

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

AGENDA

REGULAR MEETING

JANUARY 23, 2017

1. ROLL CALL
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the regular meeting of Council held January 9, 2017, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Establish February 27, 2017 at 7:30 p.m. as the date and time for a public hearing and third reading of Ordinance No. 17-02, an ordinance amending Section 505.23 of the City of Delaware's Codified Ordinances, relating to wild and exotic animals.
 - B. Acceptance of the Motion Summary of the Parks and Recreation Advisory Board meeting held on November 15, 2016.
 - C. Acceptance of the Motion Summary of the Planning Commission meeting held on December 7, 2016.
 - D. Acceptance of the Motion Summary of the Civil Service Commission meeting held on October 5, 2016.
6. LETTERS, PETITIONS, AND PUBLIC COMMENTS
7. COMMITTEE REPORTS
8. THIRD READING of Ordinance No. 16-110, an ordinance amending Section 737.01 of the City of Delaware's Codified Ordinances, Relating to Circuses (Council Permission, License, Bond and Insurance Required).
9. CONSIDERATION of Resolution No. 17-03, a resolution authorizing the City Manager to enter into sponsorship of Innovative Organics LLC grant application with the OEPA for the purchase of refuse collection equipment and development of market infrastructure for the recycling of food waste within the City of Delaware.

10. CONSIDERATION of Ordinance No. 17-02, an ordinance amending Section 505.23 of the City of Delaware's Codified Ordinances, relating to wild and exotic animals.
11. CONSIDERATION of Ordinance No. 17-03, an ordinance approving a Combined Preliminary and Final Development Plan for Midway Structural Pipe and Supply Inc. for a new office/warehouse building on 11.0 acres zoned M-2 (General Manufacturing District) and located on the south side of Pittsburgh Drive and just east of Section Line Road.
12. CONSIDERATION of Ordinance No. 17-04, an ordinance approving the naming of the access road extending from Crystal Petal Drive to Cheshire Road and aligned parallel to Columbus Pike to Kingman Hill Drive.
13. FINANCE DIRECTOR'S REPORT
14. CITY MANAGER'S REPORT
15. COUNCIL COMMENTS
16. ADJOURNMENT

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Held

January 9

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6:30 EXECUTIVE SESSION: Mr. Rohrer motioned to enter into executive session at 6:30 p.m. This motion was seconded by Vice-Mayor 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, 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 6:59 p.m., it was moved by Vice-Mayor Shafer that Council move into Open session, seconded by Mr. Rohrer and approved by a 7-0 vote.

The regular meeting of Council held January 9, 2017 was called to order at 7:01 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. DiGenova, followed by the Pledge of Allegiance.

Staff Present: Darren Shulman, City Attorney, Dean Stelzer, Finance Director, Dave Efland, Planning and Community Development Director, Brad Stanton, Director of Public Utilities, Bruce Pijanowski, Police Chief, Bill Ferrigno, Public Works Director/City Engineer, Jackie Walker, Assistant City Manager, and Tom Homan, City Manager

ITEM 4: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the Budget Work Session meeting of Council held December 12, 2016, as recorded and transcribed.

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

APPROVAL of the Motion Summary of the Year-End Meeting of Council held December 22, 2016, as recorded and transcribed.

Motion: Mr. DiGenova moved to approve the Motion Summary for the Budget Work Session Meeting of Council held December 12, 2016, as recorded and transcribed, seconded by Mr. Rohrer. Motion approved by a 7-0 vote.

Motion: Mr. Rohrer moved to approve the Motion Summary for the regular meeting of Council held December 12, 2016, as recorded and transcribed, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to approve the Motion Summary for the Year-End Meeting of Council held December 22, 2016, as recorded and transcribed, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

ITEM 5: CONSENT AGENDA

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

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PUBLIC COMMENT:

Corie Thompson
25 Mason Avenue
Delaware, Ohio 43015

Ms. Thompson voiced a concern on the safety of students throughout the city walking to the various schools. Ms. Thompson voiced a concern over the lack of sidewalks on Forest Avenue and Mason Avenue.

ITEM 7: COMMITTEE REPORTS

Mr. Jones informed Council that there will be a Sister City Advisory Board meeting on January 10, 2017.

Mrs. Keller informed Council that the Planning Commission meeting will be held on January 18, 2017.

Mr. DiGenova provided an update on the Civil Service Commission meeting.

Mr. DiGenova provided an update on the Hayes Memorial Committee and possible alternate locations.

Mr. Hellinger informed Council of the upcoming Delaware Community Coalition meeting.

ITEM 8: RESOLUTION NO. 17-01 [First Reading]

A RESOLUTION HONORING THE LIFE OF DR. MARTIN LUTHER KING, JR.

The Clerk read the resolution for the first time.

Motion: Mr. DiGenova moved to approve Resolution No. 17-01, seconded by Mr. Rohrer. Motion approved by a 7-0 vote.

ITEM 9: ORDINANCE NO. 16-110 [Public Hearing and Second Reading]

AN ORDINANCE AMENDING SECTION 737.01 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO CIRCUSES (COUNCIL PERMISSION, LICENSE, BOND AND INSURANCE REQUIRED).

The Clerk read the ordinance for the second time.

PUBLIC COMMENT:

Adam Howard
Delaware General Health District
1 W. Winter St.
Delaware, Ohio 43015

Mr. Howard discussed the prohibition of exotic and wild animals to the general public. Mr. Howard provided information on the exemption to circuses to exhibit wild and exotic animals.

Tim Harrison
Director of Outreach of Animals
240 Teakwood Lane
Dayton, Ohio

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Mr. Harrison discussed concerns relating to zoonotic diseases and public safety. Mr. Harrison provided details on past incidents relating to wild and exotic animals. Mr. Harrison discussed his experiences working with inspectors at circuses.

Sherry Drescher
5018 Colerain Avenue
Cincinnati, Ohio

Ms. Drescher discussed animal rescue and tracking of smaller circuses.

Sandra Kuhn
239 Stonhope Dr.
Delaware, Ohio 43015

Ms. Kuhn informed Council of no violations in past three years for Circus Pages. Ms. Kuhn expressed the desire to allow Circus Pages the opportunity to share with the public their entertainment.

Shelly Emans
277 Pinecrest Dr.
Delaware, Ohio 43015

Ms. Emans provided information provided by Animal Defenders International. Ms. Emans discussed difficulty getting inspectors at circuses for investigations. Ms. Emans recommended increase in public liability insurance. Ms. Emans requested that Council consider a partial or full ban of circuses with performing exotic animals.

Julie McDonough
614 Boulder Dr.
Delaware, Ohio 43015

Ms. McDonough voiced concern over the stress on the animals and harm that could occur related to that stress. Ms. McDonough requested Council consider a full ban in the City of Delaware for circuses.

Fr. Terry Highland
779 Barberry Spur Avenue
Delaware, Ohio 43015

Fr. Highland discussed past personal experiences at circuses and voiced concerns over the treatment of the animals. Fr. Highland requested Council reject circuses in the City of Delaware.

Matt Rossell
Animal Defenders International
Campaign Director
6100 Wilshire Blvd., #1150
Los Angeles, CA 90048

Mr. Shulman presented to the record an email that was submitted by Mr. Rossell.

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Discussion was held on the liability to the City of Delaware in the event of an accident. Discussion was held with Council on the training of the police department in the event of an incident. Chief Pijanowski discussed training with staff for companion animals only.

Mrs. Keller voiced concern over the safety of residents of Delaware and voiced support for a ban.

Mr. Hellinger voiced concern over public safety, animal safety, and animal rights.

Mr. DiGenova voiced support over ban of circuses.

Mr. Shulman reviewed the draft changes to Ordinance No. 16-110.

Motion: Mr. Hellinger moved to incorporate draft Item A into the Ordinance No. 16-110, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer moved to incorporate draft Item B, including the addition of animal control in the text, seconded by Mr. DiGenova. Motion approved by a 7-0 vote.

ITEM 10: ORDINANCE NO. 16-111 [Second Reading]

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT FOR BOWTOWN DELAWARE, LTD., OLD COLONY ESTATES PHASE 2 CONSISTING OF 55 SINGLE-FAMILY LOTS ON APPROXIMATELY 14.92 ACRES ZONED R-4 WITH TEXT LIMITATIONS (MEDIUM DENSITY RESIDENTIAL DISTRICT) AND LOCATED ON WALLACE DRIVE, VERNON AVENUE AND PILGRIM CIRCLE.

The Clerk read the ordinance for the second time.

Motion: Mrs. Keller moved to suspend the rules for Ordinance No. 16-111, seconded by Vice-Mayor Shafer. Motion approved by 7-0 vote.

Motion: Mrs. Keller moved to approve Ordinance No. 16-111, seconded by Vice-Mayor Shafer. Motion approved by 7-0 vote.

ITEM 11: ORDINANCE NO. 16-112 [Second Reading]

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN FOR T&R PROPERTIES FOR WILLOWBROOK WEST CONSISTING OF 96 SINGLE-FAMILY ATTACHED UNITS ON APPROXIMATELY 15.18 ACRES ZONED R-6 PUD (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT OVERLAY DISTRICT) LOCATED ON THE WEST SIDE OF SOUTH HOUK ROAD JUST NORTH OF ARTHUR PLACE.

The Clerk read the ordinance for the second time.

APPLICANT:

R.J. Sabatino
2705 Donna Drive
Columbus, Ohio

Jim Olen
Ryan Homes

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7077 Sandimark Place
Westerville, Ohio

Mr. Sabatino discussed the plan for fee simple lots. Discussion held regarding the landscape mound requirements with Mr. Efland. Mr. Olen discussed the projected price range.

Motion: Mr. DiGenova moved to suspend the rules for Ordinance No. 16-112, seconded by Vice-Mayor Shafer. Motion approved by 7-0 vote.

Motion: Mr. DiGenova moved to approve Ordinance No. 16-112, seconded by Vice-Mayor Shafer. Motion approved by 7-0 vote.

ITEM 12: ORDINANCE NO. 16-113 [Second Reading]
AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT FOR T&R PROPERTIES FOR WILLOWBROOK WEST CONSISTING OF 96 SINGLE-FAMILY ATTACHED UNITS ON APPROXIMATELY 15.18 ACRES ZONED R-6 PUD (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED UNIT OVERLAY DISTRICT) LOCATED ON THE WEST SIDE OF SOUTH HOUK ROAD JUST NORTH OF ARTHUR PLACE.

The Clerk read the ordinance for the second time.

Motion: Mr. DiGenova moved to suspend the rules for Ordinance No. 16-113, seconded by Vice-Mayor Shafer. Motion approved by 7-0 vote.

Motion: Mr. DiGenova moved to approve Ordinance No. 16-113, seconded by Vice-Mayor Shafer. Motion approved by 7-0 vote.

ITEM 13: ORDINANCE NO. 17-01 [First Reading]
AN ORDINANCE MOVING THE CITY CLERK FROM PART-TIME TO FULL-TIME STATUS, AND DECLARING AN EMERGENCY.

Mr. Shulman read the ordinance for the first time.

Motion: Vice-Mayor Shafer moved to suspend the rules for Ordinance No. 17-01, seconded by Mr. Jones. Motion approved by 7-0 vote.

Motion: Vice-Mayor Shafer moved to enact the emergency clause for Ordinance No. 17-01, seconded by Mr. Jones. Motion approved by 7-0 vote.

Motion: Vice-Mayor Shafer moved to approve Ordinance No. 17-01, seconded by Mr. Jones. Motion approved by 7-0 vote.

ITEM 14: RESOLUTION NO. 17-02 [First Reading]
A RESOLUTION VACATING THE APPOINTMENT OF A MEMBER OF THE PARKS AND RECREATION ADVISORY BOARD.

The Clerk read the resolution for the first time.

PUBLIC COMMENT:

Cory Ratliff
149 Bridgeport Way
Delaware, Ohio 43015

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Mr. Ratliff read into the record a statement in regards to Resolution 17-02.

Lucas Ratliff
149 Bridgeport Way
149 Bridgeport Way
Delaware, Ohio 43015

Mr. Ratliff addressed Council regarding Resolution 17-02.

Jim Browning
189 Hawthorn Blvd.
Delaware, Ohio 43015

Mr. Browning read into the record a statement regarding Resolution 17-02.

Motion: Mrs. Keller moved to approve Resolution No. 17-02, seconded by Mr. Jones. Motion approved by a 5-0-2 (Rohrer and Shafer).

ITEM 15: CITY MANAGER'S REPORT

Mr. Homan discussed the upcoming meeting to discuss the EMS proposal.

Mr. Homan discussed plans to meet with Delaware City School Superintendent regarding scheduling an upcoming joint meeting in February.

Mr. Homan reminded Council of the upcoming Parking Work Session on February 6, 2017.

ITEM 16: COUNCIL COMMENTS

Mr. DiGenova provided information on WOW Cable.

Mr. DiGenova discussed a need to have a meeting with citizens to receive input on the failed road levy.

Vice-Mayor Shafer discussed staff meeting to prepare for upcoming work session.

Mayor Riggle informed Mr. Ferrigno of concerns regarding cars parks on the intersection of N. Sandusky Street and Lincoln Avenue.

Mayor Riggle discussed recent concerns regarding installation by WOW. Mrs. Walker informed Council that she has had no new complaints in past couple of weeks.

Mayor Riggle requested an update on the student recently injured in a crosswalk. Mr. Ferrigno discussed current evaluation on potential improvements.

ITEM 17: ADJOURNMENT

Motion: Mrs. Keller moved to adjourn the meeting. The meeting adjourned at 9:33 p.m.

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Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

**PARKS AND RECREATION ADVISORY BOARD
MOTION SUMMARY
November 15, 2016**

ITEM 1. Roll Call

Chairwoman Lash called the meeting to order at 7:00 p.m.

Members Present: Joshua Bricker, Wayne Brookover, Cassie Cunningham, Bob Dalton, Nicole LaMar, Angela McWhinney, Matt Polites, Lucas Ratliff, Councilmember Kyle Rohrer, Vice-Chairwoman Dianna Hibinger and Chairwoman Allyson Lash

City Staff Present: Linda Mathews, Customer Service City Liaison and Ted Miller, Parks and Natural Resource Director

YMCA Staff Present: Jeremy Byers, Associate Executive Director

ITEM 2. APPROVAL of the Motion Summary for the meeting held October 18, 2016 as recorded and transcribed.

Motion: Councilman Rohrer moved to approve the Motion Summary for the meeting held October 18, 2016 as recorded and transcribed, seconded by Vice-Chairwoman Hibinger. Motion approved by an 11-0 vote.

ITEM 3. PUBLIC COMMENTS

ITEM 4. UPDATE of YMCA Recreation Services

The Advisory Board members had no questions or concerns regarding the update provided by Mr. Byers.

ITEM 5. DISCUSSION OF Upcoming Programs and Events

Mr. Byers provided information on the five year anniversary celebration for the YMCA on January 5, 2017.

Mr. Byers provided information on Program Night for December 9, 2016.

Mr. Byers stated that the recreational calendar is updated on the YMCA website.

A discussion was held on the change of venue to Ohio Wesleyan University for the Daddy Daughter Dance.

ITEM 6. DISCUSSION OF 2016 Bike Plan Comments

Mr. Bricker discussed concern regarding the lack of insight in the plan to be part of the American Legion of Bicyclist as a bike friendly city. Mr. Bricker requested information on if being considered a bike friendly city is a future goal with the plan.

PUBLIC PARTICIPATION:

Dan Negley
17 W. William St.
Delaware, Ohio 43015

Mr. Negley discussed the strict standards to be part of the American League of Bicyclist. Mr. Negley discussed the Trek Program and that their requirements to be recognized as a bike friendly city are not as stringent.

Chairwoman Lash requested more background information on the project and a clear direction and objective of the city for the program.

Chairwoman Lash also requested more information on planned funding for the program.

ITEM 7. UPDATE of Parks Activities

Mr. Miller provided information on the holiday lights and decorations for the street trees in the downtown area and the Christmas tree. Mr. Miller discussed the upcoming First Friday in December plans to light the tree.

Mr. Miller stated that the city receive a grant for additional funding towards Glenross Park.

Mr. Miller discussed plans to initiate a board to start a master plan for Oak Grove Cemetery.

Mr. Miller discussed the citizen request for basketball courts to be placed in a central location. Mr. Miller indicated that staff is assessing different potential locations.

ITEM 8. UPDATE on HVGC Working Group

Mr. Miller indicated that the first meeting is scheduled for November 29, 2016.

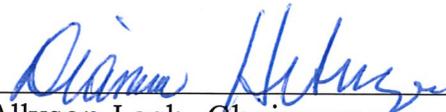
Motion: Mr. Polites moved to establish the HVGC Working Group with November 29, 2016 as the first meeting, seconded by Ms. Lamar. Motion approved by an 11-0 vote.

ITEM 9. STAFF COMMENTS

ITEM 10. MEMBERS COMMENTS

ITEM 11. ADJOURNMENT

Motion: Mr. Polites moved to adjourn the Parks and Recreation Advisory Board meeting, seconded by Vice-Chairwoman Hibinger. The meeting adjourned at 8:31 p.m.



Allyson Lash, Chairwoman



Elaine McCloskey, Clerk

**PLANNING COMMISSION
MOTION SUMMARY
December 7, 2016**

ITEM 1. Roll Call

Vice-Chairman Simpson called the Planning Commission meeting to order at 7:00 p.m.

Members Present: Robert Badger, Jim Halter, George Mantzoros, Vice-Chairman Stacy Simpson Dean Prall

Members Absent: Dean Prall and Chairwoman Lisa Keller

Staff Present: Jennifer Stachler, Assistant City Engineer, Lance Schultz, Zoning Administrator, and Dave Efland, Planning and Community Development Director

Motion to Excuse: Mr. Halter moved to excuse Mr. Prall and Chairwoman Keller, seconded by Mr. Badger. Motion approved by a 4-0 vote.

ITEM 2. Approval of the Motion Summary of the Planning Commission meeting held on November 2, 2016, as recorded and transcribed.

Motion: Mr. Badger moved to approve the Motion Summary for the November 2, 2016 meeting, seconded by Mr. Mantzoros. Motion failed by a 3-0-1 (Halter) vote.

ITEM 3. REGULAR BUSINESS

- A. 2016-2859: A request by Mr. and Mrs. Cory Hupp for approval of an Alley Vacation just east of Euclid Avenue between W. Fountain Avenue and West Lincoln Avenue adjacent to 8 parcels that encompass approximately 0.10 acres (Tabled 10/19/16).

Anticipated Process

- a. Staff Presentation
- b. Applicant Presentation
- c. Public comment (public hearing)
- d. Commission Action

Motion: Mr. Badger moved to table 2016-2859, until the January 18, 2017 meeting, seconded by Mr. Halter. Motion approved by a 4-0 vote.

- B. 2016-3400: A request by Bowtown Delaware Ltd. for approval of a Final Subdivision Plat for Old Colony Estates Phase 2 consisting of 55 single family lots on approximately 14.92 acres zoned R-4 with Text Limitations (Medium Density Residential District) and located on Wallace Drive,

Vernon Avenue and Pilgrim Circle.

Anticipated Process

a. Staff Presentation

Mr. Schultz reviewed the final plat and zoning map. Mr. Schultz provided information on access locations and lot sizes. Mr. Schultz reviewed the 8 staff conditions for approval.

Mr. Halter voiced his concern on the size of the houses. Mr. Schultz discussed and reviewed the base code when it was approved in 2002.

A discussion was held regarding the retention pond and previous complaints regarding the algae in the current retention pond.

b. Applicant Presentation

APPLICANT:

Jack Wendell
536 S. Wall St.
Columbus, Ohio

c. Public comment (not public hearing)

There was no public comment

d. Commission Action

Motion: Mr. Halter moved to approve 2016-3400, along with all staff recommendations, seconded by Mr. Mantzoros. Motion approved by a 4-0 vote.

C. Willowbrook West

(1) 2016-3396: A request by T&R Properties for approval of a Preliminary Development Plan for Willowbrook West consisting of 96 single family attached units on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Development Overlay District) located on the west side of South Houk Road just north of Arthur Place.

(2) 2016-3397: A request by T&R Properties for approval of a Preliminary Subdivision Plat for Willowbrook West consisting of 96 single family lots on approximately 15.18 acres zoned R-6 PUD (Multi-Family Residential District with a Planned Unit Development Overlay District) located on the west side of South Houk Road just north of Arthur Place.

Anticipated Process

a. Staff Presentation

Mr. Schultz reviewed the development text from 1999. Mr. Schultz discussed the Preliminary Development Plan and discussed the access locations to the development. Mr. Schultz discussed the sidewalk condition recommended by staff for approval. Mr. Schultz discussed the layout of the plan, along with information on the retention pond and green space area. Mr. Schultz reviewed the proposed unit elevation and the recommended staff conditions.

b. Applicant Presentation

APPLICANT:

Ron Sabatino
3895 Stonebridge Court
Dublin, Ohio 43016

c. Public comment (not a public hearing)

There was no public comment.

d. Commission Action

Motion: Mr. Badger moved to approve 2016-3496, along with all staff recommendations, seconded by Mr. Halter. Motion approved by a 4-0 vote.

Motion: Mr. Badger moved to approve 2016-3497, along with all staff recommendations, seconded by Mr. Halter. Motion approved by a 4-0 vote.

ITEM 4. PLANNING DIRECTOR'S REPORT

Mr. Efland discussed the meeting date change for January 18, 2017.

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

Mr. Badger requested information regarding the sidewalk plan for Old Colony Estates. Mr. Efland provided information regarding the requirements.

Mr. Halter discussed the progress of the new Speedway construction and the need for road work to be finished prior to the opening. Ms. Stachler discussed the need for the off-site sanitary and water run plan to be completed first.

ITEM 6. NEXT REGULAR MEETING: January 18, 2017

ITEM 7. ADJOURNMENT:

Motion: Vice-Chair Simpson moved for the December 7, 2016 Planning Commission meeting to adjourn. The meeting adjourned at 7:45 p.m.



Lisa Keller, Chairwoman



Elaine McCloskey, Clerk

**Civil Service Commission
Motion Summary
October 5, 2016**

ITEM 1. ROLL CALL

Michael Robinson called the meeting to order at 3:10pm.

Members Present: Michael Robinson, Brooke Acker and Eric Coss

Staff Present: Police Chief Bruce Pijanowski, Fire Chief John Donahue, City Council Member Joe DiGenova, Human Resource Manager Jessica Feller, Administrative Services Specialist Julie Williams, City Attorney Darren Shulman and Human Resource Coordinator Lorrie Diaz

ITEM 2. APPROVAL of SEPTEMBER 7, 2016 Motion Summary of the Civil Service Commission meeting held SEPTEMBER 7, 2016, as recorded and transcribed.

Motion: Ms. Acker moved to approve of the Motion Summary for the September 7th Motion Summary as amended, seconded by Mr. Coss. Motion passed by a 2-0 vote.

ITEM 3. Update Police Officer Certified List

The list represents changes reflecting the addition of 12 new candidates and the removal of 9 candidates who have rolled off the list following 1 year.

Motion: Mr. Coss moved to update the Police Officer List, seconded by Ms. Acker. Motion passed by a 3-0 vote.

ITEM 4. Update Firefighter Certified List

The list represents changes reflecting the additional of 7 new candidates to the list and the removal of 2 candidates.

Motion: Mr. Coss moved to update the Firefighter List, seconded by Ms. Acker. Motion passed by a 3-0 vote.

ITEM 5. Update Police Sergeant Promotional List

Jamie Brewbaker has been promoted and removed from the list.

Motion: Ms. Acker moved to update of the Police Sergeant Promotional List, seconded by Mr. Coss. Motion passed by a 3-0 vote.

ITEM 6. PUBLIC COMMENTS

ITEM 7. COMMITTEE COMMENTS

Michael states his departure from the Commission and his appreciation and thanks to the staff.

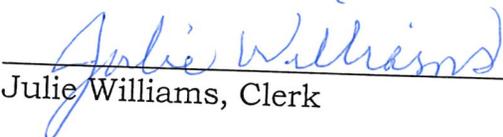
ITEM 8. ADJOURNMENT

Chairman Robinson adjourned the meeting at 3:16 p.m.



Michael Robinson, Chairman

John Rybka



Julie Williams, Clerk



FACT SHEET

AGENDA ITEM NO: 8

DATE: 01/23/17

ORDINANCE NO: 16-110

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: YES
January 9, 2017 at 7:30 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING SECTION 737.01 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO CIRCUSES (COUNCIL PERMISSION, LICENSE, BOND AND INSURANCE REQUIRED).

BACKGROUND:

Last March, in conjunction with consideration of a circus permit, Council indicated it would like staff to propose an update to the Code. The proposed changes update the requirements for getting a permit as these requirements have not been updated since 1976. In addition, the revision allows rejection of the permit if the Council finds that the circus mistreats animals.

Circus Pages has started the process for a permit for their tentative circus date of March 24, 2017. The resolution will come before Council sometime in 2017.

Prior to placing this item on the agenda a draft of this ordinance was provided to Circus Pages and the individuals who came to speak at the hearing last March.

Update: The attached draft includes two changes adopted by council at the 1/9/17 meeting. One prohibits exotic animals and the other defines mistreatment based on APHIS citations, with an additional clause for the city's animal control citations.

REASON WHY LEGISLATION IS NEEDED:

The Code has not been updated since 1976.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

Allows Council to decline to issue a permit, if Council finds that the circus has mistreated animals.

PRESENTER(S):

Darren Shulman, City Attorney

RECOMMENDATION:

ATTACHMENT(S)

N/A

ORDINANCE NO. 16-110

AN ORDINANCE AMENDING SECTION 737.01 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO CIRCUSES (COUNCIL PERMISSION, LICENSE, BOND AND INSURANCE REQUIRED).

WHEREAS, Section 737.01 has not been amended since 1976; and

WHEREAS, Council has determined that the criteria for issuing a circus permit must be updated; and

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

SECTION 1. 737.01 of the City of Delaware Codified Ordinances shall be amended as follows:

737.01. - Council permission, license, bond and insurance required.

(a) No person, firm or corporation, except a licensee under this chapter, shall operate, manage, exhibit or produce any circus, carnival or menagerie within the City. **A LICENSE SHALL NOT BE ISSUED FOR A CIRCUS, CARNIVAL, OR MENAGERIE THAT INCLUDES WILD OR EXOTIC ANIMALS, AS DEFINED BY 505.23 OF THE DELAWARE CODIFIED ORDINANCES.**

(b) Every person, firm or corporation desiring to engage in such business shall secure the permission of Council therefor, and shall obtain from the City Manager a license therefor, for which ~~a fee of ten dollars (\$10.00) per day~~ **THE FEE SET FORTH IN THE FEE SCHEDULE** of presence and/or operation in the City shall be **PAID** ~~charged~~. **A LICENSE APPLICATION MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE EVENT. IF TIMELY FILED**, the permission of Council shall be granted unless it ~~affirmatively appears~~ DETERMINES that ~~any such~~ **THE** proposed circus, carnival or menagerie shall in any way endanger or threaten the public peace, property, health, safety or welfare of the City **OR THAT THE CIRCUS HAS RECEIVED MORE THAN FIVE NON-CRITICAL OR TWO CRITICAL NON-COMPLIANCE CITATIONS BASED ON INSPECTIONS BY THE UNITED STATES DEPARTMENT OF AGRICULTURE'S ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS) OR HAS RECEIVED AN ANIMAL CONTROL CITATION BY THE CITY, WITHIN THE PAST THREE YEARS.**

(c) If the issuance of a license under this section is authorized by Council, the same shall not be issued until the applicant files with the City Manager a bond executed by the licensee as principal and by a good and sufficient corporate surety company licensed to do business in Ohio as surety, and whose name appears on the current list published by the United States Treasury Department of accepted sureties on Federal bonds, conditioned that the principal obligor will operate any



FACT SHEET

AGENDA ITEM NO: 9

DATE: 1/23/17

ORDINANCE NO:

RESOLUTION NO: 17-03

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Brad Stanton, Public Utilities Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A Resolution authorizing the City Manager to enter into sponsorship of Innovative Organics LLC grant application with the OEPA for the purchase of refuse collection equipment and development of market infrastructure for the recycling of food waste within the City of Delaware.

BACKGROUND:

The OEPA has made available funds to successfully develop the market for recycling organic materials within the State of Ohio. The funds are to implement a curbside food waste collection service through the purchase of 2 pieces of processing equipment, 2,000 - 7 gallon buckets for curbside collection, and recycling equipment and signs to be used at large outdoor ZERO WASTE EVENTS.

REASON WHY LEGISLATION IS NEEDED:

Innovative Organics LLC will submit the grant application no later than February 3, 2017. The grant requires a public sponsor in cooperation with the business entity. The signature and a letter of support from an authorized official is required for grant submittal therefore City Council approval is necessary for authorization of the City Manager to sponsor the grant.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

OEPA funding must be matched 100% - this will be paid for by Innovative Organics LLC with no cost to the City of Delaware.

POLICY CHANGES:

N/A

PRESENTER(S):

Collin Smith, Watershed/Sustainability Coordinator
Ray Leard, Innovative Organics LLC

RECOMMENDATION:

Approval

ATTACHMENT(S)

OEPA grant application

2017

Market Development Grant

Application Handbook



**Ohio Environmental Protection Agency
Craig W. Butler, Director**

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PROGRAM INTRODUCTION

The Ohio Revised Code (ORC) 3736 authorizes the Director of the Ohio Environmental Protection Agency (Agency) to award Market Development Grants for the purpose of supporting recyclable material markets in the State of Ohio. The Director reserves the right to grant exceptions or impose additional requirements when situations warrant. This funding provides opportunities to financially support market development projects; specifically, to develop the infrastructure for strengthening end-product markets involving the following targeted materials collected in Ohio:

- **aluminum**
- **construction & demolition debris**
- **electronics**
- **gypsum board**
- **glass**
- **organic material (i.e. food waste)**
- **old corrugated cardboard**
- **paint**
- **paper**
- **plastic (#1 - #7)**
- **shingles**
- **wood waste**

Projects that impact the largest Ohio market area and consume the largest volume of recyclable materials will receive increased consideration.

WHO CAN APPLY

Private sector businesses and non-profit organizations who are located and registered to conduct business in Ohio may seek market development funding. However, businesses and non-profit organizations applying for funds must secure a public sponsor to serve as the grant applicant. Those eligible to serve as sponsors include an agency of the state, as established by the Ohio Revised Code (i.e. municipal corporation, county, township, village, state agencies, or departments, state colleges and universities and solid waste management district or authority).

FUNDING CRITERIA

The Agency will consider the following elements in the process of application review:

- Demonstration of positive economic and environmental impact regionally or statewide
- Assurances that the project will accomplish stated goals and is transferable
- Potential for evolution into a permanent service or program without future Agency funding
- Past grant performance (project implementation, expenditures and submission of reports)
- Consistency with the strategic goals of the local and state solid waste management plans
- Qualifies as an eligible project and includes one or more targeted materials
- Financial need of the applicant
- Availability of grant funds
- Submission of required forms and comprehensive responses to all applicable questions
- No outstanding financial or compliance issues

ELIGIBLE PROJECTS

Project Category	Maximum Grant Request	Project Examples – <i><u>examples are illustrative and not all-inclusive</u></i>
Construction & Demolition Debris (C&DD) Recycling	\$250,000	C&DD operations seeking equipment to pre-process material received at their site of operations.
Glass Recycling	\$250,000	Collection and processing of mixed or color separated glass. Also any manufacturing of a finished product that uses glass as a base material.
Manufacturing & Processing	\$250,000	Manufacturing or processing facilities seeking to expand their capabilities to process base material or manufacture a finished product.
Material Recovery Facility (MRF) Recycling- Private	\$250,000	A private sector owned and operated material recovery facility seeking funds to expand operational capacity.
Organics Recycling	\$250,000	Facilities capable of handling or seeking to handle food waste and proposing to install an “in-vessel” or similar processing system.

MATCH FUNDS

Market Development grant projects require a **one hundred percent (100%) match**. Applicants and cooperating enterprises if applicable must provide a financial contribution to the project equal to the amount requested in grant funds. The match must be a cash contribution, documented line of credit secured from an accredited lending institution or loan from the banking industry or government agency which is dedicated to the project. Applicants securing a line of credit or loan from an accredited lending institution or agency should attach a letter to their application package from the institution or agency verifying that approval has been received.

ALLOWABLE COSTS

Grant funds may be expended **only** for allowable costs described below:

Equipment

- purchase of equipment

Goods & Services

- site improvements directly related to the project
- purchase tools and supplies necessary to implement the project

Personal Services Contract

- contracts covering the costs necessary for services of public or private contractors; such costs shall not include salaries or benefits of existing or “in-house” employees

UNALLOWABLE COSTS

Costs **not** allowed to be reimbursed with grant funds include, but are not limited to:

- recycling of hazardous waste
- employee's salaries or benefits
- land acquisition
- materials not generally found in the municipal solid waste stream
- costs excluded by ORC 3736 or not identified under "Allowable Costs"

APPLICATION PROCEDURES

Applicants are required to submit both an original (written) application for the proposed project by U.S. mail, and one application as an email attachment to the Recycling & Litter Prevention (Division of Environmental & Financial Assistance) mailbox address: recycle@epa.ohio.gov

The subject line of the email message should state "2017 Market Development Grant Application" as well as the name of your business or organization. Both the written and electronic applications must be U.S. postmarked or delivered to the office by no later than February 3, 2017. Mailed application documents and materials should be sent to: Ohio Environmental Protection Agency, Recycling & Litter Prevention (Division of Environmental & Financial Assistance), Attention: Marie Barnett, Grants Administrator, P.O. Box 1049, Columbus, Ohio 43216-1049. Additional program information can be received by emailing marie.barnett@epa.ohio.gov, or by calling (614) 705-1019.

IF YOU RECEIVE A GRANT

Grant Agreement - The grant agreement will specify the total grant award and will stipulate exactly how the grant funds will be spent. All grant recipients must enter into this agreement with the Agency to authorize receipt and expenditure of grant funds. In addition, the private sector business or non-profit organization will be required to enter into a contract with their sponsor.

Administration Meeting - Grantees will be required to attend a mandatory grant administration meeting in June 2017.

Timeline and Performance Period - The effective date of the grant agreement will be **July 1, 2017** or the date, on which the agreement is signed by the Director of the Ohio EPA, whichever is later. Grant and match funds cannot be expended prior to the effective date. The maximum grant period for the grant is 24 months. The scheduled expiration date for the grant period is **June 30, 2019**. Grantees may request to close out the grant early. Upon close out, the grantee must submit all required grant final reports and supporting documentation such as invoices and proof of payment.

Payment Schedule - Subject to cash availability and after final execution of the grant agreement, grantees will receive electronic payments for fifty percent (50%) of the amount of the grant award.

The remaining balance will be held in reserve to reconcile the grant at closeout.

APPLICATION CHECKLIST

Applicants are encouraged to utilize the following checklist to ensure the completeness of their Market Development Grant application package.

- One complete set of all application forms shall be mailed to Ohio Environmental Protection Agency, Recycling & Litter Prevention (Division of Environmental & Financial Assistance), Attention: Marie Barnett, Grants Administrator, P.O. Box 1049, Columbus, OH 43216-1049
- One complete set of all application forms shall be emailed in Word format to recycle@epa.ohio.gov
- Market Development Grant Application Cover Sheet with original authorized signature.
- Market Development Grant Executive Summary - limit to one double-sided page in narrative form.
- Market Development Grant Project Details Format - provide comprehensive responses to all applicable questions in the format outlined, limit to three double-sided pages.
- Submission of Financial Documents - provide the cooperating enterprises' Profit and Loss (P&L) Statement, Income Statement, Balance Sheet, and a Cash Flow Statement
- The cooperating enterprise's most recent Dunn & Bradstreet Business Information Report (www.dnb.com) for the existing business; or an Income Statement reflecting the cooperating enterprise's financial status for a start-up company.
- If applicable, an original letter from an accredited lending institution or agency, verifying an established line of credit or loan to satisfy the match requirements and those monies are reserved within the line of credit to account for the match amount.

APPLICATION COVER SHEET

Applicant: _____ Tax ID: _____

County: _____ Solid Waste District: _____

Authorized Official: _____ Title: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Email: _____

Grantee Contact Person: _____ Title: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Email: _____

Name of Cooperating Enterprise: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Email: _____

Project Type	Grant Funds Requested	Match Funds Committed	Total
Targeted Material(s)	Annually Projected Tons Processed (TPY)		
Jobs Created & Retained	FTE		PTE
Created:			
Retained:			

AUTHORIZED SIGNATURE FOR APPLICANT AGENCY

Upon submission of this grant application, the applicant will be bound by its contents. In the event the Ohio EPA accepts this proposal, the applicant will fully comply with the contents and conditions outlined in the grant proposal. I, the undersigned Authorized Official of the grant applicant, certify that the applicant possesses all necessary authority to undertake the proposed activities identified in this application. I certify the information in this grant application is accurate and complete.

(Authorized Official's Printed Name)

(Authorized Official's Title)

(Authorized Official's signature)

(Date)

EXECUTIVE SUMMARY

Applicants should provide an overview of the proposed project, the project's purpose and scope, and the specific methods and technologies that will be incorporated to implement the project. If applicable, this section should describe the business' history, primary product line, current industry trends impacting the business and the specific location where the project will be conducted. The summary should include a timeline in narrative form for the major project events including securing of permits and licenses, construction of facilities and completion of service contracts. Include the number and type of jobs you anticipate being created or retained as a result of this project. Applicants should demonstrate the financial and operational rationale for the requested funding and provide supporting information. State how the proposed project supports the strategic and educational goals of the local and state solid waste management plans.

PROJECT DETAILS FORMAT

Responses must be titled and listed in the order in which they are provided in this format.

1. **Project Budget and Match Commitment** - provide a detailed breakdown of the total expenditures required for the proposed project. **Clearly identify which expenditures will be paid with Agency grant funds and matching funds.** Explain if additional funds will be expended beyond required match.
2. **Service Area** - define the project's site of operation and service area, based on population and geographical area and explain how the target service area was determined.
3. **Diversions Rate** - state the tonnage of material being diverted from the baseline amount of waste generated in the service area or being received by a facility.
4. **Sustainability** - describe the long-term commitment to continue the project operationally and financially.
5. **Performance** - state anticipated tons collected and recycled and the project's goals and methods employed to measure and evaluate the project.
6. **Material Description** - identify type and quantity of materials utilized as feedstock for this project - classify as post-consumer, post-commercial or post-industrial. Provide data on total volume and calculations for percentage of recycled content. Name the sources and locations of materials utilized as project feedstock. List any required material specifications.
7. **Facility Details** - include contact information, actual location of the facility and equipment, and any construction drawings.
8. **Income Statement** - submit a financial statement of business showing the details of revenues, costs, expenses, losses and profits for the past three years.
9. **Sales Projections & Product Distribution** - provide a three-year estimate of future sales. Discuss the company's method of product distribution. Project an investment "payback" schedule.
10. **Markets** - define the targeted material or product market, describe the company's growth potential within the market and discuss the barriers to market entry.
11. **Financial Statements/Reports** – Attach a financial profile of the company that includes the following: A Dunn & Bradstreet Business Information Report for existing companies or a Projected Income Statement certified by an independent CPA for start-up businesses.
12. **Acknowledgement of Funding Source** – Explain how you will identify Ohio EPA's financial participation in your project (i.e., display of the Ohio EPA Recycle Ohio logo).

IMPORTANT DEFINITIONS

Applicant/Grantee Authorized Official - the person designated by the Applicant (grantee) to administer the grant and sign the grant reports and revisions.

Baseline - a standard or benchmark, such as annual total tons or participation rate, against which the performance of a program or project can be measured.

Construction & Demolition Debris (C&DD) - waste building materials from construction, remodeling, repair and demolition of homes, commercial buildings and other structures.

Contact Person - the individual(s) responsible for coordinating the grant.

Cooperating Enterprise - a business whose principal place of operations is located in Ohio.

Deconstruction - a systematic and cost-effective process or processes involved in the removal of residential and commercial structures and their base components.

Diversion Rate - the total tons per year of diverted waste/recycled material versus the total tons of waste generated in a service area or being accepted by a facility.

Grant Agreement - contract between the grantee and the Agency that documents the grant award and stipulates exactly how grant and match funds will be spent.

Manufacturing - the process of turning recyclable feedstock into a new product.

Match Funds - those funds provided by the grantee or cooperating enterprise for use toward proposed project expenses.

Material Recovery Facility (MRF) - a facility accepting post-consumer, commercial and/or industrial recyclable materials for recovery.

Passenger Tire Equivalent (PTE) - one PTE equals the weight of one passenger tire (approximately 20 pounds). There are five PTEs to one semi-truck tire and ten PTEs to one off-road or rear agricultural tire. One hundred PTEs equals approximately one ton.

Payback Schedule - the term or time period in which a project will generate revenue or cost savings equaling the original investment.

Personal Services Contracts - contractual agreement for temporary work, directly related to the project, rendered to the grantee or cooperating enterprise if applicable, by companies and individuals not on the grantee or cooperating enterprise's payroll.

Processing - the conversion of recyclables into feedstock used in a manufacturing process.

Recycling - the collection, separation, recovery and sale or reuse of materials that would otherwise be disposed or processed as waste.

Scrap Tire - any unwanted or discarded tire regardless of size.

Sustainability - those projects determined to have both the financial and operational ability to maintain a current level of service without the infusion of external funding sources.

Total Project Cost - the sum of all costs that must be incurred to perform the project.



2017 MARKET DEVELOPMENT GRANT

The Market Development Grant program offers grant funds to Ohio businesses that propose to create the infrastructure necessary for successful markets of recyclable materials and related products. The Ohio Environmental Protection Agency (Agency) is seeking proposals involving one or more of the following materials collected or processed in Ohio:

- aluminum
- construction and demolition debris
- electronics
- glass
- organic material (i.e. food waste)
- old corrugated cardboard
- paint
- paper
- plastic (#1 - #7)
- shingles
- wood waste

ELIGIBILITY CRITERIA

Private sector businesses and non-profit organizations who are located and registered to conduct business in Ohio may seek market development funding. However, businesses and non-profit organizations applying for funds must secure a public sponsor to serve as the grant applicant. Those eligible to serve as sponsors include an agency of the state, as established by the Ohio Revised Code (ie. municipal corporation, county, township, village, state college or university and solid waste management district or authority). A state agency or department may also serve as a sponsor. The sponsor may submit multiple applications.

FUNDING CRITERIA

These competitive grants will be awarded based on the following:

- Demonstration of positive economic and environmental impact regionally or statewide
- Assurances that the project will accomplish stated goals and is transferable
- Potential for evolution into a permanent service or program without future Agency funding
- Past grant performance (project implementation, expenditures and submission of reports)
- Consistency with the strategic goals of the local and state solid waste management plans
- Qualifies as an eligible project and includes one or more targeted materials
- Financial need of the applicant
- Availability of grant funds
- Submission of required forms and comprehensive responses to all applicable questions
- No outstanding financial or compliance issues

MARKET DEVELOPMENT GRANT PROJECTS

GRANT REQUEST (Up To)

- | | |
|---|------------|
| • Construction & Demolition Debris Recycling | \$ 250,000 |
| • Glass Recycling | \$ 250,000 |
| • Manufacturing & Processing | \$ 250,000 |
| • Material Recovery Facility (MRF) Recycling (Private) | \$ 250,000 |
| • Organics Recycling | \$ 250,000 |

SPECIAL CONDITIONS

Applicants must demonstrate that the applicant or cooperating enterprise will commit a minimum of **one hundred percent (100%)** matching funds, equal to the amount requested in grant funds. The match must be a cash contribution, documented line of credit secured from an accredited lending institution, loan from the banking industry or government agency which is dedicated to this project. The maximum grant period for the Market Development program is 24 months. Applicants sponsoring businesses or non-profit organizations must enter into a contract with that entity to implement the grant-approved activity. A grant funding line is required for all projects and an acknowledgement of funding source.

PAYMENT SCHEDULE

Subject to cash availability, grantees will receive an advance grant payment, while the remaining grant balance will be held in reserve to reconcile the grant at closeout.

IMPORTANT DATES

- | | |
|---|-----------------------------------|
| • Oct. 1, 2016 - Application Package posted at www.recycleohio.gov | • Feb. 3, 2017 - Applications due |
| • Oct. 26, 2016 – Informational Meeting | • April 2017 - Awards announced |
| • Nov. 16, 2016 – Webinar | • July 2017 - Funding available |

CONTACT: Chet Chaney at chet.chaney@epa.ohio.gov, (614) 728-0043, or Marie Barnett at marie.barnett@epa.ohio.gov, (614) 705-1019.



FACT SHEET

AGENDA ITEM NO: 10

DATE: 1/23/17

ORDINANCE NO: 17-02

RESOLUTION NO:

READING: FIRST
(Second Reading to be held 2/13/17)

PUBLIC HEARING: YES
February 27, 2017 at 7:30 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING SECTION 505.23 OF THE CITY OF DELAWARE'S CODIFIED ORDINANCES, RELATING TO WILD AND EXOTIC ANIMALS.

BACKGROUND:

At its last meeting, City Council incorporated an amendment to its pending circus legislation which would prohibit circuses using wild and exotic animals from performing in the City. In order to effectuate the intent of that amendment, a corresponding change is needed to the City's existing exotic and wild animal ordinance. This legislation makes that change, while attempting to ensure that accredited Zoos are permitted to bring demonstration animals to the City. A draft of this legislation has been provided to the Columbus zoo for comment.

REASON WHY LEGISLATION IS NEEDED:

This legislation will be needed to implement changes that were incorporated into a proposed ordinance amending the circus permit process.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

This would remove the exception for circuses and add an explicit exception for accredited zoos.

PRESENTER(S):

Darren Shulman, City Attorney

RECOMMENDATION:

ATTACHMENT(S)

N/A

ORDINANCE NO. 17-02

AN ORDINANCE AMENDING SECTION 505.23 OF THE
CITY OF DELAWARE'S CODIFIED ORDINANCES,
RELATING TO WILD AND EXOTIC ANIMALS.

WHEREAS, Section 737.01 has not been amended since 1976; and

WHEREAS, Council has adopted a change to 737.01 which requires a corresponding amendment to make effective; and

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

SECTION 1. 505.23 of the City of Delaware Codified Ordinances shall be amended as follows:

505.23. - Wild or exotic animals.

- (a) No person shall market in any form wholesale or retail, any wild or exotic animal and any animal otherwise prohibited by any other section of these Codified Ordinances. Exceptions to this prohibition include those animals native to the farm and sold at auction or by private sale, such as horses, cattle, swine and poultry and those animals sold by pet dealers or by private sale, such as domestic cats, domestic dogs, domestic rabbits, guinea pigs, chinchilla, mice, hamsters, gerbils, psittacine birds and nonpoisonous, non-man eating fish.
- (b) No person shall own or harbor any wild or exotic animal. Exceptions to this prohibition are eireuses, veterinarians (for the purpose of medical treatment), **ACCREDITED ZOOS**, and educational research facilities.

Farm animals such as horses, cattle, swine and poultry, as well as domestic cats, domestic dogs, domestic rabbits, guinea pigs, chinchilla, mice, hamsters, gerbils, psittacine birds and non-man eating fish may be owned and kept pursuant to the requirements of the Codified Ordinances of the City of Delaware including, but not limited to, the Zoning Code.

Permission may be given by the City Manager or his designate for a person to temporarily keep, care or protect a wild animal native to the State which has been deemed to be homeless, provided it is under the care of a licensed veterinarian.

- (c) **SUBJECT TO THE EXCEPTIONS ABOVE**, No person shall own, harbor or keep any animal listed by the Federal Government or considered by the

American Humane Society, Local and State authorities to be an endangered species.

- (d) Whoever violates any provision of this section is guilty of a misdemeanor of the fourth degree. Additionally, the Court shall order that such animal be removed from the City or be humanely destroyed by a licensed veterinarian, the Dog Warden, the Humane Society, a law enforcement officer or the Community Service Officer.

VOTE ON RULE SUSPENSION:

YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2017

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 11

DATE: 1/23/17

ORDINANCE NO: 17-03

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR MIDWAY STRUCTURAL PIPE AND SUPPLY INC. FOR A NEW OFFICE/WAREHOUSE BUILDING ON 11.0 ACRES ZONED M-2 (GENERAL MANUFACTURING DISTRICT) AND LOCATED ON THE SOUTH SIDE OF PITTSBURGH DRIVE AND JUST EAST OF SECTION LINE ROAD.

BACKGROUND:

The subject vacant 11 acre site is subdivided from the approximate 48 acre parent parcel that is located on the south side of Pittsburgh Drive. The new subject parcel is bordered to the east by an existing stream and to the west by the Columbia Gas receiver site that was approved by the Planning Commission in May 2016. The proposed 29,480 square foot building would contain approximately 5,400 square feet of office space and 24,080 square feet of warehouse space. Also, a proposed large laydown area would be located east, west and south of the building for outside storage of steel pipe and other steel products associated with general fencing materials. A single curb cut would access the site from Pittsburgh Drive. A proposed large laydown area would be located east, west and south of the building for outside storage of steel pipe and other steel products associated with this use. A fuel tank pad along with a future storage building would be located directly behind the warehouse portion of the building in the laydown area. In addition, a proposed three foot high mound with native grass would buffer the eastern, western and southern perimeters of the property. Also, a detention basin is located east of the building along Pittsburgh

Drive. The proposed office portion of the building would be 19.9 feet high while the warehouse portion of the building would be 32 feet high. The building elevation would be comprised of grey metal panels with a lighter grey split face block wainscoting around the office building and regular block wainscoting extending around the warehouse portion of the building. Furthermore, the development would have to achieve compliance with the tree preservation, landscaping, lighting, signage, Fire Department, and FAA regulations.

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Section 1129.06 Development Plan Review Procedures of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 7-0 on January 18, 2017.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval on first reading with documented conditions, as the business is ready to start the project.

ATTACHMENT(S)

Staff Report

ORDINANCE NO. 17-03

AN ORDINANCE FOR MIDWAY STRUCTURAL PIPE AND SUPPLY INC FOR APPROVAL OF COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR A NEW OFFICE/WAREHOUSE BUILDING ON 11.0 ACRES ZONED M-2 (GENERAL MANUFACTURING DISTRICT) AND LOCATED ON THE SOUTH SIDE OF PITTSBURGH DRIVE AND JUST EAST OF SECTION LINE ROAD.

WHEREAS, the Planning Commission at its meeting of January 18, 2017 recommended approval of a Combined Preliminary and Final Development Plan for Midway Structural Pipe and Supply Inc., for a New Office/Warehouse Building on 11.0 acres zoned M-2 (General Manufacturing District) and located on the south side of Pittsburgh Drive and just east of Section Line Road (PC 2016-3559), and

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

SECTION 1. That the Combined Preliminary and Final Development Plan for Midway Structural Pipe and Supply Inc., for a New Office/Warehouse Building on 11.0 acres zoned M-2 (General Manufacturing District) and located on the south side of Pittsburgh Drive and just east of Section Line Road, is hereby confirmed, approved, and accepted with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. The laydown area shall be an asphalt milling (or approved equivalent) application which is a dustless surface approved by the City Engineer in this specific case.
3. The access drive from Pittsburgh Drive to the security gate shall be constructed of asphalt (less the concrete apron).
4. The east end of the employee parking lot shall have a standard "T Turnaround" for emergency vehicles.
5. The parking lot shall contain a minimum 31 parking spaces.
6. All building appurtenances (coping, downspouts, etc.) shall be painted to match the adjacent building color.
7. Any building signage shall achieve compliance with the minimum zoning requirements.

8. A total of 24 street and front yard trees shall be installed on the site with 13 street trees installed along Pittsburgh Drive.
9. A continuous row of shrubs shall be installed between the proposed parking lot and Pittsburgh Drive along with internal parking lot landscaping trees, per Code.
10. The landscape plan shall be submitted, reviewed and approved by the Shade Tree Commission.
11. Any qualifying trees that are removed during construction shall comply with Chapter 1168 Tree Preservation Regulations.
12. The light poles shall not exceed 30 feet in height and shall be cut-off style light fixtures.
13. The lighting plan shall be submitted, reviewed and approved by the Chief Building Official.
14. The parking lot and the laydown area shall be accessible and have a clear path for all types of emergency vehicles per the Fire Departments requirements. In addition, the subject development shall meet all other Fire Department requirements.
15. A building and zoning permit shall not be issued until a copy of the permanent and temporary FAA determination is provided to the City and any conditions required by the FAA are met.
16. The monument stone base of any proposed ground sign shall be the Delaware Blue Vein limestone or cultured stone equivalent as approved by Staff.

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

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
 ABSTAIN ___

PASSED: _____, 2017

YEAS___ NAYS___
 ABSTAIN ___

ATTEST: _____
 CITY CLERK

 MAYOR

CASE NUMBER: 2016-3559

REQUEST: Combined Preliminary and Final Development Plan

PROJECT: Midway Structural Pipe and Supply Inc.

MEETING DATE: January 18, 2017

APPLICANT/OWNER

CEC

250 Old Wilson Bridge Road

Worthington, Ohio 43085

REQUEST

2016-3559: A request by Midway Structural Pipe and Supply Inc., for approval of Combined Preliminary and Final Development Plan for a new office/warehouse building on 11.0 acres zoned M-2 (General Manufacturing District) and located on the south side of Pittsburgh Drive and just east of Section Line Road.

PROPERTY LOCATION & DESCRIPTION

The 11 acre parcel is located on the south side of Pittsburgh Drive just east of Section Line Road and is zoned M-2 (General Manufacturing District). The properties to the north, south, east and west are zoned M-2.

BACKGROUND/PROPOSAL

The subject vacant 11 acre site is subdivided from the approximate 48 acre parent parcel that is located on the south side of Pittsburgh Drive. The new subject parcel is bordered to the east by an existing stream and to the west by the Columbia Gas receiver site that was approved by the Planning Commission in May 2016. The proposed 29,480 square foot building would contain approximately 5,400 square feet of office space and 24,080 square feet of warehouse space. Also, a proposed large laydown area would be located east, west and south of the building for outside storage of steel pipe and other steel products associated with general fencing materials. A single curb cut would access the site from Pittsburgh Drive.

STAFF ANALYSIS

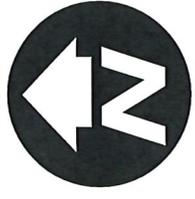
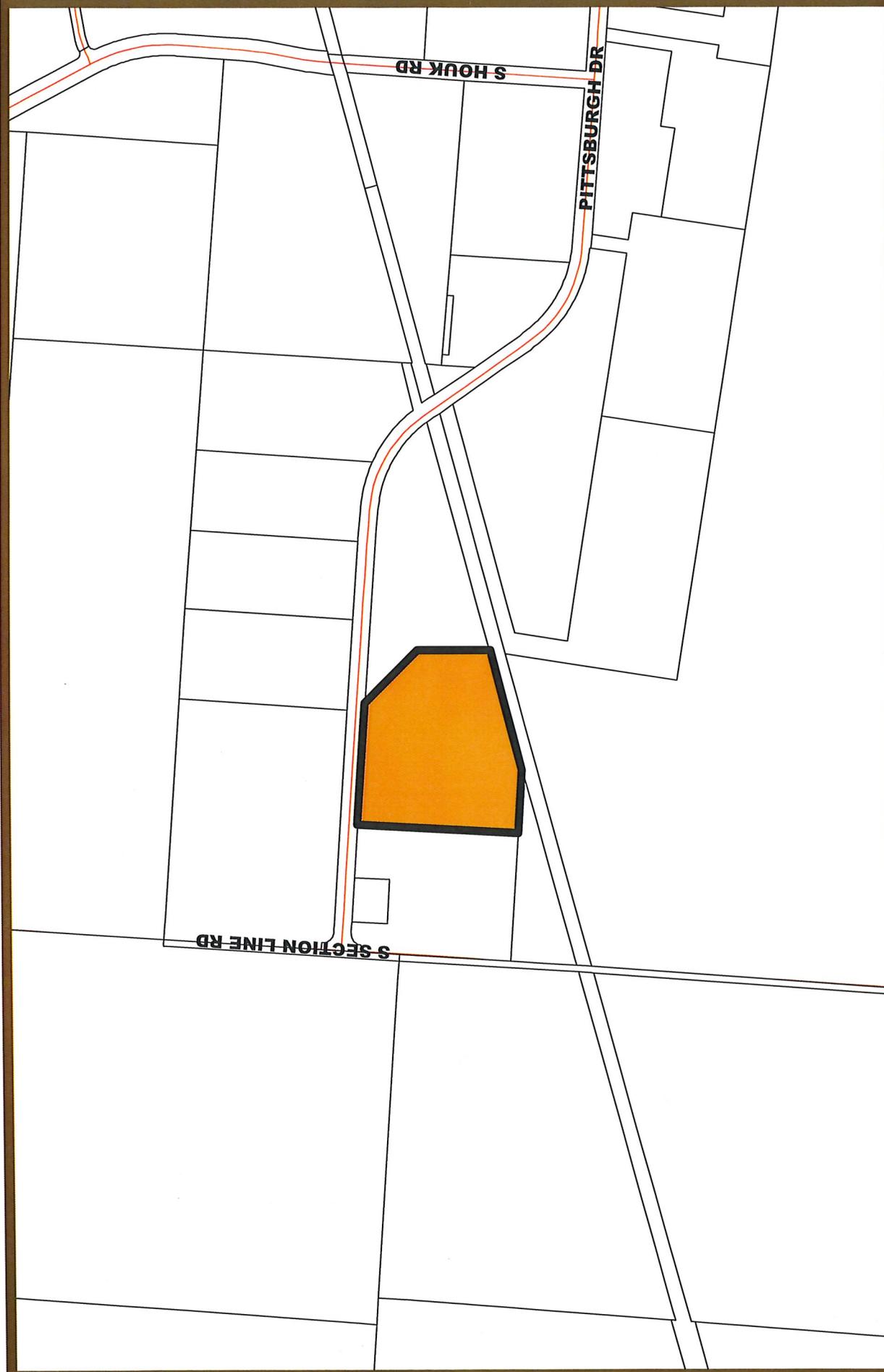
- **ZONING:** The subject property is currently zoned M-2 which would allow the proposed use. A Combined Preliminary and Final Development Plan would need to be approved by the Planning Commission and City Council.
- **GENERAL ENGINEERING:** The Applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS AND ACCESS:** The subject site has one full movement curb cut from Pittsburgh Drive. The access road would extend south through a secure gate to the large laydown area. Just east of the access road in front of the office portion of the building is a 31 space parking lot. The apron from Pittsburgh Drive would be concrete while the access road to the security gate and laydown would be constructed of asphalt milling which is a dustless surface as approved by the City Engineer in this application. The parking lot would be constructed of asphalt. Staff recommends the access drive from Pittsburgh Drive to the security gate separating the parking lot from the laydown area shall be constructed of asphalt. Also, the east end of the employee parking lot shall have a standard "T Turnaround" for emergency vehicles. The Fire Department wants to ensure the parking lot and the laydown area is accessible and has a clear path for all types of emergency vehicles.
- **SITE CONFIGURATION:** The proposed 29,480 square foot building with a 31 space parking lot fronts Pittsburgh Drive just east of the proposed curb cut. A fence with a security gate would separate the access drive, employee parking lot and office portion of the building from the warehouse portion of the building and the large laydown area which contain outside storage of steel pipe and other steel products associated with general fencing materials. Based on the proposed office (5,400/300 = 18 parking spaces) and warehouse (24,080/1000= 25 parking spaces) square footage breakdown provided by the owner, 43 parking spaces would be required per the zoning code. However per Chapter 1161.08, the Planning Commission can grant a 30% reduction (43 x 0.70 = 31 total spaces) if the subject future spaces could be constructed on the site. The applicant is identifying 31 parking spaces while the site is large enough to accommodate the remaining 12

required spaces if the existing user or future user would have a parking issue and staff could require the appropriate parking spaces to be constructed. This would be consistent with past decisions for other industrial uses. There is no compelling reason to pave additional area for what would likely be a vacant parking spaces at this time. The critical element is that there is sufficient room and accesses to allow the future provision for additional parking should it become necessary either by the applicant or by the City. A fuel tank pad along with a future storage building would be located directly behind the warehouse portion of the building in the laydown area. In addition, a proposed three foot high mound with native grass would buffer the eastern, western and southern perimeters of the property. Also, a detention basin is located east of the building along Pittsburgh Drive.

- **BUILDING DESIGN:** The proposed office portion of the building would be 19.9 feet high while the warehouse portion of the building would be 32 feet high. The building elevation would be comprised of grey metal panels with a lighter grey split face block wainscoting around the office building and regular block wainscoting extending around the warehouse portion of the building. The main entrance into the office would be on the north elevation with six windows, a man door and two windows would be on the north elevation and a man door and four windows would be on the west elevation. The south elevation of the warehouse would have two overhead doors, the east elevation would have two overhead doors, two man doors and five windows and the west elevation would have four overhead doors, three man doors and two windows. All building appurtenances (coping, downspouts, etc.) shall be painted to match the adjacent building color.
- **TREE REMOVAL & REPLACEMENT:** There do not appear to be any qualified trees (6 inches in caliper or larger) being removed because of the proposed development but if any trees are removed during construction then they would have to achieve compliance with Chapter 1168 Tree Preservation Regulations.
- **LANDSCAPING & SCREENING:** The development requires street trees, front yard trees, interior parking lot trees and shrubs and foundation plantings. The proposed development would require 13 street trees and 11 front yard trees along Pittsburgh Drive. The landscape plan identifies 16 trees setback significantly from Pittsburgh Drive. Therefore, 8 more trees would be required in this area with 13 street trees fronting Pittsburgh Drive. In addition, the internal parking lot trees and shrubs would need to be identified and installed at the appropriate locations. The foundation planting appears to achieve compliance with the zoning code. The applicant is proposing a three foot high mound with native grass along the east, west and south perimeters of the site. The landscaping plan would be required to be submitted, reviewed and approved by the Shade Tree Commission.
- **LIGHTING:** The plan identifies five light poles along the access drive and parking lot. The light poles shall not exceed 30 feet in height and shall be cut off style light fixtures. In addition, there are wall mounted lights on the building that illuminates some of the laydown area. The lighting plan would have to achieve compliance with the zoning code along with being approved by the Chief Building Official.
- **SIGNAGE:** The owner is proposing one ground sign that would be 7 feet high and 11 feet wide and located just east of the entrance drive. The sign area would be constructed of wood with metal signage plates and would encompass 55 square feet mounted on a two foot high stone base. The stone base rendering appears to be the required Delaware Blue Vein limestone (or cultured stone equivalent) but the material board submitted does not reflect that material. The Applicant will need to ensure the use of the required Delaware stone for the base of the sign as a result. Two ground mounted spot lights would illuminate the sign. No building signage is proposed.
- **AIRPORT OVERLAY DISTRICT:** The owner would have to receive the "Determination of No Hazard to Air Navigation" approval from the FAA. In addition, the owner would have to get a temporary determination letter to allow a crane, etc. during construction. Therefore, any approval must be conditioned that a building permit will not be issued until a copy of the permanent and temporary FAA determination is provided to the City and any conditions required by the FAA are met.

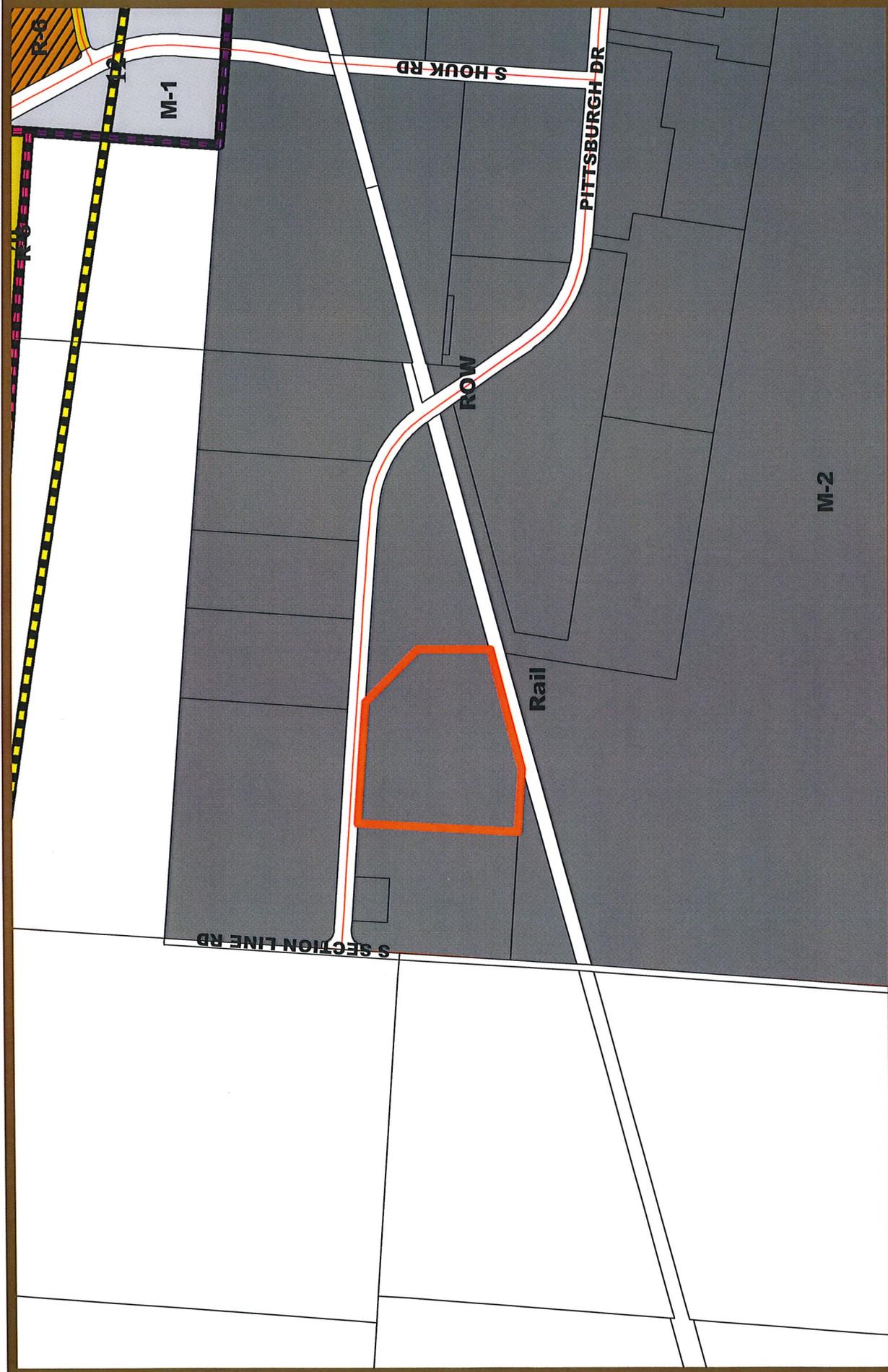
STAFF RECOMMENDATION (2016-3559 – COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN)
Staff recommends approval of a request by Midway Structural Pipe and Supply Inc., for a Combined Preliminary and Final Development Plan for a new office/warehouse building on 11.0 acres zoned M-2 (General Manufacturing District) and located on the south side of Pittsburgh Drive and just east of Section Line Road, with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. The laydown area shall be an asphalt milling (or approved equivalent) application which is a dustless surface approved by the City Engineer in this specific case.
3. The access drive from Pittsburgh Drive to the security gate shall be constructed of asphalt (less the concrete apron).
4. The east end of the employee parking lot shall have a standard "T Turnaround" for emergency vehicles.
5. The parking lot shall contain a minimum 31 parking spaces.
6. All building appurtenances (coping, downspouts, etc.) shall be painted to match the adjacent building color.
7. Any building signage shall achieve compliance with the minimum zoning requirements.
8. A total of 24 street and front yard trees shall be installed on the site with 13 street trees installed along Pittsburgh Drive.
9. A continuous row of shrubs shall be installed between the proposed parking lot and Pittsburgh Drive along with internal parking lot landscaping trees, per Code.
10. The landscape plan shall be submitted, reviewed and approved by the Shade Tree Commission.
11. Any qualifying trees that are removed during construction shall comply with Chapter 1168 Tree Preservation Regulations.
12. The light poles shall not exceed 30 feet in height and shall be cut-off style light fixtures.
13. The lighting plan shall be submitted, reviewed and approved by the Chief Building Official.
14. The parking lot and the laydown area shall be accessible and have a clear path for all types of emergency vehicles per the Fire Departments requirements. In addition, the subject development shall meet all other Fire Department requirements.
15. A building and zoning permit shall not be issued until a copy of the permanent and temporary FAA determination is provided to the City and any conditions required by the FAA are met.
16. The monument stone base of any proposed ground sign shall be the Delaware Blue Vein limestone or cultured stone equivalent as approved by Staff.



2016-3559
Combined Preliminary & Final Development Plan
Midway Structural Pipe and Supply Inc.
Location Map





2016-3559
 Combined Preliminary & Final Development Plan
 Midway Structural Pipe and Supply Inc.
 Zoning Map





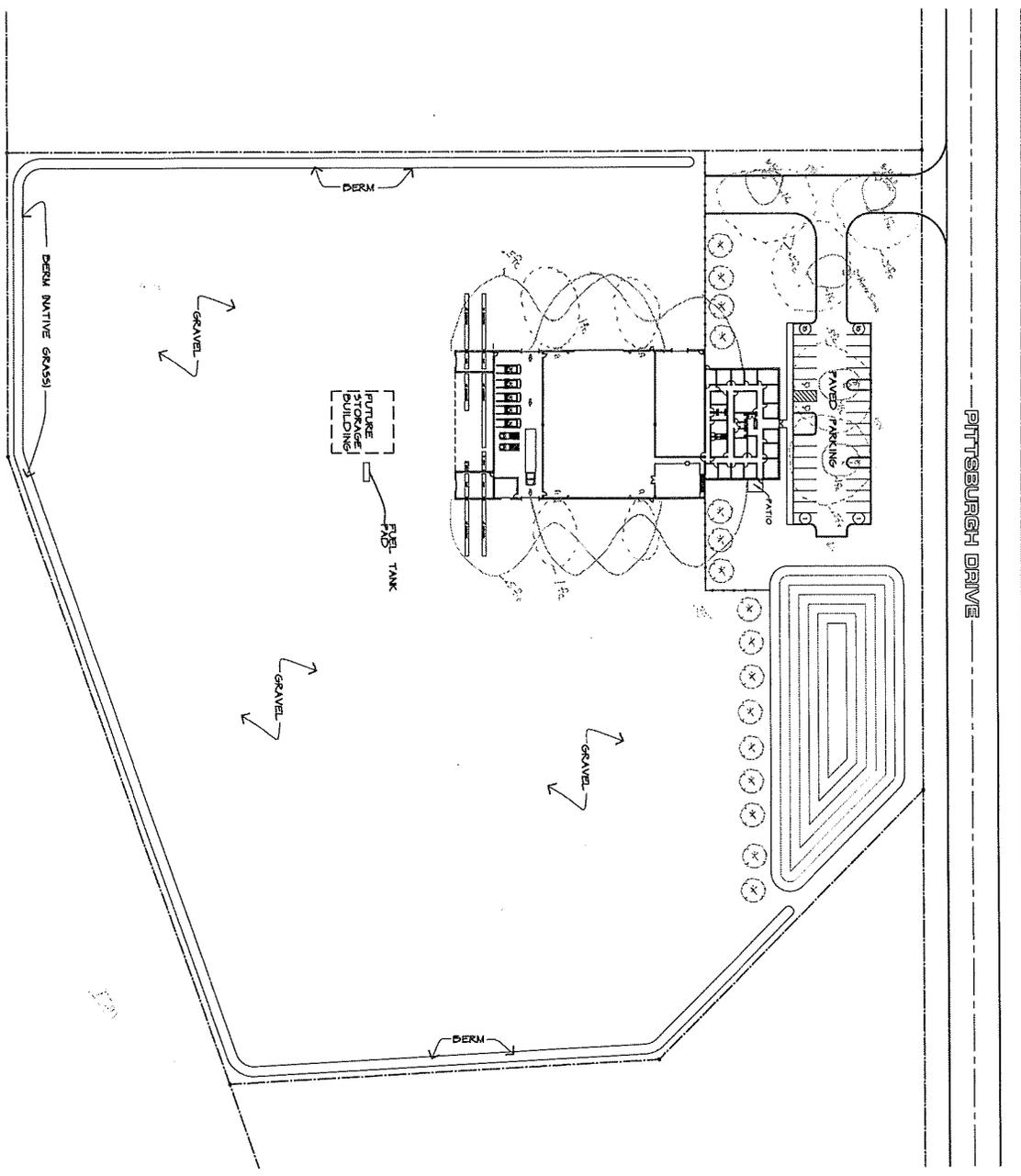
2016-3559
Combined Preliminary & Final Development Plan
Midway Structural Pipe and Supply Inc.
Aerial (2016)



PRELIMINARY SITE PLAN



PRELIMINARY SITE PLAN



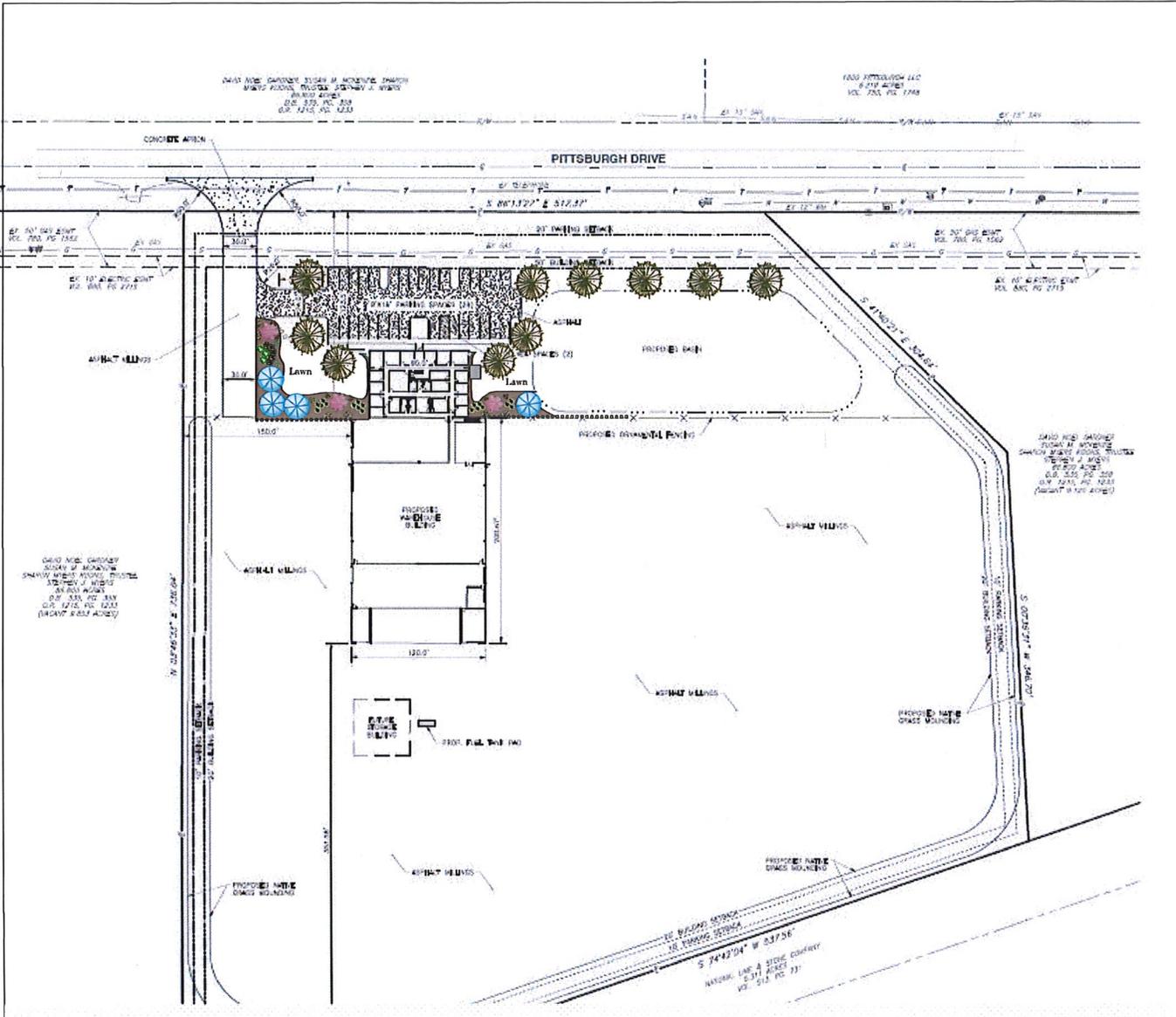
DATE	BY
SCALE	BY

DONALD SCHOFIELD + ASSOCIATES, INC.
A R C H I T E C T S
 72 MILL ST. - GAHANNA, OH 43230 TEL (614) 840-0986
 WWW.DSAARCHITECTSINC.COM FAX (614) 840-0989

MIDWAY STRUCTURAL
 NEW BUILDING
 DELAWARE, OHIO 43015

NO.	DATE	DESCRIPTION





Fat Albert Blue Spruce



Heavy Metal Grass



Blackeye Susan



Forest Pansy Redbud



Endless Summer Hydrangea



Emerald Green Arborvitae



Forsythia Show Off



Globe Blue Spruce



Sedum

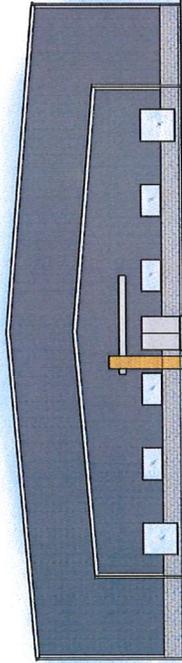


Viburnum Summer Snowflake

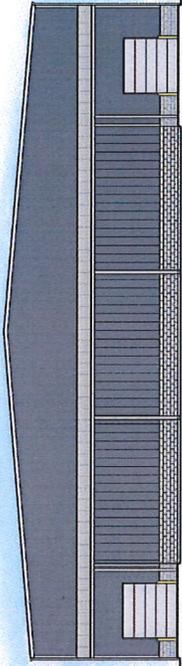
MIDWAY STRUCTURAL

Delaware, Ohio 43015

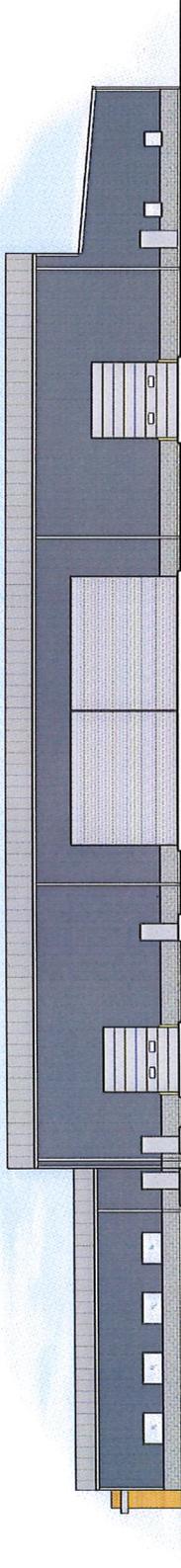




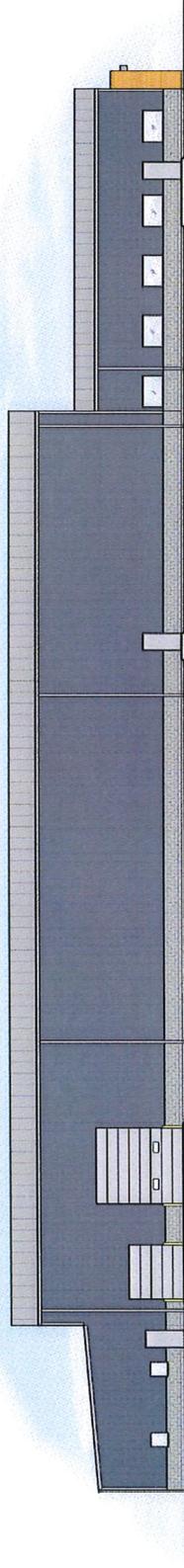
NORTH ELEVATION



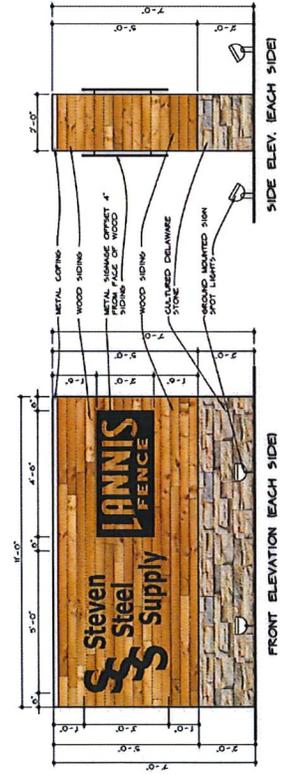
SOUTH ELEVATION



WEST ELEVATION



EAST ELEVATION



SIGNAGE INFORMATION



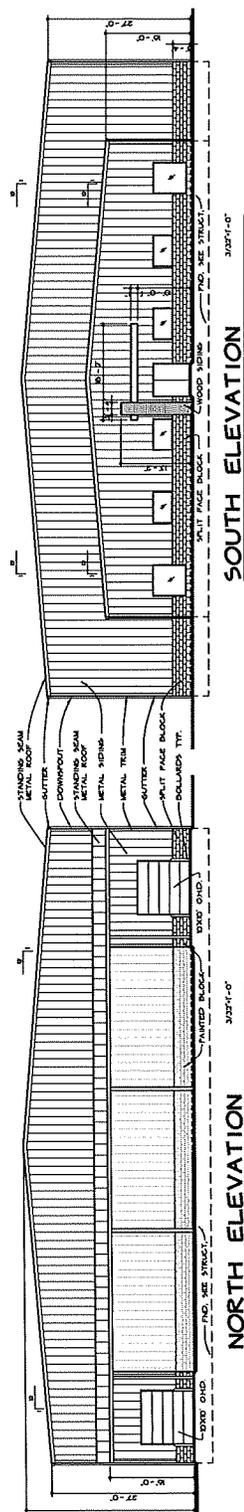
THESE DRAWINGS ARE THE PROPERTY OF DONALD SCHOFIELD + ASSOCIATES, INC. AND ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF DONALD SCHOFIELD + ASSOCIATES, INC.

DATE	01/10/10
SCALE	AS SHOWN
PROJECT	NEW BUILDING
LOCATION	DELAWARE, OHIO 43015
CLIENT	MIDWAY STRUCTURAL

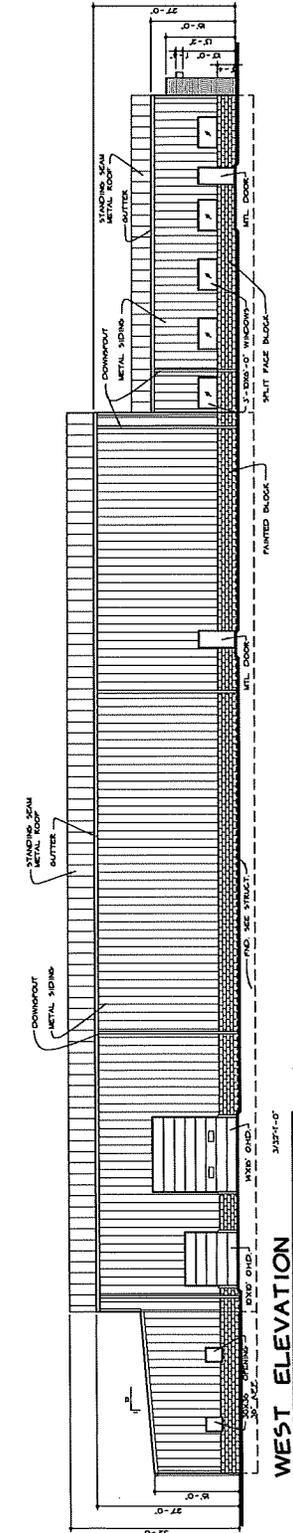
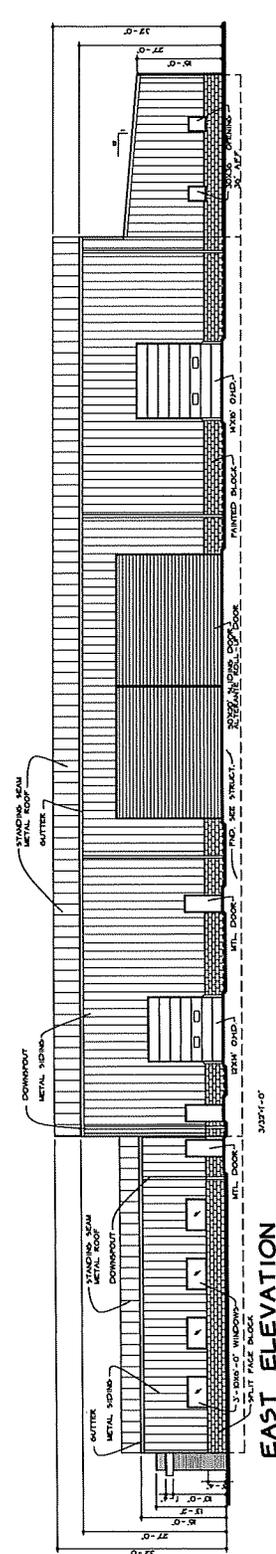
MIDWAY STRUCTURAL
NEW BUILDING
DELAWARE, OHIO 43015

DONALD SCHOFIELD + ASSOCIATES, INC.
72 MILL ST. - GAHANNA, OH 43230
TEL (614) 840-0986
FAX (614) 840-0988
WWW.DSARCHITECTSINC.COM

DATE	01/10/10
SCALE	AS SHOWN
PROJECT	NEW BUILDING
LOCATION	DELAWARE, OHIO 43015
CLIENT	MIDWAY STRUCTURAL



SOUTH ELEVATION
30371'-0"



EXTERIOR ELEVATIONS



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



Project # _____

Case # 2016-3559

Planning Commission

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

Subdivision/Project Name Midway Structural Pipe & Supply Address Appx. 1000ft East of S. Section Line Rd. on Pittsburgh Dr.

Acreage 11.0 Square Footage 479160.0 Number of Lots N/A Number of Units 1

Zoning District/Land Use M-2 Proposed Zoning/Land Use M-2 Parcel # 41922001006000

Applicant Name RLB Enterprises, LLC Contact Person Robin Brannan

Applicant Address 10509 Mackenzie Way Dublin, OH 43017

Phone (614) 499-0549 Fax _____ E-mail rbrannan@midwaystructural.net

Owner Name RLB Enterprises, LLC Contact Person Robin Brannan

Owner Address 10509 Mackenzie Way Dublin, OH 43017

Phone (614) 499-0549 Fax _____ E-mail rbrannan@midwaystructural.net

Engineer/Architect/Attorney Civil & Environmental Consultants, Inc. Contact Person Tim Volchko

Address 250 Old Wilson Bridge Road Suite 250 Columbus, Ohio 43085

Phone (614) 330-9743 Fax (614) 540-6638 E-mail tvolchko@cecinc.com

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

Owner Signature _____
Tim Volchko
Agent Signature

Owner Printed Name _____
Tim Volchko
Agent Printed Name

Sworn to before me and subscribed in my presence this 5th day of December, 2016



SUZANNE D. DI PIETRO
NOTARY PUBLIC, STATE OF OHIO

Suzanne D. Di Pietro
Notary Public



FACT SHEET

AGENDA ITEM NO: 12

DATE: 1/23/17

ORDINANCE NO: 17-04

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING THE NAMING OF THE ACCESS ROAD EXTENDING FROM CRYSTAL PETAL DRIVE TO CHESHIRE ROAD AND ALIGNED PARALLEL TO COLUMBUS PIKE TO KINGMAN HILL DRIVE.

BACKGROUND:

This access road extends from Crystal Petal Drive to Cheshire Road and is aligned parallel to Columbus Pike (US23). The access road is unnamed and currently serves as an access road for five (5) properties which are addressed off Columbus Pike. Residents along this access road have petitioned the City of Delaware to name the roadway "Kingman Hill Drive". This change is also recommended by City Staff to deter confusion for emergency response to these properties and any incident that occurs along this roadway. If the naming of the access road is approved, this change will be forwarded to the County Recorder's office as well as the Delaware Post Office notifying both entities of the new street name. Each of the five (5) properties will maintain the same house number, and for a period of two (2) years be able to receive mail addressed to both Kingman Hill Drive and Columbus Pike. After two (2) years, only the Kingman Hill Drive address will be recognized.

REASON WHY LEGISLATION IS NEEDED:

Per ORC 723.04: The legislative authority of a municipal corporation, upon being satisfied that there is good cause for such change of name, should be ordinance, declare the name thereof changed. The original ordinance or a

certified copy thereof shall be recorded in the official records of the county recorder.

COMMITTEE RECOMMENDATION:

The action is being taken as a result of the Parking and Safety Committee recommendation at the August 15, 2016 meeting.

FISCAL IMPACT(S):

The cost of materials to install the signage is estimated at \$100.00 to come out of the Public Works Traffic Division annual operating budget.

POLICY CHANGES:

None

PRESENTER(S):

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

RECOMMENDATION:

Approval

ATTACHMENT(S)

Letters to Property Owners
Petition from Residents

ORDINANCE NO. 17-04

AN ORDINANCE APPROVING THE NAMING OF THE ACCESS ROAD EXTENDING FROM CRYSTAL PETAL DRIVE TO CHESHIRE ROAD AND ALIGNED PARALLEL TO COLUMBUS PIKE TO KINGMAN HILL DRIVE.

WHEREAS, it has been petitioned by residents to name the access road Kingman Hill Drive.

WHEREAS, it has been determined by Chief Building Official that the access road shall have a recorded street name to deter confusion for emergency response.

WHEREAS, the Parking and Safety Committee has endorsed this modification by a 3-0 vote at the August 15, 2016 meeting.

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

SECTION 1. That the access road extending from Crystal Petal Drive to Cheshire Road and aligned parallel to Columbus Pike be named Kingman Hill Drive.

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

VOTE ON RULE SUSPENSION:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2017

YEAS___NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



Chad R. Stevens
3731 Columbus Pike
Delaware, Ohio 43015

Dear Property Owner

The City has received a petition from property owners to name the section of roadway fronting your property to "Kingman Hill Drive". A copy of this petition has been included with this letter for your reference. This particular section of roadway is unnamed and all properties are currently addressed off Columbus Pike. This proposal will be discussed during the City Council meeting held on January 23, 2017 at 7:00 PM located at City Hall, 1 S. Sandusky Street, Delaware. You are invited to attend the meeting and speak in favor of, or against the proposal, directly to the City Council which will be considering the request. If you are unable to attend, you may also submit your written comments regarding the proposed naming of the street by letter or email. City Council will consider a final decision regarding the proposal at the close of discussion for approval by Ordinance. If approval of this request is recommended by City Council, two (2) additional readings of the Ordinance will take place at the City Council meetings scheduled for February 13, 2017 and February 27, 2017 at 7:00PM.

If approved, the street name will be established as "Kingman Hill Drive". This change will be forwarded to the County Recorder's office as well as the Delaware Post Office notifying both entities of the new street name. Your property will maintain the same house number, and for a period of two years be able to receive mail addressed to both Kingman Hill Drive and Columbus Pike. After two years, only the Kingman Hill Drive address will be recognized.

Please feel free to contact me with any questions you may have regarding this matter. I can be reached by telephone at (740)203-1702 or by email at bferrigno@delawareohio.net. You may also submit formal comments to my email address.

Sincerely,

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

City of Delaware



Valerie Row, Trustee
2591 Cheshire Road
Delaware, Ohio 43015

Dear Property Owner

The City has received a petition from property owners to name the section of roadway fronting your property at 3711 Columbus Pike to "Kingman Hill Drive". A copy of this petition has been included with this letter for your reference. This particular section of roadway is unnamed and all properties are currently addressed off Columbus Pike. This proposal will be discussed during the City Council meeting held on January 23, 2017 at 7:00 PM located at City Hall, 1 S. Sandusky Street, Delaware. You are invited to attend the meeting and speak in favor of, or against the proposal, directly to the City Council which will be considering the request. If you are unable to attend, you may also submit your written comments regarding the proposed naming of the street by letter or email. City Council will consider a final decision regarding the proposal at the close of discussion for approval by Ordinance. If approval of this request is recommended by City Council, two (2) additional readings of the Ordinance will take place at the City Council meetings scheduled for February 13, 2017 and February 27, 2017 at 7:00PM.

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Sincerely,

A handwritten signature in black ink that reads "William L. Ferrigno".

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

City of Delaware



Paul R. & Kathleen A. Spiers
3693 Columbus Pike
Delaware, Ohio 43015

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Sincerely,

A handwritten signature in black ink that reads "William Ferrigno".

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

City of Delaware



Paul R. & Kathleen A. Spiers
3681 Columbus Pike
Delaware, Ohio 43015

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Sincerely,

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

City of Delaware



Connie K. & Gary L. Redman
3669 Columbus Pike
Delaware, Ohio 43015

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City of Delaware



Toni Stiver
3669 Columbus Pike
Delaware, Ohio 43015

Dear Property Owner

The City has received a petition from property owners to name the section of roadway fronting your property to "Kingman Hill Drive". A copy of this petition has been included with this letter for your reference. This particular section of roadway is unnamed and all properties are currently addressed off Columbus Pike. This proposal will be discussed during the City Council meeting held on January 23, 2017 at 7:00 PM located at City Hall, 1 S. Sandusky Street, Delaware. You are invited to attend the meeting and speak in favor of, or against the proposal, directly to the City Council which will be considering the request. If you are unable to attend, you may also submit your written comments regarding the proposed naming of the street by letter or email. City Council will consider a final decision regarding the proposal at the close of discussion for approval by Ordinance. If approval of this request is recommended by City Council, two (2) additional readings of the Ordinance will take place at the City Council meetings scheduled for February 13, 2017 and February 27, 2017 at 7:00PM.

If approved, the street name will be established as "Kingman Hill Drive". This change will be forwarded to the County Recorder's office as well as the Delaware Post Office notifying both entities of the new street name. Your property will maintain the same house number, and for a period of two years be able to receive mail addressed to both Kingman Hill Drive and Columbus Pike. After two years, only the Kingman Hill Drive address will be recognized.

Please feel free to contact me with any questions you may have regarding this matter. I can be reached by telephone at (740)203-1702 or by email at bferrigno@delawareohio.net. You may also submit formal comments to my email address.

Sincerely,

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

City of Delaware



Ashley Ellison
3711 Columbus Pike
Delaware, Ohio 43015

Dear Property Owner

The City has received a petition from property owners to name the section of roadway fronting your property at 3711 Columbus Pike to "Kingman Hill Drive". A copy of this petition has been included with this letter for your reference. This particular section of roadway is unnamed and all properties are currently addressed off Columbus Pike. This proposal will be discussed during the City Council meeting held on January 23, 2017 at 7:00 PM located at City Hall, 1 S. Sandusky Street, Delaware. You are invited to attend the meeting and speak in favor of, or against the proposal, directly to the City Council which will be considering the request. If you are unable to attend, you may also submit your written comments regarding the proposed naming of the street by letter or email. City Council will consider a final decision regarding the proposal at the close of discussion for approval by Ordinance. If approval of this request is recommended by City Council, two (2) additional readings of the Ordinance will take place at the City Council meetings scheduled for February 13, 2017 and February 27, 2017 at 7:00PM.

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Sincerely,

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

City of Delaware

Street Name Request

I, the undersigned, petition Delaware City Council pursuant to Ohio Revised Code Section 723.04 to change the name of the street that runs parallel to US 23 between Cheshire Road and Crystal Petal Drive to "Kingman Hill Drive." It is currently unnamed.

Date: 5/11/15

Property Owners (Print)

~~Joni Russell Stiver~~

Gary Redman
Connie Redman

Street Address:

3669 Columbus Pike

City:

Delaware 43015

Signatures:

Joni Stiver

Gary Redman

Street Name Request

I, the undersigned, petition Delaware City Council pursuant to Ohio Revised Code Section 723.04 to change the name of the street that runs parallel to US 23 between Cheshire Road and Crystal Petal Drive to "Kingman Hill Drive." It is currently unnamed.

Date: May 12 2015

Property Owners (Print)

PAUL R SPIERS

KATHLEEN A SPIERS

Street Address:

3681 Columbus Pike

City:

DELAWARE

Signatures:

Paul R Spier

Kathleen A. Spier

Street Name Request

I, the undersigned, petition Delaware City Council pursuant to Ohio Revised Code Section 723.04 to change the name of the street that runs parallel to US 23 between Cheshire Road and Crystal Petal Drive to "Kingman Hill Drive." It is currently unnamed.

Date: 5/13/15

Property Owners (Print)

GOLDEN SAMMONS.

Street Address:

3711 Columbus Pike

City:

DELAWARE OHIO.

Signatures:



Street Name Request

I, the undersigned, petition Delaware City Council pursuant to Ohio Revised Code Section 723.04 to change the name of the street that runs parallel to US 23 between Cheshire Road and Crystal Petal Drive to "Kingman Hill Drive." It is currently unnamed.

Date: May 12 2015

Property Owners (Print)

PAUL R SPIERS

KATHLEEN A SPIERS

Street Address:

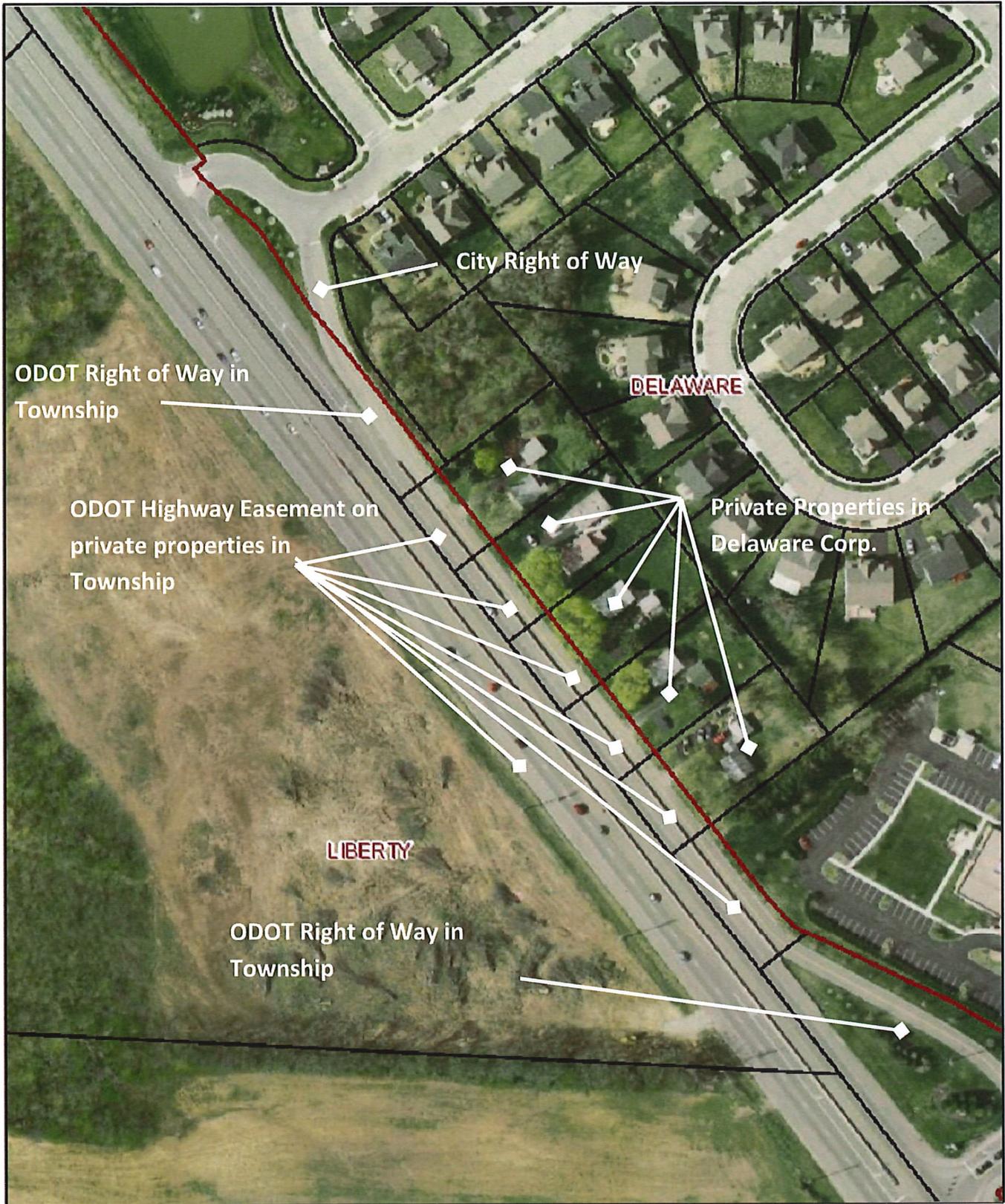
3493 Columbus Pike

City:

DELAWARE

Signatures:

Paul R Spier
Kathleen A. Spier



Kingman Hill



Delaware County Auditor
George Kaltsa

Information contained within this map may be used to generally locate, identify and inventory land parcels within Delaware County. Delaware County cannot warrant or guarantee the information contained herein, including, but not limited to its accuracy or completeness. The map parcel lines shown are approximate and this information cannot be constructed or used as a "legal description" of a parcel. Flood Plain information is obtained from FEMA and is administered by the Delaware County Building Department (740-833-2201). Please report any errors or omissions to the Delaware County Auditor's office at delcogls@co.delaware.oh.us. Prepared by: Delaware County Auditor's GIS Office



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Printed on 7/23/2015

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CITY OF

DELAWARE

OHIO

YEAR END
FINANCE
REPORT

2016



Dean P. Stelzer, CPA - Finance Director

2016
FINANCE DIRECTOR'S REPORT

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**FINANCE DIRECTOR'S REPORT
GENERAL FUND
December 31, 2016**

	2016 Revenues	2016 Budget	% of Budget	2015 Revenues	% Change 2015-16
REVENUES					
Property Tax	1,462,672	1,475,000	99.16%	1,401,314	4.38%
City Income Tax	13,515,572	13,050,000	103.57%	12,390,195	9.08%
Local Government Fund	604,095	695,000	86.92%	650,718	(7.16%)
Fines and Forfeitures	139,971	150,000	93.31%	142,089	(1.49%)
Engineering Fees	1,109,269	500,000	221.85%	475,415	133.33%
Prosecutor Contracts	266,810	232,000	115.00%	220,241	21.14%
Parking Meters	38,282	34,000	112.59%	35,359	8.27%
Liquor Permits	42,987	42,000	102.35%	43,621	(1.45%)
Franchise Fees	357,145	350,000	102.04%	349,706	2.13%
Licenses & Permits	867,689	540,000	160.68%	632,829	37.11%
Investment Income	144,144	150,000	96.10%	45,637	215.85%
Miscellaneous	115,548	150,000	77.03%	118,044	(2.11%)
Reimbursements	165,339	200,000	82.67%	227,635	(27.37%)
Transfers	1,846,162	1,910,000	96.66%	2,259,350	(18.29%)
TOTAL	20,675,685	19,478,000	106.15%	18,992,153	8.86%

	2016 Expenditures	2016 Budget	% of Budget	2015 Expenditures	% Change 2015-16
EXPENDITURES					
City Council	86,705	98,471	88.05%	95,840	(9.53%)
City Manager	670,551	682,904	98.19%	720,016	(6.87%)
Human Resources	259,723	274,139	94.74%	219,260	18.45%
Economic Development	296,430	335,714	88.30%	267,196	10.94%
Legal Affairs/Prosecutor	748,838	773,201	96.85%	644,553	16.18%
Finance	1,386,977	1,431,540	96.89%	1,309,400	5.92%
Income Tax Refunds	364,852	350,000	104.24%	354,561	2.90%
General Administration	5,419,564	4,762,685	113.79%	5,046,547	7.39%
Risk Management	255,003	219,900	115.96%	254,129	0.34%
Police	7,474,233	7,708,678	96.96%	7,159,438	4.40%
Planning	1,023,816	1,076,264	95.13%	944,257	8.43%
Engineering	1,430,295	1,283,453	111.44%	1,318,543	8.48%
City Buildings	424,168	453,558	93.52%	405,314	4.65%
TOTAL	19,841,155	19,450,507	102.01%	18,739,054	5.88%

General Fund Beginning Balance Jan. 1, 2016	3,547,689
2016 General Fund Revenues	20,675,685
2016 General Fund Expenditures	(19,841,155)
Outstanding Encumbrances Dec 31, 2016	(259,398)
Advance Due General Fund	-
General Fund Ending Balance Dec. 31, 2016	4,122,821

FINANCE DIRECTOR'S REPORT

OTHER OPERATING FUNDS

December 31, 2016

REVENUES	2016 Revenues	2016 Budget	% of Budget	2015 Revenues	% Change 2015-2016
STREET MAINTENANCE & REPAIR	2,695,222	2,705,129	99.63%	2,602,665	3.56%
STORM SEWER	835,077	827,000	100.98%	922,561	(9.48%)
PARKS AND RECREATION	1,255,636	1,251,500	100.33%	1,083,111	15.93%
CEMETERY	215,504	188,500	114.33%	183,577	17.39%
AIRPORT OPERATIONS	540,386	731,330	73.89%	667,063	(18.99%)
FIRE/EMS INCOME TAX	9,884,056	13,804,641	71.60%	10,191,679	(3.02%)
MUNICIPAL COURT	2,751,715	2,488,500	110.58%	2,508,259	9.71%
GOLF COURSE	167,275	167,500	99.87%	162,834	2.73%
WATER	5,573,071	5,438,372	102.48%	5,336,435	4.43%
SEWER	6,898,558	6,767,763	101.93%	6,593,177	4.63%
REFUSE	3,483,168	3,527,095	98.75%	3,415,412	1.98%
GARAGE ROTARY	603,107	601,713	100.23%	562,453	7.23%
INFORMATION TECH. ROTARY	936,730	936,531	100.02%	859,146	9.03%
TOTAL	35,839,505	39,435,574	90.88%	35,088,372	2.14%

EXPENDITURES	2016 Expenditures	2016 Budget	% of Budget	2015 Expenditures	% Change 2015-2016
STREET MAINTENANCE & REPAIR	2,416,039	2,737,300	88.26%	2,691,007	(10.22%)
STORM SEWER	1,142,681	2,294,169	49.81%	868,041	31.64%
PARKS AND RECREATION	1,299,336	1,294,793	100.35%	1,096,587	18.49%
CEMETERY	217,159	398,097	54.55%	230,081	(5.62%)
AIRPORT OPERATIONS	569,715	740,688	76.92%	589,522	(3.36%)
FIRE/EMS INCOME TAX	10,538,269	14,892,668	70.76%	8,680,193	21.41%
MUNICIPAL COURT	2,367,647	2,504,067	94.55%	2,288,953	3.44%
GOLF COURSE	182,455	193,989	94.05%	169,714	7.51%
WATER OPERATIONS	5,936,404	6,111,003	97.14%	5,586,956	6.25%
SEWER OPERATIONS	6,798,614	7,093,125	95.85%	6,682,445	1.74%
REFUSE	3,366,798	4,068,301	82.76%	3,187,910	5.61%
GARAGE ROTARY	569,207	646,927	87.99%	573,652	(0.77%)
INFORMATION TECH. ROTARY	791,086	980,473	80.68%	759,300	4.19%
TOTAL	36,195,410	43,955,600	82.35%	33,404,361	8.36%

FUND BALANCES	Fund Balance 1/1/2016	2016 Revenue	2016 Expenditure	Outstanding Encumb.	Fund Balance 12/31/2016
STREET MAINTENANCE & REPAIR	163,787	2,695,222	2,416,039	81,926	361,044
STORM SEWER	2,229,301	835,077	1,142,681	170,127	1,751,570
PARKS AND RECREATION	276,081	1,255,636	1,299,336	17,620	214,761
CEMETERY	301,032	215,504	217,159	46,419	252,958
AIRPORT OPERATIONS	261,625	540,386	569,715	5,625	226,671
FIRE/EMS INCOME TAX	6,291,392	9,884,056	10,538,269	259,272	5,377,907
MUNICIPAL COURT	1,497,772	2,751,715	2,367,647	16,438	1,865,402
GOLF COURSE	85,141	167,275	182,455	600	69,361
WATER OPERATIONS	1,784,671	5,573,071	5,936,404	130,185	1,291,153
SEWER OPERATIONS	2,561,916	6,898,558	6,798,614	126,288	2,535,572
REFUSE	2,069,349	3,483,168	3,366,798	140,671	2,045,048
GARAGE ROTARY	239,529	603,107	569,207	27,672	245,757
INFORMATION TECH. ROTARY	415,459	936,730	791,086	60,595	500,508
TOTAL	18,177,055	35,839,505	36,195,410	1,083,438	16,737,712

FINANCE DIRECTOR'S REPORT

NON-OPERATING FUNDS

December 31, 2016

	Fund Balance 1/1/2016	Revenues 2016	Expenses 2016	Outstanding Encumb.	Fund Balance 12/31/2016
SPECIAL REVENUE FUNDS					
STATE HIGHWAY IMPROVEMENT	62,105	187,810	143,855	0	106,060
LICENSE FEE	188,434	404,325	369,312	12,488	210,959
TREE FUND	114,106	146,924	50,000	0	211,030
AIRPORT 2000 T-HANGAR	152,326	91,465	100,262	0	143,529
RECREATION FACILITIES TAX	3,996,934	2,040,041	2,505,985	23,750	3,507,240
AIRPORT TIF	32,268	25,147	0	0	57,415
GLENN RD BRIDGE TIF	1,147,772	568,549	253,011	219,370	1,243,940
SKY CLIMBER/V&P TIF	0	30,932	30,932	0	0
MILL RUN TIF	0	121,321	121,321	0	0
COURT IDIAM	6,212	36,753	24,181	1,877	16,907
DRUG ENFORCEMENT	51,309	5,062	2,358	0	54,013
COURT ALCOHOL TREATMENT	518,135	41,152	42,768	0	516,519
OMVI ENFORCEMENT/EDUCATION	2,565	1,471	0	0	4,036
POLICE JUDGMENT	56,274	82,622	24,015	5,374	109,507
PARK DEVELOPMENT	205,177	0	0	0	205,177
COMPUTER LEGAL RESEARCH	405,797	301,685	220,516	21,170	465,796
COURT SPECIAL PROJECTS	972,362	298,863	405,829	23,237	842,159
PROBATION SERVICES	278,383	306,779	133,575	6,644	444,943
POLICE/FIRE DISABILITY	0	436,756	436,756	0	0
COMMUNITY PROMOTION FUND	44,491	101,461	100,456	0	45,496
GRANT FUNDS					
CDBG GRANT	0	82,530	80,000	0	2,530
ED REVOLVING LOAN	519,067	129,248	170,041	109,650	368,624
HOUSING GRANT PROGRAM INCOME	24,878	12,618	10,478	14,400	12,618
DEBT SERVICE FUNDS					
GENERAL BOND RETIREMENT	64,306	1,921,165	1,913,104	0	72,367
PARK IMPROV BONDS FUND	106,517	1,279,481	1,278,201	0	107,797
SE HIGHLAND SEWER BOND FUND	83,136	997,508	997,621	0	83,023
CAPITAL FUNDS					
CAPITAL IMPROVEMENT	2,321,727	3,183,077	4,095,954	623,326	785,524
FAA AIRPORT GRANT	334,316	3,482,929	4,192,045	57,086	(431,886)
FAA AIRPORT AIP GRANT	0	62,646	469,016	25,000	(431,370)
EQUIPMENT REPLACEMENT	266,140	615,000	681,318	110,610	89,212
PARK IMPACT FEE	791,875	858,372	567,328	162,678	920,241
POLICE IMPACT FEE	250,771	145,202	61,918	0	334,055
FIRE IMPACT FEE	160,795	254,937	85,000	0	330,732
MUNICIPAL SERVICES IMPACT FEE	352,415	318,413	135,707	0	535,121
GLENN ROAD CONSTRUCTION FUNDS	3,882,389	11,792,880	12,188,532	2,751	3,483,986
PARKING LOTS	33,871	50,509	55,714	0	28,666
WATER CIP	10,170,328	3,800,815	4,067,531	321,964	9,581,648
SEWER CIP	6,406,704	5,965,263	5,536,025	1,102,989	5,732,953
TRUST FUNDS					
SELF INSURANCE	2,406,802	4,903,335	5,093,820	2,058	2,214,259
WORKERS COMP RESERVE	1,945,286	550,960	522,358	4,000	1,969,888
FIRE DONATION	4,100	1,665	0	0	5,765
POLICE DONATION	7,483	2,645	2,318	0	7,810
MAYOR'S DONATION	1,678	1,836	1,556	700	1,258
PROJECT TRUST	504,658	55,462	0	11,500	548,620
UNCLAIMED FUNDS	65,976	6,419	4,276	0	68,119
DEVELOPMENT RESERVE TRUST FUND	861,500	0	53,614	0	807,886
RESERVE ACCOUNT FUND	425,871	586,452	0	0	1,012,323
STATE PATROL TRANSFER	0	64,186	63,933	0	253
STATE BUILDING PERMIT FEES	981	10,833	11,339	0	475
PERFORMANCE BOND FUND	0	164,146	0	0	164,146
TOTAL	40,228,220	46,529,650	47,303,879	2,862,622	36,591,369

FINANCE DIRECTOR'S REPORT
FUND BALANCES
COMPARISON TO PRIOR YEARS - MAJOR FUNDS
December 31, 2016

	2012	2013	2014	2015	2016
General Fund	\$ 4,449,872	\$ 5,150,576	\$ 3,121,818	\$ 3,408,165	\$ 4,122,821
Special Revenue Funds					
STREET MAINTENANCE & REPAIR	\$ 265,382	\$ 158,651	\$ 50,759	\$ 90,326	\$ 361,044
STORM SEWER	\$ 2,195,700	\$ 1,699,585	\$ 2,056,371	\$ 2,138,810	\$ 1,751,571
PARKS AND RECREATION	\$ 425,777	\$ 349,822	\$ 228,407	\$ 224,064	\$ 214,761
CEMETERY	\$ 16,206	\$ 335,335	\$ 272,493	\$ 263,510	\$ 252,959
AIRPORT OPERATIONS	\$ 184,732	\$ 191,147	\$ 179,861	\$ 230,150	\$ 226,670
FIRE/EMS INCOME TAX	\$ 3,266,894	\$ 3,706,178	\$ 3,660,489	\$ 5,342,783	\$ 5,377,907
MUNICIPAL COURT	\$ 557,449	\$ 853,807	\$ 1,274,082	\$ 1,490,802	\$ 1,865,402
Enterprise Funds					
GOLF COURSE	\$ 103,191	\$ 103,012	\$ 92,021	\$ 85,141	\$ 69,362
WATER	\$ 1,605,586	\$ 2,001,159	\$ 1,955,186	\$ 1,602,637	\$ 1,291,153
SEWER	\$ 2,654,345	\$ 2,547,227	\$ 2,595,776	\$ 2,401,351	\$ 2,535,571
REFUSE	\$ 881,508	\$ 1,146,234	\$ 1,662,611	\$ 1,698,435	\$ 2,045,048
Internal Service Funds					
GARAGE ROTARY	\$ 275,076	\$ 186,676	\$ 217,320	\$ 190,041	\$ 245,757
INFORMATION TECH. ROTARY	\$ 284,820	\$ 186,535	\$ 248,385	\$ 353,689	\$ 500,508
HEALTH INSURANCE FUND	\$ 3,710,467	\$ 4,333,366	\$ 2,801,212	\$ 2,396,651	\$ 2,214,259
WORKERS COMPENSATION FUND	\$ 1,285,710	\$ 1,638,535	\$ 1,692,832	\$ 1,945,286	\$ 1,969,888
Capital Improvement Funds					
GENERAL FUND CIP	\$ 514,794	\$ 626,491	\$ 1,548,223	\$ 1,433,888	\$ 785,524
EQUIPMENT REPLACEMENT	\$ 252,425	\$ 249,866	\$ 213,900	\$ 116,514	\$ 89,212
IMPACT FEE FUNDS	\$ 1,051,013	\$ 1,256,166	\$ 1,423,975	\$ 999,559	\$ 2,120,150
WATER CIP	\$ 6,310,412	\$ 7,653,076	\$ 7,172,232	\$ 7,319,155	\$ 7,373,464
SEWER CIP	\$ 3,087,299	\$ 4,177,844	\$ 5,587,869	\$ 5,912,280	\$ 4,135,973
Reserve Funds					
DEVELOPMENT RESERVE	\$ -	\$ 270,000	\$ 875,000	\$ 861,500	\$ 807,886
GENERAL FUND RESERVE	\$ -	\$ -	\$ 873,323	\$ 425,871	\$ 1,012,323
WATER RESERVE FUND	\$ 1,870,439	\$ 1,870,439	\$ 1,870,439	\$ 1,870,439	\$ 2,000,000
SEWER RESERVE FUND	\$ 181,130	\$ 181,130	\$ 181,130	\$ 181,130	\$ 1,500,000
TOTAL	\$ 35,430,227	\$ 40,872,857	\$ 41,855,714	\$ 42,982,177	\$ 44,869,213
TOTAL ALL FUNDS	\$ 43,345,988	\$ 48,912,937	\$ 52,039,760	\$ 50,664,469	\$ 57,337,593

**FINANCE DIRECTOR'S REPORT
BUDGET VS. ACTUAL
OPERATING FUNDS
December 31, 2016**

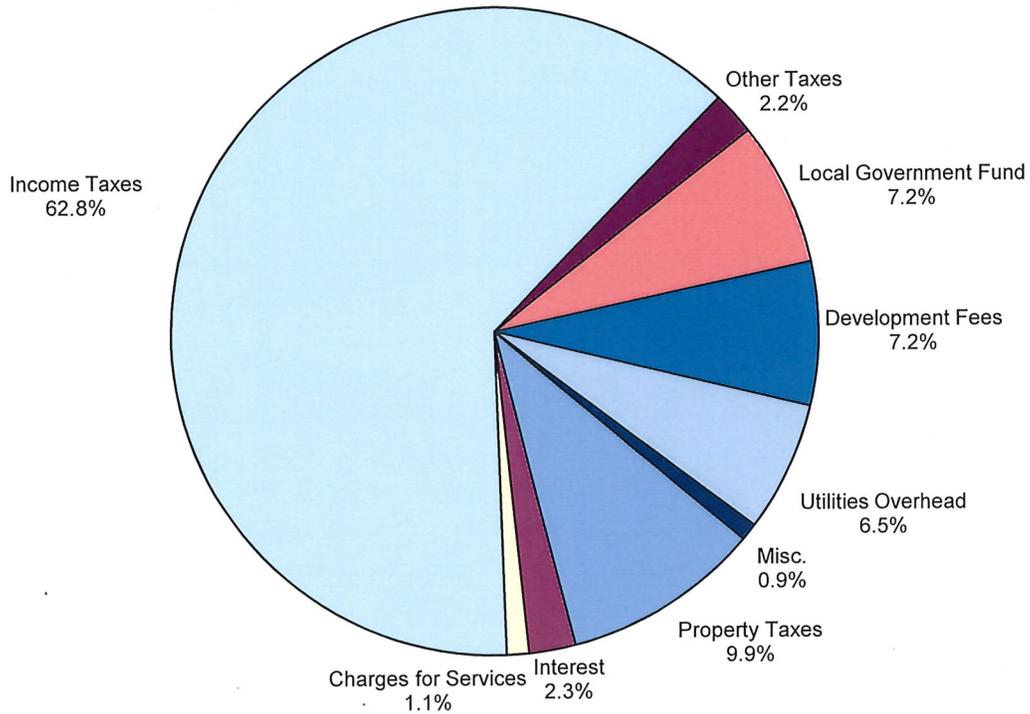
	Original 2016 Budget	2015 PO Carryover	Combined 2016 Budget	Actual 2016 Expenditures	2016 Year End Encumbrances	Variance Positive (Negative)	Supplementals
GENERAL FUND							
City Council	98,471	0	98,471	86,705	1,094	10,672	
City Manager	682,904	4,000	686,904	670,551	2,253	14,100	
Administrative Services	274,139	1,980	276,119	259,723	5,652	10,744	
Economic Development	335,714	2,400	338,114	296,430	9,153	32,531	
Legal Affairs/Prosecutor	773,201	904	774,105	748,838	994	24,273	25,000
Finance	1,431,540	10,120	1,441,660	1,386,977	14,554	40,129	
Income Tax Refunds	350,000	0	350,000	364,852	0	(14,852)	15,000
General Administration	4,762,685	47,756	4,810,441	5,419,564	34,309	(643,432)	717,473
Risk Management	219,900	11,085	230,985	255,004	0	(24,019)	54,000
Police	7,708,678	45,872	7,754,550	7,474,233	52,776	227,541	
Planning	1,076,264	4,363	1,080,627	1,023,816	13,538	43,273	29,420
Engineering	1,283,453	72,814	1,356,267	1,430,295	75,418	(149,446)	220,000
City Buildings	453,558	10,700	464,258	424,168	49,657	(9,567)	40,000
TOTAL GENERAL FUND	19,450,507	211,994	19,662,501	19,841,156	259,398	(438,053)	1,100,893
OTHER OPERATING FUNDS							
Street Maintenance Admin.	830,672	429	831,101	799,356	5,792	25,953	4,000
Street Maintenance Streets	1,334,780	57,569	1,392,349	1,073,696	59,238	259,415	
Street Maintenance Traffic	571,848	15,464	587,312	542,987	16,896	27,429	
Grounds and Facilities	1,089,793	52,017	1,141,810	1,045,515	17,620	78,675	22,000
Recreation	205,000	37,694	242,694	253,821	0	(11,127)	12,075
Cemetery	398,097	10,794	408,891	217,159	46,419	145,313	
Fire/EMS	14,892,668	948,609	15,841,277	10,538,269	259,272	5,043,736	
Golf Course	193,989	0	193,989	182,455	600	10,934	1,500
Airport	740,688	31,475	772,163	569,715	5,625	196,823	
Storm Sewer	486,694	45,964	532,658	397,282	30,614	104,762	
Water Administration	3,266,502	105,937	3,372,439	3,327,049	51,786	(6,396)	7,650
Treatment	1,913,053	22,912	1,935,965	1,780,002	26,483	129,480	
Distribution	931,448	53,186	984,634	829,353	51,915	103,366	
Sewer Administration	4,499,283	58,409	4,557,692	4,515,611	3,328	38,753	5,500
Treatment	1,909,568	58,700	1,968,268	1,738,990	59,388	169,890	
Collection	684,274	43,456	727,730	544,860	63,572	119,298	
Refuse Administration	1,268,713	255,123	1,523,836	642,454	36,570	844,812	
Collection	1,936,638	106,849	2,043,487	1,874,945	98,020	70,522	
Recycling	862,950	8,943	871,893	849,398	6,081	16,414	50,000
Garage Rotary	646,927	49,489	696,416	569,207	27,672	99,537	
IT Rotary	980,473	61,771	1,042,244	791,086	60,595	190,563	
Court Administration	1,272,101	4,226	1,276,327	1,232,060	4,141	40,126	
Clerk of Courts	1,231,966	2,745	1,234,711	1,135,587	12,297	86,827	
TOTAL OTHER FUNDS	42,148,125	2,031,761	44,179,886	35,450,857	943,924	7,785,105	102,725

GENERAL FUND REVENUES

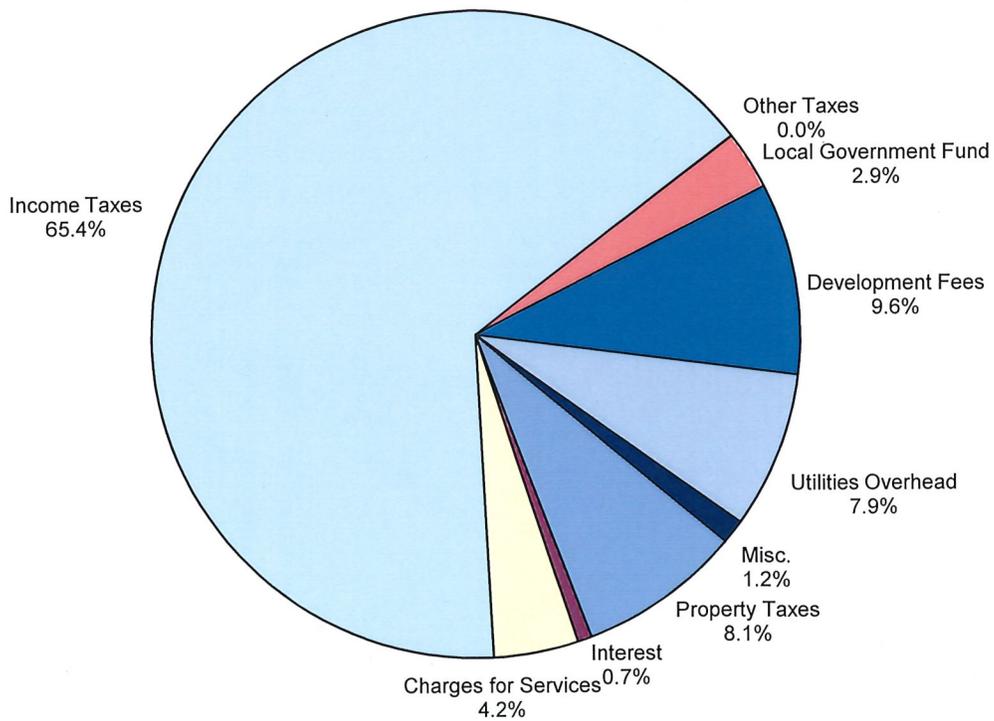
December 31, 2016

	2013	2014	2015	2016	% Change 2015 to 2016
Property Taxes					
Real Estate	1,375,998	1,378,920	1,437,990	1,506,546	4.77%
Personal Property	4,528	2,150	2,150	-	-100.00%
Rollbacks/Homestead Credits	167,810	171,436	172,394	174,504	1.22%
Total Property Taxes	\$ 1,548,336	\$ 1,552,506	\$ 1,612,534	\$ 1,681,050	4.25%
Income Taxes					
1.0% General Operations	11,158,354	11,671,156	12,390,195	13,515,572	9.08%
Total Income Taxes	\$ 11,158,354	\$ 11,671,156	\$ 12,390,195	\$ 13,515,572	9.08%
Other Taxes					
Inheritance Tax	378,815	82,783	4,962	1,803	-63.66%
State Shared Taxes (Local Gov't)	597,067	615,800	650,718	604,095	-7.16%
Miscellaneous Taxes	66,666	1,238	1,088	1,013	-6.89%
Total Other Taxes	\$ 1,042,548	\$ 699,821	\$ 656,768	\$ 606,911	-7.59%
Charges for Services					
Engineering Fees	364,942	582,179	475,415	1,109,269	133.33%
Prosecutor Fees	190,175	227,950	220,241	266,810	21.14%
Parking Meters	29,064	30,173	35,359	38,282	8.27%
Licenses and Permits	460,914	534,237	632,829	867,689	37.11%
Cable Franchise Fees	381,785	357,185	349,706	357,145	2.13%
City Court/Diversion Fines	76,802	91,930	142,089	139,971	-1.49%
Miscellaneous Fees	66,255	68,520	71,071	72,892	2.56%
Total Charges for Services	\$ 1,569,937	\$ 1,892,174	\$ 1,926,710	\$ 2,852,058	48.03%
Investment Income	\$ 77,348	\$ 156,334	\$ 45,637	\$ 144,144	215.85%
Utility Fund Overhead Transfers	\$ 1,506,421	\$ 1,551,756	\$ 1,551,756	\$ 1,575,032	1.50%
Miscellaneous/Reimbursements	\$ 563,522	\$ 510,224	\$ 808,554	\$ 300,917	-62.78%
TOTAL GENERAL FUND REVENUE	\$ 17,466,466	\$ 18,033,971	\$ 18,992,154	\$ 20,675,684	8.86%
Other General Government Revenue					
Fire Department	\$ 8,537,278	\$ 8,983,650	\$ 9,391,679	\$ 9,884,056	5.24%
Municipal Court	\$ 2,568,487	\$ 2,514,808	\$ 2,508,259	\$ 2,751,715	9.71%
TOTAL GENERAL GOV'T REVENUE	\$ 28,572,231	\$ 29,532,429	\$ 30,892,092	\$ 33,311,455	7.83%

2006 General Fund Revenue



2016 General Fund Revenue

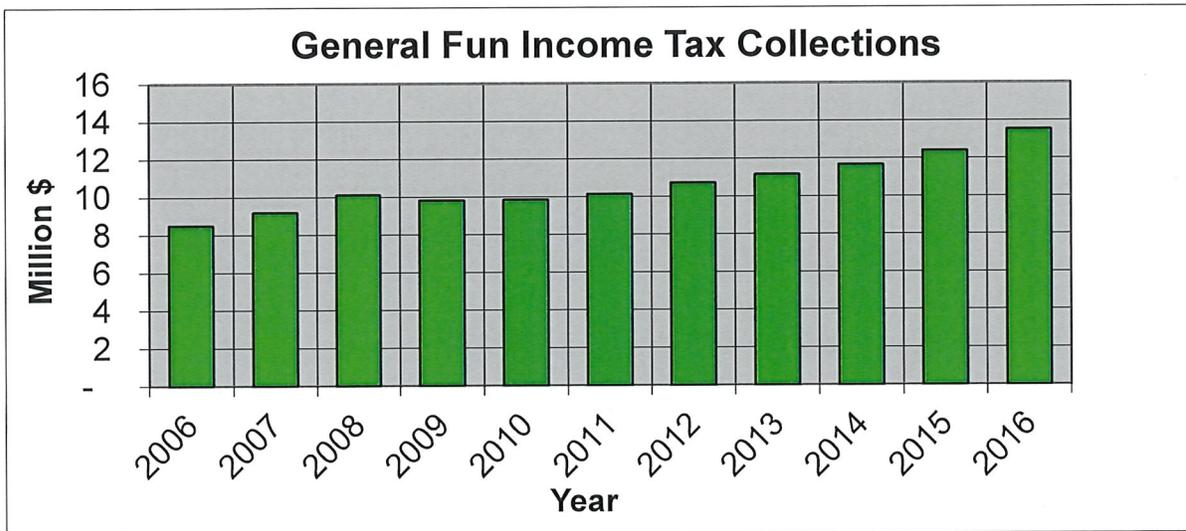


FINANCE DIRECTOR'S REPORT

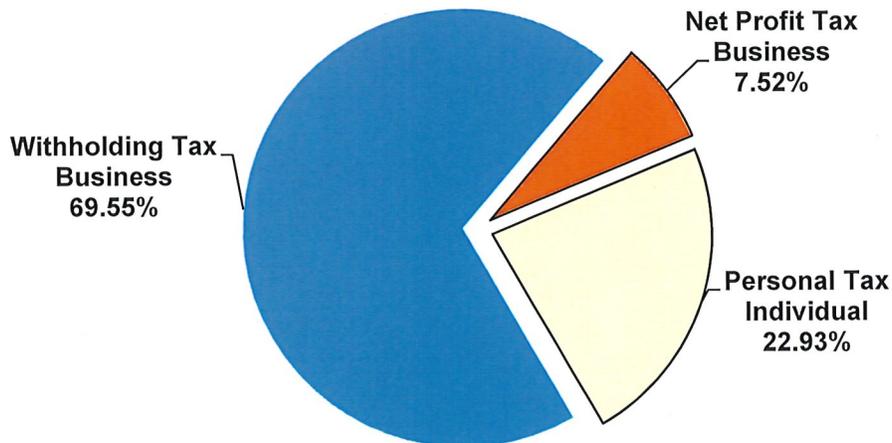
Year-End Report

Income Tax Collections

Year	1.00% General Fund	% Increase	0.40% Fire/EMS	0.30% Fire/EMS	0.15% Rec Facilities	TOTAL	Rate
2006	8,495,580	6.54%	3,397,759	-	-	11,893,339	1.40%
2007	9,188,009	8.15%	3,674,949	-	-	12,862,958	1.40%
2008	10,113,223	10.07%	4,045,010	-	-	14,158,233	1.40%
2009	9,799,798	-3.10%	3,922,611	-	994,437	14,716,846	1.55%
2010	9,835,301	0.36%	3,932,939	-	1,416,239	15,184,479	1.55%
2011	10,136,058	3.06%	4,054,423	2,092,860	1,482,349	17,765,690	1.85%
2012	10,717,681	5.74%	4,287,072	3,070,094	1,583,182	19,658,029	1.85%
2013	11,158,354	4.11%	4,463,342	3,279,924	1,656,146	20,557,766	1.85%
2014	11,671,156	4.60%	4,668,462	3,458,442	1,739,367	21,537,427	1.85%
2015	12,390,195	6.16%	4,956,086	3,656,550	1,849,904	22,852,735	1.85%
2016	13,515,572	9.08%	5,392,343	4,044,257	2,033,023	24,985,195	1.85%



2016 Income Tax Breakdown



FINANCE DIRECTOR'S REPORT

Year-End Report 2016

General Fund Expenditure History

	2000	2005	2010	2014	2015	2016	% of Total	% of Total	% of Total	% of Total
All Expenditures										
City Administration	954,994	1,168,300	1,109,593	1,243,978	1,302,312	1,313,409	8.3%	7.1%	7.1%	6.7%
Legal/Prosecutor	293,579	503,172	592,713	598,832	644,553	748,838	2.5%	3.4%	3.5%	3.8%
Finance	686,627	959,941	1,269,385	1,265,913	1,309,400	1,386,977	5.9%	7.2%	7.2%	7.1%
Police/911	3,845,687	5,086,843	6,465,943	7,009,148	7,159,438	7,474,233	33.3%	39.9%	39.1%	38.2%
General Administration	799,071	1,142,369	1,062,930	1,115,460	1,266,763	1,448,981	6.9%	6.4%	6.9%	7.4%
Capital Improvement	1,705,000	1,000,000	1,500,000	1,950,001	2,217,452	2,250,000	14.7%	11.1%	12.1%	11.5%
Planning/Engineering	1,525,961	2,566,964	1,783,502	2,040,427	2,262,800	2,454,111	13.2%	11.6%	12.4%	12.6%
Street Maintenance	995,000	707,348	719,640	1,441,792	1,133,264	1,255,834	8.6%	8.2%	6.2%	6.4%
Parks/Cemetery	700,000	887,138	995,000	875,000	997,151	1,197,500	6.1%	5.0%	5.4%	6.1%
Airport	55,000	150,592	50,000	10,000	18,890	18,890	0.5%	0.1%	0.1%	0.1%
Total	11,560,919	14,172,667	15,548,706	17,550,551	18,312,023	19,548,773				

Wages and Benefits

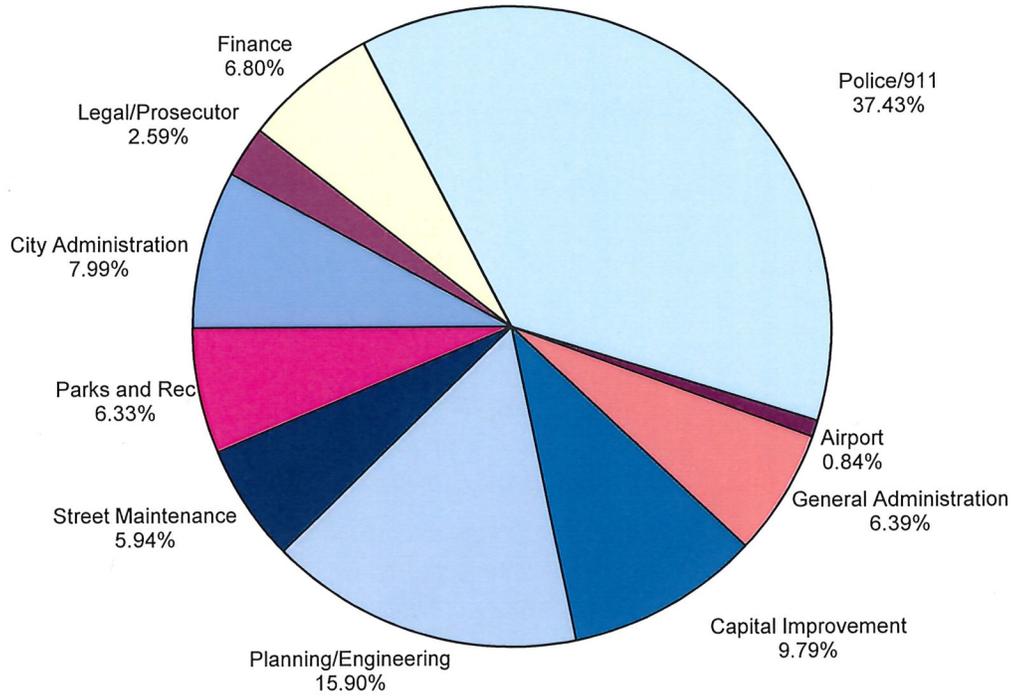
City Administration	714,082	855,269	874,555	1,012,447	1,059,570	1,055,453	11.9%	8.7%	9.6%	9.8%	9.2%
Legal/Prosecutor	277,214	469,239	556,451	566,922	604,127	692,484	4.6%	5.5%	5.4%	5.6%	6.1%
Finance	586,105	832,214	1,061,322	1,031,849	1,058,137	1,122,559	9.8%	10.5%	9.7%	9.7%	9.8%
Police/911	3,386,148	4,623,810	5,930,940	6,431,526	6,513,404	6,809,176	56.4%	58.9%	60.7%	60.0%	59.6%
Planning	483,681	789,342	702,674	788,879	829,327	879,843	8.1%	7.0%	7.4%	7.6%	7.7%
Engineering	509,012	765,043	867,987	694,028	699,209	730,131	8.5%	8.6%	6.6%	6.4%	6.4%
Other	51,767	76,969	72,937	63,441	92,717	126,050	0.9%	0.7%	0.6%	0.9%	1.1%
Total	6,008,009	8,411,886	10,066,866	10,589,092	10,856,491	11,415,696					

General Fund Revenues 11,848,137 14,873,448 17,030,217 18,033,971 18,992,153 20,675,685

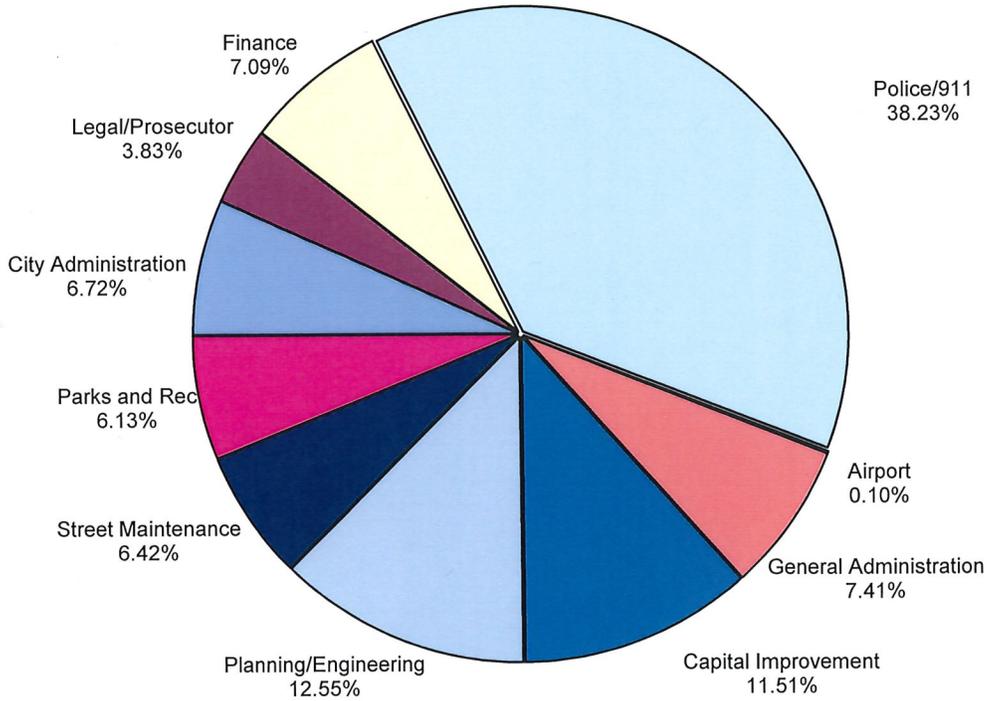
Wages as a % of General Fund Revenue 50.7% 56.6% 59.1% 58.7% 57.2% 55.2%

CIP Transfer as a % of General Fund Revenue 14.4% 6.7% 8.8% 10.8% 11.7% 10.9%

2006 General Fund Expenditures



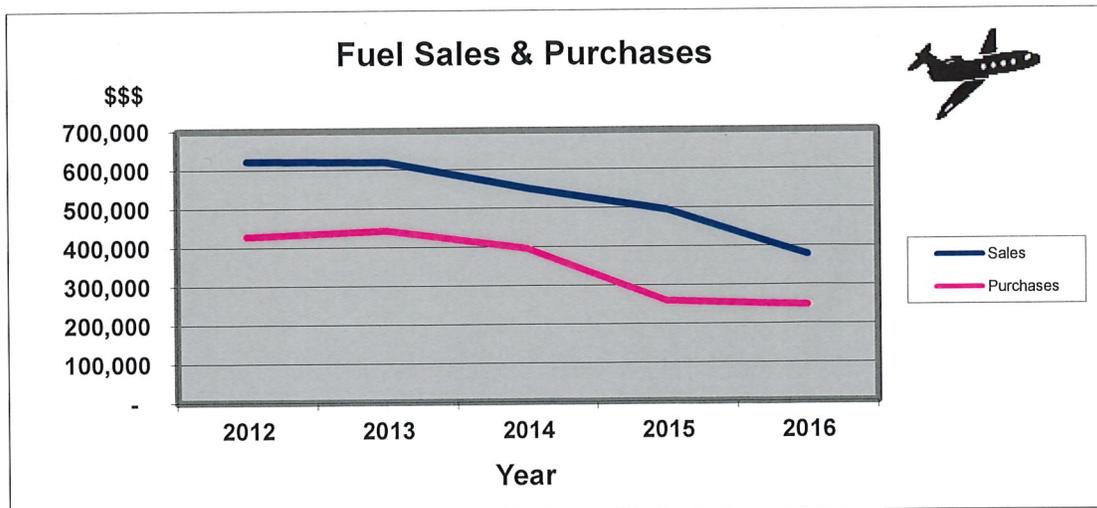
2016 General Fund Expenditures





CITY OF DELAWARE Airport Fund 2016 Year-End Report

	2012	2013	2014	2015	2016
REVENUES					
Hangar Rent	166,523	174,681	168,254	169,764	171,763
Tie Down Rent	2,205	1,737	2,065	2,702	2,474
Land Rent	8,269	6,932	8,268	9,224	11,464
Fuel Sales	622,490	619,360	551,280	494,567	378,371
Property Tax Reimbursement	35,318	35,598	37,087	37,187	36,326
Other Income	18,613	18,859	17,194	16,772	12,563
TOTAL REVENUE	\$ 853,418	\$ 857,167	\$ 784,148	\$ 730,216	\$ 612,961
OPERATING EXPENDITURES					
Wages and Benefits	147,370	153,662	149,317	155,064	154,411
Operating Expenses	108,421	105,425	97,010	93,557	88,496
Special Events/Promotions	180	2,773	-	-	-
Fuel Purchases	428,639	443,004	396,044	259,353	247,641
Facility Maintenance	14,820	11,792	33,299	21,568	23,989
Consulting/Professional Services	8,682	4,912	14,348	2,959	780
Equipment	5,020	-	6,914	4,000	2,543
Real Estate Taxes	70,024	70,578	73,530	73,735	72,021
TOTAL EXPENDITURES	\$ 783,156	\$ 792,146	\$ 770,462	\$ 610,236	\$ 589,881
OPERATING PROFIT/LOSS	\$ 70,262	\$ 65,021	\$ 13,686	\$ 119,980	\$ 23,080
General Fund Subsidy	10,000	10,000	10,000	18,890	18,890
Debt Service	(79,749)	(78,349)	(76,905)	(80,435)	(79,120)
NET CASH FLOW	\$ 513	\$ (3,328)	\$ (53,219)	\$ 58,435	\$ (37,150)
FUND BALANCE	\$ 412,062	\$ 408,734	\$ 355,515	\$ 413,950	\$ 375,824
Amount Reserved for Debt	194,808	185,489	171,431	152,325	143,529
Encumbrances Outstanding	32,522	32,096	4,223	31,475	5,625
UNRESERVED FUND BALANCE	\$ 184,732	\$ 191,149	\$ 179,861	\$ 230,150	\$ 226,670
Airport Capital Improvements	\$ 209,532	\$ 482,884	\$ 462,474	\$ 399,963	\$ 4,661,061



	2012	2013	2014	2015	2016
Sales	622,490	619,360	551,280	494,567	378,371
Purchases	428,639	443,004	396,044	259,353	247,641
Gross Profit %	45.2%	39.8%	39.2%	90.7%	52.8%

FINANCE DIRECTOR'S REPORT
Year-end Report 2016
Cemetery Fund

	2012	2013	2014	2015	2016
REVENUES					
Pre-Need Space Sale	2,197	36,168	32,557	36,546	45,408
At-Need Space Sale	2,000	23,404	15,097	15,950	16,802
Interment Charges	10,125	79,150	65,550	72,275	60,723
Foundation Charges	615	21,668	17,548	19,024	14,472
Donations	254	1,099	234	175	1,625
Rental Income	828	-	900	900	900
Investment Income		54	331	456	469
Other Income	1,822	3,742	586	75	105
TOTAL REVENUE	\$ 17,841	\$ 165,285	\$ 132,803	\$ 145,401	\$ 140,504
OPERATING EXPENDITURES					
Wages and Benefits	10,338	70,800	144,051	140,433	164,191
Operating Expenses	1,297	24,226	51,518	46,111	47,818
Lot Repurchases and Refunds	-	-	1,944	3,015	5,150
Equipment Purchases	-	-	38,132	3,000	-
TOTAL EXPENDITURES	\$ 11,635	\$ 95,026	\$ 235,645	\$ 192,559	\$ 217,159
CASH FLOW OPERATIONS	\$ 6,206	\$ 70,259	\$ (102,842)	\$ (47,158)	\$ (76,655)
General Fund Transfer	\$ 10,000	\$ -	\$ 40,000	\$ 38,175	\$ 75,000
Perpetual Care Funds		323,914		(37,522)	-
NET CASH FLOW Increase/(Decrease)	\$ 16,206	\$ 394,173	\$ (62,842)	\$ (46,505)	\$ (1,655)
SPECIAL CARE RESERVE	\$ -	\$ 37,522	\$ 37,522	\$ 37,522	\$ 36,063
CASH RESERVES Dec., 31, 2016	\$ 16,206	\$ 371,696	\$ 308,716	\$ 290,238	\$ 252,959



FINANCE DIRECTOR'S REPORT
 Year-end Report 2016
Golf Course Fund

	2012	2013	2014	2015	2016
REVENUES					
Memberships	13,867	14,496	14,892	16,475	16,200
Green Fees	117,326	96,960	84,052	91,388	92,187
Concessions/Merchandise Sales	10,280	8,648	7,700	9,281	9,725
Cart and Club Rental	28,024	22,178	21,807	23,735	28,017
Driving Range	12,222	12,899	11,814	13,028	13,506
League Fees	-	584	6,489	7,456	5,614
Rentals	57	1,500	1,700	182	1,700
Other Income	1,350	3,384	4,861	1,289	326
TOTAL REVENUE	\$ 183,126	\$ 160,649	\$ 153,315	\$ 162,834	\$ 167,275
OPERATING EXPENDITURES					
Wages and Benefits	129,991	124,037	128,239	126,920	135,561
Operating Expenses	28,466	30,435	32,427	39,084	40,357
Concession/Merchandise Supply	4,481	4,155	3,340	3,710	3,937
TOTAL EXPENDITURES	\$ 162,938	\$ 158,627	\$ 164,006	\$ 169,714	\$ 179,855
CASH FLOW OPERATIONS	\$ 20,188	\$ 2,022	\$ (10,691)	\$ (6,880)	\$ (12,580)
Equipment Purchases	\$ 1,975	\$ -	\$ 2,500	\$ -	\$ 2,600
NET CASH FLOW Increase/(Decrease)	\$ 18,213	\$ 2,022	\$ (13,191)	\$ (6,880)	\$ (15,180)
CASH RESERVES	\$ 103,191	\$ 105,213	\$ 92,022	\$ 85,142	\$ 69,962



FINANCE DIRECTOR'S REPORT
Year-end Report 2016
Water Fund Operations



OPERATIONS	2012	2013	2014	2015	2016
Revenues					
Meter Charges	4,940,991	4,989,295	5,054,526	5,108,989	5,314,306
Investment Income	3,988	4,632	8,885	15,880	46,397
Surcharges/Other Misc.	108,656	527,054	192,750	211,566	212,368
Total Revenue	\$ 5,053,635	\$ 5,520,981	\$ 5,256,161	\$ 5,336,435	\$ 5,573,071
Operating Expenses					
Treatment	1,255,685	1,366,848	1,382,315	1,770,657	1,780,002
Distribution	802,133	728,014	795,073	789,461	829,353
Administration	956,545	994,973	1,019,663	1,104,456	1,179,416
Total Operation	\$ 3,014,363	\$ 3,089,835	\$ 3,197,051	\$ 3,664,574	\$ 3,788,771
Revenues less Expenses	\$ 2,039,272	\$ 2,431,146	\$ 2,059,110	\$ 1,671,861	\$ 1,784,300
Debt Service - Maintenance	-	41,023	94,065	1,320,281	1,320,281
Capacity Debt Service Allocation	-	-	-	-	-
Available for Maintenance	\$ 2,039,272	\$ 2,390,123	\$ 1,965,045	\$ 351,580	\$ 464,019
Capital Improvements					
Repairs and Replacement					
Meters/Vaults	3,786	40,106	40,829	2,688	-
Existing Line Repairs	202,527	234,548	1,106,726	566,322	327,341
Equipment/Prof Services	-	-	32,617	10,690	974,725
Plant Repairs	285,768	-	87,846	157,451	90,858
Sludge Lagoon Cleaning	-	-	-	59,083	289,428
Total Repair	492,081	274,654	1,268,018	796,234	1,682,352
Cash Flow Operations	\$ 1,547,191	\$ 2,115,469	\$ 697,027	\$ (444,654)	\$ (1,218,333)
Water Rates					
0 to 3,000 cu. ft.	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08	\$ 4.08
3,001 to 47,000 cu. ft.	\$ 2.86	\$ 2.86	\$ 2.86	\$ 2.86	\$ 2.86
Over 47,000 cu. ft.	\$ 1.98	\$ 1.98	\$ 1.98	\$ 1.98	\$ 1.98
Minimum Charge (Residential)	\$ 10.36	\$ 10.36	\$ 10.36	\$ 10.36	\$ 10.36
Avg. Charge (800 cu. ft.)	\$ 34.84	\$ 34.84	\$ 34.84	\$ 34.84	\$ 34.84
% Increase	13.0%	0.0%	0.0%	13.0%	0.0%
All Water Fund Balances					
Water Fund Operation Reserve	1,661,517	2,051,241	2,035,191	1,784,670	1,421,338
Water Maintenance CIP Reserve	2,066,794	3,331,420	3,156,187	3,163,217	1,904,487
Water Capacity Fee Fund Reserve	2,571,370	3,683,712	4,827,274	4,933,458	5,790,941
Water Utility Reserve Fund	1,870,439	1,870,439	1,870,439	1,870,439	2,000,000
Total Water Fund Reserves	\$ 8,170,120	\$ 10,936,812	\$ 11,889,091	\$ 11,751,784	\$ 11,116,766
Outstanding Encumbrances					\$ 452,149
Net Water Fund Reserves 12/31/16					\$ 10,664,617
Total Outstanding Debt 12/31/16					\$ 34,938,902

FINANCE DIRECTOR'S REPORT
 Year-end Report 2016
Sewer Fund Operations



OPERATIONS	2012	2013	2014	2015	2016
Revenues					
Meter Charges	6,319,698	6,150,647	6,180,020	6,254,470	6,567,638
Investment Income	3,862	3,978	5,947	11,971	38,721
Septic Receiving Fees	142,769	126,526	152,850	148,234	158,962
Surcharges	239,075	130,772	247,372	165,534	121,438
Misc./Other	51,568	51,556	122,903	12,968	11,799
Total Revenue	\$ 6,756,972	\$ 6,463,479	\$ 6,709,092	\$ 6,593,177	\$ 6,898,558
Operating Expenses					
Treatment	1,718,332	1,762,814	1,727,853	1,669,450	1,738,990
Collection	517,220	511,562	541,875	566,204	544,014
Administration/Transfers	964,375	1,035,726	1,063,427	1,135,519	1,151,364
Total Operation	\$ 3,199,927	\$ 3,310,102	\$ 3,333,155	\$ 3,371,173	\$ 3,434,368
Revenues less Expenses	\$ 3,557,045	\$ 3,153,377	\$ 3,375,937	\$ 3,222,004	\$ 3,464,190
Debt Service - Maintenance	517,793	158,992	158,992	158,993	150,687
Capacity Debt Service Allocation	\$ 1,795,585	\$ 1,698,985	\$ 1,433,999	1,799,350	1,100,650
Available for Maintenance	\$ 1,243,667	\$ 1,295,400	\$ 1,782,946	\$ 1,263,661	\$ 2,212,853
Capital Improvements					
Repairs and Replacement	117,094	142,194	125,905	56,781	-
Inflow/Infiltration	4,479	26,105	26,000	-	-
Meters/Manholes/Laterals	-	-	-	-	-
Existing Line Repairs	1,867	349,311	32,617	-	640,223
Equipment/Prof Services	211,868	163,870	175,455	176,044	768,930
Plant Repairs	335,308	681,480	359,977	232,825	1,409,153
Total Repair	335,308	681,480	359,977	232,825	1,409,153
Cash Flow Operations	\$ 908,359	\$ 613,920	\$ 1,422,969	\$ 1,030,836	\$ 803,700
Sewer Rates					
1st 200 cu. ft.	\$ 6.72	\$ 6.72	\$ 6.72	\$ 6.72	\$ 6.72
Over 200 cu. ft.	\$ 5.52	\$ 5.52	\$ 5.52	\$ 5.52	\$ 5.52
Minimum Charge	\$ 13.44	\$ 13.44	\$ 13.44	\$ 13.44	\$ 13.44
Avg. Monthly Charge (800 cu. ft.)	\$ 46.56				
% Increase	0.0%	0.0%	0.0%	0.0%	0.0%
All Sewer Fund Balances					
Sewer Fund Operation Reserve	2,701,726	2,604,051	2,651,185	2,561,917	2,661,859
Sewer Maintenance CIP Reserve	2,031,198	2,113,806	2,759,772	3,679,226	3,483,634
Sewer Capacity Fee Fund Reserve	1,380,895	1,782,704	2,641,456	2,518,370	1,755,328
Sewer Utility Reserve Fund	181,130	181,130	181,130	181,130	1,500,000
SE Highland Sewer Fund	148,397	243,226	178,594	27,976	96,980
Total Sewer Fund Reserves	\$ 6,443,346	\$ 6,924,917	\$ 8,412,137	\$ 8,968,619	\$ 9,497,801
Outstanding Encumbrances					\$ 1,229,277
Net Sewer Fund Reserves 12/31/16					\$ 8,268,524
Total Outstanding Debt 12/31/16					\$ 31,192,358

FINANCE DIRECTOR'S REPORT

Year-end Report 2016

Refuse Fund

	2012	2013	2014	2015	2016
Revenues					
Collection Charges	3,159,334	3,221,719	3,309,877	3,372,646	3,430,310
Grant Income	-	-	-	18,000	22,000
Bag Tags/Cleanup Income	19,990	6,993	5,327	5,194	5,929
Toter Fees	8,507	11,670	10,257	11,065	13,588
Investment Income	553	943	1,301	2,901	9,283
Other Income	7,272	7,049	104,834	5,606	2,058
TOTAL REVENUE	\$ 3,195,656	\$ 3,248,374	\$ 3,431,596	\$ 3,415,412	\$ 3,483,168
Operating Expenses					
Refuse Collection	833,726	830,494	840,612	803,259	833,835
Tipping Fees	750,634	804,079	853,679	836,398	883,645
Recycling Collection	450,377	454,771	493,050	532,619	536,999
Vehicle Purchase/Lease	-	60,989	292,395	82,367	392,651
Tip-Cart/Dumpster Purchases	19,515	29,276	77,967	82,221	77,214
Closed Landfill Costs	69,248	221,226	141,007	456,951	245,108
Debt Service	60,838	58,838	56,775	59,675	57,338
Building Improvements	-	-	-	7,029	7,250
Other Indirect Costs	307,042	317,266	323,757	327,391	332,758
TOTAL EXPENDITURES	\$ 2,491,380	\$ 2,776,939	\$ 3,079,242	\$ 3,187,910	\$ 3,366,798
Cash Flow Operations	\$ 704,276	\$ 471,435	\$ 352,354	\$ 227,502	\$ 116,370
Cash Reserve	\$ 1,018,059	\$ 1,489,494	\$ 1,841,848	\$ 2,069,350	\$ 2,185,720
Outstanding Encumbrances					\$ 140,671
Net Reserve December 31, 2016					\$ 2,045,049
Refuse Rates					
Residential	\$ 19.73	\$ 19.73	\$ 19.73	\$ 19.73	\$ 19.73
Discounted Residential	\$ 9.87	\$ 9.87	\$ 9.87	\$ 9.87	\$ 9.87
Commercial 2 cu. yds.	\$ 100.27	\$ 100.27	\$ 100.27	\$ 100.27	\$ 100.27
Commercial 4 cu. yds.	\$ 123.35	\$ 123.35	\$ 123.35	\$ 123.35	\$ 123.35
Commercial 6 cu. yds.	\$ 143.98	\$ 143.98	\$ 143.98	\$ 143.98	\$ 143.98
% Increase	0.0%	0.0%	0.0%	0.0%	0.0%



FINANCE DIRECTOR'S REPORT
Year-end Report 2016
Storm Sewer Fund



	2012	2013	2014	2015	2016
<i>Revenues</i>					
Storm Sewer Fees	789,536	802,764	804,371	821,561	834,161
Grant Revenue	313,577	-	-	98,876	-
Miscellaneous	-	2,286	13,397	2,123	916
Total Revenue	\$ 1,103,113	\$ 805,050	\$ 817,768	\$ 922,560	\$ 835,077
<i>Operating Expenses</i>					
Wages and Benefits	142,007	162,204	201,922	215,272	226,360
Professional Services	83,669	100,752	145,998	101,222	92,958
Materials and Supplies	29,871	44,415	57,718	41,261	61,734
Capital Outlay	6,904	3,710	7,323	4,109	16,230
Total Operation	\$ 262,451	\$ 311,081	\$ 412,961	\$ 361,864	\$ 397,282
Revenues less Expenses	\$ 840,662	\$ 493,969	\$ 404,807	\$ 560,696	\$ 437,795
Debt Service	\$ -				
<i>Available for Maintenance Capital Improvements</i>	\$ 840,662	\$ 493,969	\$ 404,807	\$ 560,696	\$ 437,795
<i>Repairs and Replacement</i>					
Inflow/Infiltration	-	-	56,770	27,230	-
Catch Basins/Manholes/Laterals	-	351	-	-	59,545
Existing Line Repairs	160,608	176,656	770,186	478,947	621,055
Equipment/Prof Services	51,066	82	32,617	-	64,799
Total Repair	211,674	177,089	859,573	506,177	745,399
Cash Flow Operations	\$ 628,988	\$ 316,880	\$ (454,766)	\$ 54,519	\$ (307,604)
Cash Reserve	\$ 2,312,668	\$ 2,629,548	\$ 2,174,782	\$ 2,229,301	\$ 1,921,697
Outstanding Encumbrances					170,127
Net Reserve December 31, 2016					\$ 1,751,570
Storm Sewer Rates					
Residential per month	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50
Non-Residential per ERU	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50	\$ 2.50

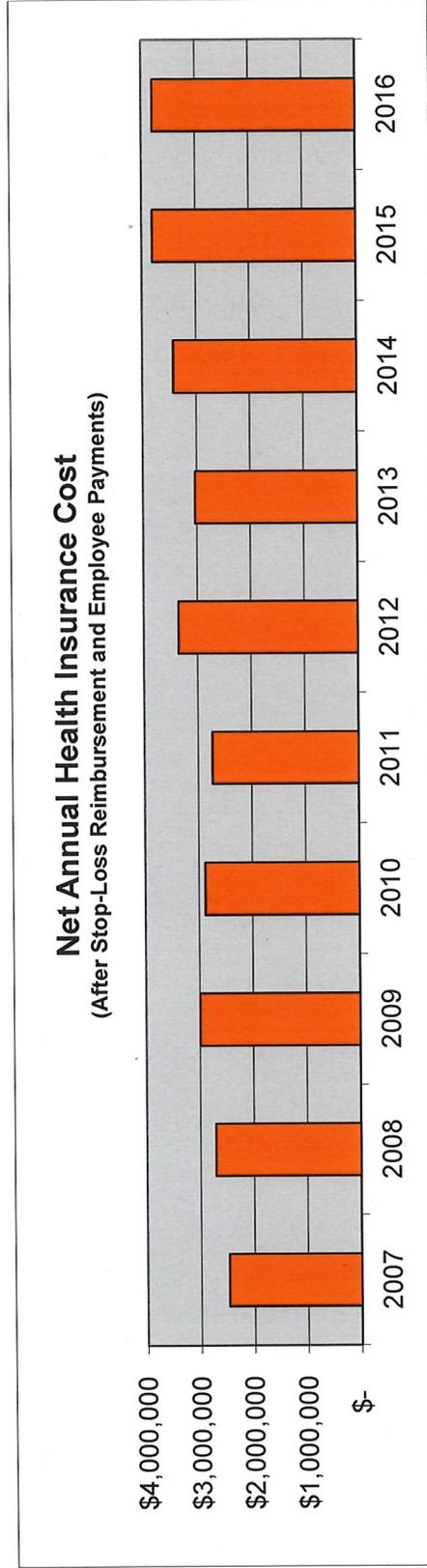
FINANCE DIRECTOR'S REPORT Self-Funded Health Insurance YE 2016

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
PREMIUMS										
Life Ins.	\$ 17,621	\$ 19,897	\$ 22,439	\$ 20,473	\$ 20,276	\$ 21,001	\$ 18,834	\$ 21,872	\$ 22,317	\$ 22,837
AD&D Ins.	3,233	3,790	4,274	3,900	3,862	4,000	3,587	4,166	4,251	4,678
Stop-Loss Ins.	246,648	320,285	335,163	297,311	348,047	407,739	402,411	459,292	585,135	614,141
TOTAL	\$ 267,502	\$ 343,972	\$ 361,876	\$ 321,684	\$ 372,185	\$ 432,740	\$ 424,832	\$ 485,330	\$ 611,703	\$ 641,656

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
SELF FUNDED CLAIMS										
Medical	\$ 1,917,285	\$ 2,494,970	\$ 2,333,103	\$ 2,364,641	\$ 2,114,935	\$ 2,582,288	\$ 2,644,529	\$ 2,757,973	\$ 3,546,160	\$ 3,302,686
Dental	153,398	172,865	170,917	195,382	200,513	194,090	219,942	213,656	220,896	275,903
Prescription	345,009	356,349	416,927	423,894	470,458	533,515	531,955	575,912	678,827	657,753
Preventative Care	1,953	6,100	10,887	2,890	3,866	6,715	5,729	29,894	12,203	36,388
TOTAL	\$ 2,417,645	\$ 3,030,284	\$ 2,931,834	\$ 2,986,807	\$ 2,789,772	\$ 3,316,608	\$ 3,402,155	\$ 3,577,435	\$ 4,458,086	\$ 4,272,730

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
ADMIN. FEES										
Medical	\$ 66,316	\$ 100,016	\$ 64,839	\$ 68,821	\$ 67,494	\$ 71,885	\$ 73,516	\$ 77,073	\$ 75,811	\$ 81,379
Broker Fee	5,890	6,576	5,534	5,814	5,076	5,758	5,780	5,906	5,988	6,084
PPO Fee	92,938	84,064	70,559	49,419	38,794	40,306	41,207	42,980	41,916	42,588
ACA Excise Tax	-	-	-	-	-	-	-	47,691	34,889	22,044
TOTAL	\$ 165,144	\$ 190,656	\$ 140,932	\$ 124,054	\$ 111,364	\$ 117,949	\$ 120,503	\$ 173,650	\$ 158,604	\$ 152,095

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
OPT OUT COSTS	\$ 19,850	\$ 23,875	\$ 24,745	\$ 26,500	\$ 24,802	\$ 20,350	\$ 21,580	\$ 21,945	\$ 22,660	\$ 27,340
GRAND TOTAL	\$ 2,870,141	\$ 3,588,787	\$ 3,459,387	\$ 3,459,045	\$ 3,298,123	\$ 3,887,647	\$ 3,969,070	\$ 4,258,360	\$ 5,251,053	\$ 5,093,821
CENSUS - SINGLE/FAMILY	46/197	51/201	47/204	46/205	37/198	39/202	48/199	52/196	50/199	49/208
EMPLOYEES OPTING OUT	21	18	23	25	24	18	13	17	18	25



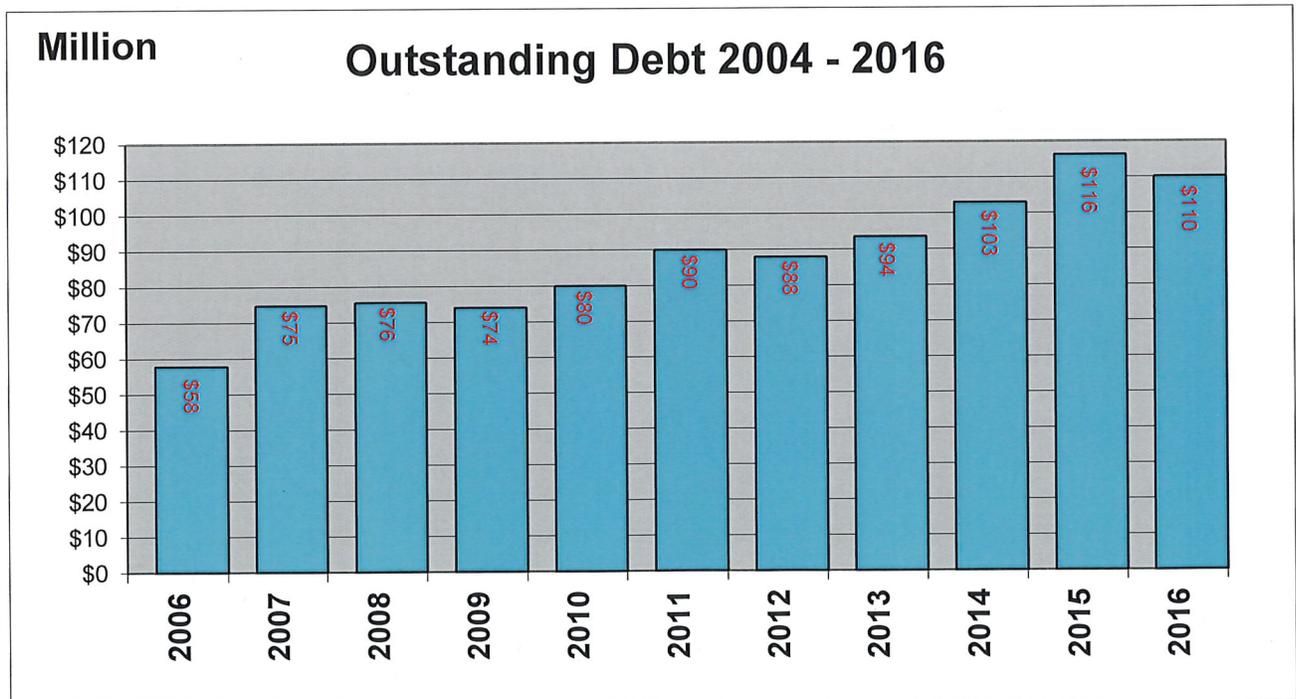
	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Net Cost % Increase	-5.0%	9.6%	10.2%	-3.7%	-5.2%	22.9%	-9.5%	12.8%	11.1%	-0.1%
Employee %	8.1%	8.3%	7.9%	8.4%	9.3%	9.9%	14.8%	15.0%	15.8%	17.2%
City %	91.9%	91.7%	92.1%	91.6%	90.7%	90.1%	85.2%	85.0%	84.2%	82.8%

FINANCE DIRECTOR'S REPORT

Year-end Report 2016

Outstanding Debt

ISSUE	Issuance Date	Balance 12/31/2016	Rate	Net Interest	Payoff Amount	Maturity Date
SHORT-TERM NOTES						
Glenn Rd Initial Design	4/13/16	\$2,335,000	0.893%	\$20,787	\$2,355,787	4/13/17
Glenn Rd Phase 1B	4/22/14	\$4,380,000	0.893%	\$38,992	\$4,418,992	4/13/17
Glenn Rd Phase 1A	4/22/14	\$4,500,000	0.893%	\$40,060	\$4,540,060	4/13/17
Sidewalk Repair Program	4/22/14	\$450,000	0.893%	\$4,006	\$454,006	4/13/17
Total Notes		\$11,665,000		\$103,845		
LONG-TERM BONDS						
				2016 Interest	2016 Principal	
2006 GO Bonds	6/6/06	\$4,050,000	4.460%	\$207,543	\$555,000	12/1/31
2012 Refunding Bonds	12/28/12	\$3,820,000	1.514%	\$76,300	\$625,000	12/1/22
2013 GO Bonds	4/4/13	\$6,500,000	2.207%	\$177,025	\$430,000	12/1/32
2015 GO Bonds	4/21/15	\$5,920,000	2.705%	\$179,275	\$215,000	12/1/34
OWDA Sewer Plant	1/1/07	\$15,382,358	3.590%	\$489,865	\$1,258,248	7/1/27
OWDA Hills Miller Waterline	1/11/11	\$1,892,678	3.670%	\$71,269	\$65,481	1/1/36
OWDA Penry Rd. Waterline	7/1/12	\$926,699	3.550%	\$33,680	\$29,295	7/1/37
OWDA Water Plant	7/1/14	\$29,594,525	3.215%	\$1,003,929	\$882,186	7/1/39
SE Highland Sewer Bonds	12/9/09	\$13,335,000	4.475%	\$602,621	\$395,000	12/1/37
Park Improvement Bonds	2/18/10	\$16,975,000	4.375%	\$768,201	\$510,000	12/1/34
Total Bonds		\$98,396,260		\$3,609,708	\$4,965,210	
Total Outstanding Debt		\$110,061,260				



TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: January 17, 2017

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**

January 5

- * Business Before Hours
- * YMCA 5th Birthday Celebration

January 9

- * Rotary
- * Council

January 10

- * Sister City Advisory Board
- * Habitat Class for New Homeowners

January 17

- * Strand Board
- * Board of Realtors

January 18

- * DATA Board

January 19

- * Entrepreneurial meeting
- * Chamber Lunch - Annual State of the City

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
	City Offices Closed		Planning Commission- moved to Jan 18			
8	9	10	11	12	13	14
	Council 7	Sister City 6-7	Civil Service Commission 3 BZA-cancelled			
15	16	17	18	19	20	21
	City Offices Closed	Parks & Rec 7	Planning Commission 7	Airport Commission 7		
22	23	24	25	26	27	28
	Council 7	Shade Tree Commission 7	HPC 7 - cancelled			
29	30	31				

2017

CONTRACT APPROVAL - JANUARY 23, 2017

VENDOR	EXPLANATION OF AGREEMENT	2017 AMOUNT	DEPARTMENT
RLB Enterprises and Structural Pipe and Supply	CRA	N/A	Economic Development
RLB Enterprises and Structural Pipe and Supply	School Compensation Agreement	N/A	Economic Development
Delaware Metropolitan Authority	PY15 CHIP Admin	\$298,870	Planning
Quality Control Inspection	Professional Services	Varies	Engineering
Pomeroy and Associates	Plan Review	Varies	Engineering
ES Cleaning	Custodial Services	\$81,600	Public Wks
Verity Enterprises	Fuel Services	Varies	Public Wks
MT Business Tech	VIP Maintenance Protection-Copier/CMO	Varies	Finance
MT Business Tech	VIP Maintenance Protection-Copier/Various Departments	Varies	Finance
Wilson, Shannon, & Snow	CAFR Consulting Agreement	\$10,000	Finance