94%, 2032)          | 60,904         | 61,708         | 62,541         | 62,541         | 62,541         |
| <b>TOTAL EXPENDITURES</b>                              | <b>131,998</b> | <b>130,802</b> | <b>134,635</b> | <b>134,635</b> | <b>134,635</b> |
| <b>IMPACT FEE BALANCE</b>                              | <b>494,710</b> | <b>538,908</b> | <b>579,273</b> | <b>619,638</b> | <b>660,003</b> |

|                                 |                  |                  |                  |                  |                  |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Debt Outstanding Balance</b> | <b>1,481,286</b> | <b>1,386,034</b> | <b>1,285,783</b> | <b>1,185,531</b> | <b>1,086,048</b> |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|

## **FIRE DEPARTMENT**

### Description

The Fire Department continues to move forward with the plans voters approved with the 2010 Fire Levy. Fire Station 304 will be constructed and operational in the City's southeast quadrant on Cheshire Rd. This will have a significant improvement in response times from the current of 9-12 minutes from the existing fire stations to meeting the goal of 6 minute travel time 90% of the time in that area when the new station is completed. Fire Station 304 will be staffed with 3 personnel and will provide fire and EMS response capability.

Vehicle and apparatus replacement will continue throughout this plan. Police vehicles that are approximately 3 years old will be transitioned into the Fire Department for an additional 5 years being used for the Risk Reduction and Professional Development Divisions and for general station usage, preventing a fire apparatus from being used. The plan also includes the replacement of emergency response staff vehicles in 2017 and 2021. In 2020, the Fire Department will add a 5<sup>th</sup> paramedic unit that will be housed at Fire Station 304. An engine will also be purchased replacing the 1989 fire engine, thus having 5 engines that includes 1 in a reserve status. Finally, in 2018 the cardiac monitors are scheduled for replacement. These are used on the majority of medical calls to monitor the patient's heart from 12 different views, transmit the ECG to the hospital and perform heart defibrillation and pacing as necessary to sustain life.

**CAPITAL IMPROVEMENT PLAN  
FIRE/EMS FUND  
2017 - 2020**

|                                                   | 2017             | 2018             | 2019           | 2020             | 2021           |
|---------------------------------------------------|------------------|------------------|----------------|------------------|----------------|
| <b>BALANCES FORWARD</b>                           | <b>621,583</b>   | <b>771,091</b>   | <b>672,477</b> | <b>935,148</b>   | <b>24,343</b>  |
| <b>REVENUES:</b>                                  |                  |                  |                |                  |                |
| Fire/EMS Income Tax                               | 770,000          | 805,000          | 840,000        | 840,000          | 840,000        |
| Fire Impact Fee Funds                             | 100,000          | 100,000          | 100,000        | 100,000          | 100,000        |
| Capital Lease Proceeds                            |                  |                  |                |                  |                |
| Bond Issue - Station 304                          | 4,000,000        |                  |                |                  |                |
| <b>TOTAL REVENUE</b>                              | <b>4,870,000</b> | <b>905,000</b>   | <b>940,000</b> | <b>940,000</b>   | <b>940,000</b> |
| <b>EXPENDITURES:</b>                              |                  |                  |                |                  |                |
| <b>DEBT SERVICE</b>                               |                  |                  |                |                  |                |
| Station 302 (\$573,416, 10 yrs, 1.502%, 2022)     | 63,794           | 64,064           | 63,743         | 60,872           | 60,872         |
| Station 303 (\$2,755,000, 2.94%, 2032)            | 181,518          | 176,519          | 176,518        | 174,569          | 174,569        |
| Station 304 (\$4,000,000, 20 yrs, 4.0%, 2035)     | 165,000          | 292,446          | 292,446        | 292,446          | 292,446        |
| Ladder Truck Lease (1,090,176, 1.83%, 7yrs, 2019) | 166,294          | 166,294          | 41,573         |                  |                |
| EMS Vehicles (3) - (800,000, 10 yrs. 2024)        | 93,950           | 92,350           | 90,750         | 94,150           | 94,150         |
| <b>STATION CONSTRUCTION</b>                       |                  |                  |                |                  |                |
| Station #304 - Cheshire Rd.                       | 4,000,000        |                  |                |                  |                |
| <b>APPARATUS/VEHICLES</b>                         |                  |                  |                |                  |                |
| Engine/Pumper Truck                               |                  |                  |                | 823,401          |                |
| Paramedic Units                                   |                  |                  |                | 392,699          |                |
| Staff/Utility Vehicles                            | 49,936           | 11,941           | 12,299         | 12,668           | 32,048         |
| <b>EQUIPMENT</b>                                  |                  |                  |                |                  |                |
| Defibrillators/Cardiac Monitors                   |                  | 200,000          |                |                  |                |
| <b>TOTAL EXPENDITURES:</b>                        | <b>4,720,492</b> | <b>1,003,614</b> | <b>677,329</b> | <b>1,850,805</b> | <b>654,085</b> |
| <b>ENDING BALANCE</b>                             | <b>771,091</b>   | <b>672,477</b>   | <b>935,148</b> | <b>24,343</b>    | <b>310,258</b> |

## **PUBLIC UTILITIES DEPARTMENT CAPITAL IMPROVEMENT PROGRAM**

### **Capital Improvement Program**

In order to continue to fulfill the Public Utilities Department's vision of continuous delivery of high quality drinking water and wastewater services in compliance with all regulatory requirements, the Department has planned a systematic and responsible multi-year Capital Improvement Program. The plan will provide the necessary upgrades and maintenance needed of the Utility Infrastructure to maintain the service levels expected by the City residents and for the anticipated continued growth of the City.

The Public Utilities Department utilizes the following strategies to develop the Capital Improvement Program.

**1. Quality and Reliability:**

- Efficiency improvements utilizing proven and improved technology and delivery methods.
- Decreasing the chance of pipe failures, water service loss and the need for boil orders.
- Increased reliability of water and wastewater treatment plants.

**2. Regulatory Compliance:**

- Avoidance of potentially hazardous conditions, adverse environmental and economic development impacts, and fines and penalties.
- Continued rehabilitation of an aging sewer system to ensure public health.

**3. Environmental Protection:**

- Prevention of water leaking from the distribution system, allowing the City to continue to be good stewards of one of the City's most precious natural resources.
- Decreased the chance for sanitary sewer pipe failures that could result in untreated sewage entering the City's waterways.

**4. Economic Expansion and Increased Capacity:**

- Reduce constraints in the water distribution system and the wastewater collection system to support economic development and revitalization.
- Increase system capacity for anticipated growth of the City.

**5. Enhanced Fire Protection:**

- Improved fire protection, reduced water pipe failures and enhanced water pressure as failing or undersized water mains are replaced.

**6. Replacement Costs/Emergency Repairs**

- Cost savings through proactive replacement. Emergency repairs may restrict procurement options and can cost as much as ten times the cost of planned rehabilitation/replacement.

## **WATER CAPACITY FUND**

The City owns and operates the recently expanded Water Treatment Plant which treats both surface water drawn from the Olentangy River downstream of Delaware Lake and groundwater from wellfield aquifers located at Riverview Park and on Penry Road. In addition to the Water Treatment Plant, the City has four million gallons of water storage with three elevated water tanks located in the City and one million gallons at the Water Plant clearwell.

In 2005, the City began a Water Master Planning process to provide a comprehensive master plan to evaluate raw water resources, future water treatment processes and additional water distribution improvement projects. The Master Plan completed in 2006 by the Floyd Browne Group with a subsequent review by Malcolm Pirnie Inc., recommended the City move forward with the following water capacity enhancement projects:

1. Up to 13 MGD of water treatment capacity is needed for the City's 20-year planning period.
2. An up-ground reservoir will be needed.
3. New surface water intake structures should be constructed.
4. Enhanced water treatment processes are needed to meet EPA regulations.
5. Membranes are proven to be a viable treatment technology.

Dating back for the past ten years, the City identified major water plant upgrades in the five-year CIP. In 2010 the City began the design and in 2012 the construction of the improvements and rehabilitation of the existing plant. The new 7.2 MGD water plant project was completed in 2015 for \$30,300,000. The current peak water demand is 5.8 MGD. The water plant has the capability to expand up to 11.2 MGD with the addition of membrane skids and clearwell capacity which should provide adequate treatment capacity for the next 20 years at the City's current growth rate.

In addition to the new water treatment plant, the City has completed several major water capacity projects including the 24-inch westside water transmission main, Penry Road raw water main the 2-million gallon SE Highland water storage tank. These projects provided the City with the necessary infrastructure to support the growth and development of City and in addition of meeting all regulatory requirements.

The City's current water supply consists of 2.5 MGD of groundwater from the Riverview Park and Penry Road wellfields and surface water from the Olentangy River. Per the Army Corps of Engineers, the City is currently permitted to withdraw water when the river flow rate is above the minimum release rate of 3.2 MGD. Over the past 20 years the City has explored several additional options for a safe and secure source of water supply. Options included

additional wellfields, raising Delaware Lake and the construction of an up-ground reservoir. The driving force for additional water supply is water quality and water quantity (drought conditions). The water quality of Delaware Lake and the river remain a concern during times when agricultural runoff negatively impacts the lake and river. The membrane water plant removes the pollutants below the maximum contaminant levels at an increase in operational and maintenance costs. The 2006 Water Master Plan concluded that “raising the summer pool level of Delaware Lake by 2 feet is not a viable alternative and that an up-ground reservoir is a necessary component of the City’s future water supply”. Therefore, the City should remain committed to the construction of a 450 million gallon reservoir, preferably at the 120 acre Horseshoe Road site owned by the City. The engineering cost estimate for the final design and construction of the reservoir is \$18,400,000 which includes the river intake and pump station, transmission mains and the reservoir. The 2017-2021 CIP includes the design of the reservoir in 2020 (\$400,000) with construction estimated to commence in 2023 (\$18,000,000).

In 2016, the City entered into a contract with an engineering firm to complete an evaluation of alternatives and development of preliminary alignments with construction costs for water and sanitary sewer mains along US Route 42 and Sawmill Parkway in the City’s Southwest quadrant. The City is anticipating industrial and commercial growth in this southwest area of the City and the 2017 – 2021 CIP addresses future water capacity extensions for economic development sites in the Southwest Industrial Park corridor.

Additional water capacity projects included in the 2017-2021 CIP include water main extensions with a river crossing on Olentangy Avenue to provide water service to the Pollock/Armstrong Road area and to loop the water main with the construction of the water main for the Terra Alta development by the developer for reliability and water quality. An additional project in the CIP is for the continued extension of a water main on Buttermilk Hill and Troy Roads within the City’s service area.

It is also recommended the City update our Water Master Plan in 2021. The last comprehensive plan was completed in 2006 and is becoming outdated as development occurs within the City’s existing service area. The plan will include updates for future water transmission and water storage requirements and also water rates and capacity fees.

**CAPITAL IMPROVEMENT PROGRAM  
WATER FUND CAPACITY PROJECTS  
2017 - 2020**

|                                                        | 2017             | 2018             | 2019             | 2020             | 2021             |
|--------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>BALANCES FORWARD</b>                                | 5,448,029        | 4,967,684        | 4,267,339        | 3,897,094        | 3,707,051        |
| <b>REVENUES:</b>                                       |                  |                  |                  |                  |                  |
| Water Capacity Fees                                    | 1,350,000        | 1,200,000        | 1,200,000        | 1,200,000        | 1,200,000        |
| Water Debt Meter Fee Allocation                        | 250,000          | 255,000          | 260,100          | 265,302          | 270,608          |
| <b>TOTAL REVENUES</b>                                  | <b>1,600,000</b> | <b>1,455,000</b> | <b>1,460,100</b> | <b>1,465,302</b> | <b>1,470,608</b> |
| <b>EXPENDITURES:</b>                                   |                  |                  |                  |                  |                  |
| <b>DEBT SERVICE</b>                                    |                  |                  |                  |                  |                  |
| Westside Trans Line (\$2,225,051, 25 yrs, 3.67%, 2036) | 136,750          | 136,750          | 136,750          | 136,750          | 136,750          |
| Penry Rd. Waterline (\$1,000,000, 25 yrs, 3.55%, 2037) | 62,976           | 62,976           | 62,976           | 62,976           | 62,976           |
| Kingman Hill Tower (\$3,545,000, 25 yrs, 4.51%, 2031)  | 243,005          | 243,005          | 243,005          | 243,005          | 243,005          |
| Plant Expansion (\$9,600,000, 25yrs., 3.23%, 2039)     | 562,614          | 562,614          | 562,614          | 562,614          | 562,614          |
| <b>TOTAL DEBT SERVICE</b>                              | <b>1,005,345</b> | <b>1,005,345</b> | <b>1,005,345</b> | <b>1,005,345</b> | <b>1,005,345</b> |
| <b>WATER SYSTEM IMPROVMENTS</b>                        |                  |                  |                  |                  |                  |
| Water Master Plan                                      |                  |                  |                  |                  | 250,000          |
| Water System Financial Plan                            | 75,000           |                  |                  |                  |                  |
| <b>WATER SUPPLY PROJECTS</b>                           |                  |                  |                  |                  |                  |
| Upground Reservoir Design                              |                  |                  |                  | 400,000          |                  |
| <b>DISTRIBUTION CAPACITY PROJECTS</b>                  |                  |                  |                  |                  |                  |
| Olentangy Ave. River Crossing                          |                  | 650,000          |                  |                  |                  |
| Buttermilk Rd./Troy Rd. Waterline                      |                  |                  | 575,000          |                  |                  |
| New Line Oversizing/Extension                          | 1,000,000        | 500,000          | 250,000          | 250,000          | 250,000          |
| <b>TOTAL WATER CAPACITY PROJECTS</b>                   | <b>1,075,000</b> | <b>1,150,000</b> | <b>825,000</b>   | <b>650,000</b>   | <b>500,000</b>   |
| <b>ENDING FUND BALANCE</b>                             | <b>4,967,684</b> | <b>4,267,339</b> | <b>3,897,094</b> | <b>3,707,051</b> | <b>3,672,314</b> |

## **WATER MAINTENANCE FUND**

The 2017-2021 water maintenance CIP provides a schedule for the design and construction of water rehabilitation and/or replacement infrastructure projects within the existing system or at the water treatment plant. The recommended projects will be needed during the term of the CIP to provide an adequate and dependable supply of treated water to the City's customers.

The City has experienced a high rate of residential, commercial and industrial growth over the past decade. As a result, there have been numerous additions and expansions to the City's distribution systems which require additional maintenance of the system and the replacements of failing and aged infrastructure. The City owns and operates a potable and fire suppression water distribution system consisting of 190 miles of water pipe ranging in size from 2 inches to 24 inches and over 1,900 fire hydrants. The majority of the City's water pipes are in good to fair condition with less than 5 percent of the system demonstrating some type of failure in the past 10 years. Water pipes that are currently in good to fair condition will move towards their replacement in the next 25 years. Water pipes in failed condition typically have had more than three failures whereas pipes in poor condition have only experienced one to two failures. It is likely the water pipes in poor condition will experience additional failures and reach the end of their useful life. Most of the water pipes recommended for replacement are primarily cast iron pipes that were installed from 1940 to 1975. At this time, approximately 25% of the City's water pipes are cast iron pipe. In the last six years the City has replaced approximately 6,000 linear feet of water pipe per year. In addition, the City has averaged 11 water pipe breaks per year or 6 per hundred miles of water pipe for the past 6 years.

The 2009 Water Distribution Master Plan identified water distribution replacement projects totaling over \$5,000,000 of planned construction. Many of the projects listed in the report have been completed, including the construction of the Route 23 North, Curtis Street and Park Avenue water lines. The City has in place a Computerized Maintenance Management System (CMMS) that maps and inventories the existing and new water system components, identifies and prioritizes needed replacements or improvements and serves as a tool for planning projects and maintaining funding for these improvements. The replacement of water pipes improve the service levels for City residents, improve fire flow protection, and reduce water quality complaints in addition to the replacement of water mains with a history of failures.

In 2016, the City achieved a major accomplishment with the implementation of a city wide Advanced Metering Infrastructure (AMI) system. The AMI system will significantly improve meter reading and utility billing service levels for City customers by providing real-time water consumption data, eliminating

estimated utility bills, monitoring water meter tampering and water conservation by allowing customers to set water usage alerts via a consumer web-portal. The installation of the system started in July of 2016 and should be fully implemented for all City customers by the 2<sup>nd</sup> quarter of 2017.

The 2017-2021 CIP recommends funding for the maintenance of water plant equipment and the replacement of several water mains including the Blymer Street water line in 2017 and the rehabilitation of the existing Public Utilities maintenance building on Cherry Street. The painting of the West Water Tank is scheduled for 2018 at the cost of \$500,000. The tank was last fully painted in 2002 after the tank raising project in 1997. The painting project will include the repair of rust areas on the tank to strengthen the structural integrity of the tank.

**CAPITAL IMPROVEMENT PROGRAM  
WATER FUND MAINTENANCE PROJECTS  
2017 - 2021**

|                                                       | 2017             | 2018             | 2019             | 2020             | 2021             |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>BALANCES FORWARD</b>                               | 1,726,214        | 1,473,069        | 1,209,924        | 738,071          | 441,218          |
| <b>REVENUES:</b>                                      |                  |                  |                  |                  |                  |
| Transfer from Water Fund                              | 750,000          | 775,000          | 800,000          | 800,000          | 800,000          |
| Water Debt Meter Fee Allocation                       | 1,064,620        | 1,064,620        | 1,085,912        | 1,085,912        | 1,107,630        |
| <b>TOTAL REVENUES</b>                                 | <b>1,814,620</b> | <b>1,839,620</b> | <b>1,885,912</b> | <b>1,885,912</b> | <b>1,907,630</b> |
| <b>EXPENDITURES:</b>                                  |                  |                  |                  |                  |                  |
| <b>DEBT SERVICE</b>                                   |                  |                  |                  |                  |                  |
| Treatment Plant (\$22,400,000 - 25 yrs, 3.23%, 2039 ) | 1,312,765        | 1,312,765        | 1,312,765        | 1,312,765        | 1,312,765        |
| <b>WATER PLANT MAINTENANCE</b>                        |                  |                  |                  |                  |                  |
| WTP Settling Basins Chain & Valve Replacement         |                  |                  |                  |                  |                  |
| Plant Maintenance                                     | 95,000           | 75,000           | 75,000           | 75,000           | 75,000           |
| Lagoon Cleaning                                       |                  |                  | 300,000          |                  |                  |
| Pressure Filter Media Replacement                     | 75,000           |                  |                  |                  |                  |
| Well Screen Cleaning                                  |                  |                  |                  | 95,000           |                  |
| Nano and Ultra Filtration Membrane Replacement        |                  |                  |                  |                  | 600,000          |
| <b>WATER DISTRIBUTION PROJECTS</b>                    |                  |                  |                  |                  |                  |
| West Water Tank Painting                              |                  | 500,000          |                  |                  |                  |
| Water Tank Maintenance                                | 15,000           |                  | 15,000           |                  | 15,000           |
| Large Meter Replacement                               | 25,000           |                  | 25,000           |                  | 25,000           |
| <i>Water Line Improvements:</i>                       |                  |                  |                  |                  |                  |
| Small Main/Service Replacement                        | 50,000           | 50,000           | 50,000           | 50,000           | 50,000           |
| Fire Flow Improvement                                 | 75,000           | 75,000           | 75,000           | 75,000           | 75,000           |
| Campbell St. Waterline                                |                  |                  |                  |                  | 150,000          |
| S. Washington St. Waterline                           |                  |                  |                  | 150,000          |                  |
| Blymer St. Waterline                                  | 150,000          |                  |                  |                  |                  |
| Pennsylvania Ave. Waterline                           |                  |                  | 475,000          |                  |                  |
| East St./Fair Ave. Waterline                          |                  | 60,000           |                  |                  |                  |
| Lincoln Ave. Waterline                                |                  |                  |                  | 425,000          |                  |
| Utilities Maintenance Bldg. Rehab                     | 165,000          |                  |                  |                  |                  |
| Equipment Replacement                                 | 105,000          | 30,000           | 30,000           |                  |                  |
| <b>TOTAL WATER REPAIR AND MAINT.</b>                  | <b>2,067,765</b> | <b>2,102,765</b> | <b>2,357,765</b> | <b>2,182,765</b> | <b>2,302,765</b> |
| <b>ENDING FUND BALANCE</b>                            | <b>1,473,069</b> | <b>1,209,924</b> | <b>738,071</b>   | <b>441,218</b>   | <b>46,083</b>    |

## **SEWER CAPACITY FUND**

The City owns and operates the Upper Olentangy Water Reclamation Center for the wastewater treatment of all domestic and industrial wastewater from City customers. The UOWRC was most recently expanded and upgraded in 2007 in two different phases with a daily design flow of 10 MGD and a peak daily flow of 20 MGD. In 2016, the average daily flow has been 5.25 MGD with a peak of over 20 MGD. The plant's effluent discharges into the Olentangy River, a state designated scenic Ohio waterway, with one of the most stringent permit limits in the State of Ohio. The NPDES permit includes an inorganic nitrogen limit of 6.3 mg/l in the summer and 8.1 mg/l in the winter, as well as a total phosphorus limit of 1.0 mg/l year-round. The capacity of the UOWRC should be sufficient for the 15 years.

In addition to the expansion of the UOWRC, a major accomplishment for the City has been the construction of the \$18 million dollar SE Highland sewer which provides sanitary sewer service to the City's SE area from the plant to Peachblow Road. The construction of this sewer has enabled major residential growth to occur and provides for future commercial development in the City's SE quadrant. The City is able to recoup the cost of this sewer with capacity fees and a SE Highland sewer ERU fee as sewer permits are approved.

To better meet the future sanitary sewer needs of the City, an update to the City's 2000 sewer master plan is currently being completed. The current capacities of all sewers 10 inches and larger will be determined through flow monitoring to further define areas of the City with insufficient sewer capacity. In addition, tributary areas of the City not currently served by the City will be defined for the expansion of sanitary sewer mains. A sewer capacity model will be populated by the engineering consultant that will be used to determine future capacity requirements of the City with real-time flow data. The master plan when completed before the end of 2016 will contain anticipated future CIP projects with estimated construction costs.

In 2016 the City will complete the upgrade to the Slack Road pump station for additional sanitary sewer capacity for the southwest industrial corridor as recommended in the 2007 Airport Industrial Park Sewer and Water Master Plan report. This upgrade follows the City investment in 2011 to upgrade the Route 42/Route 23 trunk sewers for the necessary downstream improvements to serve the City's southwest corridor.

New sanitary sewer projects programmed for the 2017-2021 include funding for the final design and construction of sanitary sewers to support economic development project sites within the southwest industrial park area including Sawmill Parkway and Route 42 south.

**CAPITAL IMPROVEMENT PROGRAM  
SEWER FUND CAPACITY PROJECTS  
2017 - 2020**

|                                                       | 2017             | 2018             | 2019             | 2020             | 2021             |
|-------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>BALANCES FORWARD</b>                               | 3,003,447        | 2,267,786        | 2,277,983        | 2,155,830        | 1,568,042        |
| <b>REVENUES:</b>                                      |                  |                  |                  |                  |                  |
| Sewer Capacity Fees                                   | 1,300,000        | 1,250,000        | 1,150,000        | 1,150,000        | 1,150,000        |
| SE Highland Sewer ERU Fees                            | 250,000          | 225,000          | 200,000          | 200,000          | 200,000          |
| <b>Sewer Fees Transfer - 2007,2008,2009</b>           | 2,099,039        | 2,099,039        | 2,099,039        | 2,141,020        | 2,141,020        |
| <b>TOTAL REVENUES</b>                                 | <b>3,649,039</b> | <b>3,574,039</b> | <b>3,449,039</b> | <b>3,491,020</b> | <b>3,491,020</b> |
| <b>EXPENDITURES:</b>                                  |                  |                  |                  |                  |                  |
| <b>DEBT SERVICE</b>                                   |                  |                  |                  |                  |                  |
| Land Armstrong Rd. (\$2,915,000 10 yrs. 1.49%, 2022)  | 327,350          | 324,400          | 324,400          | 324,400          | 324,400          |
| 23 North Sewer (\$1,000,000, 25 yrs, 4.51%), 2031     | 67,260           | 67,260           | 67,260           | 67,260           | 67,260           |
| SE Highland Sewer (\$15,000,000, 25 yrs, 4.49%, 2037) | 995,771          | 995,771          | 995,771          | 995,771          | 995,771          |
| SE Highland Sewer (\$2,750,000, 20 yrs, 3.59%, 2026)  | 186,737          | 187,563          | 188,418          | 189,305          | 189,305          |
| Plant Expansion (\$20,882,000, 20 yrs, 3.59%, 2026)   | 1,417,582        | 1,423,849        | 1,430,343        | 1,437,073        | 1,437,073        |
| <b>TOTAL DEBT SERVICE</b>                             | <b>2,994,700</b> | <b>2,998,843</b> | <b>3,006,192</b> | <b>3,013,809</b> | <b>3,013,809</b> |
|                                                       |                  |                  |                  |                  |                  |
| <b>SEWER SYSTEM IMPROVEMENTS</b>                      |                  |                  |                  |                  |                  |
| Sewer System Financial Plan                           | 75,000           |                  |                  |                  |                  |
| <b>COLLECTION CAPACITY PROJECTS</b>                   |                  |                  |                  |                  |                  |
| SW New Pump Station                                   |                  |                  |                  | 500,000          |                  |
| Transfer to Sewer Reserve Fund - Oversizing           | 500,000          |                  |                  |                  |                  |
| Sewer Oversizing/Extension                            | 750,000          | 500,000          | 500,000          | 500,000          | 500,000          |
| Reimbursement for Cherry St. Maint. Facility          | 65,000           | 65,000           | 65,000           | 65,000           | 65,000           |
| <b>TOTAL SEWER CAPACITY PROJECTS</b>                  | <b>1,390,000</b> | <b>565,000</b>   | <b>565,000</b>   | <b>1,065,000</b> | <b>565,000</b>   |
| <b>ENDING FUND BALANCE</b>                            | <b>2,267,786</b> | <b>2,277,983</b> | <b>2,155,830</b> | <b>1,568,042</b> | <b>1,480,253</b> |

## **SEWER MAINTENANCE FUND**

The City's sanitary sewer collection system consists of 180 miles of sewer pipe and over 3,200 manholes. The system has over 16 major trunk sewers 15 inch or larger serving as the backbone of the system. The majority of the pipes within the system are concrete, vitrified clay pipe or plastic (polyvinyl chloride) with the manholes composed of brick or concrete. The sizes of sanitary sewer pipe range in size between 8-inch and 66-inch in diameter. Included in the collection system is the operation and maintenance of 12 sanitary pump stations throughout the City sewer area.

For the past 15 years the City has performed a closed circuit televising program to identify defects in the sewer system such as infiltration and inflow, root intrusion and failures in sewer pipe segments. In the past decade the City has funded nearly \$750,000 in an annual sliplining and grouting program of the sewer mains. This program has reduced the number of sanitary sewer overflows in the City to an average of less than two per year and reduced the amount of I&I received at the wastewater treatment plant. In 2014 and 2015 the City conducted a smoke testing study of areas of the sewer system suspected to be of concern from the review of pipe conditions from the City's CCTV program. Based on these investigations the City's existing collection system the City has been able to complete spot repairs of the sewers and notify residents of private sewer laterals issues for repair by the resident. The City will continue to program funding in the 2017-2021 CIP for the sliplining and grouting of sanitary sewer mains.

Significant CIP projects that will be completed in 2016 include aeration system improvements at the wastewater treatment plant with the installation of two new direct drive turbo blowers and dissolved oxygen monitoring equipment. The new aeration system will replace the existing blowers that have been in operation since 1974 and 1987 and are prone to costly repairs and inefficiencies. These upgrades will reduce overall electric costs at the plant with improved oxygen transfer and energy efficiency. The City will also start the design and equipment selection for a new tertiary treatment process at the wastewater plant. The construction and installation of the new equipment is programmed for 2017. The new tertiary system will aid in the removal of suspended solids and phosphorus to achieve compliance with EPA regulations. The City will also complete the annual sliplining and grouting of approximately 7,500 linear feet of sanitary sewer pipe for the continued reduction of inflow and infiltration in the sewer system.

**CAPITAL IMPROVEMENT PROGRAM  
SEWER FUND MAINTENANCE PROJECTS  
2017 - 2021**

|                                                        | 2017      | 2018      | 2019      | 2020      | 2021      |
|--------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| <b>BALANCES FORWARD</b>                                | 2,372,612 | 1,572,811 | 2,245,172 | 2,800,228 | 3,223,519 |
| <b>REVENUES:</b>                                       |           |           |           |           |           |
| Transfer from Sewer Fund                               | 1,391,532 | 1,419,363 | 1,447,750 | 1,476,705 | 1,506,239 |
| <b>TOTAL REVENUES</b>                                  | 1,391,532 | 1,419,363 | 1,447,750 | 1,476,705 | 1,506,239 |
| <b>EXPENDITURES:</b>                                   |           |           |           |           |           |
| <b>DEBT SERVICE</b>                                    |           |           |           |           |           |
| Plant Rehabilitation (\$2,230,000 20 yrs. 3.59%, 2026) | 151,333   | 152,002   | 152,695   | 153,414   | 153,414   |
| <b>TOTAL DEBT SERVICE</b>                              | 151,333   | 152,002   | 152,695   | 153,414   | 153,414   |
| <b>WASTEWATER TREATMENT PROJECTS</b>                   |           |           |           |           |           |
| Tertiary Filtration System                             | 1,200,000 |           |           |           |           |
| Belt Filter Press                                      |           |           |           | 500,000   |           |
| Plant Maintenance                                      | 50,000    | 75,000    | 75,000    | 75,000    | 75,000    |
| Influent Pump Replacement                              |           | 25,000    |           |           | 25,000    |
| Settling Tank Upgrades                                 |           |           |           |           | 250,000   |
| Concrete EQ Basin Repairs                              | 115,000   |           | 250,000   |           |           |
| Electrical Transformers Upgrades                       | 50,000    |           |           |           |           |
| <b>WASTEWATER COLLECTION PROJECTS</b>                  |           |           |           |           |           |
| Large Meter Replacement                                | 25,000    |           | 25,000    |           | 25,000    |
| Inflow/Infiltration Remediation                        | 175,000   | 175,000   | 175,000   | 175,000   | 175,000   |
| Sanitary Sewer Replacement                             | 75,000    |           | 100,000   |           | 100,000   |
| Weselyan Woods Sewer Rehav                             |           |           |           | 150,000   |           |
| Hayes Colony Sewer Rehab                               |           | 200,000   |           |           |           |
| Pump Station Repair/Upgrade                            | 100,000   |           | 25,000    |           | 25,000    |
| Utilities Maint. Bldg Rehab                            | 165,000   |           |           |           |           |
| Equipment Replacement                                  | 85,000    | 120,000   | 90,000    |           |           |
| <b>TOTAL SEWER REPAIR/MAINTENANCE</b>                  | 2,191,333 | 747,002   | 892,695   | 1,053,414 | 828,414   |
| <b>ENDING FUND BALANCE</b>                             | 1,572,811 | 2,245,172 | 2,800,228 | 3,223,519 | 3,901,344 |

## **STORM WATER FUND**

The City's first storm water report was completed in 1990 to review and revise storm water drainage districts and storm water design calculations, develop a priority list of improvements, discuss methods for financing the improvements and prepare an estimate of annual maintenance costs. A storm water task force was established by City Council in 1998 to investigate storm water system conditions and provide recommendation for establishing a mechanism to fund the necessary improvements. In 2001 the City implemented a storm water utility fee for the maintenance, operation and expansion of the City's storm water system. The fund collects approximately \$800,000 annually base on a \$2.50 per month ERU fee for property owners. The City is also required by OEPA to complete on an annual basis the requirements of our MS4 storm water permit to implement best management practices for the reduction and treatment of storm water prior to discharge into the Olentangy River.

The City has approximately 160 miles of 6-inch to 48-inch storm water pipe including over 80 storm water detention basins. The City provides hydraulic maintenance to approximately 50 of these basins on a as needed basis. The City has over 1,500 catch basin to maintain as part of the system . The City cleans and televises approximately 5 miles of storm water mains per year. Based on CCTV system maintenance, flooding reports, and prior storm water reports the City can program storm water projects. The City is addressing street and yard flooding on a yearly basis. The City has seen the number of flooding events decrease in the past several years as projects are completed.

The City has proactively responded to storm water flooding issues since the 1998 report was prepared. Subsequent storm water update reports have been completed in 2007 and 2012 for existing projects updates and revised construction estimates. Storm water projects completed in recent years to improve drainage and reduce flooding include Curtis Street/London Road, Berne/Kirkland/Spencer Streets, Pennsylvania Avenue, Joy Avenue, Troy Road, Fountain Avenue, South Sandusky Street, Pumphrey Terrace, West Lincoln Avenue and Olentangy Avenue.

Storm water projects that will be completed in 2016 include phase one of the Bernard Avenue corridor project. Phase one is the lining and rehabilitation of the existing storm water pipe from South Sandusky Street to Route 23 through the OWU campus. The 2016 CIP also includes funding for the design and construction of storm water improvements to an open ditch in the rear yards along Dogwood Drive. The current ditch sides slopes have worsen over the past several years from erosion and now dangerous to maintain.

The 2017-2021 CIP includes funding for repairs to storm water culverts under Route 23 and Stratford Road and the rehabilitation of the of the existing Public Utilities maintenance building on Cherry Street.

It is recommended that the City evaluate the initial storm water fee of \$2.50 per ERU that was established by Ordinance in 2001 and implemented in 2002. An increase in the fee may allow for the funding of curbs and gutters with the City's street resurfacing program. The current fee is below the average fee of \$3.88 for Central Ohio communities. Storm Water Ordinance No. 01-06 states that "subsequent to the initial establishment of Utility Services Charges pursuant to this Ordinance, the Director in each even numbered year shall prepare a Utility report with recommended Utility Service Charges. This report shall contain data utilized in the determination of the recommended Utility Services Charges and shall present to the Council on or before October 1 of each even numbered year for referral to the appropriate committee. The committee shall make a recommendation to Council on or before November 15 of each numbered year concerning the Utility Service Charges to become effective for a two year period beginning January 1 of each odd numbered year." City staff will prepare the report with the possible assistance of a consulting firm.

**CAPITAL IMPROVEMENT PLAN  
STORM WATER FUND  
2017 - 2021**

|                                          | 2017    | 2018      | 2019      | 2020      | 2021      |
|------------------------------------------|---------|-----------|-----------|-----------|-----------|
| <b>BALANCES FORWARD</b>                  | 628,195 | 1,729     | (557,766) | (555,152) | (510,284) |
| <b>REVENUES:</b>                         |         |           |           |           |           |
| Storm Water Fees                         | 348,534 | 355,505   | 362,615   | 369,867   | 377,264   |
| <b>TOTAL REVENUE</b>                     | 348,534 | 355,505   | 362,615   | 369,867   | 377,264   |
| <b>EXPENDITURES:</b>                     |         |           |           |           |           |
| Storm Water System Financial Plan        | 35,000  |           |           |           |           |
| Storm Water Repair                       | 100,000 | 100,000   | 100,000   | 100,000   | 100,000   |
| Storm Water I&I Remediation              |         | 125,000   |           | 125,000   |           |
| Bernard Avenue (Sandusky to Liberty St.) |         | 600,000   |           |           |           |
| Vernon Ave.                              |         |           |           | 100,000   |           |
| Birch Terrace                            |         |           | 200,000   |           |           |
| US 23/R 42 ODOT Culvert Repair           | 400,000 |           |           |           |           |
| Chamberlain/Channing St.                 |         |           |           |           | 350,000   |
| Stratford Rd Culvert Repair              | 200,000 |           |           |           |           |
| Utilities Maintenance Bldg Rehab         | 165,000 |           |           |           |           |
| Equipment Replacement                    | 75,000  | 90,000    | 60,000    |           |           |
| <b>TOTAL EXPENDITURES</b>                | 975,000 | 915,000   | 360,000   | 325,000   | 450,000   |
| <b>ENDING FUND BALANCE</b>               | 1,729   | (557,766) | (555,152) | (510,284) | (583,020) |

**CAPITAL IMPROVEMENT PLAN  
EQUIPMENT REPLACEMENT FUND  
2017 - 2020**

|                                         | 2017           | 2018           | 2019           | 2020     | 2021     |
|-----------------------------------------|----------------|----------------|----------------|----------|----------|
| <b>REVENUES:</b>                        |                |                |                |          |          |
| Water Fund Allocation                   | 105,000        | 30,000         | 30,000         |          |          |
| Sewer Fund Allocation                   | 85,000         | 120,000        | 90,000         |          |          |
| Storm Water Fund Allocation             | 75,000         | 90,000         | 60,000         |          |          |
| <b>TOTAL REVENUE</b>                    | <b>265,000</b> | <b>240,000</b> | <b>180,000</b> | <b>0</b> | <b>0</b> |
| <b>EXPENDITURES:</b>                    |                |                |                |          |          |
| Tandem Axle Dump Truck                  | 135,000        |                |                |          |          |
| Sewer Camera Truck                      |                | 180,000        |                |          |          |
| Backhoe                                 |                |                | 120,000        |          |          |
| One-ton Truck - Sewer                   | 40,000         |                |                |          |          |
| Utility Truck - Water                   | 60,000         |                |                |          |          |
| Pickup Truck - Water                    |                | 30,000         | 30,000         |          |          |
| Pickup Truck - Sewer                    |                | 30,000         | 30,000         |          |          |
| Pickup Truck - Storm Sewer              | 30,000         |                |                |          |          |
|                                         |                |                |                |          |          |
| <b>TOTAL PUBLIC UTILITIES EQUIPMENT</b> | <b>265,000</b> | <b>240,000</b> | <b>180,000</b> | <b>0</b> | <b>0</b> |

## **REFUSE FUND**

### **Description:**

Refuse fees are utilized primarily for supporting the daily operation of the solid waste division of Public Works Department. The city currently provides weekly residential and commercial refuse collection service and recycling service for fiber (newspaper and cardboard) and mixed materials (glass, plastic and aluminum). The city also provides seasonal yard waste collection for eight months of the year. In 2015, the city collected over 15,200 tons of refuse and 3,277 tons of recyclable materials representing a 5% increase over 2014 collections. The combined annual waste collection would fill a football field with a pile of waste over three and a half stories tall.

The refuse collection operation grows with the expansion of the community. The current fleet consists of six "Lodal" side load residential service vehicles, three commercial rear load trucks, and five recycling vehicles. These vehicles are replaced at the end of their respective service life averaging 7-8 years per vehicle. The transition to the residential tipcart "Toter" system in 2001 allows for the city to continue providing a high level of service to community residents and businesses while maintaining low collection rates. Both operations and rates are periodically reviewed and adjusted to continue the efficient refuse service offered the community. The rates and service levels are again being reviewed in 2106 to compare to independent refuse collection costs. Adjustments to rates may be necessary depending on the final cost of proposed refuse facility expansion.

The current refuse operation is dependent on the existence of the County owned and operated solid waste transfer station located directly north of the city on US 42. All residential and commercial waste is delivered to this location. Potential changes to this operation are being closely monitored as the city's operational efficiency or the refuse operation is tied directly to the availability of the local transfer station. Short term contingency plans have been developed this year for a proposed temporary closure of the station for required repairs and improvements.

The city also manages two closed landfills at Cherry Street and Curve Road. Improvements have been completed at both to control leachate breakouts from entering area waterways and drainage systems. In 2015/2016, the leachate collection system at Curve Road was modified by installing a gravity sewer line to direct leachate to an existing sanitary sewer line located approximately 1,750 feet north of the landfill. With this system in place, the Public Works Department will be able to cease the leachate hauling operation and eliminate associated costs estimated to be \$100,000 per year.

A design-build contract is currently being contemplated for the construction of a combined recycling processing and vehicle cold storage facility. Originally, two separate buildings to house the operations were considered however site

restrictions concerning buildable footprint area necessitate a single building be constructed and positioned toward the northeast corner of the Public Works facility property. The construction type may also be adjusted so that any new facility could serve dual use should Public Works operations be adjusted and expanded in the future. The existing recycling facility on Cherry Street is undersized for the size of the recycling operation and is in need of significant repair and expansion in order to be maintained at that location. The preference is to relocate the operation to the Public Works Facility so the old building can be demolished and the site returned to natural open space adjacent to the Olentangy River. The CIP includes expenditures for the construction of both facilities.

Strategic Plan Theme/Goals  
Safe City

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

Master Planning Efforts

- 2014 - Refuse Collection Transfer Facility Contingency Plan
- 2015 - Recycling Service Agreement with Sims Recycling
- 2016 – Refuse rate and service level review
- 2017 – Construction of new Refuse Vehicle/Recycling Building
- 2017 – City/County Task Force on Future of Transfer Station

**CAPITAL IMPROVEMENT PLAN  
REFUSE FUND  
2017 - 2020**

|                                                  | 2017             | 2018           | 2019           | 2020           | 2021           |
|--------------------------------------------------|------------------|----------------|----------------|----------------|----------------|
| <b>BALANCES FORWARD</b>                          | 1,000,000        | 320,689        | 326,126        | 273,366        | 286,606        |
| <b>REVENUES:</b>                                 |                  |                |                |                |                |
| Refuse Fees                                      | 600,000          | 612,000        | 624,240        | 624,240        | 636,725        |
| Bond Revenue                                     | 1,500,000        |                |                |                |                |
| <b>TOTAL REVENUE</b>                             | <b>2,100,000</b> | <b>612,000</b> | <b>624,240</b> | <b>624,240</b> | <b>636,725</b> |
| <b>EXPENDITURES:</b>                             |                  |                |                |                |                |
| <b>Debt Service</b>                              |                  |                |                |                |                |
| Refuse Buildings (\$1.5m, 3%, 5 yrs. 2021)       | 180,000          | 180,000        | 180,000        | 180,000        | 180,000        |
| <b>Building Improvements</b>                     |                  |                |                |                |                |
| Refuse Equipment Storage Bldg 18000 sq. ft.      | 1,400,000        |                |                |                |                |
| Recycling Processing Bldg. 8100 sq. ft.          | 660,000          |                |                |                |                |
| <b>Equipment</b>                                 |                  |                |                |                |                |
| Rear Load 20-Yard Packer - Commercial            | 163,000          | 169,500        |                | 179,000        |                |
| Side Load Lease Payments (2 units. 5 yrs., 2.5%) | 80,311           | 20,063         |                |                |                |
| Side Load Truck                                  | 230,000          | 237,000        | 245,000        | 252,000        | 260,000        |
| Recycling Vehicle - Recycling                    |                  |                | 252,000        |                | 267,000        |
| 1 Ton Dump w/liftgate                            | 66,000           |                |                |                |                |
| <b>TOTAL EXPENDITURES</b>                        | <b>2,779,311</b> | <b>606,563</b> | <b>677,000</b> | <b>611,000</b> | <b>707,000</b> |
| <b>ENDING FUND BALANCE</b>                       | <b>320,689</b>   | <b>326,126</b> | <b>273,366</b> | <b>286,606</b> | <b>216,331</b> |



## FACT SHEET

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AGENDA ITEM NO: 10

DATE: 10/10/16

ORDINANCE NO: 16-92

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

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

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION TO RE-SEAL THE NOISE WALL AND BRIDGE PARAPET ALONG US 42 BETWEEN FERN DRIVE AND SOUTH SANDUSKY STREET IN THE CITY, AND DECLARING AN EMERGENCY.

**BACKGROUND:**

The Ohio Department of Transportation (ODOT) has included a section of noise wall and bridge parapet (low protective barrier wall) along US 42 in their district-wide maintenance project. The limits of the project are roughly Fern Drive to South Sandusky Street. The project will entail cleaning the wall and barrier and re-sealing with the same original Light Neutral color. It is anticipated this work will occur in 2017

**REASON WHY LEGISLATION IS NEEDED:**

ODOT District 6 is administering the project, and the State requires consent legislation be passed by the local government to allow for the project to occur within the corporate limits.

**COMMITTEE RECOMMENDATION:**

The Public Works/Public Utilities Committee will be given an update on the City's maintenance efforts for 2016-2017 in their October meeting.

**FISCAL IMPACT(S):**

The total project budget is \$440,000 to be divided up over several jurisdictions. The initial amount budgeted for the work in the City of Delaware is \$100,000. The current local match is 0%, unless the City adds to the scope of the project. The funds originate from ODOT's Noise Wall Program.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

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

**RECOMMENDATION:**

Approval at first reading, as this is consent legislation and no City funds are being committed to design nor construct the project.

**ATTACHMENT(S)**

None

ORDINANCE NO. 16-92

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION TO RE-SEAL THE NOISE WALL AND BRIDGE PARAPET ALONG US 42 BETWEEN FERN DRIVE AND SOUTH SANDUSKY STREET IN THE CITY, AND DECLARING AN EMERGENCY.

WHEREAS, the STATE and CITY have identified the need for the above described project:

WHEREAS, the City of Delaware, referred to as the Local Public Agency (LPA), desires the Director of Transportation to complete the project; and

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

SECTION 1. The City hereby agrees to cooperate with the Director of Transportation of the State of Ohio in the planning, design and construction of the identified highway improvement project and grants consent to the Ohio Department of Transportation for its development and construction of the project in accordance with plans, specifications and estimates as approved by the Director;

SECTION 2. ODOT agrees to assume and bear the costs of preliminary engineering, right-of-way, and construction by administering Federal and State funds for the project;

SECTION 3. The City agrees to assume and bear one hundred percent (100%) of the total cost of those features requested by the City which are not necessary for the improvement as determined by the State and Federal Highway Administration;

SECTION 4. The LPA agrees to acquire and/or make available to ODOT, in accordance with current State and Federal regulations, all necessary right-of-way required for the described Project. The LPA also understands that right-of-way costs include eligible utility costs. The LPA agrees to be responsible for all utility accommodation, relocation, and reimbursement and agrees that all such accommodations, relocations, and reimbursements shall comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

SECTION 5. Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal law,

including, but not limited to, 23 USC 116; (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

SECTION 6. The City Manager of the City of Delaware is hereby empowered on behalf of the City of Delaware to enter into contracts with the Director of Transportation necessary to complete the described project.

SECTION 7. That the Clerk of Council will transmit to the Director of Transportation a fully executed copy of this Ordinance.

SECTION 8. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 9. EMERGENCY CLAUSE. That this ordinance is hereby declared to be an emergency measure, necessary to provide for the public peace, property, health, safety, welfare, or to provide for the usual daily operation of a department or an office of the City, and as such, will be in full force immediately upon its passage.

VOTE ON EMERGENCY CLAUSE:

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

PASSED: \_\_\_\_\_, 2016

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

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

\_\_\_\_\_  
MAYOR



## FACT SHEET

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AGENDA ITEM NO: 11

DATE: 10/10/16

ORDINANCE NO: 16-93

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE SUPPLEMENTING THE 2016 APPROPRIATIONS ORDINANCE, AND DECLARING AN EMERGENCY

**BACKGROUND:**

The city has been engaged in required procedures and processes for two fire damaged properties – 34 Prospect Street and 3 Colfret Court. Both properties suffered major damaged in separate fires. The City's codified Ordinances allow for adherence to the Ohio Revised Code (ORC) Section 3929.85 Fire Loss Claims which requires, under particular circumstances, insurance companies to deposit funds with the City that can be used by the City to raze, secure or repair the subject structure in the event the owner or agent of the property does not perform these activities as may be required by the Building Official. In both cases the owners/agents are requesting reimbursement of these funds as the properties have complied or are complying with the requirements of the building official in this regard and pursuant to ORC 3929.85 and the City Codified Ordinances. Therefore, this supplemental appropriation is necessary to allow the refund to be processed for these monies that have been previously deposited with the City upon satisfaction of all requirements of the Building Official. The Emergency Clause is included and requested to be enacted because of timing requirements within the ORC section as well as timing requirements of the projects themselves.

**REASON WHY LEGISLATION IS NEEDED:**

To achieve compliance with Section 1507.20 and Section 1321 of the City Codified Ordinances as well as Ohio Revised Code Section 3929.86 Fire Loss Claims.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

None as equal funds were previously deposited with the City and will be returned in an equal amount.

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

David Efland, Planning and Community Development Director

**RECOMMENDATION:**

Staff recommends approval as submitted with enactment of the Emergency Clause.

**ATTACHMENT(S)**

ORDINANCE NO. 16-93

AN ORDINANCE SUPPLEMENTING THE 2016 APPROPRIATIONS ORDINANCE OF THE CITY'S CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY.

WHEREAS, The City of Delaware's Codified Ordinance, Section 1321 requires application for demolition, alteration, moving, and construction of structures within the City, and

WHEREAS, The City of Delaware's Codified Ordinance, Section 1507.20 authorizes the city to follow the requirements and procedures contained within Ohio Revised Code Section 3929.86 Fire Loss Claims, and

WHEREAS, the City was provided funds through the insurance proceeds required by Section 3929.86 ORC for fire losses occurring in the City at 3 Colfret Court and 34 Prospect Street, and

WHEREAS, Erie Insurance provided a check to the City in the amount of \$10,399.90 for a fire loss at 34 Prospect Street which was deposited and State Farm Fire and Casualty Company provided a check in the amount of \$19,020.00 for a Fire loss at 3 Colfret Court which was deposited, and

WHEREAS, Both Parties have either repaired or are in the process of demolition of both properties pursuant to the Building Officials requirements, and

WHEREAS, the City has not incurred any costs attributable to the repair or demolition of either said structure pursuant to the requirements of ORC 3929.86, and

WHEREAS, Both parties request to be reimbursed those funds pursuant to ORC 3929.86, and

WHEREAS, A supplemental appropriation will be necessary to authorize funding for issuance of the refunds.

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

SECTION 1. That there is hereby appropriated from the unencumbered balance of the General Fund \$29,419.90 increasing the following accounts:

|                                    |                 |             |
|------------------------------------|-----------------|-------------|
| Planning and Community Development |                 |             |
| Refunds                            | (101-0061-5601) | \$29,419.90 |

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

SECTION 3. EMEGENCY CLAUSE: That this ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health and welfare of the City and for the further reason of timing requirements with in the ORC Section and as well as timing requirement of the projects, and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION: YEAS\_\_\_ NAYS\_\_\_  
ABSTAIN \_\_\_

VOTE ON EMERGENCY CLAUSE: YEAS\_\_\_ NAYS\_\_\_  
ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2016 YEAS\_\_\_ NAYS\_\_\_  
ABSTAIN \_\_\_

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

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: September 29, 2016

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1. **Calendar**

See Attached

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

See Attached

3. **Bi-Weekly Meetings**

September 30

\* Delaware Partnership

October 3

\* Rotary

\* Council Work Session

October 4

\* 911 Board meeting

October 5

\* Olentangy Shanahan – Final Presentations

4. **Required Reading**

A. MORPC letter regarding Central Ohio Greenways Partnership

# October

2016

| <i>Sun</i> | <i>Mon</i>                        | <i>Tue</i>                          | <i>Wed</i>                            | <i>Thu</i> | <i>Fri</i> | <i>Sat</i>                                   |
|------------|-----------------------------------|-------------------------------------|---------------------------------------|------------|------------|----------------------------------------------|
|            |                                   |                                     |                                       |            |            | <b>1</b>                                     |
| <b>2</b>   | <b>3</b>                          | <b>4</b>                            | <b>5</b>                              | <b>6</b>   | <b>7</b>   | <b>8</b>                                     |
|            | Council Work Session – CIP – 6:30 | Public Works/Public Utilities 7     | Planning Commission moved to the 19th |            |            |                                              |
| <b>9</b>   | <b>10</b>                         | <b>11</b>                           | <b>12</b>                             | <b>13</b>  | <b>14</b>  | <b>15</b>                                    |
|            | Council 7                         | Sister City Advisory Board 7        | BZA 7                                 |            |            |                                              |
| <b>16</b>  | <b>17</b>                         | <b>18</b>                           | <b>19</b>                             | <b>20</b>  | <b>21</b>  | <b>22</b>                                    |
|            |                                   | Parks & Recreation Advisory Board 7 | Planning Commission 7                 | Airport 7  |            |                                              |
| <b>23</b>  | <b>24</b>                         | <b>25</b>                           | <b>26</b>                             | <b>27</b>  | <b>28</b>  | <b>29</b>                                    |
|            | Council 7                         | Shade Tree Commission 7             | HPC 7                                 |            |            | Council Work Session – Parking Study 8:30 am |
| <b>30</b>  | <b>31</b>                         |                                     |                                       |            |            |                                              |
|            | Halloween Beggars Night 6-8       |                                     |                                       |            |            |                                              |

**CONTRACT APPROVAL - OCTOBER 10, 2016**

| <b>VENDOR</b>                    | <b>EXPLANATION OF AGREEMENT</b>             | <b>2016 AMOUNT</b> | <b>DEPARTMENT</b>    |
|----------------------------------|---------------------------------------------|--------------------|----------------------|
| Sky Climber Fabricating          | First Amendment to Precision Tower Products | N/A                | Economic Development |
| Symmetry II                      | CRA and School Comp Agreement               | N/A                | Economic Development |
| Ohio Development Services Agency | 2016 CDBG                                   | \$82,000           | Planning             |
| ODOT                             | CSX - Central Over-height Detection         | \$215,000          | Public Works         |



Mid-Ohio Regional  
Planning Commission

RR

September 22, 2016

111 Liberty Street, Suite 100  
Columbus, Ohio 43215

T 614.228.2663  
TTY 1.800.750.0750

[www.morpc.org](http://www.morpc.org)

Thomas Homan  
City of Delaware  
1 S Sandusky St  
Delaware, Ohio 43015

RE: Central Ohio Greenways Partnership

Dear Mr. Homan,

We would like to thank you for giving Kerstin Carr and Ted Miller the opportunity to present to your City Council about the Central Ohio Greenways (COG) Board and for your interest in becoming a MORPC Greenways Partner. As you know, the COG Board's vision is to create a world-class network of trails easily accessible to every Ohioan, including the residents of your community. The COG Board's focus is to expand the trail system, increase programming, improve branding and marketing, and establish new partnerships.

In fact, strategic partnerships are vital to the health and well-being of Central Ohio's trail network. The COG Board seeks to maintain and develop multi-disciplinary partnerships with organizations that preserve and promote the COG trail system. Government agencies provide the public support that ensures the success of trail development and maintenance.

Best practices in other regions across the country have shown that in-kind and monetary contributions from public agencies have the potential to leverage large amounts of private and foundation funding. For example, the Bayous, Texas region was able to secure a \$50 million dollar endowment for building out the region's open space and trail system. The Philadelphia region was able to receive a \$10 million dollar grant from the William Penn Foundation.

As part of MORPC's Greenways Program, which currently receives funding from Franklin County Metro Parks, the Franklin County Engineer's Office, and the City of Columbus, the COG Board is interested in forming additional funding partnerships to advance the development and maintenance of the trails.

As a funding partner of MORPC's Greenways Program, you would have the following responsibilities:

- Support MORPC's Greenways Program with a contribution of \$2,500 per year.
- Help connect community members to the trails by serving as a champion and advocate for the trail network.
- Assist in educating the public on the importance of trails.
- Install the adopted COG trail identifier signage along all Central Ohio Greenways trails as outlined in the COG corridor plan.
- Link to the COG website from your community's website using the appropriate branding guidelines.

William Murdock, AICP  
Executive Director

Matt Greeson  
Chair

Rory McGuinness  
Vice Chair

Karen J. Angelou  
Secretary

In return, MORPC and the COG Board will provide the following:

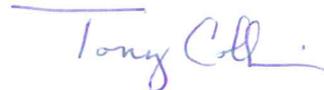
- Offer opportunity for your staff to be involved in the COG working teams and to join the COG Board as a member as board positions become available.
- Develop a strategy to leverage local government dollars to access large foundational and private funding for building out the trail network.
- Provide consultation related to trail planning and development in your community, such as giving input in trail design and plans.
- Assist with trail counts at community trail connectors using MORPC's pedestrian and bicycle count equipment.
- Conduct trail counts along all regionally significant trails and provide data to partners to use when applying for funding.
- Host quarterly COG forums that bring together different organizations to share best practices around trail planning, funding, and development.
- Place partner logos on the COG website, with a direct link to your community's website.
- Provide marketing materials about COG for your use within your community.

Again, we greatly appreciate you joining us as a MORPC Greenways Partner and look forward to working with you and your staff. If you have any questions, please don't hesitate to contact either of us.

Sincerely,



William Murdock  
Executive Director, MORPC  
[wmurdock@morpc.org](mailto:wmurdock@morpc.org)  
614.233.4101



Tony Collins  
Chair, Central Ohio Greenways Board  
Recreations & Parks Director, City of Columbus  
[ta Collins@columbus.gov](mailto:ta Collins@columbus.gov)  
614.645.8432

cc. Ted Miller