

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

**AGENDA**

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

REGULAR MEETING

September 25, 2017

1. ROLL CALL
2. INVOCATION – Nicol Ghazi, Islamic Center of Delaware County
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the regular meeting of Council held on September 11, 2017, as recorded and transcribed.
5. CONSENT AGENDA
  - A. Acceptance of the Motion Summary for the Civil Service Commission meeting held July 12, 2017.
  - B. Establish October 9, 2017 at 7:30 p.m. as the date and time for a public hearing and second reading of Resolution No. 17-57, a resolution creating a Designated Outdoor Refreshment Area (DORA) for Downtown Delaware and enacting regulations.
6. LETTERS, PETITIONS, AND PUBLIC COMMENTS
7. COMMITTEE REPORTS
8. PRESENTATION
  - A. Proclamation recognizing Dylan Jebode from Troop No. 318 for achieving the rank of Eagle Scout through the Boy Scouts of America

9. CONSIDERATION OF NEW LIQUOR PERMIT
  - A. Tuan Nguyen LLC, DBA Jennis Nail Spa & Bar, 1234 Columbus Pike, Delaware, OH 43015. Permit Class: D3
10. THIRD READING of Resolution No. 17-54, a resolution adopting the 2018-2022 Five-Year Capital Improvement Program (CIP).
11. SECOND READING of Ordinance No. 17-61, an ordinance amending the Neglect of Companion Animals Section of the Animal and Fowl Chapter of the General Offenses Code.
12. CONSIDERATION of Resolution No. 17-57, a resolution creating a Designated Outdoor Refreshment Area (DORA) for Downtown Delaware and enacting regulations.
13. CONSIDERATION of Ordinance No. 17-62, an ordinance amending the employment agreement with the City Manager.
14. CONSIDERATION of Ordinance No. 17-63, an ordinance determining that the Amendment to Petition for Expansion of the Northern New Community Authority complies with the requirements of Section 349.03 of the Ohio Revised Code and to fix a date and place for a public hearing on the Amendment to Petition for Expansion.
15. FINANCE DIRECTOR'S REPORT
16. CITY MANAGER'S REPORT
17. COUNCIL COMMENTS
18. ADJOURNMENT

# RECORD OF PROCEEDINGS

Minutes of

Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held September 11 20 17

The regular meeting of Council held September 11, 2017 was called to order at 7:00 p.m., in the City Council Chambers. The following members of Council were present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, At-Large George Hellinger, Vice-Mayor Kent Shafer, Fourth Ward Kyle Rohrer, and Mayor Carolyn Kay Riggle who presided. The Color Guard presented our nation's colors. The invocation was given by Chaplain Dan Maurer of the Delaware Police Department, followed by the Pledge of Allegiance. Thereafter, the Hayes Singers sang the National Anthem.

Staff Present: Darren Shulman, City Attorney; Dean Stelzer, Finance Director, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Bill Ferrigno, Director, Public Works, Lee Yoakum, Community Affairs Coordinator, Jackie Walker, Assistant City Manager and Tom Homan, City Manager

## **ITEM 6: APPROVAL OF MINUTES**

APPROVAL of the Motion Summary of the regular meeting of Council held August 28, 2017, as recorded and transcribed.

**Motion:** Vice-Mayor Shafer motioned to approve the Motion Summary of the regular meeting of Council held August 28, 2017, as recorded and transcribed, seconded by Mr. Hellinger. Motion approved by a 7-0 vote.

## **ITEM 7: CONSENT AGENDA**

- A. Acceptance of the Motion Summary for the Planning Commission meeting held August 2, 2017.
- B. Resolution No. 17-55, a resolution authorizing the City Manager to renew an agreement with the Ohio Department of Public Safety Bureau of Motor Vehicles (BMV) allowing the Delaware Police Department electronic access to salvage title records.
- C. Resolution No. 17-56, a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor for Tax Year 2017/Budget Year 2018.

**Motion:** Vice-Mayor Shafer motioned to approve the Consent Agenda, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

## **ITEM 8: LETTERS, PETITIONS, AND PUBLIC COMMENTS**

### **PUBLIC PARTICIPATION:**

David Soliday  
472 Durham Lane #105  
Delaware, OH

Stephanie Gregory  
110 Togglewood Dr.  
Delaware, OH

Mr. Soliday and Ms. Gregory spoke in representation of Sustainable Delaware. The group is sponsoring a challenge called the No Impact Experiment, which is a one-week carbon cleanse running from 10/01/17 to 10/08/17. Mr. Soliday provided left handouts for council.

**RECORD OF PROCEEDINGS**

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Delaware City Council

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held September 11 20 17

**ITEM 9: COMMITTEE REPORTS**

**ITEM 10: INTRODUCTIONS**

- A. Jonathan Owen – Project Engineer, Public Works
- B. Nathan McCoy – Project Manager, Public Works

**ITEM 11: PRESENTATION**

- A. Proclamation recognizing National Preparedness Month
- B. Delaware County Board of Elections – Ali Solove, Poll Worker Coordinator/Outreach and Karla Herron, Director of Delaware County Board of Elections

**PRESENTER:**

Ali Solove, Poll Worker Coordinator/Outreach  
582 Broadhampton Lane  
Westerville, OH

Steve Cuckler  
1644 Shale Run Dr.  
Delaware, OH

Ms. Solove and Mr. Cuckler provided information and changes to the polling locations in the City of Delaware. Six locations are closing, including Asbury UMC, District Tech Center, Valleyview Friends Church, Delaware Bible, Mingo Recreation Center, William St. UMC, Delaware District Library, and New Beginnings UMC. Added locations are Delaware County Fairgrounds, Fraternal Order of Eagles, and Willis Education Center.

**ITEM 12: RESOLUTION 17-54** [Second Reading]

A RESOLUTION ADOPTING THE 2018-2022 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP).

The Clerk read the resolution for the second time.

Mr. Homan specifically shared two slides from the Capital Improvement Program, one being the General Fund, and the other being the Railroad Bridge Replacement.

**ITEM 13: ORDINANCE NO. 17-61** [First Reading]

AN ORDINANCE AMENDING THE NEGLECT OF COMPANION ANIMALS SECTION OF THE ANIMAL AND FOWL CHAPTER OF THE GENERAL OFFENSES CODE.

The Clerk read the ordinance for the first time.

**PUBLIC PARTICIPATION:**

Vicki Deisner  
Columbus ASPCA  
824 S. Front St.  
Columbus, OH 43206

Ms. Deisner is the State Legislative Director for the ASPCA of Columbus and gave testimony regarding the behavior of dogs who are tethered, stating they are deprived of socialization, victims of abuse and neglect, lack veterinary care, and are exposed to weather extremes. Ms. Deisner

# RECORD OF PROCEEDINGS

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Delaware City Council

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

September 11

20

17

requested City Council to implement an ordinance restricting tethering in Delaware.

Corey Roscoe  
Columbus Humane Society  
381 S. Grant Ave.  
Columbus, OH

Ms. Roscoe is the Ohio State Director of the Humane Society of the United States. Ms. Roscoe offered her services in helping to write the tethering legislation. She discussed her extensive research on tethering.

Dustin Nanna  
206 Silver Maple Drive  
Delaware, Ohio

Mr. Nanna voiced approval for the tethering ordinance as written. Mr. Nanna voiced concerns about the ability to enforce time restrictions on tethering.

Shannon Roof  
248 Westwood Ave.  
Delaware, OH

Ms. Roof voiced concerns over observations of a dog in her neighborhood that is tethering throughout the day and night.

Jana Cassidy  
Interim Director Delaware County Humane Society  
4920 State Rt. 37 E.  
Delaware, OH

Ms. Cassidy shared her support of the tethering ordinance and provided a handout to council members.

Mayor Riggle requested a break at 8:38 p.m.

**ITEM 14: 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.

Vice-Mayor Shafer moved to enter into Executive Session at 8:43 p.m. following a five minute break. This motion was seconded by Mr. Rohrer and approved by a 7-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, and Section 121.22 (G) (2) acquisition of property for public purpose and 121.22 (G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Jim Browning, Fourth Ward Mr. Rohrer, At Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Carolyn Kay Riggle.

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Held September 11 20 17

Following the discussion at 9:04 p.m., it was moved by Mr. Jones that Council move into Open Session, seconded by Vice-Mayor Shafer and approved by 7-0 vote.

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

Mr. Homan shared an update on the CIP with regards to roads and road improvements funding going forward.

**ITEM 16: COUNCIL COMMENTS**

Mrs. Keller thanked Mayor Riggle for arranging the September 11 program for the council meeting.

Mr. Browning informed Council that he attended the Unity Festival on September 9. Mr. Brown also stated that he appreciates the weekly updates from Lee Yoakum and Linda Mathews to keep up to date with what's going on.

Mr. Rohrer questioned various cross walks in Delaware, wondering if cross walks could be put in similar to the ones at OWU. Mr. Ferrigno gave an update on the crosswalks due to be updated, but it is all contingent on funding. Mr. Rohrer shared information about a program called Bridges Out of Poverty, which will be held on October 6-7 at Andrews House.

Mr. Hellinger stated Ryan Homes have put up signs in the right-of-way on Houk Rd., as well as, a portable toilet. Mr. Hellinger requested information on if the Splash Pad had closed for the season, and was informed by staff that is was. Mr. Hellinger informed Council that he drove by Blue Limestone Park prior to the meeting and it was very crowded with people.

Vice Mayor Shafer informed Council that he presented, along with Mrs. Walker and Ms. Kelsey Scott at the recent Rotary Meeting to provide information on parking in Delaware.

Mayor Riggle informed Council of her recent participation in an Honor Flight on September 9, 2017, and that 84 veterans were escorted to Washington D.C.

**ITEM 17: ADJOURNMENT**

**Motion:** Vice-Mayor Shafer moved to adjourn the meeting, seconded by Mrs. Keller. The meeting adjourned at 9:04 p.m.

\_\_\_\_\_  
Mayor Carolyn Kay Riggle

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

**Civil Service Commission  
Motion Summary  
July 12, 2017**

ITEM 1. ROLL CALL

Chairman Rybka called the meeting to order at 3:00 pm.

Members Present: Brooke Acker and Chairman John Rybka

Members Absent: Vice-Chairman Eric Coss

City Council Liaison: Councilman Jim Browning

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

**Motion to Excuse:** Chairman Rybka moved to excuse Mr. Coss, seconded by Ms. Acker. Motion approved by 2-0 vote.

ITEM 2. APPROVAL of the Motion Summary for the Civil Service Commission meeting held May 3, 2017, as recorded and transcribed.

**Motion:** Ms. Acker moved to approve of the Motion Summary for the May 3, 2017 Civil Service Commission meeting, seconded by Chairman Rybka. Motion passed by a 2-0 vote.

ITEM 3. Update Firefighter/Paramedic Certified List

Chief Donahue discussed the removal of one candidate due to being hired as full time. Chief Donahue discussed plans to fill the open Assistant Fire Chief position.

**Motion:** Ms. Acker moved to accept the Firefighter/Paramedic Certified List as presented, seconded by Chairman Rybka. Motion approved by a 2-0 vote.

ITEM 4. Update Police Officer Certified List

Chief Pijanowski reviewed the Police Officer Certified List.

**Motion:** Ms. Acker moved to accept the Police Officer Certified List, seconded by Chairman Rybka. Motion approved by a 2-0 vote.

ITEM 5. PUBLIC COMMENTS

There was no public comment.

ITEM 6. COMMITTEE COMMENTS

A discussion was held regarding Station 304. Chief Donahue and Chief Pijanowski discussed plans to have an office space for the police department in Station 304.

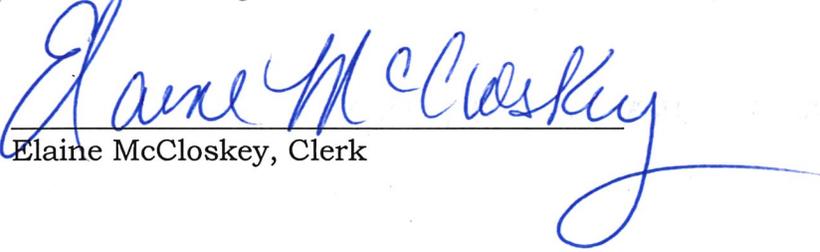
Chairman Rybka discussed the Delaware County EMS Program that he recently attended. Chief Donahue informed the Commission that the City of Delaware provides an opportunity to learn about the services provided through the Citizen's Academy.

Chief Pijanowski discussed the recent International Police Mountain Bike Association training program that was held in the City of Delaware.

ITEM 7. ADJOURNMENT

**Motion:** Ms. Acker moved to adjourn the Civil Service Commission meeting, seconded by Chairman Rybka. The Civil Service Commission meeting was adjourned at 3:19 p.m.

  
\_\_\_\_\_  
John M. Rybka, Chairman

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

**NOTICE TO LEGISLATIVE  
AUTHORITY**

**OHIO DIVISION OF LIQUOR CONTROL**  
6606 TUSSING ROAD, P.O. BOX 4005  
REYNOLDSBURG, OHIO 43068-9005  
(614)644-2360 FAX(614)644-3166

TO

<b>6381463</b> PERMIT NUMBER		<b>NEW</b> TYPE	<b>TUAN NGUYEN LLC DBA JENNIS NAIL SPA &amp; BAR 1234 COLUMBUS PIKE DELAWARE OH 43015</b>
ISSUE DATE			
<b>08 23 2017</b> FILING DATE			
<b>D3</b> PERMIT CLASSES			
<b>21</b> TAX DISTRICT	<b>022</b> RECEIPT NO.	<b>B</b>	<b>B67056</b> RECEIPT NO.

FROM **08/29/2017**

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	RECEIPT NO.	



MAILED **08/29/2017**

RESPONSES MUST BE POSTMARKED NO LATER THAN. **09/29/2017**

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL  
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.  
REFER TO THIS NUMBER IN ALL INQUIRIES **B NEW 6381463**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT  
THE HEARING BE HELD  IN OUR COUNTY SEAT.  IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)-  Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**CLERK OF DELAWARE CITY COUNCIL  
1 SOUTH SANDUSKY ST  
DELAWARE OHIO 43015**

Commerce Division of Liquor Control : Web Database Search

**OWNERSHIP DISCLOSURE INFORMATION**

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

**Searching Instructions**

Enter the known information and click the "Search" button. For best results, search only ONE criteria at a time. If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

	SEARCH CRITERIA
<b>Permit Number</b>	<input type="text" value="6381463"/>
<b>Permit Name / DBA</b>	<input type="text"/>
<b>Member / Officer Name</b>	<input type="text"/>

**Search****Reset****Main Menu**

Member/Officer Name	Shares/Interest	Office Held
<b>Permit Number:</b> 6381463; <b>Name:</b> TUAN NGUYEN LLC; <b>DBA:</b> DBA JENNIS NAIL SPA & BAR; <b>Address:</b> 1234 COLUMBUS PIKE DELAWARE 43015		
TUAN VAN NGUYEN	MANAGE MEM	

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- [Ohio Department of Commerce](#)

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## Delaware Police Department Liquor Permit Report

<b>DPD Report Number</b> <b>L-17-07</b>		<b>Investigating Officer</b> Detective David McQuigg	
<b>Applicant (Primary Shareholder)</b> Tuan Van Nguyen		<b>Company Name:</b> <b>DBA: Jennis Nail Spa &amp; Bar</b>	
<b>Common Name</b> <b>Jennis Nail Spa &amp; Bar</b>		<b>Address</b> unknown	
<b>Applicant Phone Number</b> 614-448-7233		<b>Applicant E-Mail Address:</b> None listed	
<input type="checkbox"/> <b>Existing Business</b>	<b>Type of Business</b> <b>Nail spa</b>	<b>Notification Type:</b> <b>unknown</b>	<b>Date of Report</b> 09/05/2017
<input type="checkbox"/> <b>New Business</b> (Supplement Attached)			
<b>Permit Type</b> <input type="checkbox"/> C1/C2X Beer only in original sealed container for carry out only. <input type="checkbox"/> C2 Wine and mixed beverages in sealed containers for carry out. <input type="checkbox"/> D1/D2X Beer only for on premises consumption or in sealed containers for carry out. <input type="checkbox"/> D2 Wine and mixed beverages for on premises consumption or in sealed containers for carryout. <input type="checkbox"/> D4 Beer and any intoxicating liquor to members only, for on premises consumption only until 1:00am. <input type="checkbox"/> D5 Spirituous liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed containers, until 2:30am. <input checked="" type="checkbox"/> Other applicant listed seeking a "D3"			

### Location Information

<b>Churches, Libraries and or schools within 500 feet</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>School, church or library objection</b> <input type="checkbox"/> Yes (Supplement Attached) <input type="checkbox"/> No <small>Note: Objections are only permitted for new permits.</small>
<b>Police Calls for Service in past 12 months:</b> n/a	<b>Number of Police Reports in past 12 months:</b>
<b>Calls for Service <i>excluding calls not related to the business</i> in past 12 months:</b>	<b>Location is excessive drain on Police Resources:</b> <input type="checkbox"/> Yes (Supplement Attached) <input type="checkbox"/> No
<b>Nuisance Abatement Pending</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Accessible by Law Enforcement</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Site compliance checked by Dept. of Commerce <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Private Club (Restricted Access Door)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

### Applicant Information

<b>Records Checked</b> <input checked="" type="checkbox"/> Ohio Law Enforcement Gateway <input checked="" type="checkbox"/> Delaware Police Department Database	
<b>Applicant has an active warrant</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Record located for Liquor Law Violation</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Local Record on file</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>Criminal History Checked by Dept. of Commerce</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Problem History with DPD</b> <input type="checkbox"/> Yes (Supplement Attached) <input type="checkbox"/> No	<b>Contact made with Applicant</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### Determination on Objection

<input type="checkbox"/> <b>The Delaware Police Department does not find a legislative basis for requesting a hearing to object to the issuance of a liquor permit for this business.</b>
<input checked="" type="checkbox"/> <b>The Delaware Police Department recommends requesting a hearing into the issuance of a liquor permit for this business, due to one or more of the following criteria for objection as set forth by the Ohio Revised Code.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site does not conform to local building, safety and health codes (excluding zoning).</li> <li><input type="checkbox"/> Law enforcement or state agents do not have ready access to the premises where alcoholic beverages are being served.</li> <li><input type="checkbox"/> Physical location causes a public nuisance.</li> <li><input type="checkbox"/> Site has been officially classified as a nuisance according to State Law.</li> <li><input type="checkbox"/> Conviction of a crime by the applicant that relates to operating a liquor establishment.</li> <li><input type="checkbox"/> Past improper operation of a location with a liquor permit.</li> <li><input checked="" type="checkbox"/> Misrepresentation of material fact on the application.</li> <li><input type="checkbox"/> Addiction of the applicant to alcohol or narcotics.</li> <li><input type="checkbox"/> Formal objection by specific types of other locations to which the site is in certain proximity.</li> <li><input type="checkbox"/> Conviction of the applicant of food stamp or WIC fraud.</li> </ul>
(Supplement Attached)



**Delaware Police Department  
Liquor Permit Report**

**Supplement**

**Supplement Type**

- New Business Description
- Police Department Objection
- Community Objection
- Other :

This liquor application was assigned to me on 09/05/17 and I am unable to make a recommendation on this application because the applicant (Tuan V Nguyen) has applied for a D3 permit for an address at "1234 Columbus Pike, Delaware, Ohio 43015". The address '1234 Columbus Pike' does not exist and is not a valid street address. In filing the required "Personal History Background Form" applicant Nguyen lists the address he is seeking a permit for as "1284 Columbus Pike, Delaware, Ohio 43015". The address '1284 Columbus Pike' does not exist and is not a valid street address. I have left a message for developer Lou DeVicchio (330-533-3740) as he appears to be the point-of-contact for the available suites in the Delaware Square Shopping Center – as of 09/07/17 I have not received a call back. Additionally; the applicant lists his business name as "JENNIS NAIL SPA & BAR" on the original filing and lists it on the background portion as "Jenni;s Nail Spa & Bar". I am unable to conduct a thorough liquor background due to this discrepant information. My recommendation is that the applicant re-files the appropriate paperwork with the Ohio Division of Liquor Control.

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Det. McQuigg was asked to contact the applicant for clarification on address of business. He did so and spoke briefly with Tuan Nguyen. There was a language barrier and Mr. Nguyen asked for Det. McQuigg to speak with his representative. Det. McQuigg spoke with the rep in an effort to explain the error in the permit application. Due to the language barrier with Mr. Nguyen and his rep, Det. McQuigg called Mr. Nguyen's attorney, Nathan Gordon. Det. McQuigg emailed Mr. Gordon explaining how the application does not show a valid address. Det. McQuigg asked Mr. Gordon to have Mr. Nguyen re-apply for the permit with a valid address.

Det. Sgt. Mike Bolen#16

\_\_\_\_\_  
Investigating Officer Signature      Date

*Capr. Allison #5*      *9/18/17*  
\_\_\_\_\_  
Supervisor Signature      Date



## FACT SHEET

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AGENDA ITEM NO: 10

DATE: 09/25/2017

ORDINANCE NO:

RESOLUTION NO: 17-54

READING: THIRD

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA:

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

A RESOLUTION ADOPTING THE 2018-2022 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP).

**BACKGROUND:**

A work session to discuss the CIP has been scheduled for Monday, October 2.

**REASON WHY LEGISLATION IS NEEDED:**

Pursuant to Section 79 of the Charter, the CIP is to be submitted to City Council by August 15 and adopted no later than October 15. Adoption is scheduled for Council's October 9 meeting.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

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

**RECOMMENDATION:**

**ATTACHMENT(S)**

CIP

RESOLUTION 17-54

A RESOLUTION ADOPTING THE 2018-2022 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP).

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

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

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

WHEREAS, City Council will review the 2018-2022 CIP at Work Sessions before October 10.

WHEREAS, Council discussed possible amendments to the plan which may be considered as part of the adopted 2018 budget.

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

SECTION 1. That the 2018-2022 Five-Year Capital Improvements Program for the General Fund, Airport, Fire, Police, Public Works, Parks, Equipment Replacement, Technology, Building Maintenance, Water, Sewer, Storm Sewer, Refuse, Parks Impact, Police Impact, and Fire Impact attached hereto as Exhibit A, is hereby adopted as the official plan for future public improvements.

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

PASSED: \_\_\_\_\_, 2017

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

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

\_\_\_\_\_  
MAYOR



August 15, 2017

Mayor Riggle and Members of City Council:

Pursuant to section 79 of the City Charter, submitted herewith is my proposed 2018-2022 Capital Improvement Plan, adoption of which must occur by October 15, 2017. The first reading of the Plan will take place Monday, August 28, 2017; the second reading on Monday, September 11, 2017; and the third reading and adoption on Monday, October 9, 2017. In addition, consideration should be given to scheduling at least one to two work sessions, with one of them on Monday, October 2, 2017. The work session format will provide a better opportunity for more in-depth discussion and review. Reviews will also take place by the Planning Commission at its September 6 meeting and by the Parks and Recreation Board at its September 12 meeting.

This CIP is organized in the same way as in years before with the department narrative followed by the project funding.

I am happy to report that the 2018-2022 CIP enables the city to advance a number of important projects from different City departments. These include:

- **Public Utilities:** Design and construction of a new water distribution line, which will cross the Olentangy River and provide improved service in the city's growing southeast section.
- **Technology:** Replacement of the police department's record management system
- **Public Works:** Traffic signal system upgrade on major city corridors
- **Economic Development:** Ohio Wesleyan University has developed a draft letter of intent for a collaborative entrepreneur center to be located on their campus. This is being reviewed by the City and County and will be acted on in 2018. This letter of intent would establish a strong relationship with a board of advisors for the center, a University-led operational plan, and a team focused effort toward servicing entrepreneurs from throughout the country. The LOI also establishes a supportive fee structure for the City and county to financially support the center on an ongoing basis.

Work on the CoHatch co-working facility is moving along. The City is currently working on a tenant landlord model for the Gazette Building that would involve landlord financing of renovations for which CoHatch also will have a financial contribution. Details of this model are currently being evaluated and negotiated, but would hopefully, lead to CoHatch occupying the first floor and lower level of the building while also renovating the second floor for city office occupancy. The financing would be repaid by CoHatch as a tenant through rent.



Regarding transportation, you will notice that the 2018-2022 CIP differs from previous years. A 2016 transportation levy that would have funded maintenance and network improvements was defeated in November.

Consequently, the CIP being presented here does not include any new and dedicated funding for the city's transportation infrastructure. In fact, the CIP reflects less annual funding for the city's local street resurfacing. Had the levy passed, approximately \$800,000 annually would have been available for local street resurfacing. Instead, this plan reflects approximately \$150,000 annually for this program, far short of what the annual investment should be.

The good news on our transportation front is that within a few months of the levy defeat, we received notification that funding for the Point project had been recommended for approval as part of the Mid-Ohio Regional Planning Commission's Transportation Improvement Program (TIP). In June, final approval was granted. All told, the city is expected to receive approximately \$17.6 million in state and federal funding for this project. Delaware is required to commit to paying a 20-percent match – about \$6.2 million by 2022.

The transportation levy could have provided funds for the local contribution; instead, the CIP reflects \$350,000 annually that will go towards the City's match. The City has formally requested the county's financial participation, as this project has regional significance; JEDD revenue will continue to be pledged for the project as well.

As Council considers levy options for the future, I have included, as an appendix, an updated report from Bill Ferrigno, the city's Public Works Director/City Engineer on the city's resurfacing and maintenance needs.

As you know, our ability to maintain roadway and traffic infrastructure throughout the city has not been sustainable for some time. Periods of rapid expansion – in combination with significant increases in construction material

costs – strain the city’s ability to adequately address our roadway network and related infrastructure. Bill’s updated report considers a “Fix It First” approach. Delaware’s top priority would be: (1) establishing roadway maintenance as a priority, and (2) maximizing pavement lifespan by keeping roads in good repair. You will see that less emphasis is being placed on network improvement projects, a course we can discuss in more detail during CIP deliberations.

In addition to the Point Project, the CIP reflects continued funding for the E. William St. improvement project, which is expected to be under construction in 2019. Once completed, it will provide a continuous center turn lane to reduce the number of rear-end and side swipe accidents through the corridor. This project will also eliminate the severe “blind spot” and substandard turning radius at the northeast corner of the Lake Street intersection by widening the bridge over E. William Street. The new pedestrian bridge will be more than double the length that it currently is. The project is primarily being funded through a federal earmark.

At the same time, planning continues on options for improving E. Central Avenue. Attempts to stabilize the roadway have only minimal longevity. Complete roadway reconstruction is necessary. Ongoing analysis will aide in identifying several alternative approaches related to Central Avenue pavement condition and traffic volumes. Alternatives being studied include one-way configurations, reversible lanes, conventional (expensive) widening, and non-conventional (lower cost) widening. All alternatives assume E. William and The Point Projects are committed projects.

Not surprisingly - whatever the option - the challenge will be coming up with the City’s local contribution. Nonetheless, a plan to address the ongoing deterioration of this critical stretch of roadway needs to be developed so City Council knows what its options are.

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As the general fund summary shows, the plan is in balance in 2018, but out of balance for 2019-2022, underscoring the ongoing challenge of trying to address the city’s infrastructure needs with a limited funding stream.

Until a new revenue source is identified, tough choices will need to be made on which projects won’t be advanced for 2019-2023.

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In the past the City has invested in computerized maintenance management systems (CMMS) software to assist us in planning for future infrastructure

maintenance demands and to coordinate maintenance efforts. We are currently exploring options to better integrate our infrastructure data with long-term financial planning strategies to help insure financial sustainability and to improve our financial resiliency.

While it won't result in a new revenue stream, the city is exploring the use of capital reserve analysis as a tool for future capital improvement planning. Known commonly as a "replacement reserve study," this budget planning tool has been used by the community association industry for 20-plus years. The study prescribes a long-term 10- to 40-year forecast of capital needs that would be modified on an ongoing basis as demands and opportunities change. While incorporated into our current planning process as an element of capital reserve planning, we lack a systematic and sustainable approach to this type of forecasting.

Over the course of the next several weeks, staff and I look forward to reviewing this plan with City Council; and providing council with additional information it may need before a vote to adopt the plan is taken October 9.

I want to thank my staff for their hard work in putting this document together, in particular, Finance Director Dean Stelzer and Executive Assistant Kim Gepper.

Yours sincerely,



R. Thomas Homan, ICMA, CM  
City Manager

## MEMORANDUM

TO: R. Thomas Homan, City Manager  
Delaware City Council

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

DATE: August 10, 2017

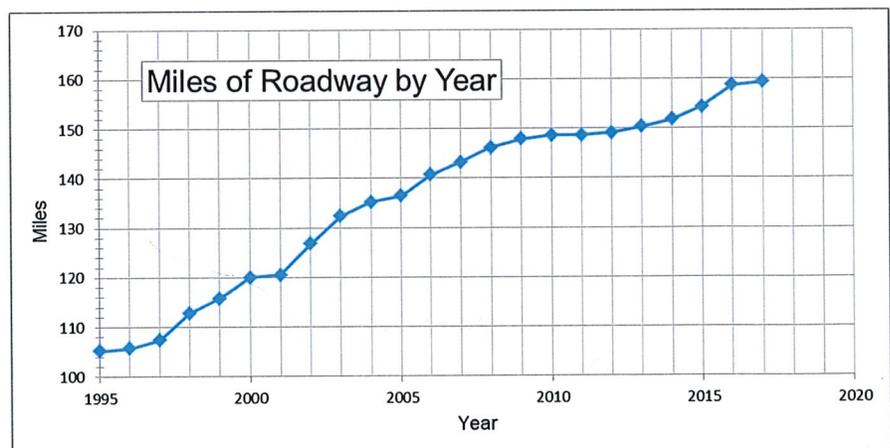
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RE: 2017 Roadway Resurfacing and Maintenance Programs Update

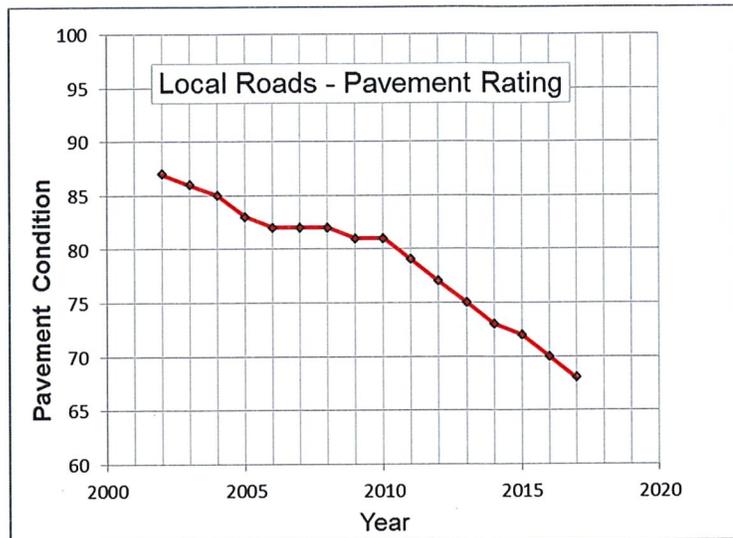
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The recent release of the ASCE National Infrastructure Report Card indicates that the condition of roads across the country remain in very poor condition earning only a 'D' Grade. The report further cites that 32% of urban roads are in poor condition and that construction costs continue to rise faster than infrastructure funding. In fact, the primary source of federal funding for transportation infrastructure improvements is tied to the 1993 federal gas tax of 18.4 cents per gallon, an amount that has not increased in twenty-four years, and to which inflation has reduced the purchasing power by 40%. Recommendations to address the critical need for highway funding stress the need for all levels of government to ensure their funding mechanisms are sufficient to establish roadway maintenance as a top priority, and to maximize pavement lifespan by keeping roads in good repair. In Delaware, an additional \$2.0 million annual investment is required to improve pavement and infrastructure maintenance to sustainable levels.

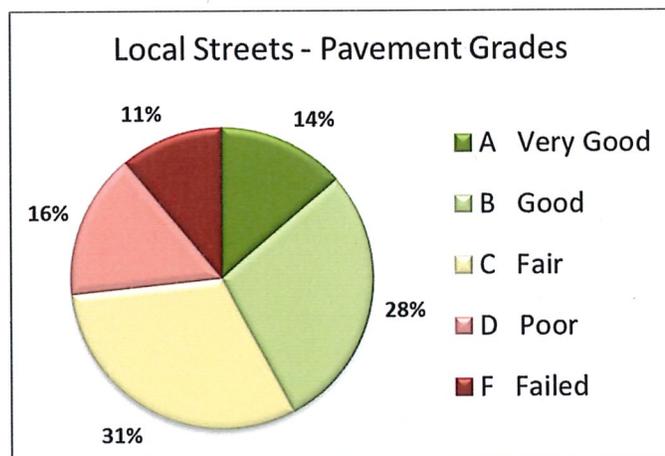
The City of Delaware continues to experience substantial growth, with the latest projections indicating the population of the city will reach 40,000 by 2020. The steady growth of the City over the past two decades has yielded a 50% increase in the amount of roadway and related transportation infrastructure to be maintained including pavement, traffic signals, lighting, signage, guardrail, and pavement markings. The city has added over 55 miles of new roadway in this time



frame, 20 additional signalized intersections and nearly 1,500 street lights, among significant increases is signage, pavement markings, guardrail, bikeways etc. It is estimated that the annual maintenance cost alone associated with each new mile of roadway requires an additional \$15,000 per year. Collectively, the expansion of the city's highway infrastructure in combination with significant increases in the cost of construction materials has placed a tremendous strain on the city's ability to adequately sustain our roadway network and related infrastructure. As a result, both staffing levels and operations budgets for street and traffic maintenance and improvements have remained flat during this period of rapid expansion. The ability to maintain roadway and traffic infrastructure throughout the city has not been sustainable for some time.



In 1999 an Infrastructure Task Force was formed to evaluate the condition of roadway infrastructure within the City and to establish a set of recommendations regarding acceptable maintenance condition and expenditure. One of the recommendations was to implement a rating system to evaluate and track the condition of roadway pavement throughout the community. Acceptable pavement condition ratings were established for all roads. Arterial and collector streets are to be maintained above a Grade 'C' or "Good Condition", while local roads as a group, were not to drop below a 'C' average or "Fair condition." However, nearly 46% of arterials streets and 55% of collector streets are at a condition below the established acceptable grades, while 58% of local streets are at a "Fair, Poor or Failed" condition.



**Roadway Resurfacing Funding:** The roadway resurfacing program addresses the paving of all public streets including arterial and collector roadways, local residential streets, and cul-de-sacs. A sustainable transportation program must include a more comprehensive annual resurfacing effort that addresses the deteriorating condition of the entire local street network,

including alleys. Additional funding is required to slow and reverse the continued downward trend in pavement condition for Delaware’s residential street network. The longer pavements are allowed to deteriorate, the higher restoration costs become. The majority of available funding continues to be allocated toward maintaining the arterial and collector streets, as they generally carry the majority of daily vehicle travel miles. Though 55% of all network streets in Delaware are local roads, only 30% of the resurfacing effort over nearly two decades has gone toward residential streets. A sustainable program would resurface an estimated 4 to 5 miles of local streets annually, in addition to collector and arterial roadway paving. In the past twenty years however, the City averages only 1.3 miles of local roadway resurfacing per year, far below the effort required to maintain the local street network in an acceptable condition. The table estimates the required funding levels dedicated toward roadway resurfacing necessary to stabilize the declining condition of the local street pavements. Amounts will have to be adjusted annually to compensate for inflation, and for the anticipated continued expansion of the city’s roadway network.

<b>Roadway Resurfacing Program Annual Funding</b>				
<b>Functional Classification</b>	<b>Miles of Roadway</b>	<b>Pavement Life Cycle</b>	<b>Target Funding</b>	<b>Historical Funding</b>
Expressway (US23)	8.6	10 years	100% ODOT	100% ODOT
Arterials (State & US)	13.5	10-12 years	\$100,000	\$1,100,000
Arterials (City)	9.7	10-12 years	\$300,000	
Collector Streets	40.2	15 years	\$900,000	
Local Streets	87.2	20 years	\$1,350,000	\$150,000
Total Miles	159.2		\$2,650,000	\$1,250,000
<b>Proposed Annual Funding Increase</b>			<b>\$1,400,000</b>	

**Roadway Maintenance Programs Funding Needs:** Maintenance programs address the repair or replacement of highway systems i.e. bridges, traffic signals, street lighting, crash barrier, signage, pavement markings, pothole, patching, base and berm repairs, crack sealing, sidewalks, bikeways, public parking lot repairs, pedestrian paths, and winter snow and ice management. Maintenance activities are performed by in-house staff of the Streets and Traffic Divisions, and through contract services. Budget limitations have not allowed for the necessary staffing and program increases to adequately address ongoing roadway maintenance. In fact while the city roadway network has increased by over 50% in the past twenty years, the Street Division crew has experienced a reduction in size from ten to eight members, making it more difficult to address daily maintenance responsibilities. Adding to the strain on crew capacity is the combined 2000 hours a year dedicated to addressing the needs of 35 special events, and daily infrastructure/utility location requests. An increase in both staffing levels and funding is necessary to sustain maintenance operations and services as the community continues to grow.

Annual Infrastructure Maintenance Program Funding		
Program	Current Funding	Target Funding
• Traffic Signals	\$60,000	\$120,000
• Street Lights	\$25,000	\$30,000
• Crash Barrier	\$45,000	\$75,000
• Highway Signage	\$20,000	\$45,000
• Pavement Markings	\$75,000	\$105,000
• Crack Sealing	\$20,000	\$100,000
• Pavement Repair & Patching	\$185,000	\$200,000
• Sidewalks & Bikeways Improvements	\$25,000	\$85,000
• Public Parking Lots	\$25,000	\$25,000
• Bridge Maintenance	\$50,000	\$100,000
• Snow & Ice Management	\$150,000	\$200,000
• Additional (2) Street Crew Members	-	\$140,000
Sub-Total Expenditure	\$680,000	\$1,225,000
<b>Proposed Annual Funding Increase</b>		<b>\$545,000</b>

**Network Improvement & Expansion Initiatives:** There are currently 65 identified improvement and expansion projects included in the city’s transportation plan that collectively would improve the overall efficiency of our transportation network in Delaware. Projects are designed to reduce congestion and delay by expanding network connectivity and addressing specific road and intersection restrictions and limitations. The cost of these separate project initiatives can range from a few hundred thousand dollars to several million or more. All exceed available local funding and would require outside sources to advance. Possible funding sources include State and Federal Grant programs such as the OPWC, MORPC STP and CMAQ programs, State safety funds, and local development contributions. Many State and Federal funding sources require local matching contributions which compete directly with the limited funding currently available for local pavement and roadway infrastructure maintenance. Roadway expansion projects should be prioritized to identify those initiatives that address the most critical capacity and safety needs, and that have the clear and full support of the community. The costs associated with the network improvement projects are separate from the priority resurfacing and infrastructure maintenance needs, and as such, not included in this update.

# **CITY MANAGER'S PROPOSAL 2018-2022 CAPITAL IMPROVEMENT PLAN**



**PROPOSED PEDESTRIAN BRIDGE OVER  
E. WILLIAM ST. AT LAKE ST.**

**City of Delaware  
Capital Improvement Plan  
2018 – 2022**

<b>INDEX</b>	<b>PAGE #</b>
General Fund Summary	1
Airport Improvement Fund	2-3
Street Improvements	4-5
Grant Projects	6-9
Park Improvements	10-11
Equipment Replacement	12-13
Technology Improvements	14-17
Facility Maintenance	18-19
Sidewalk Improvements	20-21
Parks Impact Fee Fund	22-23
Police Impact Fee Fund	24
Fire Impact Fee Fund	25
Municipal Impact Fee Fund	26-27
Fire/EMS Fund	28-29
Public Utilities Department	30
Water Capacity Fee Fund	31-33
Water Maintenance Fund	34-35
Sewer Capacity Fee Fund	36-37
Sewer Maintenance Fund	38-39
Storm Sewer Maintenance Fund	40-41
Water Equipment Replacement Fund	42
Refuse Fund	43-44

**CITY OF DELAWARE  
CAPITAL IMPROVEMENT PLAN  
GENERAL FUND SUMMARY  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCE FORWARD</b>	765,097	617,262	(395,769)	(716,086)	(700,189)
<b>REVENUES:</b>					
INCOME TAX	1,837,500	1,929,375	2,025,844	2,127,136	2,233,493
<b>BALANCE PLUS REVENUE</b>	<b>2,602,597</b>	<b>2,546,637</b>	<b>1,630,075</b>	<b>1,411,050</b>	<b>1,533,303</b>
<b>EXPENDITURES:</b>					
<b>DEBT SERVICE</b>					
2012 Streetscape (\$2,542,516 through 2022)	284,058	282,635	269,904	261,067	263,538
<b>TOTAL DEBT SERVICE</b>	<b>284,058</b>	<b>282,635</b>	<b>269,904</b>	<b>261,067</b>	<b>263,538</b>
<b>AMOUNT AVAILABLE FOR CAPITAL IMPROVEMENTS AFTER DEBT</b>	<b>2,318,539</b>	<b>2,264,002</b>	<b>1,360,171</b>	<b>1,149,983</b>	<b>1,269,765</b>
<b>OTHER EXPENDITURES</b>					
AIRPORT IMPROVEMENTS (pg. 4)	0	32,500	17,000	35,250	0
STREET IMPROVEMENTS (pg. 8)	811,527	940,643	805,828	526,440	616,310
PARK IMPROVEMENTS (pg. 15)	67,500	240,000	47,000	40,000	0
EQUIPMENT REPLACEMENT (pg. 18)	300,000	670,000	650,000	700,000	715,000
TECHNOLOGY IMPROVEMENTS (pg. 22)	360,100	351,600	331,600	341,600	318,600
BUILDING MAINTENANCE (pg. 26)	37,150	300,028	99,829	81,882	355,900
SIDEWALK MAINTENANCE (pg. 28)	125,000	125,000	125,000	125,000	125,000
<b>TOTAL OTHER EXPENDITURES</b>	<b>1,701,277</b>	<b>2,659,771</b>	<b>2,076,257</b>	<b>1,850,172</b>	<b>2,130,810</b>
<b>ENDING BALANCE</b>	<b>617,262</b>	<b>(395,769)</b>	<b>(716,086)</b>	<b>(700,189)</b>	<b>(861,045)</b>

## **AIRPORT IMPROVEMENT FUND**

### Description

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

In 2016 the new 800 LF Runway 28 extension project was completed, allowing for jet aircraft to carry greater fuel loads at takeoff, expanding their national service area. In 2017 the west end of taxiway 'A' was resurfaced, completing the final phase of a major pavement expansion and rehabilitation effort.

Future construction activities include expansion of the Apron 'A' (corporate ramp) to the east, and paving of the taxi-aisles between the T-hanger units, all of which are dependent on securing additional state and federal funding.

Since the major reconstruction of the airport runway 15 years ago, the city, in combination with private development interests, has invested over \$11 million in airport improvements. In 2017 the city commenced the process of developing an airport strategic business plan. It provides guidance in identifying facilities and services that could be offered at the airport to better service existing tenants and to expand operations by attracting additional commercial and corporate opportunities.



### Primary Strategic Plan Theme/Goals:

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

### Master Planning Efforts:

2017 - Complete Taxiway 'A' Resurfacing

2017 - RFQ/RFP for DLZ Strategic Business Plan

**CAPITAL IMPROVEMENT PLAN  
AIRPORT IMPROVEMENT FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCE FORWARD</b>	0	0	0	0	0
<b>REVENUES:</b>					
FAA Entitlement	150,000	150,000	150,000	150,000	150,000
FAA Entitlement - Carryover amount (needs verified)		150,000		150,000	
FAA Apportionment				334,500	
ODOT - Apron A Expansion				35,250	
ODOT - Apron B Expansion			323,000		
ODOT - Hangar A,B,C		17,500			
TIF Revenue					115,836
<i>CIP Allocation (pg. 1)</i>	0	32,500	17,000	35,250	0
<b>TOTAL REVENUES</b>	<b>150,000</b>	<b>350,000</b>	<b>490,000</b>	<b>705,000</b>	<b>265,836</b>
<b>EXPENDITURES:</b>					
<i>City Non-Grant</i>					
Main Parking Area & N. Access Driveway					115,836
<i>Grant Improvements</i>					
T/H Pavement Areas A & B Resurfacing		350,000			
Apron A Expansion				705,000	
Apron B Rehabilitation			340,000		
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>350,000</b>	<b>340,000</b>	<b>705,000</b>	<b>115,836</b>
<b>AIRPORT IMPR. FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Entitlement Balance</b>	150,000	-	150,000	-	150,000
<b>TIF Balance</b>	107,417	133,162	158,907	184,652	94,561

## **STREET IMPROVEMENTS**

### Description

Pavement maintenance remains the largest component of highway maintenance operations with the greatest need for additional funding to adequately sustain existing infrastructure. Programs include annual pavement maintenance, crash barrier repair, street lighting, traffic signals, crack sealing, signage, striping, bridge repairs, and winter snow and ice management.

This CIP allocates all Ohio Public Works Commission (OPWC) and Community Development Block Grant (CDBG) funds available to the resurfacing program. The Delaware County Engineer historically supports the City's OPWC applications with \$50,000 in matching funding. The OPWC funds are awarded through a competitive application process and generally limited to amounts under \$500,000. State Urban Resurfacing Program funds are available for state route paving operations, which will include US 42 north of William Street in 2018. The Urban Resurfacing Program requires a 20% local matching contribution. CDGB funds are limited to maintenance in LMI areas.

The 2018-2022 Five-year Resurfacing Program includes an average annual expenditure of approximately \$1,000,000 for roadway paving. Of this amount, 60% comes from grants and 40% from local revenues. Nearly 90% of the funds are directed toward the arterial and collector roads while only 10% is available for local streets, even though the local street network makes up 52% of the total roadway miles within the city. This approach is necessary in order to maintain the most travelled and essential streets. Analysis continues to show, however, that without a significant increase in funding, the steady rate of pavement deterioration will continue, dropping the overall condition of both local and arterial streets below acceptable levels.

Bridge improvements continue to be an area where funding limitations also inhibit the timely maintenance of certain non-critical items on several structures. The City is required to inspect all structures annually and submit results to the state. Reports continue to identify items that need to be addressed before more serious and costly deterioration occurs. Additional funding is also required to properly maintain the 20 local bridges identified as city responsibility.

### Primary Strategic Plan Theme/Goals:

Great Community/Healthy Economy

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

HE1 - Build and Maintain a Healthy Economy

### Master Planning Efforts:

2016 - Update to the Transportation & Thoroughfare Plan

2016 - Implementation of In-house Pavement Evaluation

**CAPITAL IMPROVEMENT PLAN  
STREET IMPROVEMENTS  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>REVENUES:</b>					
PERMISSIVE TAX (License Fee Fund)	412,120	416,242	420,404	424,608	428,854
STATE LICENSE FEES	18,031	18,211	18,393	18,577	18,763
STATE GASOLINE TAXES	84,500	85,000	85,000	85,000	85,000
<i>CIP Allocation (pg. 1)</i>	<b>811,527</b>	<b>940,643</b>	<b>805,828</b>	<b>526,440</b>	<b>616,310</b>
<b>TOTAL REVENUE</b>	<b>1,326,178</b>	<b>1,460,095</b>	<b>1,329,625</b>	<b>1,054,625</b>	<b>1,148,927</b>
<b>EXPENDITURES:</b>					
<b>DEBT SERVICE</b>					
Bonds - S. Houk Road (through 2022)	31,178	31,023	29,625	29,625	28,927
<b>TOTAL DEBT SERVICE</b>	<b>31,178</b>	<b>31,023</b>	<b>29,625</b>	<b>29,625</b>	<b>28,927</b>
<b>STREET RESURFACING</b>					
City Grant Match Street Resurfacing	450,000	405,000	500,000	325,000	350,000
ODOT URP Street Resurfacing City Match			100,000		120,000
City Street Resurfacing -					
Local Streets	150,000	150,000	150,000	150,000	150,000
Administrative/Inspection	50,000	50,000	50,000	50,000	50,000
<b>TOTAL STREET RESURFACING</b>	<b>650,000</b>	<b>605,000</b>	<b>800,000</b>	<b>525,000</b>	<b>670,000</b>
<b>TRANSPORTATION IMPROVEMENTS</b>					
City Grant Match Transportation Improvements	125,000	374,072	50,000	50,000	
Point Project City Funds	350,000	350,000	350,000	350,000	350,000
US 23 Bin Wall Improvement	50,000				
CSX Improvements (Curtis Street)	20,000				
Bridge Improvements	50,000	50,000	50,000	50,000	50,000
Signal Improvements (APS/Safety/RRFB)	25,000	25,000	25,000	25,000	25,000
Sidewalk Improvements (Complete Streets)	25,000	25,000	25,000	25,000	25,000
<b>TOTAL TRANSPORTATION IMPROVEMENTS</b>	<b>645,000</b>	<b>824,072</b>	<b>500,000</b>	<b>500,000</b>	<b>450,000</b>
<b>TOTAL EXPENDITURES</b>	<b>1,326,178</b>	<b>1,460,095</b>	<b>1,329,625</b>	<b>1,054,625</b>	<b>1,148,927</b>

## GRANT PROJECTS

### Description

Large priority transportation initiatives included in the capital improvement plan are only possible through access to significant funding opportunities, including the Surface Transportation Program (STP), State Highway Safety Program, and federal earmark funding. Federal funding generally requires a minimum local 20% matching contribution; however, careful planning and successful lobbying efforts by city staff have yielded 100% funding for the recent completion of two major transportation projects including the US23/SR315 intersection improvements and the US23/Pennsylvania Avenue interchange. A third project, the E. William Street corridor improvements, is in final design and is anticipated to be finished with right-of-way acquisition in 2018. The project will be bid and constructed in 2019 and is being partially funded through the successful repurposing of the Veteran's Parkway earmark. In addition, the city has a \$625,000 available balance in MORPC attributable funding to be allocated toward this project. Staff is pursuing an additional \$300,000 in State Safety funds to offset a possible local contribution currently estimated at \$674,000.

Recently, the City was successful in securing \$17.8 million in federal and state funding for The Point improvement project. The total funding available to date comes from four sources including TRAC (\$1,500,000); State Safety Program (\$3,000,000); MORPC Federal Attributable STP funds at (\$13,279,467), and (\$1,195,820 of projected JEDD revenues). There remains a \$6.1 million funding gap based on the estimated \$25,100,000 total project cost. Staff will work to close this gap over the next four years, in advance of the projected year of construction. Without additional funds, the city remains obligated to cover the gap in funding which could result in a significant reduction in the availability of local funds for other initiatives, including the annual resurfacing program. Construction is anticipated in 2022.

The city also submitted a successful federal funding application in 2016 through MORPC for signal system upgrades to address aging equipment and out-of-date programming. The \$2,500,000 grant will be utilized to address ongoing congestion and delay through revised signal timing and system coordination. Updated equipment and signal phasing will allow for a coordinated system to operate in a more responsive manner to changing traffic pattern and volume variations throughout the day. Construction of improvements is anticipated in 2019. Though there is no required match to the grant funding awarded, an estimated \$300,000 in local funding is necessary for design costs unless additional state funding is obtained.

The city is contemplating submitting an application to MORPC in 2018 for attributable funding for improvements to E. Central Avenue. Though there are many associated transportation improvements that could be implemented on the east side of the City, the pavement condition of E. Central Avenue should be the top priority above other potential projects. The continual exposure to heavy truck traffic leads to rapid pavement deterioration, and attempts to stabilize the roadway have only minimal longevity. Complete roadway reconstruction, including base, curbing and drainage systems is necessary.

Ongoing analysis will aid in identifying several alternative approaches to making improvements to Central Avenue to address both pavement condition and traffic volumes.

Another effort funded through TIF revenues, is the extension of Glenn Parkway from Sycamore Drive to Berlin Station Road. This project involves complexities in identifying the best approach to crossing the existing Norfolk Southern Rail line. Though the initial construction phase will end south of the rail line at Berlin Station Road, the design must account for the eventual roadway alignment, pavement elevations and drainage crossing necessary to cross the railway. The project is anticipated to be ready for construction in 2019.

Many significant transportation initiatives are routinely discussed among staff, council, and the public, including the Valleyside Drive and Merrick Blvd. extensions, Cheshire Road realignment, Cottswold Drive extension, and future phases of Glenn Parkway. In total, the updated Transportation Thoroughfare and Network Plan identifies (65) significant improvement projects. There is insufficient funding to address many of the identified transportation needs in the city. Funding for these projects is in direct competition with the funding needed to sustain ongoing resurfacing and maintenance programs. Once a dedicated revenue source to support resurfacing and maintenance efforts can be established, other local dollars may be available for large network improvements.

Primary Strategic Plan Theme/Goals:

Great Community/Healthy Economy

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

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

HE1 - Build and Maintain a Healthy Economy

Master Planning Efforts:

2014 - The Point Intersection Alternatives Analysis & Review

2015 - Transportation Model & Plan Update

2016 - East Corridor Traffic Analysis and Recommendations

2016 - The Point Funding Applications

2016 - 0.15% Income Tax Levy

**CAPITAL IMPROVEMENT PLAN  
GRANT PROJECTS  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>REVENUES:</b>					
<b>Grant Funds:</b>					
ODOT Earmark E. William St.		2,950,000			
ODOT Safety Funds		300,000			
MORPC - STP Funds -US36/E. William		625,928			
MORPC - Signal Improvements				2,500,000	
OPWC - Street Rehabilitation	450,000	450,000	450,000	450,000	450,000
County OPWC Project	50,000	50,000	50,000	50,000	50,000
RLF Fund		30,000		30,000	
CDBG Rehabilitation		120,000		120,000	
<b>Note Proceeds</b>		2,500,000	2,500,000		
<b>City Match Transportation Improvements Total</b>	<b>125,000</b>	<b>374,072</b>	<b>50,000</b>	<b>50,000</b>	
<b>City Match Street Resurfacing</b>	<b>450,000</b>	<b>405,000</b>	<b>500,000</b>	<b>325,000</b>	<b>350,000</b>
<b>TOTAL REVENUE</b>	<b>1,075,000</b>	<b>7,805,000</b>	<b>3,550,000</b>	<b>3,525,000</b>	<b>850,000</b>
<b>EXPENDITURES:</b>					
<b>Debt Service</b>					
Note Interest and Principal (Signal Impr Phase I)			2,550,000	2,550,000	
<b>Transportation Improvements</b>					
US 36/E. William St. Improvements (Design)	50,000	4,250,000			
Signal Improvement Phase I	75,000	2,500,000			
<b>Street Resurfacing</b>					
OPWC Projects					
- Heffner St.; Winter Street .	950,000				
- Pittsburgh Drive, Union St.		900,000			
- Belle Ave, Houk			1,000,000		
- Hawthorn & Pennsylvania				800,000	
- Liberty Road					850,000
CDBG Grant					
- Birch, Wade, English & Pumphrey Terrace		155,000			
- Flax and Rheem Streets				175,000	
<b>TOTAL EXPENDITURES</b>	<b>1,075,000</b>	<b>7,805,000</b>	<b>3,550,000</b>	<b>3,525,000</b>	<b>850,000</b>

**CAPITAL IMPROVEMENT PLAN  
POINT RAILROAD BRIDGE REPLACEMENT  
2018 - 2026**

	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>BALANCE FORWARD</b>	72,775	177,775	605,775	552,775	956,125	250,845	223,445	139,946	161,952
<b>REVENUES:</b>									
Safety Grant (90/10)	3,000,000								
TRAC Grant (75/25)			1,500,000						
MORPC Grant (80/20)				1,680,000		3,866,489	7,732,978		
Berkshire JEDD Income Tax Receipts	80,000	85,000	90,000	91,350	92,720	94,111	95,523	96,956	98,410
Outlet Center NCA (1.5 mills)		18,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000
City Funds	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Note Issue Proceeds				18,000,000	17,000,000	12,800,000			
Bond Issue Proceeds							6,250,000		
<b>TOTAL REVENUES</b>	<b>3,430,000</b>	<b>453,000</b>	<b>1,972,000</b>	<b>20,153,350</b>	<b>17,474,720</b>	<b>17,142,600</b>	<b>14,460,501</b>	<b>478,956</b>	<b>480,410</b>
<b>EXPENDITURES:</b>									
<b>DEBT SERVICE</b>									
Note Principal & Interest					18,180,000	17,170,000	14,544,000	456,950	456,950
Bond Principal & Interest									
<b>IMPROVEMENT COSTS</b>									
PE/EE (PE Env)	2,000,000								
Final Engineering (PE DD)	1,300,000								
Railroad Force Account	25,000	25,000	25,000	1,500,000					
ROW			2,000,000						
Construction				17,500,000					
Construction Engineering				750,000					
<b>TOTAL EXPENDITURES</b>	<b>3,325,000</b>	<b>25,000</b>	<b>2,025,000</b>	<b>19,750,000</b>	<b>18,180,000</b>	<b>17,170,000</b>	<b>14,544,000</b>	<b>456,950</b>	<b>456,950</b>
<b>ENDING BALANCE</b>	<b>177,775</b>	<b>605,775</b>	<b>552,775</b>	<b>956,125</b>	<b>250,845</b>	<b>223,445</b>	<b>139,946</b>	<b>161,952</b>	<b>185,411</b>

## **PARKS IMPROVEMENTS**

### Description

The Parks Improvement Fund emphasizes renovations of existing facilities by replacing playground equipment and shelter improvements. The facilities are experiencing normal upgrades needed to maintain activities. Staff will be working on facility assessments to evaluate current conditions and review life expectancy so that information can be incorporated into capital planning.

The Parks Improvement Fund will continue to update and improve parks, including playground equipment, wayfinding and site furniture. The play structures are typically replaced on a 15-year rotation, depending on how the equipment has aged. Parks and Natural Resource staff will inspect the equipment biannually to determine if the equipment life can be extended.

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

The Parks and Natural Resource staff has also began the planning process for adding an additional community park at the southern end of the city. The planning will require several years of fiscal planning and the improvement fund will likely be leveraged with partnerships and grants to fund park land and development.

**CAPITAL IMPROVEMENT PLAN  
PARKS IMPROVEMENT FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCE FORWARD</b>	29,936	7,436	11,536	6,536	6,536
<b>REVENUES:</b>					
Neighborhood Park Exaction Fees	5,000	5,000	5,000	5,000	5,000
Park Improvement Grants		30,000	25,000	20,000	
<i>CIP Allocation (pg. 1)</i>	67,500	240,000	47,000	40,000	0
<b>TOTAL REVENUES</b>	72,500	275,000	77,000	65,000	5,000
<b>EXPENDITURES:</b>					
COMMUNITY PARKS					
- Mingo	15,000	180,000	20,000		
- Smith Park			15,000		
- Blue Limestone			15,000		
Roof Replacement	30,000	30,900	32,000	10,000	
NEIGHBORHOOD PARK IMPROVEMENTS					
- Carson Farms	10,000				
- Cheshire	10,000			25,000	
- Eastside		30,000			
- Lexington Glen		10,000			
- Nottingham		20,000			
- Oakhurst				30,000	
- Stratford Woods	30,000				
<b>TOTAL EXPENDITURES</b>	95,000	270,900	82,000	65,000	0
<b>ENDING FUND BALANCE</b>	7,436	11,536	6,536	6,536	11,536

## **EQUIPMENT REPLACEMENT**

### Description

The Public Works Fleet Division maintains an estimated 160 primary service vehicles and equipment, and an additional 100 minor support tools and equipment. Major equipment includes all service vehicles and construction equipment, while minor equipment includes lawnmowers, golf carts, and generators. Replacement of equipment is generally a function of age, condition, reliability, safety, engine hours, vehicle miles, cost of repairs, and trade-in values. The Equipment Replacement Fund includes vehicles operated by Public Works, Police, and the Parks and Natural Resources departments. Refuse, fire and utility vehicle purchases appear in the CIP under those respective funds accordingly, though maintenance to those vehicles are performed by fleet maintenance staff.

In 2017, a critical piece of safety equipment was put into operation, and remains available to any department performing maintenance operations in active high-speed traffic zones. Impact from a collision is attenuated through the use of the trailer, minimizing damage to vehicles involved, as well as personal injuries to occupants as was the case earlier this year. The portable attenuator must be replaced following any incident, though insurance can cover the replacement costs.



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

Historically, police vehicles are decommissioned from police activity after three years of service due to safety and performance concerns. Though the vehicles generally have high mileage when retired from police use, the SUV's are generally in good condition and acceptable for lower impact use by other city departments for several more years.

### Primary Strategic Plan Theme/Goals:

Effective Government/Safe City/Effective Government

### Master Planning Efforts:

2014 – Comprehensive Update of Equipment Inventory

2015 – Evaluation of Equipment Fueling Procedures and Tracking Practices

2016 – Evaluation of Fleet Service and Parts Management Practices

**CAPITAL IMPROVEMENT PLAN  
EQUIPMENT REPLACEMENT FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	93,135	73,635	20,453	21,080	14,230
<b>REVENUES:</b>					
<i>CIP Allocation (pg. 1)</i>	300,000	670,000	650,000	700,000	715,000
<b>TOTAL REVENUE</b>	300,000	670,000	650,000	700,000	715,000
<b>EXPENDITURES:</b>					
<b>PUBLIC WORKS</b>					
Pickup Trucks		33,800	31,000	73,000	50,000
Bucket Truck		130,000			
Tandem Axle Dump Truck				192,000	
Single Axle Dump Truck		159,959	164,700	170,000	175,000
Backhoe			90,000		
Skid Steer		53,100			
Asphalt Recycler	90,000				
Asphalt Hotbox Unit					70,000
Asphalt Paver					125,000
Utility Van			24,400		
<b>TOTAL PUBLIC WORKS</b>	<b>90,000</b>	<b>376,859</b>	<b>310,100</b>	<b>435,000</b>	<b>420,000</b>
<b>PARKS AND RECREATION</b>					
Pickup Trucks	32,000	35,668	37,451	0	0
Skid Steer		0		45,373	
Park Mowers	28,500	29,355	30,822	31,747	32,699
Flail/Rotary/Woods Mower	0	42,000	15,000		
Hillside Mower		35,000			
Bucket Truck			80,000		
Chipper/Stump Grinder					65,330
<b>TOTAL PARKS AND RECREATION</b>	<b>60,500</b>	<b>142,023</b>	<b>163,273</b>	<b>77,120</b>	<b>98,029</b>
<b>AIRPORT</b>					
Mower		16,000			18,000
GPU	28,000				
<b>TOTAL AIRPORT</b>	<b>28,000</b>	<b>16,000</b>	<b>0</b>	<b>0</b>	<b>18,000</b>
<b>POLICE DEPARTMENT</b>					
Police Cruiser Replacements (3/yr.)	141,000	143,000	145,000	147,000	149,000
Detective/Administration Vehicle		31,000	31,000	32,000	32,000
<b>TOTAL POLICE</b>	<b>141,000</b>	<b>174,000</b>	<b>176,000</b>	<b>179,000</b>	<b>181,000</b>
<b>CEMETERY</b>					
Mower Replacement		14,300		15,730	
<b>TOTAL CEMETERY</b>	<b>0</b>	<b>14,300</b>	<b>0</b>	<b>15,730</b>	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>319,500</b>	<b>723,182</b>	<b>649,373</b>	<b>706,850</b>	<b>717,029</b>
<b>CARRY OVER BALANCE</b>	<b>73,635</b>	<b>20,453</b>	<b>21,080</b>	<b>14,230</b>	<b>12,201</b>

## **TECHNOLOGY IMPROVEMENTS**

### Description

The Information Technology Department exists to enable the various City departments to efficiently and effectively achieve their goals by delivering the high-quality services and technologies staff needs, while maintaining the fiscal responsibility our citizens expect. These services are increasingly “field forward,” with staff mobility being of primary concern. The overall philosophy is to enable our workforce to safely and securely access their needed tools at their worksite, wherever and whenever that might be.

The technology-related capital planning for the city can be classified into four major areas:

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

### **Application Software Systems Support**

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

- Azteca Cityworks (city-wide computerized maintenance management system, & planning, permitting, and licensing)
- ESRI ArcGIS (city-wide geographic information system)
- Civica CMI (city-wide financial and revenue collection software “suite” with specific modules for payroll, utility billing, income tax collection, and financial and budgetary accounting)
- SunGard ONESolution (police record management system/Computer aided dispatch)
- ZOLL FireRMS, ePCR, etc. (fire and EMS integrated software)
- Microsoft Exchange (city-wide email, calendaring, and messaging software)

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

### **Police Records Management System**

The Delaware Police Department currently utilizes a record management system/computer-aided dispatch software suite that utilizes “green screen” technology dating from the late 1990s, and has existed in its current form since at least 2007.

The current software and support agreements do not include upgrades, and the most recent budgetary quote to move to a 21<sup>st</sup> century RMS came in at over \$300,000. Beginning in 2016 and continuing in 2017, the DPD has integrated certain systems (jail booking and control, video surveillance, and predictive policing,) with county systems.

Accordingly, the planned RMS/CAD upgrade will have to strongly consider what direction the county is taking, but as of this writing, implementation of an integrated system is still planned to begin in 2018.

### **Microsoft Exchange**

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

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

Due to the increased capacities from networking hardware purchased in 2016 and 2017, the City will only need to replace a few inexpensive edge switches for the next three to four years until the "core" switch replacement cycle repeats.

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

As discussed above, the IT Department will be closely following the trend toward the remote hosting of computing assets and infrastructure, and by the next major hardware refresh cycle in 2019, if not before, it is entirely possible that a majority of the City's server and storage assets will be remotely distributed, either in dedicated hosting facilities, or configured as pay-as-you-go "cloud compute" resources.

### **Virtual Host Replacement**

The server replacement projected from 2014 should occur in 2018, and the IT Department will use the end of 2017 to determine the mix of physical hardware acquisitions versus cloud compute resources.

### **External Network Infrastructure**

#### **Fiber Optic Networks**

The City has 10 miles of fiber optic cable, both under and above ground, connecting most of the City's assets. In the past, the City has attempted to collaborate with external entities to further extend our fiber system capabilities. Moving forward we would like to take a more proactive role in identifying fiber needs and opportunities. We hope to prepare a basic strategic plan with some outside contractual assistance in 2018 to identify strategic improvements that benefit not only internal city technology communication needs, but also foster economic development opportunities citywide. Potential projects include leveraging the FS304 build to add connectivity to the SE Highlands water tank and create a highly available fixed-wireless "ring" around the City.

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

#### **PC Replacements**

This project has historically attempted to replace as many older and failing computers as possible.

The City has increased the life expectancy of deployed machines from 3 to 5 years and, as expected, the trend of moving away from traditional desktops to tablets and mobile technologies began in 2016 with the release of Windows 10. Further trends will see hardware replacement move into a “subscription” model, much like software replacement has done.

In keeping with the IT Department’s recent achievements in the “field forward” strategy, the planned large purchase of mobile devices scheduled in the 2019 CIP is proposed to be pushed forward into 2018. This would involve acquiring mobile tablets for 5 crews in Public Works, 5 crews in Public Utilities, and also upgrading the technology in the police and fire vehicles.

### **Copier/Scanner Replacement**

In 2016, the City started a project of replacing the worst of its 29 network-attached, multi-function copiers. This project will continue through 2019, replacing printers based on usage and service call analysis. After that time, it is anticipated that hardware capabilities and costs will have reached a point where this project can run every other year.

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

Effective Government

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

Master Planning Efforts

2018—Application Software Systems Support improvements with integrated Budgetary Forecasting and Planning software system. Transition to SaaS model for email and “Office” desktop applications. Possible acquisition of Parks & Rec scheduling and payment software (pending YMCA project).

2018— Internal Infrastructure and Network Services virtual server acquisitions.

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

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

2018-2022—Equipment Acquisitions for yearly PC Desktop, Laptop, Tablet hardware replacements and Copier / Scanner replacements.

2018-2022—External Network Infrastructure yearly fiber optic network expansion and maintenance.

**CAPITAL IMPROVEMENT PLAN  
TECHNOLOGY IMPROVEMENTS  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>REVENUES:</b>					
<i>CIP Allocation (pg. 1)</i>	360,100	351,600	331,600	341,600	318,600
<b>TOTAL REVENUE</b>	360,100	351,600	331,600	341,600	318,600
<b>EXPENDITURES:</b>					
<b>Equipment Acquisition</b>					
PC Replacement	30,000	30,000	30,000	30,000	30,000
Copier Replacement	20,000	20,000	20,000	20,000	20,000
<b>Internal Network Acquisition</b>					
Network Switch and Firewall Replacements	10,800	10,800	10,800	10,800	10,800
Virtual Server Acquisition	40,000				
SSD Array Replacement		50,000			
EMC Drive Array Replacement			40,000		
Network Infrastructure	50,800	60,800	50,800	10,800	64,800
<b>External Network Infrastructure</b>					
Fiber System Expansion	50,000	50,000	50,000	50,000	50,000
<b>Software Application Acquisition/Retention</b>					
Payroll, Human Resource Mgmt.	28,500				
Police Records Management System	100,000	100,000	100,000	100,000	100,000
Budgetary Accounting System	30,000				
Income Tax Collection System		30,000	30,000	30,000	3,000
Document Imaging				90,000	40,000
<b>TOTAL EXPENDITURES</b>	360,100	351,600	331,600	341,600	318,600

## **FACILITY MAINTENANCE**

### Description

The city maintains multiple facilities, each with complex components, systems and equipment requiring periodic maintenance, adjustment and replacement. Public Works currently manages the maintenance and custodial needs of two of our largest and most visible public buildings, the Justice Center and City Hall. Staff also manages maintenance activities for the former engineering division building at 20 E William St, the recently acquired Gazette building, the Public Works Facility, and facilities on Cherry Street, Ross Street, and the city owned rental units on W. Central Ave.

Facilities require a variety of daily, weekly, quarterly, and annual maintenance of the primary systems, including building security, back-up power, fire suppression, elevators, heating and cooling, plumbing and electrical, roofing and other related systems. For effective management of the facilities, assessments are performed to develop the appropriate maintenance and cost schedules for each system. Assessments include roofing, flooring, painting, and backup power systems. Routine maintenance activity is funded through the Public Works Facility Maintenance operations budget, though certain large expenses, such as HVAC replacements, roof repairs, flooring replacement and facility expansions are managed through the CIP.

Recent improvements to the Public Works Facility include the replacement of the facility's 50-year old roof with a membrane system and improvements to the loading dock area. Other priority improvements have been identified and include replacement of the 50-year old fire suppression lines and the tuck-pointing, sealing and painting of the 50-year old masonry and metal exterior walls.

As part of the 2013 service operations review, a recommendation to consolidate the Parks & Natural Resources Division at the Public Works facility was included as a primary goal to improve coordination and cooperation between departments. In order to facilitate the relocation, a new 27,000 SF refuse equipment and recycling building will be constructed on the east end of the Public Works facility. The existing recycling facility on Cherry Street will be demolished with the area being converted to passive wildlife open space. The costs associated with the new building are included in the Refuse Fund.

### Primary Strategic Plan Theme/Goals:

#### Effective Government

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

### Master Planning Efforts

HVAC, Roofing and Flooring Inventory & Assessment

**CAPITAL IMPROVEMENT PLAN  
BUILDING MAINTENANCE IMPROVEMENTS  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>REVENUES:</b>					
<i>CIP Allocation (pg. 1)</i>	37,150	300,028	99,829	81,882	355,900
<b>TOTAL REVENUE</b>	37,150	300,028	99,829	81,882	355,900
<b>EXPENDITURES:</b>					
Carpet Replacement	11,400	24,800	12,400	12,400	31,000
Justice Center HVAC/Other Building Improvements	25,750	177,400	28,200	29,000	29,900
Roof Repairs City Hall, Justice Center					70,000
Public Works Building					
- Fire Suppression System		43,983		40,482	
Justice Center Interior Painting					75,000
EM Backup Generators - Justice, City Hall		53,845	59,229		150,000
<b>TOTAL EXPENDITURES</b>	37,150	300,028	99,829	81,882	355,900

## **SIDEWALK IMPROVEMENTS**

### Description

The Safe Walks Program is a separate initiative from routine sidewalk maintenance activities included in the highway maintenance operations. Since its inception in 2006, the Safe Walks Program has identified and repaired an estimated 15,000 tripping hazards throughout the community. The value of the 10-year initiative is estimated at \$3.25 million with approximately 45% of the cost being covered by property owners, and the remaining 55% by the city.

In 2017, the final area of the community was addressed, completing the 10-year effort to improve sidewalk conditions throughout the community. Because it is anticipated that additional deficiencies will arise as sidewalk sections age and street trees continue to grow, it is being recommended as part of ongoing sidewalk maintenance efforts to continue routine sidewalk evaluations throughout the community to identify new deficiencies, however not in the rigid structure of the Safe Walks Program. Future sidewalk evaluations will be performed in coordination with planned roadway resurfacing work, at which time deficiencies with sidewalk, streetlights, signage, striping etc. will be identified. Sidewalk repairs required of individual property owners will be administered in accordance with section 909 of city code. Citizen requests for sidewalk repairs will continue to be received and addressed through a customer service request (CSR) approach.

Sidewalk maintenance improvements, including ADA ramp repairs, sidewalk infill projects, downtown streetscape paver repairs, and bike network maintenance activities are included as part of the Public Works Street Maintenance and Repair Budget. The City has partnered with MORPC to develop a Complete Streets Policy for implementation in Delaware. The policy will establish guidelines as to improvement mobility for non-motorized travel by the public throughout the community. Many projects will likely involve sidewalk improvements that can be prioritized and managed accordingly based on the availability of funding.

### Primary Strategic Plan Theme/Goals:

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

### Master Planning Efforts

2017 – Final Safe Walks Program phase completed

2018 - Revised evaluation approach coordinating with resurfacing program

**CAPITAL IMPROVEMENT PLAN  
SAFEWALK SIDEWALK PROGRAM  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	0	18,040	179,840	247,360	245,547
<b>REVENUES:</b>					
Resident Direct Payment	65,000				
Property Tax Assessments					
Prior Years					
2012	9,681				
2013	7,609				
2014	4,280	4,280			
2015	27,520	27,520	27,520	387	387
2016	15,000	15,000	15,000	15,000	15,000
2017		30,000	30,000	30,000	30,000
Note Issue	450,000	450,000	360,000	225,000	90,000
CIP Allocation Safewalk	125,000	125,000	125,000	125,000	125,000
<b>Total CIP Allocation (pg. 1)</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>
<b>TOTAL REVENUE</b>	<b>704,090</b>	<b>651,800</b>	<b>557,520</b>	<b>395,387</b>	<b>260,387</b>
<b>EXPENDITURES:</b>					
<b>RESIDENT REPAIR RESPONSIBILITY</b>					
Invoice	10,000	10,000	10,000	10,000	10,000
Assessment	10,000	10,000	10,000	10,000	10,000
<b>CITY REPAIR RESPONSIBILITY</b>					
City Invoice	210,000	10,000	10,000	10,000	10,000
DEBT SERVICE	456,050	460,000	460,000	367,200	229,500
<b>Total Safewalk Expenditures</b>	<b>686,050</b>	<b>490,000</b>	<b>490,000</b>	<b>397,200</b>	<b>259,500</b>

## **PARKS IMPACT FEE FUND**

### Description

The City has advanced two segments of trail and completed the initial draft of the Impact Fee Update. The trail system and expanding the recreational services of the city have remained a priority to meet the needs of the community. A park index, included here as appendix A, was completed that identified the need for additional greenways, shelters, youth softball field, multi-use trails and a spray park. The needs are based on recommended service levels for the City and on national averages. The City will work to meet these recreation levels as the City population expands.

The Bicycle and Pedestrian Master Plan 2027 was adopted and prioritizes projects for the next 10 years. It is important to recognize that adjustments to the prioritization list should be expected based on best-judgement fine-tuning. In July, a Springfield Branch extension section was completed, which allows the pedestrian route to continue west across the city. The second trail project is on Central Ave., from Buehler's to Lexington Glen. The project has been bid and will be constructed this fall as right of way acquisition is completed. Other initiatives of the plan including a complete streets policy and educational components are being planned and should begin in 2017.

The park index allowed staff to inventory existing recreation amenities and determine where there are needs. The city will look at proposing additional shelters at parks to provide and equitable distribution throughout the park system. Shelter use continues to be a popular park activity and we will explore providing additional opportunities for the community. Greenways is another park deficiency noted in the index and staff will look to develop a long range plan that will expand the number of greenways throughout the city. Several waterways exist within the municipal boundary that provide opportunities to develop this amenity.

**CAPITAL IMPROVEMENT PLAN  
PARK IMPACT FEE IMPROVEMENT FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCE FORWARD</b>	766,636	184,136	334,136	234,136	109,136
<b>REVENUES:</b>					
Impact Fees	225,000	225,000	225,000	225,000	225,000
Trail Improvement Grants	0			400,000	
<b>TOTAL REVENUES</b>	<b>225,000</b>	<b>225,000</b>	<b>225,000</b>	<b>625,000</b>	<b>225,000</b>
<b>EXPENDITURES:</b>					
<b>COMMUNITY PARK IMPROVEMENTS</b>					
Veteran's Plaza					
Ross St. Parkland Expansion (bldg. demo)	100,000				
Ross St. Park Improvement		75,000			
<b>COMMUNITY TRAIL IMPROVEMENTS</b>					
SR 37 (Westfield-Trotters)	407,500				
SR 37 (Buehlers-Lexington)					
SR 37 (Lexington-Houk)			250,000		
Springfield Trail Branch Extension					
Liberty Road (London-Belle)			75,000	750,000	
William St. (east of Applegate to Houk)	300,000				
Olentangy River Trail(Chapman Rd.-Stratford)					
London Road					330,000
<b>TOTAL IMPACT FEE EXPENDITURES</b>	<b>807,500</b>	<b>75,000</b>	<b>325,000</b>	<b>750,000</b>	<b>330,000</b>
<b>IMPACT FEE BALANCE</b>	<b>184,136</b>	<b>334,136</b>	<b>234,136</b>	<b>109,136</b>	<b>4,136</b>

**CAPITAL IMPROVEMENT PLAN  
POLICE IMPACT FEE FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	363,403	362,380	363,170	363,960	364,750
<b>REVENUES</b>					
Police Impact Fees	60,000	60,000	60,000	60,000	60,000
<b>TOTAL REVENUE</b>	60,000	60,000	60,000	60,000	60,000
<b>IMPACT FEE EXPENDITURES</b>					
<b>DEBT SERVICE</b>					
Justice Center (\$890,000, 19yrs 2.94%, 2032)	61,023	59,210	59,210	59,210	59,210
<b>TOTAL IMPACT FEE EXPENDITURES</b>	61,023	59,210	59,210	59,210	59,210
<b>IMPACT FEE BALANCE</b>	362,380	363,170	363,960	364,750	365,540

Debt Balance Outstanding	628,966	583,975	539,469	493,952	447,924
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**CAPITAL IMPROVEMENT PLAN  
FIRE IMPACT FEE FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	336,982	323,982	313,982	303,982	293,982
<b>REVENUES:</b>					
Fire Impact Fees	87,000	90,000	90,000	90,000	90,000
<b>TOTAL REVENUE</b>	<b>87,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
<b>IMPACT FEE EXPENDITURES:</b>					
<b>DEBT SERVICE</b>					
Station 303/304	100,000	100,000	100,000	100,000	100,000
<b>TOTAL IMPACT FEE EXPENDITURES:</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>IMPACT FEE BALANCE</b>	<b>323,982</b>	<b>313,982</b>	<b>303,982</b>	<b>293,982</b>	<b>283,982</b>

## **Municipal Impact Fee Fund**

The most significant change in this fund is the Gazette building renovation. Council will see that funds are being recommended for this project. This will provide for co-working space on the first floor and additional space for city offices on the second floor. This project is an outgrowth of discussions the City has been having with CoHatch, a Worthington-based co-working firm.

**CAPITAL IMPROVEMENT PLAN  
MUNICIPAL SERVICES IMPACT FEE FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCE FORWARD</b>	623,098	267,296	273,911	314,276	354,641
<b>REVENUES:</b>					
Impact Fees	110,000	110,000	110,000	110,000	110,000
Sewer Fund Reimbursement Cherry St. Facility	65,000	65,000	65,000	65,000	65,000
Fire Fund Transfer	500,000				
Rent Payments		3,750	75,000	75,000	75,000
Bond Issue	900,000				
<b>TOTAL REVENUES</b>	<b>1,575,000</b>	<b>178,750</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>
<b>EXPENDITURES:</b>					
<b>DEBT SERVICE</b>					
Public Works Facility (\$1,060,000 19yrs, 2.94%, 2031)	69,094	72,094	72,094	72,094	72,094
Justice Center (\$900,000, 19yrs 2.94%, 2032)	61,708	62,541	62,541	62,541	62,541
Gazette Building Improvements		37,500	75,000	75,000	75,000
<b>MUNICIPAL FACILITY IMPROVEMENTS</b>					
Gazette Building Improvements	1,800,000				
<b>TOTAL EXPENDITURES</b>	<b>1,930,802</b>	<b>172,135</b>	<b>209,635</b>	<b>209,635</b>	<b>209,635</b>
<b>IMPACT FEE BALANCE</b>	<b>267,296</b>	<b>273,911</b>	<b>314,276</b>	<b>354,641</b>	<b>395,006</b>

Debt Outstanding Balance - PW Fac/Justice Center	1,386,034	1,285,783	1,185,531	1,086,048	987,076
- Gazette Bldg.	900,000	802,449	751,140	698,281	643,824

## **Fire/EMS Fund**

The most significant change in this fund is an annual debt service obligation for Station 304 and a contribution of \$500,000 towards the Gazette Building renovations to support certain fire/EMS administrative operations that will be located there.

**CAPITAL IMPROVEMENT PLAN  
FIRE/EMS FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	771,091	321,373	640,240	120,931	72,742
<b>REVENUES:</b>					
Fire/EMS Income Tax	1,100,000	1,100,000	1,380,000	640,000	840,000
Fire Impact Fee Funds	100,000	100,000	100,000	100,000	100,000
<b>TOTAL REVENUE</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>1,480,000</b>	<b>740,000</b>	<b>940,000</b>
<b>EXPENDITURES:</b>					
<b>DEBT SERVICE</b>					
Station 302 (\$573,416, 10 yrs, 1.502%, 2022)	64,064	63,743	60,872	60,872	60,872
Station 303 (\$2,755,000, 2.94%, 2032)	176,519	176,518	174,569	174,569	174,569
Station 304 (\$3,500,000, 15 yrs, 2031)	396,950	371,250	280,950	285,550	284,850
Ladder Truck Lease (1,090,176, 1.83%, 7yrs, 2019)	166,294	41,573			
EMS Vehicles (3) - (800,000, 10 yrs. 2024)	92,350	90,750	94,150	94,150	94,150
<b>STATION CONSTRUCTION</b>					
Office Expansion in Gazette Building	500,000				
<b>APPARATUS/VEHICLES</b>					
Engine/Pumper Truck			823,401		
Paramedic Units			392,699		
Staff/Utility Vehicles	11,941	12,299	12,668	13,048	57,889
<b>EQUIPMENT</b>					
Traffic Pre-Emption		125,000	160,000	160,000	80,000
Mobile PC FM5 Tablets	41,600				
Defibrillators/Cardiac Monitors	200,000				
<b>TOTAL EXPENDITURES:</b>	<b>1,649,718</b>	<b>881,133</b>	<b>1,999,309</b>	<b>788,189</b>	<b>752,330</b>
<b>ENDING BALANCE</b>	<b>321,373</b>	<b>640,240</b>	<b>120,931</b>	<b>72,742</b>	<b>260,412</b>

## **PUBLIC UTILITIES DEPARTMENT**

### Description

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

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

### **Quality and Reliability**

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

### **Regulatory Compliance**

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

### **Environmental Protection**

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

### **Economic Expansion and Increased Capacity**

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

### **Enhanced Fire Protection**

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

### **Replacement Costs/Emergency Repairs**

- Cost savings through proactive replacement. Emergency repairs may restrict procurement options and can cost as much as 10 times the cost of planned rehabilitation/replacement.

## **WATER CAPACITY FEE FUND**

The City owns and operates a 7.2 million gallons per-day water treatment plant, which treats both surface water and groundwater. In addition to the Water Treatment Plant, the City has 4 million gallons of water storage with three elevated water tanks and 1 million gallons at the Water Plant clearwell.

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

- Up to 13 MGD of water treatment capacity.
- A 425 million gallon up-ground reservoir.
- New surface water intake structures.
- Enhanced water treatment processes to meet EPA regulations.
- Membrane treatment technology.

Dating back for the past 10 years, the City identified major water plant upgrades in the five-year CIP. In 2015 the new water plant project was completed for the cost of for \$30.3 million. The current peak water demand is 5.6 MGD. The water plant has the capability to expand up to 11.2 MGD with the addition of membrane skids and clearwell capacity which should provide adequate treatment capacity for the next 20 years at the City's current growth rate. Since the new water treatment plant went on-line there have been no violations of EPA regulations and water hardness has averaged 125 mg/l, well below the EPA recommendation of 150 mg/l.

In addition to the new water treatment plant, the City has completed several major water capacity projects including the 24-inch west side water transmission main, 16-inch Penry Road raw water main, and the 2-million gallon SE Highland water storage tank. These projects provided the City with the necessary infrastructure to support the growth and development of City, in addition to meeting all regulatory requirements. In 2017 the utilities staff will complete the installation of 2,500 linear feet of 8-inch water line on Vernon Avenue.

The City's current water supply consists of 2.0 MGD of groundwater from the Riverview Park and Penry Road wellfields and surface water from the Olentangy River. Per the Army Corps of Engineers, the City is currently permitted to withdraw water when the river flow rate is above the minimum release rate of 3.2 MGD.

Over the past 20 years, the City has explored several additional options for a safe and secure source of water supply. Options included additional wellfields, raising Delaware Lake and the construction of an up-ground reservoir. The driving force for additional water supply is water quality and water quantity. The water quality of Delaware Lake and the river remain a concern during times when agricultural runoff negatively impacts the lake and river. The membrane water plant removes the pollutants below the maximum contaminant levels at an increase in operational and maintenance costs. The 2006 Water Master Plan concluded that “raising the summer pool level of Delaware Lake by 2 feet is not a viable alternative and that an up-ground reservoir is a necessary component of the City’s future water supply.” Therefore, the City should remain committed to the construction of a 450-million gallon reservoir on the 120-acre Horseshoe Road site, owned by the City. The engineering cost estimate for the final design and construction of the reservoir is \$18.4 million, which includes the river intake and pump station, transmission mains and the reservoir. The 2018-2022 CIP includes the design of the reservoir in 2020 (\$400,000) with construction estimated to commence in 2022 (\$18 million).

In 2017, the City completed an evaluation of alternatives for the development of preliminary alignments with construction costs for water and sanitary sewer mains along US Route 42 and Sawmill Parkway. The City is anticipating industrial and commercial growth in this area and the 2018 – 2022 CIP addresses future water capacity extensions for economic development sites in the Southwest Industrial Park corridor.

Additional water capacity projects included in the 2018-2022 CIP include the Olentangy Avenue Water Main Project, with a river crossing on Olentangy Avenue to provide water service to the Pollock/Armstrong Road area and to loop the water main with the construction of the water main for the Terra Alta development. The 2018 CIP also includes the extension of the 16-inch water main on Glenn Parkway to Berlin Station Road to coincide with the construction of Glenn Parkway. An additional project in the CIP is for the continued extension of a water main on Buttermilk Hill and Troy Roads within the City’s service area.

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

**CAPITAL IMPROVEMENT PROGRAM  
WATER FUND CAPACITY PROJECTS  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	5,339,547	3,661,852	3,040,541	2,877,073	2,869,805
<b>REVENUES:</b>					
Water Capacity Fees	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Water Debt Meter Fee Allocation	250,000	255,000	260,100	265,302	270,608
<b>TOTAL REVENUES</b>	1,450,000	1,455,000	1,460,100	1,465,302	1,470,608
<b>EXPENDITURES:</b>					
<b>DEBT SERVICE</b>					
Westside Trans Line (\$2,225,051, 25 yrs, 3.67%, 2036)	136,750	136,750	136,750	136,750	136,750
Penry Rd. Waterline (\$1,000,000, 25 yrs, 3.55%, 2037)	62,976	62,976	62,976	62,976	62,976
Kingman Hill Tower (\$3,545,000, 25 yrs, 4.51%, 2031)	210,355	213,971	211,228	210,230	212,256
Plant Expansion (\$9,600,000, 25yrs., 3.23%, 2039)	562,614	562,614	562,614	562,614	562,614
<b>TOTAL DEBT SERVICE</b>	972,695	976,311	973,568	972,570	974,596
<b>WATER SYSTEM IMPROVMENTS</b>					
Water Master Plan				250,000	
<b>WATER SUPPLY PROJECTS</b>					
Upground Reservoir Design			400,000		
Upground Reservoir Construction					18,000,000
<b>DISTRIBUTION CAPACITY PROJECTS</b>					
Crestview Dr. Water Line	55,000				
Olentangy Ave. River Crossing	650,000				
Buttermilk Rd./Troy Rd. Waterline		600,000			
Glenn Pkwy Water Line Extension	450,000				
New Line Oversizing/Extension	1,000,000	500,000	250,000	250,000	250,000
<b>TOTAL WATER CAPACITY PROJECTS</b>	2,155,000	1,100,000	650,000	500,000	18,250,000
<b>ENDING FUND BALANCE</b>	3,661,852	3,040,541	2,877,073	2,869,805	(14,884,183)

## **WATER MAINTENANCE FUND**

The 2018-2022 Water Maintenance CIP provides a schedule for the design and construction of water rehabilitation and/or replacement infrastructure projects.

The City has experienced a high rate of residential, commercial and industrial growth over the past decade. As a result, there have been numerous additions and expansions to the City's distribution systems, which require additional maintenance. The City owns and operates a potable and fire suppression water distribution system consisting of 195 miles of water pipe ranging in size from 2 inches to 24 inches and over 1,950 fire hydrants. The majority of the City's water pipes are in good to fair condition with less than 5 percent of the system demonstrating some type of failure in the past 10 years. Water pipes that are currently in good to fair condition will move toward their replacement in the next 25 years. Water pipes in failed condition typically have had more than three failures, whereas pipes in poor condition have only experienced one to two failures. It is likely the water pipes in poor condition will experience additional failures and reach the end of their useful life. Most of the water pipes recommended for replacement are primarily cast iron pipes that were installed from 1940 to 1975. At this time, approximately 25% of the City's water pipes are cast iron pipe. In the last six years, the City has replaced approximately 7,000 linear feet of water pipe per year. In addition, the City has averaged 12 water pipe breaks per year or six per 100 miles of water pipe for the past six years.

The 2009 Water Distribution Master Plan identified water distribution replacement projects totaling over \$5 million. Many of the projects have been completed, including the construction of the Route 23 North, Curtis Street and Park Avenue water lines. The City has in place a Computerized Maintenance Management System (CMMS) that maps and inventories the existing and new water system components, identifies and prioritizes needed replacements or improvements, and serves as a tool for planning projects and maintaining funding for these improvements.

In 2017, the City will have completed the implementation of a city wide Advanced Metering Infrastructure (AMI) system. The AMI system has significantly improved meter reading and utility billing service levels for City customers by providing real-time water consumption data, eliminating estimated utility bills, monitoring water meter tampering and water conservation by allowing customers to set water usage alerts via a consumer web-portal.

The 2018-2022 CIP recommends funding for the maintenance of water plant equipment and the replacement of several water mains, including the Blymer Street water line in 2018 and the rehabilitation of the existing Public Utilities maintenance building on Cherry Street. The painting of the West water tank is scheduled for 2018 at the cost of \$550,000. The tank was last fully painted in 2002 after the tank raising project in 1997. The painting project will include rust repair to strengthen structural integrity.

**CAPITAL IMPROVEMENT PROGRAM  
WATER FUND MAINTENANCE PROJECTS  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	1,473,069	879,216	519,082	306,100	45,714
<b>REVENUES:</b>					
Transfer from Water Fund	775,000	800,000	800,000	800,000	800,000
Water Debt Meter Fee Allocation	1,085,912	1,107,631	1,129,783	1,152,379	1,175,427
<b>TOTAL REVENUES</b>	<b>1,860,912</b>	<b>1,907,631</b>	<b>1,929,783</b>	<b>1,952,379</b>	<b>1,975,427</b>
<b>EXPENDITURES:</b>					
<b>DEBT SERVICE</b>					
Treatment Plant (\$22,400,000 - 25 yrs, 3.23%, 2039)	1,312,765	1,312,765	1,312,765	1,312,765	1,312,765
<b>WATER PLANT MAINTENANCE</b>					
Plant Maintenance	95,000	75,000	75,000	75,000	75,000
Lagoon Cleaning		250,000			
Pressure Filter Media Replacement					80,000
Well Screen Cleaning			95,000		
Nano and Ultra Filtration Membrane Replacement				600,000	
<b>WATER DISTRIBUTION PROJECTS</b>					
West Water Tank Painting	550,000				
Water Tank Maintenance			15,000		15,000
Large Meter Replacement	25,000		25,000		25,000
<i>Water Line Improvements:</i>					
Small Main/Service Replacement	50,000	50,000	50,000	50,000	50,000
Fire Flow Improvement	75,000	75,000	75,000	75,000	75,000
S. Washington St. Waterline					150,000
Blymer St. Waterline					150,000
Pennsylvania Ave. Waterline		475,000			
Lincoln Ave. Waterline			425,000		
East Winter Street Waterline	100,000				
Utilities Maintenance Bldg. Rehab	200,000				
Equipment Replacement	47,000	30,000	70,000	100,000	30,000
<b>TOTAL WATER REPAIR AND MAINT.</b>	<b>2,454,765</b>	<b>2,267,765</b>	<b>2,142,765</b>	<b>2,212,765</b>	<b>1,962,765</b>
<b>ENDING FUND BALANCE</b>	<b>879,216</b>	<b>519,082</b>	<b>306,100</b>	<b>45,714</b>	<b>58,376</b>

## **SEWER CAPACITY FUND**

The City owns and operates the Upper Olentangy Water Reclamation Center for the wastewater treatment of all domestic and industrial wastewater from City customers. The UOWRC was expanded and upgraded in 2007 in two different phases, with a daily design flow of 10 MGD and a peak daily flow of 20 MGD. In 2017, the average daily flow has been 5.40 MGD with a peak of over 20 MGD. The plant's effluent discharges into the Olentangy River, a state designated scenic Ohio waterway with one of the most stringent permit limits in the State of Ohio. The NPDES permit includes an inorganic nitrogen limit of 6.3 mg/l in the summer and 8.1 mg/l in the winter, as well as a total phosphorus limit of 1.0 mg/l year-round. The capacity of the UOWRC should be sufficient for 15 years.

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

To better meet the future sanitary sewer needs of the City, an update to the City's 2000 sewer master plan was completed in 2017. The current capacities of all sewers 10 inches and larger was determined through flow monitoring to further define areas of the City with insufficient sewer capacity. In addition, tributary areas of the City not currently served by the City were defined for the expansion of sanitary sewer mains. A sewer capacity model has been populated by the engineering consultant and will be used to determine future capacity requirements of the City with real-time flow data. The sewer master plan details anticipated future CIP projects with estimated construction costs.

New sanitary sewer projects programmed in the 2018-2022 include funding for the final design and construction of sanitary sewers to support economic development project sites within the southwest industrial park area, including Sawmill Parkway and Route 42 south.

**CAPITAL IMPROVEMENT PROGRAM  
SEWER FUND CAPACITY PROJECTS  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	1,698,137	421,573	267,014	263,145	295,194
<b>REVENUES:</b>					
Sewer Capacity Fees	1,250,000	1,150,000	1,150,000	1,150,000	1,150,000
SE Highland Sewer ERU Fees	225,000	200,000	200,000	200,000	200,000
Sewer Fees Transfer - 2007,2008,2009	1,631,020	1,663,640	1,696,913	1,730,851	1,765,468
<b>TOTAL REVENUES</b>	<b>3,106,020</b>	<b>3,013,640</b>	<b>3,046,913</b>	<b>3,080,851</b>	<b>3,115,468</b>
<b>EXPENDITURES:</b>					
<b>DEBT SERVICE</b>					
Land Armstrong Rd. (\$2,915,000 10 yrs. 1.49%, 2022)	324,400	328,500	302,400	301,700	300,900
23 North Sewer (\$1,000,000, 25 yrs. 4.51%), 2031	59,150	60,166	59,395	59,115	59,684
SE Highland Sewer (\$15,000,000, 25 yrs. 4.49%, 2037)	997,622	995,772	997,609	996,609	999,609
SE Highland Sewer (\$2,750,000, 20 yrs. 3.59%, 2026)	187,563	188,418	189,305	189,305	189,305
Plant Expansion (\$20,882,000, 20 yrs. 3.59%, 2026)	1,423,849	1,430,343	1,437,073	1,437,073	1,437,073
<b>TOTAL DEBT SERVICE</b>	<b>2,992,584</b>	<b>3,003,199</b>	<b>2,985,782</b>	<b>2,983,802</b>	<b>2,986,571</b>
<b>SEWER SYSTEM IMPROVEMENTS</b>					
<b>COLLECTION CAPACITY PROJECTS</b>					
SW New Pump Station					
Sewer Oversizing/Extension	1,000,000	100,000			
Riverby Sewer Extension	325,000				
Hills Miller Rd. Sewer Extension					250,000
Reimbursement for Cherry St. Maint. Facility	65,000	65,000	65,000	65,000	65,000
<b>TOTAL SEWER CAPACITY PROJECTS</b>	<b>1,390,000</b>	<b>165,000</b>	<b>65,000</b>	<b>65,000</b>	<b>315,000</b>
<b>ENDING FUND BALANCE</b>	<b>421,573</b>	<b>267,014</b>	<b>263,145</b>	<b>295,194</b>	<b>109,091</b>

## **SEWER MAINTENANCE FUND**

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

For the past 15 years the City has performed a closed circuit televising program to identify defects such as infiltration and inflow, root intrusion and failures in sewer pipe segments. In the past decade the City has funded nearly \$800,000 in an annual sliplining and grouting program of the sewer mains. This program has reduced the number of sanitary sewer overflows in the City to an average of less than two per year and reduced the amount of infiltration received at the wastewater treatment plant.

Significant CIP projects completed in 2017 include aeration system improvements at the wastewater treatment plant with the installation of two new direct drive turbo blowers and dissolved oxygen monitoring equipment. The new aeration system replaced the existing blowers that have been in operation since 1974 and 1987 and were prone to costly repairs and inefficiencies. These upgrades reduced overall electric costs at the plant with improved oxygen transfer and energy efficiency. In 2017 the City started the design and equipment selection of a new tertiary treatment process at the wastewater plant. The construction and installation of the new equipment will be completed by June of 2018. The new tertiary system will aid in the removal of suspended solids and phosphorus to achieve compliance with EPA regulations. In 2017 the City will also complete the annual sliplining and grouting of approximately 7,500 linear feet of sanitary sewer pipe for the continued reduction of inflow and infiltration in the sewer system.

The 2018 CIP includes funding requests for the rehabilitation of the existing public utilities maintenance building at 241 Cherry Street and funding for equipment replacement at the wastewater treatment plant. This includes a new 7.0 MGD influent pump and concrete repairs of the 3.0 MGD equalization basin.

**CAPITAL IMPROVEMENT PROGRAM  
SEWER FUND MAINTENANCE PROJECTS  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	1,172,811	1,473,172	2,163,227	2,731,517	3,049,342
<b>REVENUES:</b>					
Transfer from Sewer Fund	1,419,363	1,447,750	1,476,705	1,506,239	1,536,364
<b>TOTAL REVENUES</b>	1,419,363	1,447,750	1,476,705	1,506,239	1,536,364
<b>EXPENDITURES:</b>					
<b>DEBT SERVICE</b>					
Plant Rehabilitation (\$2,230,000 20 yrs. 3.59%, 2026)	152,002	152,695	153,414	153,414	153,414
<b>TOTAL DEBT SERVICE</b>	152,002	152,695	153,414	153,414	153,414
<b>WASTEWATER TREATMENT PROJECTS</b>					
Tertiary Filtration System	150,000				
Belt Filter Press				500,000	
Plant Maintenance	75,000	75,000	75,000	75,000	75,000
Influent Pump Replacement	30,000		35,000		25,000
Settling Tank Upgrades					250,000
Concrete EQ Basin Repairs	75,000		250,000		
Electrical Transformers Upgrades					
<b>WASTEWATER COLLECTION PROJECTS</b>					
Large Meter Replacement	25,000		25,000		25,000
Inflow/Infiltration Remediation	175,000	175,000	175,000	175,000	175,000
Sanitary Sewer Replacement	75,000	75,000	100,000	100,000	100,000
Wesleyan Woods Sewer Rehab				150,000	
Hayes Colony Sewer Rehab		200,000			
South Central Sewer River Crossing Repair	35,000				
Pump Station Repair/Upgrade			25,000		25,000
Utilities Maint. Bldg Rehab	200,000				
Equipment Replacement	127,000	80,000	70,000	35,000	70,000
<b>TOTAL SEWER REPAIR/MAINTENANCE</b>	1,119,002	757,695	908,414	1,188,414	898,414
<b>ENDING FUND BALANCE</b>	1,473,172	2,163,227	2,731,517	3,049,342	3,687,292

## **STORM WATER MAINTENANCE FUND**

In 2001, the City implemented a storm water utility fee for the maintenance, operation and expansion of the City's storm water system. The fund collects approximately \$800,000 annually based on a \$2.50 per month ERU fee for property owners. The City is also required by OEPA to complete on an annual basis, the requirements of our MS4 storm water permit to implement best management practices for the reduction and treatment of storm water prior to discharge into the Olentangy River.

The City has approximately 165 miles of 6-inch to 48-inch storm water pipe including over 80 storm water detention basins, 1,500 catch basins to maintain, and televises approximately 5 miles of storm water mains per year. The City is addressing street and yard flooding on a yearly basis, and has seen the number of flooding events decrease in the past several years as projects are completed.

Storm water projects completed in recent years to improve drainage and reduce flooding include Curtis Street/London Road, Berne/Kirkland/Spencer Streets, Pennsylvania Avenue, Joy Avenue, Troy Road, Fountain Avenue, South Sandusky Street, Pumphrey Terrace, West Lincoln Avenue and Olentangy Avenue.

Storm water projects completed in 2017 include phase one of the Bernard Avenue corridor project. Phase one was the lining and rehabilitation of the existing storm water pipe from South Sandusky Street to Route 23 through the OWU campus. The 2017 CIP also included funding for the design and construction of storm water improvements to an open ditch in the rear yards along Dogwood Drive. The current ditch slopes have worsened over the past several years from erosion and are now dangerous to maintain.

In 2017, storm water CIP projects included funding for repairs to storm water culverts under US 23 and Stratford Road. Both of these projects will be completed in 2017. It should be noted that the utilities department is actively inspecting all culverts for structural deterioration and funding may need to become available for emergency repairs similar to the US23/US42 culvert.

It is recommended that the City evaluate the initial storm water fee of \$2.50 per ERU that was established by Ordinance in 2001 and implemented in 2002. An increase in the fee may allow for the funding of curbs and gutters with the City's street resurfacing program.

**CAPITAL IMPROVEMENT PLAN  
STORM WATER FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	<b>868,534</b>	<b>597,039</b>	<b>354,653</b>	<b>344,521</b>	<b>211,785</b>
<b>REVENUES:</b>					
Storm Water Fees	355,505	362,615	369,867	377,264	384,810
<b>TOTAL REVENUE</b>	<b>355,505</b>	<b>362,615</b>	<b>369,867</b>	<b>377,264</b>	<b>384,810</b>
<b>EXPENDITURES:</b>					
Storm Water System Financial Plan					
Storm Water Repair	125,000	125,000	125,000	125,000	125,000
Storm Water I&I Remediation	100,000		100,000		100,000
Bernard Avenue (Sandusky to Liberty St.)		400,000			
Vernon Ave.			135,000		
Birch Terrace	225,000				
Chamberlain/Channing St.				350,000	
Pittsburgh Drive					200,000
Utilities Maintenance Bldg Rehab	50,000				
Equipment Replacement	127,000	80,000	20,000	35,000	40,000
<b>TOTAL EXPENDITURES</b>	<b>627,000</b>	<b>605,000</b>	<b>380,000</b>	<b>510,000</b>	<b>465,000</b>
<b>ENDING FUND BALANCE</b>	<b>597,039</b>	<b>354,653</b>	<b>344,521</b>	<b>211,785</b>	<b>131,595</b>

**CAPITAL IMPROVEMENT PLAN  
EQUIPMENT REPLACEMENT FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>REVENUES:</b>					
Water Fund Allocation	47,000	30,000	70,000	100,000	30,000
Sewer Fund Allocation	127,000	80,000	70,000	35,000	70,000
Storm Water Fund Allocation	127,000	80,000	20,000	35,000	40,000
<b>TOTAL REVENUE</b>	<b>301,000</b>	<b>190,000</b>	<b>160,000</b>	<b>170,000</b>	<b>140,000</b>
<b>EXPENDITURES:</b>					
One Ton Dump Truck			50,000		
Sewer Camera Truck	230,000				
Backhoe		90,000			
One-ton Sevice Truck		70,000		70,000	
Utility Truck - Water			50,000	100,000	
Tank Vac Truck					80,000
Plate Truck			60,000		
Skid Steer	36,000				
Gator	15,000				
Tow Motor	20,000				
Pickup Truck - Water		30,000			30,000
Pickup Truck - Sewer					30,000
<b>TOTAL PUBLIC UTILITIES EQUIPMENT</b>	<b>301,000</b>	<b>190,000</b>	<b>160,000</b>	<b>170,000</b>	<b>140,000</b>

## **REFUSE FUND**

### Description

Refuse fees are utilized primarily for supporting the daily operation of the solid waste division of Public Works Department. The city currently provides weekly residential and commercial refuse collection service, recycling for fiber (newspaper and cardboard) and mixed materials (glass, plastic and aluminum), and seasonal yard waste collection for eight months of the year. In 2016, the city collected over 18,800 tons of combined solid waste, yard waste, and recyclable materials, representing a 2% increase over 2015 levels.

The refuse collection operation grows with the expansion of the community. The current fleet consists of six "Lodal" side load residential service vehicles, three commercial rear load trucks, and five recycling vehicles. These vehicles are replaced at the end of their respective service life averaging 7-8 years per vehicle. The transition to the residential tipcart "Toter" system in 2001 allows for the city to provide a high level of service to residents and businesses while maintaining low collection rates. In 2017 a comprehensive evaluation of the current refuse operation resulted in a minor adjustment in residential collection rates, as well as policy adjustments regarding multifamily collections utilizing dumpster service. The city refuse division continues to provide residents with efficient, high quality service at a value comparative with private refuse service. City costs, however, remain closely tied to the close proximity of the county owned and operated solid waste transfer station, which allows for minimal transportation time and expense when disposing of solid waste.

The city also manages two closed landfills at Cherry Street and Curve Road. Improvements have been completed at both to control leachate breakouts from entering adjacent waterways and drainage systems. The leachate collection system at Curve Road was modified in 2016 to connect directly to the public sanitary sewer, allowing for direct transport of leachate to the waste water treatment plant for processing.

In 2017, it is anticipated that a contract will be awarded for the construction of a 27,000 SF combined refuse equipment/recycling processing building to be constructed toward the northeast corner of the Public Works facility property. Once the refuse building is completed, the Parks and Natural Resources Dept. will be relocated from Ross Street to the Public Works Facility, and occupy the current refuse equipment building. The existing recycling facility on Cherry Street will be demolished and the site returned to natural open space.

### Strategic Plan Theme/Goals

#### Safe City

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

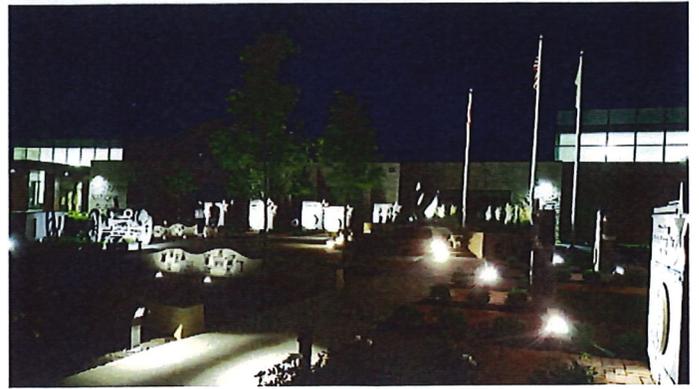
### Master Planning Efforts

2017 – Refuse rate and service level review

2017 – Construction of new Refuse Vehicle/Recycling Building

**CAPITAL IMPROVEMENT PLAN  
REFUSE FUND  
2018 - 2022**

	2018	2019	2020	2021	2022
<b>BALANCES FORWARD</b>	0	165,437	292,677	485,917	595,642
<b>REVENUES:</b>					
Refuse Fees	612,000	624,240	624,240	636,725	636,725
Bond Revenue					
<b>TOTAL REVENUE</b>	<b>612,000</b>	<b>624,240</b>	<b>624,240</b>	<b>636,725</b>	<b>636,725</b>
<b>EXPENDITURES:</b>					
<b>Debt Service</b>					
Refuse Buildings (\$1.5m, 3%, 5 yrs. 2021)	0	0	0	0	0
<b>Equipment</b>					
Rear Load 20-Yard Packer - Commercial	169,500		179,000		184,000
Side Load Lease Payments (2 units. 5 yrs., 2.5%)	20,063				
Side Load Truck	237,000	245,000	252,000	260,000	267,000
Recycling Vehicle - Recycling		252,000		267,000	275,000
Grapple Bucket	20,000				
<b>TOTAL EXPENDITURES</b>	<b>446,563</b>	<b>497,000</b>	<b>431,000</b>	<b>527,000</b>	<b>726,000</b>
<b>ENDING FUND BALANCE</b>	<b>165,437</b>	<b>292,677</b>	<b>485,917</b>	<b>595,642</b>	<b>506,367</b>



## City of Delaware Park Index 2016

### *Parks and Natural Resource*

The following report examines the inventory of the existing facilities and compares them to national averages and future needs of Delaware. The analysis reviews the level of service and identifies recreational gaps in the community.

January 2017



## Table of Contents

1. Introduction .....	2
2. Parks Inventory .....	3
3. Parks Descriptions.....	4
4. Parks and Recreation Inventory Level of Service .....	7
5. Athletic Fields .....	8
6. Greenway Trails .....	9
7. Community Parks Analysis .....	10
8. Pocket & Neighborhood Parks Analysis .....	11

## Introduction

Parks provide residents with space for recreation, quiet reflection, connection to nature, social networking and community participation. Providing adequate park space for residents is important to promoting a healthy community and continuing to make Delaware a place where people want to live. It is critical to index available recreational resources to assess and identify gaps in service. Subsequently, providing a comprehensive plan that can address these gaps that will enhance, preserve and promote quality parks. It is important to recognize that this report is not a substitute for a recreational comprehensive plan but only a component of that plan that inventories the current level of service.

**What do we learn from the park index?** The goal is to identify gaps in the recreational services that specifically realize recreational needs, access & distance to parks and future needs of the park system. The following outlines a summary of the general needs discovered in the park index:

- The overall area of parks in Delaware is adequate but there are missing gaps that should be addressed. Using the NRPA standards we are able to identify specific regions of city that could be supplemented with parks to serve existing residents.
- Community parks will need to grow amenities to serve the population in the future.
- Additional community parks to the south are needed. The continued growth in the southern portion of the city will be better served by a community park and as growth continues a second community park will likely be warranted.
- As pocket/neighborhood parks are developed, continue with the strategy of local homeowner association controlled playgrounds and courts but add plazas and gathering space as a standard amenity to promote community cohesiveness and provide a place for neighbors to interact.
- The trail network should be developed to promote a major arterial trail system connecting various regions of the city and to trails outside the city. Filling in gaps to the existing system can dramatically extend trail routes and address input from residents to create a trail network, identified in the Bike Plan.



The City of Delaware, Parks and Natural Resource Department (PNR) has developed the Park Index 2016 which creates a set of targets for parks and recreation growth. The targets are informed by existing park conditions, current policies, population projections and recreational trends. The Park Index will serve as a tool to evaluate existing parks and recreation facilities and compare them to national standards such as National Recreation and Park Association (NRPA) and assess current and future recreation needs in the City of Delaware.

Parks provide residents with space for recreation, connection with nature, social networking and civic engagement. The City must make certain that all neighborhoods have appropriate recreational and open space opportunities to promote healthy communities and plan for the expected growth in our community.

The following table provides a current inventory of park amenities.

PARKS	Location	Maintained by	Acres (developed)	Acres (total)	Beautification	Playground	Basketball court	Softball (Adults)	Pickleball Court	Tennis Courts	Softball (Youth)	Baseball (Youth)	Soccer fields	Football fields	Swimming/spray pad	Shelter	Skate Park	Restroom	Recreation Center	Dog park	Boat launch	Trails	Drinking Fountain
<b>Pocket Parks</b>																							
Belmont Place	Mcnamara Loop	HOA	1	1		1	0.5																
Bicentennial Park	Park Ave.	CoD	1	1	x										G								x
Braumiller	Maple Vista Dr.	HOA	4	4		1																	
Cheshire Crossing	199 Winding Valley Dr.	HOA	1	1		1																	
Kessle Brooke	Tabilore Loop	HOA	1	1	x	1																	
Lantern Chase	160 Stonhope Dr.	HOA	0.2	0.2		1																	
Lantern Chase	101 Millcroft Pl.	HOA	0.2	0.2	x																		
Lincoln Field	W. Lincoln Ave	CoD	0.2	0.2		1						1											
Locust Curve	Overtrick Dr	HOA	9	9	x																		x
Pulaski Park (Wsllyn Wds)	76 Somerset Rd.	HOA	3	3	x		1		1	1													
Westfield Hills	490 Timbersmith Dr.	HOA	7	7																			x
<b>Pocket Park Total</b>			<b>28</b>	<b>28</b>		<b>6</b>	<b>1.5</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Neighborhood Parks</b>																							
Belle Avenue	205 Belle Ave.	CoD	2	2		1																	
Carson Farms Park	Canal St.	CoD	8	8	x	1	1			1			1										x
Cheshire Park	418 Cheshire Rd.	CoD	5	5	x	1																	x
Eastside Park	54 Rheem St.	CoD	4	4		1	1					1				1							x
Kensington Place Park	Ashburn Dr.	CoD	12	12	x	1	0.5																x
Lexington Glen Park	0 Providence Ln.	CoD	8	8		1																	
Locust Curve Park	Tar Heel Dr.	CoD	3	3	x	1																	x
Glenross Park	910 Ballater Dr.	CoD	7	7		1	0.5																x
Marvin Lane Park	70 Marvin Ln.	CoD	1	1	x	1											1						
Nottingham Park	699 Buehler Dr.	CoD	6	7		1	1						1										
Oakhurst Park	0 Bruce Rd.	CoD	3	4		1	1									G							
Ross Street Park	154 S. Liberty St.	CoD	1	3																			x x
Shelbourne Forest Park	0 Executive Blvd.	CoD	6	6																			x
Stratford Woods Park	318 Hawthorne Blvd.	CoD	15	15	x	1	0.5																x
Sunnyview PPG Park	289 Cobblestone Dr.	CoD	5	5		1	1						1										
Wetlands Park	840 Mill Run Xing	CoD	38	71	x																1	x	x
<b>Neighborhood Park Total</b>			<b>124</b>	<b>161</b>		<b>13</b>	<b>6.5</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	
<b>Community Parks</b>																							
Blue Limestone	4 King Ave.	CoD	18	18		2			2							2		1					x
Mingo	Lincoln Ave.	CoD	55	61	x	2	2			4		6	15		1	2	1	3	1		2	x	x
Smith	1302 Troy Rd	CoD	50	50		2	2	3		4			5	2		2		2				x	x
Veterans	201 Veterans Dr.	CoD	28	60	x	1							5		1			1	1			x	x
<b>Community Park Total</b>			<b>151</b>	<b>189</b>		<b>7</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>6</b>	<b>25</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>2</b>		
<b>Total Parks</b>			<b>303</b>	<b>378</b>		<b>26</b>	<b>12</b>	<b>3</b>	<b>3</b>	<b>10</b>	<b>0</b>	<b>8</b>	<b>28</b>	<b>2</b>	<b>2</b>	<b>8</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>1</b>	<b>2</b>		
<b>Special Use</b>																							
Hidden Valley GC			32	38												1		1					x
Oak Grove Cemetery			71	71																			
<b>Total Special Use Areas</b>			<b>103</b>	<b>109</b>																			
CoD- City of Delaware																							
HOA- Home Owners Association																							
1- Soccer fields at neighborhood parks are utilized for practice only																							

### **Pocket Parks**

Pocket parks or Mini Parks serve a limited population area as recreational and beautification space. Pocket Parks typically serve an area populated within ¼ mile radius and are typically 1 acre or less in size although there are exceptions. Facilities can include a play area for young children, beautification areas, bike racks, benches and small picnic facilities, community gardens, or the site could potentially be used for hosting community activities or performing arts events. Beautification areas are landscaped areas along with natural areas and community gateways and plazas. Facilities and features typically not included are off-street parking or restrooms, exceptions can be made for larger sites.

#### NRPA Standard:

- Less than a ¼ mile service radius.
- 2,500 square feet up to one acre (the former NRPA standards listed pocket parks as having .25 acres per 1,000 residents).
- Typical size .25-1 acre.



### **Neighborhood Parks**

Neighborhood parks serve as the recreational and social centers and remain the basic unit of a park system geared for drop-in use. Parks are generally designed to focus on informal and passive recreation needs of all ages within a given neighborhood. The park is primarily in a single-family residential area on level and open areas that are easily accessible. Potential offsets can include school grounds, state or county open spaces. Facilities can include playgrounds, information kiosks, areas for picnicking/neighborhood events, game fields or courts, walking trails, small natural areas, parking spaces, restrooms, shelters, bike racks, trail connections. Facilities and features typically not included are where permanent recreational activities would create impact with overuse or where full public access is not provided.

#### NRPA Standard:

- Serve an area within a ¼ mile to ½ mile service radius.
- 5-10 acres is considered optimal, particularly in medium and high-density neighborhoods (the former NRPA standards listed neighborhood parks as having 2.0 acres per 1,000 residents).
- Typical size 5-10 acres.

### **Community Parks**

Community Parks serve a broader purpose than neighborhood or pocket parks by meeting community-based recreation, open space and public gathering needs. These parks may include off street parking, athletic facilities, recreation centers, natural areas, walking paths, picnic areas, shelters and information kiosks. Community Parks are generally accessed by arterial collector streets and are in proximity to community and regional trail networks. These parks serve multiple neighborhoods with special amenities serving the residents of the entire City.

#### NRPA Standard:

- Serve an area within a 1-3 mile radius.

- 25 + acres is considered optimal (the former NRPA standards listed community parks as having 5-8 developed acres per 1,000 residents)
- Typical size 30-50 acres (50% for passive recreation)

**Regional Parks**

Regional parks are typically very large sites, encompassing unique qualities that exemplify the natural features, diverse land formations, and the variety of vegetation and wildlife found in the region. These areas serve the city and beyond with passive and active recreation. Examples of the types of facilities provided include environmental centers, nature trails, swimming, camping, fishing, boating and picnicking. The City of Delaware has several regional parks in the area listed below:

**Delaware State Park** (Ohio Department of Natural Resources)- 2,016 acres

**Alum Creek State Park** (Ohio Department of Natural Resources)- 4,630 acres

**Logan Parcel** (future park- Preservation Parks)- 108 acres

**Stratford Ecological Center**- 193 acres

**Gallant Woods/Farm** (Preservation Parks)- 243 acres

**NRPA Standard**

- Serve an area within a 15 mile radius.
- The former NRPA standards listed regional parks as having 10 acres per 1,000 residents.
- Typically a minimum of 200 acres; up to 1,000 acres.

*Regional parks are extremely abundant near the City of Delaware*

- Delaware State Park -1.6 miles
- Alum Creek State- 1.8 miles
- Gallant Woods/Farm Preserve- 1.2 miles
- Stratford Woods – 0.2 miles
- Highbanks Metro Park – 6.0 miles

*City is lacking pedestrian/ bike access.*

The City of Delaware has over 7,000 acres of Regional Parks within 2 miles of the corporation limits. The City is well within the standards for regional parks and is abundant with regional parks in the area and well into the future. One goal would be to provide bike and pedestrian connections to the surrounding regional parks. The simple addition of relatively short trails and greenways to these areas would provide the residents with great recreational opportunities with minimal investment.



At the end of this report there are two pages showing a **Community Park Analysis** and a **Pocket & Neighborhood Park Analysis**. The plans compare existing parks and service area over layed on the municipal boundary to show gaps in the existing recreational level of service.

The **Community Park Analysis** plan shows a significant void in the southern portion of the city. As this area continues to grow, a single or multiple new community parks will be needed to meet the recreational needs. Preservation Parks has acquired a parcel of land between Pollock Road and Berlin Station Road and will implement a passive park in the next few years. There is an opportunity to partner with them to provide a comprehensive park that would benefit the community. The City would need to acquire additional lands adjacent to the parcel to add active recreational amenities. This comprehensive park could be linear in form but a connection to the Olentangy River would be a benefit. The immediate

need would be to focus efforts on a community park further south where the residential development has quickly grown.

The **Pocket & Neighborhood Parks Analysis** plan shows scattered voids but overall has an adequate coverage supplemented by Community Parks and schools. The western boundary of the city shows some voids west of Houk Road. New developments have stressed the recreational needs in this area and the need for additional neighborhood parks should be reviewed. The east side of city, at the Lake St. & Vernon Ave. vicinity has a need for a small neighborhood park to fill that recreational void. A local community survey could validate the need for a neighborhood park in this area.



As development continues the city will pursue pocket park development and maintenance to be funded by each development and local HOA. The city staff and Parks Board should review all proposed neighborhood and pocket parks to promote a unified park look that addresses the recreational needs of the community.

The following table compares the existing Level Of Service (LOS) with NRPA guidelines. The last set of guidelines published by the NRPA in 1996 encourages communities to develop their own standards. Each city must determine the appropriate LOS required to meet specific needs of its residents. The city of Delaware would need to complete a public survey to accurately project an appropriate LOS but for this report we have utilized Park Board and staff knowledge.

**2017 PARKS AND RECREATION INVENTORY**

	2017 Parks and Recreation Inventory										2016 Parks and Recreation Standards		2021 Parks and Recreation Standards	
	City of Delaware	YMCA National Guard	Delaware City Schools	Home Owners Assoc.	Total Inventory	Current Service Level based upon population	National Average Service Level	Recommended Service Levels; Revised for Local Service Area	Meets Standard/Need Exists	Additional Facilities/Amenities Needed	Meets Standard/Need Exists	Additional Facilities/Amenities Needed	Meets Standard/Need Exists	Additional Facilities/Amenities Needed
<b>Parks (acres)</b>														
Pocket Parks	1			27	28	0.72 acres per 1,000	0.50 acres per 1,000	0.50 acres per 1,000	1,000	Meets Standard	Acres (s)	Meets Standard	Acres (s)	
Neighborhood Parks	161				161	4.14 acres per 1,000	2.00 acres per 1,000	2.00 acres per 1,000	1,000	Meets Standard	Acres (s)	Meets Standard	Acres (s)	
Community Parks	189				189	4.86 acres per 1,000	5.00 acres per 1,000	4.00 acres per 1,000	1,000	Meets Standard	Acres (s)	Meets Standard	Acres (s)	
Regional Parks (others)					7,000	180.12 acres per 1,000	10.00 acres per 1,000	10.00 acres per 1,000	1,000	Meets Standard	Acres (s)	Meets Standard	Acres (s)	
Greenways					0	0.00 acres per 1,000	2.00 acres per 1,000	4.00 acres per 1,000	1,000	<b>Need Exists</b>	155	<b>Need Exists</b>	166.00	
Special Use Areas	109			27	109	2.80 acres per 1,000	2.00 acres per 1,000	2.00 acres per 1,000	1,000	Meets Standard	Acres (s)	Meets Standard	Acres (s)	
<b>Total Park Acres</b>	<b>460</b>			<b>27</b>	<b>487</b>	<b>192.65 acres per 1,000</b>	<b>9.50 acres per 1,000</b>	<b>15.00 acres per 1,000</b>	<b>1,000</b>	<b>Need Exists</b>	<b>96</b>	<b>Need Exists</b>	<b>135.50</b>	
<b>Outdoor Amenities</b>														
Shelter	8				8	1 site per 4,868	1 site per 2,000	1 site per 2,000	4,000	<b>Need Exists</b>	2	<b>Need Exists</b>	2	
Baseball (Youth)	8				10	1 field per 3,895	1 field per 6,500	1 field per 6,500	4,000	Meets Standard	0	Meets Standard	0	
Rectangular Field-Football/Lacrosse	2				5	1 field per 7,773	1 field per 25,000	1 field per 25,000	10,000	Meets Standard	Field(s)	Meets Standard	Field(s)	
Rectangular Field-Soccer	28				31	1 field per 1,254	1 field per 7,000	1 field per 7,000	2,000	Meets Standard	Field(s)	Meets Standard	Field(s)	
Rectangular Field-Cricket						NA field per	1 field per 200,000	1 field per 200,000	50,000	Meets Standard	Field(s)	Meets Standard	Field(s)	
Softball Fields (Youth)					3	1 field per 12,954	1 field per 10,000	1 field per 10,000	10,000	<b>Need Exists</b>	1	<b>Need Exists</b>	1	
Softball Fields (Adult)	3				3	1 field per 12,954	1 field per 12,000	1 field per 12,000	20,000	Meets Standard	Field(s)	Meets Standard	Field(s)	
Basketball Courts	10.5				25.5	1 court per 1,524	1 court per 7,000	1 court per 7,000	2,000	Meets Standard	Court(s)	Meets Standard	Court(s)	
Tennis Courts	9				18	1 court per 2,159	1 court per 4,000	1 court per 4,000	5,000	Meets Standard	Court(s)	Meets Standard	Court(s)	
Playgrounds (youth & tot)	21			4	29	1 site per 1,340	1 site per 3,500	1 site per 3,500	3,000	Meets Standard	Site(s)	Meets Standard	Site(s)	
Dog Parks					1	1 site per 38,863	1 site per 43,000	1 site per 43,000	50,000	Meets Standard	Site(s)	Meets Standard	Site(s)	
Volleyball Pit					0	0 site per	1 site per 20,000	1 site per 20,000	40,000	<b>Need Exists</b>	1	<b>Need Exists</b>	1	
Skate Park					1	1 site per 38,863	1 site per 50,000	1 site per 50,000	50,000	Meets Standard	Site(s)	Meets Standard	Site(s)	
Multi-Use Trails (all surface miles)	25				25	0.64 miles per 1,000	0.4 miles per 1,000	0.7 miles per 1,000	1,000	<b>Need Exists</b>	2	<b>Need Exists</b>	4	
Golf Courses	1				1	1 site per 38,863	1 site per 50,000	1 site per 50,000	100,000	Meets Standard	Site(s)	Meets Standard	Site(s)	
Outdoor Pools	1				1	1 site per 38,863	1 site per 35,000	1 site per 35,000	50,000	Meets Standard	Site(s)	Meets Standard	Site(s)	
Spray Park	1				1	1 site per 38,863	1 site per 25,000	1 site per 25,000	25,000	<b>Need Exists</b>	1	<b>Need Exists</b>	1	
<b>Indoor Amenities</b>														
Recreation Centers (Square Feet)	94,300	55,000			149,300	3.84 SF per person	1.5 SF per person	1.5 SF per person	person	Meets Standards	Square Ft	Meets Standard	Square Ft	
<b>2015 estimated population</b>	<b>38,863</b>													
<b>2021 estimated population</b>	<b>41,500</b>													

1. Special Use Area acres include Hidden Valley Golf Course and Oak Grove Cemetery

### Athletic Fields

An evaluation of Delaware's athletic fields use is based on quantitative national and local standards. The table below summarizes the survey issued to the local athletic groups that utilize the fields. It is important to note that the demand may be greater than the National Standard. This is often the case for softball, baseball and soccer fields. However, the NRPA standards are generally an adequate approximation of the surpluses and shortages of various facilities. It is important to keep in mind that

the NRPA standards are general and are not specific for each community. The standards are guidelines only and each community should develop their own guidelines. The Parks and Recreation Advisory Board have been consulted to guide the Recommended Service Levels and provide appropriate standards for the city. It is also important to realize that the current demands do not show facilities associated with private schools and universities.

**Figure 3 Outdoor Park and Recreation Facilities**

Outdoor Facility	Agencies Offering this Facility	Median Number of Residents per Facility
Playgrounds	91%	3,560
Basketball courts	85%	7,000
Diamond fields: softball fields - adult	65%	12,463
Tennis courts (outdoor only)	61%	4,295
Diamond fields: softball fields - youth	59%	9,687
Diamond fields: baseball - youth	58%	6,599
Swimming pools (outdoor only)	54%	34,686
Rectangular fields: multipurpose	50%	8,060
Community gardens	47%	32,376
Tot lots	45%	12,112
Dog park	41%	43,183
Diamond fields: baseball - adult	39%	19,694
Rectangular fields: football field	38%	25,523
Rectangular fields: soccer field - youth	37%	6,671
Rectangular fields: soccer field - adult	34%	12,365
Diamond fields: tee-ball	28%	12,771
Multiuise courts -basketball, volleyball	25%	13,736
Ice rink (outdoor only)	21%	16,572
Rectangular fields: lacrosse field	7%	26,639
Rectangular fields: cricket field	6%	199,199
Multipurpose synthetic field	5%	34,915
Rectangular fields: field hockey field	3%	22,767
Overlay field	3%	7,257

The chart shows a need for .....

In addition a local survey included responses from the YMCA, St. Mary Athletic Association, Delaware Youth Athletic Association, Delaware Optimist Club (football), Delaware Hayes, and Delaware Lacrosse Club.

**2016 National Recreation & Parks Association Field Report**

The demand for soccer fields is maxing out the available fields and this sport is expected to see significant growth in the future. Additional soccer field space will be a priority to meet the current needs and to expected growth. Several fields in neighborhood parks (Nottingham, Lexington Glen, PPG/Sunnyview) have been utilized to meet current practice needs but future needs will require dedicated space to accommodate the growth.

The demand for soccer fields is maxing

Athletic Field User Group Needs								
	Delaware Hayes	Delaware Lacrosse Club	Delaware Optimist Club	Delaware Youth Athletic Assoc.	St. Mary Athletic Assoc.	YMCA	TOTAL	
<b>2016 Needs</b>								
Baseball					2	8	10	
Softball						3	3	
Soccer	2			27	2		31	
Lacrosse		2					2	
Football			1				1	
<b>2021 Needs</b>								
Baseball					4	8	12	
Softball						3	3	
Soccer	3			39	3		45	
Lacrosse		4					4	
Football			2				2	
								<b>FUTURE INCREASE</b>

The demand for youth baseball fields is expected to continue to grow. The current demand is supplemented by use of existing fields at local schools. The Parks and Natural Resource Department can continue to work with local schools to meet current demand but future needs will likely require an expansion of the youth baseball fields.

One important note is that southern portion of the city is experiencing great growth, particularly with the Olentangy Youth Athletic Association (OYAA). At the time of this report the city was just beginning discussions to explore their athletic field/court needs. Preliminary discussions indicate that the OYAA needs will be quite significant and as discussions continue we will need to address the needs of this organization as well. One initial view is a potential for sports complex that includes baseball/softball, soccer fields and indoor athletic courts for basketball/volleyball and training, in addition to multi-use athletic fields in a new community park. In 2017, the City of Delaware will need to make progress on determining potential sites for a new community park and engage the local community to adequately meet the current recreation needs and plan for future recreation needs.

## **Greenway Trails**

The 25 miles of trails in the City of Delaware include asphalt and gravel trails, 95% of the trails are asphalt. Trails are the most popular recreational activity for residents and trail development remains a high priority for Parks and Natural Resources.

Greenways provide an important component of the overall park system and are very similar to natural areas with the primary difference being an emphasis on pedestrian trails found in the greenway system. The linear corridors contribute to the city's ability to preserve and protect natural areas, ecological features and historical assets. Greenways:

- Serve as alternative non-motorized transportation facilities.
- Provide links between parks, schools, neighborhoods, commercial areas and cultural destination points.
- Emphasize harmony with the natural environment.
- Provide safe pedestrian movement.
- Provide resource based outdoor recreational opportunities.
- Enhance adjacent property values.
- Provide linear parks and open spaces.
- Provide corridors that can naturally improve water quality and storm water infiltration.

New multi-use trails will be developed in accordance with the 2016 Bike Plan, with a goal of having an interconnected system of primary and secondary trails throughout the city as well as a variety of trails within all appropriate parks and greenspace.

There are currently no public greenways in the City of Delaware but there are many opportunities to develop greenways that would center around existing waterways. The Olentangy River offers a central spine that would be considered a great resource to the community that could also benefit to protecting watersheds and natural resources. Branching off the Olentangy River are the Delaware Run and Mill Run tributaries which would significantly enhance the greenway network. Trails and Greenways are great partners and should be considered jointly in these situations

In summary, the recreational needs of Delaware are currently meeting the needs of the community but with the surging population the recreational demands will grow concurrently so it will be important to plan for future growth. There are gaps in recreational service and addressing these gaps is important. Finally, there are tremendous recreational opportunities within and surrounding Delaware. The natural setting of the Olentangy River should be protected and opened to the public to provide a passive recreational space that connects various regions of the city. In addition, there are several regional parks surrounding the city which could be accessed, amplifying the recreational opportunities for residents.



## FACT SHEET

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AGENDA ITEM NO: 11

DATE: 09/25/2017

ORDINANCE NO: 17-61

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Darren Shulman, City Attorney

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AMENDING THE NEGLECT OF COMPANION ANIMALS SECTION OF THE ANIMAL AND FOWL CHAPTER OF THE GENERAL OFFENSES CODE.

**BACKGROUND:**

Councilman Jones brought this issue forward and requested staff draft an ordinance, providing a bill that was proposed but not adopted in the state legislature as an example. In reviewing the City's existing animal neglect statute, staff identified areas in which it could be strengthened. The language proposed in this initial draft is geared towards enforceability while avoiding unintended consequences. It has been reviewed and approved by the City's Community Services Officer (CSO) and the County Dog Warden.

**UPDATE:** Based on discussion and testimony at the September 11 Council meeting the attached draft includes the following changes:

1. Detailed requirements for providing shelter (b) (1)
2. Defined requirements for shelter structure, detailed in (b) (3)

After the meeting Councilman Hellinger proposed a different approach in which the city would adopt animal neglect ordinance to apply to every animal kept within the city. Councilman Hellinger provided a sample law from Illinois and with some suggested additions (see attached email). Staff recommends

discussing this potential approach prior to moving forward with a public hearing on the draft.

**REASON WHY LEGISLATION IS NEEDED:**

This legislation is geared towards providing additional protection for the welfare of companion animals and increasing the penalties for repeat offenders.

**COMMITTEE RECOMMENDATION:**

None

**FISCAL IMPACT(S):**

Any ordinance that adds new things that can be enforced could have an impact on police department staffing. As a complaint driven ordinance, the impact is difficult to predict.

**POLICY CHANGES:**

**PRESENTER(S):**

Darren Shulman, City Attorney

**RECOMMENDATION:**

**ATTACHMENT(S)**

Email from Councilman Hellinger  
Emails of Public Input

ORDINANCE NO. 17-61

AN ORDINANCE AMENDING THE NEGLECT OF  
COMPANION ANIMALS SECTION OF THE ANIMAL  
AND FOWLS CHAPTER OF THE GENERAL OFFENSES  
CODE.

WHEREAS, the City of Delaware has promoted numerous animal-related ordinances, designed to encourage responsible companion animal ownership and support the humane treatment of animals;

WHEREAS, the State of Ohio currently has no regulations on the tethering of companion animals; and,

WHEREAS, companion animals that are tethered outdoors can be subjected to serious physical harm from weather, other animals, or the tethers themselves; and,

WHEREAS, companion animals that are tethered can become lonely, bored, and anxious, which can lead to heightened aggression toward adults, children, and other animals.

NOW, THEREFORE, Be It Ordained by the Council of the City of Delaware, State of Ohio:

SECTION 1. The Neglect of Companion Animals Section is amended as follows:

**505.25 - Neglect of companion animals.**

(a) **Definitions**

For purposes of this section,

**(1)** "neglect" shall mean any act or omission which fails to provide appropriate care for, or attention to, any companion animal; or which has caused or may cause injury or unnecessary suffering to any companion animal.

**(2) "Tether" means a rope, chain, cord, dog run or pulley, or similar restraint for holding an animal in place that allows a radius in which the animal can move about.**

**(3) "Serious physical harm" shall have the same meaning as O.R.C. 951.31.**

(b)

No person ~~having charge of any companion animal shall neglect it.~~ **who confines or who is the custodian or caretaker of a companion animal shall negligently do any of the following:**

(c)

~~The following are guidelines to appropriate care or attention:~~

(1)

**No person who shelters an animal from the elements by means of an animal shelter, cage, or pen, shall fail to conform it to the following requirements:**

**(A) The shelter, cage, or pen, shall be appropriate to the companion animal's size, weight, and other characteristics, with sufficient space to allow the animal to turn about freely and lie in a normal position;**

**(B) The shelter, cage, or pen, shall provide sufficient shade to allow the animal to escape the direct rays of the sun at all times;**

**(C) The shelter, cage, or pen shall be regularly cleaned and sanitized and free of insect or rodent infestation. ~~Fail to provide shelter for the companion animal~~ must be provided which is dry, sanitary, and of suitable size.**

(2)

**Fail to provide food and drink** ~~must be provided~~ which is clean, of sufficient quantity and appropriately available to the animal when unattended.

(3)

**Fail to provide shelter from the elements including heat, cold, wind, rain, snow, or excessive direct sunlight. If the companion animal is housed outside, a structure for shelter and protection must be provided that is suitable for the species, age, condition, size, and type of that animal. The structure must be enclosed and insulated, having a single entrance/exit. The structure shall be moisture-resistant, wind-resistant, and of suitable size and type to allow the companion animal to stand, turn about freely, and lie in a normal position. The structure shall be made of a durable material with a solid, moisture-proof floor raised at least two (2) inches from the ground. Suitable drainage shall be provided so the animal has access to a dry area at all times. Space shall be provided which allows for reasonable movement and exercise; which**

~~is free of mud, standing water, fecal matter, , or other filth; and which allows for access to shelter and light in reasonable amounts.~~

(4)

**Fail to obtain** ~~Companion animals must have~~ reasonably necessary veterinary care **for the companion animal**, including but not limited to immunizations against parvovirus, leukemia, and rabies.

(5)

(c)

~~Restraints~~ **Tethers** of unattended companion animals **must be of a sufficient length to allow reasonable freedom of movement, without allowing** ~~not allow~~ the animal to leave the harborer's property and the area of restraint must be free of entangling objects. ~~(6) Restraint devices~~ **Tethers** must be of suitable size and secured to the animal in such a manner that the animal will not be injured **or choked**. ~~Restraints of unattended companion animals must be of sufficient length to allow reasonable freedom of movement.~~ **Strict liability is intended for enforcement of this section.**

(d)

Violation of this section is a minor misdemeanor punishable by a fine of up to one hundred fifty dollars (\$150.00) on a first offense and a second degree misdemeanor for a second offense within one year. **However, if a companion animal experiences serious physical harm as a result of a violation of this section, violation that section is a misdemeanor of the first degree.**

(e)

~~For purposes of enforcement of this section,~~ **unless specifically stated otherwise,** ~~strict liability is intended.~~

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

**From:** [Darren Shulman](#)  
**To:** [Elaine McCloskey](#)  
**Subject:** FW: Animal neglect  
**Date:** Wednesday, September 20, 2017 3:10:44 PM

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**From:** George Hellinger  
**Sent:** Tuesday, September 12, 2017 9:00 AM  
**To:** Darren Shulman  
**Cc:** R Thomas Homan  
**Subject:** Animal neglect

Darren,

I believe the anti-tethering law is too focuses - and by way of discussion, we know it to be unenforceable in many instances and only addresses one element of animal neglect.

I propose we consider an animal neglect ordinance that can apply to every animal kept within the city.

Here is the direction I think makes sense.

From Illinois State Law

Sec. 3. Owner's duties. Each owner shall provide for each of his animals:

- (a) sufficient quantity of good quality, wholesome food and water;
- (b) adequate shelter and protection from the weather;
- (c) veterinary care when needed to prevent suffering; and

humane care and treatment.

Sec. 3.01. Cruel treatment. No person or owner may beat, cruelly treat, torment, starve, overwork or otherwise abuse any animal.

No owner may abandon any animal where it may become a public charge or may suffer injury, hunger or exposure.

My thoughts to broaden the above framework.

ADD: Socialization – animals must be provided with regular, intensive, on-going contact with its owners and other persons.

ADD: Intent and Scope – all animal kept in the city shall be classified as domesticated, companion animals.

Underlined portion from ASPCA.

ADD: Domesticated Companion Animal – an animal whose physical, emotional, behavioral and social needs can be readily met as companions in the home, or in close daily relationship with humans.

While some of this may lack strong definitions, I think it shows our intent. The idea is to protect the animals and make the owner aware of their treatment of their charges. Whether we can convict is secondary to changing behavior, in my opinion.

Thoughts?

George A. Hellinger  
At-Large Council Representative  
City of Delaware, Ohio  
740-972-1750  
[ghellinger@delawareohio.net](mailto:ghellinger@delawareohio.net)  
[www.delawareohio.net](http://www.delawareohio.net)

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**From:** [Darren Shulman](#)  
**To:** [Elaine McCloskey](#)  
**Subject:** FW: Anti Tethering  
**Date:** Wednesday, August 30, 2017 11:25:00 AM  
**Attachments:** [Tethering legislation draft Columbus.docx](#)  
[Delaware HSUS ordinance support.pdf](#)  
[Animal Tethering Regulations Blendon Township Ohio.pdf](#)

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**From:** Shannon Roof [mailto:shannon.jarrad@gmail.com]  
**Sent:** Wednesday, August 30, 2017 10:20 AM  
**To:** Chris Jones; Carolyn Riggle; Kent Shafer; George Hellinger; Lisa Keller; Jim Browning; Kyle Rohrer; Darren Shulman; Christopher Ballard  
**Subject:** Anti Tethering

Dear City Council Members, as you know I proposed the anti-tethering ordinance after observing a dog in my neighborhood who is tied up 24/7 without human contact or exercise, as far as I can tell. Her name is Molly and she lays in the back of her doghouse most of the time. I have seen the occupants outside several times but Molly still stays in her doghouse. Several of my neighbors have called the Humane Society over the years from the neglect they have seen including table scraps and maggots in her food bowl. One neighbor bought straw and put it in her doghouse over the winter. According to the ordinance in affect now there is nothing that can be done. My goal is to change the quality of life for Molly and dogs of Delaware just like her.

I know one concern that was brought up with the ordinance item that a dog cannot be “tethered for more than (6) hours total in a twenty-four hour period and not more than (2) consecutive hours with no less than a (1) hour period between tetherings” and I do understand how this would be difficult to monitor but maybe we could add the language as one ordinance did to include “when the same dog is observed to be tethered in the same location that it was in after an initial observation of the dog in that location, then there shall be a rebuttable presumption that the dog has been continuously tethered in that location since the initial observation”. I don’t want the ordinance to be over shadowed with legalities so if this is something you are not comfortable with then I won’t push the issue with this item.

Another concern was for the item that a dog cannot be “tethered between the hours of 10pm and 6am” and many have older dogs that have to use the bathroom in the middle of the night but investigations are complaint driven, very few people are going to complain to enforcement about this and if it so happens then our Law Enforcement is empowered to make judgement calls.

I think the key is to educate the citizens of Delaware City by creating pamphlets or adding a webpage to the city website explaining the ordinance and the affects that tethering a dog long periods of time has on their state of mind and quality of life. There are many resources on the effects tethering for long periods of time has on dogs mentally and physical. Please check out <http://www.animaladvocates.com/end-dog-abuse/research-behavioural.php> and [http://m.humanesociety.org/issues/chaining\\_tethering/facts/chaining\\_tethering\\_facts.html?credit=web\\_id80866531#Why\\_is\\_tethering\\_bad\\_for\\_dogs](http://m.humanesociety.org/issues/chaining_tethering/facts/chaining_tethering_facts.html?credit=web_id80866531#Why_is_tethering_bad_for_dogs) .

The town, cities and townships in Ohio stared making Anti-tethering ordinances in 2007 and since then many have followed, 2 already this year. You can find this list and also their

ordinances by going to the website <https://www.peta.org/issues/companion-animal-issues/cruel-practices/chaining-dogs/current-legislation-tethering-dogs/> . Six have the item that a dog cannot be “tethered between the hours of 10pm and 6am” and 10 have hourly limits ranging from 1 hour to 10 in a 24 hour period. Blendon Township of Franklin county recently passed an anti-tethering ordinance and the City of Columbus is in the same process with an ordinance of its’ own. I am attaching Blendon Township Ordinance as well as the draft proposal for Columbus.

After listening to your concerns I propose that Delaware city add to the ordinance:  
No person shall tether an animal in any of the following circumstances:

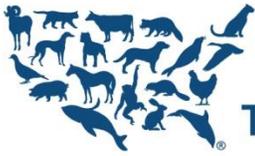
- (1) Between the hours of 10pm and 6am
- (2) If a heat or cold advisory has been issued by a local or state authority or the National Weather Service
- (3) If a severe weather warning has been issued by a local or state authority or the National Weather Service
- (4) If the tether is less and (20) feet in length
- (5) If the owner or occupant is present at the premises.

My hope is not for this to be perceived to over-restrict owners or punish them for having a dog but make sure we are giving dogs like Molly a better quality of life.

Sincerely,  
Shannon Roof

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August 29, 2017

Delaware City Council  
1 South Sandusky Street  
Delaware, Ohio 43015

Mayor Riggle, Vice Mayor Shafer and members of the Council:

My name is Corey Roscoe and I am the Ohio State Director for The Humane Society of the United States. On behalf of The HSUS and our members in Ohio, I would like to offer our support of the proposed upgrades to the city's neglect of companion animals ordinances to include the regulation of constant/cruel tethering. Dogs who are tethered or live predominantly outdoors are often victims of sufficient care, suffering from sporadic feedings, overturned water bowls, inadequate veterinary care, lack of exercise, and exposure to extreme temperatures.

An upgraded law would also have positive impacts on the community. Dogs are social animals that thrive on interaction. A dog kept in one spot for months or years suffers immense psychological damage. Studies show that chained dogs are much more likely to bite than unchained dogs. *The Centers for Disease Control (CDC)* has concluded that the dogs most likely to attack are male, unneutered and chained.

Chained dogs/dogs left outdoors are often the source of nuisance complaints, impacting the quality of life for community residents and the law enforcement officers who respond to these calls.

Municipalities across our great state are upgrading their tethering ordinances (city of Columbus is hearing a similar measure this week) with increasing frequency and I look forward to the city of Delaware joining the list. If we can support you along the way, please let me know. We are grateful for your consideration on this important issue.

Sincerely,

Ms. Corey Roscoe  
[croscoe@humanesociety.org](mailto:croscoe@humanesociety.org)  
t 614.570.0825

Celebrating Animals | Confronting Cruelty

**From:** Kim Caldwell  
**To:** [CMO](#)  
**Subject:** Anti-Tethering Ordinance  
**Date:** Wednesday, September 13, 2017 11:36:31 AM  
**Attachments:** [image002.png](#)

---

Dear Mayor Riggle and Members of City Council,

Good Afternoon. I am writing to you to express my 100% support of our city's Anti-Tethering Ordinance and modifications thereof. Said modifications to include; specific verbage restricting tethering of companion pets. Restriction against tethering any time that the pet's owner is not at home to reasonably supervise the safety of the pet. I do not believe that caring, responsible pet owners will be negatively affected by this important change as it is not our community's intent to restrict already responsible owners. I believe that this change will make a positive impact toward encouraging responsible pet ownership and treatment as well as increasing safety for the citizens of our pet friendly city.

Thank you in advance for your time and consideration of this important matter.

Sincerely,  
Kim Caldwell  
34 Branch Street  
Delaware Ohio 43015

*Kimberly Caldwell*

Customer Service Manager  
Carolina Color Corporation  
[caldwellk@carolinacolor.com](mailto:caldwellk@carolinacolor.com)  
Office -740-363-6622 ext.101



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**From:** [Kim Gepper](#) on behalf of [CMO](#)  
**To:** [City Council Email](#)  
**Cc:** [R Thomas Homan](#); [Jackie Walker](#); [David M. Efland](#); [Dean Stelzer](#); [Darren Shulman](#)  
**Subject:** FW: Anti-Tethering Ordinance  
**Date:** Tuesday, September 12, 2017 1:53:49 PM

---

Please see the email below that came in to the CMO mailbox regarding the anti-tethering ordinance.

*Kim Gepper*

Executive Assistant  
City Managers Office  
City of Delaware  
1 S. Sandusky St.  
Delaware, OH 43015  
Phone: (740) 203-1011

---

**From:** angeleelucas [mailto:angeleelucas@gmail.com]  
**Sent:** Tuesday, September 12, 2017 12:18 PM  
**To:** CMO <CMO@delawareohio.net>  
**Subject:** Anti-Tethering Ordinance

Dear Mayor Riggle and Members of City Council,

Good Afternoon. I am writing to you today to express my 100% support of our city's Anti-Tethering Ordinance and modifications thereof. Said modifications to include; specific verbage restricting tethering of companion pets between the hours of 10pm and 6am. Also, restriction against tethering any time that the pet's owner is not at home to reasonably supervise the safety of the pet. I do not believe that caring, responsible pet owners will be negatively affected by this important change as it is not our community's intent to restrict already responsible owners. I believe that this change will make a positive impact toward encouraging responsible pet ownership and treatment as well as increasing safety for the citizens of our pet friendly city.

Thank you in advance for your time and consideration of this important matter.

Sincerely,  
Angelee M. Hall  
171 White Elm Drive  
Delaware, Ohio

Sent from my Verizon, Samsung Galaxy smartphone

---

**From:** [Brenda Buettin](#)  
**To:** [City Council Email](#)  
**Date:** Sunday, September 03, 2017 9:54:20 AM

---

Please stop the heinous act of tethering animals outside. This is a horrible way to live and no one should have to live this way, no animal of any kind. Please stop stop stop this. Thank you!

## Kim Gepper

---

**From:** Bill Kreis <KreisB@carolinacolor.com>  
**Sent:** Thursday, September 14, 2017 3:40 PM  
**To:** CMO  
**Subject:** Anti-tethering Ordinance

Dear Mayor Riggle and Members of City Council,

Good Afternoon. I am writing to you today to express my 100% support of our city's Anti-Tethering Ordinance and modifications thereof. Said modifications to include; specific verbage restricting tethering of companion pets between the hours of 10pm and 6am. Also, restriction against tethering any time that the pet's owner is not at home to reasonably supervise the safety of the pet. I do not believe that caring, responsible pet owners will be negatively affected by this important change as it is not our community's intent to restrict already responsible owners. I believe that this change will make a positive impact toward encouraging responsible pet ownership and treatment as well as increasing safety for the citizens of our pet friendly city.

Thank you in advance for your time and consideration of this important matter.

Sincerely,

Bill Kreis  
Shipping Manager  
Carolina Color Corporation  
[www.carolinacolor.com](http://www.carolinacolor.com)  
740-363-6622



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=====  
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**Kim Gepper**

---

**From:** Jessie Arnett <jessiearnett43015@gmail.com>  
**Sent:** Thursday, September 14, 2017 3:13 PM  
**To:** CMO  
**Subject:** Unattended dogs

To whom it may concern. I am writing this email to speak my mind about the tethering laws or lack there of in the city of Delaware. I would like to recommend the dogs not be tied up from the time of 10 PM to 6 AM. Every day. And also that a dog or dogs not be tethered at all if the owner is not home or available to tend to the needs of the animals. Please feel free to send a response of any kind thank you. Let me know what I can do to help make these kinds of changes.

Sent from my iPhone

**Kim Gepper**

---

**From:** Erin Brown <ebrown1226@gmail.com>  
**Sent:** Thursday, September 14, 2017 2:17 PM  
**To:** CMO  
**Subject:** [BULK] Please support an anti-tethering ordinance in Delaware, Ohio  
**Importance:** Low

Dear city council members,  
Please support an anti-tethering ordinance in Delaware, Ohio.

Many cities in Ohio and other states have already supported an initiative that would keep animals from being all but abandoned on the end of a tether and left for hours or days at a time. We would encourage and support a City Council decision to enact some form of protection for the animals in Delaware. Please consider not allowing tethering from 10pm to 6am or when owners are not home.

Thank you,  
Erin Brown  
222 Cambridge Rd  
Delaware Ohio 43015

Sent from my iPhone

**Kim Gepper**

---

**From:** jammccjess <jammccjess@yahoo.com>  
**Sent:** Thursday, September 14, 2017 2:15 PM  
**To:** CMO  
**Subject:** No tethering #Delaware County

Hello,

Please consider the need for a tethering law. Animals don't deserve to be kept in dog house and or tethered all the time. Since they (animals) don't have voices, we need to speak up and stand up for them.

Thank you Jessica McCandless a  
Delaware Resident

Sent from my Verizon, Samsung Galaxy smartphone

**Kim Gepper**

---

**From:** Kristie Bridgeman <kristie.bridgeman@yahoo.com>  
**Sent:** Thursday, September 14, 2017 2:14 PM  
**To:** CMO  
**Subject:** Please support an anti-tethering ordinance in Delaware, Ohio

Good Afternoon,

Many cities in Ohio and other states have already supported an initiative that would keep animals from being all but abandoned on the end of a tether and left for hours or days at a time. We would encourage and support a City Council decision to enact some form of protection for the animals in Delaware..

Thank you,

Kristie Bridgeman

**Kim Gepper**

---

**From:** darlene inscho <darleneinscho@gmail.com>  
**Sent:** Thursday, September 14, 2017 1:51 PM  
**To:** CMO  
**Subject:** Anti-Tethering ordinance

Please support an anti-tethering ordinance in Delaware, Ohio.

Many cities in Ohio and other states have already supported an initiative that would keep animals from being all but abandoned on the end of a tether and left for hours or days at a time. We would encourage and support a City Council decision to enact some form of protection for the animals in Delaware.

Thank you,

Geoffrey Inscho  
Darlene Inscho

**Kim Gepper**

---

**From:** Jeannie McNeely <jeanniemcneely@hotmail.com>  
**Sent:** Thursday, September 14, 2017 1:50 PM  
**To:** CMO  
**Subject:** [BULK] Animal Tethering  
**Importance:** Low

Dear Council Members,

I am writing to voice my agreement with the proposed city ordinance that no dog (animal) shall be tethered outside for extended amounts of time, (10pm-6am).

Too many dogs are simply tied up and forgotten. They may have a dog house and water/food bowls laying around but more often than not, those bowls are not filled regularly.

A simple solution to helping our animal friends would be to pass an ordinance making sure they get brought indoors for the night and hopefully, they will get access to warmth, food, and water.

Sincerely  
Jeannie McNeely  
74 W Central Ave  
Delaware Oh 43015

## Kim Gepper

---

**From:** Scott Miller <miller863@hotmail.com>  
**Sent:** Thursday, September 14, 2017 1:49 PM  
**To:** CMO  
**Subject:** I do not support an Anti Tethering of dogs/pets law in Delaware

Hi, I heard that there is discussion about passing an anti-tethering law for dogs and pets in Delaware. I would like to let you know that I do not support such a law. While I think abusing pets is shameful, we have laws against that, I do not feel that keeping pets outside overnight is abuse, as long as they have food, water, and shelter. Nor is keeping a pet outside when the owner is gone considered abuse. I think that having such a law would be an overreach of government.

However, if we do not have one, I would favor a law against incessant dog barking.

Sincerely,  
Scott Miller  
205 Tar Heel Drive Delaware Ohio

Thanks,  
Scott

Sent from my Sprint Samsung Galaxy S® 6.

## Kim Gepper

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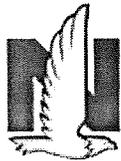
**From:** Hoover, Elizabeth A <HOOVERE@nationwide.com>  
**Sent:** Thursday, September 14, 2017 1:33 PM  
**To:** CMO  
**Subject:** Dog Tethering

I'm writing to you to urge your support for an anti-tethering law in our city for dogs. This is inhumane and unhealthy for these living, breathing, emotional, social creatures. At a minimum, I would be supportive of stipulations that state such anti-tethering between the hours of 10pm and 6am, and while the owners are not at their residence.

Thank you for your consideration.

Elizabeth Hoover  
213 Hawthorn Blvd  
Delaware OH 43015

614-496-8741  
jejhoover@yahoo.com



**Nationwide**  
is on your side

**Elizabeth Hoover**  
Specialist – IT Project Management  
Project Delivery Services  
W 614-677-8700 | C 614-496-8741  
hoovere@nationwide.com

**Kim Gepper**

---

**From:** Brenda Buettin <magwyn22@live.com>  
**Sent:** Thursday, September 14, 2017 1:30 PM  
**To:** CMO  
**Subject:** Anti Tethering

Please pass this law. I am Brenda Buettin at 315 Federal Circle, Delaware, Ohio! It is inhumane to tether an animal for any length of time!!!

**Kim Gepper**

---

**From:** A. Sheets <amy.sheets724@gmail.com>  
**Sent:** Thursday, September 14, 2017 1:28 PM  
**To:** CMO  
**Subject:** Anti-dog tethering...

I am in support of this possible law/ordinance.

I believe strongly no dog should live on a tether... occasionally for short periods but not a solution.  
Just for toileting and such.

I'm a registered voter at...  
810 Village Dr.  
Delaware Ohio 43015

Thank you

**Kim Gepper**

---

**From:** Susan Lynch <shlynch2003@yahoo.com>  
**Sent:** Thursday, September 14, 2017 12:41 PM  
**To:** CMO  
**Subject:** [BULK] TETHERING DOGS - RESTRICTIONS

**Importance:** Low

**PLEASE** put into law restrictions on tethering dogs: NO TETHERING PETS BETWEEN THE HOURS OF 10 P.M. and 6 A.M., as well as WHEN THE OWNERS ARE AWAY FROM THE HOME. Dogs (any pets) should not be tethered AT ALL, unless the owners are sitting right there with them - in my opinion - but sadly, many are.

Too many dogs are treated so inhumanely in so many ways, and this is one that could easily be enforced without encroaching on individuals' presumed "rights" to treat their pets as they please. I realize the law says that as long as the dogs have shelter, food and water, there's nothing anyone can do. To me, that is pathetic. Maybe the owners wouldn't mind being tethered in their back yards with just food, water, and a box to sit in...day in and day out...regardless of the weather...without any love, attention, or companionship. UGH!

Thank you so much in advance!!

*Susie Lynch  
123 Saratoga Street  
Delaware, OH 43015*

**Kim Gepper**

---

**From:** Melissa Cassidy <lissa.cassidy@gmail.com>  
**Sent:** Thursday, September 14, 2017 12:24 PM  
**To:** CMO  
**Subject:** Dog tethering ordinance

Hello,

Just wanted to let you know our family of four is completely in agreement with the dog tethering ordinance.

We really need this.

Thank you,

Melissa and Anthony Cassidy and Lowell and Marlys Prince

*Melissa*

**Kim Gepper**

---

**From:** Jessica Nutter <nutterj@carolinacolor.com>  
**Sent:** Thursday, September 14, 2017 12:22 PM  
**To:** CMO  
**Subject:** Anti-Tethering Ordinance

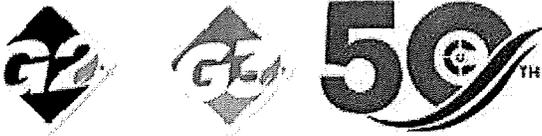
Dear Mayor Riggle and Members of City Council,

Good Afternoon. I am writing to you today to express my 100% support of our city's Anti-Tethering Ordinance and modifications thereof. Said modifications to include; specific verbage restricting tethering of companion pets between the hours of 10pm and 6am. Also, restriction against tethering any time that the pet's owner is not at home to reasonably supervise the safety of the pet. I do not believe that caring, responsible pet owners will be negatively affected by this important change as it is not our community's intent to restrict already responsible owners. I believe that this change will make a positive impact toward encouraging responsible pet ownership and treatment as well as increasing safety for the citizens of our pet friendly city.

Thank you in advance for your time and consideration of this important matter.

Sincerely,

Jessica Nutter  
Purchasing  
Carolina Color  
[nutterj@carolinacolor.com](mailto:nutterj@carolinacolor.com)  
ph: 740-363-6622  
fx: 740-363-6833



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**Kim Gepper**

---

**From:** Robyn Corl <rcorl6@gmail.com>  
**Sent:** Thursday, September 14, 2017 12:19 PM  
**To:** CMO  
**Subject:** Teathering law purposed in Delaware, Ohio.

Please vote in favor of an anti-teathering law in the City Of Delaware. Please show the state of Ohio that our community cares about our furry friends.

Robyn Corl  
363 Linwood Street  
Delaware, Ohio  
4197052021

## Kim Gepper

---

**From:** Michelle Foster <m.foster08@yahoo.com>  
**Sent:** Wednesday, September 13, 2017 9:06 PM  
**To:** CMO  
**Subject:** [BULK] Dog tethering law

**Importance:** Low

To whom it may concern,

I am writing in regards to the tethering law that concerned citizens and council persons are working on to become a law in the city of Delaware. I attended the city council meeting on Monday, September 11, 2018, and I am concerned that no time limit will be added to the law as to how long a dog should be tethered. I understand that this law would be difficult to enforce. My suggestion is to at least have a no tethering law between the hours of 10pm to 6am. When dogs are tethered at night, barking can be disruptive to neighbors, and also many nocturnal animals are prowling around and there is no way for a dog to protect themselves from wild animals that might see the dog as a threat and try to attack. A tethered dog would have no way of protecting themselves from these critters. This could be easily enforced being there is actual times that tethering would not be permitted. I understand someone might tether their dog at night temporarily if they need to "go", and would monitor their dog while they are tethered. If they started barking, the owner would be there to let them in. If other dog owners are like myself, my main goal is to get my dog out to do her business and get them back inside ASAP, so i can go back to bed :)

Thank you for your time.

Michelle Foster  
283 Westwood Ave  
Delaware, Ohio 43015

**Kim Gepper**

---

**From:** Ivy Gardner <ivymgardner@icloud.com>  
**Sent:** Thursday, September 14, 2017 4:37 PM  
**To:** CMO  
**Subject:** [BULK] Unattended Dogs

**Importance:** Low

To whom it may concern

I am writing this email to express my feelings about the lack of tethering laws in the city of Delaware. I believe the dogs should not be tied up from the time of 10 PM to 6 AM. Every day. And also that a dog or dogs not be tethered at all if the owner is not home or available to tend to the needs of the animals. Thank you for your prompt attention to this matter.

Ivy Gardner

*"I took the one less traveled by, and that has made all the difference."*

## Kim Gepper

---

**From:** Shauna Iles <siles018@yahoo.com>  
**Sent:** Thursday, September 14, 2017 2:46 PM  
**To:** CMO  
**Subject:** An anti tethering ordinance

Propose an anti tethering ordinance that 21 other states have and 14 cities in Ohio already have. The ordinance will state that no dog can be tethered during the hours of 10pm and 6 am plus not if the owner is not home. My name is Shauna Garringer.  
Address is 468 Cobblestone Dr Delaware, Oh 43015.

**Kim Gepper**

---

**From:** Beverly Beckwith <beverlyabeckwith@yahoo.com>  
**Sent:** Friday, September 15, 2017 8:28 AM  
**To:** CMO  
**Subject:** Tethering law

It is vital that this law be passed. No tethering of animals between 10 am and 6 pm, nor when the owners are not home. Domestic animals should not be forced to live in a cage with insufficient shelter and no human interaction. Pass this law.

Beverly Beckwith  
447 Slate Crossing  
Delaware Ohio 43015

Sent from my iPad

## Kim Gepper

---

**From:** osugross9@aol.com  
**Sent:** Friday, September 15, 2017 11:34 AM  
**To:** CMO  
**Subject:** [BULK] Dog tethering  
  
**Importance:** Low

I support the law that needs to be passed that protects our unspoken heroes they give unconditional love without a voice. Please pass this law that would break the chain of abuse Colleen Hawkinberry 740-369-4749 I live within the city limits Sent from my iPhone

## Kim Gepper

---

**From:** Joyce Richmond <joyce523@msn.com>  
**Sent:** Friday, September 15, 2017 11:53 AM  
**To:** CMO  
**Subject:** [BULK] Anti tethering ordinance needed in Delaware

**Importance:** Low

I saw the following message on Nextdoor and I agree completely with this proposal. A dog owner that chains a dog up 24/7 really should surrender the dog to the Humane Society or a rescue group so it can have a decent life. I live at 146 Overtrick Dr., Delaware, OH and have two dogs of my own. When you take on the responsibility of dog ownership you have a moral obligation to provide for the physical, mental and social needs of the animal. An anti-tethering ordinance will go a long way to ensure that dogs are treated humanely or surrendered to someone who is willing to provide for all of the dogs needs. I would ask that you pass this ordinance for the betterment of the Delaware Community.

Sincerely,

Joyce Richmond

"There is a dog in my neighborhood that is chained up 24/7, I never see anyone out there and she stays in her doghouse most of the time just peeking out. She looks so sad an when owners are in garage she barks constantly wanting attention but I never see her get any. I contacted both Humane Society and Delaware Animal control that says the law in Delaware states that as long as a dog has food, water and shelter there is nothing that can be done. This brought me to proposing an anti tethering ordinance that 21 other states have and 14 cities in Ohio already have. The ordinance will state that no dog can be tethered during the hours of 10pm and 6 am plus not if the owner is not home. If any of you support this could you please email the city council members and let them know. It is in the works and they will vote on it sometime next month. The more support from citizens the more chance it has of passing. If you email please mention not tethering from 10-6 and also not when the owner isn't home. Make sure you put your address so they know you are in Delaware city. Their email is [cmo@delawareohio.net](mailto:cmo@delawareohio.net). This would help so much!!"



Joyce Richmond

**Kim Gepper**

---

**From:** Mona <mcbc59@columbus.rr.com>  
**Sent:** Friday, September 15, 2017 4:43 PM  
**To:** CMO  
**Subject:** Anti tethering ordinance

We would like to add our names to this issue. We do not think dogs should be chained up at anytime, but definitely not when the owner/owners are home. Please approve the Anti Tethering ordinance with the requested hours and restrictions.

Mona Compston  
Bill Compston  
&  
Alaina Hoover

95 Bridgeport Way  
Delaware, OH

Sent from my iPad

**Kim Gepper**

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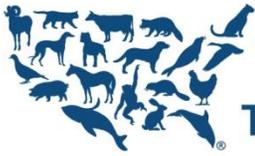
**From:** Jon Brown <JBrown@rockfordhomes.net>  
**Sent:** Friday, September 15, 2017 4:51 PM  
**To:** CMO  
**Subject:** Anti-tethering ordinance

Dear mayor Riggle, and members of City Council

Good evening, I am writing you this Letter With support behind the Anti-tethering ordinance. I am a citizen of this beautiful city of Delaware. I hope that you will follow in the footsteps of Akron,Cleveland,Dayton,Cincinnati and Youngstown just the name of a few of the Cities In Ohio that have already Placed this anti-tethering ordinance in affect. This ordinance Is not only for the safety of the pet But it also sets boundaries and expectations of owners of pet treatment. Pets that are constantly tethered outside are prone to extreme weather conditions and Dogs can tangle choke And have collars embedded in Their skin. Tethered dogs Are a public nuisance and notorious for barking. Dogs are Social animals Constantly tied up Leads to being lonely anxious which can also lead to increased aggression in the animal. I please ask you mayor Riggle And members of City Council To step up with other cities in Ohio Not only for the safety of pets but the safety of police, fire and public utility workers not To exclude The safety to the citizens of the city of Delaware and our children.

Thank you for your time mayor Riggle And city council.

Jon Brown  
126 Pumphrey Terrace  
Delaware ohio



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OF THE UNITED STATES**

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Lona Williams

August 29, 2017

Delaware City Council  
1 South Sandusky Street  
Delaware, Ohio 43015

Mayor Riggle, Vice Mayor Shafer and members of the Council:

My name is Corey Roscoe and I am the Ohio State Director for The Humane Society of the United States. On behalf of The HSUS and our members in Ohio, I would like to offer our support of the proposed upgrades to the city's neglect of companion animals ordinances to include the regulation of constant/cruel tethering. Dogs who are tethered or live predominantly outdoors are often victims of sufficient care, suffering from sporadic feedings, overturned water bowls, inadequate veterinary care, lack of exercise, and exposure to extreme temperatures.

An upgraded law would also have positive impacts on the community. Dogs are social animals that thrive on interaction. A dog kept in one spot for months or years suffers immense psychological damage. Studies show that chained dogs are much more likely to bite than unchained dogs. *The Centers for Disease Control (CDC)* has concluded that the dogs most likely to attack are male, unneutered and chained.

Chained dogs/dogs left outdoors are often the source of nuisance complaints, impacting the quality of life for community residents and the law enforcement officers who respond to these calls.

Municipalities across our great state are upgrading their tethering ordinances (city of Columbus is hearing a similar measure this week) with increasing frequency and I look forward to the city of Delaware joining the list. If we can support you along the way, please let me know. We are grateful for your consideration on this important issue.

Sincerely,

Ms. Corey Roscoe  
[croscoc@humanesociety.org](mailto:croscoc@humanesociety.org)  
t 614.570.0825

Celebrating Animals | Confronting Cruelty



## FACT SHEET

---

AGENDA ITEM NO: 12

DATE: 09/25/2017

ORDINANCE NO:

RESOLUTION NO: 17-57

READING: FIRST

PUBLIC HEARING: YES  
October 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:**

A RESOLUTION CREATING A DESIGNATED OUTDOOR REFRESHMENT AREA (DORA) FOR DOWNTOWN DELAWARE AND ENACTING REGULATIONS.

**BACKGROUND:**

Effective 4/30/17, the City of Delaware is eligible to create a DORA under Ohio Revised Code 4301.82. The City can only have one district and it cannot exceed 150 contiguous acres. This application must have the following elements:

1. Map/survey of the area
2. General statement of the nature and types of establishments that will be located in the area
3. A statement that the area will have at least 4 qualified liquor permit holders
4. Evidence that the uses of land in the area are in accordance with the zoning plan.
5. Proposed requirements for ensuring public health and safety in the area, which includes:
  - a. Signage designating the area, hours of operation
  - b. Personnel needed to ensure public safety
  - c. Sanitation plan
  - d. Requirement that alcohol only be sold in plastic bottles or containers.

At Council's request, staff has drafted an application which includes the required elements.

**REASON WHY LEGISLATION IS NEEDED:**

Legislation is required pursuant to the process established in the Ohio Revised Code for creating a DORA.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

Based on Council's decision to limit the DORA to special events, the fiscal impact will be lower than if the DORA was established all of the time. Potential impacts include the cost of signage, cups/stickers, and increased staffing for refuse and police.

**POLICY CHANGES:**

**PRESENTER(S):**

Jackie Walker, Assistant City Manager

**RECOMMENDATION:**

**ATTACHMENT(S)**

DORA Application

RESOLUTION NO. 17-57

A RESOLUTION CREATING A DESIGNATED  
OUTDOOR REFRESHMENT AREA (DORA) FOR  
DOWNTOWN DELAWARE AND ENACTING  
REGULATIONS.

WHEREAS, effective April 30, 2017, a municipality with a population of less than thirty-five thousand is permitted to create a designated outdoor refreshment area (“DORA”) pursuant to the provisions of Ohio Revised Code §4301.82; and

WHEREAS, on September 25, 2017 at Council’s request, the City Manager submitted an application to City Council for approval of a DORA in a specified section of Downton Delaware (the “DORA Application”); and

WHEREAS, pursuant to §4301.82(C), notice of the filing of the DORA Application and the date of a public hearing thereon was published in a newspaper of general circulation in the City on September 25, 2017 and October 2, 2017; and

WHEREAS, the public testimony on the application was held on October 9, 2017 during which public testimony was held; and

WHEREAS, §4301.82(F)(1) requires the City to establish requirements that the City determines necessary to ensure public health and safety in the area; and

WHEREAS, the DORA Application as submitted and attached to this resolution as Exhibit A, meets the requirements of §4301.82(B)(1-5), it being further clarified that the boundary of the DORA includes the premises of the permit holders located at the street addresses listed in the application; and

WHEREAS, approval of the Designated Outdoor Refreshment Area will enhance the experience of patrons of business establishments during special events within the Downtown Delaware area.

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

SECTION 1. City Council approves the DORA Application as having met the requirements of ORC §4301.82(B)(1-5) and approves the establishment of a Downtown Delaware Designated Outdoor Refreshment Area comprised of the area as depicted on Exhibit “A”, attached hereto and made a part hereof, such area to include and encompass the premises of the permit holders located at





## Executive Summary

### Designated Outdoor Refreshment Areas “DORA”

- In April of 2017, the ORC allowed municipalities under a population of 35,000 to apply to the State to create a DORA.
- At the City Council meeting on May 22, 2017, Council directed staff to complete a DORA application per Section 4301.82 of the ORC.
- The filing of the application must be advertised once per week for two consecutive weeks in a newspaper of general circulation. Not earlier than 30 days, but not later than 60 days after the initial publication of the notice, City Council may approve or disapprove of the application by ordinance or resolution.

Therefore, staff has proposed the following conditions for the DORA application:

- 1) The boundaries for the DORA would be Sandusky Street from Spring Street to Central Avenue and on William and Winter Streets from Franklin Street to Union Street.
- 2) It can only be implemented during a properly permitted Special Event which would include:
  - a. Specific times for the DORA to be in effect not to exceed the application limitations
  - b. City ratified public safety and sanitation plans, which will be event specific
    - i. This includes costs that will be passed onto the event hosts, based on necessity
- 3) Specially marked cups will be used by the qualifying liquor permit holders
  - a. The design of these cups will be determined by the City
  - b. Only wine and beer may be served in the cups to leave the establishment
  - c. Participation in the DORA program is optional to the liquor permit holders
- 4) Each special event host organization will have the option to participate in the DORA. The decision of whether or not to participate will be made at the time of completing the Special Events Application.
  - a. The City of Delaware staff may consider approval of additional events on a continual basis. Additional events will be subject to local permitting processes and regulated by the approved boundaries and hours of operation established by the DORA application.
- 5) Alcohol service must take place in the liquor permit holders establishment. If a host organizer decides to include a beer truck or any conveyance of that fashion, then the host must follow the regulations as it pertains to that conveyance (i.e. proper fencing)



**APPLICATION TO THE DELAWARE CITY  
COUNCIL:  
DOWNTOWN DELAWARE DESIGNATED  
OUTDOOR REFRESHMENT AREA**

O.R.C. 4301.82



The Office of the City Manager of the City of Delaware, Ohio, respectfully submits the following application to the Delaware City Council to approve and enact the Downtown Delaware Designated Outdoor Refreshment Area, in accordance to O.R.C. 4301.82.

Submitted

By: \_\_\_\_\_

R. Thomas Homan, City Manager

# Table of Contents

# Page

1. Introduction and Submittal of Application	3
2. Boundaries	4
3. Nature of Establishments	5-8
4. Qualifying Permit Holders	9-10
5. Land Use & Zoning	11
6. Public Health and Safety	12
7. Signage	13
8. Qualifying Special Events	14

## **I. INTRODUCTION AND SUBMITTAL OF APPLICATION**

Effective April 30, 2017, Section 4301.82 of the Ohio Revised Code authorizes municipalities under 35,000 in population to create Designated Outdoor Refreshment Areas or “DORA’s”. In order to consider creation of DORA, the City Manager must file an application with the City of Delaware City Council which meet certain statutory requirements. The application filing must be advertised once per week for two consecutive weeks in a newspaper of general circulation. Not earlier than 30 days, but not later than 60 days after the initial publication of the notice, City Council may approve or disapprove of the application by ordinance or resolution.

At its meeting on May 22, 2017, members of City Council directed staff to prepare the application for a DORA for downtown Delaware that includes Sandusky Street from Spring Street to Central Avenue and on William and Winter Streets from Franklin Street to Union Street that it could be brought before City Council for formal action.

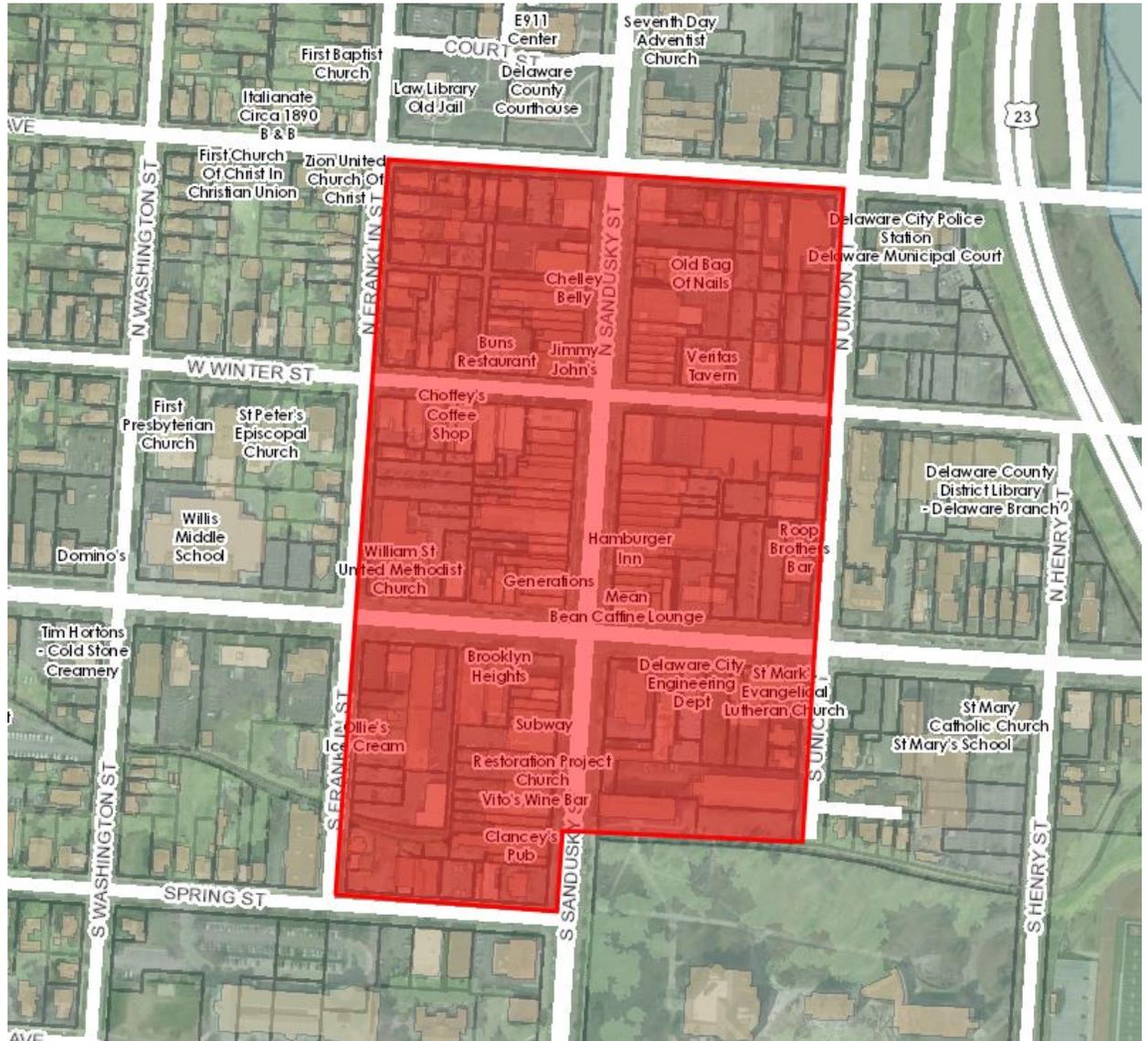
Therefore, the following application is being respectfully submitted to City Council for their consideration. The application is for special events only. Host entities of the various Special Events in the downtown will have to apply for a permit to hold an event downtown and then their plan for the DORA, Health and Safety will be reviewed and approved by staff.

The application includes the following:

- Section II.** A creation of a DORA on Sandusky Street from Spring Street to Central Avenue and on William and Winter Streets from Franklin Street to Union Street.
- Section III.** A comprehensive list of all first floor businesses located in the proposed DORA district and a general description of their business
- Section IV.** A list of all liquor permit holders in the proposed DORA district. The ORC requires a minimum of four. Staff has identified 21 in the proposed DORA district.
- Section V.** A land use and zoning map of the proposed DORA district.
- Section VI.** The Public Health and Safety Plan that will be implemented in the DORA district.
- Section VII.** A list of Special Events that have taken place in the proposed DORA district that are to be considered by City Council to determine if the DORA district will be permitted to be used by the host entities.
- Section VIII.** A preliminary design of the signs that will be placed at the DORA district boundaries during times the DORA is enacted.

## II. BOUNDARIES

In accordance to O.R.C. 4301.82(B)(1)(b), the boundaries of the DORA are depicted below:



The proposed DORA district is north/ south Sandusky Street from Spring Street (the north side of Spring Street only) to Central Avenue and east/ west William and Winter Streets from Franklin Street to Union Street.

### III. NATURE OF ESTABLISHMENTS

In accordance with O.R.C. 4301.82(B)(2), the nature and types of establishments that will be located within the DORA are listed below.

The types of establishments located within or adjacent to the DORA district are primarily businesses in the retail, dining, entertainment or services sectors.

Examples of businesses on the first floor include:

Establishment Name	Address
<b>Retail</b>	
Olivina Taproom	44 S. Sandusky St.
Real Big Puppy	28B S. Sandusky St.
Roys Toys	26 S. Sandusky St.
The Stash House	24 S. Sandusky St.
Breakaway Cycling	17 W. William St.
Sherwin Williams	27 W. William St.
DPS Antiques	17 N. Sandusky St.
Edwin Loy Home/Stone & Sparrow Apparel	27 N. Sandusky St.
The Beauty Lab	37 N. Sandusky St.
Pat's Endangered Species Records	11 W. Winter St.
Pure-n-Simple	23 W. Winter St.
Gibson the Florist	19 W. Winter St.
Fundamentals	25 W. Winter St.
Secret Identity Comics	34 N. Franklin St.
Neuhart Carts & Sports Collectibles	26 W. Winter St.
Coffeeology	43 N. Sandusky St.
Delaware Diamonds	49 N. Sandusky St.
Gameplay Unlimited & More	77 N. Sandusky St.
BP	17 E. William St.
Virgin/Boost Mobile	46 E. Winter St.
Woodland Cigar Company	46 N. Sandusky St.
Sandusky Street Antiques	30 N. Sandusky St.
Second Sole Athletic Shoes	28 N. Sandusky St.
Delaware Antique Mall	18 N. Sandusky St.
The Greater Gouda	12 N. Sandusky St.
The Bare Bowl	6 N. Sandusky St.
Toujours	8 N. Sandusky St.
Choffey's Coffee & Confections	17 W. Winter St.
<b>Dining and Adult Beverages</b>	
Vito's Wine Bar	30 S. Sandusky St.
Clancey's	40 S. Sandusky St.
Opa Pub & Grill	18 S. Sandusky St.
Flying Pig Alehouse	12 S. Sandusky St.

Subway	16 S. Sandusky St.
The Backstretch	14 S. Sandusky St.
Amato's Woodfired Pizza	6 S. Sandusky St.
12 West	12 W. William St.
Barley Hopsters	1 N. Sandusky St.
J. Gumbo's	9 N. Sandusky St.
Mohio Pizza	23 N. Sandusky St.
Whit's Frozen Custard	31 N. Sandusky St.
Staas Brewing Company	31 W. Winter St.
Son of Thurman	5 N. Sandusky St.
Restoration Brew Worx	25 N. Sandusky St.
Bun's	14 W. Winter St.
Jimmy John's	47 N. Sandusky St.
Chelley Belly	59 N. Sandusky St.
Roops Brothers Bar	17 N. Union St.
1808 American Bistro	29 E. Winter St.
Mi Cerrito	19 E. Winter St.
Veritas	15 E. Winter St.
Old Bag of Nails	66 N. Sandusky St.
Fresh Start Café & Bakery	24 N. Sandusky St.
Hamburger Inn	16 N. Sandusky St.
Typhoon Asian Fusion Bistro	10 N. Sandusky St.
Solar Saloon*	2 N. Sandusky St.
Home Slice's Bakery & Café	2 N. Sandusky St.
<b>Services</b>	
Ace Cash Express	19 S. Sandusky St.
Sandusky Street Barber	28 S. Sandusky St. #A
The Upper Cut Barber Shop	9 E. William St.
Woody's Head Shed	10 S. Sandusky St.
1820 Collective	18 W. William St.
Lawrence Law Office	24 W. William St.
St. Mark's Lutheran Church	28 E. William St.
RE/MAX Allegiance	11 N. Sandusky St.
Workman Law Firm	35 N. Sandusky St.
Delaware General Health District	3 W. Winter St.
Periwinkle Photography	15 ½ W. Winter St.
Firestone Brehm Hanson Wolf Real Estate Attorneys	15 W. Winter St.
Edward Jones Investments	15 N. Sandusky St.
Title First Agency	13 N. Sandusky St.
Delaware County Board of Realtors	21 N. Sandusky St.
The Hair Studio	33 N. Sandusky St.
The Law Office of Brian Jones	35 N. Sandusky St.
Workman Law Firm	35 N. Sandusky St.

First Commonwealth Bank	41 N. Sandusky St.
Cross Strings	11 ½ W. Winter St.
Back Door Hair Designs	11 W. Winter St.
Robinson Funeral Home	32 W. Winter St.
Martin Shoe Repair	28 W. Winter St.
Allstate Insurance	51 N. Sandusky St.
Chase Bank	61 N. Sandusky St.
iforce Staffing	67 N. Sandusky St.
Emergency Bail Bonds	73 N. Sandusky St.
Kendrick Law Office	79 N. Sandusky St.
Fifth Third Securities	15 W. Central Ave. #105
Vatsures & Vatsures Attorneys at Law	15 W. Central Ave. #205
McCoy Law	25 W. Central Ave.
Gordon Law Office	82 N. Franklin St.
Northpoint Financial	4 W. Winter St.
Evolve Bank & Trust	51 N. Sandusky St.
Smudz Insurance Group	55 N. Sandusky St.
Razor's Edge Barber Shop	71 N. Sandusky St.
Jontaar Creative Studios LLC	81 N. Sandusky St.
Equity Resources	15 W. Central Ave. #101
PVS Corporation	15 W. Central Ave. #203
Delaware Counseling Services	21 W. Central Ave.
Barnes & Co. Certified Public Accountants	15 W. Central Ave. #201
Massage Therapy Innovation, LLC	58 N. Franklin St.
Spa retreat	56 N. Franklin St.
Law Office of Douglas W. Warnock Co.	20 E. Central Ave.
Law office of Agee, Clymer, Mitchell & Laret	20 E. Central Ave.
Leroy's Service Center	40 E. Central Ave.
Tiger Lee's Martial Arts Studio	53 N. Union St.
Amanda Plumbing Sewer & Drain	39 E. William St.
Adecco Staffing	45 E. Winter St.
American Family Insurance	44 E. Winter St.
Dumbaugh Insurance	13 E. Winter St.
State Farm Insurance	7 E. Winter St.
PNC Bank	40 N. Sandusky St.
Pyramid Health Services	9 E. Winter St.
Hilborn Insurance	42 N. Sandusky St.
OneMain Financial	44 N. Sandusky St.
Owens Law Office	46 N. Sandusky St.
Manos, Martin & Pergram Co., LPA	50 N. Sandusky St.
Howard Hanna	52 N Sandusky St.
Fidelity Federal Savings & Loan	60 N. Sandusky St.

Price Realty	68 N. Sandusky St.
Delaware Vision Care	34 N. Sandusky St.
Green Door Salon	4 N. Sandusky St.
<b>Entertainment</b>	
The Strand Theatre	28 E. Winter St.
<b>Other</b>	
Delaware City Hall	1 S. Sandusky St.
Colony House	21 S. Sandusky St.
Delaware County Convention & Visitors Bureau	34 S. Sandusky St.
Delaware Area Chamber of Commerce	32 S. Sandusky St.
William Street Methodist Church	28 W. William St.
Sunrise Dwellings II Inc.	30 N. Franklin St.
Knights of Pythias	9 W. Winter St.
Creative Foundations	57 N. Sandusky St.
Delaware Moose Lodge 1167	80 N. Sandusky St.
Central Ohio Symphony	24 E. Winter St.
Gallery 22	22 E. Winter St.
Main Street Delaware, Inc.	20 E. Winter St.
Delaware County Republican Headquarters	48 N. Sandusky St.
St. Mark's Evangelical Lutheran Church	28 E. William St.

\*The Solar Saloon is the only second floor establishment listed because it has a liquor permit

#### IV. QUALIFYING PERMIT HOLDERS

In accordance to O.R.C. 4301.82(B)(3), the DORA will encompass not fewer than four qualified permit holders.

Delaware has identified 21 qualified permit holders that will likely be included in the DORA:

Permit Number	Business Name	DBA	Class	Street Address
04510260001	BARLEY HOPSTERS LLC	Barley Hopsters & Patio	D5	1 N. Sandusky St.
9133496	TYPHOON ASIAN FUSION BISTRO INC	Typhoon Asian Bistro	D5, D6	10 N. Sandusky St. Unit 100 BSMT & Patio
2791900	FLYING PIG ALE HOUSE LLC	The Flying Pig Alehouse	D5	12 S. Sandusky St.
0264226	ARKASA INC	Bun's Restaurant & Bakery	D5, D6	12-14 W. Winter St. & Patio
6272704	MEYERS STRETCH INC	The Backstretch and Patio	D1, D2, D3, D3A	14 S. Sandusky St.
3746533	EVA LLC	Vina Veritas Tavern	D5, D6	15 E. Winter St.
5531553	MARIA FOOD SERVICE LLC	Opa Pub & Grill	D1, D2, D3	18 S. Sandusky St.
4949246	LA CABANA MEXICAN RESTAURANT LLC	Mi Cerrito Mexican Restaurant	D5, D6 (pending)	19 E. Winter St. 1st FLR ONLY
9115185	12 WEST LLC	12 West	D5, D6	12 W. William St.
8837576	DONALD C TEMPLE	Solar Saloon	D5, D6 (Pending)	2 1/2 N. Sandusky St.
6082470	MOHIO PIZZA CO LLC	Mohio Pizza	D5	23 N. Sandusky St.
2847816	FOUR FAT BS LLC	Restoration Brew Worx	A1A, A1C, D6	25 N. Sandusky St. & Patio
8633304	STRAND THEATRE & CULTURAL ARTS ASSN INC	Strand Theatre	D1, D3	26-28 E. Winter St.

1890265	DELSTEAK LLC	1808 American Bistro & Patio	D1, D2, D3, D3A, D6	29 E. Winter St. 1 <sup>st</sup> FL & BSMT
9289273	VITOS WINE BAR LLC	Vito's Wine Bar, LLC	D1, D2, D3	30 S. Sandusky St.
8371348	SOLZA INC	Clancy's Pub		40 S. Sandusky St.
6539109	OLIVINA TAPROOM LLC	Olivina Taproom	C2, D6 (pending)	44 S. Sandusky St.
2111192	DEVOL HOLDINGS LLC	Son of Thurman	D1, D2, D3, D6 (pending)	5 N. Sandusky St.
71155910020	MICHAEL R PURDUM	Old Bag of Nails	D5, D6	66 N. Sandusky St. & Patio
8003650	740 GROUP LLC	Amato's Woodfired Pizza	D1, D2, D3, D6 (pending)	6-8 S. Sandusky St. 1 <sup>st</sup> FL & Patio ONLY
52849751167	LOOM LODGE1167 DELAWARE	Moose Lodge	D4, D6	80 N. Sandusky St.

In accordance with O.R.C. 4301.82(F)(1)©, the hours of operation for the DORA district are:

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>
Monday	9:00 a.m.	10:00 p.m.
Tuesday	9:00 a.m.	10:00 p.m.
Wednesday	9:00 a.m.	10:00 p.m.
Thursday	9:00 a.m.	10:00 p.m.
Friday	9:00 a.m.	11:00 p.m.
Saturday	9:00 a.m.	11:00 p.m.
Sunday	Noon	10:00 p.m.

## V. LAND USE & ZONING

In accordance to O.R.C. 4301.82(B)(4), the uses of land within DORA are zoned B-2 (Central Business District) or B-3 (Community Business District) and are in accord with the City of Delaware's master zoning plan:

### Zoning Districts

	R-3 One-Family Residential District
	R-4 Medium Density Residential District
	R-5 Multi-Family Residential District
	R-6 Multi-Family Residential District
	R-7 Multi-Family Residential District
	R-8 Multi-Family Residential District
	PO/I Planned Office / Institutional District
	O Office District
	B-1 Neighborhood Business District
	B-2 Central Business District
	B-3 Community Business District
	B-4 General Business District
	B-5 Commercial Recreational District
	B-6 Motorists Service District



**VI. PUBLIC HEALTH & SAFETY**

The City of Delaware seeks to use a DORA district in its historic downtown for special events only. All host entities for special events are required to develop and submit for approval a public health and safety plan along with their special event application. The proposed plan is reviewed by City staff and others with interest along with the host entity. Only once the plan is agreed upon and all stipulations met, will a permit be issued.

City staff will ensure that adequate sanitation, signage and public safety requirements are met for each unique event. The necessity for portable bathrooms, handicap accessibility, pedestrian mobility, police fire and emergency ingress and egress, crowd control, DORA boundary management and sanitation management will be addressed. Event organizers will be required to pay for special duty officers or overtime for public service or safety workers if necessary to ensure adequate health, public and safety requirements.

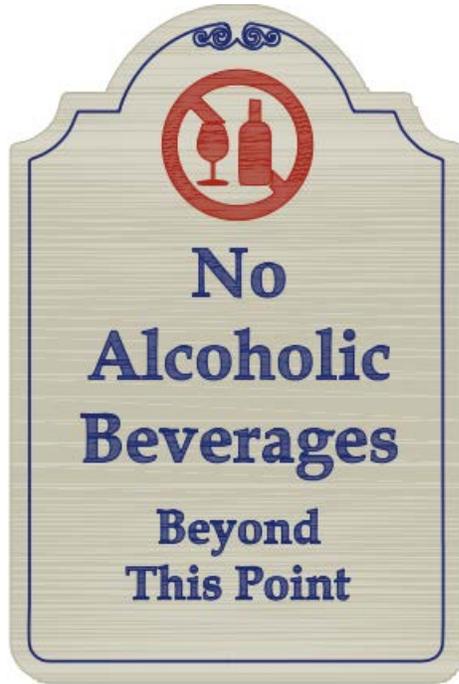
It is the City's intent that only wine and beer may be carried through a DORA quadrant.

The Chief of Police will dictate at DORA events the need for additional police officers, at the expense of the host entity and what containers and their markings will be for anyone serving during a DORA event.

**VII. SIGNAGE**

In order to clearly mark the boundaries of the DORA district, signs similar to the design below will be placed at the boundaries for the special event. The location and number of signs will be determined by the City Staff through the Special Events permitting process.

Signage Example:



### VIII. QUALIFYING SPECIAL EVENTS

DORA district Special Events may include, but are not limited to the following:

<b>Special Event</b>	<b>Date</b>	<b>Host</b>	<b>Host Response</b>
New Moon Half Marathon	May	Greenswell	Yes
Classic Car Show	July	Performance Auto	Maybe in 2018

\*Inclusion as an eligible DORA event does not necessitate participation. Each host organization will have the opportunity to decide if the event will participate in the DORA process. The decision of whether or not to participate will be made at the time of completing the Special Events Application.

The City of Delaware staff may consider approval of additional events on a continual basis. Additional events will be subject to local permitting processes and regulated by the approved boundaries and hours of operation established in this ordinance.



## FACT SHEET

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AGENDA ITEM NO: 13

DATE: 09/25/2017

ORDINANCE NO: 17-62

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

---

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Mayor Carolyn Kay Riggle

---

**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER.

**BACKGROUND:**

**REASON WHY LEGISLATION IS NEEDED:**

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

Increase included in the 2017 Budget

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

Mayor Carolyn Kay Riggle

**RECOMMENDATION:**

**ATTACHMENT(S)**

Draft agreement

ORDINANCE NO. 17-62

AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER.

WHEREAS, the employment agreement with the City Manager provides that the compensation of the City Manager shall be reviewed, and

WHEREAS, the Council has reviewed the salary and benefits of the City Manager and has made the necessary changes to the employment agreement (attached).

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

SECTION 1. An employment agreement reflecting the agreed upon changes is authorized to be executed by the City Manager and the Mayor, representing City Council.

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

## EMPLOYMENT AGREEMENT

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

1. Beginning with the date of employment, the City will compensated Mr. Homan as City Manager of Delaware and Mr. Homan will execute all the duties and responsibilities of City Manager set forth in the Delaware City Charter, Code of Ordinances and requirements of the City Council.
2. The Manager's salary will be at the hourly rate of ~~\$66.22~~ **\$68.20** effective February 2, ~~2016~~ **2017**. This represents an increase of approximately ~~2~~ **3**% over the ~~2015~~ **2016** salary.
3. The Council and Mr. Homan will establish annual performance goals and objectives. Any pay increases during Mr. Homan's tenure with the City will be based upon performance evaluations. Evaluations are anticipated every six months following Mr. Homan's date of employment. One six-month evaluation may be primarily for discussion of the City Manager's past performance and performance planning, while the alternate evaluation may be concerned primarily with matters of compensation for the City Manager. The method of evaluation will be formulated by the Council and Mr. Homan and conducted by the Council.
4. Mr. Homan will serve as City Manager at the will of the City Council and nothing herein will be taken to suggest or imply guaranteed tenure.
5. In the event the City terminates the services of Mr. Homan or requests his resignation at any time without cause, the City will pay to Mr. Homan a lump sum severance payment equal to ninety (90) days base salary and benefits, payable not later than the next regular pay date. No such lump sum severance payment will be paid upon a termination for cause. All accrued vacation, holiday, compensatory time, one-half the value of sick leave, other accrued benefits, retirement and group health insurance benefits will be paid to Mr. Homan at the same time, calculated at the rate of pay or benefit in effect upon notice of termination. The Manager will provide the City not less than 30 days written notice of his intent to resign his position wholly voluntarily, whereupon the Manager understands that he will not receive the lump sum severance payment equal to ninety (90) days base salary and benefits described above. All accrued vacation, holiday, compensatory time, one-half the value of sick leave, other accrued benefits, retirement and group health insurance

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

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

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

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

22. On the pay period that includes February 2, 2016~~7~~, the City will contribute the sum of 5.5% of the base salary earned from February 2, 2015~~6~~ to February 2, 2016~~7~~, the City will contribute the sum of 5.5% of Mr. Homan's base salary earned during the prior year (February 2, 2015~~6~~ to February 2, 2016~~7~~) to the ICMA-RC investment program. In the event the City Manager separates from service before the year is complete, this contribution will be prorated to reflect the period of employment of the City Manager and made upon separation.
23. The City will indemnify and hold harmless Mr. Homan from liability for any claims, demands or judgments arising out of an act or omission occurring in the lawful performance of his duties as City Manager. The City will pay the cost of any fidelity or other bonds required of Mr. Homan by the City Charter, City Ordinances or Ohio statutes.
24. All other provisions of City ordinances, regulations or rules relating to personnel matters of non-union employees of the City and terms of the Management Pay Plan, not contrary to the terms listed in this memorandum or to the City Charter, will also apply to Mr. Homan during his employment as City Manager.
25. Mr. Homan's initial date of employment is February 2, 1999. **Starting with 2018, the effective date for Mr. Homan's compensation will coincide with the effective date of the Management Pay Plan.**
26. Any portion of this memorandum in conflict with the City Charter or any State, or Federal law, will be considered null and void. The remaining provisions of this agreement will remain in full force and effect. The law of the State of Ohio will govern the interpretation of this agreement.
27. The City and Mr. Homan agree that this Agreement accurately reflects the terms of employment for the City Manager position offered by the City and accepted by Mr. Homan.
28. Unless otherwise stated, the terms of this Agreement shall be retroactive to February 2, 2016~~7~~.

The parties have evidenced their agreement by affixing their signatures below this \_\_\_\_\_ day of \_\_\_\_, 2017**6**.

Council of the City of Delaware, Ohio

City Manager

\_\_\_\_\_  
Carolyn Kay Riggle, Mayor

\_\_\_\_\_  
R. Thomas Homan

Approved as to form:

\_\_\_\_\_  
Darren Shulman  
City Attorney



## FACT SHEET

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AGENDA ITEM NO: 14

DATE: 09/25/2017

ORDINANCE NO: 17-63

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

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TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

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**TITLE OF PROPOSED ORDINANCE/RESOLUTION:**

AN ORDINANCE DETERMINING THAT THE AMENDMENT TO PETITION FOR EXPANSION OF THE NORTHERN NEW COMMUNITY AUTHORITY COMPLIES WITH THE REQUIREMENTS OF SECTION 349.03 OF THE OHIO REVISED CODE AND TO FIX A DATE AND PLACE FOR A PUBLIC HEARING ON THE AMENDMENT TO PETITION FOR EXPANSION.

**BACKGROUND:**

The North New Community Authority (North NCA), is existing and consists of the Glennwood Commons Shopping Center and the developing apartments. The purpose of the North NCA is to first and foremost pay for the Glenn Road improvements existing and potentially envisioned down to Curve Rd. The developers of the Quail Pass Apartments (aka Redwood) have previously consented to joining the North NCA via execution of a formal Declaration to do so. This enabled the Authority to charge and collect the 7.5 Mills required and allowed by Ohio Revised Code (ORC) and the enabling legislation for the North NCA. NCA counsel, and the North NCA Board of which the City is a part, has advised that ORC requires taking the final formal steps in the amendment process to formally amend the original NCA to include the entirety of the apartment area. This is in accordance with the original vision for the North NCA area. ORC requires a number of formal and prescribed steps in this process including accepting the determination of sufficiency herein, advertising at proscribed intervals for the pending amendment, a public hearing for the amendment, and finally adoption of the amendment itself. While Staff takes

care of much as this process, City Council is charged with reviewing and approving the Sufficiency Ordinance followed by the Amendment. Without passage of these items, technically the North NCA will not be able to include the land originally envisioned and could impact the funding related to Glenn Road as a result. Staff requests the City Council action upon first reading to ensure that the timing requirements of ORC can be met. With passage of the Sufficiency Ordinance, the formal Amendment hearing would subsequently be set for October 23, 2017.

**REASON WHY LEGISLATION IS NEEDED:**

This follows the prescribed steps as given in the Ohio Revised Code to complete the inclusion of the proposed area into the North NCA for the primary purpose of funding Glenn Road improvements.

**COMMITTEE RECOMMENDATION:**

N/A

**FISCAL IMPACT(S):**

**POLICY CHANGES:**

N/A

**PRESENTER(S):**

David Efland, Planning and Community Development Director

**RECOMMENDATION:**

Approval

**ATTACHMENT(S)**

Attachment A-1 Map

ORDINANCE NO. 17-63

AN ORDINANCE DETERMINING THAT THE AMENDMENT TO PETITION FOR EXPANSION OF THE NORTHERN NEW COMMUNITY AUTHORITY COMPLIES WITH THE REQUIREMENTS OF SECTION 349.03 OF THE OHIO REVISED CODE AND TO FIX A DATE AND PLACE FOR A PUBLIC HEARING ON THE AMENDMENT TO PETITION FOR EXPANSION.

WHEREAS, pursuant to Chapter 349 of the Ohio Revised Code, on October 22, 2007, Zaremba Group, LLC (the “Original Developer”) filed a petition (the “Original Petition”) for the establishment of The Northern New Community Authority (the “Authority”) with this City Council; and

WHEREAS, this City Council, as the “organizational board of commissioners” as that term is defined in Section 349.01(F) of the Ohio Revised Code, passed its Ordinance No. 07-98 on November 12, 2007, determining that the Original Petition complied as to form and substance with the requirements of Section 349.03 of the Ohio Revised Code and fixing the time and place for a hearing on the establishment of the Authority; and

WHEREAS, this City Council, as the organizational board of commissioners, held a public hearing on the Original Petition on December 10, 2007, after public notice was duly published in accordance with Section 349.03(A) of the Ohio Revised Code; and

WHEREAS, this City Council adopted Resolution No. 07-103 on December 10, 2007, determining that The Northern New Community District (the “District”) would be conducive to the public health, safety, convenience and welfare and that it was intended to result in the development of a new community as described in Chapter 349 of the Ohio Revised Code, and declaring the Authority organized as a body corporate and politic in the State of Ohio; and

WHEREAS, Section 349.03(B) of the Ohio Revised Code authorizes the amendment of the Original Petition by filing an application to add land to the District at any time after the creation of the Authority, and upon the filing of such an application the organizational board of commissioners shall follow the same procedure to approve the amendment as required by Section 349.03 in relation to the Original Petition; and

WHEREAS, Delaware Preserve, LLC (the “Developer”), as the “developer” for its portion of the District within the meaning of Section 349.01(E) of the Ohio Revised Code, filed an amendment to the Petition (the “Amendment to Petition”) with the Clerk of this City Council as required by Chapter 349.03(B) of the Ohio Revised Code for addition of territory to the District as shown on Exhibit A to the Petition (the “Expansion Area”); and

WHEREAS, the Developer has requested that the City Council, as the organizational board of commissioners, determine that the Amendment to Petition complies as to form and substance with the requirements of Section 349.03 of the Ohio Revised Code, and the Developer further requests that the City Council fix the time and place of a hearing on the Amendment to Petition (which hearing, pursuant to Section 349.03 of the Ohio Revised Code, must be held not less than thirty nor more than forty-five days after the filing of the Amendment to Petition).

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

Section 1. This City Council has examined the Amendment to Petition and finds and determines that the Amendment to Petition complies with the requirements of Section 349.03 of the Ohio Revised Code as to form and substance.

Section 2. A public hearing on the Amendment to Petition to expand The Northern New Community Authority to include the Expansion Area shall be held on October 23, 2017, at 7:20 pm. at the offices of the City Council, 1 South Sandusky Street, Delaware, Ohio, 43015.

Section 3. The Clerk of this City Council is directed to arrange for notice of the public hearing by publication once each week for three consecutive weeks in *The Delaware Gazette* pursuant to Section 349.03(A) of the Ohio Revised Code, provided that each such publication shall appear in *The Delaware Gazette* prior to the public hearing described in Section 2 hereof.

Section 4. This City Council finds and determines that all formal actions of this City Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Council and that all deliberations of this City Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Section 5. This Ordinance is declared to be in full force and effect from and after the earliest period allowed by law.

VOTE ON RULE SUSPENSION:

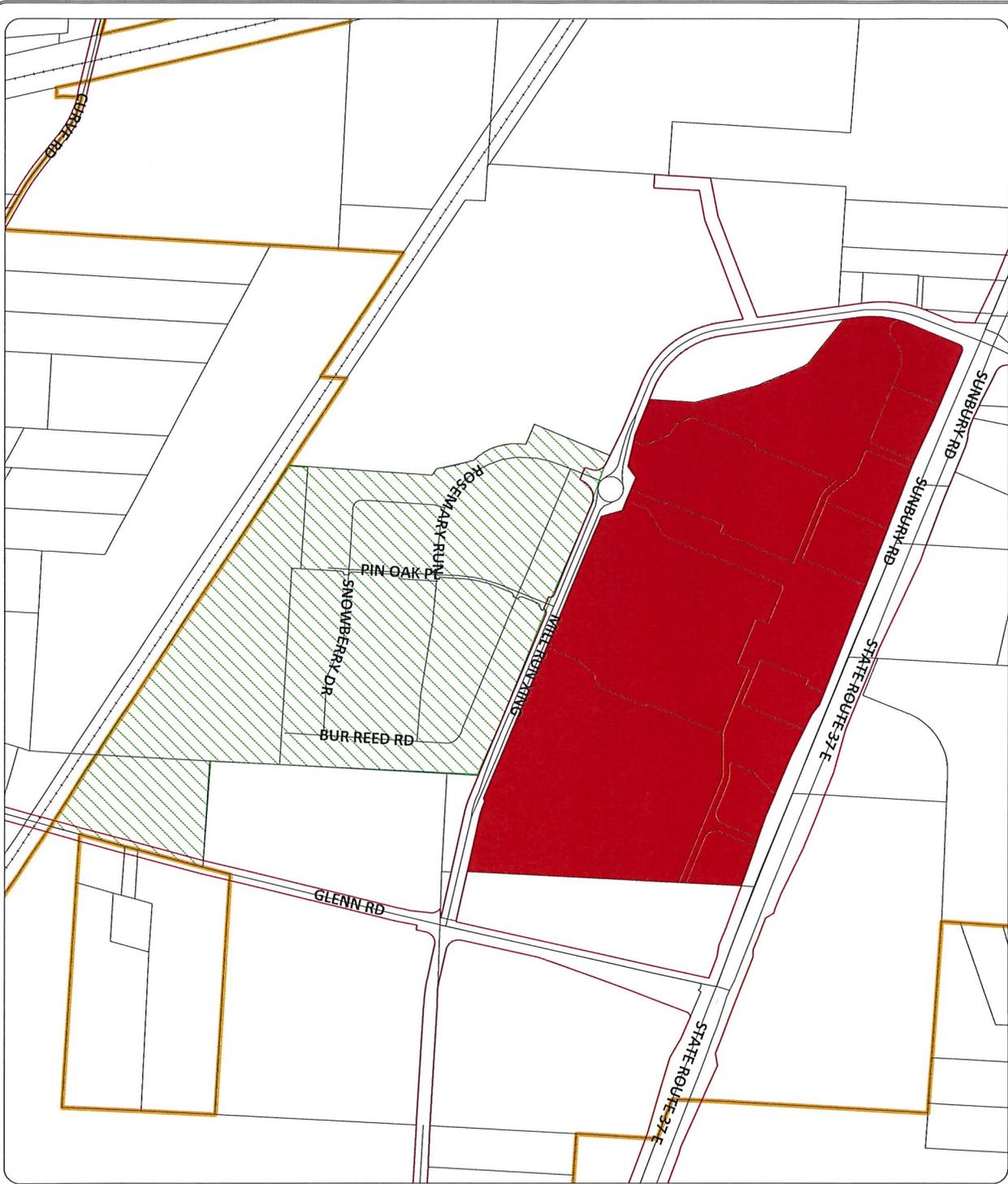
YEAS \_\_\_ NAYS \_\_\_  
ABSTAIN \_\_\_

PASSED: \_\_\_\_\_, 2017

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

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

\_\_\_\_\_  
MAYOR



ATTACHMENT A-1

- ROW
- Railroad
- Road Centerline
- Parcel Boundary
- Original Glenwood Commons Shopping Center
- Quail Pass Apartments Addition ~56A
- Delaware South NCA
- Municipal Boundary



Source: Delaware County Auditor's Office DAUS Project and City of Delaware, August 2016.





## AUGUST FINANCE REPORT

**TO: Members of City Council**  
**FROM: Dean Stelzer, Finance Director**  
**DATE: September 18, 2017**

### Reports Included

<u>Page</u>	<u>Reports</u>	<u>Purpose</u>
2	Revenues by Source	This summary compares year-to-date revenues for 2017 to 2016 by source.
3	General Fund	Summary of General Fund budgeted revenues, expenditures and fund balance.
4	Other Operating Funds	Summary of budgeted revenues, expenditures, & fund balances for non-general fund operating funds.
5	Other Funds	Other non-operating funds revenues, expenditures and fund balance.
6	Insurance	Summary of the City's self-funded health insurance costs with comparisons to last year.
7	Income Tax	Monthly income tax collections for last three years. Also includes tax collection projections for remainder of the year.
8	Recreation Levy Summary	Reflects 2017 and total Recreation Levy expenditures by Phase.

### Highlights:

- \* Income tax collections year-to-date are 4.34% above 2016 levels. The budget projected an 6.5% increase. If the collection rate holds through the remainder of the year the General Fund tax collections will be \$288,900 below the budget estimate.
- \* Engineering Fee reimbursements in the General Fund are up \$630k over last year's amount. An additional appropriation was approved to increase the expenditures associated with this reimbursement.
- \* Other development related revenues, impact fees, capacity fees are down 14% compared to 2016.
- \* Most expenditures are in line with mid-year budget estimates.
- \* Health Insurance net costs are down 1.7% over 2016.

### YTD 2017 Budget Supplementals

- 17-17 \$9,333 - General Fund - Refund fire insurance bond
- 17-31 \$14,000 - Project Trust Fund - Springfield Trail/Howald
- 17-36 \$60,000 - General Bond Retirement Fund, \$36,000 Water Fund, \$10,000 Sewer Bond Fund - Bond issuance costs.
- 17-37 \$175,000 - General Fund - Comprehensive Plan
- 17-39 \$5,000 - General Fund - AEP industrial park sign replacement
- 17-40 \$50,000 - General Fund - Engineering Wages
- 17-50 \$400,000 - General Fund - Engineering services
- 17-59 \$131,840 - Airport Grant Fund
- 17-60 \$165,000 - Storm Sewer Fund, \$235,000 Rec Levy Fund - Houk Rd Settlement

**FINANCE DIRECTOR'S REPORT**

**REVENUES BY SOURCE**

August 31, 2017

	Revenues @ 8/31/17	Revenues @ 8/31/16	% Change
<b>TAXES</b>			
Income Tax	\$ 18,165,830	\$ 17,410,586	4.34%
Property Tax	1,728,358	1,801,020	<b>-4.03%</b>
Local Government Fund	396,806	400,742	<b>-0.98%</b>
Hotel/Motel Tax	53,535	51,221	4.52%
Gasoline Taxes	760,556	746,866	1.83%
License Plate Tax	454,282	450,024	0.95%
<b>FEES</b>			
Franchise Fee (cable tv)	\$ 276,887	\$ 265,931	4.12%
Parking Meter & Lot Fees	55,402	61,584	<b>-10.04%</b>
Fines/Forfeitures/Court Diversion Fees	92,026	97,056	<b>-5.18%</b>
Impact Fees	343,024	567,192	<b>-39.52%</b>
Airport - Fuel	358,028	237,278	50.89%
Cemetery	112,063	95,166	17.76%
Golf Course	139,766	136,783	2.18%
<b>REIMBURSEMENTS</b>			
Engineering Fees	\$ 1,522,730	\$ 893,155	70.49%
Fire/EMS Reimbursement	835,087	219,940	279.69%
Prosecutor Reimbursements	208,630	193,382	7.88%
Building Permits and Fees	490,023	570,303	<b>-14.08%</b>
<b>UTILITY CHARGES</b>			
Water - Meter Charges	\$ 3,534,193	\$ 3,400,565	3.93%
- Capacity Fees	952,308	1,005,191	<b>-5.26%</b>
Sewer - Meter Charges	4,254,200	4,182,796	1.71%
- Capacity Fees	920,265	950,076	<b>-3.14%</b>
Refuse	2,336,266	2,275,224	2.68%
Storm Sewer	560,796	564,959	<b>-0.74%</b>
<b>MUNICIPAL COURT REVENUES</b>	\$ 2,470,573	\$ 2,270,001	8.84%

**FINANCE DIRECTOR'S REPORT**  
**GENERAL FUND REVENUES**  
**August 31, 2017**

August 67.7% of year	Revenues 8/31/2017	2017 Budget	Revenues As % of Budget	Comparative Revenues 8/31/2016	% Change YTD
<b>GENERAL FUND</b>					
Property Tax	1,335,173	1,522,000	87.72%	1,386,507	(3.70%)
City Income Tax	9,825,691	14,391,065	68.28%	9,421,835	4.29%
Other Taxes	1,050	0	0.00%	1,112	(5.58%)
Local Government Fund	396,806	617,500	64.26%	400,742	(0.98%)
Fines and Forfeitures	92,026	145,000	63.47%	97,056	(5.18%)
Engineering Fees	1,522,730	810,000	187.99%	893,155	70.49%
Prosecutor Contracts	208,630	260,000	80.24%	193,382	7.88%
Parking Meters	21,464	37,000	58.01%	25,650	(16.32%)
Other Fees and Contracts	17,561	0	0.00%	22,360	(21.46%)
Liquor Permits	39,488	45,000	87.75%	39,548	(0.15%)
Franchise Fees	276,887	355,000	78.00%	265,931	4.12%
Licenses & Permits	490,023	725,000	67.59%	570,303	(14.08%)
Investment Income	188,639	175,000	107.79%	75,635	149.41%
Miscellaneous	47,564	150,000	31.71%	77,766	(38.84%)
Reimbursements	108,323	168,000	64.48%	78,421	38.13%
Transfers	1,283,364	1,920,000	66.84%	1,259,916	1.86%
<b>TOTAL</b>	<b>15,855,419</b>	<b>21,320,565</b>	<b>74.37%</b>	<b>14,809,319</b>	<b>7.06%</b>

**GENERAL FUND EXPENDITURES**

	Expenses 8/31/2017	2017 Budget	Expenses As % of Budget	Comparative Expenses 8/31/2016	% Change YTD
<b>GENERAL FUND</b>					
City Council	85,171	151,797	56.11%	58,177	46.40%
City Manager	453,613	684,160	66.30%	452,472	0.25%
Human Resources	213,646	349,298	61.16%	165,963	28.73%
Economic Development	263,478	388,834	67.76%	220,687	19.39%
Legal Affairs/Prosecution	501,343	797,760	62.84%	498,602	0.55%
Finance	936,270	1,551,135	60.36%	907,007	3.23%
Income Tax Refunds	379,044	360,000	105.29%	330,655	14.63%
General Administration	3,765,366	5,684,387	66.24%	3,177,989	18.48%
Risk Management	245,239	332,900	73.67%	254,254	(3.55%)
Police	5,175,950	8,173,369	63.33%	4,848,475	6.75%
Planning	660,703	1,136,486	58.14%	643,050	2.75%
Engineering	1,080,501	1,485,329	72.74%	905,937	19.27%
City Buildings	278,786	478,763	58.23%	263,592	5.76%
<b>TOTAL</b>	<b>14,039,110</b>	<b>21,574,218</b>	<b>65.07%</b>	<b>12,726,860</b>	<b>10.31%</b>

General Fund Beginning Balance January 1, 2017	4,382,218
2017 General Fund Revenues	15,855,419
2017 General Fund Expenditures	(14,039,110)
Advances to Other Funds	-
Outstanding Encumbrances 8/31/17	(527,015)
General Fund Ending Fund Balance August 31, 2017	<u>5,671,512</u>

**FINANCE DIRECTOR'S REPORT**  
**OTHER OPERATING FUNDS**  
August 31, 2017

**REVENUES**

	Revenues 8/31/2017	2017 Budget	Revenues As % of Budget	Comparative Revenues 8/31/2016	% Change YTD
STREET MAINTENANCE & REPAIR	1,888,669	2,806,691	67.29%	1,803,355	4.73%
STORM SEWER	562,193	852,000	65.99%	565,805	(0.64%)
PARKS AND RECREATION	994,964	1,427,500	69.70%	852,032	16.78%
CEMETERY	162,063	212,500	76.26%	121,830	33.02%
AIRPORT OPERATIONS	486,313	711,218	68.38%	348,747	39.45%
FIRE/EMS INCOME TAX	11,404,321	14,940,746	76.33%	7,012,114	62.64%
MUNICIPAL COURT	1,764,047	2,736,750	64.46%	1,619,913	8.90%
GOLF COURSE	139,766	173,700	80.46%	136,783	2.18%
WATER	3,914,283	5,650,132	69.28%	3,586,550	9.14%
SEWER	4,550,548	7,180,000	63.38%	4,407,744	3.24%
REFUSE	2,372,216	3,588,500	66.11%	2,313,194	2.55%
GARAGE ROTARY	322,720	645,440	50.00%	301,553	7.02%
INFORMATION TECH. ROTARY	526,425	1,052,850	50.00%	468,465	12.37%
<b>TOTAL</b>	<b>29,088,528</b>	<b>41,978,027</b>	<b>69.29%</b>	<b>23,538,085</b>	<b>23.58%</b>

**EXPENDITURES**

	Expenditures 8/31/2017	2017 Budget	Expenses As % of Budget	Comparative Expenses 8/31/2016	% Change YTD
STREET MAINTENANCE & REPAIR	1,683,917	2,924,173	57.59%	1,500,717	12.21%
STORM SEWER	794,965	1,542,458	51.54%	521,253	52.51%
PARKS AND RECREATION	838,410	1,393,719	60.16%	821,579	2.05%
CEMETERY	174,745	411,281	42.49%	148,228	17.89%
AIRPORT OPERATIONS	474,904	801,551	59.25%	381,794	24.39%
FIRE/EMS INCOME TAX	5,937,404	14,111,551	42.07%	6,419,868	(7.52%)
MUNICIPAL COURT	1,623,148	2,641,901	61.44%	1,551,652	4.61%
GOLF COURSE	119,787	200,014	59.89%	125,613	(4.64%)
WATER OPERATIONS	3,751,460	5,939,211	63.16%	3,494,216	7.36%
SEWER OPERATIONS	4,088,727	7,391,675	55.32%	3,376,794	21.08%
REFUSE	2,160,263	5,370,832	40.22%	2,234,262	(3.31%)
GARAGE ROTARY	384,310	643,633	59.71%	386,413	(0.54%)
INFORMATION TECH. ROTARY	58,670	1,053,120	5.57%	519,456	(88.71%)
<b>TOTAL</b>	<b>22,090,710</b>	<b>44,425,119</b>	<b>49.73%</b>	<b>21,481,845</b>	<b>2.83%</b>

**FUND BALANCES**

	Fund Balance 1/1/2017	Revenues 8/31/2017	Expenditures 8/31/2017	Outstanding Encumb.	Fund Balance 8/31/2017
STREET MAINTENANCE & REPAIR	442,970	1,888,669	1,683,917	230,007	417,715
STORM SEWER	1,921,698	562,193	794,965	251,269	1,437,657
PARKS AND RECREATION	232,381	994,964	838,410	128,238	260,697
CEMETERY	299,378	162,063	174,745	10,189	276,507
AIRPORT OPERATIONS	232,295	486,313	474,904	19,677	224,027
FIRE/EMS INCOME TAX	5,637,179	11,404,320	5,937,404	3,754,143	7,349,952
MUNICIPAL COURT	1,881,840	1,764,047	1,623,148	12,261	2,010,478
GOLF COURSE	69,962	139,766	119,787	7,850	82,091
WATER OPERATIONS	1,421,338	3,914,283	3,751,460	133,369	1,450,792
SEWER OPERATIONS	2,661,859	4,550,548	4,088,727	179,860	2,943,820
REFUSE	2,185,719	2,372,216	2,160,263	342,243	2,055,429
GARAGE ROTARY	273,429	322,720	384,310	70,504	141,335
INFORMATION TECH. ROTARY	561,103	526,425	578,670	56,836	452,022
<b>TOTAL</b>	<b>17,821,151</b>	<b>29,088,527</b>	<b>22,610,710</b>	<b>5,196,446</b>	<b>19,102,522</b>

**FINANCE DIRECTOR'S REPORT**  
**OTHER FUND REVENUES/EXPENSES/FUND BALANCE**  
**August 31, 2017**

	<b>Beginning Fund Balance</b>	<b>Revenues 8/31/2017</b>	<b>Expenses 8/31/2017</b>	<b>Outstanding Encumbrances</b>	<b>Ending Fund Balance</b>
STATE HIGHWAY IMPROVEMENT	106,060	70,871	0	5,500	171,431
LICENSE FEE	223,448	281,935	112	29,888	475,383
TREE FUND	211,030	89,351	50,000	0	250,381
AIRPORT 2000 T-HANGAR	143,529	62,570	40,036	0	166,063
RECREATION FACILITIES TAX	3,530,990	1,492,988	953,451	91,698	3,978,829
AIRPORT TIF	57,415	25,001	0	0	82,416
GLENN RD BRIDGE TIF	1,463,310	752,995	55,748	191,562	1,968,995
SKY CLIMBER/V&P TIF	0	40,049	9,796	40,204	(9,951)
MILL RUN TIF	0	132,229	72,581	87,419	(27,771)
COURT IDIAM	18,784	13,814	22,632	0	9,966
DRUG ENFORCEMENT	54,013	3,650	242	0	57,421
COURT ALCOHOL TREATMENT	516,519	50,896	21,943	0	545,472
OMVI ENFORCEMENT/EDUCATION	4,036	1,407	0	0	5,443
POLICE JUDGEMENT	114,881	36,869	23,884	9,243	118,623
PARK DEVELOPMENT	205,177	26,808	0	0	231,985
COMPUTER LEGAL RESEARCH	486,966	224,600	37,053	4,681	669,832
COURT SPECIAL PROJECTS	865,397	224,837	48,717	10,930	1,030,587
PROBATION SERVICES	451,587	190,971	30,281	3,725	608,552
POLICE/FIRE DISABILITY	0	393,185	393,185	0	0
COMMUNITY PROMOTION FUND	45,497	63,660	79,099	22,335	7,723
CDBG GRANT	2,530	0	693	0	1,837
ED REVOLVING LOAN	478,274	76,724	35,817	77,267	441,914
HOUSING GRANT PROGRAM INCOME	27,018	0	21,544	5,474	0
CHIP GRANT	(62,267)	166,636	144,385	3,582	(43,598)
GENERAL BOND RETIREMENT	72,367	1,752,870	1,494,669	0	330,568
PARK IMPROV BONDS FUND	107,796	864,973	376,451	0	596,318
SE HIGHLAND SEWER BOND FUND	83,023	665,747	295,386	0	453,384
CAPITAL IMPROVEMENT	1,408,850	1,559,546	1,202,838	741,160	1,024,398
FAA AIRPORT GRANT	(374,800)	362,892	19,485	0	(31,393)
FAA AIRPORT AIP GRANT	(406,370)	428,897	25,000	0	(2,473)
EQUIPMENT REPLACEMENT	199,822	455,000	515,943	51,826	87,053
PARK IMPACT FEE	1,082,919	207,160	99,869	273,833	916,377
POLICE IMPACT FEE	334,055	28,894	18,728	697	343,524
FIRE IMPACT FEE	330,732	55,073	19,747	703	365,355
MUNICIPAL SERVICES IMPACT FEE	535,122	64,427	33,247	704	565,598
GLENN ROAD CONSTRUCTION FUNDS	3,486,736	11,236,449	11,384,462	17,488	3,321,235
PARKING LOTS	28,666	33,938	19,194	11,680	31,730
WATER CIP	9,903,611	4,266,764	5,027,805	145,898	8,996,672
SEWER CIP	6,835,942	4,239,554	4,929,232	110,044	6,036,220
SELF INSURANCE	2,216,317	2,712,734	3,581,758	20,440	1,326,853
WORKERS COMP RESERVE	1,973,888	456,094	161,425	1,903	2,266,654
FIRE DONATION	5,765	580	0	0	6,345
PARK DONATION	25,000	0	0	0	25,000
POLICE DONATION	7,809	1,540	26	0	9,323
MAYOR'S DONATION	1,958	1,250	2,281	0	927
PROJECT TRUST	560,120	8,339	22,237	2,291	543,931
UNCLAIMED FUNDS	68,119	6,632	0	0	74,751
DEVELOPMENT RESERVE FUND	807,886	0	0	0	807,886
RESERVE ACCOUNT FUND	1,012,323	0	0	0	1,012,323
BERKSHIRE JEDD FUND	32,427	145,864	149,314	50,686	(21,709)
CEMETERY PERPETUAL CARE FUND	36,063	189	879	0	35,373
STATE PATROL TRANSFER	252	46,368	46,620	0	0
STATE BUILDING PERMIT FEES	474	4,438	4,462	0	450
PERFORMANCE BOND FUND	164,146	0	0	0	164,146
<b>TOTAL</b>	<b>39,485,212</b>	<b>34,028,258</b>	<b>31,472,257</b>	<b>2,012,861</b>	<b>40,028,352</b>

City of Delaware  
Employee Health Insurance Plan  
August 31, 2017

Account	August 2017	YTD 2017	2017 Budget	% of Budget	YTD 2016	% Change 2016-17
<b>Life Insurance</b>	\$ 2,310	\$ 18,541	\$ 29,000	63.9%	\$ 20,418	-9.2%
<b>Insurance Opt-Out</b>	2,095	19,560	30,500	64.1%	20,455	-4.4%
<b>Preventative Care</b>	3,179	21,189	45,000	47.1%	26,610	-20.4%
<b>Vision Coverage</b>	4,226	10,923	13,600	80.3%	-	0.0%
<b>Administrative Fees</b>						
Excise Tax	-	1,724	40,000	0.0%	1,632	0.0%
TPA Fees	8,353	63,481	86,000	73.8%	60,841	4.3%
PPO Fees	3,696	29,316	46,000	63.7%	31,696	-7.5%
Broker Fees	-	-	7,000	0.0%	4,528	-100.0%
<b>Total Admin</b>	<u>12,049</u>	<u>94,521</u>	<u>179,000</u>	52.8%	<u>98,697</u>	-4.2%
<b>Stop Loss Insurance</b>	53,514	425,895	620,000	68.7%	383,958	10.9%
<b>Claims</b>						
Medical	301,565	2,287,388	3,400,000	67.3%	2,257,258	1.3%
Dental	27,173	173,719	300,000	57.9%	225,782	-23.1%
Prescription	111,917	530,021	715,000	74.1%	463,597	14.3%
<b>Total Claims</b>	<u>440,655</u>	<u>2,991,128</u>	<u>4,415,000</u>	67.7%	<u>2,946,637</u>	1.5%
<b>Total Costs</b>	<b>518,028</b>	<b>3,581,757</b>	<b>5,332,100</b>	<b>67.2%</b>	<b>3,496,775</b>	<b>2.4%</b>
<b>Employee Payment</b>	135,370	597,067	820,000	72.8%	505,543	
<b>Reimbursements</b>	<u>18,716</u>	<u>172,806</u>	<u>300,000</u>	57.6%	<u>130,069</u>	
<b>NET PLAN COSTS</b>	<b>\$ 363,942</b>	<b>\$ 2,811,884</b>	<b>\$ 4,212,100</b>	<b>66.8%</b>	<b>\$ 2,861,163</b>	<b>-1.7%</b>

**MONTHLY INCOME TAX REVENUES  
2015-2017**

	2015				% OF ACTUAL	2016				% OF ACTUAL	2017				% OF BUDGET
	W/H	PERSONAL	BUSINESS	TOTAL		W/H	PERSONAL	BUSINESS	TOTAL		W/H	PERSONAL	BUSINESS	TOTAL	
JANUARY	1,386,435	325,735	145,382	1,857,552		1,433,007	317,649	37,649	1,788,305		1,794,272	205,680	204,662	2,204,614	
FEBRUARY	1,374,902	315,054	84,287	1,774,243		2,161,101	396,158	52,085	2,609,344		1,304,987	327,145	95,437	1,727,569	
MARCH	1,122,427	601,839	98,726	1,822,992		1,237,708	545,907	234,748	2,018,363		1,175,241	625,299	195,522	1,996,062	
APRIL	1,299,084	2,094,760	670,933	4,064,777		1,481,257	2,185,373	575,354	4,241,984		1,786,686	2,352,889	1,092,340	5,231,915	
MAY	1,283,212	133,840	38,214	1,455,266		1,390,669	153,006	33,392	1,577,067		1,388,195	185,269	50,869	1,624,333	
JUNE	1,255,611	146,124	199,120	1,600,855		1,267,769	426,520	238,738	1,933,027		1,284,197	481,309	167,392	1,932,898	
JULY	1,426,574	318,033	55,623	1,800,230		1,426,206	146,332	33,356	1,605,894		1,680,268	158,901	62,961	1,902,130	
AUGUST	1,379,035	213,566	22,758	1,615,359		1,470,975	140,043	25,584	1,636,602		1,395,822	124,025	26,462	1,546,309	
<b>SUBTOTAL</b>	<b>10,527,280</b>	<b>4,148,951</b>	<b>1,315,043</b>	<b>15,991,274</b>	<b>69.98%</b>	<b>11,868,692</b>	<b>4,310,988</b>	<b>1,230,906</b>	<b>17,410,586</b>	<b>69.71%</b>	<b>11,809,668</b>	<b>4,460,517</b>	<b>1,895,645</b>	<b>18,165,830</b>	<b>68.25%</b>
SEPTEMBER	1,219,497	194,176	224,009	1,637,682		1,167,550	523,048	257,476	1,948,074						
OCTOBER	1,258,135	403,492	95,560	1,757,187		1,760,852	262,154	134,880	2,157,886						
NOVEMBER	1,437,276	240,304	53,785	1,731,365		1,283,667	213,128	13,244	1,510,039						
DECEMBER	1,294,296	274,186	166,753	1,735,235		1,296,162	420,091	232,478	1,948,731						
<b>TOTALS</b>	<b>15,736,484</b>	<b>5,261,109</b>	<b>1,855,150</b>	<b>22,852,743</b>	<b>102.12%</b>	<b>17,376,923</b>	<b>5,729,409</b>	<b>1,868,984</b>	<b>24,975,316</b>	<b>104.09%</b>	<b>11,809,668</b>	<b>4,460,517</b>	<b>1,895,645</b>	<b>18,165,830</b>	<b>68.25%</b>

BUDGETED 22,378,779 23,993,421 26,614,811  
Budgeted Increase % 6.56%

	Total Receipts	Jan-Aug Receipts	% of Annual Collections	Projection based on ten year trend JAN-AUGUST 2017 RECEIPTS =	\$18,165,830
2007	12,865,504	9,112,836	70.83%		
2008	14,159,170	10,006,271	70.67%	HIGH =	\$26,058,706
2009	14,719,896	10,475,727	71.17%	LOW =	\$25,341,600
2010	15,185,348	10,732,169	70.67%		
2011	17,765,717	12,558,193	70.69%	LAST 3 YR	
2012	19,658,101	14,091,680	71.68%	AVG =	\$25,896,802
2013	20,557,766	14,418,200	70.14%		
2014	21,537,420	15,238,701	70.75%	*2017 BUDGETED RECEIPTS	\$26,614,811
2015	22,852,743	15,991,274	69.98%		
2016	24,975,316	17,410,586	69.71%		
		10 Year Avg.	70.63%		

**FINANCE DIRECTOR'S REPORT  
RECREATION LEVY  
August 31, 2017**

Account #	Description	2014 Expended	2015 Expended	2016 Expended	2017 Expended	2017 Encumbered	2017 Remaining Budget	Total 2014 - 2017
<b>Phase 1 - \$20,000,000</b>								
233-0233- 5230	Design	7,090	0	0	0	0	0	7,090
5513	Other Park Improvements	14,981	0	0	0	0	0	14,981
5521	National Guard City Alternatives	117,500	0	0	0	0	0	117,500
5533	Veterans Park Restroom/Shelter	0	100,000	150,000	0	0	0	250,000
	<b>Total</b>	<b>139,571</b>	<b>100,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>389,571</b>
<b>Phase 2 - \$3,800,000</b>								
233-0233- 5501	Houk Rd. Site Improvements	0	0	0	0	0	235,000	235,000
5522	Park Asphalt Projects	306,291	59,111	27,841	0	0	0	393,243
5523	Park Seal Coating Projects	36,025	100,894	0	0	0	30,000	166,919
5524	Smith Park Trail	27,461	3,699	205,818	0	0	0	236,978
5525	Park Irrigation	0	0	0	0	0	0	0
5526	Park Aeration	20,109	0	0	0	0	286,000	306,109
5527	Parks General Construction Projects	113,737	6,250	12,645	0	24,893	132,688	290,213
5528	Dog Park	32,354	34,003	0	0	0	0	66,357
5529	Drainage & Excavation Projects	2,608	0	0	0	0	18,000	20,608
5530	Miscellaneous Park Improvements	42,715	0	0	0	18,532	6,468	67,715
5531	Veterans Park Parking Lot Addition	337,203	0	0	0	0	0	337,203
5532	Wayfinding and Signage	0	0	0	21,160	2,590	0	23,750
5534	Veterans Park Playtoy	0	152,551	94,449	0	0	0	247,000
5535	Splashpad Construction	5,300	479,956	51,627	12,791	45,683	-58,474	536,883
5536	Parkland Acquisition/Improvement	0	722,272	428,577	0	0	0	1,150,849
5537	Park Improvements Contingency	3,040	0	0	0	0	0	3,040
5538	Pickleball Courts	0	17,035	0	0	0	0	17,035
5710	In House Design	0	4,237	0	0	0	0	4,237
	<b>Total</b>	<b>926,843</b>	<b>1,580,008</b>	<b>820,957</b>	<b>33,951</b>	<b>91,698</b>	<b>649,682</b>	<b>4,103,139</b>
	<b>Phase 1 Totals</b>	<b>139,571</b>	<b>100,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>389,571</b>
	<b>Phase 1 Reimbursements</b>	<b>72,000</b>						<b>72,000</b>
	<b>Phase 1 Net Cost</b>	<b>67,571</b>	<b>100,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>317,571</b>
	<b>Phase 1 Net Cost 2009-2013</b>							<b>19,609,505</b>
	<b>TOTAL PHASE 1 COSTS</b>							<b>19,927,076</b>
	<b>Phase 2 Totals</b>	<b>926,843</b>	<b>1,580,008</b>	<b>820,957</b>	<b>33,951</b>	<b>91,698</b>	<b>649,682</b>	<b>4,103,139</b>
	<b>Phase 2 Reimbursements</b>		<b>212,722</b>					<b>212,722</b>
	<b>TOTAL PHASE 2 COSTS</b>	<b>926,843</b>	<b>1,367,286</b>	<b>820,957</b>	<b>33,951</b>	<b>91,698</b>	<b>649,682</b>	<b>3,890,417</b>
	<b>TOTAL ALL PHASES</b>							<b>23,817,493</b>

TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: September 21, 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**

September 7

- \* 911 Administration Board Meeting
- \* Delaware City Expert Panel

September 8

- \* COMMA Meeting

September 9

- \* 11<sup>th</sup> Annual Community Unity Festival

September 11

- \* Rotary
- \* City Council Meeting

September 12

- \* BIA Parade of Homes

September 13

- \* Delaware Education Council Meeting

September 14

- \* MORPC

September 15

- \* Tour of Delaware Water Treatment Plant and Education Center

September 16

- \* Delaware County Fair –City Table

September 18

- \* Rotary
- \* ICMA 2022 Meeting

September 19  
\* Stand Board Meeting

4. **Required Reading**  
August Fire Department Report

# September

*Sun*      *Mon*      *Tue*      *Wed*      *Thu*      *Fri*      *Sat*

**1**      **2**

**3**      **4**      **5**      **6**      **7**      **8**      **9**

City Offices  
Closed

Civil Service -3  
Planning-7

**10**      **11**      **12**      **13**      **14**      **15**      **16**

Council-7

BZA-7

**17**      **18**      **19**      **20**      **21**      **22**      **23**

Parks & Rec -  
cancelled

City Offices Close  
at NOON

**24**      **25**      **26**      **27**      **28**      **29**      **30**

Council-7

Shade Tree-7

HPC-7

**2017**

# October

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

2017

**CONTRACT APPROVAL – September 25, 2017**

<b>VENDOR</b>	<b>EXPLANATION OF AGREEMENT</b>	<b>2017 AMOUNT</b>	<b>DEPARTMENT</b>
Pavement Maintenance Program	Modifical of the milling/paving on London Rd to meet OPWC agreement	\$944,842.42	Public Works
Taxiway A Rehabilitation	Resurfacing of Taxiway A - FAA Grant	\$495,229.00	Public Works
2017 Construction Inspection Services	Public Works Inspection Services	Annual	Public Works
E. William Street DEL-36-10.59	Mod.6 to add ROW acquisition, water line relocation, and private utility coordination services	\$281,387	Public Works
Prime AE	Engineering services for Technical Justification of Local Limits for Industrial Users	\$15,600	Public Utilities



# Delaware Fire Department

## August 2017 Monthly Report



PERFORMANCE REVIEW	2014	2015	2016	2017	August	Year-to-Date	% Year to Date	% of Budget	(+/-)
	Actual	Actual	Actual	Budget	Actual	Actual	Budget	Completed	Projected for Year
<b>Total number of incidents</b>	5,173	5,380	5,891	5,988	487	3,833	64.01%	66.67%	-2.66%
Fire	101	126	107	98	6	72	73.47%	66.67%	6.80%
Rupture/Explosion	3	1	5	3	0	5	166.67%	66.67%	100.00%
EMS	4,047	4,254	4,658	4,785	363	2,902	60.65%	66.67%	-6.02%
Hazardous Conditions	124	135	150	151	6	102	67.55%	66.67%	0.88%
Service Calls	141	155	128	129	39	154	119.38%	66.67%	52.71%
Good Intent	162	155	213	192	11	164	85.42%	66.67%	18.75%
False Calls	589	541	621	619	62	423	68.34%	66.67%	1.67%
Severe Weather	0	1	3	4	0	3	75.00%	66.67%	8.33%
Other	6	12	6	7	0	8	114.29%	66.67%	47.62%
<b>Number of medical transports</b>	2,586	2,742	2,836	2,900	232	1,781	61.41%	66.67%	-5.26%
<b>Narcans Administration</b>	55	43	64	64	4	40	62.50%	66.67%	-4.17%
Percent of priority calls w/ response within 6 min	68%	74%	71%	70%		71%	70.00%	66.67%	1.00%
Percent working structure fires ERF of 15 FF within 12 minutes	78%	85%	100%	70%	N/A	100%	142.86%	66.67%	70.00%
# Structure Fires	9	13	18	10	0	10	100.00%	66.67%	33.33%
# Structure with personnel and Times	7	11	18	7	0	10	142.86%	66.67%	76.19%
<b>Number of commercial inspections conducted</b>	1,473	1,365	1,345	1,450	50	1,147	79.10%	66.67%	12.43%
Number of plans reviewed within five days	100%	100%	100%	100%	100%	100%	100.00%	66.67%	100.00%
Number of fires greater than \$10,000	8	12	9	10	0	4	40.00%	66.67%	-26.67%
Number of fires of suspicious nature	5	6	3	4	0	1	25.00%	66.67%	-41.67%
Hours of Training	13,335	10,977	12,454	10,000	946	9,570	95.70%	66.67%	29.03%

### Major Incidents

- August 3, Berlin Twp., Barn Fire
- August 6, Radnor Twp, Barn Fire
- August 16, Domtar, Structure Fire

### Other Activities

- Delaware Co Jail Table Top Exercise
- Stratford Dr. Training in Houses
- Start of School Welcome – Elementary Schools
- Second Baptist - Youth Explosion
- Kroger – Family Fun Day
- Delaware Classic Auto Show
- Alpha Group, Duck Race & 5K
- Fire Extinguisher Training Snappy Auto
- DGHD – Car Inspection
- Station Tours
- Smoke Detector/Battery Installs
- Block Parties

### 2010 Fire Levy Status

- Equipment - Continuing
  - Truck is currently under construction. A post-paint inspection is scheduled for Sept 19-22. Truck was ordered in September 2016 and delivery is expected in October 2017.



# Delaware Fire Department

## August 2017 Monthly Report



- 
- Three new Paramedic trucks were placed in-service and are operating at all of our Fire Stations.
  - Staff cars have been replaced in 2012-2017. This has included the implementation of retired police vehicles for station and inspector cars.
  - The new engine was delivered and placed in-service in April 2013.
  - The new paramedic truck was delivered and was placed in-service in January 2013.
  - The new ladder truck was delivered and was placed in-service in April 2012.
  - 
  - Personnel - Continuing
    - Civil Service List was updated on July 12. Candidates were interviewed on July 31-August 4. A Physical Agility Test was held for over 20 candidates on August 28.
    - FF Whitley
    - The total amount of new FT personnel hired since the new levy is 37. Some of these positions have filled open positions. Total amount of PT personnel hired is 8 FF.
  - New Fire Station 304 - Continuing
    - Fire Station and site plan is currently in the design phase. It is planned to be brought forth to Planning and City Council in October. Ground breaking is planned in November.
    - October 24, took action to annex the St 304 property. Lot surveying took place for St 304.
    - Property was purchased in 2011 at 821 Cheshire Rd. The property was leased out and the lease moved out on November 30, 2013. In 2014, we plan to begin the analysis and plans for an anticipated groundbreaking in 2016.
    - The opening of this Station is dependent on the increased staffing. This will be accomplished through the use of Part-Time personnel to supplement the staffing. The Part-Time personnel will be backfilling the open positions caused by personnel scheduled leaves.
  - Fire Station 303 - Completed
    - On September 27, 2013 we began operation 24/7. The Fire Station was dedicated on October 19, 2013.



# Delaware Fire Department

## August 2017 Monthly Report



### Council for Older Adults – Monthly Report on the Firehouse Coordinator



First in Response to Seniors

August 2017

**55+ Served**

Referrals		# new CSP-enrolled clients		Total Contacts (duplicated)		# Individuals served during the month		# of unduplicated Individuals served	
Month	YTD	Month	YTD	Month	YTD	Month	Average/Mo	New for Month	YTD
39	220	2	14	247	1465	48	44.13	33	237

**Referrals**

Direct Referral		Delaware City FD		Delaware Police		SP Staff	
Month	YTD	Month	YTD	Month	YTD	Month	YTD
24	116	6	37	2	3	4	30
Liberty Township FD		Delaware Co. EMS		client self ref.		Other	
Month	YTD	Month	YTD	Month	YTD	Month	YTD
3	28	0	0	0	5	0	1

\*Other  
DGHD Falls Coordinator

**City of residence for those served**

Delaware		Galena		Lewis Center		Westerville	
Month	YTD	Month	YTD	Month	YTD	Month	YTD
35	166	0	1	2	4	1	6
Powell		Sunbury		Ashley		*Other	
Month	YTD	Month	YTD	Month	YTD	Month	YTD
10	55	0	0	0	2	0	3

\*Other  
Dublin Ostrander

**Additional Services**

# services added		Meals/Nutritional Support		Emergency Response Unit		In-Home Support	
Month	YTD	Month	YTD	Month	YTD	Month	YTD
5	27	1	12	2	6	1	7
# Individuals with new services		Incontinence Products		Durable Medical Equipment		*Other	
Month	YTD	Month	YTD	Month	YTD	Month	YTD
3	15	0	0	0	0	1	2

\*Other  
Nutritional Supplements Medication Monitor

**Community Events**

8/9/2017	Powell Village Park	Powell Mystery Night Out	15	contacts
8/25/2017	St. Joan of Arc Catholic Church	St. Joan of Arc Festival	20	contacts



# Delaware Fire Department

## August 2017 Monthly Report



FIRST Program: <55  
General

August 2017

Referrals	Month	YTD
	4	7

Number Served	Month	YTD
	9	9

### Demographics

Age	Month	YTD	Gender	Month	YTD	City	Month	YTD
<18	0	0	Male	6	6	Delaware	9	9
18-24	1	1	Female	3	3	Other	0	0
24-34	4	4				Other	0	0
35-44	2	2				Other	0	0
45-54	1	1				Other	0	0
Unknown	1	1				Other	0	0

### Reason for Referral

	Month	YTD
Mental Health	1	3
Addiction	1	2
Poorly Managed Medical Conditions	0	0

	Month	YTD
Other	2	2

Clients are a couple who are homeless with no financial means to secure a residence. SC has not yet been able to make contact with couple, no more information available at this time.

### Referrals Made

2	Salvation Army/Housing	1	Recovery Works
1	DCBDD	1	NA/AA Meetings
1	Maryhaven	1	JFS

### Time Committed

\*all time is in quarter hours

Total	Month	YTD
	22.50	27.25

Average	Month	YTD
	2.50	3.03

### Per Client

Client ID	Month	YTD	Client ID	Month	YTD	Client ID	Month	YTD
33158	11.00	15.00	33190	2.25	2.75	33320	1.50	1.50
33192	0.25	0.50	33350	1.25	1.25	33271	0.75	0.75
33269	4.00	4.00	33349	0.75	0.75	33272	0.75	0.75



# Delaware Fire Department August 2017 Monthly Report



## 2017 Responses Year-to-Date

