

**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.

7:00 P.M. YEAR-END MEETING

December 19, 2019

1. ROLL CALL
2. INVOCATION – Pastor Scott Logan, Agape International Church
3. PLEDGE OF ALLEGIANCE
4. APPROVAL of the Motion Summary of the regular meeting of Council held on December 9, 2019, as recorded and transcribed.
APPROVAL of the Motion Summary of the budget work session meeting of Council held on December 5, 2019, as recorded and transcribed.
5. CONSENT AGENDA
 - A. Acceptance of the Motion Summary of the Records Commission meeting held on November 18, 2018, as recorded and transcribed.
6. LETTERS, PETITIONS, AND PUBLIC COMMENTS
7. COMMITTEE REPORTS
8. CONSIDERATION OF A LIQUOR PERMIT RELATING TO STOCKHOLDER CHANGE
 - A. Scoreboard Pub & Grill 2017 LLC DBA Scoreboard Pub and Grill, 6 Troy Road & Patio, Delaware, Ohio 43015. Permit Class: D5
9. THIRD READING of Ordinance No. 19-69 AMENDED, an ordinance

making appropriations for the Year 2020 and declaring an emergency.

10. THIRD READING of Ordinance No. 19-70, an ordinance amending the Delaware Municipal Court and Clerk of Court Employee Benefits and Leave Policies and declaring an emergency.
11. THIRD READING of Ordinance No. 19-71, an ordinance amending Ordinance No. 18-111, establishing the pay and benefits for various part-time and intermittent/seasonal employees of the City of Delaware and declaring an emergency.
12. THIRD READING of Ordinance No. 19-72, an ordinance amending the Management, Professional, Technical, Confidential, and Supervisory Employees Pay Plan and declaring an emergency.
13. THIRD READING of Ordinance No. 19-73, an ordinance amending the employment agreement with the City Manager and declaring an emergency.
14. THIRD READING of Ordinance No. 19-74, an ordinance establishing the salary and benefits of the Council Clerk and declaring an emergency.
15. SECOND READING of Ordinance No. 19-76, an ordinance approving a Combined Preliminary and Final Development Plan for Delaware City Schools for an expansion to Schultz Elementary School located at 499 Applegate Lane on property zoned R-4 (Medium Density Residential District) which encompasses approximately 36.47 acres.
16. SECOND READING of Ordinance No. 19-77, an ordinance for Westport Homes approving an amended Preliminary Subdivision Plat for Springer Woods Section 3 on approximately 47.5 acres containing 121 single family lots on property zoned R-3 (One-Family Residential District) and located on the north side of West William street (US36) and south of Warrensburg Road.
17. SECOND READING of Ordinance No. 19-78, an ordinance approving a Final Development Plan request by Medrock LLC for Willowbrook Section 3 containing 88 single family lots on approximately 22.5 acres on property zoned R-3 and R-6 (One Family Residential District and Multi-Family Residential District) and located on the north and south side of Boulder Drive between Minton Drive and Firestone Drive.
18. SECOND READING of Ordinance No. 19-79, an ordinance approving a Final Subdivision Plat request by Medrock LLC for Willowbrook Section 3

containing 88 single family lots on approximately 22.5 acres on property zoned R-3 and R-6 (One Family Residential District and Multi-Family Residential District) and located on the north and south side of Boulder Drive between Minton Drive and Firestone Drive.

19. CONSIDERATION of Ordinance No. 19-81, an ordinance supplementing the 2019 Appropriations Ordinance and declaring an emergency.
20. CITY MANAGER'S REPORT
21. COUNCIL COMMENTS
22. ADJOURNMENT

RECORD OF PROCEEDINGS

Minutes of

Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held December 9 20 19

The regular meeting of Council held December 9, 2019 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 (exited the meeting at 7:07 p.m.), Second Ward Lisa Keller, Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Shafer, and Mayor Riggle who presided. The invocation was given by Reverend Tracy Sumner, followed by the Pledge of Allegiance.

Staff Present: Bruce Pijanowski, Police Chief, Darren Shulman, City Attorney, Blake Jordan, Public Utilities Director, Bill Ferrigno, Public Works Director/City Engineer, Dean Stelzer, Finance Director, Lory Johnson, Tax Administrator, Rob Alger, City Accountant, Alycia Ballone, Budget Analyst, Ted Miller, Parks and Natural Resource Director, Dave Efland, Planning and Community Development Director, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager

ITEM 4: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the regular meeting of Council held on November 25, 2019, as recorded and transcribed.

APPROVAL of the Motion Summary of the work session of Council held on December 2, 2010, as recorded and transcribed.

Motion: Mrs. Keller motioned to approve the Motion Summary of the regular meeting of Council held November 25, 2019, and the work session of Council held December 2, 2019, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 5: CONSENT AGENDA

- A. Acceptance of the Motion Summary of the Planning Commission meeting held on November 6, 2019, as recorded and transcribed.
- B. Resolution No. 19-52, a resolution authorizing the City Manager to enter into a cooperative agreement with Delaware County to establish a Regional Central Traffic Signal Software System (CTSSS) used by both jurisdictions.
- C. Resolution No. 19-53, a resolution authorizing the City Manager to enter into a cooperative agreement with Delaware County to jointly fund computer aided dispatch software and services.

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

Mr. Jones exited the meeting due to a family emergency at 7:07 p.m.

ITEM 6: LETTERS, PETITIONS, AND PUBLIC COMMENTS

PUBLIC COMMENT:

Mike Rush
778 Canal Street
Delaware, Ohio

Mr. Rush thanked Chief Donahue and Chief Pijanowski for the quick response to the fire at the warehouse on Park Avenue and Curtis Street.

Susie Bibler
Main Street Delaware, Executive Director
20 East Winter Street

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Delaware, Ohio

Caroline Pusateri
Main Street Delaware, Program Coordinator
20 East Winter Street
Delaware, Ohio

Ms. Bibler thanked staff for the assistance for Main Street's Home for the Holiday event.

Ralph Hodges
Arts Castle
190 West Winter Street
Delaware, Ohio

Mr. Hodges discussed the importance of the Community Promotions Grant and how the funds help the Art's Castle meet their mission to serve the community. Mr. Hodges discussed that many surrounding communities art facilities are funded entirely by the community. He discussed the impact of arts to the quality of life.

ITEM 7: COMMITTEE REPORT

Mrs. Keller discussed the Community Promotions Committee and that she had met earlier with Mr. Hodges. She informed Council that he was unaware of the recommended amount of funds and requested that in the future applicants are notified of this amount. She also suggested looking at revising the scoring criteria.

Vice-Mayor Shafer informed Council that the Parking and Safety meeting for December has been canceled.

Motion to Excuse: Mrs. Keller motioned to excuse Mr. Jones, seconded by Vice-Mayor Shafer. Motion approved by a 6-0 vote.

ITEM 8: CONSIDERATION OF A LIQUOR PERMIT TREX

A. 219 South Sandusky Street, LLC, 219 S. Sandusky St, Delaware, Ohio 43015. Permit Class D-5

Motion: Vice-Mayor Shafer motioned to approve the liquor permit TREX and liquor permit without objection, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

ITEM 9: ORDINANCE NO. 19-75 [Public Hearing and First Reading]

AND ORDINANCE AMENDING CHAPTER 192, SECTION 192.03 OF DELAWARE'S CODIFIED ORDINANCES.

The Clerk read the ordinance for the first time.

There was no public participation.

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 19-75, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

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Motion: Vice-Mayor Shafer motioned to enact the emergency clause for Ordinance No. 19-75, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 19-75, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

ITEM 10: ORDINANCE NO. 19-69 [Public Hearing and Second Reading]

AN ORDINANCE MAKING APPROPRIATIONS FOR THE YEAR 2020 AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time.

PUBLIC PARTICIPATION:

Brett Latta
376 North Sandusky Street
Delaware, Ohio

Mr. Latta voiced his support to revisit a tax increase designated for roads. He recommended that the levy not be a permanent increase and was willing to be on a citizen group.

A. Finance Department – Rob Alger

Mr. Alger discussed the Finance Departments responsibilities in the different departments. He informed Council that there are no additional staff requests. Wages and Benefits are increasing in 2020 due to the retirement and subsequent pay out of the Finance Director. Postage is increased due to certified postage requirements. Income Tax Refunds are up from 2019 budget because of recent changes in municipal income tax law. New initiatives were discussed including the new tax software that went live on December 3, 2019. The new ERP system implementation to begin in 2020.

B. City Manager's Office- Lee Yoakum

Mr. Yoakum discussed the personnel request to make the part-time Communications Specialist position full time. He reviewed initiatives that includes a economic development marketing campaign, website face lift to be completed in-house, increase of video story-telling, drone training program, and support for recreation services.

C. Legal – Darren Shulman, City Attorney

Mr. Shulman reviewed changes to the Organizational Chart including the change of Legal Aid PPT position from an intern position. An update on the Paralegal position that was created was provided and that this position has taken over much of the public records request. There have been 55 requests since March 11, 2019 and the average response time is 5.43 days. He did inform Council that the Police Department continues to handle their own public records requests. New initiatives were discussed with an increase in the budget to cover a potential upgrade to WestlawEdge with Practical Law. Mr. Shulman discussed staffing changes

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throughout 2019 and the service his staff was able to provide throughout the transition.

Council discussed appropriating funds towards traffic and calming measures. Mr. Ferrigno discussed that an additional \$19,000 would allow for the recommended Parking and Safety Committee traffic and calming measures in 2019. Mr. Homan discussed appropriating in 2019 for new playground equipment at Mingo to avoid an expected price increase in 2020. A discussion was held regarding the East William Street project. A discussion was held regarding the Community Promotion Funds and can funds be distributed to the citizen led committees for the Fourth of July and the Veteran's Parade to assist with the required liability insurance. Mr. Homan discussed checking with the risk managers regarding the liability insurance.

Mr. Stelzer discussed Financial Management Policies. These policies include the Operating Budget Policies, Reserve Policies, Capital Improvement Program Policies, Debt Management Policies, Revenue Policies and Purchasing Policies. He discussed the Reserve Policy and that in the past the Finance Committee agreed that the City will maintain a targeted fund balance of 17% of the estimated annual expenditures in the General Fund as a reserve. The 17% is an estimated two months of expenditures of the City. He discussed the projected year end balance. Also reviewed was a summary of outstanding debt.

ITEM 11: ORDINANCE NO. 19-65 [Third Reading]

AN ORDINANCE APPROVING A PRELIMINARY DEVELOPMENT PLAN REQUEST BY T & R PROPERTIES FOR THE ENCLAVE AT THE RAVINES AT OLENTANGY CONTAINING 87 SINGLE FAMILY ATTACHED UNITS ON APPROXIMATELY 14.906 ACRES ON PROPERTY ZONED R-6 PMU (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED-USE OVERLAY DISTRICT) LOCATED ON THE NORTH SIDE OF CURVE ROAD AND WEST OF ROCHDALE RUN.

The Clerk read the ordinance for the third time. Mr. Ferrigno provided an update regarding a meeting with the EPA.

Motion: Mrs. Keller motioned to adopt Ordinance No. 19-65, seconded by Vice-Mayor Shafer. Motion approved by a 6-0 vote.

ITEM 12: ORDINANCE NO. 19-66 [Third Reading]

AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT REQUEST BY T & R PROPERTIES FOR THE ENCLAVE AT THE RAVINES AT OLENTANGY CONTAINING 87 SINGLE FAMILY ATTACHED UNITS ON APPROXIMATELY 14.906 ACRES ON PROPERTY ZONED R-6 PMU (MULTI-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED-USE OVERLAY DISTRICT) LOCATED ON THE NORTH SIDE OF CURVE ROAD AND WEST OF ROCHDALE RUN.

The Clerk read the ordinance for the third time.

Motion: Mrs. Keller motioned to adopt Ordinance No. 19-66, seconded by Vice-Mayor Shafer. Motion approved by a 6-0 vote.

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ITEM 13: ORDINANCE NO. 19-70 [Second Reading] AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

A. 2020 Budget Presentation by Judge Marianne Hemmeter

The Clerk read the ordinance in to the record for the second time.

PRESENTOR: Judge Marianne Hemmeter 70 North Union Street Delaware, Ohio

ITEM 14: ORDINANCE NO. 19-71 [Second Reading] AN ORDINANCE AMENDING ORDINANCE NO. 18-111, ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT/SEASONAL EMPLOYEES OF THE CITY OF DELAWARE AND DECLARING AND EMERGENCY.

The Clerk read the ordinance for the second time. Council to take Ordinance No. 19-71 to a third reading.

ITEM 15: ORDINANCE NO. 19-72 [Second Reading] AN ORDINANCE AMENDING THE MANAGEMENT, PROFESSIONAL, TECHNICAL, CONFIDENTIAL, AND SUPERVISORY EMPLOYEES PAY PLAN AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time. Council to take Ordinance No. 19-72 to a third reading.

ITEM 16: ORDINANCE NO. 19-73 [Second Reading] AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time. Council to take Ordinance No. 19-73 to a third reading.

ITEM 17: ORDINANCE NO. 19-74 [Second Reading] AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS OF THE COUNCIL CLERK AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the second time. Council to take Ordinance No. 19-74 to a third reading.

ITEM 18: ORDINANCE NO. 19-76 [First Reading] AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR DELAWARE CITY SCHOOLS FOR AN EXPANSION TO SCHULTZ ELEMENTARY SCHOOL LOCATED AT 499 APPLGATE LANE ON PROPERTY ZONED R-4 (MEDIUM DENSITY RESIDENTIAL DISTRICT) WHICH ENCOMPASSES APPROXIMATELY 36.47 ACRES.

The Clerk read the ordinance for the first time. Council to take Ordinance No. 19-76 to a second reading.

ITEM 19: ORDINANCE NO. 19-77 [First Reading]

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AN ORDINANCE FOR WESTPORT HOMES APPROVING AN AMENDED PRELIMINARY SUBDIVISION PLAT FOR SPRINGER WOODS SECTION 3 ON APPROXIMATELY 47.5 ACRES CONTAINING 121 SINGLE FAMILY LOTS ON PROPERTY ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE NORTH SIDE OF WEST WILLIAM STREET (US36) AND SOUTH OF WARRENSBURG ROAD.

The Clerk read the ordinance for the first time. Council to take Ordinance No. 19-77 to a second reading.

ITEM 20: ORDINANCE NO. 19-78 [First Reading]

AN ORDINANCE APPROVING A FINAL DEVELOPMENT PLAN REQUEST BY MEDROCK LLC FOR WILLOWBROOK SECTION 3 CONTAINING 88 SINGLE FAMILY LOTS ON APPROXIMATELY 22.5 ACRES ON PROPERTY ZONED R-3 AND R-6 (ONE FAMILY RESIDENTIAL DISTRICT AND MULTI-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE NORTH AND SOUTH SIDE OF BOULDER DRIVE BETWEEN MINTON DRIVE AND FIRESTONE DRIVE.

The Clerk read the ordinance for the first time. Council to take Ordinance No. 19-78 to a second reading.

ITEM 21: ORDINANCE NO. 19-79 [First Reading]

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY MEDROCK LLC FOR WILLOWBROOK SECTION 3 CONTAINING 88 SINGLE FAMILY LOTS ON APPROXIMATELY 22.5 ACRES ON PROPERTY ZONED R-3 AND R-6 (ONE FAMILY RESIDENTIAL DISTRICT AND MULTI-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE NORTH AND SOUTH SIDE OF BOULDER DRIVE BETWEEN MINTON DRIVE AND FIRESTONE DRIVE.

The Clerk read the ordinance for the first time. Council to take Ordinance No. 19-79 to a second reading.

ITEM 22: ORDINANCE NO. 19-80 [First Reading]

AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF \$16,500,000 FOR THE PURPOSE OF PAYING THE COSTS OF REFUNDING BONDS PREVIOUSLY ISSUED BY THE CITY FOR THE PURPOSE OF PAYING THE COSTS OF IMPROVING THE CITY'S MUNICIPAL RECREATION FACILITIES, INCLUDING THE CONSTRUCTION OF A RECREATION CENTER TO PROVIDE FITNESS, TRACK, SWIMMING, AND INDOOR AND OUTDOOR MULTI-PURPOSE FACILITIES, AND ATHLETIC FIELDS, AND THE CONSTRUCTION, RENOVATION AND IMPROVEMENT OF OTHER MUNICIPAL RECREATION FACILITIES, INCLUDING THE PROVISIONS OF FURNISHINGS AND EQUIPMENT FOR THE CENTER AND ALL OF SUCH OTHER FACILITIES, AND ACQUIRING RELATED INTERESTS IN REAL PROPERTY AND OTHERWISE IMPROVING THE SAME, TOGETHER WITH ALL NECESSARY APPURTENANCES THERETO, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 19-80, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

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Motion: Vice-Mayor Shafer motioned to enact the emergency clause for Ordinance No. 19-80, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 19-80, seconded by Mrs. Keller. Motion approved by a 6-0 vote.

Mayor Riggle requested a break at 8:11 p.m. and reconvened the meeting at 8:19 p.m.

ITEM 23: CITY MANAGER'S REPORT

Mr. Homan provided an update regarding the presentation from Delaware NOW and that he is trying to confirm that MKSK will be able to provide the presentation at the January 6 Work Session. He provided an update regarding the Simon Kenton Boy Scouts of American land that was for sale. Also discussed was the leaking roof at SWCI and requested a report of the leak. Mrs. Keller voiced a concern as landlords whose responsibility it is to fix the leak. He informed Council that follow up interviews with Pros Consulting will occur in January and that the Cheshire Trail extension was completed.

ITEM 24: COUNCIL COMMENTS

Vice-Mayor Shafer discussed doing a review in March for budget figures to adjust the CIP.

Mayor Riggle provided information on the Wreaths Across America that will be Saturday, December 14 at Oak Grove Cemetery.

ITEM 25: ADJOURNMENT

Motion: Vice- Mayor Shafer motioned to adjourn the meeting. The meeting adjourned at 9:41 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

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Delaware City Council

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

December 05

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The budget work session meeting of Council held December 5, 2019 was called to order at 6:30 p.m., in the City Council Chambers. The following members of Council were present: Second Ward Lisa Keller, Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Shafer, and Mayor Riggie who presided. Absent from the meeting was First Ward Chris Jones and Third Ward Cory Hoffman.

Staff Present: John Donahue, Fire Chief, Bruce Pijanowski, Police Chief, Blake Jordan, Public Utilities Director, Sean Hughes, Economic Development Director, Darren Shulman, City Attorney, Dean Stelzer, Finance Director, Alycia Ballone, Budget Analyst, Ted Miller, Parks and Natural Resource Director, Dave Efland, Planning and Community Development Director, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager

Motion to Excuse: Vice-Mayor Shafer motioned to excuse Mr. Jones, seconded by Mr. Farrell. Motion approved by a 5-0 vote.

Motion to Excuse: Vice-Mayor Shafer motioned to excuse Mr. Hoffman, seconded by Mrs. Keller. Motion approved by a 5-0 vote.

ITEM 2. REVIEW OF CITY MANAGER'S PROPOSED 2020 BUDGET

Prior to the department head review of the budget, Ms. Ballone provided updates to questions raised at the December 2 budget work session. She discussed information regarding the bike trail along US 23 at Pinecrest, traffic calming projects recommended by the Parking and Safety Committee, and current guardrail projects. She also discussed the cost to provide demolition to the housing owned by the City and the 5-year paving plan.

A. Police Department – Bruce Pijanowski, Police Chief

Chief Pijanowski discussed the pending changes related to organizational chart, including the addition of Assistant Chief and the Service Coordinator. He discussed areas that he felt were below expectations, specifically at patrol division and detective division. He related some of these concerns to training of new officers. He discussed the significant line items including an upgrade of tactical/special event equipment and analytics/technical support. He discussed new initiatives, including the continuation of wellness initiative and discussed speed/traffic challenges and need to be more responsive and look at traffic enforcement.

B. Economic Development – Sean Hughes, Economic Development Director

Mr. Hughes discussed the 31% job growth in the City in the last nine years. He compared this to Dublin's 34% job growth in the same time period. He discussed that he has 400 projects logged for 2019 with an estimated 500 jobs created. He discussed the proposed changes to staffing and to upgrade the Economic Development Specialist to Economic Development Coordinator position. This position will not only continue the work that was typically done by the Specialist but will also manage business

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retention and expansion and business attraction projects from the start to the end of the project. He discussed new initiatives including business video highlights and continued East Side Mixed Use Development. He is looking for the completion of the Comprehensive Plan to kick off the new Economic Development Plan. He discussed the plans to use the Comprehensive Plan to attract developer partners for Sawmill Parkway Corridor. There is continued discussion for a hotel in the downtown area and a potential parking structure. Mr. Hughes discussed that currently COhatch is 100% occupied, as well as, the Entrepreneurial Center.

C. Public Utilities – Blake Jordan, Public Utilities Director

Mr. Jordan discussed that his department is not funded by the General Fund or tax dollars. He discussed the organizational chart and personnel changes. He discussed the reclassification of Maintenance & Project Manager to Deputy Director, an addition of Project Manager to Administration staff, reclassification of Assistant Wastewater Manager to Utilities Field Superintendent and reclassification of Watershed Coordinator's pay grade within the Management Pay Plan.

He discussed the Water Treatment significant line items. He voiced concerns over the lack of turn lane into the plant from US 23. He is discussed that they are inviting the public and schools to the educational center and it is very difficult to maneuver in and out of the property.

The significant line item for Water Distribution includes uniforms for staff and provide a more complete uniform apparel. For Wastewater Collection, the significant line item is designated for maintenance of equipment. A discussion was held regarding the sludge (biosolids) removal and the practices of the current vendor Renergy.

Mr. Ferrell discussed the current leaf collection practices and that the City does not use a vacuum to sweep them up. His concern was the leaves getting into the sewers and clogging them and the cost to repair the sewers vs. the cost to start leaf removal.

D. Department of Administrative Services – Kyle Kridler, Assistant City Manager

Mr. Kridler discussed the organizational chart and current staffing for Administrative Services. He discussed the proposal to bring in a Seasonal Intern to assist with recruiting. He reviewed the significant line items including succession planning that includes the Manager Development Program and the Leadership Development Program. The Manager Development Program is important as it focuses on developing future leaders with the skills necessary to be effective in their roles. 2020 will be the second year for the manager development program which will have 15 participants. The Leadership Development Program will focus on key leadership concepts with intersects with the content delivered in the Manager Development Program.

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Mr. Kridler also discussed new initiatives in Administrative Services. In 2020 the new ERP/Human Resource Information System will be implemented. Other initiatives will include a wage/compensation analysis, health insurance plan design review and health insurance third-party administrator bid process.

Mayor Riggle requested a break at 8:21 p.m. and reconvened the meeting at 8:27 p.m.

- E. Planning and Community Development – Dave Efland, Planning and Community Development Director

Mr. Efland discussed organizational changes in the Planning Department. He discussed that the existing population in the City is estimated at 43,000 and growing. There continues to be development and redevelopment throughout the City, which includes commercial, residential, mixed use and industrial. He discussed the succession planning for the department and the request to add a Building Inspector II and Code Enforcement Officer II. He discussed the reclassification of the Zoning Officer to Development Planner and Administrative Assistant to Permit Clerk.

Mr. Efland discussed the plan to complete the Comprehensive Plan in 2020 and review Zoning Code and re-write and prepare proposal in 2021. He discussed the plan to reorganize the department into three distinct divisions and begin to implement succession planning. He discussed looking at the current fee structure and cost and to prepare a potential fee increase. Vice-Mayor Shafer voiced support over staffing needs.

ITEM 3. DISCUSSION

Mayor Riggle informed Council that there is a work session scheduled for January 6 at 6:30 p.m. to have a presentation from Delaware NOW. Mayor Riggle requested that the Planning Commission be invited to attend the work session. Mrs. Keller voiced a concern over who funded the study. Vice-Mayor Shafer discussed the plan by the County to get political entities to work together to improve the US 23 corridor. Mrs. Keller voiced concerns over who is members of the Delaware NOW group.

ITEM 4: ADJOURNMENT

Motion: Vice- Mayor Shafer motioned to adjourn the meeting. The meeting adjourned at 9:02 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

**RECORDS COMMISSION
MOTION SUMMARY
November 19, 2018**

ITEM 1. Roll Call

Chairman Homan called the meeting to order at 4:09 p.m.

Members Present: Michele Kohler, Dean Stelzer, Finance Director, Darren Shulman, City Attorney, and Tom Homan, City Manager

ITEM 2. Approval of the Motion Summary for the meeting held July 25, 2018, 2017, as recorded and transcribed.

Motion: Ms. Kohler moved to approve the Motion Summary from July 25, 2018, seconded by Mr. Shulman. Motion approved by a 4-0 vote.

ITEM 3. Review of Two Proposed Changes to the Current Schedules of Retention and Disposition for Police Department

Mr. Shulman discussed that the police has an active records retention schedule that is often reviewed and amended. The first is for new schedules that they are proposing and do not have a current retention policy. The second group of items are for revisions. Mr. Homan discussed the Disciplinary Internal Investigation log. A discussion was held on if three years is long enough. Mr. Stelzer discussed the citizen right to know and internal investigations with the police department. It was decided to hold this item for more information. Ms. Kohler discussed where the file for Employee Clothing and Equipment is located. She discussed that if the records is kept at DAS it would be scanned and not a paper file. Mr. Shulman recommended to wait for approval on items 2, 3, and 4 to allow for more clarification.

Motion: Mr. Shulman motioned to remove proposed changes 2, 3, and 4 presented in the retention schedule to allow for more information, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

Motion: Mr. Stelzer motioned to approve the retention schedule as amended, seconded by Ms. Kohler. Motion approved by a 4-0 vote.

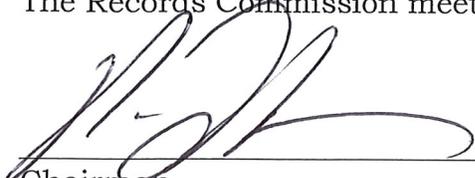
ITEM 4. Member Comments

ITEM 5. Next Meeting Date: To Be Established

It was discussed having a meeting prior to the records destruction date around April or May.

ITEM 8. Adjournment

Motion: Chairman Homan moved to adjourn the Records Commission meeting. The Records Commission meeting adjourned at 4:19 p.m.



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

7919970 PERMIT NUMBER		STCK TYPE	SCOREBOARD PUB & GRILL 2017 LLC DBA SCOREBOARD PUB & GRILL 6 TROY RD & PATIO DELAWARE OH 43015
ISSUE DATE			
01 10 2019 FILING DATE			
D5 PERMIT CLASSES			
21 TAX DISTRICT	022 B	F23378 RECEIPT NO.	

FROM 12/03/2019

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



MAILED 12/03/2019

RESPONSES MUST BE POSTMARKED NO LATER THAN. 01/03/2020

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 STCK 7919970

(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**

Exhibit A

Section B - REVISED List of managing members and all persons with a 5% or greater membership or voting interest in the LLC				
NAME	SOCIAL SECURITY # OR FEDERAL TAX ID #	OFFICE HELD	INTEREST	BIRTHDATE
4) Robert Moore		N/A	<input checked="" type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input checked="" type="checkbox"/> Membership interest <u>26.0882</u> %	
5) Brenda Hopkins		N/A	<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input checked="" type="checkbox"/> Membership interest <u>17.8205</u> %	
3)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	
4)			<input type="checkbox"/> Managing Member <input type="checkbox"/> Voting interest _____ % <input type="checkbox"/> Membership interest _____ %	

DI.C4259

EOE/ADA SERVICE PROVIDER

FOR TTY USERS DIAL ORS 1-800-750-0750

Revised 6/2013

2013 NOV 18 AM 1:25
 611 811 811 811 811 811
 611 811 811 811 811 811



Delaware Police Department Liquor Permit Report

DPD Report Number L-19-12		Investigating Officer J. Wood #81	
Applicant (Primary Shareholder) Danielle Moore		Company Name; Scoreboard	
Common Name Scoreboard Pub & Grill 2017 LLC		Address 6 Troy Rd. & Patio Delaware, Ohio 43015	
Applicant Phone Number 740-815-7635		Applicant E-Mail Address: <u>Moore3720@gmail.com</u>	
<input checked="" type="checkbox"/> Existing Business <input type="checkbox"/> New Business (Supplement Attached)	Type of Business Bar/Restaurant	Notification Type: Change of LLC	Date of Report 12/09/2019
Permit Type <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 checked="" 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 type="checkbox"/> Other D6			

Location Information

Churches, Libraries and or schools within 500 feet <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	School, church or library objection <input type="checkbox"/> Yes (Supplement Attached) <input checked="" type="checkbox"/> No Note: Objections are only permitted for <i>new permits</i> .
Police Calls for Service in past 12 months: 35	Number of Police Reports in past 12 months: 4
Calls for Service <i>excluding calls not related to the business</i> in past 12 months: 20	Location is excessive drain on Police Resources: <input type="checkbox"/> Yes (Supplement Attached) <input checked="" type="checkbox"/> No
Nuisance Abatement Pending No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	Accessible by Law Enforcement No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>
Site compliance checked by Dept. of Commerce <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	Private Club (Restricted Access Door) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Applicant Information

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

Determination on Objection

<input checked="" type="checkbox"/> 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.
--

<input type="checkbox"/> 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. <ul style="list-style-type: none"> <input type="checkbox"/> Site does not conform to local building, safety and health codes (excluding zoning). <input type="checkbox"/> Law enforcement or state agents do not have ready access to the premises where alcoholic beverages are being served. <input type="checkbox"/> Physical location causes a public nuisance. <input type="checkbox"/> Site has been officially classified as a nuisance according to State Law. <input type="checkbox"/> Conviction of a crime by the applicant that relates to operating a liquor establishment. <input type="checkbox"/> Past improper operation of a location with a liquor permit. <input type="checkbox"/> Misrepresentation of material fact on the application. <input type="checkbox"/> Addiction of the applicant to alcohol or narcotics. <input type="checkbox"/> Formal objection by specific types of other locations to which the site is in certain proximity. <input type="checkbox"/> Conviction of the applicant of food stamp or WIC fraud.
--



Delaware Police Department Liquor Permit Report

(Supplement Attached)

Supplement

Supplement Type

- New Business Description
- Police Department Objection
- Community Objection
- Other : Change in LLC Membership Interest

On December 5, 2019, I was assigned a Liquor Permit Background regarding the attached permit received from the Ohio Department of Commerce. In the permit application, the applicant is applying for a change in LLC Membership interests for the Score Board Pub & Grill 2017 LLC. The applicant, Danielle Moore is going to be the managing member as well as the majority share holder in the business. The other business partners and applicants include, Andrew Sheppard, Daniel Wasserbeck, Robert Moore and Brenda Hopkins. All listed members will have a share of the membership interest with each owning a different percentage of the business.

On December 6, 2019 I made contact with all of the new projected LLC members for the business. In speaking with all members they advised it was simply a change "on paper" and nothing was going to change at the business. All of the applicants were told it needed to be updated by their attorney, Timothy J. Owens. In speaking with each new member they advised the business was going to remain status quo and it was going to operate as it always has.

I conducted a local history check on Danielle Moore, Andrew Sheppard and Daniel Wasserbeck and did not observe a criminal record for any of the applicants except minor traffic infractions. I also checked public data bases in other jurisdictions for the applicants and did not find anything of concern. Each new member I spoke with was extremely cooperative and helpful during the process.

In reviewing our interactions with the location of the business in the last 12 months, I found the police have responded to or around the location 35 times in the last 12 months. A majority of those responses pertained to something in the area in or around the business having nothing to do with the physical location of the business. It should be noted the police have responded to the business on a few occasions of intoxicated subjects, domestics, fights and intoxicated subjects attempting to leave in a vehicle. These responses are common with a business associated with serving alcohol and remaining open till early morning hours. I do not feel the calls for service to this location are a burden on resources or create a public nuisance or hazard for the general public.

On December 9, 2019 I spoke with the Ohio Department of Liquor Control and provided them with the applicants permit number to inquire about any potential issues of violations. I was informed the business has not had any prior violations in the last 12 months.

In the last year only one criminal report has been taken at the business and it pertained to an internal theft involving an employee.

At this time, I see no concerns with this liquor permit transfer application.

J. A. Wood #81 12-10-19
Investigating Officer Signature Date

[Signature] 12/10/19
Supervisor Signature Date



FACT SHEET

AGENDA ITEM NO: 09

DATE: 12/19/2019

ORDINANCE NO: 19-69 (AMENDED)

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: YES
November 25, 2019 at 7:30 p.m.
December 9, 2019 at 7:30 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: --

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE MAKING APPROPRIATIONS FOR THE YEAR 2020 AND DECLARING AN EMERGENCY.

BACKGROUND:

This is the third reading of the budget. The budget is required to be adopted by Council pursuant to Section 78 of the City Charter.

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

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

RECOMMENDATION:

Approval at third reading

ATTACHMENT(S)

Memo from Finance Director



MEMORANDUM

TO: City Council
FROM: R. Thomas Homan 
DATE: 12/17/19
RE: 2020 Proposed Budget Changes

Below is a summary of the proposed changes to the 2020 Budget. The changes are reflected on the amended ordinance shaded in gray.

Traffic Calming: \$19,000 added to the CIP Fund to provide for traffic calming installations.

Fire/EMS Fund:

\$391,390 added to the Fire/EMS Fund budget to re-appropriate a 2019 budgeted amount for a traffic pre-emption system. The City is partnering with the County on this project. They will reimburse the City for their approximately \$85,000 share.

\$237,503 added for the transfer from the Fire/EMS Fund to cover tax collections costs incurred in the General Fund.

Park Income Tax Fund: \$175,000 added for bond issuance costs connected to the bond refunding to take place next year.

Wastewater Capacity Fee Fund: \$1,988,124 added. The 2020 debt service payment amounts were inadvertently left out of the budget.

Please feel free to call me with any additional questions.

ORDINANCE NO. 19-69 AMENDED

AN ORDINANCE MAKING APPROPRIATIONS FOR THE
YEAR 2020 AND DECLARING AN EMERGENCY

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

SECTION 1. That from and out of the balances in the various funds of the City of Delaware, and from money anticipated to be received into said funds, there are hereby appropriated the following sums for use by the various departments of the City in performance of their functions and activities during the year ending December 31, 2020.

GENERAL FUND

CITY COUNCIL		
Personnel	168,020	
Other	18,500	
CITY MANAGER		
Personnel	798,179	
Other	129,046	
ADMINISTRATIVE SERVICES		
Personnel	253,903	
Other	170,350	
ECONOMIC DEVELOPMENT		
Personnel	242,019	
Other	261,636	
LEGAL AFFAIRS/PROSECUTOR		
Personnel	788,938	
Other	91,698	
FINANCE		
Personnel	1,299,861	
Other	1,041,276	
GENERAL ADMINISTRATION		
Other	6,410,873	
RISK MANAGEMENT		
Other	349,100	
POLICE		
Personnel	8,553,056	
Other	1,124,486	
PLANNING		
Personnel	1,314,596	
Other	199,837	
ENGINEERING		
Personnel	1,065,974	
Other	968,575	
MUNICIPAL BUILDINGS		
Personnel	171,317	
Other	400,450	
TOTAL GENERAL FUND		25,821,690
STREET MAINTENANCE & REPAIR		
Administration		
Personnel	692,607	
Other	290,300	
Street Maintenance		
Personnel	822,252	
Other	1,665,773	
Traffic Division		
Personnel	430,363	
Other	461,184	
TOTAL STREET MAINTENANCE		4,362,479

STATE HIGHWAY IMPROVEMENT		180,000
LICENSE FEE FUND		480,000
STORM SEWER FUND		
Operations		
Personnel	257,186	
Other	311,330	
Projects		
Other	1,095,000	
TOTAL STORM SEWER		1,663,516
PARKS & RECREATION FUND		
Park Maintenance		
Personnel	993,167	
Other	325,775	
Recreation		
Other	208,866	
Urban Forestry		
Personnel	95,728	
Other	72,050	
TOTAL PARKS & RECREATION		1,695,586
CEMETERY FUND		
Personnel	226,214	
Other	119,265	
TOTAL CEMETERY FUND		345,479
TREE FUND		65,000
AIRPORT OPERATIONS FUND		
Personnel	211,654	
Other	735,456	
TOTAL AIRPORT OPERATIONS FUND		947,110
AIRPORT 2000 T-HANGAR FUND		94,929
FIRE/EMS OPERATIONS FUND		
Personnel	9,501,589	
Other	4,173,617	
TOTAL FIRE/EMS OPERATIONS FUND		13,675,206
MUNICIPAL COURT		
Judicial		
Personnel	1,461,444	
Other	73,000	
Mission Court		
Personnel	89,426	
Clerk of Courts		
Personnel	1,203,026	
Other	85,900	
TOTAL MUNICIPAL COURT		2,912,796
RECREATION CENTER INCOME TAX		1,948,191
SKY CLIMBER/V&P HYDRAULICS TIF FUND		70,000
MILL RUN TIF FUND		170,000
IDIAM FUND		50,000
DRUG ENFORCEMENT FUND		49,822
INDIGENT ALCOHOL TREATMENT FUND		100,000

OMVI ENFORCEMENT & EDUCATION FUND		4,445
POLICE JUDGMENT FUND		21,636
POLICE FEDERAL JUDGMENT FUND		17,044
PARKS EXACTION FEE FUND		138,000
COMPUTER LEGAL RESEARCH FUND		298,240
COURT SPECIAL PROJECTS FUND		378,298
COURT PROBATION SERVICES FUND		241,350
POLICE DISABILITY PENSION FUND		266,850
FIRE DISABILITY PENSION FUND		266,850
COMMUNITY PROMOTION FUND		114,000
COMMUNITY DEVELOPMENT BLOCK GRANT FUND		11,000
REVOLVING LOAN FUND		200,000
GENERAL BOND RETIREMENT FUND		2,015,332
PARK IMPROVEMENT BOND FUND		1,331,202
CAPITAL IMPROVEMENTS FUND		5,497,779
POINT PROJECT CAPITAL FUND		2,625,000
FAA AIRPORT AIP GRANT FUND		303,640
EQUIPMENT REPLACEMENT FUND		868,328
PARK IMPACT FEE FUND		583,000
POLICE IMPACT FEE FUND		58,891
FIRE IMPACT FEE FUND		100,000
MUNICIPAL IMPACT FEE IMPROVEMENT FUND		348,160
GLENN ROAD SOUTH CONSTRUCTION FUND		701,050
GLENN ROAD NORTH CONSTRUCTION FUND		148,295
GLENN ROAD TIF FUND		4,727,932
GOLF COURSE FUND		
	Personnel	57,757
	Other	120,900
TOTAL GOLF COURSE FUND		178,657
PARKING LOT FUND		45,800
WATER FUND		
	Administration	
	Personnel	325,759
	Other	2,964,438
	Treatment	
	Personnel	930,138
	Other	1,290,700
	Distribution	
	Personnel	617,833
	Other	407,935
TOTAL WATER FUND		6,536,803

WATER CONSTRUCTION FUND		2,760,728
WATER CAPACITY FEE FUND		1,806,981
WATER CUSTOMER DEPOSIT FUND		32,000
SEWER FUND		
Administration		
Personnel	323,556	
Other	4,229,470	
Treatment		
Personnel	975,531	
Other	1,200,200	
Maintenance		
Personnel	291,090	
Other	373,960	
TOTAL SEWER FUND		7,393,807
SEWER CONSTRUCTION FUND		1,583,415
SEWER CAPACITY FEE FUND		3,003,124
SE HIGHLAND SEWER FUND		838,320
REFUSE FUND		
Administration		
Other	445,530	
Refuse Collection		
Personnel	784,850	
Other	1,910,353	
Recycling Collection		
Personnel	474,996	
Other	612,700	
TOTAL REFUSE FUND		4,228,429
GARAGE ROTARY FUND		
Personnel	390,770	
Other	454,200	
TOTAL GARAGE ROTARY FUND		844,970
INFORMATION TECHNOLOGY ROTARY FUND		
Staff Support		
Personnel	541,911	
Other	31,605	
System Support		
Other	943,247	
GIS Operations		
Personnel	162,289	
Other	61,281	
TOTAL IT ROTARY FUND		1,740,333
SELF INSURANCE FUND		7,399,000
WORKERS COMPENSATION RESERVE FUND		560,000
FIRE DONATION FUND		1,000
PARKS DONATION FUND		6,315
POLICE DONATION FUND		9,336
MAYOR'S DONATION FUND		2,000
PROJECT TRUST FUND		245,000
UNCLAIMED FUNDS TRUST FUND		8,000
UNCLAIMED FUNDS COURT FUND		7,500



FACT SHEET

AGENDA ITEM NO: 10

DATE: 12/19/2019

ORDINANCE NO: 19-70

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Judge Marianne Hemmeter and Clerk Cindy Dinovo

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

BACKGROUND:

The Municipal Court and Clerk of Court's 2020 Employee Benefits and Leave Policies are attached. The only changes to the plan are adjustments to the salary ranges of two positions, highlighted in the attached exhibit.

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

Judge Marianne Hemmeter

RECOMMENDATION:

Approval.

ATTACHMENT(S)

Amended Salary Range Exhibit
2020 Pay Plan

ORDINANCE NO. 19-70

AN ORDINANCE AMENDING THE DELAWARE MUNICIPAL COURT AND CLERK OF COURT EMPLOYEE BENEFITS AND LEAVE POLICIES, AND DECLARING AN EMERGENCY.

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

SECTION 1. That the Delaware Municipal Court and Clerk of Court Employee Benefits and Leave Policies shall be amended to reflect the noted changes (attached hereto).

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

SECTION 3. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on December 25, 2019. Therefore, this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON EMERGENCY CLAUSE:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2019

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

SALARY RANGES - MUNICIPAL COURT:

JOB TITLE	HOURLY WAGE		ANNUAL SALARY	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
OFFICE ASSISTANT	\$12.37	\$20	\$25,730	\$41,600
ADMINISTRATIVE ASSISTANT	\$14.53	\$20	\$30,222	\$41,600
BAILIFF/SECURITY OFFICER	\$16.28	\$27	\$33,662	\$56,160
COMMUNITY CONTROL OFFICER	\$16.35	\$28	\$34,000	\$58,240
OVI DOCKET COORDINATOR/ COMMUNITY CONTROL OFFICER	\$16.35	\$28	\$34,000	\$58,240
MISSION DOCKET COORDINATOR/ COMMUNITY CONTROL OFFICER*	\$16.35	\$28	\$34,000	\$58,240
VETERAN MENTOR COORDINATOR	\$16	\$24	\$33,280	\$49,920
* ASSIGNMENT ADMINISTRATOR	\$18.81	\$32	\$39,125	\$66,560
ASSIGNMENT COMMISSIONER/JURY COMMISSIONER	\$18.81	\$28	\$39,125	\$58,240
ADMIN. ASSISTANT/JURY COMMISSIONER	\$18.81	\$28	\$39,125	\$58,240
CHIEF COMMUNITY CONTROL OFFICER	\$20.74	\$32	\$43,139	\$66,560
DEPUTY CHIEF COMMUNITY CONTROL OFFICER	\$20.74	\$32	\$43,139	\$66,560
* MAGISTRATE	\$34.67	\$56	\$72,114	\$116,480

* Revised Nov. 2019

SALARY RANGES - CLERK OF COURT:

1901.31(H) Deputy Clerks of a municipal court other than the Carroll County Municipal Court may be appointed by the Clerk and shall receive the compensation, payable in either biweekly instalments or semi-monthly instalments, as determined by the payroll administrator, out of the City Treasury, that the Clerk may prescribe, except that the compensation of any Deputy Clerk of a county-operated municipal court shall be paid out of the treasury of the county in which the Court is located. The Judge of the Carroll County Municipal Court may appoint Deputy Clerks for the Court, and the Deputy Clerks shall receive the compensation, payable in biweekly instalments out of the county treasury, that the Judge may prescribe. Each Deputy Clerk shall take an oath of office before entering upon the duties of the Deputy Clerk's office and, when so qualified, may perform the duties appertaining to the office of the Clerk. The Clerk may require any of the Deputy Clerks to give bond of not less than three thousand dollars, conditioned for the faithful performance of the Deputy Clerk's duties.

Policy 35. Permanent Part-Time Employees

Permanent part-time employees will receive the following wages and benefits:

Delaware Municipal Court and Clerk of Court

Employee Benefits And Leave Policies

Effective December 25, 2019

Delaware Municipal Court
and
Clerk of Court
70 North Union Street
Delaware, Ohio 43015

SECTION IV. EMPLOYEE BENEFITS AND LEAVE

Policy 23. Holiday Pay and Personal Leave

Section 1. The following are designated as paid holidays for the Municipal Court and the Clerk of Court employees:

New Year's Day, January 1
Martin Luther King Day, 3rd Monday in January
Memorial Day, last Monday in May
Independence Day, July 4th
Labor Day, 1st Monday in September
Little Brown Jug Day, 1/2 day - 3rd Thursday after Labor Day
Thanksgiving Day, 4th Thursday in November
Day after Thanksgiving
Day before Christmas, December 24, 1/2 day
Christmas Day, December 25
Day before New Year's, December 31, 1/2 day

Holidays that fall on Saturday will be observed on Friday, and holidays that fall on Sunday will be observed on the following Monday.

Section 2. If one of the holidays set forth above occurs while an employee is on vacation leave, that day will not be charged against his/her vacation.

Section 3. Employees will be credited with 32 hours of personal leave a year. Use of personal days will be at the employee's discretion with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

Section 4. Employees are permitted to accumulate two years' worth of personal days.

Section 5. At the time of separation, an employee will be compensated for all accrued but unused personal days.

Policy 24. Vacation Leave

Section 1. The vacation year for employees will end at the close of business on the last pay period that ends in the month of December.

Section 2. Each full-time employee will accrue vacation leave by pay period at the annual rate of work hours based on years of full-time total service which is established in the schedules contained in Section 3 of this article. Years of total full-time service is defined to be the total of all periods of full-time employment for the Delaware Municipal Court or Clerk of Court or as defined in Section 6. Any period of interruption of service due to resignation, layoff, disciplinary suspension, or discharge for cause, will

not be included in the computation of total service. Time not in paid status, excepting military leave, will also be excluded in computing total service. In computing years of service, the higher rate of accrual will be on the first day of the first pay period in which a year of service is completed.

If an employee of the Court or of the Clerk’s office has received or is receiving retirement benefits from any of the state retirement funds – the Ohio Public Employees Retirement System, the Police and Fire Pension Fund, the State Teachers Retirement System, the Public School Employees Retirement System, or the Highway Patrol Retirement System – the years of public service for which the employee has received or is receiving those retirement benefits will not be included in any computation of service time for vacation-leave accrual while the employee is working for the Court or for the Clerk.

Notwithstanding the above provisions, the position of Chief Bailiff may accrue vacation time based on years of service with an Ohio public agency, as defined by State law.

Section 3. For employees hired before December 31, 2013, vacation leave will accrue as follows:

Years of Total Service	Vacation Hours/Year	Vacation Hours/Pay
Start through 5 years	80.6	3.1
6 through 10 years	119.6	4.6
11 through 15 years	161.2	6.2
16 or more years	200.2	7.7

For employees hired after December 31, 2013, vacation leave will accrue as follows:

Years of Total Service	Vacation Hours/Year	Vacation Hours/Pay
Start through 5 years	80.6	3.1
6 through 15 years	119.6	4.6
16 or more years	161.2	6.2

Section 4. Any vacation balance in excess of the maximum number of work hours established in the following paragraph will become void as of the close of

business on the last day of the last pay period that ends in the month of December.

Years of Total Service	Maximum Accrual of Vacation Hours
Start through 5 years	161.2
6 through 10 years	239.2
11 through 15 years	322.4
16 or more years	400.4

The only exception to that chart will apply to any employee who – on the last day of the last pay period in December 2013 – has a vacation-leave balance of more than 500 hours. The vacation-leave-accrual cap for any such employee will be 600.6 hours, and any vacation-leave hours that such an employee has accrued but not used in excess of 600.6 hours on the last day of the last pay period of 2013 – and on that same last-pay-period day in each succeeding year – will be void.

Section 5.

- A.** To be eligible for bi-weekly (pay period) vacation accumulation, an employee must be in paid status for a minimum of 72 hours within that pay period; except that when an employee is required to report for work and does so report and is denied work because of circumstances beyond his/her control, absence from work for the balance of that day will not be construed as unpaid work status.
- B.** An employee in full-time status who is to be separated from the Delaware Municipal Court or Clerk of Court service through discharge, resignation, retirement or layoff, and who has unused vacation leave to his/her credit, will be paid in a lump sum for such unused vacation leave in lieu of granting a vacation leave after his/her last day of active service with the Delaware Municipal Court or Clerk of Court. That payment will be paid at the employee's hourly rate of pay at the time of separation.
- C.** When an employee dies while in paid status in the Delaware Municipal Court or Clerk of Court, any unused vacation leave to his/her credit will be paid in a lump sum to the surviving spouse, or other person the employee may have designated in writing.

Section 6. To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware (Delaware Municipal Court or Clerk of Court) from prior employment inside the State of Ohio:

- A. Employees are eligible to transfer prior years of service completed as employees of this Court, the Clerk of this Court, or the City of Delaware.
- B. The amount of years of service that can be transferred is unlimited.
- C. Prior employment must be in full-time status.

Section 7. An employee may elect to convert up to two weeks of accrued and unused vacation time to cash during any calendar year. An employee must inform the Administrative Judge or the Clerk of Court prior to August 1 of the year preceding the calendar year in which the employee intends to convert the unused vacation leave to cash, and the employee must maintain at least 40 hours of accrued and unused vacation leave in the employee’s account after that conversion takes place.

Policy 25. Funeral Leave

Section 1. Each regular full-time employee is entitled to funeral leave with pay as follows:

<u>Leave for Death of:</u>	<u>Days/Hours of Leave</u>
Immediate Family Member	1 - 3 days
Other Relative	4 - 8 hours

- * One work day/shift is automatic for the day of the funeral, but additional time up to the maximum will be given only with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.
- ** All leave time with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

Section 2. For the purposes of this section, Immediate Family Member means spouse, child, brother, sister, parents, step-child, step-brother, step-sister, step-parents, grandparents, grandchildren, sister-in-law, brother-in-law, and parents-in-law.

Section 3. Funeral Leave time does not include an employee’s regularly scheduled day off to which the employee is already entitled.

Policy 26. Sick Leave

The Court and the Clerk of Court may from time to time supplement these sick leave policies with additional terms that apply to their employees only. For a full understanding of the use of sick leave, employees should consult not only this benefit manual but also the office policies promulgated by the particular officeholder – whether the Administrative Judge or the Clerk of Court – for whom the employee works.

Section 1. Each employee is entitled to sick leave with pay of 4.6 hours for each completed 80 hours of service.

An employee may use sick leave upon approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee for the following reasons:

- A.** Illness or injury of the employee or his/her immediate family.
- B.** Medical, dental, or optical examinations or treatment of an employee or his/her immediate family that requires the employee's attendance.
- C.** If a member of the immediate family is afflicted with a contagious disease, or when, through exposure to a contagious disease, the presence of the employee at his/her job will jeopardize the health of others.
- D.** Pregnancy and/or childbirth and other conditions related thereto inclusive of leave for male employees for the care of the employee's wife and family during postnatal period.

For purposes of this section, the definition of immediate family is: grandparents, mother, mother-in-law, father, father-in-law, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, spouse, child, stepchild, grandchild, legal guardian, or other person who stands in the place of a parent (in loco parentis).

Employees are required to report their intent to use sick leave prior to the start of each workday, unless the employee has made other reporting arrangements with the Administrative Judge or his/her designee or the Clerk of Court or his/her designee. The employee must make this phone call unless medically detained by a physician at the time. The Administrative Judge, or his/her designee or the Clerk of Court or his/her designee, may contact the employee sometime during the day to discuss the reasons for the absence.

Section 2. Sick leave must be taken in half-hour increments.

Section 3. If an employee used zero hours of sick leave in any calendar year, that employee will be credited with an additional three vacation days the following year. If an employee uses between one and eight hours of sick leave in any one calendar year, that employee will be credited with an additional two vacation days the following year. If an employee uses between nine and 16 hours of sick leave in any one calendar year, that employee will be credited with one additional vacation day the following year. At the employee's option, any additional vacation days earned can be taken in the form of vacation leave or compensation in cash.

Section 4. Any employee who has accumulated at least 800 hours of sick leave credit may, during any calendar year, convert up to 80 hours of sick leave to vacation on the basis of two hours of sick leave for one hour vacation leave.

If an employee has earned sick leave in another public-sector job and then has transferred unused sick leave to the Court or Clerk of Court's office at the start of the employee's current period of employment with the Court or Clerk of Court that transferred sick leave cannot be converted to vacation leave under this section.

All sick leave accumulated by the employee during the employee's current period of employment with the Court or the Clerk of Court must be exhausted by the employee or converted to vacation leave before the employee may use any sick leave that has been added to the employee's sick-leave balance in accordance with Section 5 of this sick-leave policy.

Section 5. To be eligible to transfer sick leave to the City of Delaware from prior public employment in the State of Ohio:

- A.** Employees will only be eligible to transfer sick leave from a public agency as defined by the State of Ohio.
- B.** Employment with the City of Delaware must take place within 10 years of termination from their previous employer.
- C.** The maximum amount of sick leave hours that can be transferred is unlimited.

Section 6. Any employee who separates from the Delaware Municipal Court or Clerk of Court employment for other than just cause will be paid for all accumulated and unused sick leave on the basis of one hour of pay for every three hours of unused sick leave. Total sick leave payout cannot exceed 12 weeks' pay.

Section 7. An employee must complete and sign a request for leave form provided by the City to justify the use of sick leave. Payment for sick leave is subject to final approval by the Administrative Judge or his/her designee or the Clerk of Court or his/her designee. The City, Delaware Municipal Court, or Clerk of Court may require the employee to furnish a statement from a licensed medical practitioner if medical attention was sought or for any absence in excess of three consecutive days whether for the employee or his/her immediate family. Such statement must include the nature of the illness or injury, the inability to perform his/her duties, the prognosis, and the estimated date when the employee can be expected to return to work. Failure of the employee to provide such statement and request for leave form when requested may result in the denial of sick leave pay.

Section 8. Falsification of a request for leave form or a medical practitioner's statement may be grounds for disciplinary action. The City, Delaware Municipal Court, or Clerk of Court maintains the right to have any employee examined by a licensed medical practitioner selected and paid by the City. Alternatively, the employee required to see a physician may see a physician of his/her own choosing, but in that event will not be reimbursed for the costs incurred.

The City, Delaware Municipal Court, or Clerk of Court may deny the payment of sick leave if the investigation indicates that the absence was not within the provisions of this article. Denial of sick-leave payment will not preclude the Delaware Municipal Court or Clerk of Court from implementing any disciplinary action.

Section 9. Sick Leave Abuse

It is the mutual interest of the employee and the Delaware Municipal Court or Clerk of Court to prevent the abuse or misuse of sick leave. The acceptable usage of sick leave is explained in this policy.

Employees must not abuse or demonstrate a pattern of sick-leave and/or leave-without-pay usage. The abuse of sick leave or the patterned use of sick leave will be just and sufficient cause for discipline. A request of sick leave will be denied if the employee fails to comply with the procedures for proper sick leave usage, fails to present a required physician's statement, or if an investigation of a request for sick leave discloses facts inconsistent with the proper use of sick leave. Falsification of applications for sick leave or the filing of sick leave applications and documentation with intent to defraud may result in the disapproval of sick leave and may be grounds for disciplinary action, up to and including discharge.

Any employee who is hospitalized will not have such period of leave considered in determining whether the employee is abusing sick-leave benefits.

The implementation of this section does not preclude the right of the Delaware Municipal Court or Clerk of Court to discipline an employee for the abuse of sick leave, to require a statement from the employee's physician, or to have the employee examined by a physician. Any employee who has been disciplined for abuse of sick leave may be required to furnish a statement from the employee's physician for each use of sick leave up to six months in duration. The City, Delaware Municipal Court, or Clerk of Court may, with mutual agreement of both parties, extend the need for sick leave verification for an additional six month period. The City, Delaware Municipal Court, or Clerk of Court also maintains the right to investigate all absences.

Policy 27. Injury Leave

- Section 1.** All regular full-time employees are entitled to injury leave with pay, less any Worker's Compensation weekly salary benefits that they may be awarded by the Industrial Commission of Ohio (ICO), for a period not to exceed 120 consecutive working days for employees working a 40 hour work week for each injury incurred in the performance of employment duties with the Delaware Municipal Court or Clerk of Court, provided that the following procedures are followed:
- A.** In all cases of personal injury to any full-time Delaware Municipal Court or Clerk of Court employee as a result of the performance of employment duties, the employee must immediately complete an accident/injury investigation form and report the accident/injury to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, who must immediately report said accident/injury to the Department of Administrative Services and ensure that a claim is filed with ICO.
 - B.** In the event that time off from work is required by the injured employee, he/she will be granted injury leave from the first day of injury, if the proper documentation is submitted to the City of Delaware. This documentation will include, but not be limited to, a statement from the employee's physician, an Agreement covering Compensation Reimbursement, any necessary ICO forms and other documents as may be required by the City. In the event that the ICO determines that the injury is NOT employment related, any time the employee is, or has been, absent from work will be deducted first, from any accrued sick leave, then accrued vacation, or accrued compensation time off, other than compensatory time for overtime worked.
 - C.** During the period of time an injured employee is being paid under this policy, all normal benefits given to regular full-time employees will remain in force with no deductions to earned sick leave and/or vacation time.
 - D.** In all cases where an injury leave of more than 120 consecutive working days is requested by an employee working a 40 hour work week, the Administrative Judge or his/her designee or Clerk of Court or his/her designee may extend such leave by an additional 120 consecutive working days if such necessity is determined to his/her satisfaction. Each employee requesting such an extension under this policy may be required to furnish a current affidavit from a licensed physician setting forth the need for the extension.

Policy 28. Insurance

Section 1. Hospitalization, Surgical, and Major Medical. The City will continue to provide comprehensive hospitalization, surgical, and major medical coverage for all full-time members and their dependents. Beginning January 1, 1999, or at some date thereafter, the City may implement a Preferred Provider Organization (PPO). The Plan if implemented will provide for the following deductibles and co-payments as follows:

	NETWORK PROVIDERS	NON-NETWORK PROVIDERS
Annual Deductible Single Family	None None	\$ 500.00 \$1,000.00
Office Visit Co-Pay	\$10.00	N/A
ER Visit <i>Co-Pay</i>	\$50.00 unless admitted into the hospital, otherwise co-insurance will apply in excess of the deductible.	N/A
Co-Insurance Single Family	90/10% of first \$1,000 80/20% of next \$3,000 90/10% of first \$2,000 80/20% of next \$5,000	50/50% of first \$5,000 50/50% of first \$10,000

Contributions will be deducted from the member's gross income prior to taxes, subject to compliance with all applicable tax regulations.

Employees will contribute to the cost of the health benefit plan in an amount determined annually by the City of Delaware. Annual changes to the calculated COBRA rate will be applied to the monthly employee contributions on the first full pay-period in April of each year. Contributions will be deducted from all members in a paid status based on twelve months times the monthly rate, divided by the number of pay periods per year. An example would be \$56.95/mo. x 12 = \$683.40, \$683.40/26 pay periods = \$26.28 per pay period. In the event federal tax regulations are changed so that medical benefit plans are no longer tax exempt, the City will not be responsible to pick up the member's tax burden.

The City will permit employees who have alternate health plan options through a spouse to opt out of the City plan in return for a payment of \$100.00 per month. Families who have both spouses employed full time by the City of Delaware will not be eligible to opt out of the plan. Likewise, these employees will not be subject to monthly payroll contributions. The employee will provide proof that they do in fact have other

coverage before the City will drop that employee's current coverage. The City will continue to provide dental coverage if it is not provided under the employee's spouse's insurance. A member may elect to return to coverage under the City's insurance plan by notifying the City in writing of any substantial changes in their qualifying family circumstances. The member must give thirty days notice of his or her election to return to the City's plan, except in the case of an emergency, such as sudden loss of spouse's coverage, divorce or other change in family status. The plan will comply with Internal Revenue Code Section 125 which governs this matter.

Employees who opt out of the health insurance program will be compensated as follows:

No Coverage	\$100 per month
Maintain Prescription Only	\$ 60 per month
Maintain Dental Only	\$ 65 per month
Maintain Prescription and Dental	\$ 55 per month

* An employee may not elect to have medical coverage only.

Payments will begin on the first pay period of the month following 30 days notice of an employee's desire to drop coverage. A form will be provided which will contain all information necessary to discontinue coverage under the plan. The form must be signed and returned to the Department of Administrative Services. Until such time that an employee is effectively dropped from City coverage, they will be subject to any payroll contributions.

All payments made in lieu of insurance coverage will be included as other pay on employee's paycheck. This income will not be included in income subject to PERS contributions but will be subject to all applicable taxes.

A. Prescription Plan

The City will provide a prescription card plan for members and their dependents.

The retail benefits will be the following with the City paying the higher amount and the employee paying the lesser amount of prescription coinsurance:

- 80/20% for generic drugs
- 50/50% name brand drugs with a \$25.00 co-pay for each disbursement

The mail order benefits will be the following:

- 90/10% for generic drugs and
- 75/25% for name brand drugs with no \$25.00 co-pay.

The maximum expense an employee will pay for coinsurance is \$250.00 annually for single coverage and \$500.00 for family annually for prescription

benefits, however, the \$25.00 co-pay for retail name brand drugs will not count towards the calculation of the \$250.00 or the \$500.00 coinsurance maximum and will always apply even after an employee reaches the coinsurance maximum expenditure.

B. Dental Care Plan

The City will maintain the current dental coverage for all members. Please contact Department of Administrative Services if you have questions.

C. Vision Care Plan

The City will contribute \$6 a month towards vision coverage. The employee will be responsible for the balance of the monthly cost of the selected coverage. The City may cease to make this contribution if the City no longer offers vision coverage. Please contact the Department of Administrative Services if you have questions.

Section 2. Life Insurance

The City will provide the following amount of life insurance:

Clerk of Court	\$ 100,000.00
Magistrate	\$ 45,000.00
Clerk's Chief Deputy	\$ 30,000.00
Court IT Director	\$ 30,000.00
All other full time employees	\$ 20,000.00

Section 3. Certificate of Coverage

The City will provide a certificate of coverage for each Court employee. Such certificate will be for the employee's family situation.

Policy 29. Overtime Compensation

Section 1. Overtime Pay and Compensatory Time - Nonexempt Employees

Employees who are entitled to overtime pay or compensatory time off under the provisions of the Fair Labor Standard Act are entitled to overtime pay or compensatory time as described below:

- & Employees must receive prior approval from the Administrative Judge or his/her designee or Clerk of Court or his/her designee.

- & Employees will be compensated at straight-time rates for all hours in active pay status, except that all hours in paid status in excess of 40 hours in any work week will be compensated at a rate of time and one-half. Payment in cash will be made for any overtime due at the time of separation from City service.

- & In lieu of cash payment, the employee may request to be compensated for overtime by compensatory time off in accordance with the law. Such compensatory time off will be equal to 1.5 hours for each hour overtime compensation to which the employee is entitled. All requests for compensatory time are subject to approval of the department head. Any compensatory time that is used by an employee must be taken at a time mutually agreeable to the supervisor and the employee.
- & Employees can accumulate up to 80 hours of compensatory time. When an employee has 80 hours of accumulated compensatory time, all further overtime will be paid in cash.
- & Compensatory time will be submitted on the regular payroll sheet detailing the time earned and taken.

Section 2. Overtime Pay and Compensatory Time - Exempt Employees

Employees exempt under the Fair Labor Standard Act are not entitled to overtime pay but are entitled to compensatory time as described below:

- & Employees must receive prior approval from the Administrative Judge or his/her designee or Clerk of Court or his/her designee.
- & Compensatory time will be earned for approved work that exceeds the 40 hour work week and such employees may receive said compensatory time at the rate of one hour for each hour worked in excess of 40 hours per week.
- & The maximum accrual of compensatory time is 80 hours.
- & Compensatory time must be used in minimum increments of one hour and maximum increments of 16 hours.
- & At no time will compensatory time be converted to any other form of leave or compensation.
- & Compensatory time must be listed on the regular payroll sheet detailing the time earned and taken.

Policy 30. Special Leave

The Administrative Judge or his/her designee or the Clerk of Court or his/her designee, may authorize special leave of absence, with or without pay, for purposes beneficial to the employee and/or the Court or Clerk of Court.

A. Jury Service Leave

An employee, while serving on a jury in any court of record in Delaware County, the State of Ohio, or any adjoining county, will be paid his/her regular salary for each

workday during the period of time so served. Time so served will be deemed active and continued service for all purposes. All jury fees received from the court where the jury was seated will be assigned to the City of Delaware and submitted to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, to be forwarded to the City Finance Director.

B. Court Leave

Time off with pay will be allowed for work-related incidents where an employee is subpoenaed as a witness in civil matters in any court of record in Delaware County, State of Ohio, or any adjoining county. All witness fees will be assigned to the City of Delaware and submitted to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, to be forwarded to the City Finance Director.

Policy 31. Family and Medical Leave Act

The Family and Medical Leave Act policies in the City of Delaware's Employment Handbook apply to the employees of both the Court and the Clerk of Court.

Policy 32. Parks and Recreation Credit

The City will provide each employee with a credit to be applied to a City Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit is \$60.00. This membership is defined and regulated by the Recreation Services Department and employees must abide by the stipulations set forth by the department both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. In addition, the City will provide to each member a 20% discount on all individual registrations for City recreation programs.

Policy 33. On-Call Compensation

Both exempt and non-exempt employees of the Clerk of Court will be eligible for on-call compensation for weekly periods when assigned the responsibility of responding to law-enforcement requests during non-scheduled work periods. Employees assigned to this on-call status will serve in this posture for weekly time periods as authorized by the Clerk or by the Clerk's designee. Employees assigned to on-call status will be compensated at a weekly rate of between \$25 and \$50 as determined by the Clerk of Court. On-call compensation will be added to regular and overtime wages earned during the pay period and will be paid as taxable income through the bi-weekly payroll process.

Policy 34. Salary Ranges

Each employee is required to pay all required employee contributions to the Ohio Public Employees Retirement System (OPERS).

SALARY RANGES - MUNICIPAL COURT:

JOB TITLE	HOURLY WAGE		ANNUAL SALARY	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
OFFICE ASSISTANT	\$12.37	\$20	\$25,730	\$41,600
ADMINISTRATIVE ASSISTANT	\$14.53	\$20	\$30,222	\$41,600
BAILIFF/SECURITY OFFICER	\$16.28	\$27	\$33,662	\$56,160
COMMUNITY CONTROL OFFICER	\$16.35	\$28	\$34,000	\$58,240
OVI DOCKET COORDINATOR/ COMMUNITY CONTROL OFFICER	\$16.35	\$28	\$34,000	\$58,240
MISSION DOCKET COORDINATOR/ COMMUNITY CONTROL OFFICER*	\$16.35	\$28	\$34,000	\$58,240
VETERAN MENTOR COORDINATOR	\$16	\$24	\$33,280	\$49,920
* ASSIGNMENT ADMINISTRATOR	\$18.81	\$32	\$39,125	\$66,560
ASSIGNMENT COMMISSIONER/JURY COMMISSIONER	\$18.81	\$28	\$39,125	\$58,240
ADMIN. ASSISTANT/JURY COMMISSIONER	\$18.81	\$28	\$39,125	\$58,240
CHIEF COMMUNITY CONTROL OFFICER	\$20.74	\$32	\$43,139	\$66,560
DEPUTY CHIEF COMMUNITY CONTROL OFFICER	\$20.74	\$32	\$43,139	\$66,560
* MAGISTRATE	\$34.67	\$56	\$72,114	\$116,480

* Revised Nov. 2019

SALARY RANGES - CLERK OF COURT:

1901.31(H) Deputy Clerks of a municipal court other than the Carroll County Municipal Court may be appointed by the Clerk and shall receive the compensation, payable in either biweekly instalments or semi-monthly instalments, as determined by the payroll administrator, out of the City Treasury, that the Clerk may prescribe, except that the compensation of any Deputy Clerk of a county-operated municipal court shall be paid out of the treasury of the county in which the Court is located. The Judge of the Carroll County Municipal Court may appoint Deputy Clerks for the Court, and the Deputy Clerks shall receive the compensation, payable in biweekly instalments out of the county treasury, that the Judge may prescribe. Each Deputy Clerk shall take an oath of office before entering upon the duties of the Deputy Clerk's office and, when so qualified, may perform the duties appertaining to the office of the Clerk. The Clerk may require any of the Deputy Clerks to give bond of not less than three thousand dollars, conditioned for the faithful performance of the Deputy Clerk's duties.

Policy 35. Permanent Part-Time Employees

Permanent part-time employees will receive the following wages and benefits:

Section 1. Wages

Permanent part-time employees will be paid on an hourly basis in accordance with the table in Policy 34 above.

Section 2. Benefits

- A.** Permanent part-time employees will accrue Universal Leave on a prorated basis of 4.6 hours for every eighty hours worked in a pay period.
- B.** Permanent part-time employees are eligible for holiday pay if they work a major holiday, which includes the following: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas, and New Year's Day. Holiday Pay is defined as one and one-half times the permanent part-time employee's regular hourly rate.
- C.** Overtime will be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 40 hours in any work week will be compensated for a rate of time and one-half.
- D.** The permanent part-time employee is responsible for payment of the employee contribution for the State of Ohio Retirement System.
- E.** Upon termination of employment with the Court or Clerk of Court, permanent part-time employees will not receive pay-out for any leave accumulated.
- F.** If a permanent part-time employee becomes full time with the Court or Clerk of Court, any accumulated Universal Leave will be added to the permanent part-time employee's sick leave balance.

Policy 37. Intermittent Part-Time/Seasonal Employees

Intermittent part-time and seasonal employees will receive the following wages and benefits:

Section 1. Wages

Intermittent part-time and seasonal employees will be paid on an hourly basis in accordance with the table in Policy 35 above.

Section 2. Benefits

Intermittent part-time and seasonal employees are not eligible for benefits, but the intermittent part-time, and/or seasonal employee is responsible for payment of the employee contribution for the State of Ohio Retirement System.

Receipt and Acknowledgment Form

The employee policy manual and employee benefits manual include important information about employment at the Delaware Municipal Court and the Clerk of Court's office, and I understand that I should consult my immediate supervisor regarding any questions that are not answered in those documents. If my supervisor cannot answer my question, I should consult with the Administrative Judge or his/her designee or the Clerk of Court or his/her designee.

I have entered into my employment relationship with the Delaware Municipal Court or the Clerk of Court voluntarily and I acknowledge that there is no specified length of employment. Accordingly, the Delaware Municipal Court, the Clerk of Court, or I may terminate the relationship at will, with or without cause, at any time.

Because the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the administrative policy manual and the employee-benefits manual may occur, though I also understand that my position is and will remain an employment-at-will position. Any changes in the manuals will be communicated through official notices, and I understand that that revised information may supersede, modify, or eliminate existing policies. Only the Administrative Judge or Clerk of Court of the Delaware Municipal Court has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the administrative policy manual and the employee-benefits manual, and I understand that it is my responsibility to read and to comply with the policies contained in these documents as well as any revisions made to them later.

Employee's Signature

Date

Employee's Name (Please Print)



FACT SHEET

AGENDA ITEM NO: 11

DATE: 12/19/2019

ORDINANCE NO: 19-71

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Jessica Feller, Human Resource Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING ORDINANCE NO. 18-111 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT/SEASONAL EMPLOYEES OF THE CITY OF DELAWARE AND DECLARING AN EMERGENCY.

BACKGROUND:

The proposed 2020 budget reflects an increase in wages by 3% for all permanent part-time, part-time fire fighter/paramedic and intermittent part-time/seasonal positions.

REASON WHY LEGISLATION IS NEEDED:

Legislation is necessary in order to process payroll changes.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

3 percent increase for all permanent part-time, part-time fire fighter/paramedic and intermittent part-time/seasonal positions.

POLICY CHANGES:

N/A

PRESENTER(S):

Jessica Feller, Human Resource Manager

RECOMMENDATION:

Approval

ATTACHMENT(S)

N/A

ORDINANCE NO. 19-71

AN ORDINANCE AMENDING ORDINANCE NO. 18-111 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT, AND SEASONAL EMPLOYEES OF THE CITY OF DELAWARE AND DECLARING AN EMERGENCY.

WHEREAS, the City hires various part-time, intermittent/seasonal employees that can be divided into two classifications, to wit: permanent part-time and intermittent seasonal, and

WHEREAS, Section 155.09, Appointment Status, of the Codified Ordinances of the City of Delaware defines part-time employment, and Ordinance No. 18-111 established pay and benefits for various part-time employees of the City, and

WHEREAS, it is necessary to clarify the wages and benefits for each classification of part-time and intermittent/seasonal employees.

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

SECTION 1. Ordinance No. 18-111 is hereby amended to read as follows:

A. Effective ~~December 26, 2018~~ **25, 2019** permanent part-time employees shall receive the following wages and benefits:

1. Wages. Permanent part-time employees shall be paid on an hourly basis in accordance with the following table:

Pay Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PT 1	9.52	9.87	10.28	10.50	10.70
PT 2	14.36	14.91	15.53	16.16	16.78
PT 3	15.10	15.70	16.28	16.98	17.66
PT 4	17.39	18.09	18.82	19.57	20.35
PT 5	20.15	20.78	21.41	22.08	22.73
PT 6	23.01	23.69	24.32	25.06	25.80

PAY GRADE

POSITION

PT 1..... Facility Maintenance Technician I,
FILE CLERK

PT 2..... Support Services Aide, Parking Control Officer

PT 3..... Facility Maintenance Technician II
Clerical Specialist, Records Clerk,
Records Analyst, Front Counter Clerk, Help-Desk Technician

- PT 4..... **Communications Specialist,**
Paralegal, Laborer
- PT 5..... Investigator/Diversion
Manager, **Code Enforcement
Officer**
- PT 6..... Human Resource Coordinator

2. Benefits. Benefits for permanent part-time are as follows:
 - (a) Employees will accrue Universal Leave on a prorated basis of 4.6 hours for every eighty hours worked in a pay period.
 - (b) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day and Thanksgiving. Holiday Pay is defined as one and one half times the employee's regular hourly rate.
 - (c) Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 40 hours in any work week shall be compensated for a rate of time and one half.
 - (d) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.
 - (e) Upon termination of employment with the City employees will not receive pay-out for any leave accumulated.
 - (f) If an employee becomes full time with the City, any accumulated Universal Leave will be added to the employee's sick leave balance.
 - (g) Employees shall receive a Parks and Recreation Credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hillborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/purchase. Credits are non-transferrable.

B. Effective **December 26, 2018 25, 2019** permanent part-time firefighters shall be paid on an hourly basis in accordance with the following table:

PAY GRADE	POSITION	WAGE
PTFF1	Firefighter/EMT	13.66/hour
PTFF2	Firefighter/Paramedic	15.76/hour

1. Benefits. Benefits for permanent part-time firefighters are as follows:
 - (a) The City will provide \$10,000 of life insurance.
 - (b) Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 212 hours in any 28 day pay cycle shall be compensated for a rate of time and one half.
 - (c) The employee will be responsible for payment of the employee contribution to their pension system.
 - (d) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day and Thanksgiving. Holiday pay is defined as one and one half times the employee's regular hourly rate.
 - (e) Permanent part-time firefighters may not exceed 1500 hours worked in a calendar year.
 - (g) Employees shall receive a Parks and Recreation Credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/purchase. Credits are non-transferrable.

- C. Effective **December 26, 2018** **25, 2019** intermittent part-time/seasonal employees shall receive the following wages and benefits:
 1. Wages. Intermittent part-time/seasonal employees shall be paid on an hourly basis in accordance with the following table:

Pay Grade	Position	Step 1	Step 2	Step 3
SL1	Cashier	\$ 10.30	\$ 10.82	\$ 11.33
SL2	Laborer	\$ 11.85	\$ 12.88	\$ 13.91
SL3	Intern	\$ 11.85	\$ 13.91	\$ 15.97
SL4	Clubhouse Manager	\$ 14.42	\$ 15.45	\$ 16.48

For intermittent/seasonal positions not listed above, the wages shall be the entry-level pay rate reflected in the applicable pay plan for the equivalent permanent full-time position or a pay rate established by the City Manager.

2. Benefits. Intermittent /seasonal employees are not eligible for benefits, except the following:
 - (a) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.

SECTION 2. Existing Ordinance No. 18-111 is hereby repealed.

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

SECTION 4. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on December 25, 2019. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

EMERGENCY CLAUSE: YEAS _____ NAYS _____
ABSTAIN _____

PASSED: _____, 2019 YEAS _____ NAYS _____
ABSTAIN _____

ATTEST: _____
CITY CLERK MAYOR



FACT SHEET

AGENDA ITEM NO: 12

DATE: 12/19/2019

ORDINANCE NO: 19-72

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Jessica Feller, Human Resource Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING THE MANAGEMENT, PROFESSIONAL, TECHNICAL, CONFIDENTIAL, AND SUPERVISORY EMPLOYEES PAY PLAN, AND DECLARING AN EMERGENCY.

BACKGROUND:

12/09/2019 UPDATE: Other notable changes include modified health insurance language to provide for greater flexibility in incentivizing eligible employees to opt-out of full coverage and removal of the spouse opt-out payment when both spouses are employed full time by the City.

11/25/2019

The proposed 2020 budget reflects an increase in wages by 3% for the non-union employee pay plan and 3% for the department head pay plan ranges.

Other notable changes include modified insurance language to provide for greater flexibility in overall plan design as staff work to implement cost containment measures.

In addition, the ordinance includes a section authorizing the Finance Director to sign an annual OPERS earned time off conversion document.

REASON WHY LEGISLATION IS NEEDED:

Legislation is necessary in order to process payroll changes.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

A 3 percent increase for all non-union pay plan positions and 3 percent increase to the department head pay plan ranges, as reflected in the proposed 2020 budget.

POLICY CHANGES:

N/A

PRESENTER(S):

Jessica Feller, Human Resource Manager

RECOMMENDATION:

Approval

ATTACHMENT(S)

Amended Pay Plan

ORDINANCE NO. 19-72

AN ORDINANCE AMENDING THE MANAGEMENT, PROFESSIONAL, TECHNICAL, CONFIDENTIAL, AND SUPERVISORY EMPLOYEES PAY PLAN, AND DECLARING AN EMERGENCY.

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

SECTION 1. That the attached Management, Professional, Technical, Confidential and Supervisory Pay Plan shall be amended to reflect the noted changes.

SECTION 2. That the Finance Director is hereby authorized to execute and submit the annual OPERS earned time conversion document on behalf of the City.

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

SECTION 4. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on December 25, 2019 which coincides with the new calendar year. Therefore, this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON EMERGENCY CLAUSE:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2019

YEAS___NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



THE CITY OF DELAWARE 2019 SUMMARY OF BENEFITS

Professional, Confidential, Supervisory and Non-
Union Employees

Revised ~~5/22/2019~~ **12/25/2019**

Article I. WAGES AND PAY PLAN

Section 1.01 Non- Union Employee Pay Plan

(a) The following pay schedule is to be effective ~~December 26, 2018~~ **25, 2019** and the table below reflects a ~~2%~~ **3%** increase for each step. Step increase shall take effect the first full pay period following the employee's anniversary date.

Pay Grade	Position
¹ M1	Administrative Assistant, Police Administrative Aide, Desktop Technician, HELP DESK SUPPORT TECHNICIAN
M2	Airport Technician, Watershed Coordinator, Police Assistant
M3	Economic Development Communications Specialist, COMMUNICATIONS SPECIALIST, SERVICE COORDINATOR, CRIME ANALYSIS TECHNICIAN
M4	Cemetery Manager, Financial Specialist I, Arborist
M5	GIS/CMMS Technician, Administrative Services Specialist, Right-of-Way Inspector, Zoning Technician, Golf Course Supervisor, WATERSHED COORDINATOR, TECHNICAL SUPPORT SPECIALIST
M6	Police Technician
M7	Code Enforcement Officer I, Customer Service Liaison, Facility Maintenance Supervisor
M8	Engineering Technician, Airport Operations Supervisor, Division Supervisor, Financial Specialist II, Executive Assistant, Code Enforcement Officer II, Project Manager I, Collections Manager, Construction Inspector, ECONOMIC DEVELOPMENT COORDINATOR, GIS/CMMS ANALYST
M9	Assistant City Attorney/Prosecutor, Building Inspector I
M10	Development Planner, RECREATION PROGRAM COORDINATOR
M11	No current position
M12	GIS Coordinator, Project Manager II, Airport Manager, Construction Inspection Manager, IT Project Coordinator, Budget and Management Analyst
M13	Building Inspector II
M14	Information Systems & Network Administrator, Human Resource Manager, Assistant Prosecutor, Application System Specialist
M15	Project Engineer I, Assistant Water Manager, Assistant Wastewater Manager, Parks Superintendent
M16	No current position
M17	Project and Maintenance Manager, Public Works Superintendent, Accountant, Zoning Administrator, Water Manager, Wastewater Manager, Community Affairs Coordinator, Project Engineer II, Income Tax Administrator, UTILITIES FIELD SUPERINTENDENT
M18	Project Engineer III, DEPUTY DIRECTOR
M19	Deputy City Engineer
M20	No current position

¹ Per Amendment to Ordinance No. 18-112 (December 20, 2018) Clerk of Council (M1) removed from Management Pay Plan effective January 15, 2019.

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
M1	19.43	20.18	20.89	21.85	22.70
M2	19.98	21.17	21.61	22.52	23.39
M3	20.98	21.83	22.70	23.62	24.56
M4	21.83	22.69	23.61	24.59	25.54
M5	22.95	23.95	25.37	26.32	27.11
M6	23.88	24.98	26.36	27.36	28.20
M7	24.80	25.99	27.41	28.43	29.33
M8	26.18	27.30	28.39	29.59	30.84
M9	27.25	28.37	29.53	30.78	32.07
M10	28.34	29.51	30.75	32.03	33.38
M11	29.47	30.64	32.01	33.28	34.66
M12	30.68	31.91	33.25	34.61	36.08
M13	31.89	33.18	34.59	36.02	37.53
M14	33.12	34.53	35.97	37.46	39.04
M15	34.44	35.92	37.42	38.96	40.55
M16	35.86	37.34	38.90	40.51	42.17
M17	37.30	38.81	40.51	42.12	43.90
M18	38.75	40.37	42.12	43.84	45.66
M19	40.33	42.00	43.81	45.57	47.45
M20	41.93	43.64	45.57	47.40	49.36

Section 1.02 Department Head Pay Plan

(a) The following pay schedule for the positions below is to be effective December 26, 2018 ~~25, 2019~~ and reflects a ~~2.5%~~ **3%** increase to each range.

Pay Grade					
DH III			Range		
	Dean Stelzer	Finance Director	\$108,547.99	to	\$151,967.19
	Darren Shulman	City Attorney			
	Bruce Pijanowski	Police Chief			
	John Donahue	Fire Chief			
DH II			\$90,456.66	to	\$126,638.58
	Bill Ferrigno	Public Works Director/City Engineer			
	David Efland	Planning & Development Director			
	Susie Dailey	Chief Information Officer			
	Vacant	Assistant Fire Chief			
	Vacant	Assistant Police Chief			
	Blake Jordan	Public Utilities Director			
	Kyle Kridler	Assistant City Manager			
DH I			\$75,380.55	to	\$105,532.77
	Jerry Warner	Chief Building Official			
	Sean Hughes	Economic Development Director			
	Ted Miller	Parks & Natural Resources Director			
	Natalia Harris	Chief Prosecutor			
	Lee Yoakum	Community Affairs Coordinator			

Section 1.03 Safety Forces Pay Plan

(a) Police Captain Wages

Pay Grade	STEP 1		STEP 2		STEP 3	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
SF1	50.24	\$104,506.27	52.12	\$108,405.44	54.01	\$112,347.46
PAY GRADE	POSITION					
SF1	Police Captain					

1) Maximum Vacation Accrual

If an employee enters into the Management Pay Plan with more than the maximum accrual of vacation hours allowed, the following will occur: 1. the employee may request a pay out to take the current level below the maximum allowed of, 2. the current accrual will be “frozen” as a maximum cap for the calendar year.

2) *Initial Compensatory Time*

Prior to entering the Management Pay Plan all compensatory time will be paid out according to the provision in the respective bargaining contract and the employee compensation time will be zero (0).

3) *Clothing Maintenance Allowance*

The positions of Police Chief and Police Captain shall receive an annual clothing maintenance allowance of three hundred and forty dollars (\$340) in January of each year.

4) *Uniforms Allowance*

The Management Pay Plan positions in the Police and Fire Departments will receive replacement uniform items when determined by the Chief that replacement is necessary.

(b) Fire Captain Wages

The following pay schedule is to be effective December 26, 2018. The table below reflects a 2% increase for each step. Step increase shall take effect the first full pay period following the employee’s anniversary date.

Pay Grade	STEP 1		STEP 2		STEP 3	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
SF2	per contract		per contract		per contract	
PAY GRADE	POSITION					
SF2	Fire Captain					

1) *Fire Captain Provision*

Wages and associated benefits for the 40-hour/week Management Fire Captain are identical to those provided to equivalent bargaining unit position. Position is considered overtime eligible. Additionally, incumbent will receive 5% out-of-class pay (based on wage rate) when serving as Acting Chief.

Article III. Insurance

Section 3.01 Hospitalization, Surgical and Major Medical

(a) The City will continue to provide comprehensive hospitalization, surgical and major medical coverage for all full-time members and their dependents. Beginning January 1, 1999, or at some date thereafter, the City may implement a Preferred Provider Organization (PPO). The Plan if implemented will provide for the following deductibles and co-payments as follows:

	Network Providers	Non-Network Providers
Annual Deductible	None	\$500.00
Single	None	\$1000.00
Family		
Office Visit Co-pay	\$10.00	N/A
ER Visit Co-pay	\$50.00 unless admitted into the hospital, otherwise co-insurance will apply in excess of the deductible	N/A
Co-insurance		
Single	90/10% of first \$1,000 80/20% of next \$3,000	50/50% of first \$5,000 50/50% of first \$5,000
Family	90/10% of first \$2,000 80/20% of next \$5,000	

- 1) Contributions will be deducted from the member’s gross income prior to taxes, subject to compliance with all applicable tax regulations.
- 2) Effective January 1, 2013 employees will contribute to the cost of the health benefit plan in an amount equal to the 15% of the established monthly COBRA rate utilized by the City. Annual changes to the calculated COBRA rate will be applied to the monthly employee contributions on the first full pay-period in April of each year. Contributions will be deducted from all members in paid status based on twelve (12) months times the monthly rate, divided by the number of pay periods per year. An example would be \$56.95/mo. X 12 = \$683.40, \$683.40 / 26 pay periods = \$26.28 per pay period. In the event federal tax regulations are changed so that medical benefit plans are no longer tax exempt, the City will not be responsible to pick up the member’s tax burden.

Section 3.02 Prescription Plan

- (a) The City will provide a prescription card plan for members and their dependents.
- (b) The retail benefits will be the following with the City paying the higher amount and the employee paying the lesser amount of prescription coinsurance:
 - 1) 80/20% for generic drugs
 - 2) 50/50% name brand drugs with a \$25 co-pay for each disbursement
- (c) The mail order benefits will be the following:
 - 1) 90/10% for generic drugs and
 - 2) 75/25% for name brand drugs with no \$25 co-pay
- (d) The maximum expense an employee will pay for coinsurance is \$250 annually for single coverage and \$500 for family annually for prescription benefits, however, the \$25 co-pay for retail name brand drugs will not count towards the calculation of the \$250 or the \$500 coinsurance maximum and will always apply even after an employee reaches the coinsurance maximum expenditure.

Section 3.03 Dental Care Plan

- (a) The City will maintain dental coverage for all members. Please refer to the Plan Document for specific covered services.

Section 3.04 Life Insurance

- (a) The City will provide the following amount of life insurance:
 - 1) Department Heads: \$50,000
 - 2) Assistant Fire and Police Chiefs: \$50,000
 - 3) Pay Grades M11 through M20: \$40,000
 - 4) Police Captain and Fire Captain: \$40,000
 - 5) Pay Grades M1 through M10: \$30,000

Section 3.05 Vision Plan

- (a) The City will provide a vision plan for members and their dependents covered by this Summary of Benefits. The City will contribute \$6.00 per month on behalf of the employee. The employee will be responsible for the balance of the monthly cost of the coverage selected.



THE CITY OF DELAWARE 2019 SUMMARY OF BENEFITS

Professional, Confidential, Supervisory and Non-
Union Employees

Revised ~~5/22/2019~~ 12/25/2019

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Article I. WAGES AND PAY PLAN

Section 1.01 Non- Union Employee Pay Plan

(a) The following pay schedule is to be effective ~~December 26, 2018~~ **25, 2019** and the table below reflects a ~~2%~~ **3%** increase for each step. Step increase shall take effect the first full pay period following the employee’s anniversary date.

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M4	Cemetery Manager, Financial Specialist I, Arborist
M5	GIS/CMMS Technician, Administrative Services Specialist, Right-of-Way Inspector, Zoning Technician, Golf Course Supervisor, WATERSHED COORDINATOR, TECHNICAL SUPPORT SPECIALIST
M6	Police Technician
M7	Code Enforcement Officer I, Customer Service Liaison, Facility Maintenance Supervisor
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M19	Deputy City Engineer
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M5	22.95	23.95	25.37	26.32	27.11
M6	23.88	24.98	26.36	27.36	28.20
M7	24.80	25.99	27.41	28.43	29.33
M8	26.18	27.30	28.39	29.59	30.84
M9	27.25	28.37	29.53	30.78	32.07
M10	28.34	29.51	30.75	32.03	33.38
M11	29.47	30.64	32.01	33.28	34.66
M12	30.68	31.91	33.25	34.61	36.08
M13	31.89	33.18	34.59	36.02	37.53
M14	33.12	34.53	35.97	37.46	39.04
M15	34.44	35.92	37.42	38.96	40.55
M16	35.86	37.34	38.90	40.51	42.17
M17	37.30	38.81	40.51	42.12	43.90
M18	38.75	40.37	42.12	43.84	45.66
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M20	41.93	43.64	45.57	47.40	49.36

Section 1.02 Department Head Pay Plan

(a) The following pay schedule for the positions below is to be effective December 26, 2018 ~~25, 2019~~ and reflects a ~~2.5%~~ **3%** increase to each range.

Pay Grade				
DH III			Range	
	Dean Stelzer	Finance Director	\$108,547.99	to \$151,967.19
	Darren Shulman	City Attorney		
	Bruce Pijanowski	Police Chief		
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DH II			\$90,456.66	to \$126,638.58
	Bill Ferrigno	Public Works Director/City Engineer		
	David Efland	Planning & Development Director		
	Susie Dailey	Chief Information Officer		
	Vacant	Assistant Fire Chief		
	Vacant	Assistant Police Chief		
	Blake Jordan	Public Utilities Director		
	Kyle Kridler	Assistant City Manager		
DH I			\$75,380.55	to \$105,532.77
	Jerry Warner	Chief Building Official		
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	Ted Miller	Parks & Natural Resources Director		
	Natalia Harris	Chief Prosecutor		
	Lee Yoakum	Community Affairs Coordinator		

Section 1.03 Safety Forces Pay Plan

(a) Police Captain Wages

Pay Grade	STEP 1		STEP 2		STEP 3	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
SF1	50.24	\$104,506.27	52.12	\$108,405.44	54.01	\$112,347.46
PAY GRADE	POSITION					
SF1	Police Captain					

1) Maximum Vacation Accrual

If an employee enters into the Management Pay Plan with more than the maximum accrual of vacation hours allowed, the following will occur: 1. the employee may request a pay out to take the current level below the maximum allowed of, 2. the current accrual will be “frozen” as a maximum cap for the calendar year.

2) *Initial Compensatory Time*

Prior to entering the Management Pay Plan all compensatory time will be paid out according to the provision in the respective bargaining contract and the employee compensation time will be zero (0).

3) *Clothing Maintenance Allowance*

The positions of Police Chief and Police Captain shall receive an annual clothing maintenance allowance of three hundred and forty dollars (\$340) in January of each year.

4) *Uniforms Allowance*

The Management Pay Plan positions in the Police and Fire Departments will receive replacement uniform items when determined by the Chief that replacement is necessary.

(b) Fire Captain Wages

The following pay schedule is to be effective December 26, 2018. The table below reflects a 2% increase for each step. Step increase shall take effect the first full pay period following the employee’s anniversary date.

Pay Grade	STEP 1		STEP 2		STEP 3	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
SF2	per contract		per contract		per contract	
<u>PAY GRADE</u>	<u>POSITION</u>					
SF2	Fire Captain					

1) *Fire Captain Provision*

Wages and associated benefits for the 40-hour/week Management Fire Captain are identical to those provided to equivalent bargaining unit position. Position is considered overtime eligible. Additionally, incumbent will receive 5% out-of-class pay (based on wage rate) when serving as Acting Chief.

Section 1.04 Overtime Pay & Compensatory Time: Non-Exempt Employees

- (a) For employees who are entitled to overtime pay or compensatory time off under the provisions of the Fair Labor Standard Act they shall be entitled to overtime pay or compensatory time as described below:
- 1) Employees shall be compensated at straight-time rates for all hours in active pay status, except that all hours in paid status in excess of forty (40) hours in any workweek shall be compensated for at a rate of time and one-half. Payment in cash shall be made for any overtime due at the time of separation from City service.
 - 2) In lieu of cash payment, the employee may request to be compensated for overtime by compensatory time off in accordance with the law. Such compensatory time off shall be equal to one and one-half (1.5) hours for each hour of overtime compensation to which the employee is entitled. All requests for use of compensatory time are subject to approval of the department head. Compensatory time shall be taken at a time mutually agreeable to the supervisor and the employee.
 - 3) Employees can accumulate up to eighty (80) hours of compensatory time. When an employee has eighty (80) hours of accumulated compensatory time, all further overtime will be paid in cash.
 - 4) At no time shall compensatory time be converted to any other form of leave or compensation; except when an employee separates from City service. Upon termination of employment, a non-exempt employee shall be paid for unused compensatory time provided that the time was earned after April 14, 1986 at a rate of compensation not less than:
 - i. The average regular rate (hourly rate) received by such employee during the last 3 years of the employee's employment, or
 - ii. The final regular rate (hourly rate) received by such employee, whichever is higher.
 - 5) Compensatory time shall be submitted on the regular payroll sheet detailing the time earned and taken.

Section 1.02 Compensatory Time: Exempt Employees

- (a) Employees exempt under the Fair Labor Standard Act shall not be entitled to overtime pay but shall be entitled to compensatory time as described below:
- 1) No existing compensatory time balances will be carried over from an outside position or when the employee transfers in the Management Pay Plan
 - 2) Compensatory time shall be earned for approved work that exceeds eight (8) hours per day and such employees may receive said compensatory time at the rate of one (1) hour for each hour worked in excess of eight (8) hours per day.
 - 3) The maximum accrual of compensatory time shall be eighty (80) hours.
 - 4) Compensatory time must be used in minimum increments of one (1) hour and maximum increments of twenty four (24) hours per pay period.
 - 5) At no time shall compensatory time be converted to any other form of leave of compensation. Upon termination of employment, an exempt employee is not entitled to payment for unused compensatory time.
 - 6) Compensatory time shall be submitted on the regular payroll sheet detailing the time earned and taken.

Article II. ACCRUED TIME AND VARIOUS LEAVES

Section 2.01 Vacation

- (a) The vacation year for employees shall end at close of business on the last pay period that ends in the month of December.
- (b) Each full-time employee shall accrue vacation leave by pay period at the annual rate of work hours based on years of full-time total service which is established in the schedules contained in Section 3 of this article. Years of total full-time service is defined to be the total of all periods of employment for the City of Delaware. Any period of interruption of service due to resignation, layoff, disciplinary suspension, or discharge for cause, will not be included in the computation of total service. Time not in paid status, excepting military leave, shall also be excluded in computing total service. In computing years of service, the higher rate of accrual will be on the first day of the first pay period in which a year of service is completed.
- (c) The following vacation accrual schedules are established:

Years of Total Service	Vacation Hrs./Year	Vacation Hrs./Pay
Start through 5 years	80.6	3.1
6 through 10 years	119.6	4.6
11 through 15 years	161.20	6.2
16 plus years	200.2	7.7

- (d) Any vacation balance in excess of the maximum accrual shall become void as of the close of business on the last day of the pay period that ends in the month of December.

Years of Total Service	Maximum Accrual of Vacation Hours
Start through 5 years	241.8
6 through 10 years	358.8
11 through 15 years	483.6
16 plus years	600.6

(e) Eligibility

- 1) To be eligible for biweekly (pay period) vacation accumulation, an employee must be in paid status for a minimum of 72 hours within that pay period; except that when an employee is required to report for work and does so report and is denied work because of circumstances beyond their control, absence from work for the balance of that day shall not be construed as unpaid work status.
- 2) An employee in full-time status who is to be separated from City service through discharge, resignation, retirement or layoff, and who has unused vacation leave to their credit, shall be paid in a lump sum for such unused vacation leave in lieu of granting a vacation leave after his last day of active service with the City. Such payment shall be paid at the employee's hourly rate of pay at time of separation.
- 3) When a member dies while in paid status in the City service, any unused vacation leave to their credit shall be paid in a lump sum to the surviving spouse, or such other person the employee may have designated in writing.
- 4) Requests for vacation are to be submitted and approved, in advance of the intended use, by employee's supervisor or department head.
- 5) To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware from prior employment **inside the state of Ohio:**
 - i. Employees will only be eligible to transfer years of service from a public agency as defined by State law.
 - ii. The amount of years of service that can be transferred is unlimited.
 - iii. Prior employment must be in full-time status
- 6) To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware from prior employment **outside the State of Ohio:**
 - i. Employees will only be eligible to transfer years of service from their immediate previous employer.
 - ii. Said previous employer must be a public agency.
 - iii. Employment with the City of Delaware must take place within twelve months of termination from their immediate previous employer.
 - iv. The maximum amount of years of service that can be transferred is five (5) years.
 - v. Present employees are not eligible.
 - vi. Prior employment must be in full-time status.
- 7) An employee may elect to trade three (3) weeks of vacation time, or the equivalent of vacation time earned in one year, whichever is greater, for equivalent pay during the calendar year. Conversion of vacation time may occur for pay periods ending in the months of January, June, or December of each year. For 2019, these dates are as follows:

Pay Period Ending	Pay Date
January 7, 2020	January 14, 2020
January 21, 2020	January 28, 2020
June 9, 2020	June 16, 2020
June 23, 2020	June 30, 2020
December 8, 2020	December 15, 2020
December 22, 2020	December 29, 2020

An employee must inform the Department Head prior to August 1 of the year preceding the calendar year in which he intends to make the trade and must maintain at least forty (40) hours of vacation time in the employee's account after said trade takes place. Exceptions may be granted by the authority of the city manager.

Section 2.02 Sick Leave

- (a) Each city employee shall be entitled to sick leave with pay for four and six-tenths (4.6) hours of each completed (80) hours of service. An employee may use sick leave, upon approval of his or her Department Head, for absence due to personal illness, pregnancy, injury, or exposure to contagious disease which could be communicated to other employees, and for illness or injury of the employee's spouse, dependent children, step-children or parent. It is the option of a supervisor, with cause, to require return to work documentation from the employee.

- (b) If an employee used 0 hours of sick leave in any one calendar year, that employee shall be credited with an additional three (3) vacation days the following year. If an employee uses between one (1) and eight (8) hours of sick leave in any one calendar year that employee shall be credited with an additional two (2) vacation days the following year. If an employee uses between nine (9) and sixteen (16) hours of sick leave in any one calendar year that member shall be credited with one (1) additional vacation day the following year. To be eligible for this incentive, an employee must be active for the first pay period of the calendar year through the last pay period of the calendar year. At the employee's option, any additional vacation days earned can be converted to pay for pay periods ending in the months of January, June, or December of the year the additional vacation is earned. For 2019, these dates are as follows:

Pay Period Ending	Pay Date
January 7, 2020	January 14, 2020
January 21, 2020	January 28, 2020
June 9, 2020	June 16, 2020
June 23, 2020	June 30, 2020
December 8, 2020	December 15, 2020
December 22, 2020	December 29, 2020

- (c) To be eligible to transfer sick leave to the City of Delaware from prior employment inside the state of Ohio:
- 1) Employees will only be eligible to transfer sick leave from a public agency as defined by the State of Ohio.
 - 2) Employment with the City of Delaware must take place within ten (10) years of termination from their previous employer.
 - 3) The maximum amount of sick leave hours that be transferred is unlimited as long as it is accrued at a rate of no greater than 15 days per year.
- (d) To be eligible to transfer sick leave of the City of Delaware from prior employment outside the state of Ohio:
- 1) Employees will only be eligible to transfer sick leave from their immediate previous employer.
 - 2) Said previous employer must be a public agency.
 - 3) Employment with the City of Delaware must take place within twelve (12) months of termination from their immediate previous employer.
 - 4) The maximum amount of sick leave hours that can be transferred is six hundred (600).
 - 5) Any sick leave time so transferred shall have been accumulated at the rate of one and one-fourth days per month of employment.
 - 6) Present employees are not eligible.
- (e) Any City employee who has accumulated at least 100 days of sick leave credit may convert any excess thereof up to fifteen (15) days per year of sick leave to vacation leave on the basis two (2) sick leave days for one (1) day vacation leave. Such annual conversion, if made, shall occur in December for the year of conversion.
- (f) Any employee separated from City service for other than just cause shall be paid for all accumulated and unused sick leave on the basis of one (1) hour of pay for every two (2) hours of unused sick leave. Total sick leave pay out cannot exceed sixteen (16) weeks pay.
- (g) For Employees Hired After November 1, 2013

- 1) Each member hired by the City of Delaware after November 1, 2013 may transfer accrued sick leave hours from previous employment with any public agency, but such sick leave hours will not be eligible for conversion or payment upon separation pursuant to section 5. In addition, sick leave usage by members who transfer in sick leave hours will first be charged to sick leave hours accumulated while employed by the City of Delaware. Members will only be eligible to utilize hours transferred in from prior public employment when they have no balance of sick leave available from sick leave accrued while employed by the City of Delaware.

Section 2.03 Holiday and Personal Days²

- (a) The following are designated as paid holidays for covered employees:

New Year's Day, January 1	Little Brown Jug Day, ½ day ²
Martin Luther King Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day, July 4	Day before Christmas, ½ day
Labor Day	Christmas Day, December 25

- (b) If one of the holidays set forth above occurs while an employee is on vacation leave, such day shall not be charged against his/her vacation leave.
- (c) In the event that the Federal Government designates a specific day for any of the aforesaid holidays, then such holiday shall be observed by the City in accordance with such federal designation. When any such holiday falls on a Saturday it shall be observed on the Friday immediately preceding, and when any such holiday falls on a Sunday, it shall be observed on the Monday immediately following, provided that the employee works their last regularly scheduled work day preceding the following the holiday.
- (d) For each of the holidays specified in Section 1 of this article on which a FLSA non-exempt employee works, they shall be entitled to holiday compensation equal to double the employee's regular rate of pay, except that the employee shall be entitled to holiday compensation at two and one-half times the employee's regular rate of pay if they work on any of the following holidays: New Year's Day, Memorial Day, Independent Day, Labor Day, Thanksgiving Day, Christmas Day. Only eight (8) hours per day will be used when computing the holiday rate. Compensation for holidays may be in the form of cash or compensatory time off.
- (e) Employees shall be credited 32 hours of personal leave a year, except for new hires who shall receive a prorated amount based on hire date. Use of holiday compensatory time or personal days shall be at the employee's discretion with the approval of the employee's supervisor or department head.
- (f) All employees will be permitted to accumulate three (3) years' worth of holiday compensatory time and personal leave. Once an employee accumulates the maximum allowable number of personal leave/holiday compensatory time then future personal leave/holiday compensatory time will be compensated for in cash, at the time they are earned. An employee may elect to cash in up to one year's worth of personal leave each year (32 hours) for pay periods ending in the months of January, June, or December each year. An employee must inform his or her Department Head prior to August 1 of the year preceding the calendar year in which they intend to make the trade. For 2019, the dates are as follows:

Pay Period Ending	Pay Date
January 7, 2020	January 14, 2020
January 21, 2020	January 28, 2020
June 9, 2020	June 16, 2020
June 23, 2020	June 30, 2020
December 8, 2020	December 15, 2020
December 22, 2020	December 29, 2020

Section 2.04 Funeral Leave

(a) Each covered employee shall be entitled to funeral leave with pay according to the following schedule:

Leave for Death of:	Days/Hours of Leave	
	Local Funeral	Other Funeral
Immediate Family Member	1 – 3 Days	1 – 5 Days
Other Relative	May Use Up to One Scheduled Work Day of Accrued Leave	May Use Between 1 – 3 Scheduled Work Days of Accrued Leave

- 1) One work day/shift is automatic for the day of the funeral, but additional time up to the maximum shall be given only with approval of the Department Head.
 - 2) All leave time with approval of the Department Head.
- (b) For the purposes of this section, “Immediate Family Member” means spouse, child, brother, sister, parents, step-child, step-brother, step-sister and step-parents, grandparents, grandchildren, sister-in-law, brother-in-law, and parents-in-law.
- (c) For the purposes of the article, “Local Funeral” means a funeral in the City of Delaware, or within fifty (50) miles thereof.

Section 2.05 Special Leave

- (a) In addition to other leaves authorized herein, the City Manager may authorize a special leave of absence, with or without pay, for purposes beneficial to the employee and/or the City.
- (b) For exempt employees who are absent, if the absence cannot be covered or paid through appropriate leave time, said employees shall be subject to a reduction in pay, unless the absence is less than one workday.

Section 2.06 Jury Duty Leave

- (a) An employee, while serving on a jury in any court of record in Delaware County, or any adjoining county, will be paid his regular salary for each of his workdays during the period of time so served. Time so served shall be deemed active and continuous service for all purposes. All jury fees received from the court of record shall be assigned to the City of Delaware.
- (b) When an employee has been released from Jury Duty they shall report back to work if more than two (2) hours are left in the workday.

Section 2.07 Court Leave

- (a) Time off with pay shall be allowed employees who are subpoenaed to attend any court of record in Delaware County, Delaware, Ohio or any adjoining county, as a witness in civil matters, as they pertain to City matters. All witness fees shall be assigned to the City of Delaware.

Section 2.08 Injury Leave

- (a) All regular full-time City employees shall be entitled to injury leave with pay, less any Worker's Compensation weekly salary benefits which he/she may be awarded by the Ohio Industrial Commission (OIC), for a period not to exceed 30 consecutive working days for employees working a 40-hour workweek for each injury incurred in the performance of employment duties with the City, provided that the following procedures are followed:
 - 1) In all cases of personal injury to any regular full-time City employee as a result of the performance of employment duties, the employee shall complete an accident/injury investigation form and in conjunction with his/her Department Head shall report such injury to the Department of Administrative Services immediately and ensure that a claim is filed with the BWC.

- 2) In the event that time off from work is required by the injured employee, they will be granted injury leave from the first day of injury, if the proper documentation is submitted to the City of Delaware. This documentation will include, but not be limited to, a statement from the employee's physician, an Agreement covering Compensation Reimbursement, any necessary BWC forms and other documents as may be required by the City. In the event that the BWC determines that the injury is NOT employment related, any time the employee is, or has been, absent from work shall be deducted first from any accrued sick leave, then accrued vacation, or accrued compensatory time off, other than compensatory time for overtime worked.
- 3) During the period of time an injured employee is being paid under this policy, all normal benefits given to regular full-time City employees shall remain in force with no deductions to earned sick leave and/or vacation time.
- 4) In all cases where more than 30 consecutive working days are needed for injury leave for employees working a 40-hour workweek, the City Manager may extend such leave, if such necessity is determined to his/her satisfaction. Each employee requesting such an extension under this policy may be required to furnish a current affidavit from a licensed physician setting forth the need for the extension.

Article III. Insurance

Section 3.01 Hospitalization, Surgical and Major Medical

~~(a) The City will continue to provide comprehensive hospitalization, surgical and major medical coverage for all full-time members and their dependents. Beginning January 1, 1999, or at some date thereafter, the City may implement a Preferred Provider Organization (PPO). The Plan if implemented will provide for the following deductibles and co-payments as follows:~~

	Network Providers	Non-Network Providers
Annual Deductible	None	\$500.00
Single	None	\$1000.00
Family		
Office Visit Co-pay	\$10.00	N/A
ER Visit Co-pay	\$50.00 unless admitted into the hospital, otherwise co-insurance will apply in excess of the deductible	N/A
Co-insurance		
Single	90/10% of first \$1,000 80/20% of next \$3,000	50/50% of first \$5,000 50/50% of first \$5,000
Family	90/10% of first \$2,000 80/20% of next \$5,000	

- 1) Contributions will be deducted from the member's gross income prior to taxes, subject to compliance with all applicable tax regulations.
- 2) ~~Effective January 1, 2013 employees will contribute to the cost of the health benefit plan in an amount equal to the 15% of the established monthly COBRA rate utilized by the City. Annual changes to the calculated COBRA rate will be applied to the monthly employee contributions on the first full pay period in April of each year. Contributions will be deducted from all members in paid status based on twelve (12) months times the monthly rate, divided by the number of pay periods per year. An example would be \$56.95/mo. X 12 = \$683.40, \$683.40 / 26 pay periods = \$26.28 per pay period. In the event federal tax regulations are changed so that medical benefit plans are no longer tax exempt, the City will not be responsible to pick up the member's tax burden.~~

3) The City will permit employees who have alternate health plan options through a spouse to opt out of the City plan in return for a payment of **at least \$100.00 per month for full opt out of all health insurance**. Families who have both spouses employed full time by the City of Delaware will not be eligible to opt out of the plan. One spouse will carry the **full** cost of the plan ~~minus the opt out payment~~. The employee will provide proof that they do in fact have other coverage before the City will drop that employee's current coverage.

4) The City will continue to provide dental coverage if it is not provided under the employee's spouse's insurance. A member may elect to return to coverage under the City's insurance plan by notifying the City in writing of any substantial changes in their qualifying family circumstances. The member must give (30) days' notice of his or her election to return to the City's plan, except in the case of an emergency, such as sudden loss of spouse's coverage, divorce or other change in family status. The plan will comply with Internal Revenue Code Section 125 which governs this matter.

~~5) — Employees who opt out of the health insurance program will be compensated as follows:~~

~~No coverage ————— \$100 per month~~

~~Maintain Dental Only ————— \$65 per month~~

Note: An employee may not elect to have medical coverage only

6) Payments will begin on the first pay period of the month following 30 days' notice of an employee's desire to drop coverage. A form will be provided which will contain all information necessary to discontinue coverage under the plan. The form must be signed and returned to the Department of Administrative Services. Until such time that an employee is effectively dropped from City coverage, they will be subject to any payroll contributions.

7) All payments made in lieu of insurance coverage will be included as other pay on employee's paycheck. This income will not be included in income subject to OPERS contributions but will be subject to all applicable taxes.

~~Section 3.02 — Prescription Plan~~

- ~~(a) The City will provide a prescription card plan for members and their dependents.~~
- ~~(b) The retail benefits will be the following with the City paying the higher amount and the employee paying the lesser amount of prescription coinsurance:
 - ~~1) 80/20% for generic drugs~~
 - ~~2) 50/50% name brand drugs with a \$25 co-pay for each disbursement~~~~
- ~~(c) The mail order benefits will be the following:
 - ~~1) 90/10% for generic drugs and~~
 - ~~2) 75/25% for name brand drugs with no \$25 co-pay~~~~
- ~~(d) The maximum expense an employee will pay for coinsurance is \$250 annually for single coverage and \$500 for family annually for prescription benefits, however, the \$25 co-pay for retail name brand drugs will not count towards the calculation of the \$250 or the \$500 coinsurance maximum and will always apply even after an employee reaches the coinsurance maximum expenditure.~~

Section 3.03 Dental Care Plan

- (a) The City will maintain **the current** dental coverage for all members. Please refer to the Plan Document for specific covered services.

Section 3.04 Life Insurance

- (a) The City will provide the following amount of life insurance:
 - 1) Department Heads: \$50,000
 - 2) Assistant Fire and Police Chiefs: \$50,000
 - 3) Pay Grades M11 through M20: \$40,000
 - 4) Police Captain and Fire Captain: \$40,000
 - 5) Pay Grades M1 through M10: \$30,000

Section 3.05 Vision Plan

- (a) The City will provide a vision plan for members and their dependents covered by this Summary of Benefits. The City will contribute \$6.00 per month on behalf of the employee. The employee will be responsible for the balance of the monthly cost of the coverage selected.

Article IV. Other Compensation

Section 4.01 Longevity Compensation

(a) Employees shall receive, in addition to other pay called for herein, Longevity Compensation based on completed years of service according to the following table:

After five (5) years of continuous service	\$550.00/year
After ten (10) years of continuous service	\$750.00/year
After fifteen (15) years of continuous service	\$950.00/year
After twenty (20) years of continuous service	\$1150.00/year

- 1) Longevity compensation shall be paid, in accordance with the above schedule, in two (2) separate lump sum payments during the first pay periods in June and December of each year.
- 2) Upon termination of service for any reason, employees who are eligible for longevity pay under this section (or in the event of death, the surviving spouse or estate) will be paid, as part of their terminal pay, the final partial year of longevity compensation, prorated to the name of months completed during said partial year since the employee's last payment date.
- 3) For the purpose of this section, continuous years of service shall include approved military leave.

Section 4.02 Automobile Expense Reimbursement

(a) Employees shall receive reimbursement for business use of their personal vehicle. Reimbursement will be in accordance with the Internal Revenue Service (IRS) regulations for not-taxable reimbursements and shall be at the IRS per mile reimbursement rate in effect when the business use miles were incurred. Department Heads as department heads employed by the City prior to January 1, 1999 who had received a monthly automobile allowance will only be reimbursed for business use of their personal vehicle for travel outside the City limits.

Section 4.03 Non-Uniformed Clothing Allowance

(a) All employees covered under this pay plan in Pay Grades M1 through M9 who are not provided with a uniform shall receive an annual clothing allowance of \$150.00. Such allowance shall be utilized to purchase necessary work-related items of clothing such as, but not limited to: steel toed boots, coats, rain gear, rubber boots, gloves etc. All purchases of clothing shall be the responsibility of the employee. Upon hire the clothing allowance will be prorated based on the full months of service for that year.

Section 4.04 Call-In Pay

- (a) Both exempt and nonexempt employees shall be eligible for “on call” compensation for weekly periods when assigned the responsibility of direct Parks, Public Works, or Utility personnel in response to service requests during non-scheduled work periods. Employees assigned to this “on call” status shall serve in this posture for weekly time periods are authorized by the respective Department Head. Said employees shall be responsible for responding to after hour service requests. Employees assigned to an “on call” status shall be compensated at a weekly rate of between \$25.00 and \$50.00 as determined by the City Manager. On call compensation shall be paid in addition to regular and overtime wages earned during the pay period. On call assignments will be posted in June and December of each year for the following six-month period. Changes to the schedule must be made in advance with approval of the Department Head.

Section 4.05 Tuition Reimbursement

- (a) All full-time employees with one or more years of continuous active service shall be eligible for a reimbursement of instructional fees for undergraduate or graduate courses towards a degree or certification, pre-approved by the city and voluntarily undertaken by the employee. The tuition reimbursement program shall be subject to the following conditions:
- 1) All courses must be taken during other than scheduled working hours. Any situation which, in the discretion of the department head, would require an employee’s presence on the job shall take complete and final precedence over any time scheduled for courses. All courses are subject to approval by the department head and/or city manager. There must be a direct correlation between the employee’s duties and responsibilities and the courses taken or the degree program pursued. The city manager, or his designee, has the sole and final discretion to approve or disapprove tuition reimbursement requests.
 - 2) Any financial assistance from any government or private agency available to the employee, whether applied for and regardless of when such assistance may have been received, shall be deducted in the entire amount from the tuition reimbursement the employee is eligible for under this section. If an employee’s tuition is fully covered by another governmental or private agency, then the employee is not entitled to any payment from the city.

- 3) Employees seeking authorization of a tuition reimbursement must first submit to the department head for review, prior to September 30 of the year preceding when the classes are to be taken, all necessary information pertaining to the proposed course degree to be pursued, the educational institution and the employee's best estimate of course costs, dates and times. Employees will be eligible for tuition reimbursement for properly approved and completed coursework up to \$3,500 for calendar year (January 1 to December 31). Pre-approval is subject to available appropriations. The employee will be responsible for any tuition in excess of the above mentioned amounts. An application for tuitions reimbursement must be completed by the employee prior to enrolling in the class work for which reimbursement is requested.
- 4) Courses must be taken at accredited colleges, universities, technical and business institutes or at their established extension centers and these must be first approved by the city. Seminars, conferences and workshops are not included.
- 5) Reimbursement for tuition will be made when the employee satisfactorily completes (attains at least a grade of "C" or its equivalent for undergraduate work and a grade of at least "B" or its equivalent and a receipt of payment or a copy of the unpaid bill from the institution confirming completion of the approved course.
- 6) No reimbursement will be granted for books, paper, supplies of whatever nature, transportation, meals, or any other expense connected with any course, except the cost of tuition fees outlined above.
- 7) Any employee participating in the tuition reimbursement program who resigns (except resignation due to disability), retires (except retirement due to disability), or is discharged for cause must repay the tuition reimbursement paid by the city for courses taken less than two years prior to the date of termination or discharge. If necessary, the amount will be deducted from the employee's terminal leave pay or final paycheck.

Article V. Miscellaneous

Section 5.01 Personnel Files

- (a) The official personnel files of all employees shall be maintained in the Department of Administrative Services (DAS). All employee personnel records shall include but not limited to, applications, performance evaluations, promotions, disciplinary actions and any other pertinent information pertaining to the job performance of the individual employee. Copies therein shall be available to the employee.
- (b) DAS shall be responsible for the care and maintenance for all personnel files and records. Department heads shall be responsible for promptly forwarding all pertinent personnel information and documentation to DAS. Employees may, during normal office hours, review their official personnel files.

Section 5.02 Parks and Recreation Credit

- (a) The City shall provide each employee with a credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. In addition, the City will provide to each member a 20% discount on all individual registrations for City recreation programs.
- (b) Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/purchase. Credits for non-transferrable.



FACT SHEET

AGENDA ITEM NO: 13

DATE: 12/19/2019

ORDINANCE NO: 19-73

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Mayor Carolyn Kay Riggle

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER, AND DECLARING AN EMERGENCY.

BACKGROUND:

Each year, pursuant to the City Manager's employment agreement, City Council conducts a review and adjusts the manager's salary accordingly. This year's employment agreement reflects a 3% annual increase and the conversion of the monthly long-term disability premium into salary. One change included a prior update to the City Manager's contract (adopted with ordinance 17-62) was to shift the effective date for compensation to coincide with the effective date of the Management Pay Plan. This effective date is reflected in the attached contract and ordinance, meaning the increase will be effective 12/25/2019.

REASON WHY LEGISLATION IS NEEDED:

And ordinance is required to change the City Manager's compensation.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

The pay rate includes a 2.5% increase.

POLICY CHANGES:

N/A

PRESENTER(S):

Mayor Carolyn Kay Riggle

RECOMMENDATION:

Approval at third reading

ATTACHMENT(S)

Draft agreement

ORDINANCE NO. 19-73

AN ORDINANCE AMENDING THE EMPLOYMENT AGREEMENT WITH THE CITY MANAGER AND DECLARING AN EMERGENCY.

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

WHEREAS, the effective date of changes to compensation was adjusted to coincide with the effective date of changes to the Management Pay Plan in the employment agreement authorized by Ordinance 17-62; 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.

SECTION 3. Emergency Clause: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective to December 25, 2019. Therefore, this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON EMERGENCY CLAUSE:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2019

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 ~~\$73.45~~ **76.40** effective **December 25, 2019, which represents a 3% increase and the conversion of the monthly long-term disability premium payment into salary (\$131.67 x 12 months divided by 2080 hours). Note:** the salary rate reflects the conversion of the car allowance which used to be included in prior agreements as a separate benefit.
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 manager's automobile allowance paid for use of the Manager's personal vehicle for City business was converted into salary in 2018. The City manager is expected to use his own vehicle for transportation as the prior car allowance was converted into salary. While the use of the city manager's vehicle is included as part of salary, mileage may be reimbursed to the Manager for travel on behalf of the City beyond a 100-mile radius of Delaware.
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 overnight 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. The City manager is entitled to 5.5% of the hourly rate of pay included in Section 2 to be contributed to the ICMA-RC investment program.
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.

The parties have evidenced their agreement by affixing their signatures below this _____ day of ____, 2019.

Council of the City of Delaware, Ohio

City Manager

Carolyn Kay Riggle, Mayor

R. Thomas Homan, City
manager

Approved as to form:

Darren Shulman
City Attorney



FACT SHEET

AGENDA ITEM NO: 14

DATE: 12/19/2019

ORDINANCE NO: 19-74

RESOLUTION NO:

READING: THIRD

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE ESTABLISHING THE SALARY AND BENEFITS OF THE COUNCIL CLERK, AND DECLARING AN EMERGENCY.

BACKGROUND:

As one of two positions hired directly by City Council, legislation is needed to adjust the Clerk's salary.

REASON WHY LEGISLATION IS NEEDED:

As a position appointed by City Council, the Clerk's salary is set in the same manner as Council's other appointee, the City Manager. As such, this ordinance would set the Clerk of Council's salary for 2020. The wage rate is set at 3%.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

The adjustment will impact the 2020 General Fund based on 3% increased wages and other costs/benefits that are associated with wages.

POLICY CHANGES:

N/A

PRESENTER(S):

Mayor Carolyn Kay Riggle

RECOMMENDATION:

Typically, legislation enacting pay changes go to three readings.

ATTACHMENT(S)

None

ORDINANCE NO. 19-74

AN ORDINANCE ESTABLISHING THE SALARY AND
BENEFITS OF THE COUNCIL CLERK AND
DECLARING AN EMERGENCY.

WHEREAS, the City Council Clerk (“Clerk”) is one of two positions appointed by City Council and is not subject to civil service laws; and

WHEREAS, among other duties included in the job description, the Clerk is responsible for managing the Council packet and agenda process; and

WHEREAS, the Clerk leads the city’s sister city initiative; and

WHEREAS, the Clerk serves as City Council’s representative on the Main Street Delaware board; and

WHEREAS, the Clerk bears responsibility for managing and maintaining the records of the legislative body as well as all Boards and Commissions of the City of Delaware; and

WHEREAS, the Clerk’s duties require coverage of meetings occurring in the evening as well as daytime hours; and

WHEREAS, the Clerk uses independent judgment and discretion in fulfilling the duties of the position and setting her schedule; and

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

SECTION 1. The Council Clerk shall be paid a salary of \$24.76 per hour effective December 25, 2019 which coincides with the new calendar year and the effective date of the management pay plan for 2019.

SECTION 2. The Council Clerk shall be entitled to the benefits offered to exempt employees in the current City of Delaware Summary of Benefits.

SECTION 3. Emergency Clause: This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on December 25, 2019 which coincides with the new calendar year and the effective date of the management pay plan for 2019. Therefore, this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON EMERGENCY CLAUSE:

YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2019

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 15

DATE: 12/19/2019

ORDINANCE NO: 19-76

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR DELAWARE CITY SCHOOLS FOR AN EXPANSION TO SCHULTZ ELEMENTARY SCHOOL LOCATED AT 499 APPELGATE LANE ON PROPERTY ZONED R-4 (MEDIUM DENSITY RESIDENTIAL DISTRICT) WHICH ENCOMPASSES APPROXIMATELY 36.47 ACRES.

BACKGROUND:

UPDATE 12/19/2019 FROM CITY MANAGER:

I have a meeting with Superintendent Kegley on Wednesday, December 18, to go over the school's financial participation in the Penick Avenue extension road project. A follow-up on the outcome of that meeting will be provided to Council prior to Thursday evening to allow for more discussion if needed.

12/09/19:

See attached staff report.

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Section 1129.05 Final Development Plan requirements of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission recommended approval by a vote of 6-0 on December 4, 2019.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval

ATTACHMENT(S)

See attached

ORDINANCE NO. 19-76

AN ORDINANCE APPROVING A COMBINED PRELIMINARY AND FINAL DEVELOPMENT PLAN FOR DELAWARE CITY SCHOOLS FOR AN EXPANSION TO SCHULTZ ELEMENTARY SCHOOL LOCATED AT 499 APPLGATE LANE ON PROPERTY ZONED R-4 (MEDIUM DENSITY RESIDENTIAL DISTRICT) WHICH ENCOMPASSES APPROXIMATELY 36.47 ACRES.

WHEREAS, the Planning Commission at its meeting of December 4, 2019 recommended approval of a Combined Preliminary and Final Development Plan for Delaware City Schools for an expansion to Schultz Elementary School located at 499 Applegate Lane on property zoned R-4 (Medium Density Residential District) which encompasses approximately 36.47 acres (2019-2590).

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

SECTION 1. That the Combined Preliminary and Final Development Plan for Delaware City Schools for an expansion to Schultz Elementary School located at 499 Applegate Lane on property zoned R-4 (Medium Density Residential District) which encompasses approximately 36.47 acres, is hereby confirmed, approved, and accepted with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. The school district shall construct and maintain the "T" turnaround at the terminus of Marvin Lane per the City Engineer.
3. Per the submitted tree survey, Schultz Elementary School achieves compliance with Chapter 1168 Tree Preservation Regulations.
4. Per the submitted tree survey, the school district shall replace the 10 caliper inches of trees being removed at the Dempsey Middle School prior to final occupancy approval for that project.
5. The school district shall plant evergreen trees a minimum 6-foot-high at installation between the proposed school bus drop-off road and the existing residential properties to the east from the school south to the Penick Avenue extension.

6. The school district shall install four street trees on the north side of Penick Avenue from the eastern property line to the school bus drop-off road.
7. The landscape plans shall be approved by the Shade Tree Commission.
8. All building appurtenances (coping, downspouts, etc.) shall be painted to match the adjacent building material color.
9. Any new roof top mechanical equipment shall be screened from public view.
10. The lighting plan shall achieve compliance with the zoning code and be approved by the City.
11. The development shall achieve compliance with all fire department requirements.

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: _____, 2019

YEAS ___ NAYS ___
 ABSTAIN ___

ATTEST: _____
 CITY CLERK

 MAYOR



PLANNING COMMISSION/STAFF REPORT

CASE NUMBER: 2019-2590

REQUEST: Combined Preliminary & Final Development Plan

PROJECT: Schultz Elementary School

MEETING DATE: December 4, 2019

APPLICANT/OWNER

Delaware City Schools
621 Pennsylvania Avenue
Delaware, Ohio 43015

REQUEST

2019-2590: A request by Delaware City Schools for approval of a Combined Preliminary and Final Development Plan for an expansion to Schultz Elementary School located at 499 Applegate Lane on property zoned R-4 (Medium Density Residential District) which encompasses approximately 36.47 acres.

PROPERTY LOCATION & DESCRIPTION

The 36.47 acre property is located just south of Applegate Lane which is zoned R-4 (Medium Density Residential District). The property to the north is zoned R-4 with a PUD (Planned Unit Development Overlay District) and the property to the south is zoned R-3 (One-Family Residential District) with a PUD. The properties to the east and west are zoned R-3 respectively.

BACKGROUND/PROPOSAL

The approximate 76,010 square foot elementary school was constructed in 1994 according to the Delaware County Auditor and was expanded in 2014. Now the school is proposing another expansion that would encompass approximately 16,662 square feet. Also, a bus drop-off road is proposed just north of the proposed Penick Avenue extension through the middle portion of the school site. The City will design and construct the proposed Penick Avenue extension to connect the Delaware Meadows subdivision (to the east) and the Sunnyview Farms subdivision (to the west).

STAFF ANALYSIS

- **ZONING:** As previously mentioned, the zoning is R-4 District. Under the current zoning, the school expansion would require Combined Preliminary and Final Development Plan approval by the Planning Commission and City Council. A Conditional Use Permit for the school was approved by City Council in 2013 (Ordinance 13-62).
- **GENERAL ENGINEERING:** The Applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS AND ACCESS:** The main access for students and the public from Applegate Way will remain the same. The school is proposing a bus drop-off and turnaround to be located just north of Penick Avenue extension on the southern portion of the site. The drop-off area road will have access to a building entrance located on the southeast wing of the building. The City would construct the Penick Avenue extension between the Delaware Meadows subdivision to the east and the Sunnyview Farms subdivision to the west. At the terminus of Marvin Lane, the school is required to construct and maintain a "T" turnaround per the City Engineer's requirements. Also, the development would have to achieve compliance with all Fire Department requirements.
- **PEDESTRIAN CONNECTIVITY:** Sidewalks would be located on both sides of the bus drop off road and in front of the building entrance on the southeast wing of the school building. Also, this area would connect into the existing sidewalk network of the school building to the proposed Penick Avenue extension on the east side of the bus drop-off street. The proposed Penick Avenue extension would have sidewalks on both sides of the street. In addition, there are existing sidewalks that connect the school to the subdivisions to the east and west.
- **SITE CONFIGURATION:** The school buildings 15,062 square foot expansion to the south wing would fit seamlessly next to the existing playground area within the site configuration of the school. In addition, there

would be an approximate 1,600 square foot addition located just south of the kitchen area (walk in cooler and freezer/dry storage).

As mentioned above a bus drop-off road and turnaround area would be located north of the Penick Avenue extension to separate buses from the car drop-off area and employee access on Applegate Lane. The new bus drop-off road shall be buffered with evergreen trees from the residential properties to the east. In addition, a detention basin is located between the school building and turnaround area. Also, the existing parking lot at the terminus of Penick Avenue would be demolished.

- **BUILDING DESIGN:** The building material of the south wing and the addition to kitchen area would match the existing building. The existing wings and kitchen area of the building are comprised of split faced concrete block with two different colors of smooth CMU with a typical shingle pitched roof.
- **TREE REMOVAL & REPLACEMENT:** The applicant provided a tree inventory for Schultz Elementary and they are removing one 14-inch caliper tree while preserving 12 trees (228 caliper inches). However, the applicant is planting 39 caliper inches of evergreen trees to meet the tree replacement requirements per Chapter 1168 Tree Preservation Regulations.

The Delaware City Schools are also doing minor renovations to Carlisle Elementary School and Dempsey Middle School which will be approved administratively by staff. A tree survey has been provided for those minor additions that yields 10 caliper inches of trees to be removed at Dempsey Middle School and no trees are being removed at Carlisle Elementary School. The provided tree survey would document the required 10 caliper inches that would need to be replaced at Dempsey Middle School for record purposes because those minor additions will be approved administratively.

- **LANDSCAPING & SCREENING:** The applicant is proposing evergreen trees a minimum 6-foot-high at installation between the proposed school bus drop-off road and the existing residential properties to the east from the school south to the Penick Avenue extension for buffering reasons. Also, four trees would be preserved in this area. In addition, the applicant proposing four street trees on the north side of Penick Avenue from the eastern property line to the school bus drop-off street. The City will provide the remainder of the street trees along the Penick Avenue extension. The Shade Tree Commission shall review all landscape plans.
- **SIGNS:** There is no new signage proposed with the expansion.
- **LIGHTING:** The owner is proposing two lights poles that would be 25 feet tall along the bus drop-off road. The light fixtures would be cut-off style to be consistent with the other light fixtures on the school campus. Also, three wall packs would be located on the south wing building expansion. The lighting plan illumination shall achieve compliance with the zoning code and be approved by the City.

STAFF RECOMMENDATION (2019-2590 – COMBINED PRELIMINARY & FINAL DEVELOPMENT PLAN)

Staff recommends approval of a request by Delaware City Schools for a Combined Preliminary and Final Development Plan for an expansion to Schultz Elementary School located at 499 Applegate Lane on property zoned R-4 (Medium Density Residential District) which encompasses approximately 36.47 acres, with the following conditions that:

1. The applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department once a complete plan set is submitted for review.
2. The school district shall construct and maintain the “T” turnaround at the terminus of Marvin Lane per the City Engineer.
3. Per the submitted tree survey, Schultz Elementary School achieves compliance with Chapter 1168 Tree Preservation Regulations.
4. Per the submitted tree survey, the school district shall replace the 10 caliper inches of trees being removed at the Dempsey Middle School prior to final occupancy approval for that project.
5. The school district shall plant evergreen trees a minimum 6-foot-high at installation between the proposed school bus drop-off road and the existing residential properties to the east from the school south to the Penick Avenue extension.
6. The school district shall install four street trees on the north side of Penick Avenue from the eastern property line to the school bus drop-off road.

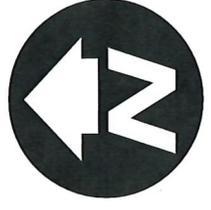
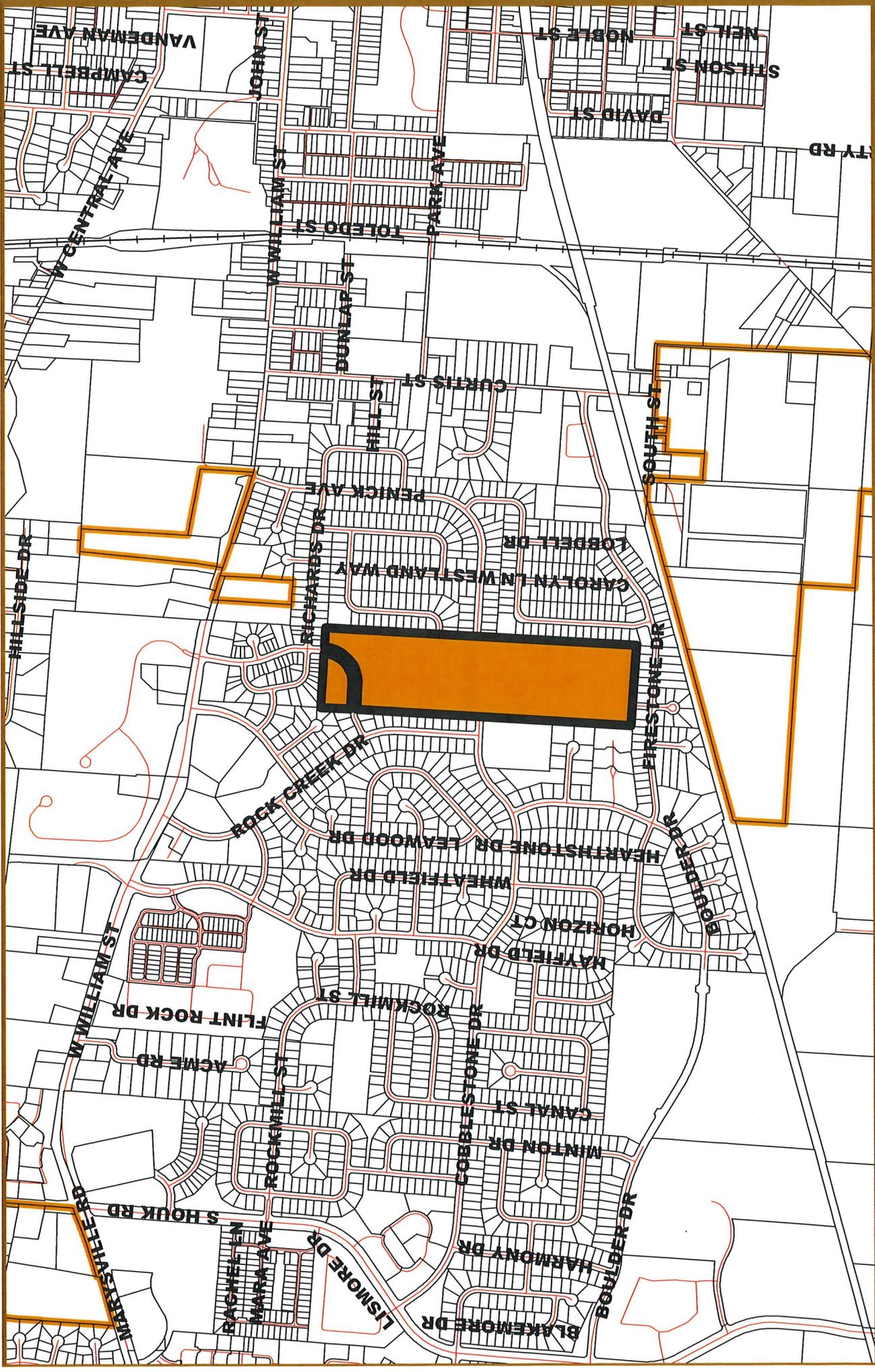
7. The landscape plans shall be approved by the Shade Tree Commission.
8. All building appurtenances (coping, downspouts, etc.) shall be painted to match the adjacent building material color.
9. Any new roof top mechanical equipment shall be screened from public view.
10. The lighting plan shall achieve compliance with the zoning code and be approved by the City.
11. The development shall achieve compliance with all fire department requirements.

COMMISSION NOTES:

MOTION: _____ *1st* _____ *2nd* *approved* *denied* *tabled* _____

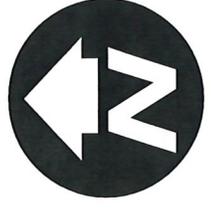
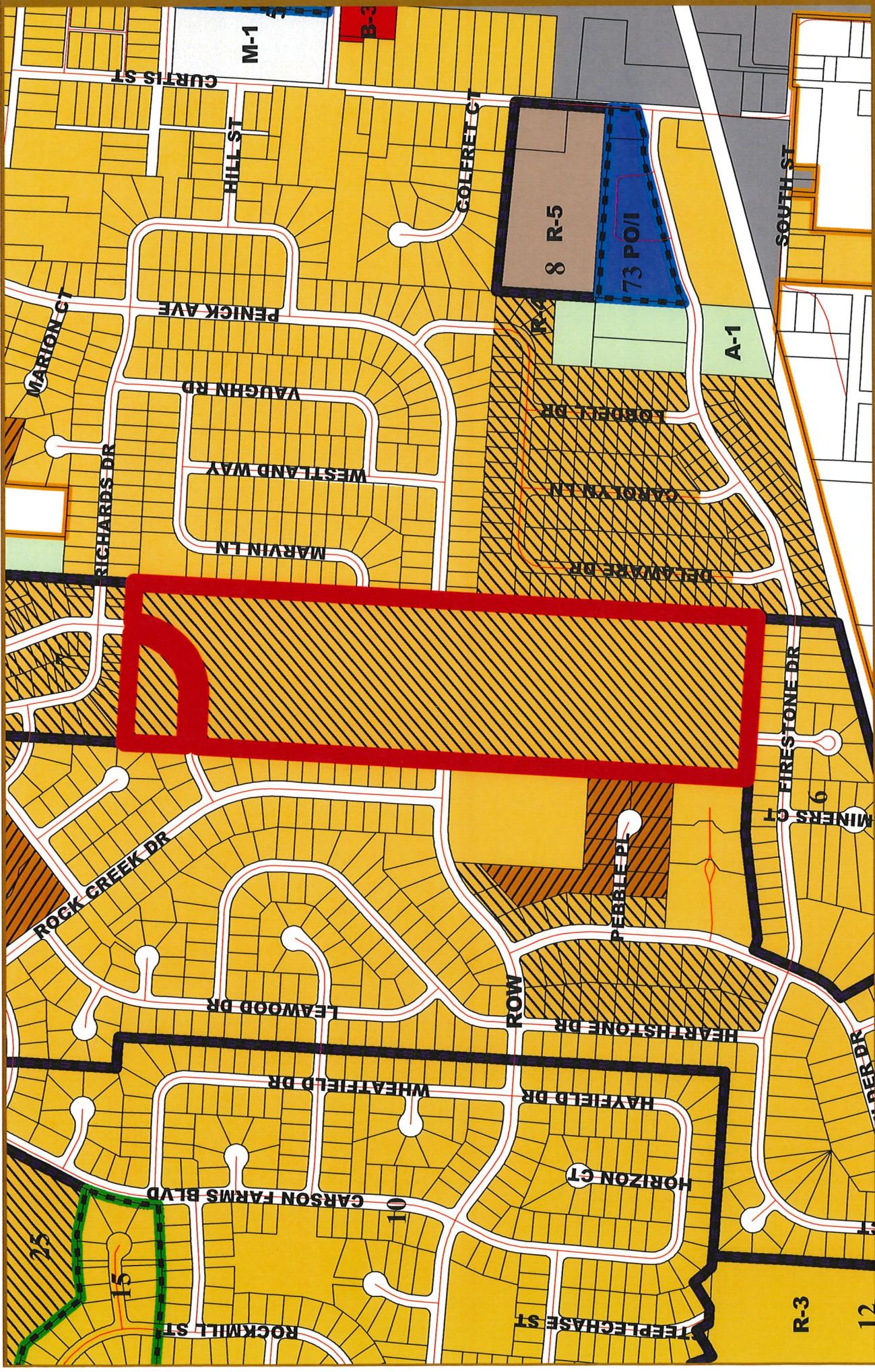
CONDITIONS/MISCELLANEOUS:

FILE:
ORIGINAL: 11/25/19
REVISED:



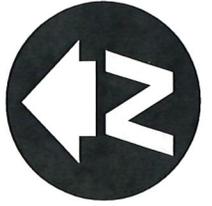
2019-2590
 Combined Preliminary and Final Development Plan
 Schultz Elementary School - 499 Applegate Lane
 Location Map





2019-2590
 Combined Preliminary and Final Development Plan
 Schultz Elementary School - 499 Applegate Lane
 Zoning Map





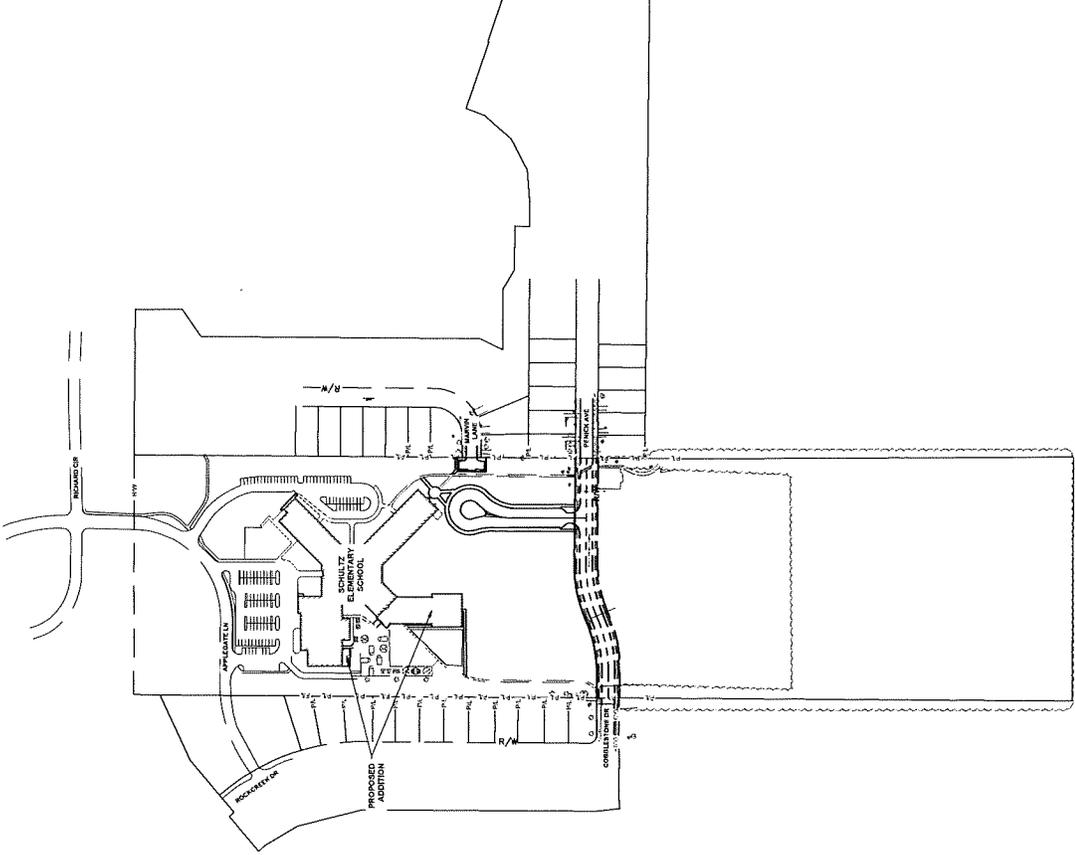
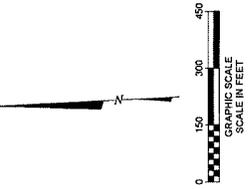
2019-2590
Combined Preliminary and Final Development Plan
Schultz Elementary School - 499 Applegate Lane
Aerial (2016) Map





2019-2590
Combined Preliminary and Final Development Plan
Schultz Elementary School - 499 Applegate Lane
Aerial (2016) Map





1995 - SCHULZ ELEMENTARY

172 East State Street, STE. 600
Columbus, OH 43215
Phone (614) 942-1050
main@madarchitects.com



C-000

OVERALL SITE PLAN

SCHULZ ELEMENTARY
450 APPLICABLE UNIT
250 APPLICABLE UNIT
DELAWARE, OH 43015

KORDA
KORDA REALTY ENGINEERS
5150 WOODBURN DRIVE
SUITE 200
COLUMBUS, OHIO 43215
TEL: (614) 865-1100
WWW.KORDAREALTY.COM

Drawn: MBE
Checked: MBE
Date: 10/06
Commission: 2006-00000000

NO.	DATE	REVISIONS	APPROVED

SCHULTZ ELEMENTARY
DELAWARE CITY SCHOOLS

DEMOLITION PLAN

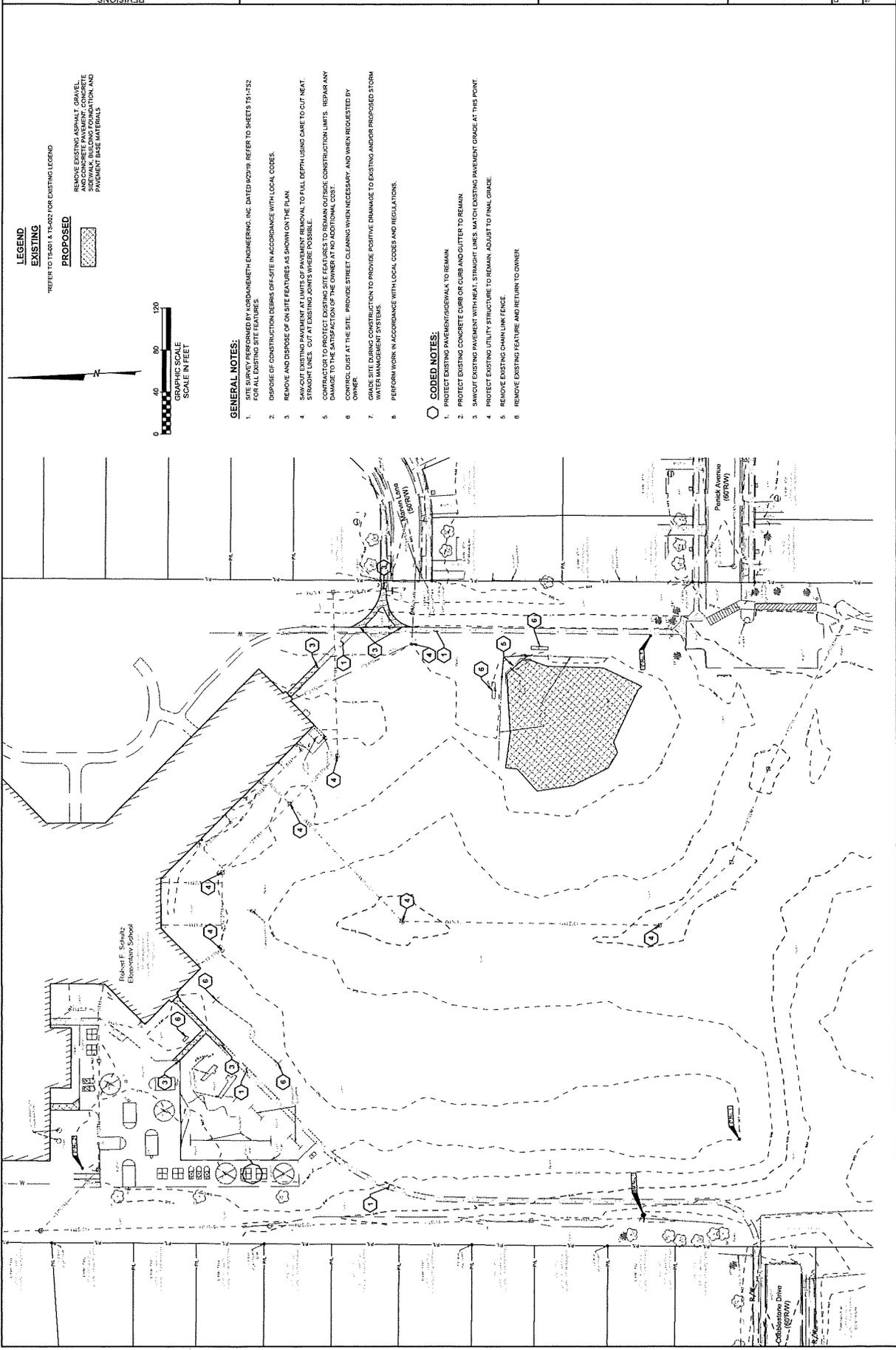
DATE ISSUED
11/15/2019

SHEET
3 / 14



172 East State Street, STE. 600
Columbus, OH 43215
Phone: (614) 942-1050
main@triadarchitects.com

SCHEMATIC DESIGN
DATE: 05/20/2019
PROJECT: DEMOLITION



LEGEND
EXISTING
REFER TO T&B01 & T&B02 FOR EXISTING LEGEND

PROPOSED

REMOVE EXISTING ASPHALT, GRAVEL AND CONCRETE PAVEMENT, CONCRETE SIDEWALKS, CURBS, GUTTERS, AND PAVEMENT BASE MATERIALS.



GENERAL NOTES:

1. SITE SURVEY PERFORMED BY KORMANEMETH ENGINEERING, INC. DATED 8/20/19. REFER TO SHEETS T&B1-T&B2 FOR ALL EXISTING SITE FEATURES.
2. DISPOSE OF CONSTRUCTION DEBRIS OFF-SITE IN ACCORDANCE WITH LOCAL CODES.
3. REMOVE AND DISPOSE OF ON-SITE FEATURES AS SHOWN ON THE PLAN.
4. REMOVE EXISTING PAVEMENT TO FULL DEPTH USING CARE TO CUT NEAT, STRAIGHT LINES, OUT AT EXISTING JOINTS WHERE POSSIBLE.
5. CONTRACTOR TO PROTECT EXISTING SITE FEATURES TO REMAIN OUTSIDE CONSTRUCTION LIMITS. REPAIR ANY DAMAGE TO THE SATISFACTION OF THE OWNER AT NO ADDITIONAL COST.
6. CONTROL DUST AT THE SITE. PROVIDE STREET CLEANING WHEN NECESSARY, AND WHEN REQUESTED BY OWNER.
7. GRADE SITE DURING CONSTRUCTION TO PROVIDE POSITIVE DRAINAGE TO EXISTING AND/OR PROPOSED STORM WATER MANAGEMENT SYSTEMS.
8. PERFORM WORK IN ACCORDANCE WITH LOCAL CODES AND REGULATIONS.

CODED NOTES:

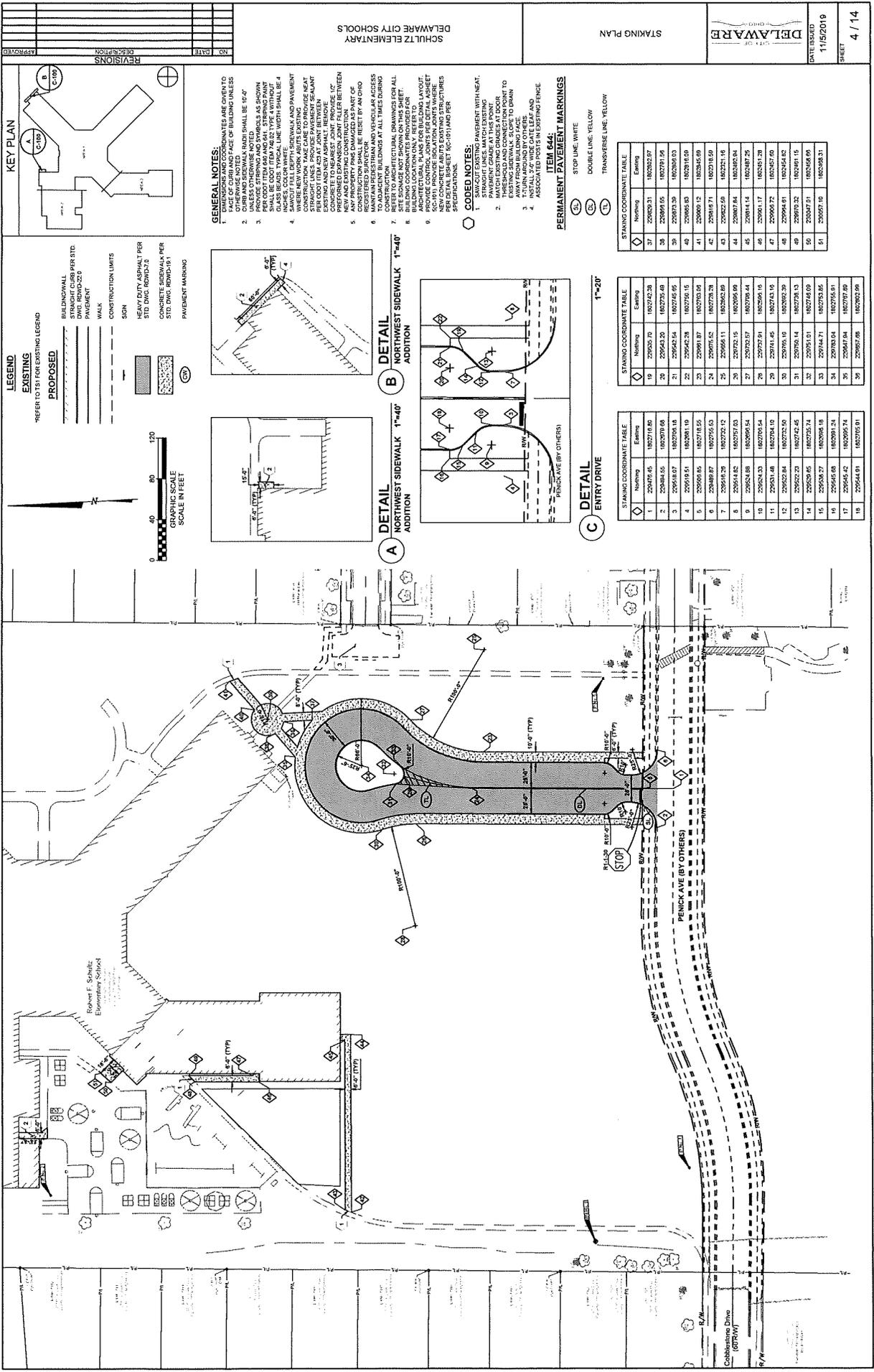
1. PROTECT EXISTING PAVEMENT/GRAVEL TO REMAIN.
2. PROTECT EXISTING CONCRETE CURB OR GUTTER TO REMAIN.
3. SAWCUT EXISTING PAVEMENT WITH NEAT, STRAIGHT LINES. MATCH EXISTING PAVEMENT GRADE AT THIS POINT.
4. PROTECT EXISTING UTILITY STRUCTURE TO REMAIN. ADJUST TO FINAL GRADE.
5. REMOVE EXISTING CHAIN LINK FENCE.
6. REMOVE EXISTING FEATURE AND RETURN TO OWNER.

KORDA
KORDA ASSOCIATES, INC.
1000
COLUMBUS, OH 43215
SCHULTZ ELEMENTARY
450 APPLE GATE LN.
DELAWARE, OH 43015

C-002
DEMOLITION PLAN

SCHULTZ ELEMENTARY
DELAWARE CITY SCHOOLS

1000 - SCHULTZ ELEMENTARY
COPYRIGHT TRIAD ARCHITECTS, LTD.



REVISIONS

NO.	DATE	DESCRIPTION	APPROVED

GENERAL NOTES:

1. DIMENSIONS AND CONDITIONS ARE GIVEN TO UNLESS OTHERWISE NOTED. DIMENSIONS SHALL BE 1/4" UNLESS OTHERWISE NOTED.
2. UNLESS OTHERWISE NOTED, ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE PAVEMENT UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE PAVEMENT UNLESS OTHERWISE NOTED.
4. UNLESS OTHERWISE NOTED, ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE PAVEMENT UNLESS OTHERWISE NOTED.
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9. UNLESS OTHERWISE NOTED, ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE PAVEMENT UNLESS OTHERWISE NOTED.
10. UNLESS OTHERWISE NOTED, ALL DIMENSIONS SHALL BE TO THE CENTERLINE OF THE PAVEMENT UNLESS OTHERWISE NOTED.

KEY PLAN

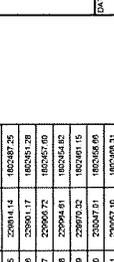
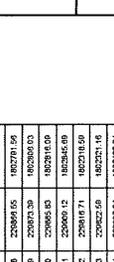
LEGEND

EXISTING

PROPOSED

- BUILDING WALL
- DWG. DIM. RDMW-22.0
- PAVEMENT
- WALK
- CONSTRUCTION LIMITS
- SEAL
- HEAVY DUTY ASPHALT PER STD. DIM. RDMW-23.0
- CONCRETE SIDEWALK PER STD. DIM. RDMW-18.1
- PAVEMENT MARKING

REFER TO SITE FOR EXISTING LEGEND



ITEM 644: PERMANENT PAVEMENT MARKINGS

STOP LINE, WHITE

DOUBLE LINE, YELLOW

TRANSVERSE LINE, YELLOW

STAGING COORDINATE TABLE	Northing	Easting
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13	220617.65	182895.36
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33	220859.65	183192.96
34	220871.75	183207.84
35	220883.85	183222.72
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37	220908.05	183252.48
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48	221041.15	183416.16
49	221053.25	183431.04
50	221065.35	183445.92
51	221077.45	183460.80
52	221089.55	183475.68
53	221101.65	183490.56
54	221113.75	183505.44
55	221125.85	183520.32
56	221137.95	183535.20
57	221150.05	183550.08
58	221162.15	183564.96
59	221174.25	183579.84
60	221186.35	183594.72
61	221198.45	183609.60
62	221210.55	183624.48
63	221222.65	183639.36
64	221234.75	183654.24
65	221246.85	183669.12
66	221258.95	183684.00
67	221271.05	183698.88
68	221283.15	183713.76
69	221295.25	183728.64
70	221307.35	183743.52
71	221319.45	183758.40
72	221331.55	183773.28
73	221343.65	183788.16
74	221355.75	183803.04
75	221367.85	183817.92
76	221379.95	183832.80
77	221392.05	183847.68
78	221404.15	183862.56
79	221416.25	183877.44
80	221428.35	183892.32
81	221440.45	183907.20
82	221452.55	183922.08
83	221464.65	183936.96
84	221476.75	183951.84
85	221488.85	183966.72
86	221500.95	183981.60
87	221513.05	183996.48
88	221525.15	184011.36
89	221537.25	184026.24
90	221549.35	184041.12
91	221561.45	184056.00
92	221573.55	184070.88
93	221585.65	184085.76
94	221597.75	184100.64
95	221609.85	184115.52
96	221621.95	184130.40
97	221634.05	184145.28
98	221646.15	184160.16
99	221658.25	184175.04
100	221670.35	184189.92

STAGING PLAN

SCHULTZ ELEMENTARY

DELAWARE CITY SCHOOLS

DATE ISSUED: 11/5/2019

SHEET: 4 / 14

KORDA CONSULTING ENGINEERS, ARCHITECTS, PLANNERS, INC.

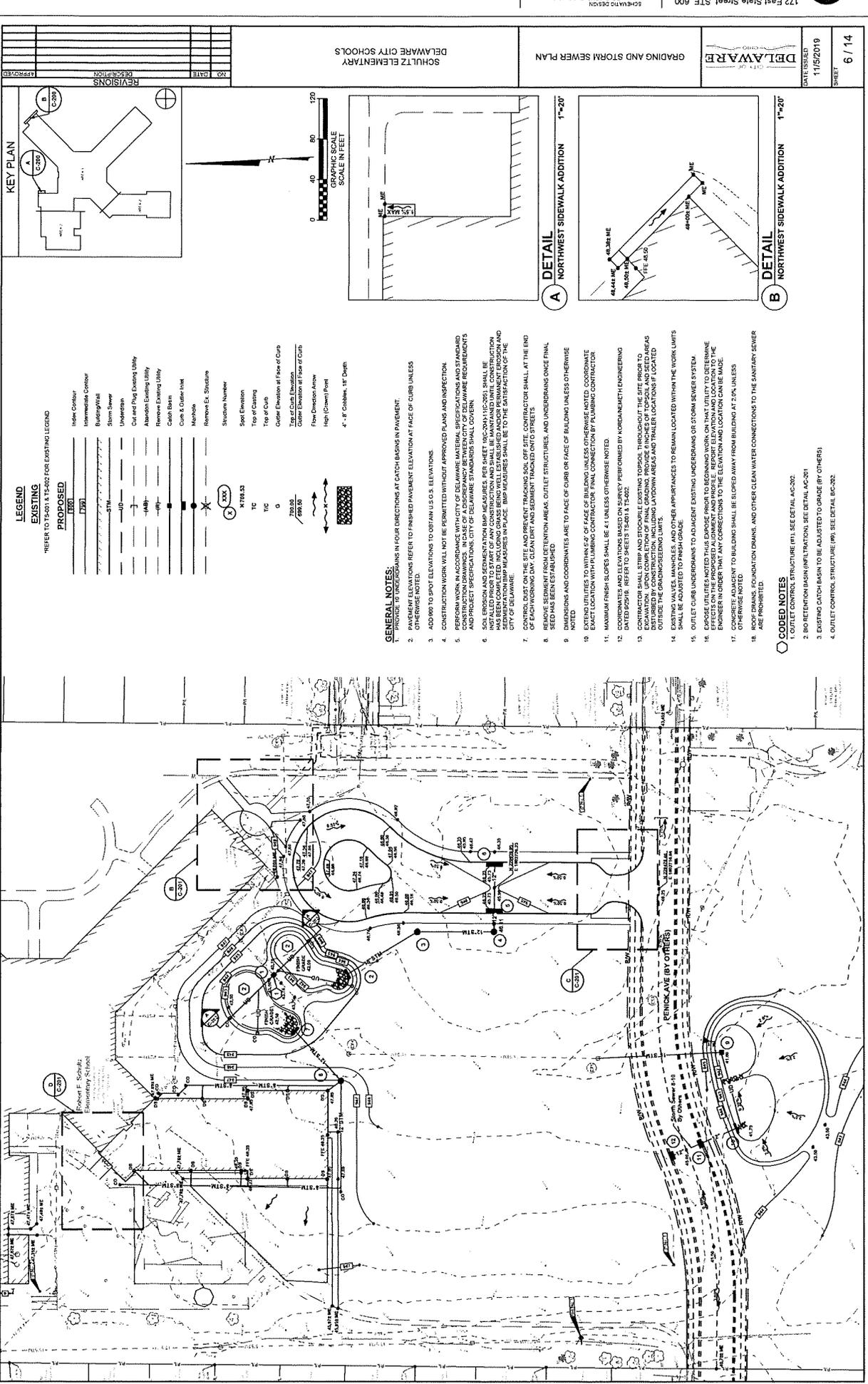
177 EAST STATE STREET, STE. 600
COLUMBUS, OH 43215
Phone: (614) 942-1050
main@kordachitects.com

SCHULTZ ELEMENTARY
DELAWARE CITY SCHOOLS
DELAWARE, OH 43015

STAGING PLAN

DATE ISSUED: 11/5/2019

SHEET: 4 / 14



LEGEND

EXISTING

PROPOSED

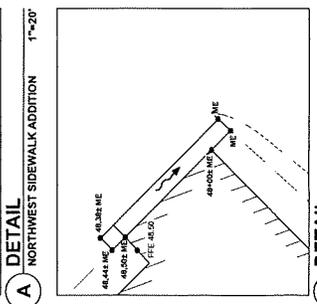
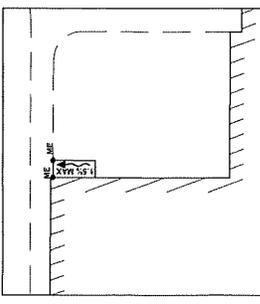
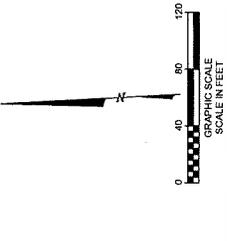
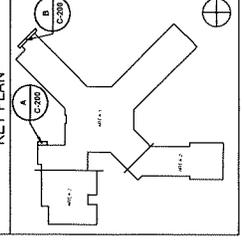
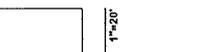
- Indiv. Contour
- Intermittent Contour
- Building Wall
- Storm Sewer
- Underdrain
- Cut and Plug Existing Utility
- Abandon Existing Utility
- Remove Existing Utility
- Catch Basin
- Curb & Outlet Inlet
- Manhole
- Remove Ex. Station
- Structure Number
- Spot Elevation
- Top of Catch
- Top of Curb
- Center Elevation of Face of Curb
- Center Elevation of Face of Curb
- Flow Direction Arrow
- High (Crown) Point
- 4" - 8" Catcher, 18" Depth

*REFER TO T&E 500 & T&E 602 FOR EXISTING LEGEND

SCHULTZ ELEMENTARY
DELAWARE CITY SCHOOLS

GRADING AND STORM SEWER PLAN

DATE ISSUED: 11/15/2019
SHEET: 6 / 14



GENERAL NOTES:

1. PROVIDE 15 UNDERDRAINS IN FOUR DIRECTIONS AT CATCH BASINS IN PAVEMENT.
2. PAVEMENT ELEVATIONS REFER TO FINISHED PAVEMENT ELEVATION AT FACE OF CURB UNLESS OTHERWISE NOTED.
3. ADD 800 TO SPOT ELEVATIONS TO OBTAIN U.S. ELEVATIONS.
4. CONSTRUCTION WORK WILL NOT BE PERMITTED WITHOUT APPROVED PLANS AND INSPECTION.
5. PERFORM WORK IN ACCORDANCE WITH CITY OF DELAWARE MATERIAL SPECIFICATIONS AND STANDARD CONSTRUCTION DRAWINGS. IN CASE OF A DISCREPANCY BETWEEN CITY OF DELAWARE REQUIREMENTS AND PROJECT SPECIFICATIONS, CITY OF DELAWARE STANDARDS SHALL GOVERN.
6. SOIL EROSION AND DEMONSTRATION BMP MEASURES PER SHEET 190-204 (11/20/2019) SHALL BE COMPLETED INCLUDING GRASS SEEDS WELL ESTABLISHED AND/OR PERMANENT EROSION AND SEDIMENT CONTROL MEASURES IN PLACE. BMP MEASURES SHALL BE TO THE SATISFACTION OF THE CITY OF DELAWARE.
7. CONTROL OUST ON THE SITE AND PREVENT TRACKING SOIL OFF SITE. CONTRACTOR SHALL, AT THE END OF EACH WORKING DAY, CLEAN DIRT AND SEDIMENT TRACKING ONTO STREETS.
8. REMOVE SEDIMENT FROM DETENTION AREAS, OUTLET STRUCTURES, AND UNDERDRAINS ONCE FINAL SEED HAS BEEN ESTABLISHED.
9. DIMENSIONS AND COORDINATES ARE TO FACE OF CURB OR FACE OF BUILDING UNLESS OTHERWISE NOTED.
10. EXTEND UTILITIES TO WITHIN 2' OF FACE OF BUILDING UNLESS OTHERWISE NOTED. COORDINATE EXISTING UTILITIES WITH GRADING CONTRACTOR FOR FINAL CONNECTIONS BY PLUMBING CONTRACTOR.
11. MAXIMUM FINISH SLOPES SHALL BE .4% UNLESS OTHERWISE NOTED.
12. COORDINATES AND ELEVATIONS BASED ON SURVEY PERFORMED BY KORDA/MEH ENGINEERING.
13. CONTRACTOR SHALL SETUP AND RESPONSIBLE FOR FINAL TOPSOIL THROUGHOUT THE SITE PRIOR TO EXCAVATION. UPON COMPLETION OF FINAL GRADING, PROVIDE FINISHES OF TOPSOIL AND SEED AREAS DISTURBED BY CONSTRUCTION INCLUDING LAYDOWN AREAS AND TRAILER LOCATIONS IF LOCATED WITHIN LAYDOWN AREAS.
14. EXISTING VALVES, MANHOLES, AND OTHER APPURTANCES TO REMAIN LOCATED WITHIN THE WORK LIMITS SHALL BE ADJUSTED TO FINISH GRADE.
15. OUTLET CURB UNDERDRAIN TO ADJACENT EXISTING UNDERDRAINS OR STORM SEWER SYSTEM.
16. EXPOSE UTILITIES AS NEEDED THIS CORPUS PRIOR TO BEGINNING WORK ON THAT UTILITY TO DETERMINE EFFECT ON THE PROPOSED ALIGNMENT AND PROFILE. REPORT ELEVATION AND LOCATION TO THE ENGINEER IN WRITING THAT ANY CORRECTIONS TO THE ELEVATION AND LOCATION CAN BE MADE.
17. CONCRETE ADJACENT TO BUILDING SHALL BE SLOPED AWAY FROM BUILDING AT 2.0% UNLESS OTHERWISE NOTED.
18. ALL EXISTING UNDERDRAIN DIMENSIONS, AND OTHER CLEAN WATER CONNECTIONS TO THE SANITARY SEWER ARE PROHIBITED.

CODED NOTES

1. OUTLET CONTROL STRUCTURE (P1). SEE DETAIL AC-202.
2. BQ RETENTION BASIN (INFILTRATION). SEE DETAIL AC-201.
3. EXISTING CATCH BASIN TO BE ADJUSTED TO GRADE (BY OTHERS).
4. OUTLET CONTROL STRUCTURE (P6). SEE DETAIL AC-202.

172 East State Street, STE. 600
Columbus, OH 43215
Phone (614) 942-1050
mfr@triadarchitects.com

TRIAAD ARCHITECTS

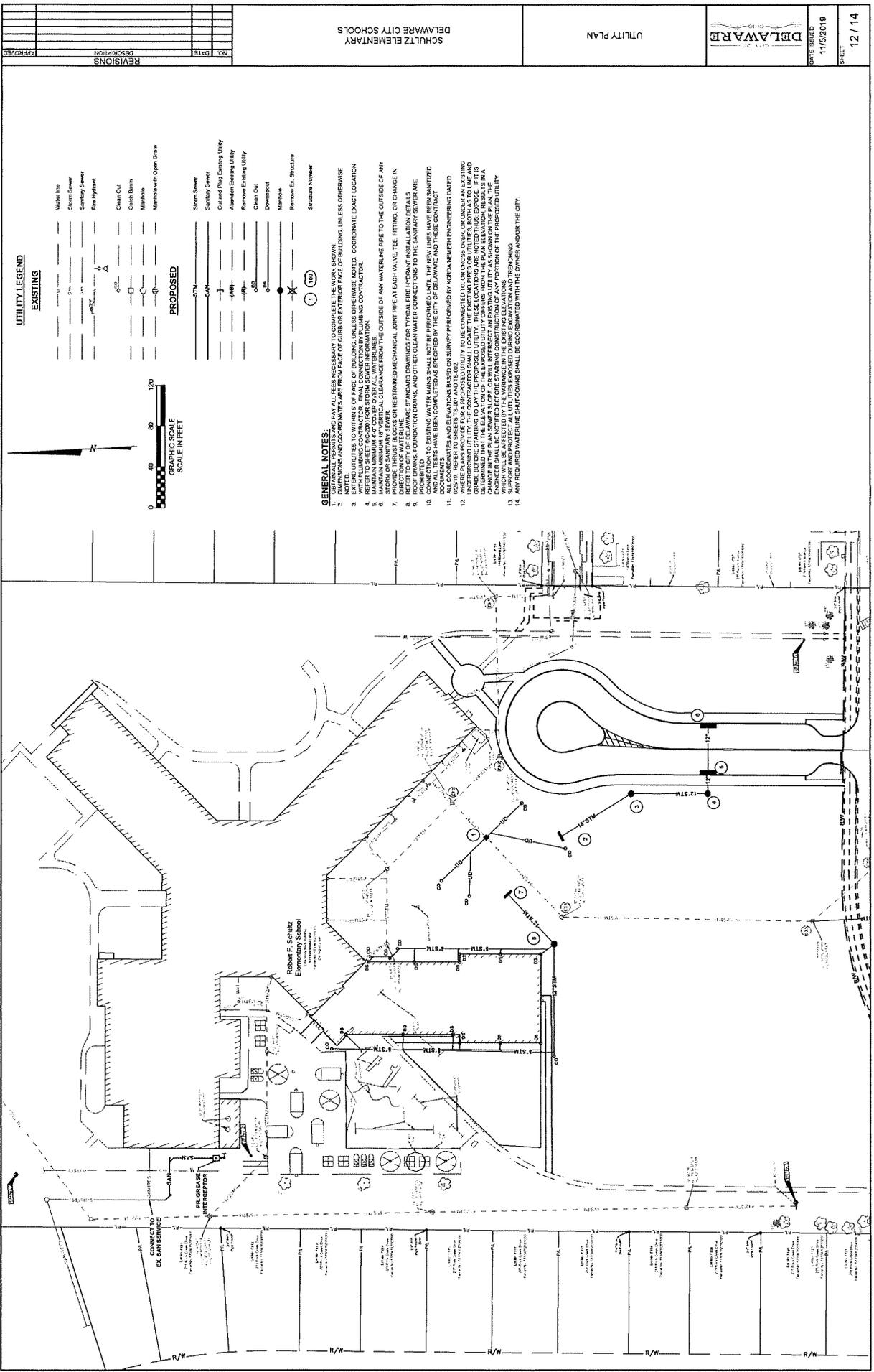
1909 - SCHULTZ ELEMENTARY
DESIGN DEVELOPMENT 10-11-2019

C-200
GRADING AND STORM SEWER PLAN
SCHULTZ ELEMENTARY
DELAWARE CITY SCHOOLS
DELAWARE, OH 43015

DATE ISSUED: 11/15/2019
SHEET: 6 / 14

KORDA ENGINEERING
1570 WATERMARK DRIVE
COLUMBUS, OHIO 43215
PH: 614.291.1100
WWW.KORDA.COM

Drawn: MFC
Checked: MFC
Reviewed: MFC
Project No: 2019050006
Scale: AS SHOWN



UTILITY LEGEND

EXISTING

Water Line	---
Storm Sewer	---
Sanitary Sewer	---
Fire Hydrant	---
Clear Out	---
Catch Basin	---
Manhole	---
Manhole with Open Gate	---

PROPOSED

Storm Sewer	---
Sanitary Sewer	---
Cut and Plug Existing Utility	---
Abandon Existing Utility	---
Remove Existing Utility	---
Clear Out	---
Manhole	---
Manhole Ex. Structure	---
Station Number	---

GENERAL NOTES

1. ALL UTILITIES SHOWN ARE TO BE INSTALLED AND PAID FOR BY THE CONTRACTOR UNLESS OTHERWISE NOTED.
2. DIMENSIONS AND COORDINATES ARE FROM FACE OF CURB OR EXTERIOR FACE OF BUILDING UNLESS OTHERWISE NOTED.
3. EXISTING UTILITIES TO WITHIN 5' OF FACE OF BUILDING UNLESS OTHERWISE NOTED. COORDINATE EXACT LOCATION.
4. REFER TO SHEET C-300 FOR EXISTING UTILITIES.
5. MAINTAIN MINIMUM 4" COVER OVER ALL WATERLINES.
6. STORM OR SANITARY SEWER SHALL CLEARANCE FROM THE OUTSIDE OF ANY WATERLINE PIPE TO THE OUTSIDE OF ANY DIRECTION OF WATERLINE.
7. REFER TO CITY OF DELAWARE STANDARD DRAWINGS FOR TYPICAL FIRE HYDRANT INSTALLATION DETAILS.
8. REFER TO CITY OF DELAWARE STANDARD DRAWINGS AND OTHER CLEAN WATER CONNECTIONS TO THE SANITARY SEWER ARE PROHIBITED.
9. AND ALL TESTS HAVE BEEN COMPLETED AS SPECIFIED BY THE CITY OF DELAWARE AND THESE CONTRACT DOCUMENTS.
10. DOCUMENTS AND ELEVATIONS BASED ON SURVEY PERFORMED BY KORDA INC. ENGINEERS DATED 05/15/2019. REFER TO SHEETS TS-200 AND TS-202.
11. UNDERGROUND UTILITY. THE CONTRACTOR SHALL LOCATE THE EXISTING PIPES OR UTILITIES, NOT AS TO SIZE AND GRADE BEFORE STARTING TO LAY THE PROPOSED UTILITY. THESE LOCATIONS ARE NOTED THIS PURPOSE. IF IT IS CHANGE IN THE PLAN SEWER SLOPE, OR WILL INTERSECT AN EXISTING UTILITY AS SHOWN ON THE PLAN, THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF THE EXISTING UTILITY AND THE PORTION OF THE PROPOSED UTILITY WHICH WILL BE AFFECTED BY THE INTERFERENCE IN THE EXISTING UTILITY.
12. SUPPORT AND PROTECT ALL UTILITIES EXPOSED DURING EXCAVATION AND TRENCHING.
13. ANY REQUIRED WAREHOUSING AND STORAGE SHALL BE COORDINATED WITH THE OWNER AND/OR THE CITY.

NO.	DATE	REVISIONS	APPROVED

SCHULTZ ELEMENTARY
SCHULZ CITY SCHOOLS

UTILITY PLAN

DATE ISSUED
11/5/2019

SHEET
12 / 14

172 East State Street, STE. 600
Columbus, OH 43215
Phone: (614) 942-1050
mtr@indarchitects.com



C-300

UTILITY PLAN

SCHULTZ ELEMENTARY
SCHULZ CITY SCHOOLS

1005

KORDA
INC.
1550 WATERMARK DRIVE
COLUMBUS, OHIO 43215
Phone: (614) 291-2200
Fax: (614) 291-2201
www.korda.com

Drawn: MKE
Checked: MKE
Designed: MKE
Commission: 1005

Project: SCHULTZ ELEMENTARY
Location: SCHULZ CITY SCHOOLS
Address: 172 EAST STATE STREET
City: COLUMBUS, OH
State: OHIO
Zip: 43215

Scale: AS SHOWN
Date: 11/5/2019

Sheet: C-300

Project No: 2019-0006

Scale: AS SHOWN

Date: 11/5/2019

Sheet: C-300

Project No: 2019-0006

Scale: AS SHOWN

Date: 11/5/2019

Sheet: C-300

Project No: 2019-0006

Scale: AS SHOWN

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Project No: 2019-0006

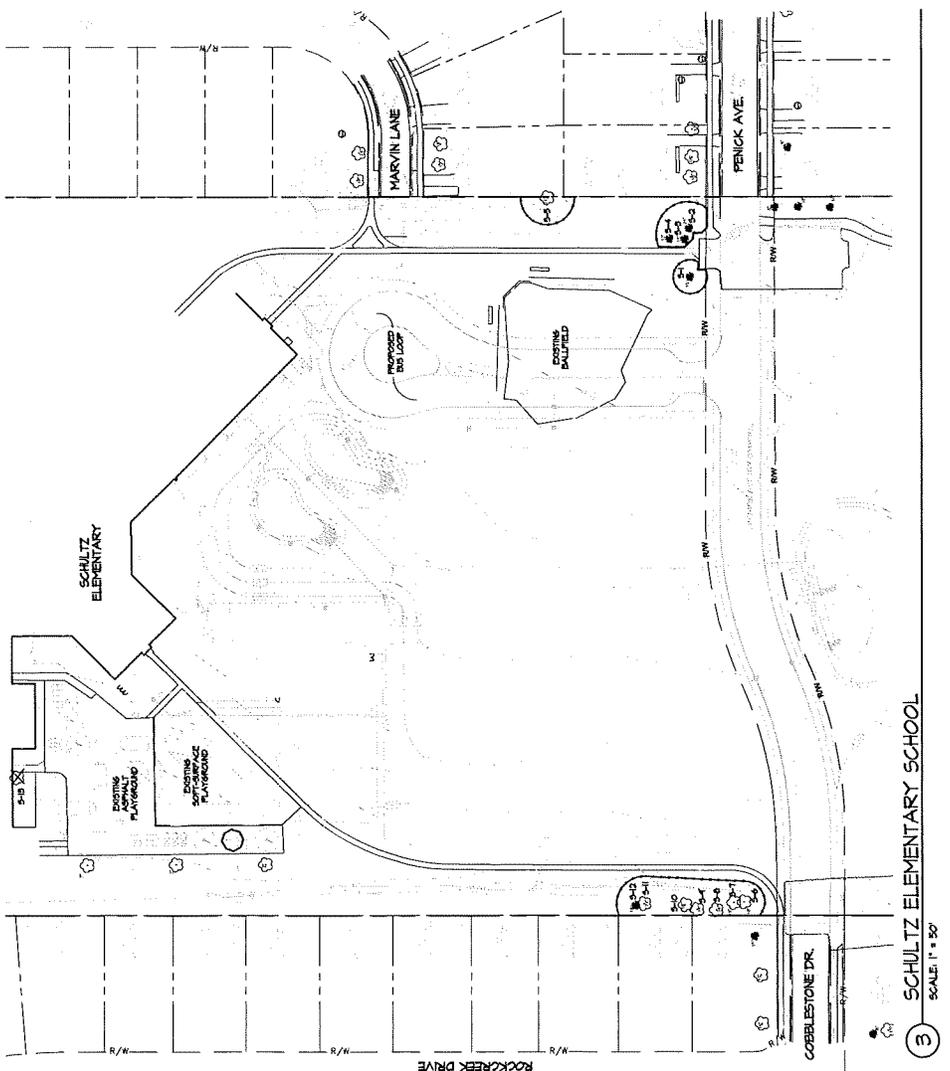
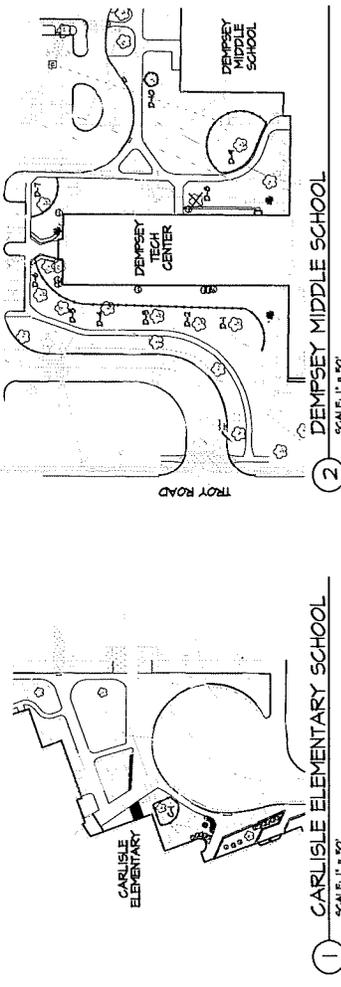
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Date: 11/5/2019

Sheet: C-300

Project No: 2019-0006

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TREES INVENTORY WITHIN PROJECT LIMITS

TREE INVENTORY SCHEDULE - CARLISLE ELEMENTARY SCHOOL

TREE SPECIE (COMMON NAME)	DBH	CONDITION	COMMENTS
C-1	GRAPPLER	18"	FAIR PRESERVE
TOTAL TREE CALIPER (DBH) REMOVED = 0'			

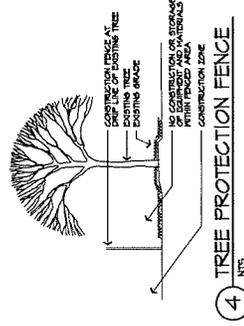
TREE INVENTORY SCHEDULE - DEMPSEY MIDDLE SCHOOL

TREE SPECIE (COMMON NAME)	DBH	CONDITION	COMMENTS
D-1	FR. OAK	24"	FAIR PRESERVE
D-2	FR. OAK	24"	POOR PRESERVE
D-3	FR. OAK	24"	FAIR PRESERVE
D-4	HONEYLOCUST	24"	GOOD PRESERVE
D-5	HONEYLOCUST	24"	GOOD PRESERVE
D-6	LONDON PLANETREE	24"	FAIR PRESERVE
D-7	LONDON PLANETREE	50"	POOR REMOVE
D-8	HORNBEAM	10"	FAIR REMOVE
D-9	HONEYLOCUST	50"	FAIR PRESERVE
D-10	HAWK	6"	FAIR PRESERVE
TOTAL TREE CALIPER (DBH) REMOVED = 0'			

TREE INVENTORY SCHEDULE - SCHULTZ ELEMENTARY SCHOOL

TREE SPECIE (COMMON NAME)	DBH	CONDITION	COMMENTS
S-1	WHITE PINE	18"	GOOD PRESERVE
S-2	WHITE PINE	24"	GOOD PRESERVE
S-3	WHITE PINE	18"	GOOD PRESERVE
S-4	WHITE PINE	12"	GOOD PRESERVE
S-5	HUCKLEBERRY	24"	GOOD PRESERVE
S-6	FR. OAK	18"	GOOD PRESERVE
S-7	FR. OAK	18"	FAIR PRESERVE
S-8	FR. OAK	24"	FAIR PRESERVE
S-9	FR. OAK	18"	FAIR PRESERVE
S-10	FR. OAK	18"	FAIR PRESERVE
S-11	HUCKLEBERRY	24"	FAIR PRESERVE
S-12	WHITE PINE	18"	FAIR PRESERVE
S-13	FLYING BUTT PINE	14"	FAIR REMOVE
TOTAL TREE CALIPER (DBH) REMOVED = 0'			

TOTAL TREE CALIPER (DBH) REMOVED = 24'
FOR ALL 3 LOCATIONS



GENERAL NOTES

- ALL TREES IN THE CONSTRUCTION AREA NOT SPECIFICALLY DEMANDATED FOR REMOVAL SHALL BE PRESERVED. TREES TO BE PRESERVED SHALL BE PROTECTED WITH HIGH VISIBILITY TREE PROTECTION FENCE AS SHOWN.
- NOTED ON: ALL LOW AND MEDIUM DEVELOPMENT LIMITS.
- PROTECTION FENCES OR BARRIERS SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION AND ANY SUBSEQUENT GRADING OR EXCAVATION UNLESS OTHERWISE NOTED. ALL PROTECTED TREES SHALL BE MAINTAINED AND SHALL MAINTAIN FULL CANOPY AND ADJACENT TO BE PROTECTED WITHIN THE ENCLOSURE.



PRELIMINARY
NOT FOR CONSTRUCTION

EDGE
PLANNING AND DESIGN ARCHITECTURE + LANDSCAPE
330 WEST SPRING STREET, SUITE 300
COLUMBUS, OHIO 43215
614-886-1343

SCHULTZ ELEMENTARY SCHOOL - ADDITIONS
DELAWARE CITY SCHOOLS
599 PENNSYLVANIA AVE,
DELAWARE, OH 43015

172 E. STATE ST. SUITE 805
PHILADELPHIA, OHIO 19102
WANG INHUBARCHITECT.COM
Project Status: 1/16/2019



GENERAL NOTES

- EACH CONTRACTOR IS TO VERIFY WITH OWNER AND UTILITY COMPANIES THE LOCATION OF ALL UTILITIES AND TO BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES IN THE FIELD. THE ACTUAL LOCATIONS AND DEPTHS OF ALL UTILITIES SHALL BE DETERMINED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. CALL UTILITIES PRIOR TO CONSTRUCTION.
- DO NOT REMOVE ANY EXISTING TREES UNLESS SPECIFICALLY NOTED ON THIS PLAN. DO NOT START ANY WORK UNTIL UNSATISFACTORY CONDITIONS HAVE BEEN CORRECTED. VERIFY LIMITS OF WORK BEFORE STARTING.
- CONTRACTOR RESPONSIBLE FOR COST OF REPAIRS TO EXISTING SITE AND ADJACENT AREAS. CONTRACTOR TO MAINTAIN POSITIVE DRAINAGE TO THE SATISFACTION OF THE OWNER.
- CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE IN LAWN AREAS.
- FINISH GRADE LAWN AREAS TO PRODUCE A SMOOTH AND CONTINUAL GRADE FREE OF IRREGULARITIES OR DEPRESSIONS.
- CONTRACTOR SHALL SEED ALL AREAS DISTURBED DURING CONSTRUCTION. SEE PLAN.
- ALL PLANTS SHALL MEET OR EXCEED STANDARDS SET IN THE U.S.A.
- ALL PLANTINGS SHALL BE DONE IN ACCORDANCE WITH THE AMERICAN ASSOCIATION OF PLANTING STANDARDS.

CONSTRUCTION NOTES

- LAWN AREA WILL BE TOPSOIL OR RE-APPLIED TOPSOIL AS SPECIFIED. TOPSOIL MINIMUM DEPTH SHALL BE 4" NEXT ADJACENT SURFACED TUNN. PROVIDE POSITIVE DRAINAGE ACROSS ALL SURFACES.

LEGEND

- EXISTING TREES TO REMAIN
- REPLACEMENT TREES
- STREET TREES - BY CITY OF DELAWARE

PRELIMINARY
NOT FOR CONSTRUCTION

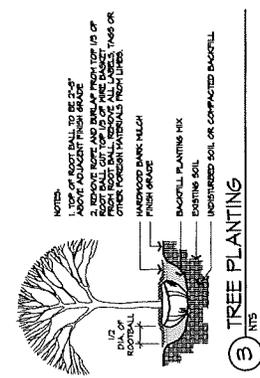
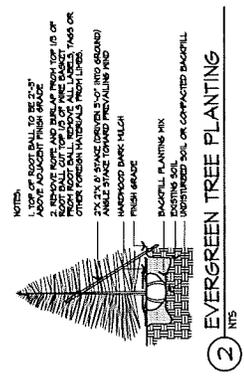
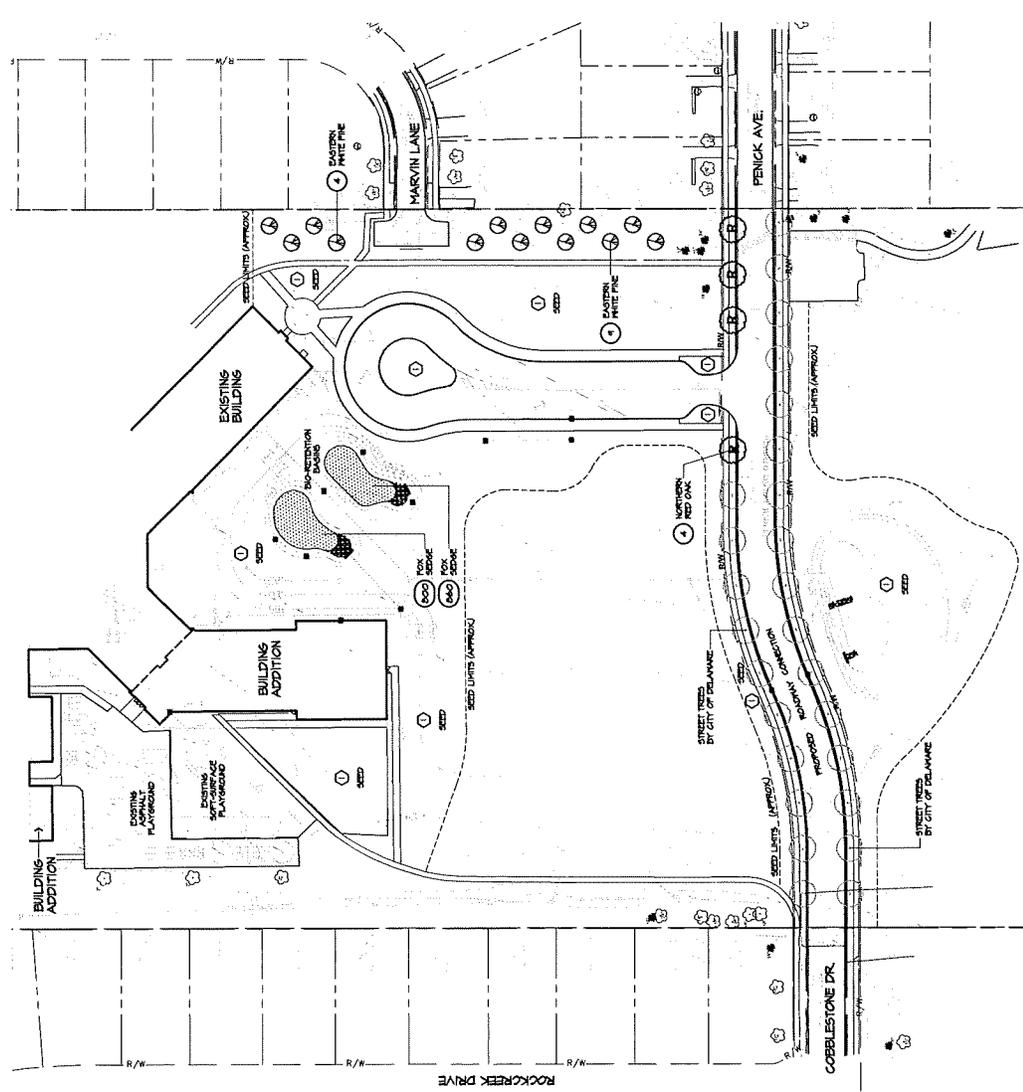
EDGE
LANDSCAPE ARCHITECTURE - CONSULTANT
100 MARKET STREET, SUITE 300
COLUMBUS, OHIO 43215
614-885-2343

SCHULTZ ELEMENTARY SCHOOL - ADDITIONS
DELAWARE CITY SCHOOLS
599 PENNSYLVANIA AVE.
DELAWARE, OH 43015



Project Status
11/05/2019

1592 - GEORGE WOODS SCHOOL - ADDITIONS
L-201
DRAWN BY: Andrew
CHECKED BY: Chris
PROJECT NUMBER: 190



TREE REPLACEMENT MATRIX

PROJECT SITE	MAJOR TREES REMOVED (DIB)
CARLETON ELEMENTARY SCHOOL	0"
DRYDEN MIDDLE SCHOOL	10"
SCHULTZ ELEMENTARY SCHOOL	14"
TOTAL MAJOR TREES REMOVED REQUIRING REPLACEMENT PER 100:04	24"
TOTAL REPLACEMENT TREES PROVIDED	41"

PLANT MATERIALS LIST (NOTE: CONTRACTOR RESPONSIBLE FOR PLANT QUANTITIES SHOWN ON PLAN)

CITY	CORPORAL NAME	POTENTIAL NAME	ROOT	REMARKS	REPLACEMENT CREDIT
4	REPLACEMENT TREES	Various types	DIB	SPACED @ 40' O.C. PER PLAN	(4) TREES @ 2.5' DIB = 10
	NORTHERN RED OAK		DIB	FINAL SPACES FOR SHADE TREE COMMISSION REVIEW	10 CALIPER INCHES
5	EVERGREEN TREES	Pinus strobus	DIB	0' 1/2"	10' HGT / 2" = 5
	EASTERN WHITE PINE				(2) HGT. = 1' GALL = 5' CALIPER INCHES
	PERSONALLY ORNAMENTAL BRANCHED SPECIES	Conifer, vulgaris/obovata	Cont.	SPACED @ 8' O.C.	
10A0	POX SPECIES				

1 SCHULTZ ELEMENTARY SCHOOL
SCALE: 1" = 50'

LUMINAIRE SCHEDULE

PARTIAL MODEL NUMBERS MAY BE SHOWN AND ARE INTENDED TO INDICATE ACCEPTABLE MANUFACTURER PRODUCTS. THE EXACT MODEL NUMBERS MEETING THE ENTIRE DESCRIPTION SHALL BE OBTAINED FROM THE MANUFACTURER'S AGENTS. ALL PICTURES MAY NOT BE USED. REFER TO PLANS. DIMENSIONS MAY VARY. REFER TO THE SPECIFICATIONS SECTIONS 28.01.13 FOR ADDITIONAL REQUIREMENTS. REFER TO DRAWINGS FOR FEATURES CIRCUITED AND CONTROL.

TAG	MANUFACTURER	SERIES	MODEL	DIMENSIONS (W x L x H)	DESCRIPTION	SOURCE	VOLTAGE	WATTAGE	COLOR TEMP	LUMENS	DIMMING	HOUSING	MOUNTING	LENS	FINISH/TIM	OPTIONS	APPROVED MANUFACTURERS
P1	LITRONA	D-SERIES SIZE 2	DP32LED	48" x 18" x 3.5"	SINGLE HEAD SITE AREA	LED	UNV	33W	4000K	38,000	0-10V	ALUMINUM	POLE MOUNTED	ACRYLIC - TYPE 1	BY ARCHITECT	PROVIDE WITH 2x6" SQUARE STEEL POLE	
P2	LITRONA	D-SERIES SIZE 3	DP32LED	48" x 18" x 3.5"	SINGLE HEAD SITE AREA	LED	UNV	33W	4000K	38,000	0-10V	ALUMINUM	POLE MOUNTED	ACRYLIC - TYPE 1	BY ARCHITECT	PROVIDE WITH 2x6" SQUARE STEEL POLE	
WS	LITRONA	D-SERIES SIZE 1	DSW4LED	13.75" x 10" x 6.6"	EXTERIOR WALL PACK	LED	UNV	45.7W	4000K	5,000	0-10V	ALUMINUM	WALL	ACRYLIC - TYPE II	BY ARCHITECT		

D-Series Size 2 LED Area Luminaire

Specifications:

- Power: 33W
- Color Temp: 4000K
- Beam Spread: 120°
- Mounting: Pole Mount
- Finish: Aluminum

Example Lighting Layout (100' x 100' Area):

Area	Number of Fixtures	Total Power (W)
100' x 100' Area	10	330W

D-Series Size 1 LED Wall Luminaire

Specifications:

- Power: 45.7W
- Color Temp: 4000K
- Beam Spread: 120°
- Mounting: Wall Pack
- Finish: Aluminum

Example Lighting Layout (100' x 100' Area):

Area	Number of Fixtures	Total Power (W)
100' x 100' Area	10	457W

D-Series Size 1 LED Wall Luminaire

Specifications:

- Power: 45.7W
- Color Temp: 4000K
- Beam Spread: 120°
- Mounting: Wall Pack
- Finish: Aluminum

Example Lighting Layout (100' x 100' Area):

Area	Number of Fixtures	Total Power (W)
100' x 100' Area	10	457W

D-Series Size 1 LED Wall Luminaire

Specifications:

- Power: 45.7W
- Color Temp: 4000K
- Beam Spread: 120°
- Mounting: Wall Pack
- Finish: Aluminum

Example Lighting Layout (100' x 100' Area):

Area	Number of Fixtures	Total Power (W)
100' x 100' Area	10	457W

NO	DATE	REVISIONS	APPROVED

SCHULTZ ELEMENTARY
DELAWARE CITY SCHOOLS

SITE LUMINAIRE SCHEDULE

CITY OF DELAWARE

DATE ISSUED: 11/6/2019
SHEET: 14 / 14

172 East State Street, STE. 600
Columbus, OH 43215
Phone: (614) 942-1050
mjm@trudarchitects.com

KORDA
1800 WATERMARK DRIVE
COLUMBUS, OHIO 43215
Phone: (614) 865-1100
Fax: (614) 865-1101
www.kordacorp.com

Drawn: KNC
Checked: KNC
Designed: KNC
Commission: KNC

ES-101
SITE LUMINAIRE SCHEDULE
SCHULTZ ELEMENTARY
DELAWARE CITY SCHOOLS
DELAWARE, OH 43016

LEGEND

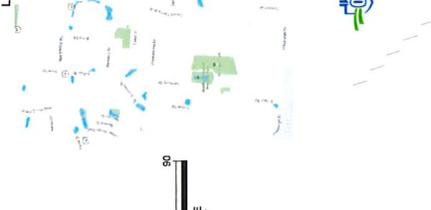
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	Barber's
	Trees
	Electric Pull Box
	Telephone Pull Box/Pole
	Traffic Pull Box
	Unknown Utility Pull Box
	Fiber Optic Pull Box
	Air Conditioning Unit
	Area Drain
	Clean Out
	Down Spout
	Fire Hydrant
	Information Obtained From Record Plan
	Unaccounted Utility
	Top of Curb Elevation
	Control Point
	Traffic Bollard
	Basketball Hoop
	Tennis Ball
	Baseball
	Sign
	Concrete Pavement, Walk, Sals

Not all symbols necessarily used

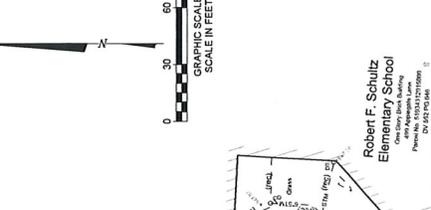
NOTES:

See T&E for Notes and Control Information.
 We hereby certify that the drawings in representation of a true and accurate survey based on field and record observations made by Kordas & Associates Engineering, Inc.
 Tom W. Kordas
 Registered Surveyor No. 7799
 09/22/19
 Date

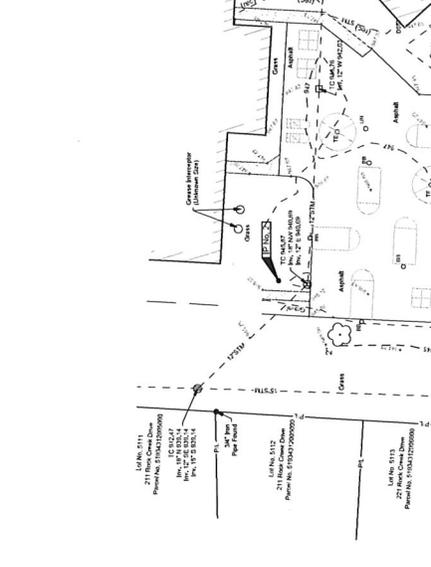
Location Map



NTS

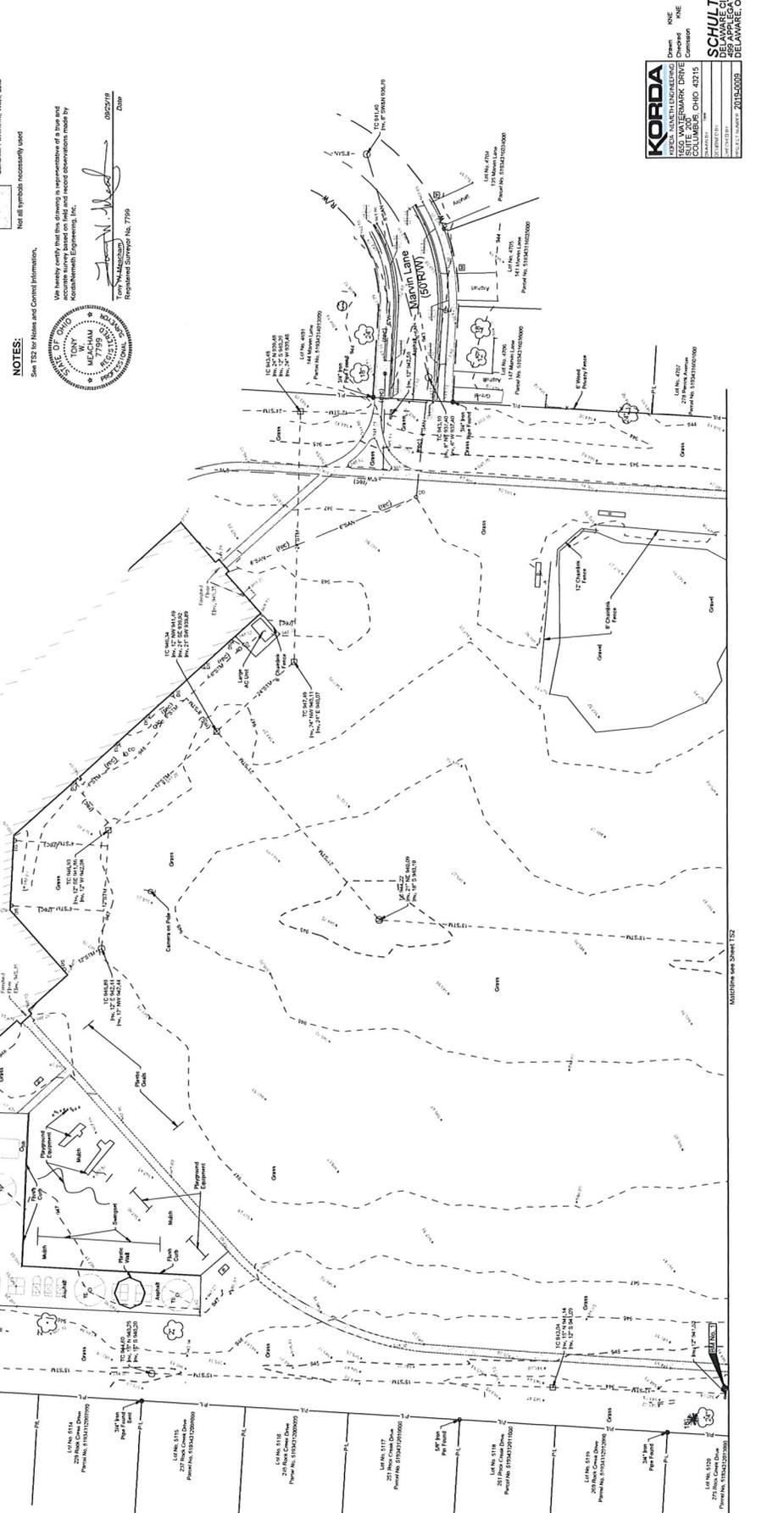


Scale



Notes

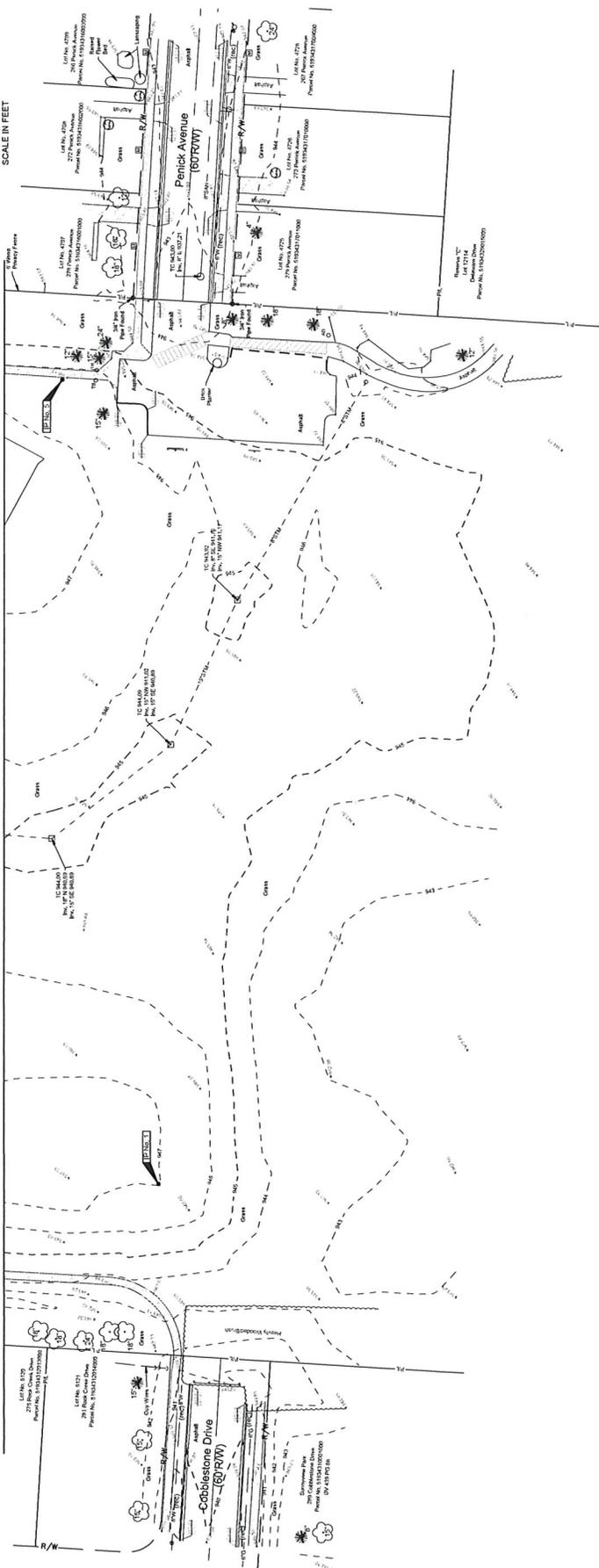
See T&E for Notes and Control Information.





GRAPHIC SCALE
SCALE IN FEET

Machine see Sheet TS1



NOTES:

- All underground utility locations are shown as accurately as possible based on surface evidence (holes and manholes), markings found in the field, and/or record plans received from the owner or utility companies. Items noted (ENC) were obtained from existing plans. Utility locations are not necessarily shown to depth. A utility location shown on this drawing should be "checked" for exact location prior to construction. CUPS Ticket #s: 0025200500A, 0025200200B, and 0025200300C.
- Survey and easement lines shown herein, if any, are from a combination of records, GIS and evidence located in the field and are not to be construed as a boundary survey pursuant to OAC 7-33-17. A site report, containing documentation or statements of record was not provided. Not all easements are shown. Property and easement lines are for informational purposes only and should not be used in conjunction with the development of design drawings.
- The elevations on this survey are based on NAVD 83. Record drawings of buildings and infrastructure may exist having a differing datum. Exercise caution when utilizing this survey by correlating record drawings and proposed work with survey information shown on this drawing.
- Benchmarks and control points shown on this survey may have been established since the completion of this survey. Verify that existing monumentation correlates with data shown on this survey prior to use.
- Utilities noted (AU) are depicted as such per record plan and may have been abandoned or removed. Their existence and/or status has not been verified.
- Buildings are located from the survey of grade strips. Location of the interior and exterior structural footprint has not been verified. Due to the nature of the survey, the location of the interior and exterior structural footprint may differ from the record drawings.
- Utility owners file shown is based on information received from the owner through existing CUPS. This list may not be accurate or complete.
- Sewer lines shown are based on an evaluation of record plans information and observation from the manhole casting at grade. Due to manhole depth and other factors, the location of the sewer lines may not be shown. The property is located in Zone 1, and are therefore not in a flood hazard area.
- Trees shown do not indicate depth or root area.
- Building overhangs are in an approximate location.

CONTROL POINTS

No.	Northing	Easting	Elevation	Description
IP No. 1	220481.32	1620244.17	946.05	5" Iron Pin Set with Yellow Plastic Cap
IP No. 2	2201125.54	1620250.17	946.13	5" Iron Pin Set with Yellow Plastic Cap
IP No. 3	220485.44	1620258.85	941.85	5" Iron Pin Set with Yellow Plastic Cap (Not Shown On TS Sheets)
IP No. 4	220505.29	1620272.09	946.15	5" Iron Pin Set with Yellow Plastic Cap (Not Shown On TS Sheets)
IP No. 5	220505.79	1620282.38	946.19	5" Iron Pin Set with Yellow Plastic Cap

Coordinates Ohio North Zone NAD 83 with 2011 NSRS adjustment.
Elevations are based on NAVD 1983.

BENCHMARKS

No.	Elevation	Description
BM No. 1	943.51	May Nail Set in Northwest Corner of Hoekwell
BM No. 2	945.08	May Nail Set in Eastern Side of Light Pole Base (Not Shown On TS Sheets)
BM No. 3	947.38	May Nail Set in Western Side of Light Pole Base (Not Shown On TS Sheets)

Elevations are based on NAVD 1983.



172 East State Street, STE. 600
Columbus, OH 43215
Phone (614) 942-1050
man@triadarchitects.com



KORDA
KORDA HEALTH ENGINEERING
1777 BARKER DRIVE
SUITE 200
COLUMBUS, OH 43215
PH: 614.291.1100
WWW.KORDA.COM

TS-002
TOPOGRAPHIC SURVEY
OF THE PROPOSED SCHOOLS
SITES AT PENICK AVENUE
AND COBBLESTONE DRIVE
COLUMBUS, OH 43215
DATE: 07/20/2015

Drawn: NHE
Checked: NHE
Commission: 1005
SCHULTZ ELEMANTARY
SCHOOLS
DELAWARE, OH 43015

SCHEMATIC DESIGN
DEVELOPMENT 10/12/2015

© 2015 KORDA HEALTH ENGINEERING, INC.



DELAWARE CITY SCHOOLS ADDITIONS
PLANNING COMMISSION SUBMISSION

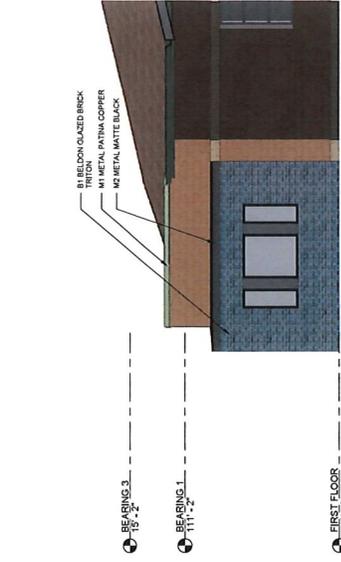
NOVEMBER 06 2019



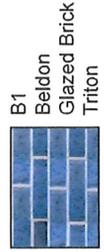
TRIAD Architects

DESIGN DEVELOPMENT

**SCHULTZ ELEMENTARY SCHOOL ADDITION
EXTERIOR ADDITION ENLARGED ELEVATIONS**



① AREA 3 - NORTHEAST ELEVATION
ENLARGED
1/8" = 1'-0"



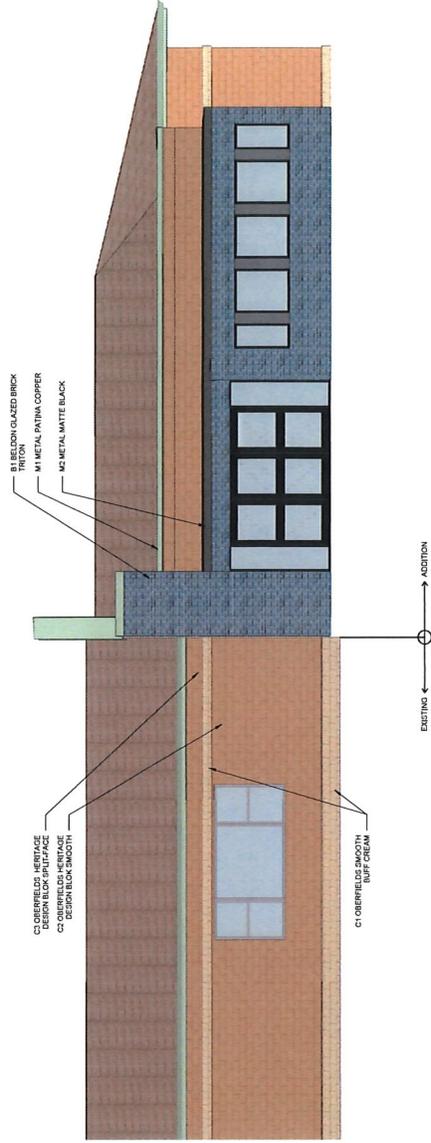
B1
Beldon
Glazed Brick
Triton



M1
Metals
Patina Copper



M1
Metals
Matte Black

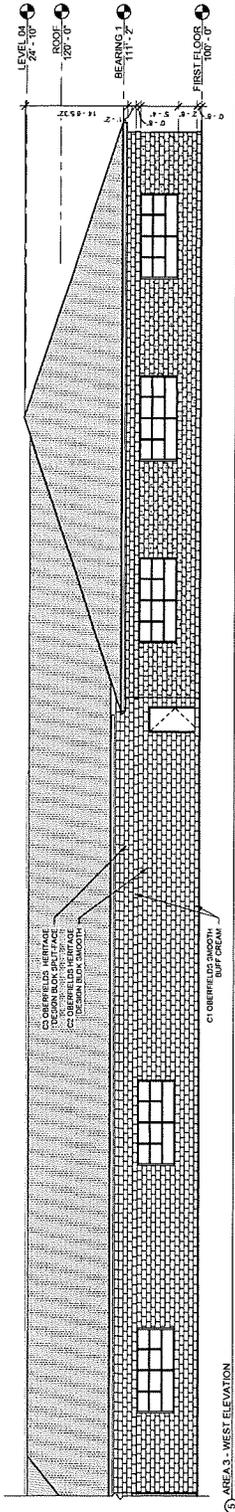
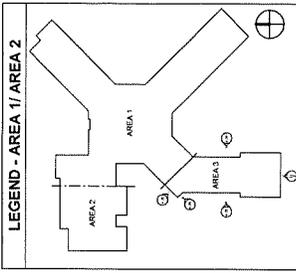


② AREA 3 - SOUTHEAST ELEVATION
ENLARGED
1/8" = 1'-0"

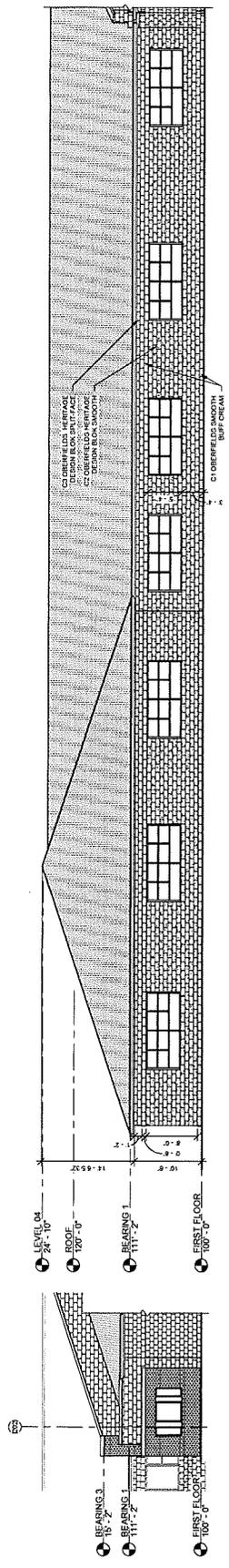
SCHULTZ ELEMENTARY



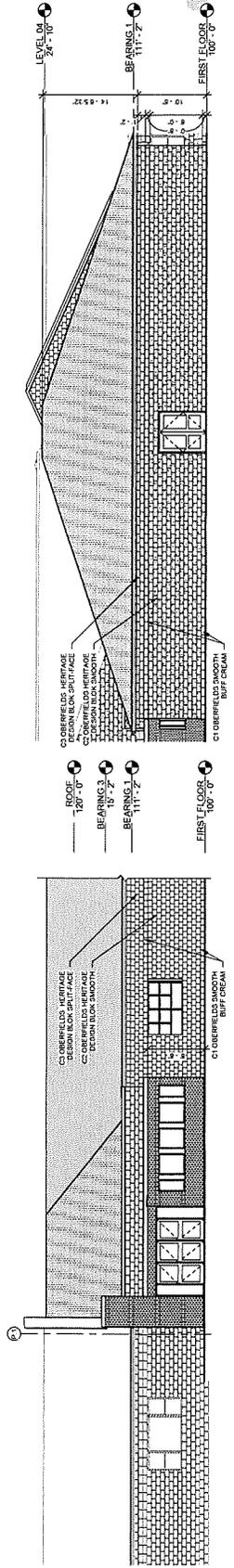
SCHULTZ ELEMENTARY SCHOOL
499 APPLGATE LN, DELAWARE, OH 43015



⑤ AREA 3 - WEST ELEVATION
1/8" = 1'-0"



④ AREA 3 - NORTHEAST ELEVATION
1/8" = 1'-0"



③ AREA 3 - SOUTH ELEVATION
1/8" = 1'-0"

SCHULTZ ELEMENTARY
DELAWARE CITY SCHOOLS
499 APPLIGATE LN,
DELAWARE, OH 43015

170 E STATE ST., CIVIL, STE 600
COLUMBUS, OH 43260
MANAGER@TRADARCHITECTS.COM

SCHEMATIC DESIGN
DESIGN DEVELOPMENT 11/02/2019

11/02/2019 9:01:09 AM
DRAWN BY: SAC
CHECKED BY: JRM
PROJECT NUMBER: 1006

A-202

EXTERIOR ELEVATIONS - AREA 3



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



Project # _____ Case # _____

Planning Commission

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

Subdivision/Project Name Schultz Elementary Additions Address 499 Applegate Lane
 Acreage 36.47 Square Footage 91,075 Number of Lots _____ Number of Units _____
 Zoning District/Land Use R-4 Proposed Zoning/Land Use R-4 Parcel # 51934312015000

Applicant Name TRIAD Architects Contact Person Kevin Kindy
 Applicant Address 172 East State St. Suite 600, Columbus, OH 43215
 Phone 614-942-1050 Fax _____ E-mail kkindy@triadarchitects.com

Owner Name Delaware City Schools Contact Person _____
 Owner Address 74 West Williams Street
 Phone 740-833-1100 Fax 740-833-1799 E-mail _____

Engineer/Architect/Attorney TRIAD Architects Contact Person Kevin Kindy
 Address 172 East State St. Suite 600, Columbus, OH 43215
 Phone 614-942-1050 Fax _____ E-mail kkindy@triadarchitects.com

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

Jason Sherman
 Owner Signature

Jason Sherman
 Owner Printed Name

Kevin Kindy
 Agent Signature

KEVIN KINDY
 Agent Printed Name

Sworn to before me and subscribed in my presence this 4th day of November, 2019.



MONIKA RAY
 NOTARY PUBLIC
 STATE OF OHIO
 Comm. Expires
 Notary Stamp 12/16/2020
 Recorded In
 Delaware County

Monika Ray
 Notary Public



FACT SHEET

AGENDA ITEM NO: 16

DATE: 12/19/2019

ORDINANCE NO: 19-77

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE FOR WESTPORT HOMES APPROVING AN AMENDED PRELIMINARY SUBDIVISION PLAT FOR SPRINGER WOODS SECTION 3 ON APPROXIMATELY 47.5 ACRES CONTAINING 121 SINGLE FAMILY LOTS ON PROPERTY ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE NORTH SIDE OF WEST WILLIAM STREET (US 36) AND SOUTH OF WARRENSBURG ROAD.

BACKGROUND:

See attached report

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Chapter 1111 Procedures of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on December 4, 2019.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval as submitted with the documented conditions.

ATTACHMENT(S)

See attached

ORDINANCE NO. 19-77

AN ORDINANCE FOR WESTPORT HOMES APPROVING AN AMENDED PRELIMINARY SUBDIVISION PLAT FOR SPRINGER WOODS SECTION 3 ON APPROXIMATELY 47.5 ACRES CONTAINING 121 SINGLE FAMILY LOTS ON PROPERTY ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE NORTH SIDE OF WEST WILLIAM STREET (US 36) AND SOUTH OF WARRENSBURG ROAD.

WHEREAS, the Planning Commission at its meeting on December 4, 2019 recommended approval of an Amended Preliminary Subdivision Plat for Westport Homes for Springer Woods Section 3 on approximately 47.5 acre containing 121 single family lots on property zoned R-3 (One-Family Residential District) and located on the north side of West William Street (US 36) and south of Warrensburg Road (PC Case 2019-0927).

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

SECTION 1. That the Amended Preliminary Subdivision Plat for Westport Homes for Springer Woods Section 3 on approximately 47.5 acres containing 121 single family lots on property zoned R-3 (One-Family Residential District) and located on the north side of West William Street (US 36) and south of Warrensburg Road, is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The right-of-way and street pavement width shall be 56 feet and 32 feet respectively.
3. The minimum lot size and width and building setbacks shall be per the current submitted preliminary plat.
4. An upgraded minimum 50% of the front elevation shall be comprised of natural materials along with achieving compliance with the minimum requirements of Chapter 1171.08 Residential Development Design Criteria and Performance Standards.
5. A \$1,321 fee shall be paid for each single-family lot at time of building permit issuance to achieve compliance with Chapter 1168 Tree Preservation Regulations. In order to ensure full payment is received, the developer shall

commit to dates certain by which full payment section by section will be submitted. The dates shall not be longer than 2 years after a final plat for the subject section has been recorded at the County.

6. The proposed active park in Reserve D shall be programmed with play equipment, etc., prior to approval of any building occupancy permits and shall be maintained by the Homeowner's Association with an easement dedicated to the City to allow public use.
7. A street tree plan shall be submitted and approved by the Shade Tree Commission.
8. The bike path shall be installed by the developer from Section 1 to Warrensburg Road as proposed and shall be maintained by the Homeowner's Association with an easement to City dedicating the bike path for public use.
9. The lighting plans shall be submitted and achieve compliance with all zoning requirements and shall be approved by the Chief Building Official prior to final plat approval for each Phase.

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: _____, 2019

YEAS ___ NAYS ___

ABSTAIN ___

ATTEST: _____

CITY CLERK

MAYOR



PLANNING COMMISSION/STAFF REPORT

CASE NUMBER: 2019-0927

REQUEST: Preliminary Subdivision Plat

PROJECT: Springer Woods Section 3

MEETING DATE: December 4, 2019

APPLICANT/OWNER

Westport Homes
507 Executive Campus Drive, Suite 100
Westerville, Ohio 43082

REQUEST

2019-0927: A request by Westport Homes for approval of an Amended Preliminary Subdivision Plat for Springer Woods Section 3 on approximately 47.5 acres containing 121 single family lots on property zoned R-3 (One Family Residential District) located on the north side of West William Street (US 36) and south of Warrensburg Road.

PROPERTY LOCATION & DESCRIPTION

The 87-acre site is located between Warrensburg Road and West William Street (US 36) and is relatively flat with portions of the site being heavily wooded with a stream meandering through the site. Section 3 consists of approximately 47.5 acres located north of Section 2 (Arron Drive). The subject site is zoned R-3 (One Family Residential District) while the property to the east is R-3 (One Family Residential District) with a PUD Planned Unit Development Overlay District and the property to the south is zoned R-3 (One Family Residential District) with a PRD Planned Residential District and A-1 (Agricultural District). The properties to the north and west are in the Township.

BACKGROUND

On January 26, 2000 by the Planning Commission (PC-99-57) approved a Preliminary Subdivision Plat for Springer Woods which contained 278 single family lots on 87 acres for a density of 3.13 units per acre. City Council (01-104) approved Final Subdivision Plats for Section 1-Phases 1-3 on October 22, 2001, which contained 62 lots on 20.93 acres. Section 1 Phases 1 and 2 have been constructed while Section 1 Phase 3 has just been constructed with homes likely being built in the near future. Section 2 received Preliminary Subdivision Plat approval in 2013 (Ordinance 13-06) with Phase 1 constructed in 2014 with homes currently under construction. Section 2 Phases 2 and 3 received Final Subdivision Plat approval in September 2019 (Ordinances 19-53 & 19-54) with site construction beginning in the near future.

In February 2014 (Ordinance 14-05), City Council approved an Amended Preliminary Plat for Section 3 which consisted of 129 single family lots on approximately 47.5 acres for Homewood Corporation. Since then, Westport Homes a Division of D.R.Horton Inc. purchased the site and is proposing a revised Amended Preliminary Subdivision Plat for Section 3 which would consist of 121 single family lots. The subdivision was a victim of the housing downturn in the mid 2000's and the new developer is ready to commence on the build out of the subdivision.

Since 2000 when the Preliminary Subdivision Plat was approved, engineering and zoning standards have been revised and the developer agreed with staff to upgrade the site plan to the extent possible to achieve compliance with the current standards while ensuring logical transitions within the subdivision for such. The developer has vested rights in the previous approval but prefers to work with the City to bring the development closer to compliance with current standards.

STAFF ANALYSIS

- **COMPREHENSIVE PLAN AMENDMENT:** The Comprehensive Plan Future Land Use Map recommends Moderate Density Single-Family Land Use (3.25-4.25 dwelling units per acre) for the subject property. The proposed density is 3.12 dwelling units per acre (278 units/87 acres) based on the original Preliminary Development Plan approval in 2000 and the number of lots will be reduced with the revised engineering and zoning standards. Therefore, the development would not only comply with the density range requirements but also provides consistency with many other goals and objectives set forth in the Comprehensive Plan, including the preservation of trees and stream corridors along with the extension of the bike path network.
- **ZONING:** The subject site is zoned R-3 (One Family Residential District) and the typical bulk requirements (setbacks, minimum lot width and size) have changed since the original approval in 2000. Therefore, staff and the developer have negotiated fair zoning bulk requirements based on the previous and existing requirements

coupled with the engineering requirements of wider streets and right-of-way which inherently reduced the length of the lots. The proposed typical lots would be a minimum 8,190 square with 70 feet lot widths that are minimum 117 feet deep. However, lot 36 would be just a little bit smaller at 7,800 square feet (reduced lot depth) because the proposed bike path is located to the rear of the lot on a separate parcel owned by the homeowner's association. This proposal is consistent in this regard with the last preliminary revision to this section which City Council approved in 2014.

The yard setbacks would be: 25-foot front, 30-foot rear and 8-foot side. The corner lots would be oversized (typically approximately 90 feet wide) to comply with current zoning standards. The current zoning requirements are: 8,775 square foot minimum lots, 65 foot wide lots, 30 foot front yard setback, 40 foot rear yard setback and 8 foot side yard setbacks while the previous zoning in 2000 permitted 7,200 square foot minimum lots, minimum 60 foot lot width, 25 foot front yard setback, 30 foot rear yard setback and 15 foot side yard setbacks (minimum 6 feet). All the houses would have to comply with the minimum residential design standards and minimum dwelling unit sizes. However, the applicant has agreed to upgrade to a minimum 50% of the front façade to be comprised of natural materials.

- **GENERAL ENGINEERING:** The Applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on a technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS AND ACCESS:** As mentioned earlier, the street standards have been revised since the Preliminary Subdivision Plat was approved in 2000. The development would have public streets with a right-of-way width of 56 feet and pavement width of 32 feet. The original approved plan had streets with a right-of-way width of 52 feet and a pavement width of 26 feet. The current engineering standards require 60 feet of right of way and 32-foot-wide streets. Therefore, a 4-foot right-of-way concession would be given for this development while ensuring conforming pavement width to today's standards.
- **UTILITIES:** Both water and sewer utilities would be public and would be extended from Section 2 of the development. The development would have to comply with the current storm water requirements.
- **SITE LAYOUT:** Section 3 is located just north of Aaron Drive and Sections 1 and 2 with access to East William Street via Springer Woods Boulevard through Bevan Way and Aaron Drive which are existing stub streets from Sections 1 and 2. Springer Woods Boulevard and Penwell Drive are the main spine roads that would extend north through the subdivisions to Warrensburg Road. Section 3 would consist of 121 single family lots on approximately 47.5 acres. The revised layout would yield 8 lots less than the current Amended Preliminary Subdivision Plat approved in 2014 and 37 fewer lots than was originally approved in the Preliminary Subdivision Plat in 2000. The lower lot count is a result of the updated storm water requirements from 2000 which also results in more park area for the development than originally approved.

A stream bisects this Section in a north/south orientation with a branch that extends west to the subdivision property line. A required bike path is located along the stream bed that connects to the bike path in Section 1 and extends to Warrensburg Road. Four retention ponds along with programmed active open spaces are located along and near the stream bed in Reserve D.

- **TREE REMOVAL & REPLACEMENT:** The applicant submitted a tree survey for Sections 2 and 3 to account for any tree replacement and or financial obligations for the remainder of the development. The net total yields a removal of 2,398 caliper inches throughout the development that would be required to be replaced. It is also important to note the developer is preserving 5,809 caliper inches of trees in several preserve areas as well. Overall they are saving far more trees than they are removing. After an extensive tree survey, the developer with staff support has agreed on a financial approach to achieve compliance with Chapter 1168 Tree Preservation Regulations. The developer has agreed to make a payment of \$1,321 per lot at building permit approval for the 164 lots in Section 2 Phase 2 and 3 and Section 3. The applicant paid a lump sum fee of \$27,700 for Section 2 Phase 1. The fee was increased from \$1,000 per lot to \$1,321 per lot to accommodate and account for the required 527 caliper inches of trees that would otherwise need to be planted on the site above and beyond the required landscaping for the development. In the 2014 the Preliminary Subdivision Plat approval required the developer to install 527 caliper inches of trees on the site but the new owner discovered

there is not sufficient land area to plant that many trees and would rather make the required financial contribution as allowed per Chapter 1168.

- **OPEN SPACE & PARKLAND:** The approved Preliminary Subdivision Plat for the entire development indicates there are 12.36 acres of open space (14.20%) in Sections 1, 2 and 3. The total open space in Section 3 equals 12.1 acres. (Reserve A = 0.1 acres, Reserve B = 0.8 acres, Reserve C = 0.2 acres, Reserve D= 10.1 acres and Reserve E = 0.9 acres). The amount of active open space equals 5.8 acres (48% all in Reserve D) and passive open space equals 4.3 acres (52%). Reserve D, located in the west central portion of the section accommodates all the active open space with amenities including a tot lot, multi-purpose fields, two boardwalks, benches and the bike path. The amenities, play equipment etc. should be installed prior to building occupancy permits in each appropriate phase. A detailed amenity plan shall be submitted, reviewed and approved during the Final Subdivision Plat process for each phase. The amenities shall be open to the public and maintained by the Homeowner's Association.
- **LANDSCAPING PLAN:** A street tree plan would be required throughout Section 3 and would need to be approved prior to final plat approval for each phase by the Shade Tree Commission. Along Warrenburg Road in Reserve A and B east and west of the main entrance road (Pendwell Drive), the developer is proposing entrance features including a sign, limestone columns, fencing and landscaping. Also, each house would require compliance with Chapter 1171 and landscaping requirements for each house at building permit approval. It is imperative that the Applicant coordinate the landscaping plan and street tree plan with the engineering site development plan so that the landscaping does not impeded visibility at the intersection or of any traffic control signs.
- **PEDESTRIAN CONNECTIVITY:** An existing bike path in Section 1 would be extended north along the stream bed in Reserve D to Penwell Drive that would ultimately connect with Warrensburg Road per the adopted Bicycle and Pedestrian Master Plan 2027. The maintenance of the bike path shall be the responsibility of the Homeowners Association with an easement dedicated to the City to allow public use. Also, sidewalks would be required on all public streets within the development.
- **LIGHTING PLAN.** A lighting plan would need to be submitted that achieves compliance with zoning code requirements for Section 3 prior to final plat approvals.

STAFF RECOMMENDATION – (2019-0927 AMENDED PRELIMINARY SUBDIVISION PLAT)

Staff recommends approval of an Amended Preliminary Subdivision Plat for Westport Homes for Springer Woods Section 3 on approximately 47.5 acres containing 121 single family lots on property zoned R-3 (One Family Residential District) located on the north side of West William Street (US 36) and south of Warrensburg Road, with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The right-of-way and street pavement width shall be 56 feet and 32 feet respectively.
3. The minimum lot size and width and building setbacks shall be per the current submitted preliminary plat.
4. An upgraded minimum 50% of the front elevation shall be comprised of natural materials along with achieving compliance with the minimum requirements of Chapter 1171.08 Residential Development Design Criteria and Performance Standards.
5. A \$1,321 fee shall be paid for each single-family lot at time of building permit issuance to achieve compliance with Chapter 1168 Tree Preservation Regulations. In order to ensure full payment is received, the developer shall commit to dates certain by which full payment section by section will be submitted. The dates shall not be longer than 2 years after a final plat for the subject section has been recorded at the County.
6. The proposed active park in Reserve D shall be programmed with play equipment, etc., prior to approval of any building occupancy permits and shall be maintained by the Homeowner's Association with an easement dedicated to the City to allow public use.

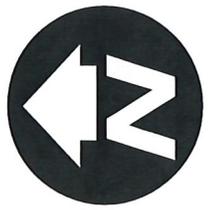
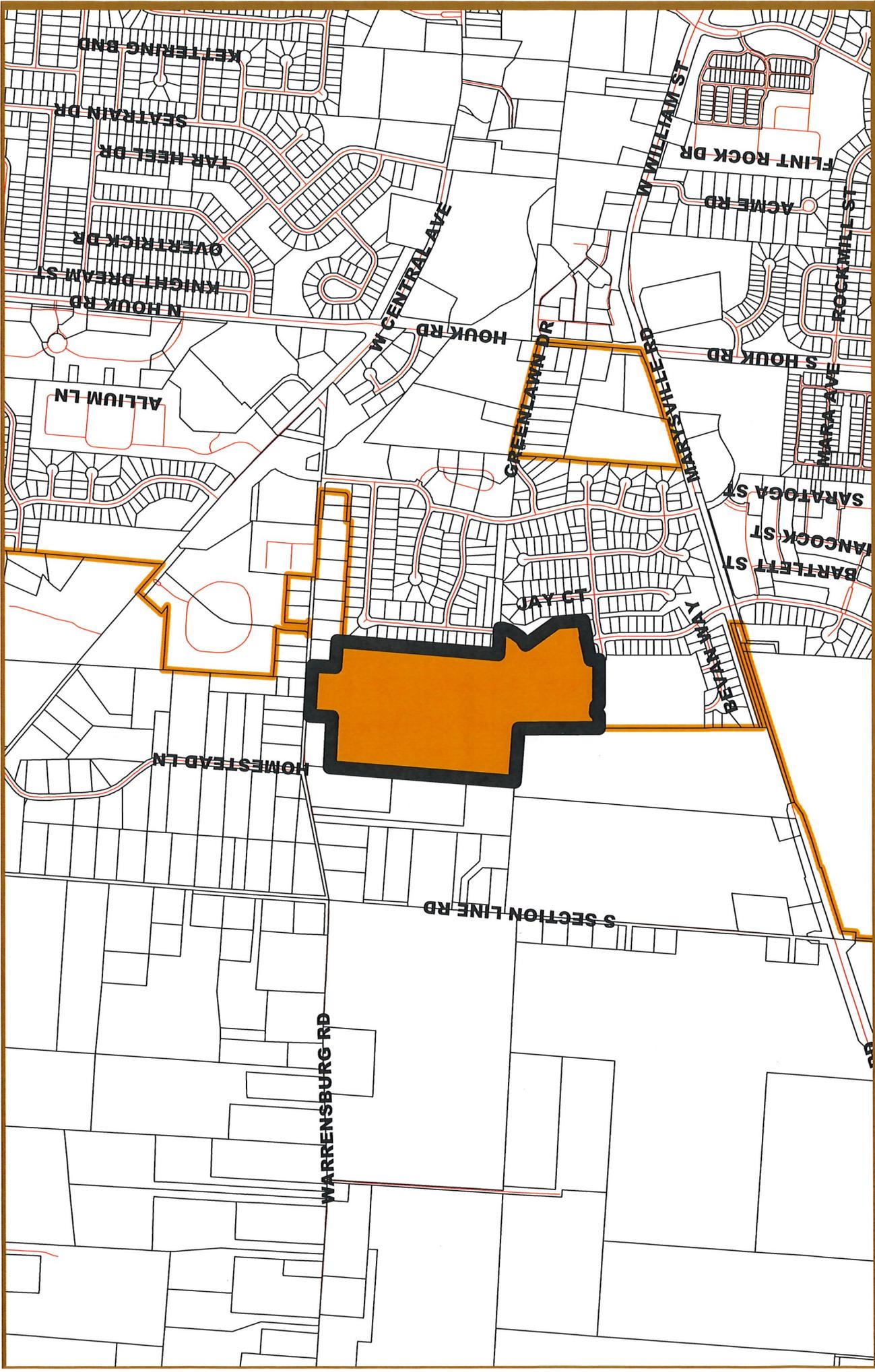
7. A street tree plan shall be submitted and approved by the Shade Tree Commission.
8. The bike path shall be installed by the developer from Section 1 to Warrensburg Road as proposed and shall be maintained by the Homeowner's Association with an easement to City dedicating the bike path for public use.
9. The lighting plans shall be submitted and achieve compliance with all zoning requirements and shall be approved by the Chief Building Official prior to final plat approval for each Phase.

COMMISSION NOTES:

MOTION: _____ *1st* _____ *2nd* *approved* *denied* *tabled* _____

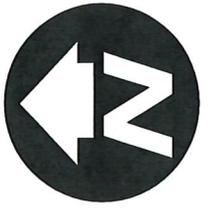
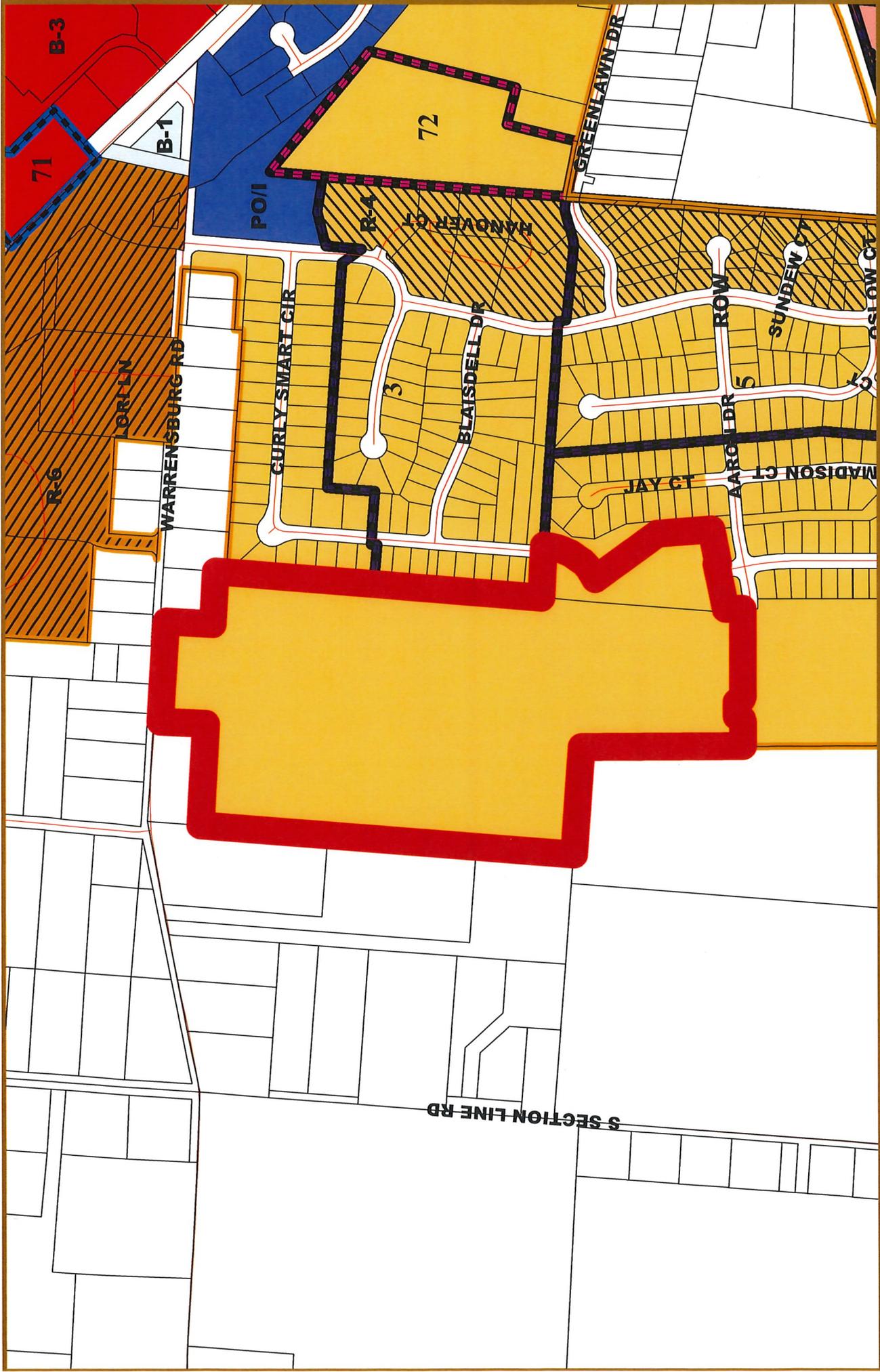
CONDITIONS/MISCELLANEOUS:

FILE:
ORIGINAL: 11/27/19
REVISED:



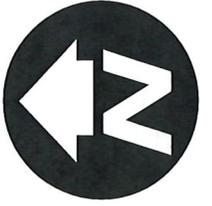
2019-0927
 Amended Preliminary Subdivision Plat
 Springer Woods - Section 3
 Location Map





2019-0927
 Amended Preliminary Subdivision Plat
 Springer Woods - Section 3
 Zoning Map





2019-0927
 Amended Preliminary Subdivision Plat
 Springer Woods - Section 3
 Aerial (2016) Map





FACT SHEET

AGENDA ITEM NO: 17

DATE: 12/19/2019

ORDINANCE NO: 19-78

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING:NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A FINAL DEVELOPMENT PLAN REQUEST BY MEDROCK LLC FOR WILLOWBROOK SECTION 3 CONTAINING 88 SINGLE FAMILY LOTS ON APPROXIMATELY 22.5 ACRES ON PROPERTY ZONED R-3 AND R-6 (ONE FAMILY RESIDENTIAL DISTRICT AND MULTI-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE NORTH AND SOUTH SIDE OF BOULDER DRIVE BETWEEN MINTON DRIVE AND FIRESTONE DRIVE.

BACKGROUND:

See attached report

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Chapter 1129 Procedures of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on December 4, 2019.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval as submitted with the documented conditions.

ATTACHMENT(S)

See attached

ORDINANCE NO. 19-78

AN ORDINANCE APPROVING A FINAL DEVELOPMENT PLAN REQUEST BY MEDROCK LLC FOR WILLOWBROOK SECTION 3 CONTAINING 88 SINGLE FAMILY LOTS ON APPROXIMATELY 22.5 ACRES ON PROPERTY ZONED R-3 AND R-6 (ONE FAMILY RESIDENTIAL DISTRICT AND MULTI-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE NORTH AND SOUTH SIDE OF BOULDER DRIVE BETWEEN MINTON DRIVE AND FIRESTONE DRIVE.

WHEREAS, the Planning Commission at its meeting on December 4, 2019 recommended approval of a Final Development Plan request by Medrock LLC., for Willowbrook Section 3 containing 88 single family lots on approximately 22.5 acres on property zoned R-3 and R-6 (One Family Residential District and Multi-Family Residential District) and located on the north and south side of Boulder Drive between Minton Drive and Firestone Drive (PC Case 2019-2622).

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

SECTION 1. That the Final Development Plan request by Medrock LLC., for Willowbrook Section 3 containing 88 single family lots on approximately 22.5 acres on property zoned R-3 and R-6 (One Family Residential District and Multi-Family Residential District) and located on the north and south side of Boulder Drive between Minton Drive and Firestone Drive, is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The lots and houses shall comply with the minimum bulk and setback requirements per the approved development text.
3. The minimum house size for a one-story house shall be 1,300 square feet and 1,400 square feet for a two-story house per the approved development text.
4. The developer will work with Staff to increase corner lots 4, 5, 19, and 44 to meet Chapter 1171 Design Requirements as much as practical.
5. The single-family houses shall comply with the minimum architectural standards per Chapter 1171.08 Residential Development Design Criteria

and Performance Standards.

6. A street tree plan shall be submitted, reviewed and approved by the Shade Tree Commission.
7. A tree survey shall be required for the subject Section and any tree removal and/or replacement shall achieve compliance with Chapter 1168 Tree Preservation Regulations.
8. The subject bike path and landscaping shall be maintained by the HOA with an easement to allow for public use.
9. The street lighting plan shall be submitted, reviewed and approved by the City and achieve compliance with all zoning requirements.
10. The HOA declarations and covenants for Sections 1-3 shall not preclude the possibility of merging with the existing Adalee Park HOA should the Adalee Park HOA wish to do that when this new section is turned over to resident control by the developer.

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: _____, 2019

YEAS___ NAYS___
 ABSTAIN ___

ATTEST: _____
 CITY CLERK

 MAYOR



FACT SHEET

AGENDA ITEM NO: 18

DATE: 12/19/2019

ORDINANCE NO: 19-79

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: David Efland, Planning and Community Development Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY MEDROCK LLC FOR WILLOWBROOK SECTION 3 CONTAINING 88 SINGLE FAMILY LOTS ON APPROXIMATELY 22.5 ACRES ON PROPERTY ZONED R-3 AND R-6 (ONE FAMILY RESIDENTIAL DISTRICT AND MULTI-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE NORTH AND SOUTH SIDE OF BOULDER DRIVE BETWEEN MINTON DRIVE AND FIRESTONE DRIVE.

BACKGROUND:

See attached report

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Chapter 1111 Procedures of the zoning code.

COMMITTEE RECOMMENDATION:

Planning Commission approved this case 6-0 on December 4, 2019.

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

David Efland, Planning and Community Development Director

RECOMMENDATION:

Staff recommends approval as submitted with the documented conditions.

ATTACHMENT(S)

See attached

ORDINANCE NO. 19-79

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY MEDROCK LLC FOR WILLOWBROOK SECTION 3 CONTAINING 88 SINGLE FAMILY LOTS ON APPROXIMATELY 22.5 ACRES ON PROPERTY ZONED R-3 AND R-6 (ONE FAMILY RESIDENTIAL DISTRICT AND MULTI-FAMILY RESIDENTIAL DISTRICT) AND LOCATED ON THE NORTH AND SOUTH SIDE OF BOULDER DRIVE BETWEEN MINTON DRIVE AND FIRESTONE DRIVE.

WHEREAS, the Planning Commission at its meeting on December 4, 2019 recommended approval of a Final Subdivision Plat request by Medrock LLC., for Willowbrook Section 3 containing 88 single family lots on approximately 22.5 acres on property zoned R-3 and R-6 (One Family Residential District and Multi-Family Residential District) and located on the north and south side of Boulder Drive between Minton Drive and Firestone Drive (PC Case 2019-2623).

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

SECTION 1. That the Final Subdivision Plat request by Medrock LLC., for Willowbrook Section 3 containing 88 single family lots on approximately 22.5 acres on property zoned R-3 and R-6 (One Family Residential District and Multi-Family Residential District) and located on the north and south side of Boulder Drive between Minton Drive and Firestone Drive, is hereby confirmed, approved, and accepted with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The lots and houses shall comply with the minimum bulk and setback requirements per the approved development text.
3. The minimum house size for a one-story house shall be 1,300 square feet and 1,400 square feet for a two-story house per the approved development text.
4. The developer will work with Staff to increase corner lots 4, 5, 19, and 44 to meet Chapter 1171 Design Requirements as much as practical.
5. The single-family houses shall comply with the minimum architectural standards per Chapter 1171.08 Residential Development Design Criteria

and Performance Standards.

6. A street tree plan shall be submitted, reviewed and approved by the Shade Tree Commission.
7. A tree survey shall be required for the subject Section and any tree removal and/or replacement shall achieve compliance with Chapter 1168 Tree Preservation Regulations.
8. The subject bike path and landscaping shall be maintained by the HOA with an easement to allow for public use.
9. The street lighting plan shall be submitted, reviewed and approved by the City and achieve compliance with all zoning requirements.
10. The HOA declarations and covenants for Sections 1-3 shall not preclude the possibility of merging with the existing Adalee Park HOA should the Adalee Park HOA wish to do that when this new section is turned over to resident control by the developer.

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: _____, 2019

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____

CITY CLERK

MAYOR

CASE NUMBERS: 2019-2622-2623

REQUEST: Multiple Requests

PROJECT: Willowbrook Section 3

MEETING DATE: December 4, 2019

APPLICANT/OWNER

Medrock LLC
3895 Stonebridge Lane
Dublin, Ohio 43017

REQUESTS

2019-2622: A request by Medrock LLC for approval of a Final Development Plan for Willowbrook Section 3 on approximately 22.5 acres containing 88 single family lots on property zoned R-3 and R-6 PUD (One Family Residential District and Multi-Family Residential District with a Planned Unit Development) located on the north and south side of Boulder Drive between Minton Drive and Firestone Drive.

2019-2623: A request by Medrock LLC for approval of a Final Subdivision Plat for Willowbrook Section 3 on approximately 22.5 acres containing 88 single family lots on property zoned R-3 and R-6 PUD (One Family Residential District and Multi-Family Residential District with a Planned Unit Development) located on the north and south side of Boulder Drive between Minton Drive and Firestone Drive.

PROPERTY LOCATION & DESCRIPTION

The subject parcels are located north and south of Boulder Drive between Minton Drive and Firestone Drive. The zoning to the north is R-3 PUD, the zoning to the south is R-6 (Multi-Family Residential District) and M-2 (General Manufacturing District), the zoning to the east is R-3 PUD and the zoning to the west is R-6 and R-3 PUD.

BACKGROUND/PROPOSAL

This development dates back to the late 1990's known as Willowbrook Farms encompassing 282 acres which consisted of a variety of uses and areas including developments now known as Adalee Park, Braddington Commons and Millbrook among others and is located essentially between Carson Farms and Lehner Woods with the Preliminary Development Plan approved in 1999 (Ordinance 99-76). In 2001, City Council approved Adalee Park Section 1 (Ordinance 01-109) which contained 53 single family lots and in 2004 City Council approved Adalee Park Section 2 (04-148) which contained 43 single family lots. In June 2018, City Council approved the Final Development Plan and Final Subdivision Plat for Section 2 Phases 1-3 (Ordinances 18-57 & 18-58) for 85 single family lots on 28.5 acres. Now the developer is requesting to complete the single-family zoning portion of the PUD with 88 single family homes on approximately 22.5 acres in Area "C" of Willowbrook Farm Tract.

STAFF ANALYSIS

- **ZONING:** The subject residential subdivision is permitted in the R-3 PUD zoning district, was approved preliminarily and would require Final Development Plan and Final Subdivision Plat approval by the Planning Commission and City Council.
- **ENGINEERING** The Applicant needs to obtain engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on a technical review by the Engineering Department once a complete plan set is submitted for review.
- **ROADS AND TRAFFIC:** The access to Section 3 would be from the extension of Boulder Drive from the east (Sunnyview Farms) and west (Willowbrook Farms) that would complete a connection from Houk Road to Curtis Street via Firestone Drive. Section 3 would connect into the Carson Farms Subdivision through Steeplechase Street and Canal Street to the north. Onyx Lane extends from Boulder Drive to Steeplechase Street with two cul-de sacs extending south (Topaz Court and Amethyst Court). South of Boulder Drive is a single cul-de-sac extending from Steeplechase Street. All the subdivision streets would have to be constructed to public standards and achieve compliance with the minimum engineering requirements.
- **SITE LAYOUT:** The subject section is located in the Single-Family Area "C" of the Willowbrook Farm Tract Planned Unit Development adopted in 1999. The developer is proposing 88 single family lots on approximately 22.5 acres with lots being a minimum 60 feet wide with a minimum lot size of 7,000 square feet (0.161 acre). The smallest lot in this section is 7,000 square feet (0.161 acre) with the largest lot being 15,768 square feet (0.362 acre) with the majority of the lots in the 0.175-acre range (7,623 square feet). The

front yard setbacks are 25 feet, the rear yard setbacks are 30 feet and the side yard setbacks total 15 feet with one side not less than 6 feet. Per the approved PUD development text, the minimum one-story house is 1,300 square feet and the minimum two-story house is 1,400 square feet. All the corner lots would be oversized by 33% from the base lot size with lots 4, 5, 19, 44, 73, 74 & 88 needing to be increased to a minimum 79.8 feet wide (60 feet minimum lot width x 0.33 percent) to achieve compliance with the zoning code.

- **DESIGN:** All the houses would have to achieve compliance with Chapter 1171.08 Residential Development Design Criteria and Performance Standards which requires: 1.) 25% of the front elevation shall be natural materials; 2.) Minimum 4-inch window trim; 3.) Minimum 8-inch overhangs and return soffit; 4.) Upgraded vinyl siding; 5.) Minimum roof pitch of 6:12; and 6.) Achieve compliance with minimum landscape standards.
- **PARKLAND AND OPEN SPACE:** There is not any park or open space proposed in the subject section which matches the approved Preliminary Development Plan Single Family Area "C" and the overall approved PUD. However, the subject section is located just east of the City's Veterans Park and the YMCA. A bike path would be required on the south side of Boulder Drive per the adopted Bicycle and Pedestrian Master Plan 2027.
- **LANDSCAPING PLAN:** The street tree planting plan is required to be reviewed and approved by the Shade Tree Commission.
- **BIKE PATHS AND PEDESTRIAN ROUTES:** As mentioned earlier, a bike path would be required on the south side of Boulder Drive per the adopted Bicycle and Pedestrian Master Plan 2027 while there would be a sidewalk on the north side of Boulder Drive. Also, sidewalks would be provided on both sides of all public streets in this section.
- **TREE PRESERVATION:** The subject site appears to have trees along the northern, eastern and southern property lines of this section. A tree survey identifying the number, size and condition of the trees shall be submitted for staff review prior to construction drawing approval. Any tree removal and/or replacement would have to achieve compliance with Chapter 1168 Tree Preservation Regulations
- **LIGHTING PLAN:** A lighting plan would have to be submitted, reviewed and approved by the City that achieves compliance with the zoning code.
- **MISC:** Given what staff understands from the developer to be a legal requirement to turn over the Adalee Park HOA to the residents and a restriction to add to the HOA, staff recommends that declarations and covenants for this subject section do not preclude the possibility of merging with the existing Adalee Park HOA should the Adalee Park HOA wish to do that when this new section is turned over to resident control by the developer. Staff understands that what is now known as Willowbrook Section 1-3 will be in a single HOA. With so few lots in each section, their proximity and shared entrances, it does not make sense in staff's opinion for two HOA's to exist where one would likely be efficient and effective. This is ultimately a decision amongst these private entities but staff recommends that the new HOA documents do not preclude a merger from happening.

STAFF RECOMMENDATION – (2019-2622 FINAL DEVELOPMENT PLAN)

Staff recommends approval of a request by Medrock LLC, for a Final Development Plan for Willowbrook Section 3 on approximately 22.5 acres containing 88 single family lots on property zoned R-3 and R-6 PUD (One Family Residential District and Multi-Family Residential District with a Planned Unit Development) located north and south side of Boulder Drive between Minton Drive and Firestone Drive, with the following conditions that:

1. The Applicant needs to obtain final engineering approvals, including any storm water and utility issues that need to be worked out through the Engineering and Utilities Departments. All comments regarding the layout and details of the project are preliminary and subject to modification or change based on the final technical review by the Engineering Department.
2. The lots and houses shall comply with the minimum bulk and setback requirements per the approved development text.
3. The minimum house size for a one-story house shall be 1,300 square feet and 1,400 square feet for a two-story house per the approved development text.

4. Corner lots 4, 5, 19, 44, 73, 74 & 88 shall be increased to a minimum 79.8 feet wide (60 feet minimum lot width x 0.33 percent) to achieve compliance with the zoning code.
5. The single-family houses shall comply with the minimum architectural standards per Chapter 1171.08 Residential Development Design Criteria and Performance Standards.
6. A street tree plan shall be submitted, reviewed and approved by the Shade Tree Commission.
7. A tree survey shall be required for the subject Section and any tree removal and/or replacement shall achieve compliance with Chapter 1168 Tree Preservation Regulations.
8. The subject bike path and landscaping shall be maintained by the HOA with an easement to allow for public use.
9. The street lighting plan shall be submitted, reviewed and approved by the City and achieve compliance with all zoning requirements.
10. The HOA declarations and covenants for Sections 1-3 shall not preclude the possibility of merging with the existing Adalee Park HOA should the Adalee Park HOA wish to do that when this new section is turned over to resident control by the developer.

STAFF RECOMMENDATION – (2019-2623 FINAL SUBDIVISION PLAT)

Staff recommends approval of a request by Medrock LLC, for a Final Subdivision Plat for Willowbrook Section 3 on approximately 22.5 acres containing 88 single family lots on property zoned R-3 and R-6 PUD (One Family Residential District and Multi-Family Residential District with a Planned Unit Development) located north and south side of Boulder Drive between Minton Drive and Firestone Drive, with the following conditions that:

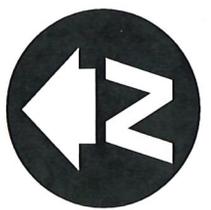
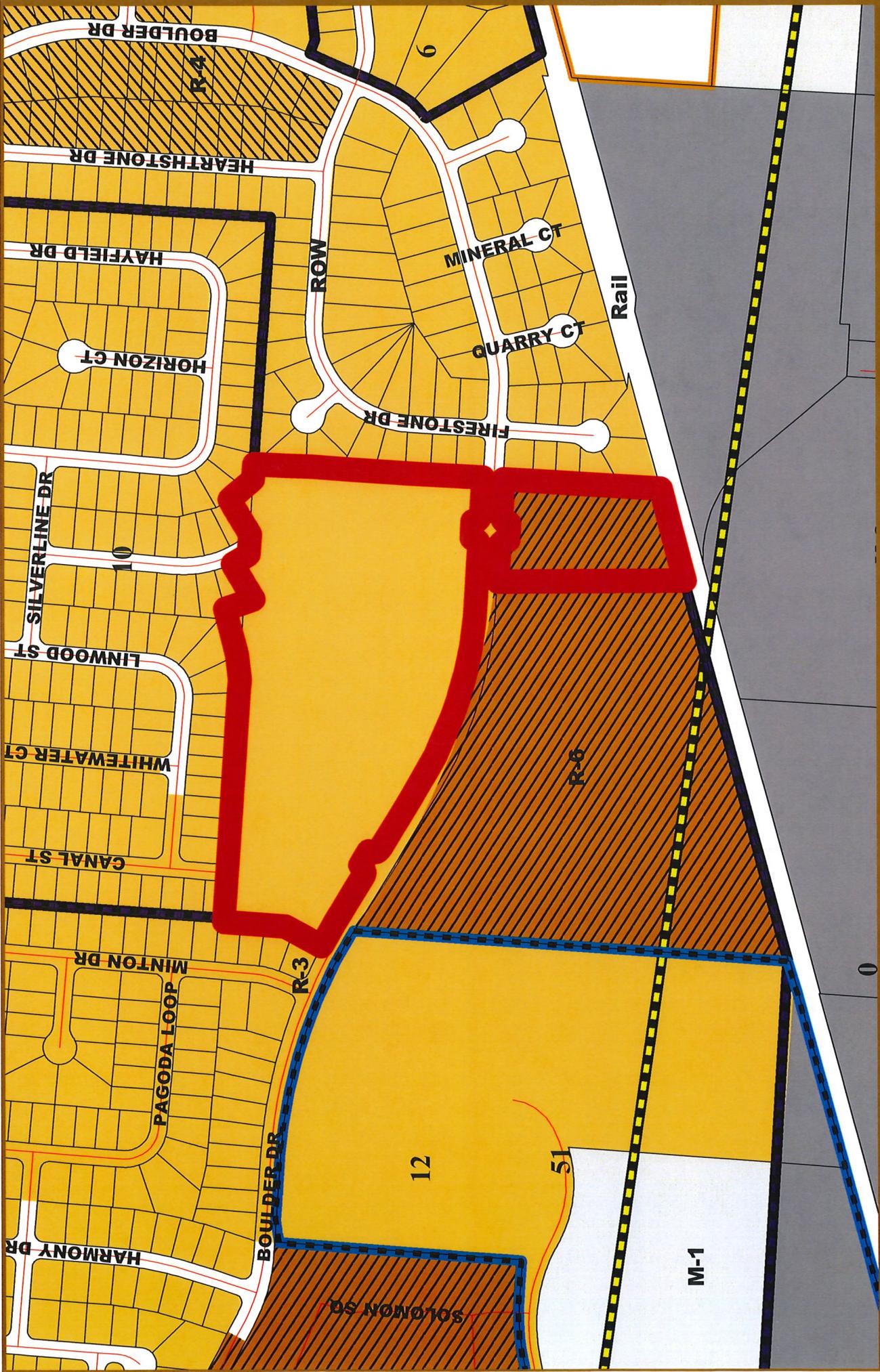
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2. The lots and houses shall comply with the minimum bulk and setback requirements per the approved development text.
3. The minimum house size for a one-story house shall be 1,300 square feet and 1,400 square feet for a two-story house per the approved development text.
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6. A street tree plan shall be submitted, reviewed and approved by the Shade Tree Commission.
7. A tree survey shall be required for the subject Section and any tree removal and/or replacement shall achieve compliance with Chapter 1168 Tree Preservation Regulations.
8. The subject bike path and landscaping shall be maintained by the HOA with an easement to allow for public use.
9. The street lighting plan shall be submitted, reviewed and approved by the City and achieve compliance with all zoning requirements.
10. The HOA declarations and covenants for Sections 1-3 shall not preclude the possibility of merging with the existing Adalee Park HOA should the Adalee Park HOA wish to do that when this new section is turned over to resident control by the developer.

COMMISSION NOTES:

MOTION: _____ *1st* _____ *2nd* *approved* *denied* *tabled* _____

CONDITIONS/MISCELLANEOUS:

FILE:
ORIGINAL:
REVISED: 11/27/19

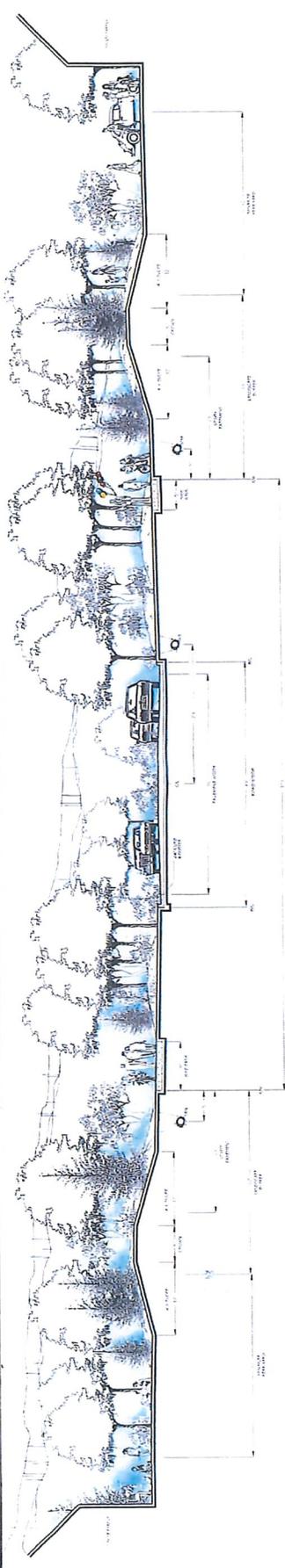


2019-2622-2623
 Final Development Plan and Final Subdivision Plat
 Willowbrook - Section 3
 Zoning Map



2019-2622-2623
 Final Development Plan and Final Subdivision Plat
 Willowbrook - Section 3
 Aerial (2016) Map



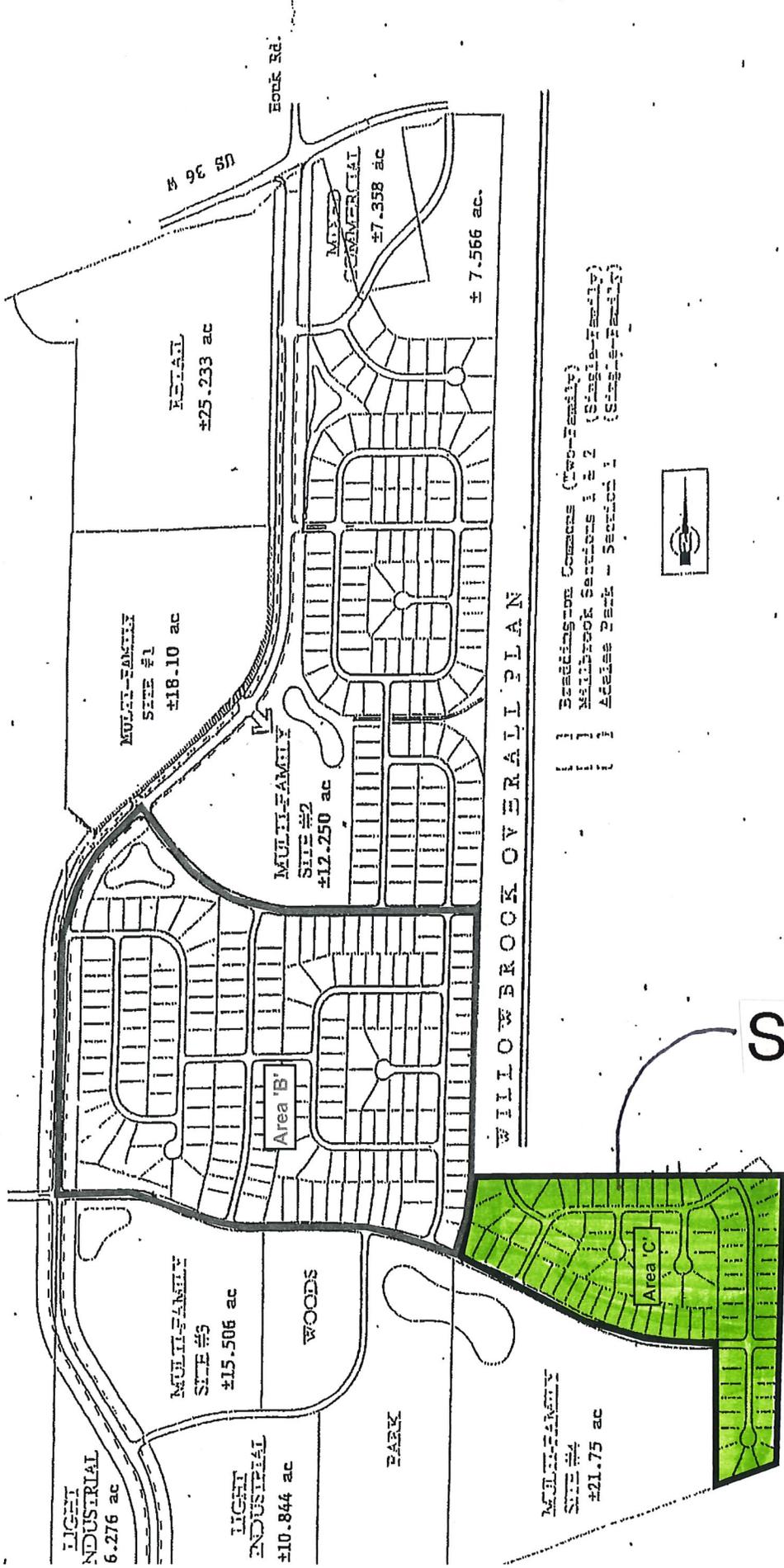


HOUR ROAD SECTION



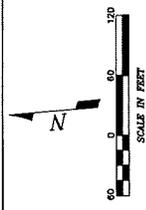
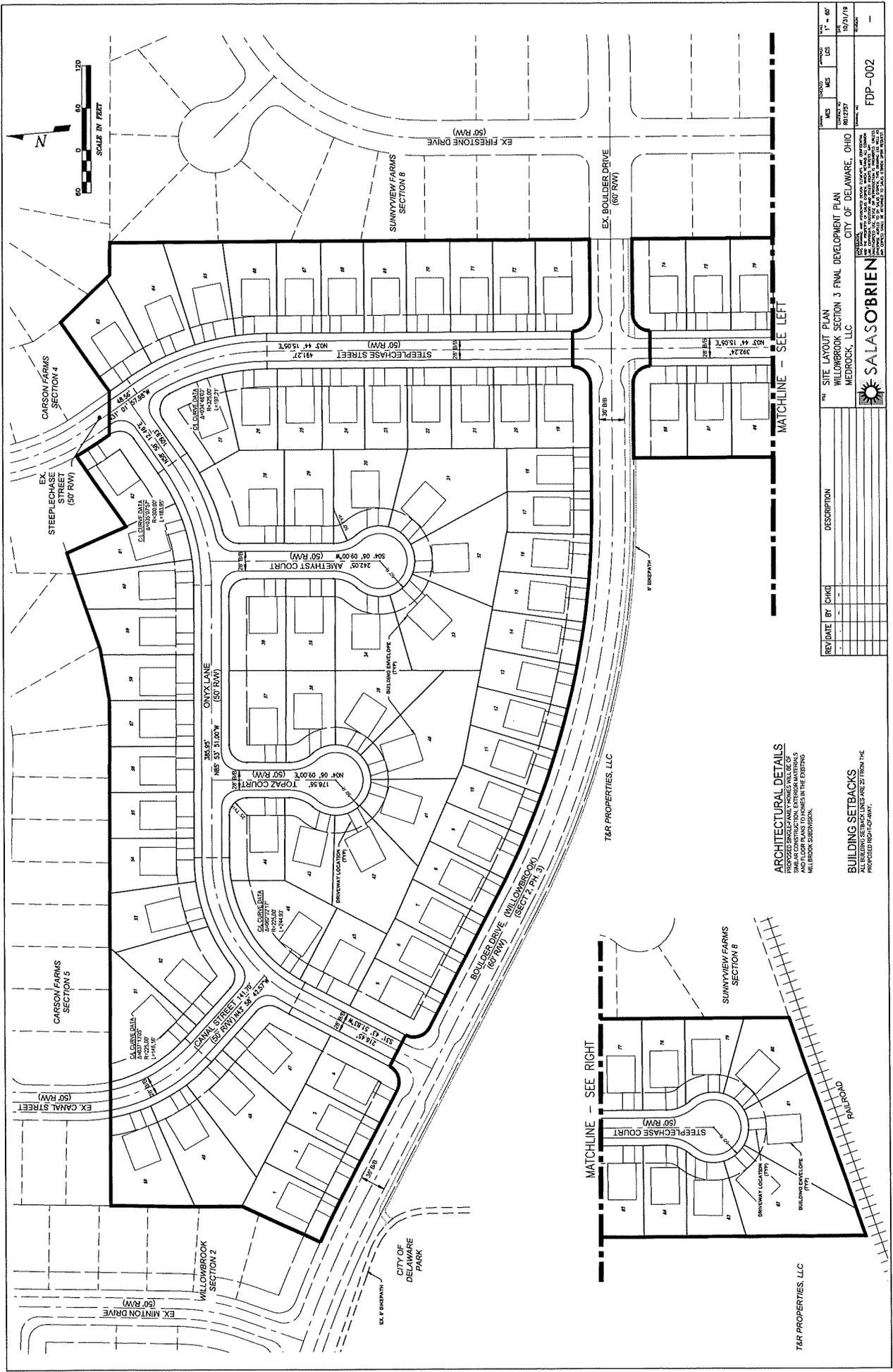
HOUR ROAD DETAIL

WILLOWBROOK FARM TRACT PUD



WILLOWBROOK OVERALL PLAN

SECTION 3



REV	DATE	BY	CHKD	DESCRIPTION

ARCHITECTURAL DETAILS
 SHALL BE CONSTRUCTION, EXTERIOR MATERIALS AND FLOOR PLANS TO MATCH THE EXISTING WILLOWBROOK DEVELOPMENT.

BUILDING SETBACKS
 ALL BUILDING SETBACKS ARE 25' FROM THE PROPOSED HIGHWAY.

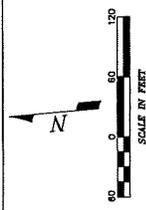
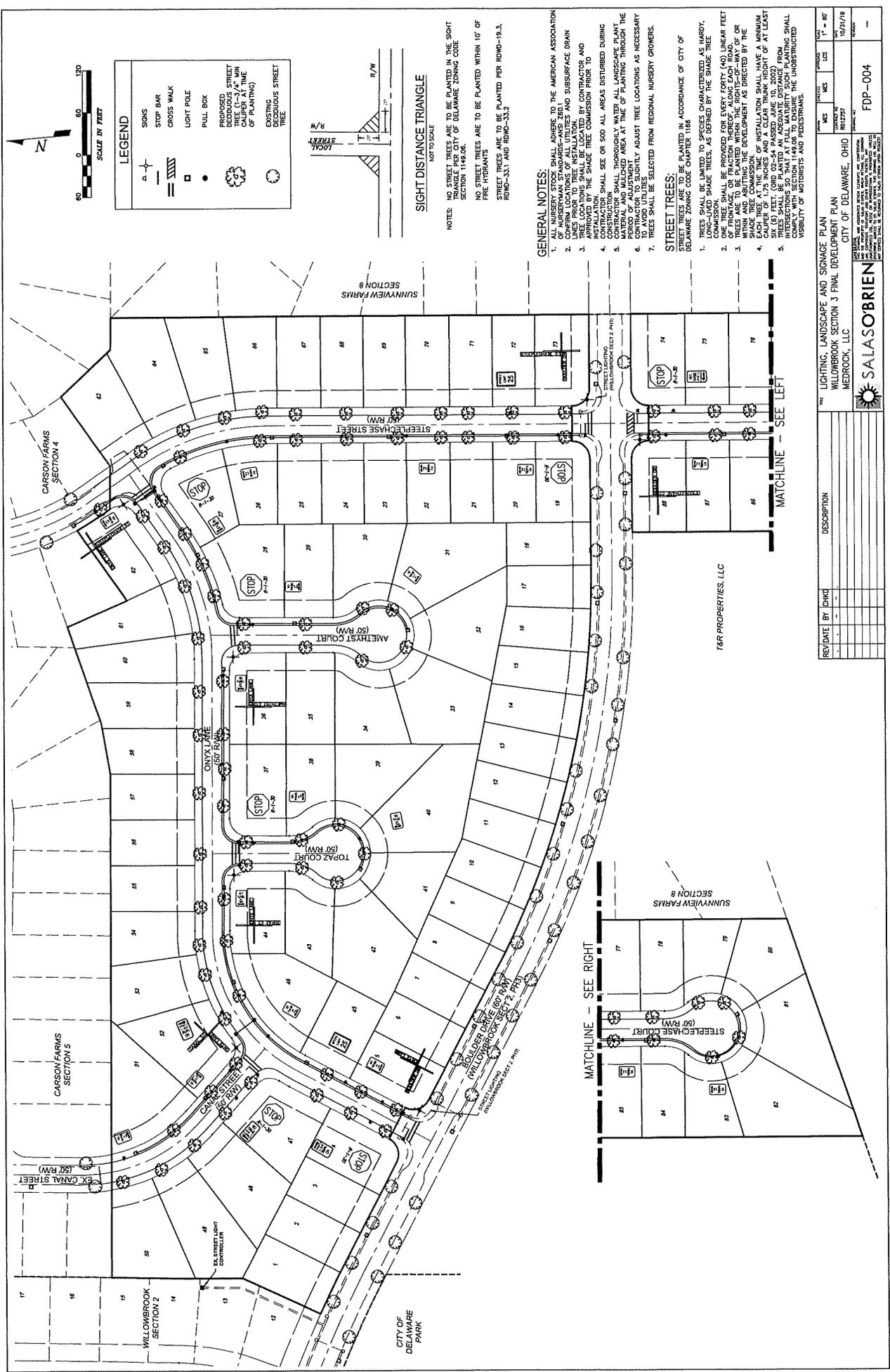
T&P PROPERTIES, LLC

WILLOWBROOK SECTION 3 FINAL DEVELOPMENT PLAN
 CITY OF DELAWARE, OHIO
 MEDROCK, LLC

SALASOBRLEN

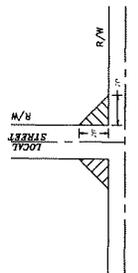
DATE: 11/15/19
 DRAWN BY: JCS
 CHECKED BY: JCS
 PROJECT NO: FDP-002

T&P PROPERTIES, LLC



LEGEND

	SIGNS
	STOP BAR
	CROSS WALK
	LIGHT POLE
	PULL BOX
	PROPOSED STREET
	TREES TO BE PLANTED AT THE TIME OF PLANTING
	EXISTING DECIDUOUS STREET TREE



SIGHT DISTANCE TRIANGLE
NOT TO SCALE

NOTES: NO STREET TREES ARE TO BE PLANTED IN THE SIGHT TRIANGLE PER CITY OF DELAWARE ZONING CODE SECTION 1149.06.
NO STREET TREES ARE TO BE PLANTED WITHIN 10' OF FIRE HYDRANTS
STREET TREES ARE TO BE PLANTED PER ROWD-19.3, ROWD-30.1 AND ROWD-30.2

GENERAL NOTES:

1. THE CONTRACTOR SHALL ADHERE TO THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS-ANSI Z60.1
2. CONFIRM LOCATIONS OF ALL UTILITIES AND SUBSURFACE DRAIN SYSTEMS PRIOR TO CONSTRUCTION.
3. TREE LOCATIONS SHALL BE LOCATED BY CONTRACTOR AND APPROVED BY THE SHADE TREE COMMISSION PRIOR TO CONSTRUCTION.
4. CONTRACTOR SHALL SEE OR SOO ALL AREAS DISTURBED DURING CONSTRUCTION AND SHALL THOROUGHLY WATER ALL LANDSCAPE PLANT MATERIAL AND MULCHED AREA AT THE TIME OF PLANTING THROUGH THE CONTRACTOR TO SLIGHTLY ADJUST TREE LOCATIONS AS NECESSARY TO AVOID UTILITIES.
5. TREES SHALL BE SELECTED FROM REGIONAL NURSERY GROWERS.

STREET TREES:

1. STREET TREES ARE TO BE PLANTED IN ACCORDANCE OF CITY OF DELAWARE ZONING CODE CHAPTER 1186
2. TREES SHALL BE LIMITED TO SPECIES CHARACTERIZED AS HARDY, LONG-LIVED, AND SUITABLE FOR THE CLIMATE AND SOILS OF THE AREA.
3. ONE TREE SHALL BE PROVIDED FOR EVERY FORTY (40) LINEAR FEET OF STREET FRONTAGE. TREES ARE TO BE PLANTED WITHIN THE RIGHTS-OF-WAY OF OR WITHIN AND ADJUTING THE DEVELOPMENT AS DIRECTED BY THE SHADE TREE COMMISSION.
4. EACH TREE AT THE TIME OF INSTALLATION SHALL HAVE A MINIMUM CALIPER OF 1.5 INCHES AND A HEIGHT OF AT LEAST SIX (6) FEET (OR 00-54 PASSED JUNE 10, 2002).
5. TREES SHALL BE PLANTED AN ADEQUATE DISTANCE FROM CURBS AND BUILDINGS TO ENSURE THE UNOBSTRUCTED VISIBILITY OF MOTORISTS AND PEDESTRIANS.

REVISION	DATE	BY	DESCRIPTION

THE LIGHTING, LANDSCAPE AND SIGNAGE PLAN
WILLOWBROOK SECTION 3 FINAL DEVELOPMENT PLAN
MEDROCK, LLC
CITY OF DELAWARE, OHIO

DATE: 06/20/19
PROJECT: MEDROCK
SHEET: FDP-004

SALASOBRIEN



FACT SHEET

AGENDA ITEM NO: 19

DATE: 12/19/2019

ORDINANCE NO: 19-81

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Dean Stelzer, Finance Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE SUPPLEMENTING THE 2019 APPROPRIATIONS ORDINANCE AND DECLARING AN EMERGENCY.

BACKGROUND:

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

FISCAL IMPACT(S):

POLICY CHANGES:

PRESENTER(S):

Dean Stelzer, Finance Director

RECOMMENDATION:

ATTACHMENT(S)

Memo from Finance Director



MEMORANDUM

TO: City Council
FROM: Dean Stelzer, Finance Director
DATE: December 17, 2019
RE: Year End Supplemental Ordinance

Final 2019 supplemental appropriations are being requested as follows:

General Fund

Council OPERS – Total wages/benefits were slightly higher than estimated.

Income Tax Refunds (\$350,000) – Tax refunds issued for 2019 exceeded the budgeted amount. In 2019 two businesses in Delaware filed amended corporate tax returns for 2016 and 2017. They requested and received refunds totaling \$473,828. This caused the refund amount to exceed the budget.

Building Maintenance Wages (\$1,800) – The budget funds the 2 building maintenance employees. 2019 personnel costs were slightly higher than the budget estimate.

Street Maintenance and Repair Wages (\$25,000) – Wage/benefit costs were higher due to the retirement and payout of accrued time for an employee in the department.

License Fee Fund (\$69,000) – The urban resurfacing cost share project with ODOT came in higher than the budgeted amount.

Cemetery Fund (\$7,000) – Seasonal wages and overtime were higher due to conducting a monument inspection inhouse in conjunction with the monument repair initiative.

Municipal Court Mission Court Wages (\$29,000) – The staff cost allocation to the Mission Court was higher than originally projected. The Court receives reimbursement of most of the costs from the Delaware County Veteran Services.

Police and Fire Disability Pension Funds (\$2,000 each) – Property tax collections were higher than projected. This tax is transferred to the General Fund for Police and Fire/EMS fund to cover a portion of employee pension costs.

Point Project Fund (\$140,000) – Project design costs were moved up into 2019.

FAA Improvement Fund (\$48,414) – Residual funds in the discretionary FAA Grant Improvement Fund were transferred to the FAA Allocation Grant Fund to close out the fund balance. The amount transferred will offset city share of future airport grants.

Police and Fire Impact Fee Funds (\$972 each \$1,884) – Refunds for paid impact fees exceeded the budget estimate. Developers pay the fees upfront when obtaining a building permit. If they later decide to not build the house, a refund is issued.

Glenn Road South Fund (\$265,000) – Bonds were issued earlier in the year for the Glenn Road improvements that had been finance with short term notes. The bonds required an interest payment in December. This expenditure had not been budgeted as the decision to issue long-term bonds had not been made before the budget was adopted.

Water Fund Wages (\$26,000) – Pension costs were inadvertently charged to Water Admin rather than Water Treatment for the Water Plant Superintendent. This corrects the accounting of the expenditures.

Sewer Fund (\$100,000) – Professional services were higher than anticipated related to the bond refunding issue for earlier this year. The refinancing of the debt was not anticipated at budget time and resulted in over \$2,000,000 of interest savings over the remaining life of the sewer bonds.

Garage Rotary Fund (\$20,000) – The utility vac truck engine needed to be replaced. This \$40,000 cost was not anticipated for 2019.

Health Insurance Fund (\$900,000) – Health insurance medical and prescription claims were higher than anticipated in 2019 exceeding the appropriated amounts. The higher costs were generally attributable to several high individual claims. A portion of the increased cost will be reimbursed from our stop loss coverage.

ORDINANCE NO. 19-81

AN ORDINANCE SUPPLEMENTING THE 2019
APPROPRIATIONS ORDINANCE AND DECLARING AN
EMERGENCY.

WHEREAS, it is necessary to amend the 2019 Annual Appropriations Ordinance to provide for the purchase of items or services through the end of fiscal year 2019.

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

SECTION 1. That there is hereby appropriated from the unencumbered balance of the General Fund \$352,300 to the following account:

City Council - OPERS (101-0011-5101)	\$ 500
Finance – Tax Refunds (101-0031-5601)	\$ 350,000
Building Maintenance – Wages (101-0071-5100)	\$ 1,800

SECTION 2. That there is hereby appropriated from the unencumbered balance of the Street Maintenance and Repair Fund \$25,000 to:

SMR Admin – Wages (200-2010-5100)	\$ 25,000
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SECTION 3. That there is hereby appropriated from the unencumbered balance of the License Fee Fund \$69,000 to:

Resurfacing (202-0202-5530)	\$ 69,000
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SECTION 4. That there is hereby appropriated from the unencumbered balance of the Cemetery Fund \$7,000 to:

Wages (212-0212-5100)	\$ 7,000
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SECTION 5. That there is hereby appropriated from the unencumbered balance of the Municipal Court Fund \$29,000 to:

Mission Court - Wages (240-2415-5100)	\$ 29,000
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SECTION 6. That there is hereby appropriated from the unencumbered balance of the Police Disability Fund \$2,000 to:

Transfer to General (261-2610-5710)	\$ 2,000
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SECTION 7. That there is hereby appropriated from the unencumbered balance of the Fire Disability Fund \$2,000 to:

Transfer to General (262-2620-5710) \$ 2,000

SECTION 8. That there is hereby appropriated from the unencumbered balance of the Point Project Fund \$140,000 to:

Professional Services (415-4150-5230) \$ 140,000

SECTION 9. That there is hereby appropriated from the unencumbered balance of the FAA Improvement Fund \$48,414 to:

FAA Allocation Grant Transfer (430-4318-5701) \$ 48,414

SECTION 10. That there is hereby appropriated from the unencumbered balance of the Police Impact Fee Fund \$972 to:

Refunds (492-4921-5601) \$ 972

SECTION 11. That there is hereby appropriated from the unencumbered balance of the Fire Impact Fee Fund \$1,884 to:

Refunds (493-4930-5601) \$ 1,884

SECTION 12. That there is hereby appropriated from the unencumbered balance of the Glenn Road Construction Fund \$265,000 to:

Professional Service (496-4960-5230) \$ 26,000
Bond Interest (496-4960-5812) \$ 170,000

SECTION 13. That there is hereby appropriated from the unencumbered balance of the Water Fund \$26,000 to:

Water Admin – Wages (530-5310-5100) \$ 26,000

SECTION 14. That there is hereby appropriated from the unencumbered balance of the Sewer Fund \$100,000 to:

Sewer Admin – Professional Services (540-5410-5230) \$ 100,000

SECTION 15. That there is hereby appropriated from the unencumbered balance of the Garage Rotary Fund \$20,000 to:

Outside Repair (601-6010-5334) \$ 20,000

SECTION 16. That there is hereby appropriated from the unencumbered balance of the Self Insurance Trust Fund \$900,000 to:

Medical Claims (610-6101-5285) \$ 900,000

SECTION 17. This Council finds and determines that all formal actions of this Council and any of its committees concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law including Section 121.22 of the Revised Code.

SECTION 18. Emergency Clause. That this ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health and welfare of the City, and for the further reason that such action is necessary to provide for purchases through the end of the fiscal year being December 31, 2019, and as such will be in full force and effect immediately upon its passage.

VOTE ON RULE SUSPENSION:

Yeas ____ Nays ____
Abstain____

VOTE ON EMERGENCY CLAUSE:

Yeas ____ Nays ____
Abstain____

PASSED: _____, 2019

Yeas ____ Nays ____
Abstain____

ATTEST: _____
City Clerk

Mayor