

**CITY OF DELAWARE
CITY COUNCIL
MEETING TO BE HELD VIRTUALLY VIA CISCO Webex **
7:00 P.M. MEETING**

AGENDA

7:00 P.M.

July 27, 2020

1. ROLL CALL
2. INVOCATION by Pastor Scott Logan, Agape International Cathedral
3. APPROVAL of the Motion Summary of the special meeting of Council held on July 13, 2020, as recorded and transcribed.
4. CONSENT AGENDA
 - A. Acceptance of the Motion Summary of the Airport Commission meeting held on January 17, 2020, as recorded and transcribed.
 - B. Acceptance of the Motion Summary of the Parks and Recreation Advisory Board meeting held on January 23, 2020, as recorded and transcribed.
 - C. Acceptance of the Motion Summaries of the Historic Preservation Commission meeting held on January 22, 2020 and February 25, 2020, as recorded and transcribed.
5. LETTERS, PETITIONS, AND PUBLIC COMMENTS
Due to the meeting being held virtually, written public comment, maximum 500 words, is requested to be received before 3p.m. the date of the meeting through email at emccloskey@delawareohio.net. To provide live public comment please email emccloskey@delawareohio.net to sign up by 3 p.m. the date of the meeting. Name and address are required for public comment. Comments received on Facebook may have to be addressed by staff subsequent to the meeting.
6. COMMITTEE REPORTS
7. 7:20 PUBLIC HEARING AND SECOND READING of Ordinance No. 20-40, an ordinance amending Section 913.23 – Charges established for sewage auxiliary meters within the Code of Ordinances for the City of Delaware and declaring an emergency.
8. 7:30 PUBLIC HEARING AND SECOND READING of Ordinance No. 20-41, an ordinance approving a Rezoning Amendment for Dylan J. Menges

Trustee for 748 Cheshire Road from A-1 (Agricultural District) to R-3 (One-Family Residential District) on 1.853 acres.

9. SECOND READING of Ordinance No. 20-44, an ordinance authorizing the City Manager to enter into a lease agreement with Main Street Delaware and declaring an emergency.
10. SECOND READING of Ordinance No. 20-46, an ordinance supplementing the 2020 Appropriations and declaring an emergency.
11. DISCUSSION AND REVIEW of City Manager Report Regarding Diversity, Equity & Inclusion
12. FINANCE DIRECTOR'S REPORT
13. CITY MANAGER'S REPORT & COVID-19 UPDATE
14. COUNCIL COMMENTS
15. ADJOURNMENT

** This meeting will be a virtual meeting. Residents are encouraged to view online through the City of Delaware Facebook page. To comply with the CDC recommendation prohibiting group meetings, no in person attendance by Council, staff, or the public will be available.

RECORD OF PROCEEDINGS

Minutes of

Delaware City Council

Meeting

BEAR GRAPHICS 800-325-6094 FORM NO. 10148

Held

July 13

20 20

The regular meeting of Council held on July 13, 2020 and was called to order at 7:00 p.m. and was held remotely through Cisco Webex and streamed Live through Facebook due to the State of Emergency – Executive Order 2020-01D. The following members of Council were remotely present: First Ward Chris Jones, Second Ward Lisa Keller, Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Riggle who presided. The invocation was delivered by Nicol Ghazi, Islamic Center of Delaware County.

Staff Present Remotely: Dave Efland, Planning and Community Development Director, Justin Nahvi, Finance Director, Darren Shulman, City Attorney, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager

ITEM 3: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the regular meeting of Council held on June 22, 2020, as recorded and transcribed.

Motion: Vice-Mayor Shafer motioned to approve the Motion Summary of the regular meeting of Council held on June 22, 2020, as recorded and transcribed, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 4: CONSENT AGENDA

- A. Acceptance of the Motion Summary of the Planning Commission meeting held on June 3, 2020, as recorded and transcribed.
- B. Acceptance of the Motion Summary of the Civil Service Commission meeting held on February 5, 2020, as recorded and transcribed.
- C. Acceptance of the Motion Summary of the Shade Tree Commission meeting held on February 25, 2020, as recorded and transcribed.
- D. Resolution No. 20-38, a resolution authorizing the City Manager to submit an application for Ohio Public Works Commission Emergency Program Grant Funding and to enter into grant agreements as required for the reconstruction of the John Street Bridge.
- E. Resolution No. 20-39, a resolution authorizing the City Manager to submit grant application updates to the Mid-Ohio Regional Planning Commission for the Point Improvement and Citywide Signals Phase I projects.
- F. Resolution No. 20-40, a resolution authorizing the City Manager to submit applications for State and Federal Grant Funding and to enter into grant agreements as required for the planning, design and construction of the East Central Avenue Improvement Project.
- G. Establish July 27, 2020 at 7:20 p.m. as a date and time for a public hearing and second reading for Ordinance No. 20-40, an ordinance amending Section 913.23 – Charges established for sewage auxiliary meters within the Code of Ordinances for the City of Delaware and declaring an emergency.
- H. Establish July 27, 2020 at 7:30 p.m. as a date and time for a public hearing and second reading for Ordinance No. 20-41, an ordinance approving a Rezoning Amendment for Dylan J. Menges Trustee for 748 Cheshire Road from A-1 (Agricultural District) to R-3 (One-Family Residential District) on 1.853 acres.

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

ITEM 5: LETTERS, PETITIONS, AND PUBLIC COMMENTS

PUBLIC COMMENT:

Becky Miller
Via email

Ms. Miller wrote to oppose a mask mandate.

Lauren Durant
Via email

Ms. Durant wrote to oppose a mask mandate.

Ed Paxton
Via email

Mr. Paxton voiced to oppose a mask mandate.

Joe and Linda Diamond
Via email

Mr. and Mrs. Diamond wrote in support a mask mandate.

Danielle Anthony
Via email

Ms. Anthony wrote in support of a mask mandate.

Lily Wiest
Via email

Ms. Wiest wrote in support of a mask mandate

Todd Soliday
Via email

Mr. Soliday wrote in support of a mask mandate.

Dr. Andy Lee and Dr. Brenda Evans
Via email

Dr. Lee and Dr. Evans wrote in support of a mask mandate.

Ms. Erin Wiggins
Via email

Ms. Wiggins wrote in support of a mask mandate.

Jane Ballinger
Via email

Ms. Ballinger wrote to oppose a mask mandate.

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held July 13 20 20

Nicole Fowles
Via email

Ms. Fowles wrote to voice her support for the Main Street Delaware Welcome Center.

Nancy Huebner
Via email

Ms. Huebner voiced her opposition to a mask mandate.

Amber Hickman, RN
Via email

Ms. Hickman wrote to voice her support for a mask mandate.

Abby Williams
Via email

Ms. Williams wrote to voice her opposition to a mask mandate.

Trista Corbin
Via email

Ms. Corbin wrote to voice her opposition to a mask mandate.

Danielle Williamson
Via email

Ms. Williamson wrote to voice her opposition to a mask mandate.

Liz Moser
Via email

Ms. Moser wrote to voice her support for a mask mandate.

Erinn P. Nicley, Ph.D.
Via email

Dr. Nicley wrote to voice his support for a mask mandate.

Marie Lance
Via email

Ms. Lance wrote to voice her support for a mask mandate.

Jennifer Schofield
Via email

Ms. Schofield wrote to voice her opposition for a mask mandate.

Mark and Terri-Lynne Smiles
Via email

Mr. and Mrs. Smiles wrote to voice their support for a mask mandate.

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Pastor Kale Booher
Lifepoint Church
Pastor Sam Rosa
Delaware Christian Church
Via Email

Pastor Booher and Pastor Rose voiced questions if future legislation would include religious gatherings.

Shelly Wachtman
Via email

Ms. Wachtman wrote to voice her opposition to a face mask mandate.

Alec Wachtman
Via email

Mr. Wachtman wrote to voice his opposition to a face mask mandate.

Jay McCann
Via email

Mr. McCann wrote to voice his opposition to mask mandate.

Jennifer Fashian
Via email

Ms. Fashian wrote to voice her opposition to a mask mandate.

Diane Powers
Via email

Ms. Powers wrote to voice her opposition to a mask mandate.

Melanie Hunt
Via email

Ms. Hunt wrote to voice her opposition to a mask mandate.

Cherie McCann
Via email

Ms. McCann wrote to voice her opposition to a mask mandate.

Kristelle Fuller
Via email

Ms. Fuller provided public comment that face coverings are not necessary for individuals that have already had COVID-19.

Sarah Allmon
Via email

Ms. Allmon wrote to voice her opposition to a mask mandate.

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Dr. Christopher Fink
Via Cisco Webex

Mr. Fink participated remotely via Cisco Webex to provide his support for masks.

Ms. Deborah Guebert
Via Cisco Webex

Ms. Guebert participated remotely via Cisco Webex to provide her concern on mask mandates.

Brian Blackburn
Via Cisco Webex

Mr. Blackburn participated remotely via Cisco Webex to provide his opposition to mask mandates.

Wendy Herron
Via Cisco Webex

Ms. Herron participated remotely via Cisco Webex to provide her support to mask mandates.

Jack Windsor
Via Cisco Webex

Mr. Windsor participated remotely via Cisco Webex to provide his opposition to a mask mandate.

Monty Almero
Via Cisco Webex

Mr. Almero participated remotely via Cisco Webex to provide his support for a mask mandate.

Dr. Todd Marquis
Via Cisco Webex

Dr. Marquis participated remotely via Cisco Webex to provide his concerns over a mask mandate.

ITEM 6: COMMITTEE REPORTS

Mr. Farrell informed Council that Shade Tree Commission met to review tree plans.

Mayor Riggle informed Council that the Airport Commission meeting will be meeting July 16, 2020.

ITEM 7: PRESENTATION AND DISCUSSION

A. COVID-19 Update - Health Commissioner Shelia Hiddleson, Delaware General Health District

Ms. Hiddleson reviewed the current data from the Delaware General Health District. She clarified Council that residents are not counted twice and members of family in a positive household are

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also not counted as positives. She reviewed the classification of cases and definitions of currently monitored, completed monitoring, isolated, quarantined, and contact. Also discussed was current status of cases in Delaware County and Ohio Risk Level. She discussed the primary types of transmission and face coverings.

B. Discussion of Face Covering Requirements

Mrs. Keller discussed the percentage of active cases in the City of Delaware and the estimated number of well people in the City. She discussed the need to keep the decision of mask wearing in the hands of the citizens and not the government.

Mr. Farrell discussed emails and letter received both in favor and not in favor of a mask mandate. He discussed the rise of cases after the reopening of Ohio. He discussed the need to listen to medical experts and their recommendations.

Mr. Hellinger voiced his support on a mandatory mask mandate.

Mr. Jones discussed that if a mandate is required then a specific type of mask would need to be required as they are often not worn correctly and would reduce its effectiveness. He discussed not having the right to tell people what to do.

Mr. Hoffman discussed concerns regarding individuals that are unable to wear a mask due to medical or other issues, such as trauma issues. He discussed if there is a mask mandate having a provision for those not able to wear a mask. Mr. Hoffman discussed support to add legislation to allow for a vote, but also in agreement to follow the Governor's orders.

Vice-Mayor Shafer discussed speaking to a physician who did not recommend a mask mandate and provided the concerns from this physician. He discussed that there is a State Health Department system in place and that he feels that their guidance should be followed.

Mayor Riggle reviewed the comments received at the meeting and the split from the public on if there should be a mask mandate or not. She discussed the difficulty monitoring and enforcing a mandate. She reviewed that Council had five members that were against legislation and two that were supportive.

Mayor Riggle requested a break at 10:04 p.m. and reconvened the meeting at 10:15 p.m.

ITEM 8: RESOLUTION NO. 20-41 [First Reading]
A RESOLUTION DIRECTING THE CITY MANAGER TO EVALUATE CITY POLICIES AND PROCEDURES WITH RESPECT TO DIVERSITY, INCLUSION AND EQUITY.

The Clerk read the resolution for the first time.

Motion: Mrs. Keller motioned to adopt for Resolution No. 20-41,

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seconded by Mr. Farrell. Motion approved by a 7-0 vote.

ITEM 9: RESOLUTION NO. 20-42 [First Reading]

A RESOLUTION AMENDING PREVIOUSLY ADOPTED POLICY CONCERNING THE ESTABLISHMENT OF HONORARY STREET NAMES.

The Clerk read the resolution for the first time.

Motion: Mr. Jones motioned to adopt Resolution No. 20-42, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 10: RESOLUTION NO. 20-43 [First Reading]

A RESOLUTION ESTABLISHING THE HONORARY STREET DESIGNATION OF LITTLE BROWN JUG WAY IN THE CITY OF DELAWARE FOR COMMEMORATIVE PURPOSES.

The Clerk read the resolution for the first time.

Motion: Mr. Jones motioned to adopt Resolution No. 20-43, seconded by Mrs. Keller. Motion approved by a 7-0 vote.

ITEM 11: ORDINANCE NO. 20-40 [First Reading]

AN ORDINANCE AMENDING SECTION 913.23 - CHARGES ESTABLISHED FOR SEWAGE AUXILIARY METERS WITHIN THE CODE OF ORDINANCES FOR THE CITY OF DELAWARE AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time. A public hearing has been scheduled for July 27, 2020 at 7:20 p.m.

ITEM 12: ORDINANCE NO. 20-41 [First Reading]

AN ORDINANCE APPROVING A REZONING AMENDMENT FOR DYLAN J. MENGES TRUSTEE FOR 748 CHESHIRE ROAD FROM A-1 (AGRICULTURAL DISTRICT) TO R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) ON 1.853 ACRES.

The Clerk read the ordinance for the first time. A public hearing has been scheduled for July 27, 2020 at 7:30 p.m.

ITEM 13: ORDINANCE NO. 20-42 [First Reading]

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY T&R PROPERTIES INC., FOR THE RAVINES AT OLENTANGY SECTION 2, PHASE A CONTAINING 49 SINGLE-FAMILY LOTS ON 23.966 ACRES ON PROPERTY ZONED R-3 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED-USE OVERLAY DISTRICT) AND LOCATED ON ROCHDALE RUN JUST NORTH OF RANDALL ROAD.

The Clerk read the ordinance for the first time.

APPLICANT:

RJ Sabatino
T&R Properties
3895 Stonehedge Court
Dublin, Ohio 43017

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Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-42, seconded by Mr. Jones. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 20-42, seconded by Mr. Jones. Motion approved by a 7-0 vote.

ITEM 14: ORDINANCE NO. 20-43 [First Reading]

AN ORDINANCE APPROVING A FINAL SUBDIVISION PLAT REQUEST BY T&R PROPERTIES INC., FOR THE RAVINES AT OLENTANGY SECTION 2, PHASE B CONTAINING 34 SINGLE-FAMILY LOTS ON 9.412 ACRES ON PROPERTY ZONED R-3 PMU (ONE-FAMILY RESIDENTIAL DISTRICT WITH A PLANNED MIXED-USE OVERLAY DISTRICT) AND LOCATED ON ROCHDALE RUN JUST NORTH OF RANDALL ROAD.

The Clerk read the resolution for the first time.

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-43, seconded by Mr. Jones. Motion approved by a 7-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 20-43, seconded by Mr. Jones. Motion approved by a 7-0 vote.

ITEM 15: ORDINANCE NO. 20-44 [First Reading]

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH MAIN STREET DELAWARE AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time. Council to take Ordinance No. 20-44 to a second reading.

ITEM 16: ORDINANCE NO. 20-45 [First Reading]

AN ORDINANCE AUTHORIZING THE CREATION OF THE LOCAL CORONAVIRUS RELIEF FUND AS WELL AS SUPPLEMENTAL APPROPRIATIONS AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

Motion: Mrs. Keller motioned to suspend the rules for Ordinance No. 20-45, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

Motion: Mrs. Keller motioned to enact the emergency clause for Ordinance No. 20-45, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

Motion: Mrs. Keller motioned to adopt Ordinance No. 20-45, seconded by Vice-Mayor Shafer. Motion approved by a 7-0 vote.

ITEM 17: ORDINANCE NO. 20-46 [First Reading]

AN ORDINANCE SUPPLEMENTING THE 2020 APPROPRIATIONS AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time. Council to take Ordinance No. 20-46 to a second reading.

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ITEM 18: CITY MANAGER'S REPORT & COVID-19 UPDATE

Mr. Homan provided updates to Council regarding the July 15 tax due date, the virtual NOW Watershed Festival, the upcoming bike path project, and City Hall renovations.

ITEM 19: COUNCIL COMMENTS

ITEM 20: ADJOURNMENT

Motion: Vice-Mayor Shafer motioned to adjourn the meeting. The meeting adjourned at 10:44 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

**AIRPORT COMMISSION
JANUARY 16, 2020
MOTION SUMMARY**

ITEM 1. Roll Call

Chairman Amidon called the meeting to order at 6:30 p.m.

Members Present: Walt Gaub, Timothy Smith, John Lewis, Mayor Riggle, Vice-Chairwoman Janie McIntire, and Chairman Charlton Amidon

Members Absent: Christopher Acker

Staff Present: Joe Bullis, Public Works Superintendent, Kevin Piatt, Airport Operations Supervisor, and Bill Ferrigno, Public Works Director/City Engineer

Motion to Excuse: Mr. Lewis motioned to excuse Mr. Acker, seconded by Mr. Gaub. Motion approved by a 6-0 vote.

The Clerk introduced Mayor Riggle as the new council representative for the Commission.

ITEM 2. APPROVAL of the Motion Summary of the meeting of the Airport Commission held on May 16, 2019, as recorded and transcribed.

Motion: Mr. Lewis moved to approve the Motion Summary of the meeting of the Airport Commission held on May 16, 2019, as recorded and transcribed, seconded by Mr. Smith. Motion approved by a 5-0-1 (Riggle) vote.

ITEM 3. PUBLIC COMMENTS

There were no public comments.

ITEM 4. INTRODUCTION of Aero Precision

PRESENTOR:

Joe Rambosek
Aero Precision Unlimited
1075 Pittsburgh Drive
Delaware, Ohio

Mr. Rambosek introduced himself as the co-owner of Aero Precision Unlimited. He discussed his business plan that was provided to the Commission. He discussed the plan to have a small aircraft repair facility offering a variety of aviation services to aircraft owners. He invited the Commission to visit his facility and that they promote an "open door policy". Mr. Rambosek discussed

his plans to continue to grow the business.

Vice-Chairwoman McIntire questioned his planned methods of advertising. Mr. Rambosek discussed the importance of creating a good reputation and the use of word of mouth. He also discussed some advertising on social media and ForeFlight magazine.

Mr. Lewis questioned if there would be a service repair technician that services specifically helicopters. Mr. Rambosek discussed having a contractor that is certified to repair helicopters, but until there is more of a need he does not have immediate plans to have helicopter service technician on staff.

ITEM 5. RECAP of Accident from December 20

Mr. Piatt provided an update on the accident from December 20 that occurred. The plane went off the runways and hit a ditch and flipped over. He reported there were no injuries and that the airplane is currently being stored in a hangar while waiting to hear back from the insurance company on the next steps.

ITEM 6. UPDATE on T-Hangar Paving Process – Survey Completed

Mr. Bullis reported that consultants is in the design portion of the T-Hangar process. The survey was completed back in the Fall 2019. He projects that the asphalt will be presented in late of 2021 due to the FAA Grant process. He discussed that it will not be a total reconstruction but a grind and overlay process. Some portions may need more repairs. Mr. Bullis discussed that there would not be an expansion of parking and what areas would be considered grant eligible.

Mr. Ferrigno discussed being in the early process to submit grants for Ramp B resurfacing. This area was rated in 2016 as satisfactory and this is expected to be dropped to the preventative maintenance overlay category. He discussed the cost for the design and construction with cost from the City and FAA Grants.

Motion: Mr. Lewis motioned to support the submission of grants from the City for Ramp B design and construction, seconded by Vice-Chairwoman McIntire. Motion approved by a 6-0 vote.

ITEM 7. 2020 UPDATES

A. Hangar C Roof Replacement

Mr. Bullis discussed plans for roof replacement for Hangar C. The year previously was for Hangar B and the plans will be for 2021 for Hangar A.

B. Maintenance Hangar Floor Treatment

Mr. Bullis discussed the Maintenance Hangar floor treatment. Aero Precision has invested into the maintenance on the building and have spent money out of pocket for metal and extra insulation. He discussed plans to have an epoxy treatment.

C. Security Cameras Updated

Mr. Bullis discussed working with IT Director Susie Daily on the placement of cameras. One camera will be a replacement and one camera will be an additional camera. There are no current cameras on the runway. Mr. Lewis discussed the benefit of having cameras along the runway to create a record if there were any issues.

Mr. Lewis discussed the previous request for better internet access. Mr. Bullis discussed the conversation with Ms. Daily regarding internet access to the T-Hangars. Mr. Piatt discussed the initial plan and estimated for Consolidated Electric with a estimated cost of \$90,000. Consolidated Electric was not interested in individual billing. Mr. Piatt discussed the thought to do the process in-house. The Commission recommended that staff create a survey on the preference for internet.

ITEM 8. 2019 UPDATES Completed

A. Fuel Terminal

Mr. Piatt discussed that the new fuel terminal was installed in April 2019 and that it has been very efficient.

B. Hangar B Roof Replacement

The Hangar B roof was replaced in the summer with a better product.

C. Snow Blower Front Mount

Mr. Bullis discussed the snow blower was purchased from the CIP process. Staff has not had the opportunity to use it at the time of the meeting due to lack of snow.

D. Restroom Facility in Maintenance Hangar

Mr. Bullis discussed that the Maintenance Hangar facility has its own restroom and is completed.

E. Maintenance Hangar Exterior Painting

Mr. Piatt discussed that this was completed and should last for 15 years.

ITEM 9. OVERVIEW of Policies and Procedures

Mr. Ferrigno discussed that the business plan has been behind schedule.

PUBLIC PARTICIPATION:

Greg Heaton
Crawford, Murphy & Tilly, Vice President
8101 N. High St, Suite 150
Columbus, Ohio

Mr. Heaton discussed progress made currently. He discussed comparisons to other airports in the regions and where are their successes. He discussed that the leases and policy guidelines in the City compared to others were not as clear and may impact those wanting to put in any investment into a T-Hangar or relocate facilities. He discussed that they are looking at why is there not more corporate business and traffic at the facility. He discussed the need for additional resources such as staffing and equipment. He also discussed the need to create a brand name and increase advertising and marketing. He also discussed the desired service level and recommendations for the airport website be separate from the City. Mayor Riggle discussed reaching out to the new CVB Director to help promote the airport for different functions and events.

Mr. Lewis questioned how to get better revenue in the airport. Mr. Heaton discussed his thoughts to have more services available and more land leases. He recommended that the City look at building and owning the hangars. He discussed the lease structure and the FAA does not allow long term leases. A discussion was held regarding the potential partnership with the County with the City on funding and the use of Port Authorities. Mr. Heaton discussed this will be part of the report and a recommendation will be made. Mr. Ferrigno discussed that the City Manager has been speaking with the County on the relationship and benefits of the airport to both the City and County.

Mr. Ferrigno discussed that the Policies and Procedures were sent out to the Commission and there were few comments received. The survey results show that they are good standards and if these are the adopted policies then they need to be enforced as stated. He discussed the ability of the Commission to amend or rewrite if preferred. He discussed the need to review policies on a routine basis. Mr. Lewis discussed the fuel price and that the price for fuel is higher and priced at a full-service level, but due to staffing there are times that there is not full service provided. Mr. Bullis discussed the request for additional staffing during the budget process, and currently looking for a permanent part-time staff. Mr. Lewis discussed the need to increase services provided to have an increase in revenue.

ITEM 10. DISCUSSION on Future Topics of Interest

A. Desired Future Improvements

Mr. Ferrigno discussed the need to prioritize the Commissions topic of interests.

PUBLIC COMMENT:
Bernie Rifkin, EAA Chapter 1600
364 Whittacker Avenue
Powell, Ohio

B. Special Events

C. Requested EVT Charging Station in AP Parking Lot

Mr. Rifkin requested the EVT Charging Station and has seen more and more EVT stations at other airports.

D. Request of Eliminating Wall Between Pilots Lounge

Mr. Rifkin discussed the request to create a conference/meeting room to have EAA meetings at the Airport. There is currently 40 members in the Chapter and have a meeting twice a year. He discussed that the slight remodel of the terminal area and the removal of the wall would allow for this meeting space.

Mr. Lewis provided his recommendations for priorities for the airport which included:

1. Resolve the issue with lease.

Mr. Ferrigno discussed the nature of the lease and that the building will eventually revert to the City ownership after so many years.

2. After hour access to terminal building.

Mr. Bullis informed the Commission that tenants have access to the terminal building.

3. Parking for jets to avoid build up around the fuel terminal.

4. Customer service – additional staffing is needed.

Vice-Chairwoman McIntire discussed her agreement that the leasing issue needs to be a priority. She discussed comments from the survey regarding rules and regulations being enforced differently. She did voice that these concerns were not elaborated on by participants.

Mr. Ferrigno discussed the high priority issues that are identified as:

1. Corporate Lease issues
2. Rules and Regulations
3. Marketing and Promotions
4. Business Plan
5. Customer Service

Mr. Ferrigno did provide a memo to the City Manager regarding the EVT stations that are in place. He also recommended coming back with discussion on benefits to changes to the terminal building.

ITEM 11. STAFF COMMENTS

ITEM 12. MEMBER COMMENTS

Mr. Gaub discussed the possibility of having a separate website for the airport and the need to review fuel prices. Mr. Bullis discussed that there are limited storage for fuel.

Vice-Chairwoman McIntire discussed past discussion on a Facebook page regarding the airport and the concern from this discussion that a military plane had taken off.

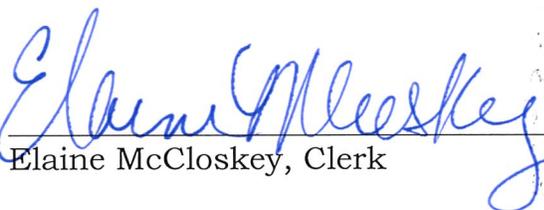
ITEM 13. NEXT MEETING DATE: April 16, 2020

ITEM 14. ADJOURNMENT

Motion: Vice-Chairwoman McIntire moved to adjourn the meeting, seconded by Mr. Lewis. The Airport Commission meeting adjourned at 9:06 p.m.



Chairperson



Elaine McCloskey, Clerk

PARKS AND RECREATION ADVISORY BOARD
MOTION SUMMARY
January 23, 2020

ITEM 1. Roll Call

Chairman Bricker called the meeting to order at 6:30 p.m.

Members Present: Bob Dalton, Gary Hayward, Jill Staugler, Maria Schul, Michael Rush, Corie Thompson, Angela MacWhinney Vice-Chairwoman Dianna Hibinger, and Chairman Joshua Bricker

Members Absent: Cassie Cunningham and Councilman Chris Jones

City Staff Present: Ted Miller, Parks and Natural Resource Director, Stacy Davenport, Parks Superintendent, JP Linkous, Park Maintenance Supervisor

YMCA Staff Present: Lolita Haverlock, Regional VP of Operations and Roger Hanafin, Associate Executive Director

Motion to Excuse: Mr. Dalton motioned to excuse Councilman Jones and Ms. Cunningham, seconded by Mr. Hayward. Motion approved by a 9-0 vote.

ITEM 2. APPROVAL of the Motion Summary for the meeting held November 19, 2019 as recorded and transcribed.

Motion: Vice-Chairwoman Hibinger motioned to approve the Motion Summary for the meeting held November 19, 2019 as recorded and transcribed, seconded by Mr. Hayward. Motion approved by a 9-0 vote.

ITEM 3. PUBLIC COMMENTS

There was no public comment.

ITEM 4. UPDATE of YMCA Recreation Services, Programs and Events

Mr. Hanafin provided information on activities and events that occurred. He discussed the Calls from the North Pole. The Daddy Daughter Dance was held recently at Ohio Wesleyan Student Center and had 400 participants. Basketball league for grades 3- 6 have had a decline from the previous year. There is current registration occurring for soccer, baseball, and the Mother Son Super Hero Party.

ITEM 5. DISCUSSION and BOARD INPUT OF CITY OF DELAWARE RECREATION NEEDS ASSESSMENT KICK-OFF

A. Austin Hochstetler, PROS Consulting Inc.

Mr. Hochstetler introduced himself to the board and the purpose of the needs

assessment. He requested input from the board on the following topics:

1. What people value most at Parks and Recreation Services

Mr. Dalton – safe environment, variety of activities, emphasis on healthy choices, i.e. smoking ban at parks

Ms. Thompson- accessibility

Ms. MacWhinney – location of parks, spread out for accessibility

Mr. Bricker – abundance of amenities and locations

Mr. Hayward – amenities in parks provide something for everyone to enjoy

2. Areas of more focus/improvements:

Mr. Dalton – focus on PR, bring more awareness to the parks and their locations and amenities

Ms. Thompson – revamping the bathrooms at Mingo, update infrastructure

Ms. MacWhinney – more initiative to encourage the community to learn about the park's natural resources, more educational tools, increase PR, update the website to find information easier

Mr. Bricker – unique relationship with the YMCA can be confusing and resident's do not always know who is offering what.

3. What population group is unserved:

Ms. Hibinger – improve wheelchair/disability accessibility, need more inclusion play equipment

Ms. MacWhinney – more inclusive play equipment and facilities

Ms. Thompson – more activities and park equipment for older kids/teens

Mr. Rush – need to focus on bringing kids back from travel leagues to recreational leagues to get more sign ups

Mr. Dalton – no city parks in the south side

4. What is going well:

Mr. Rush – community involvement and encouraged to be part of decisions

Ms. MacWhinney – responsive to groups requests, i.e. pickle ball courts and cricket fields

Mr. Dalton – the city is proactive with new ideas and proposals

Ms. Staugler – each park is unique and offers something a little different

Ms. Schul – like the familiarity of the park

Mr. Hayward – community parks added to new communities

5. Challenges that will face next 5 years

Mr. Dalton – more ideals then budget allows

Ms. Hibinger – keeping up with growth

Mr. Hayward – keeping designated greenspace areas

Mr. Bricker – finding new land opportunities for park growth and high cost of land. Need new land acquisition strategies

6. Facilities/amenities needed in future

Mr. Bricker – need more pool space or new pool. Current pool is not comparable to other communities

Ms. Staugler – more multi-functional indoor facility space

Ms. Thompson – skate park on the west side

Ms. MacWhinney – continuation of paths with lighting for safety

Mr. Hayward – determine relationship with the YMCA

Ms. Schul – another outdoor pool, many teens leave town to go to Zoombezi Bay

7. What would like to see from outcome of the plan:

Mr. Bricker – transparency

Mr. Dalton – plan to represent the communities desires but is financially realistic

8. What would like to see in the future/by 2025:

Ms. Thompson – the City to have a total of 3 pools, 10 new parks, the YMCA and the City of Delaware to become separate, trails system with lighting

Ms. MacWhinney – another pool, well lit paths, a natural play space park and all inclusive park

Ms. Hibinger – indoor tennis facility

Mr. Bricker – additional pool and connected trailways

Ms. Staugler – long stretch of trailway

Ms. Thompson – pool with diving well for diving meets

Ms. MacWhinney – focus on boat launch areas – more advertising and kayak classes

9. What is considered to be the signature park/amenity

Mr. Dalton – Mingo Park has the recreation center, pool, skate park, field.

Ms. Thompson – Veteran’s Park with the splash pad addition

ITEM 6. STAFF COMMENTS

Mr. Miller provided the Board with a copy of recommended changes to the current pool rules and regulations and a rate comparison for pools in Central Ohio. A discussion was held regarding placing a limit on how many children can be admitted for organized groups and chaperone requirements. The Board questioned membership rates for the YMCA. Ms. MacWhinney voiced a concern on not making Jack Florence affordable to those with limited financial means. Mr. Bricker and Ms. Thompson voiced a concern over the rules limiting practice dives with flips. Mr. Miller discussed that the current pool rules follow the YMCA rules. The Board recommended that there be communication with the public on any changes regarding rates and involve input with SACC over rules. The Board questioned on how the rules will be enforced.

ITEM 7. MEMBERS COMMENTS

Mr. Rush thanked PROS Consulting for their work.

ITEM 8. NEXT MEETING DATE: March 17, 2020

ITEM 9. ADJOURNMENT

Motion: Chairman Bricker moved to adjourn the Parks and Recreation meeting. The meeting adjourned at 7:43 p.m.



Chairperson



Elaine McCloskey, Clerk

**HISTORIC PRESERVATION COMMISSION
MOTION SUMMARY
January 22, 2020**

ITEM 1. Roll Call

A. Introduction of Lisa Keller, City Council Representative

Chairman Hatten called the Historic Preservation Commission meeting to order at 6:30 p.m.

Members Present: Sherry Riviera, Councilwoman Lisa Keller, Vice-Chairman Joe Coleman and Chairman Mark Hatten

Members Absent: Cara Hering, Erinn Nicley and Stephanie VanGundy

Staff Present: Dianne Guenther, Development Planner

Motion to Excuse: Vice-Chairman Joe Coleman motioned to excuse Ms. Cara Hering, Mr. Erinn Nicley and Ms. Stephanie VanGundy, seconded by Ms. Riviera. Motion approved by a 4-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on October 22, 2019 as recorded and transcribed.

Chairman Hatten requested that the Commission table the motion summary until the next scheduled due to the absent members.

Motion: Ms. Riveria motioned to table the Motion Summary of the Historic Preservation Commission meeting held on October 22, 2019, as recorded and transcribed until the next scheduled meeting, seconded by Vice-Chairman Coleman. Motion approved by a 4-0 vote.

ITEM 3. REGULAR BUSINESS

A. 2020-0026: A request by Surge Staffing for an Informal Review for proposed storefront renovations at 67 North Sandusky Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

Ms. Guenther provided a location and description of the building. She discussed that the subject property is a contributing building in the National Register Sandusky Street Historic District and is an example of 1870-1880 era Italianate commercial architecture. The third story windows retain a 6-over-6 sash, while the second-floor windows have been replaced with 1960s aluminum jalousie windows with a filler panel in the window arches. The north and west elevations do have a coating

of stucco as the building sits between two alleys and is the remaining original building in that section of the streetscape. The iron beam from the demolished garage is still attached to the north elevation of 67 North Sandusky Street. Ms. Guenther provided photographs dating throughout the building's history and uses.

Ms. Guenther discussed that the pictures from 1999 show a 1960s aluminum storefront, with an aluminum canopy installed in the transom window area. By 2008, the aluminum canopy was removed, and the transom window area was covered with painted plywood panels. The Applicant is not sure if the early prism glass transom windows are still intact underneath.

She discussed the Applicant's proposal to remove the existing storefront glass system, remove the brick planter box, remove the plywood covering over the transom window area, install a new matte bronze aluminum storefront system flush with the building face, install a brick storefront window base, remove the second floor existing aluminum jalousie windows and replace with six-over-nine, wood or aluminum clad wood windows to match the design of the third floor. The iron beam will need to remain for structural purposes.

APPLICANT:

Mark Lundquist
67 North Sandusky Street
Delaware, Ohio

Mr. Lundquist discussed the plans to remove the planter box and bring the storefront to align with the face of the building to allow for much needed space. He discussed the plans to keep the transom window. A discussion was held regarding signage. Chairman Hatten discussed approved signage and that usually businesses will have a sign band on front of building. Ms. Guenther discussed that internally illuminated signage is not permitted. Mr. Lundquist discussed preference to tint the windows due to sunlight. Chairman Hatten discussed that the standards do not allow for tinting. Ms. Riviera recommended that they look at the glass that was installed at the Strand Theatre. Chairman Hatten recommended the use of sandstone or limestone at the storefront bottom in lieu of brick as historically brick was not used on the bottom. Chairman Hatten recommended his preference for the front door to be recessed. Vice-Chairman Coleman discussed his agreement to replace the second-floor windows to match the third floor.

B. DISCUSSIONS
(1) Fiberglass-Clad Windows

The Commission requested to continue the discussion of windows at a later time due to the absent members.

PUBLIC PARTICIPATION:

Steve Hartman
4 North Sandusky Street
Delaware, Ohio

Mr. Hartman discussed his concern on finding double hung replacement windows that fit the necessary measurements. He informed the Commission that he would be traveling and will be unable to attend the February meeting to voice his concern.

ITEM 4. STAFF COMMENTS

There were no staff comments.

ITEM 5. COMMISSION MEMBER COMMENTS AND DISCUSSION

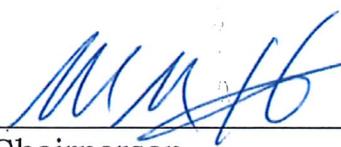
Chairman Hatten welcomed Councilwoman Keller to the Commission.

Vice-Chairman Coleman informed the Commission that he may be traveling during the February meeting and unable to attend.

ITEM 6. NEXT REGULAR MEETING: February 26, 2020

ITEM 7. ADJOURNMENT

Motion: Chairman Hatten moved to adjourn the meeting. The Historic Preservation Commission meeting adjourned at 7:29 p.m.



Chairperson



Elaine McCloskey, Clerk

Signature on file due to COVID-19 and virtual meeting.

**HISTORIC PRESERVATION COMMISSION
MOTION SUMMARY
February 26, 2020**

ITEM 1. Roll Call

Chairman Hatten called the meeting to order at 6:30 p.m.

Members Present: Cara Hering, Erinn Nicley, Stephanie VanGundy, Sherry Riviera, Councilwoman Lisa Keller, and Chairman Mark Hatten

Members Absent: Vice-Chairman Joe Coleman

Staff Present: Dianne Guenther, Development Planner

Motion to Excuse: Mr. Nicley motioned to excuse Vice-Chairman Coleman, seconded by Ms. Riviera. Motion approved by a 6-0 vote.

ITEM 2. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on October 22, 2019 as recorded and transcribed.

Motion: Ms. Riveria motioned to approve the Motion Summary of the Historic Preservation Commission meeting held on October 23, 2019, as recorded and transcribed, seconded by Councilwoman Keller. Motion approved by a 4-0-2 (Nicley & VanGundy) vote.

ITEM 3. APPROVAL OF MOTION SUMMARY of the Historic Preservation Commission meeting held on January 22, 2020, as recorded and transcribed.

Motion: Mr. Nicley motioned to approve the Motion Summary of the Historic Preservation Commission meeting held on January 22, 2020, as recorded and transcribed, seconded by Councilwoman Keller. Motion failed with a 3-0-3 (Hering, Nicley, VanGundy) vote.

ITEM 4. REGULAR BUSINESS

A. 2020-0200: A request by Indus Hotels for an amended Certificate of Appropriateness for the construction of a hotel at 7 and 27 Spring Street which are zoned B-3 (Community Business District) and located in the Transitional Sub-District of the Downtown Historic District Overlay.

Ms. Guenther discussed the location of the property and that the Applicant received a Certificate of Appropriateness from the Historic Preservation Commission on September 26, 2019 for the demolition of the existing structures. The Applicant plans are to continue with the demolition of the buildings on the site and construct a new hotel with some modifications to the design of the new building. The proposal continues to be a six-story hotel in the same footprint on the four-parcel

site. The hotel will be a Tru by Hilton Hotel. The current design of the building gives a nod to The Allen Hotel once located at the southwest corner of North Sandusky and East Winter Street.

APPLICANT:

David Kozar
Indus Hotels
1555 Lennox Town Lane
Columbus, Ohio 43212

Brian McNally
Meyers and Associates Architecture
232 North Third Street
Columbus, Ohio

Mr. Kozar discussed changes to the plan to create a more active lobby space to encourage guests to congregate downstairs. Mr. McNally discussed the previous concept based on Hampton Inn and that the brand changed. He discussed the proposed materials including a cast stone limestone base, masonry accents, sills, and bands in pre-cast concrete. The brick accent in the building's center portion is Dark Iron Spot with vertical scores. The off-center entrance allows for a fenced patio and greenspace on the Spring Street elevation. It was discussed that they are currently working with Ohio Wesleyan University on parking and to have an open pedestrian bridge to connect the parking lot to the hotel. They discussed the proposed options presented for the Porte Cochere entryway as well as the northeast building corner façade regarding signage and faux window design detail. They discussed that colors for the signage/branding of the hotel and a mural depicting a faint black and white version of an early colorized historic Delaware post card. They discussed possibly having the community help with plans for a mural design. Mr. McNally discussed their preference for Option A for the Porte Cochere. The Commission recommended their preference to Option B.

The Clerk read into the record public comment received from Commissioner Coleman who was unable to attend the meeting. The statement discussed his concerns regarding a mural and that the Standards do not permit this type of installation and will set a precedent in the district. He also stated he would not be supportive in the material changes regarding the types of bricks used.

Ms. Riviera read the Standards section regarding the guidelines for a new mural and questioned why they can't have a mural. Chairman Hatten discussed that the Standards do not allow for painting on unpainted brick surfaces. Ms. Van Gundy and Councilwoman Keller voiced their

support to a mural on the building. Councilwoman Keller liked the mural presented in the plan. Ms. VanGundy feels that the discussion if a mural is allowed in the Standards should be further discussion. Ms. Hering voiced support to the mural and recommended that the Applicants work with Ohio Wesleyan University.

Mr. Hatten discussed his preference to have the darker brick on the whole building. Ms. Riviera, Councilwoman Keller, and Mr. Nicely voiced their support on the contrasting color.

Chairman Hatten discussed the pedestrian bridge and praised the Applicants for a creative solution. Mr. Nicely voiced support over the bridge and discussed the similarity to the pedestrian bridge at City Hall.

Ms. VanGundy voiced a concern over the bright blue color on the signage and questioned if the logo/branding could be white with the words Tru in blue. Mr. McNally is to look into the Hilton options.

Chairman Hatten discussed his support for the design without the mural. The Applicants discussed receiving approval for the design without the mural and coming back for approval for the mural if needed.

Motion: Mr. Nicely motioned to approve 2020-0200 with staff recommendations 1-7 with the following all proposed signage, included the proposed mural, and condition 8 the proposed Porte Cochere design will be Option B to include the 4 vertical posts, and condition 9 on the northeast corner elevation will choose option A in the proposed application, seconded by Ms. Riviera. This motion was approved by a 6-0 vote.

- B. 2020-0245: A request by Surge Staffing for a Certificate of Appropriateness for proposed storefront renovations at 67 North Sandusky Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

Ms. Hering informed the Commission that she would abstain from the discussion due to previous work on the renovations. Ms. Guenther discussed that the property is a contributing building in the National Register Sandusky Street Historic District and is an 1880's Italianate commercial architecture. She discussed that the Applicant had appeared before the Commission at the January 22, 2020 meeting for an informal review. The Applicant is proposing the following changes:

- a. Remove the existing storefront glass system.
- b. Remove brick planter box.
- c. Remove plywood covering over transom window area and expose and repair prism glass windows if intact or create a matte bronze

- aluminum storefront system if they are not.
- d. Install new matte bronze aluminum storefront system flush with building face.
 - e. Install bronze aluminum sign panel to serve as base trim for transom window area and install black gooseneck lights to illuminate sign area.
 - f. Install cast stone limestone storefront window base on either side central double entry doors to match adjacent building to south.
 - g. On second floor remove existing aluminum windows and replace with six-over-six, arched wood windows to match third floor.
 - h. Paint window sashes and frames in bronze color paint to match bronze aluminum storefront system.

APPLICANT

Mark Lundquist
1100 Morse Road
Columbus, Ohio

Mr. Lundquist discussed taking the suggestions from the Concept Review and adding them into the design. He discussed the suggestion to offset the door to the left. He clarified that the signage will be illuminated by the gooseneck lights.

Chairman Hatten voiced a concern over the increase of doors presented from two to three. Mr. Lundquist discussed moving the doors and moving to a double panel of glass but the spacing of the aluminum looked off balance with one door. Ms. VanGundy discussed the preference to the original plan. Chairman Hatten discussed changing the figuration of the doors. Councilwoman Keller discussed her preference to the original proposal. Chairman Hatten discussed providing a motion to allow the Applicant to pick and choose a design on the door placement. Mr. Lundquist was supportive of this motion.

The Clerk read into the record a statement from Commissioner Coleman regarding his concern over the tinting of windows. Mr. Lundquist did clarify that the windows would not be tinted.

Motion: Mr. Nicley motioned to approve 2020-0245 a Certificate of Appropriateness for 67 North Sandusky for storefront renovations with staff recommendations to include after staff recommendation 1 that the Applicant will submit a final selection for entryway for administrative approval, and all other conditions as proposed, seconded by Ms. VanGundy. Motion approved by a 5-0-1 (Hering) vote.

- C. 2020-0275: A request by KB38 LTD for a Certificate of Appropriateness for the proposed demolition of the rear structure at 40 South Sandusky

Street, which is zoned B-2 (Central Business District) and located in the Downtown Core of the Downtown Historic District Overlay.

Ms. Guenther discussed that the property location is a contributing building in the National Register Sandusky Street Historic District and provided some history on the property. She discussed that the main emphasis of the submission is involving the rear structure of the property as is was constructed on the edge of the Delaware Run. A series of four wood-framed additions were constructed out from the rear of the main brick building in the past and that due to the Delaware Run the wood siding and flooring has begun to rot. Ms. Guenther discussed that due to its deteriorating condition, the entire rear structure is not usable and that the City Chief Building Official has determined the rear structure should be removed.

APPLICANT:

Denny Bolton
KB38 LTD
8005 Wingate Place
Delaware, Ohio

Kreg King
KB38 LTD
5776 Cali Glenn Lane
Westerville, Ohio

Todd Tucky
33 Tarpys Lane
Delaware, Ohio

Ms. Guenther discussed that there will be a separate Certificate of Application for future plans.

Motion: Councilwoman Keller motioned to approve 202-0275, along with staff recommendations, seconded by Ms. Riviera. Motion approved by a 6-0 vote.

- D. 2020-0272: A request by Shade and Shade LLC for an Informal Review for proposed renovation of 39 East William Street and 9 North Union Street, which are zoned B-2 (Central Business District) and located in the Transitional Sub-district of the Downtown Historic District Overlay.

APPLICANTS:

Zach Price
Triad Architects
328 North Liberty Street

Delaware, Ohio 43015

Michael Shade
236 West Central Avenue
Delaware, Ohio 43015

Mr. Price discussed the project consists of two separate buildings. The request is to for demolition of the 39 East William Street building and renovating and redeveloping the building at 9 North Union. He discussed the historical research at the Amanda Plumbing (39 East William Street) building which was a filling station in the current location. The current structure is unknown if historical and the current building is a concrete block building. It does not contain any architectural features of historic significance. Mr. Price discussed the hope to demolish the building and expose more of the south side of the 9 North Union Street and concentrate the efforts on that building. He discussed providing the demolished building area as a parking lot with screening and that the Applicant would like additional parking and potential an entrance on the south side.

Ms. Guenther reviewed the staff report. She discussed staff would be supportive of the demolition of 39 East William Street as it meets the definition of demolition and does not appear to detract from the Historic District. She did inform the Commission that the City does not take lightly the demolition of its structures within the Historic District and given the grade change at the adjoining property line between the two buildings, the project, the site, and community might be better served by retaining the structure as an office building. She reviewed that parking would appear adequate given the existing size of the parcel's parking lot, the public parking lot nearby, and available on-street parking. The renovation rather than demolition is encouraged since the site maintains local history as the long-time home of the Delaware Cab Company, a taxi service established in the community in 1896 with horse-drawn carriages. Should the project move forward, the Applicant will need to continue to work with City Staff to achieve compliance with applicable building and zoning codes regarding the parking area and the use of the building.

Ms. VanGundy questioned if there was any record of the oil station previously being demolished. Mr. Price explained that the two properties are not adjoined and have separate owners. Mr. Price discussed that the current building seems to be more modern concrete materials. Ms. Guenther reviewed the Sanborn Fire Insurance Map dated February 1950.

Ms. Hering questioned which building would be demolished. Mr. Price clarified the goal would be to demolish the current Amanda Plumbing building and allow for the development of 9 North Union Street to move forward. Ms. Guenther discussed that the Auditor's site for Delaware County states that 39 East William Street was built in 1955 and the 9 North Union was built in 1925.

Chairman Hatten voiced concern over demolition as once it is gone and discussed the ability to reuse buildings in interesting ways. He discussed it would help to see a plan of development to the area. Ms. Riviera was in agreement with Chairman Hatten.

Mr. Nicley discussed the Standards to allow for demolition and added what is the cultural significance to the City. He discussed that in his opinion the building has no historic or cultural significance and feels that the building is unattractive and better to remove to allow for future development. Ms. VanGundy voiced her agreement with Mr. Nicley but discussed wanting to see plans for development at 9 North Union Street.

Councilwoman Keller questioned how many additional parking spaces the demolition of the building would provide. Mr. Price answered that it was not formally laid out but expect 5-6 additional spots.

Ms. Riviera discussed not liking that section of the street with the current parking and recommended different uses with landscaping for the area. Mr. Price discussed that the front portion of 39 East William Street is already a current parking area.

Ms. Hering voiced agreement with Chairman Hatten and discussed her recommendation to renovate or rebuild in the area.

Mr. Shade discussed that he is representing a potential user for the site. He discussed the use of the property while growing up in the City. He discussed that the building has not had a property owner willing to spend money to make it happen different than what it is currently there and not add to the historic nature of the downtown. He believes that the building at 9 North Union Street lends a historic nature to the downtown.

Mr. Price discussed that the proposed use of the property will be as a bank or financial institution.

E. DISCUSSIONS

(1) Fiberglass-Clad Windows

Councilwoman Keller requested that this discussion happen at the next meeting regardless if there is a full Commission.

ITEM 5. STAFF COMMENTS

Ms. Guenther informed the Commission that they are working on sidewalk patio permits.

ITEM 6. COMMISSION MEMBER COMMENTS AND DISCUSSION

Mr. Nicley discussed comments received from family regarding the use of vestibules that due to temperatures fluctuations when doors are open they do not like to eat in the downtown during winter.

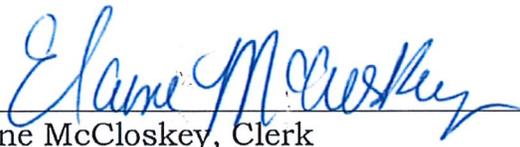
ITEM 7. NEXT REGULAR MEETING: March 25, 2020

ITEM 8. ADJOURNMENT

Motion: Mr. Nicley moved to adjourn the meeting, seconded by Ms. Riviera. The Historic Preservation Commission meeting adjourned at 8:57 p.m.



Chairperson



Elaine McCloskey, Clerk

Signature on file due to COVID-19 and virtual meeting.



FACT SHEET

AGENDA ITEM NO: 7

DATE: 07/27/2020

ORDINANCE NO: 20-40

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO
July 27, 2020 @ 7:20 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Justin Nahvi, Finance Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING SECTION 913.23 - CHARGES ESTABLISHED FOR SEWAGE AUXILIARY METERS WITHIN THE CODE OF ORDINANCES FOR THE CITY OF DELAWARE AND DECLARING AN EMERGENCY.

BACKGROUND:

Section 913.23 of the Code of Ordinances for the City of Delaware authorizes a \$8.35 per month fee for utility customer accounts that have a deduct meter installed for billing purposes. This fee was previously established to offset the administrative cost for manually reading a deduct meter on a utility customer's account.

REASON WHY LEGISLATION IS NEEDED:

The City of Delaware currently utilizes an automated meter reading system that collects consumption data from customer accounts electronically thereby negating the need for this \$8.35 meter reading fee.

COMMITTEE RECOMMENDATION:

This amendment to the Code of Ordinances was discussed with the Finance Committee at the June 17th committee meeting and was recommended for placement on the next City Council agenda.

FISCAL IMPACT(S):

There are 205 utility accounts that have a deduct meter currently installed at the service address on the account. The \$8.35 per month fee is deposited into the Water Fund (Fund 530). Based on this information, the estimated annual revenue decline attributed through the amendment to Section 913.23 of the Code of Ordinances would be \$20,541 which would not have a material impact on the cash flows for the Water Fund.

POLICY CHANGES:

N/A

PRESENTER(S):

Justin Nahvi, Finance Director

RECOMMENDATION:

Approval after second reading

ATTACHMENT(S)

Exhibit

ORDINANCE NO. 20-40

AN ORDINANCE AMENDING SECTION 913.23 -
CHARGES ESTABLISHED FOR SEWAGE
AUXILIARY METERS WITHIN THE CODE OF
ORDINANCES FOR THE CITY OF DELAWARE
AND DECLARING AN EMERGENCY.

WHEREAS, Section 913.23 of the Code of Ordinances for the City of Delaware authorizes a \$8.35 per month fee for utility customer accounts that have a deduct meter installed for billing purposes; and

WHEREAS, the City has implemented an automated meter reading system that gathers consumption data from water meters electronically thereby eliminating the need for this additional charge for utility customers; and

WHEREAS, Exhibit A as enclosed with this ordinance outlines the amendment to section 913.23 of the Code of Ordinances for the City of Delaware.

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

SECTION 1: That Section 913.23 of the Code of Ordinances for the City of Delaware be amended as outlined in Exhibit A.

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. 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 in an effort to remove a utility fee that is no longer applicable in support of the City's utility enterprise operations 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: _____, 2020

YEAS___ NAYS___

ABSTAIN ___

ATTEST: _____

CITY CLERK

MAYOR

Exhibit A

Existing Language

913.23 - Charges established for sewage auxiliary meters.

There shall be a one-time inspection fee of twenty-five dollars (\$25.00) to be paid prior to installation of the system. In addition, there shall be established a monthly service fee of eight dollars and thirty-five cents (\$8.35) per month per meter to be applied to all property owners who request or have in service at the present time an additional meter or meters to be installed for deductions to be made to sewage charges levied where water used does not enter the sewage system.

Proposed Amendment

913.23 - Charges established for sewage auxiliary meters.

There shall be a one-time inspection fee of twenty-five dollars (\$25.00) to be paid prior to installation of the system.



FACT SHEET

AGENDA ITEM NO: 8

DATE: 07/27/2020

ORDINANCE NO: 20-41

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: YES
July 27, 2020 @ 7:30 p.m.

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 REZONING AMENDMENT FOR DYLAN J. MENGES TRUSTEE FOR 748 CHESHIRE ROAD FROM A-1 (AGRICULTURAL DISTRICT) TO R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) ON 1.853 ACRES.

BACKGROUND:

See attached staff report.

REASON WHY LEGISLATION IS NEEDED:

To achieve compliance with Chapter 1130 Amendments of the Codified Ordinances.

COMMITTEE RECOMMENDATION:

Planning Commission recommended approval by a vote of 6-0 on July 1, 2020.

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. 20-41

AN ORDINANCE APPROVING A REZONING AMENDMENT FOR DYLAN J. MENGES TRUSTEE FOR 748 CHESHIRE ROAD FROM A-1 (AGRICULTURAL DISTRICT) TO R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) ON 1.853 ACRES.

WHEREAS, the Planning Commission at its meeting of July 1, 2020 recommended approval of a Rezoning Amendment for Dylan J. Menges Trustee for 748 Cheshire Road from A-1 (Agricultural District) to R-3 (One-Family Residential District) on 1.853 acres (PC Case 2020-1037).

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

SECTION 1. That the Rezoning Amendment for Dylan J. Menges Trustee for 748 Cheshire Road from A-1 (Agricultural District) to R-3 (One-Family Residential District) on 1.853 acres, is hereby confirmed, approved, and accepted with the following conditions that:

1. The owner shall be required to obtain and pay for all normal and customary necessary easements, permits, and construction activities that may be required for any City utility connections. In addition to normal and customary charges, if connection to the City sanitary sewer occurs in the future, the property shall pay the required additional connection fee of \$15,713.03 for this property to connect to the Cheshire Rd Phase 2 Sub Trunk sewer line per the pre-existing agreement.
2. The owner shall dedicate right-of-way along Cheshire Road per the City Engineer.
3. The lots shall be consolidated into a single lot.

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: _____, 2020

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

CASE NUMBER: 2020-1037
REQUEST: Rezoning Amendment
PROJECT: Menges Property
MEETING DATE: July 1, 2020

APPLICANT/OWNER

Shade & Shade LLC
236 West Central Avenue
Delaware, Ohio 43015

REQUEST

2020-1037: A request by Dylan J. Menges Trustee for approval of a Rezoning Amendment from A-1 (Agricultural District) to R-3 (One-Family Residential District) on 1.853 acres at 748 Cheshire Road.

PROPERTY LOCATION & DESCRIPTION

The subject site is located in the County but is currently in the process of being annexed into the City and would be zoned within six months automatically to A-1 (Agricultural District) upon annexation per the City zoning code if not zoned concurrently with the annexation. Currently the subject site is zoned FR-1 (Farm Residential) in the County. The properties to the north is zoned FR-1 in the Township, the properties to the south and west are zoned R-3 in the City and the property to the east is zoned PO/I (Planned Office/Intuition District) in the City.

BACKGROUND/PROPOSAL

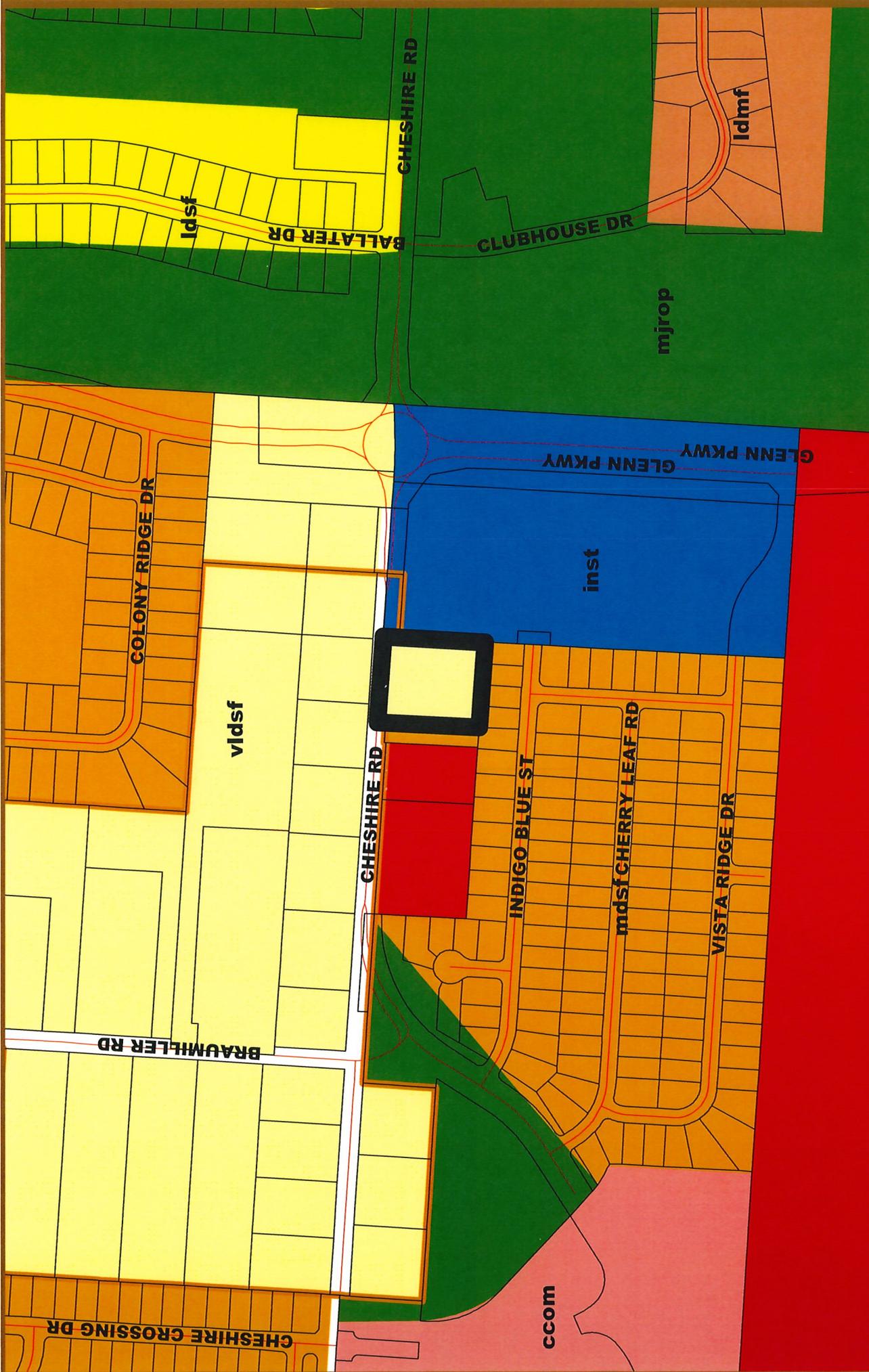
As mentioned above, the property owner is currently in the process of annexing the subject property into the City with the intent of synchronizing the annexation and zoning approval to R-3 at the same time. The subject 1.853 acres (the property encompasses three parcels currently which will be consolidated) is currently a single-family house with a detached garage and would remain the same with the intent of the owner to access City utilities (water and sanitary sewer) if needed in the future.

STAFF ANALYSIS

- **COMPREHENSIVE PLAN:** The Comprehensive Plan Future Land Use Map recommends a future land use of Very Low-Density Single Family in the Cheshire Sub-Area which is consistent with the existing single-family house.
- **ZONING:** As previously mentioned, the applicant is proposing a rezoning to R-3 to be consistent with the surrounding properties.
- **GENERAL ENGINEERING:** Because this is a Zoning Amendment with no development proposed, engineering plans would not be required for this case.
- **UTILITIES:** The subject house would have access to the City utilities once annexed into the City. The owner would be required to obtain and pay for all necessary easements, permits, and construction activities that may be required for any City utility connections. If connection to the City sanitary sewer occurs in the future, the property shall pay the required additional connection fee of \$15,713.03 for this property to connect to the Cheshire Rd Phase 2 Sub Trunk sewer line per the pre-existing agreement. Additionally, all normal and customary fees for utility connections would apply.
- **ROADS AND ACCESS:** The current curb cut on Cheshire Road would continue to access the single-family house. The owner shall dedicate right-of-way along Cheshire Road per the City Engineer.
- **PEDESTRIAN CONNECTIVITY:** There is a bike path located along the frontage of the property on Cheshire Road per the adopted Bicycle and Pedestrian Master Plan 2027.
- **SITE CONFIGURATION:** The subject site currently has a single-family house with a detached garage. Any future site improvements would have to achieve compliance with the zoning code.



2020-1037
 Rezoning Amendment
 748 Cheshire Road
 Zoning Map



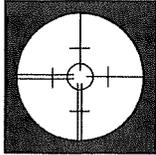
2020-1037
 Rezoning Amendment
 748 Cheshire Road
 Comprehensive Plan Map





2020-1037
Rezoning Amendment
748 Cheshire Road
Aerial (2016) Map





SCIOTO LAND SURVEYING SERVICE, INC.

173 North Sandusky Street

Delaware, Ohio 43015

740.369.7577

karen@sciotolandsurveying.com

LEGEND

- Iron Pipe Found
- MAG Nail Set
- 5/8" Iron Bar Set with a plastic cap marked "SLSS PS 7845"

RECORDS USED

Deeds as shown.

BASIS OF BEARINGS

Centerline of Cheshire Road per O.R.V. 1555, PG. 629 (S 83° 46' 00" E)

TIPPECANOE
LOT 238

SUBDIVISION

PLAT BOOK 6, PAGE 85
LOT 239

LOT 240

PLAT OF SURVEY FOR

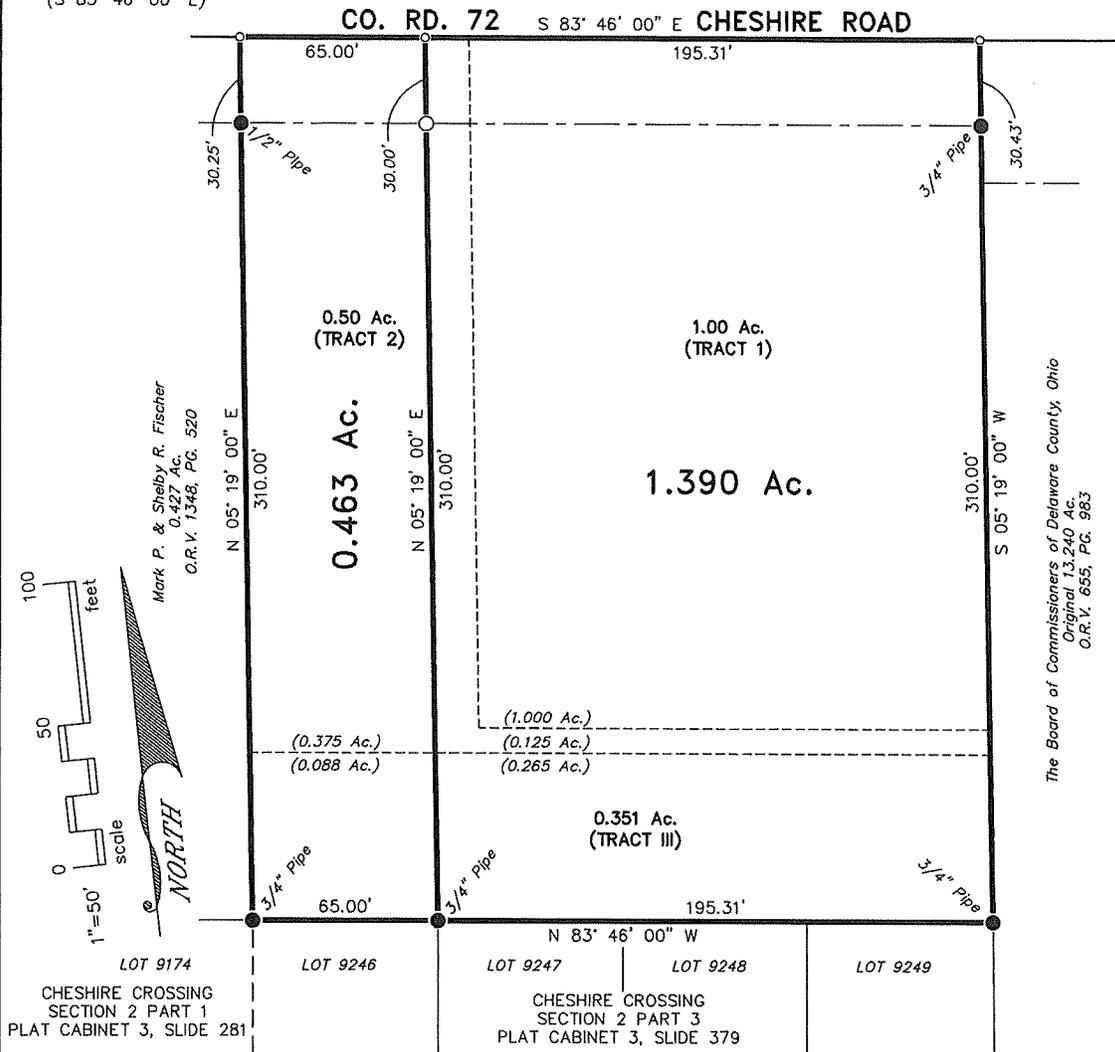
DYLAN J. MENGES, TRUSTEE

PART OF FARM LOT 20, QUARTER-TOWNSHIP 4,

TOWNSHIP 4, RANGE 19, U.S.M.L.

CITY OF DELAWARE, DELAWARE COUNTY, OHIO

**ORIG. 1.00 Ac. (TRACT 1), ORIG. 0.50 Ac. (TRACT 2), &
ORIG. 0.351 Ac. (TRACT III), O.R.V. 1555, PG. 629**



I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED IN THE FOREGOING TITLE CAPTION AND THAT SAID SURVEY AND SKETCH ARE ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. ROAD RIGHT-OF-WAY IS ASSUMED AND SHOWN FOR ILLUSTRATIVE PURPOSES ONLY UNLESS OTHERWISE NOTED. EASEMENTS, RESTRICTIONS AND RIGHT-OF-WAY, IF ANY, NOT LOCATED UNLESS NOTED.

KAREN S. COFFMAN, SURVEYOR
Registration No. 7845

JUNE 18, 2020
DATE OF SURVEY



FACT SHEET

AGENDA ITEM NO: 9

DATE: 07/27/2020

ORDINANCE NO: 20-44

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Kyle Kridler, Assistant City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH MAIN STREET DELAWARE AND DECLARING AN EMERGENCY.

BACKGROUND:

In October of 2019, the City issued an RFP for interested parties to renovate the city property located at 20 East William Street and operate a welcome center. Main Street Delaware's proposal was selected. Under the terms of the lease, Main Street Delaware's 'rent' would come in the form of its investment in the property and the operation of the Welcome Center.

REASON WHY LEGISLATION IS NEEDED:

Pursuant to Delaware Codified Ordinance Section 107.06, an ordinance is necessary for Council to authorize the City Manager to enter into a lease. The ordinance serves as Council's determination that it is desirable to lease land owned by the City.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

Main Street Delaware is responsible for all improvements, utilities and ongoing maintenance costs. The City may partner with Main Street Delaware on funding the ADA accessible ramp which is estimated between \$20,000 - \$40,000.

POLICY CHANGES:

N/A

PRESENTER(S):

Kyle Kridler

RECOMMENDATION:

Approval after second reading

ATTACHMENT(S)

Memo

Lease

Welcome Center Proposal

ORDINANCE NO. 20-44

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH MAIN STREET DELAWARE AND DECLARING AN EMERGENCY.

WHEREAS, the property located at 20 East William Street, Delaware, Ohio 43015 has been vacant since the city's Engineering Department moved to a new location; and

WHEREAS, Council has determined that it is desirable to lease this land for the purpose of creating a downtown welcome center; and

WHEREAS, on October 25, 2019, the City issued a Request for Proposals (RFP) soliciting proposals to renovate and occupy the property and operate a downtown welcome center; and

WHEREAS, Main Street Delaware submitted a proposal that was selected by City staff.

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

SECTION 1. That the City Manager is hereby authorized to enter into a lease agreement (attached) with Main Street Delaware for the property located at 20 East William Street, Delaware, Ohio 43015.

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

SECTION 3. EMERGENCY CLAUSE: This ordinance is hereby declared to be an emergency measure necessary to provide for the public peace, safety, health, and welfare of the City by providing downtown visitors with restroom facilities for downtown events, and as such will be in full force and effect immediately upon its passage to allow renovations to begin.

VOTE ON RULE SUSPENSION:

YEAS ___ NAYS ___
ABSTAIN ___

VOTE ON EMERGENCY CLAUSE:

YEAS ___ NAYS ___
ABSTAIN ___

PASSED: _____, 2020

YEAS ___ NAYS ___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



MEMORANDUM

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: Kyle Kridler, Assistant City Manager
DATE: July 7, 2020
RE: Delaware Welcome Center Lease Update

Background

As Council is aware, the City put out a Request for Qualifications (RFQ) for the Delaware Welcome Center at 20 E William Street (Sheets Building/former Engineering Building) back in late October of 2019. The sole proposal that the City received as a response from the RFQ was from Main Street Delaware and Triad Architects (see first attachment). Staff believes the proposal from Main Street Delaware to be in alignment with the vision for a Delaware Welcome Center and a natural partner to meet these needs.

Staff and Main Street Delaware were prepared to present the proposed lease to City Council at the March 23, 2020 Council Meeting, but due to the events of COVID-19, both parties decided to postpone the lease agreement as immediate priorities had shifted. Over the past two months, Main Street Delaware's Board has continued to meet virtually as they create and execute on strategies to assist their membership through the COVID-19 recovery phases. Per the request of Main Street Delaware, they would like to proceed with the lease agreement for the Delaware Welcome Center and staff is supportive in continuing this partnership. Their Board believes that the facility will be a great resource to their membership in this rebuilding phase along with in promoting Downtown Delaware for the years to come. They have also identified potential grants and funding opportunities to assist in the needed renovations for the Welcome Center.

Staff has drafting the lease in collaboration with Main Street Delaware as a part of the Welcome Center Project (see second attachment). As a part of their reinvestment into the building, they plan to put well over six figures into the remodeling of the facility. As outlined in the proposed lease, the City is recommending an initial 10-year lease at \$1/per year, with two-

five year renewal options. Staff believes this to be a fair partnership for the level of investment Main Street will make into the City's asset and the mutual benefit it will bring to the community. Main Street has also approached Delaware City and County Convention and Visitors Bureau who may also have an interest in locating within this space. We've spoken with Tim Wilson, Delaware Visitors Bureau Director who is interested in partnering and is currently located within Delaware's COhatch.

As a part of this agreement, the lease calls for the following activities to be housed within this building:

- a. Welcome Center
- b. Main Street Delaware Offices
- c. Retail Space
- d. Community Meetings/Gatherings/Event Space
- e. A public restroom shall be provided during [standard business hours/when Main Street's office is open] and during Main Street Delaware Events held outside of business hours
- f. Subtenant Space with agreement from the City in alignment with the mission/intent of the Delaware Community Center
- g. Space for City of Delaware Literature in Welcome Center

Staff believes Main Street to be the logical partner for a Welcome Center in Delaware as they operate as a further extension to the City's Economic Development Team in promoting the downtown. To ensure the needed investments are completed in a timely manner to the property, the lease states under Article 4 that the "Tenant shall make required improvements to the property as described below. This includes, but is not limited to:

- a. Renovation/improvements to the first level exterior porch within eighteen (18) months of the Commencement Date.
- b. Interior remodel work (flooring, fresh paint, general interior improvements) within sixty (60) months of the Commencement Date."

From a financial sustainability standpoint, the lease holds Main Street Delaware (the Tenant) responsible for all utility payments in a timely manner, with lease termination as the penalty should the Tenant fail to make these obligations. Main Street Delaware will also be responsible for maintenance and repairs to the property as outlined in Article 9 of the lease.

Should Council approve this lease agreement, Main Street Delaware will work with the City as they intend to create an ADA accessible ramp to this property to make the Welcome Center accessible to all. Main Street has designed and estimated the cost of providing an ADA accessible ramp with the required ancillary items such as a new door, hardware, and adjacent exterior surfaces, in excess of \$40,000. This would be a focus for fundraising efforts by Main Street and may require additional partnership with the City to expedite the process.

Recommendation & Next Steps

Staff recommends approval by Council of the Delaware Welcome Center Lease with Main Street Delaware with the first reading to occur at the July 13, 2020 City Council Meeting. If approved by Council, staff will coordinate with Main Street on removing the remaining City files from the property along with planning the timeline for renovations to the facility. Should Council have any questions, please contact Kyle Kridler who is the internal Project Manager.

LEASE AGREEMENT

THIS LEASE AGREEMENT (hereinafter referred to as the "Agreement") made and entered into this ___ day of _____, between The City of Delaware, Ohio (hereinafter referred to as "Landlord") and Main Street Delaware. (hereinafter referred to as "Tenant").

WITNESSETH:

WHEREAS, Landlord is the fee owner of certain real property being, lying and situated in Delaware County, Ohio, such real property having a street address of 20 East William Street, Delaware, OH 43015 (hereinafter referred to as the "Premises").

WHEREAS, Landlord seeks to lease the Premises to Tenant under the terms and conditions contained in this lease; and

WHEREAS, Tenant seeks to lease the Premises from Landlord under the terms and conditions contained in this lease;

NOW, THEREFORE, for and in consideration of the sum of One Dollar (\$1.00), the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

1. **TERM.** Landlord leases to Tenant and Tenant leases from Landlord the above described Premises together with any and all appurtenances thereto, for a term of ten (10) years, with the option of two-five year renewals provided the Tenant is not in default of any provisions hereof. and the term shall begin on (a) _____ day of _____ month, 2020 (Commencement Date). For purposes of this lease, the term, "Lease Year" shall mean a period of 12 consecutive calendar months following the Commencement Date. Each succeeding Lease Year shall commence upon the anniversary date of the Commencement Date.

2. **RENT.** The total rent per year for the term hereof is the sum of one dollar (\$1). Annual rent rate will be reevaluated upon the expiration of the initial 10 year lease commitment.

3. **USE OF PREMISES.** The Premises shall be used and occupied by Tenant as a Community Welcome Center and office. The following activities are permitted in the welcome center:

- a. Welcome Center
- b. Tenant Office
- c. Community Meetings/Gatherings/Event Space

- d. Subtenant Space with agreement from the City in alignment with the Mission of the Tenant
- e. Welcome Center shall be open and staffed during normal business hours along with the agreed upon events, that are open to the general public, and as outlined in Exhibit A to be reviewed on an annual basis between the Landlord and Tenant.
- f. A restroom shall be available for public use during standard business hours and during Tenant's Events held outside of business hours and as outlined in Exhibit A
- g. Tenant shall ensure that space is provided in the Welcome Center for Landlord literature approved for the venue.

Additional uses agreed upon by both parties will be included in an addendum to this lease. Tenant shall comply with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the cleanliness, use, occupancy and preservation of the Premises.

4. **CODE AND REQUIRED IMPROVEMENTS.** Prior to using the premises for activities, Tenant will make all improvements required by zoning, use, building or other code sections. Tenant must obtain all necessary permits from the Landlord for all work. Landlord agrees to waive all of its permit application fees associated with work required under this section.

Tenant shall make required improvements to the property as described below. This includes, but is not limited to:

- a. Renovation/improvements to the first level exterior porch within eighteen (18) months of the Commencement Date.
- b. Interior remodel work (flooring, fresh paint, general interior improvements) within sixty (60) months of the Commencement Date.

5. **ASSIGNMENT AND SUB-LETTING.** Tenant shall not assign this Agreement, or sub-let or grant any license to use the Premises or any part thereof without the prior written consent of Landlord. Consent by Landlord to one such assignment, sub-letting or license shall not be deemed to be a consent to any subsequent assignment, sub-letting or license. An assignment, sub-letting or license without the prior written consent of Landlord or an assignment or sub-letting by operation of law shall be absolutely null and void and shall, at Landlord's option, terminate this Agreement.

6. **ALTERATIONS AND IMPROVEMENTS.** Aside from improvements made pursuant to the CODE IMPROVEMENTS section of this lease, Tenant shall make no alterations to the buildings or improvements on the Premises or construct any building or make any other improvements on the Premises

without the prior written consent of Landlord, except as may from time to time be deemed necessary by Tenant for adapting the Premises to the requirements and uses of Tenant and for the installation of its fixtures, appliances and equipment only if such improvements are less than \$1,000. Any and all alterations, changes, and/or improvements built, constructed or placed on the Premises by Tenant shall, unless otherwise provided by written agreement between Landlord and Tenant, be and become the property of Landlord and remain on the Premises at the expiration or earlier termination of this Agreement.

7. **HAZARDOUS MATERIALS.** Tenant shall not keep on the Premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

8. **UTILITIES.** Tenant shall be responsible for arranging for and paying for all utility services required on the Premises. In the event Tenant fails to pay utility bills by the time they are due, Tenant shall have a 30-day cure period to pay the bills. Failure to cure shall result in termination of the lease.

9. **MAINTENANCE AND REPAIR; RULES.** Tenant will, at its sole expense, keep and maintain the Premises and appurtenances in good and sanitary condition and repair during the term of this Agreement and any renewal thereof. Without limiting the generality of the foregoing, Tenant shall:

- a. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;
- b. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
- c. Not obstruct or cover the windows or doors;
- d. Not leave windows or doors in an open position during any inclement weather;
- e. Not hang any laundry, clothing, sheets, etc. from any window, rail, porch or balcony nor air or dry any of same within any yard area or space, except for temporary signs as permitted by City ordinance;
- f. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of Landlord;
- g. Keep all air conditioning filters clean and free from dirt;
- h. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed.

Tenant shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenant;

- i. Ensure that Tenant's guests shall at all times maintain order in the Premises and at all places on the Premises, and shall not make or permit any loud or improper noises;
- j. Keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other tenants;
- k. Deposit all trash, garbage, rubbish or refuse in the locations provided therefore and shall not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of any building or within the common elements. Tenant is responsible for trash, rubbish and recycling removal from property.

10. **DAMAGE TO PREMISES.** In the event the Premises are destroyed or rendered wholly untenable by fire, storm, earthquake, or other casualty not caused by the negligence of Tenant, this Agreement shall terminate from such time except for the purpose of enforcing rights that may have then accrued hereunder.

11. **INSPECTION OF PREMISES.** Landlord and Landlord's agents shall have the right at all reasonable times during the term of this Agreement and any renewal thereof to enter the Premises to inspect the Premises and all buildings and improvements thereon and to make any repairs, additions or alterations as may be deemed appropriate by Landlord for the preservation of the Premises or the building. The right of entry shall likewise exist for the purpose of removing placards, signs, fixtures, alterations or additions, that do not conform to this Agreement or to any restrictions, rules or regulations affecting the Premises. The landlord shall be provided a grand master key to access the building and all interior rooms.

12. **RENEWAL.** In keeping with conditions of Section 1 of this agreement, the Tenant will have option of two five-year renewals. Future renewals must be negotiated by the Landlord and Tenant.

13. **SURRENDER OF PREMISES.** Upon the expiration of the term hereof, Tenant shall surrender the Premises in as good a state and condition as they were at the commencement of this Agreement, reasonable use and wear and tear thereof and damages by the elements excepted.

14. **PARKING.** As a part of this lease, four (4) parking spaces will be available for Main Street Delaware, including any subtenant(s) to the property. These four parking spaces will be the ones located closest to the building in the south lot as outlined in Exhibit B. Tenant will be responsible for monitoring guest parking. If a car is parked illegally, it may be towed at the owner's expense.

15. **PEST CONTROL.** Tenant shall be responsible for all pest and vermin control within the Premises.

16. **SIGNAGE.** All signs posted by Tenant on the Premises must be in conformance with current city code and is subject to all planning review and approval process.

17. **NONDISCRIMINATION.** Tenant shall not discriminate against any member of the public on the basis of age, race, color, sex, religion, ancestry, political affiliation, military status, or disability.

18. **TAXES & ASSESSMENTS.** The property is currently not subject to property taxes. However, Tenant shall pay or cause to be paid any and all real estate taxes and installments or assessments on the Premises which result from any activity in the space that causes property taxes to be assessed.

19. **INSURANCE.** Tenant will maintain an insurance policy with a \$1,000,000 limit and name Landlord as an additional insured party. Contractors and vendors who use the Premises are required to name both Tenant and the City of Delaware as additional insured parties on their policies. In the event Tenant fails to maintain the required insurance policy, this lease shall terminate automatically.

20. **INDEMNIFICATION.** Landlord shall not be liable for any damage or injury of or to the Tenant, Tenant's guests, invitees, agents or employees or to any person entering the Premises or the building of which the Premises are a part or to goods or equipment, or in the structure or equipment of the structure of which the Premises are a part. Tenant hereby agrees to indemnify, defend and hold Landlord harmless from any and all claims or assertions arising out of Tenant's actions or failure to act.

21. **DEFAULT.** If Tenant fails to comply with any of the material provisions of this Agreement, other than the covenant to pay rent, or of any present rules and regulations or any that may be hereafter prescribed by Landlord, or materially fails to comply with any duties imposed on Tenant by statute, within seven (7) days after delivery of written notice by Landlord specifying the non-compliance and indicating the intention of Landlord to terminate the Lease by reason thereof, Landlord may terminate this Agreement.

Tenant shall have a 30-day cure period following written notice by Landlord. Failure to cure shall result in termination of the lease.

22. **RIGHTS AND REMEDIES.** The rights and remedies under this lease are cumulative, and either party's using any one right or remedy will not preclude or waive that party's right to use any other. These rights and remedies are in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

23. **GOVERNING LAW.** This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Ohio.

24. **SEVERABILITY.** If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

25. **BINDING EFFECT.** The covenants, obligations and conditions herein contained shall be binding on and inure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

26. **DESCRIPTIVE HEADINGS.** The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of the Landlord or Tenant.

27. **CONSTRUCTION.** The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.

28. **NON-WAIVER.** No indulgence, waiver, election or non-election by Landlord under this Agreement shall affect Tenant's duties and liabilities hereunder.

29. **MODIFICATION.** The parties hereby agree that this document contains the entire agreement between the parties and this Agreement shall not be modified, changed, altered or amended in any way except through a written amendment signed by all of the parties hereto.

30. **NOTICE.** Any notice required or permitted under this Lease or under state law shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

To Landlord: City of Delaware, Ohio
Attention: R. Thomas Homan City Manager

1 South Sandusky Street
Delaware, Ohio 43015
Phone: 740.203.1010
Email: cmo@delawareohio.net

To Tenant: Main Street Delaware
Attention: Susie Bibler Executive Director
20 East William Street
Delaware, OH 43015
Phone: 740.362.6050
Email: director@mainstreetdelaware.com

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

31. ADDITIONAL PROVISIONS; DISCLOSURES.

[Landlord should note above any disclosures about the premises that may be required under Federal or Ohio law, such as known lead-based paint hazards in the Premises. The Landlord should also disclose any flood hazards.]

As to Landlord, this _____ day of _____, 2020.
LANDLORD:

Sign: _____
City of Delaware by R. Thomas Homan, City Manager Date: _____

As to Tenant, this _____ day of _____, 2020.
TENANT ("Tenant"):

Sign: _____

Print: _____

Date: _____

TENANT:

Sign: _____

Print: _____ Date: _____

Approved as to form:

Darren Shulman,
Delaware City Attorney

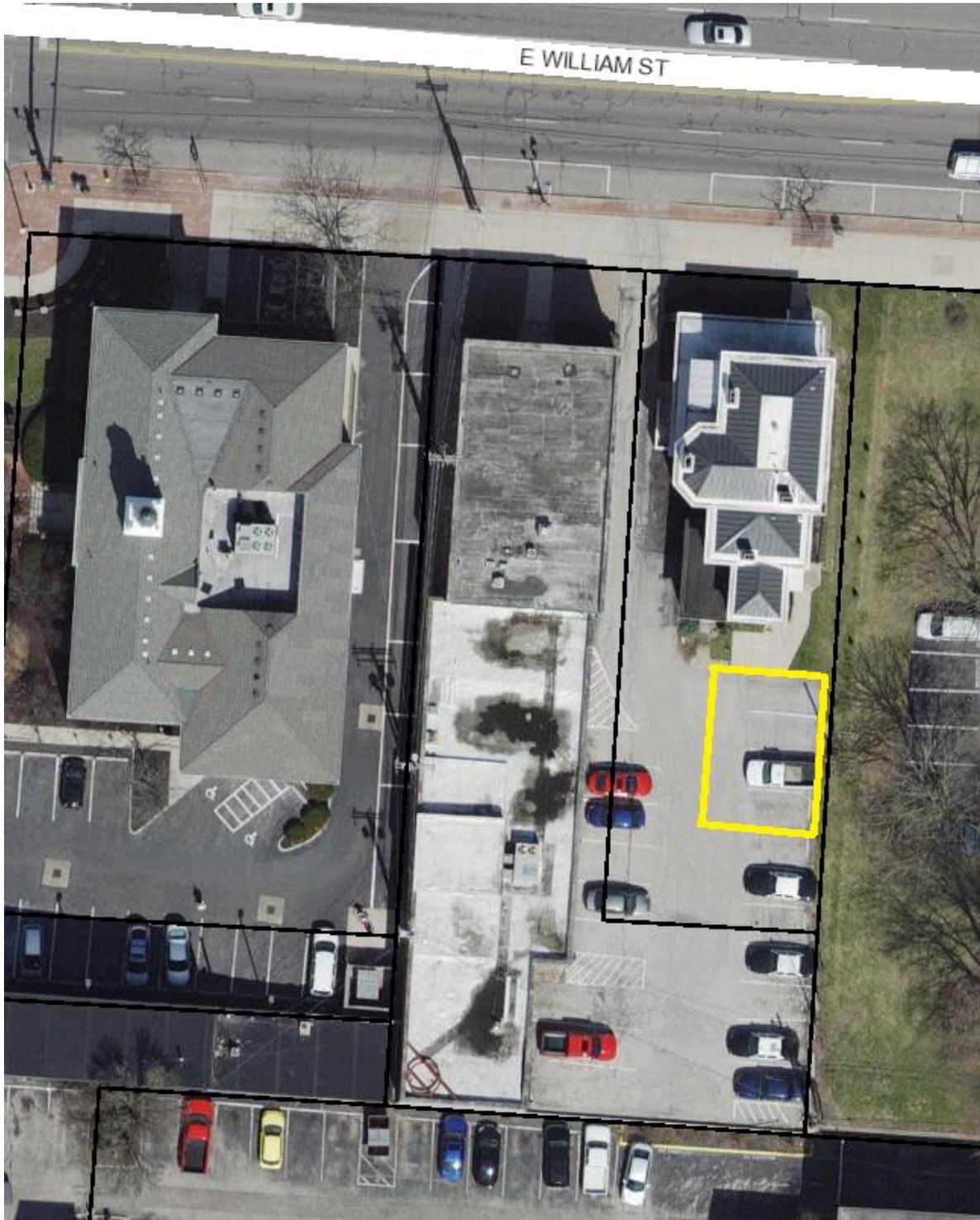
EXHIBIT A

Welcome Center and public restrooms shall be open and staffed during Tenant business hours as well as during the following agreed upon events to be reviewed on an annual basis by the Landlord and Tenant:

- Delaware Main Street First Friday Events
- Saturday Farmers Markets
- Performance Auto Show
- Arts Festival
- Main Street Christmas Parade
- Home for The Holidays Weekend Events
- Chocolate Walk
- Veterans Parade

EXHIBIT B

Parking Spaces Available on site for 20 E William Street Tenant shall be the four (4) spaces located closest to the south of the building as outlined in yellow below.



CITY OF DELAWARE

Business Plan/Proposal for Delaware Welcome Center



November 15, 2019





Main Street's Award Winning Christmas Celebration

TABLE OF CONTENTS

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Proposed Funding Model	8
Proposed Construction Budget	9
Conceptual Design	10



OUR ORGANIZATION

Main Street Delaware is a 501(c)(3), non-profit economic development organization that advocates specifically for the downtown business district. As an entirely volunteer run organization we clock over 4,750 volunteer hours per year and bring 5,000 -15,000 people downtown for shopping and entertainment every month. Additionally, Main Street themed events strengthen community ties through outreach opportunities for the schools and university, fire and police, non-profits and private businesses.

Vision for a Welcome Center

- Expand Main Street’s services offerings: Main Street currently works one on one with business and building owners to lighten the burden of government by providing free design and development consultation, business training, and support. Current services are limited by available space for educational programming that would support further investment into downtown businesses and real estate.
- Provide a public welcome center: Downtown is the living room of our community. Main Street seeks to provide a memorable, comfortable, and welcoming place where all citizens and visitors can feel at home. To this end, Main Street can provide visitors information about local businesses, upcoming events, and opportunities. Main Street may offer restroom facilities to visitors during operating hours.
- Restore and maintain a historical building: Downtown Delaware consists of a cohesive grouping of late 19th and early 20th century buildings that create a sense of place and connection to local history. The subject property contributes to the historic downtown fabric; however, having been constructed for residential purposes, the building is not ideal for modern commercial business uses. Main Street’s occupancy can put the building to its highest and best use.
- Improve public infrastructure: Recent and ongoing Main Street projects include improvements to “shortcut alley”, sidewalk cleanup, and building graffiti removal. These projects are limited by individual project fundraising efforts and volunteer coordination and availability. Main Street would like to increase beautification and improvement efforts. Main Street is currently exploring options to provide enhanced services to property owners for improvements to the public right-of-way through a property owner supported special improvement district (SID). Services may include sidewalk repairs and litter, graffiti, and snow removal, as well as public safety and communication. Expansion of services will require additional support spaces unavailable at Main Street’s current location.



Main Street Volunteers in Action



Commitment to Delaware

Main Street Delaware helps to preserve and promote the historic downtown, as well as educate and entertain visitors from everywhere. It is our job to showcase the historic downtown district. We do this in many ways:

- Helping new and potential businesses through our Design and Business Enhancement committees.
- Educating people about the history of the community through, for example: our “Hidden Spaces” event and special tours (given upon request), including those for prospective Ohio Wesleyan students and families.
- Creating memorable experiences for residents and visitors through our successful First Friday events, Chocolate Walk, and “Home for the Holidays” event, Summer on Winter Concerts series.
- Nourishing the community through our Farmers’ Market, which supports the availability of fresh, nutritious food May through October.
- Working with businesses on promotions, improvement plans, and marketing initiatives through successful Promotions Committee programs such as “Merchants and Muffins”, and our social media marketing campaign.



Main Street’s Summer on Winter Concert Series



Past Performance

Over the last 20 years, Main Street Delaware has seen downtown change from a downtown with a few shops and restaurants with a high percentage of vacancy to what we know today as a vibrant destination. The vision our organization provided, paired with the city's approach to preservation, has made downtown Delaware, what we know today as the heart of the community. We believe it is because of this, Delaware is worthy of awards like, Money Magazines, "Top 100 Places to Live in America", the American Planning Association Award for "Top 13 Places in America".

References

Judd and Laura Scott

V & P Hydraulics
740-203-3600

Rock Jones

Ohio Wesleyan University
rfjones@owu.edu

Terri Lynn and Mark Smiles

The Greater Gouda
614-560-5968



KEY PERSONNEL

Zachary Price, Board President Elect



Zach Price is an Owner of TRIAD Architects, a full-service architecture and interior design firm located in Columbus, Ohio. TRIAD was formed as a consortium of leading designers in 1997 and has grown to a firm of multi-disciplined professionals with over a quarter-billion dollars of construction projects currently in contract. TRIAD is a recognized leader in historic design and renovation and has been awarded the National Preservation Award from the National Trust for Historic Preservation.

Additionally, Zach has developed, owns, and manages approximately 50,000 square feet of historic buildings that were awarded historic preservation tax credits through the Ohio Historic Preservation Office and National Park Service. Zach currently has an additional 60,000 square feet of historic buildings in development seeking historic approvals through the State of Ohio. He has worked in all aspects of historic rehabilitation and development from financing, leasing, design and construction, operations and maintenance. Zach currently serves as the President Elect of the Main Street Delaware Board of Directors and resides in downtown with his wife Melissa and three children.

Susie Bibler, Executive Director



Susie has had a fulfilling career working with non-profit organizations. Starting in 2005 with The Delaware County Chapter of the American Red Cross. This led to six years with The United Way of Delaware County focusing on fundraising. After United Way, she worked for two years as a Major Gifts Fundraiser for The Columbus Zoo and Aquarium.

These positions prepared her for present task as the Executive Director of Main Street Delaware, Inc. Main Street is best known for their signature events that create a sense of community in Delaware, First Fridays, and the seasonal bi-weekly Farmers' Markets. Since October 2016, Susie has enjoyed the privilege to work alongside many community volunteers, downtown business and property owners, and city leaders to help make Delaware the best place to live, work and play! Susie has called Delaware home for the last 19 years. Her and her husband Jim enjoy raising their 2 children; Mallory (19) and Colin (17).

Caroline Pusateri, Program Coordinator



Caroline received her Associates of Applied Arts in Digital Design & Graphics from Columbus State Community College in May of 2018 and began working for Main Street Delaware, Inc. as the part-time Administrative Assistant in June of 2018. Caroline was then promoted to full-time Program Coordinator in October 2019. Prior to her time with Main Street, Caroline also worked at Coffeeology and The Bare Bowl, two downtown Delaware establishments.

Caroline grew up in Delaware and has always loved downtown and the spirit of collaboration and community it has, much of which is created by Main Street Delaware, as well as the relationship between the business owners, community members and visitors. She feels privileged to be a part of the organization that is spear-heading vibrancy in the community!



FINANCIAL STATEMENT

10:47 AM

MAIN STREET DELAWARE, INC.

Balance Sheet

As of October 31, 2019

11/14/19

Accrual Basis

	Oct 31, 19	Oct 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
MSD CHECKING - DCB	29,813.73	20,836.75	8,976.98	43.1%
MSD Reserved Operating Saving	20,014.75	15,006.49	5,008.26	33.4%
Petty Cash	15.00	15.00	0.00	0.0%
Stripe to replace PayPal	5,602.37	650.60	4,951.77	761.1%
Total Checking/Savings	55,445.85	36,508.84	18,937.01	51.9%
Accounts Receivable				
Accounts Receivable	2,175.00	10,900.00	-8,725.00	-80.1%
Total Accounts Receivable	2,175.00	10,900.00	-8,725.00	-80.1%
Other Current Assets				
Prepaid Expense/Membership	650.00	650.00	0.00	0.0%
Undeposited Funds	0.00	715.00	-715.00	-100.0%
Total Other Current Assets	650.00	1,365.00	-715.00	-52.4%
Total Current Assets	58,270.85	48,773.84	9,497.01	19.5%
Fixed Assets				
MainStreetDelaware.com Redesign	12,000.00	12,000.00	0.00	0.0%
LESS ACCUMULATED WEBSITE DEPR	-1,333.00	0.00	-1,333.00	-100.0%
Heater/AC	5,800.00	5,800.00	0.00	0.0%
LESS ACCUMULATED A/C DEPR	-354.00	0.00	-354.00	-100.0%
EQUIPMENT				
OFFICE EQUIPMENT	2,524.21	2,524.21	0.00	0.0%
LESS ACCUMULATED DEPRECIATION	-1,554.00	-1,503.00	-51.00	-3.4%
Total EQUIPMENT	970.21	1,021.21	-51.00	-5.0%
Total Fixed Assets	17,083.21	18,821.21	-1,738.00	-9.2%
TOTAL ASSETS	75,354.06	67,595.05	7,759.01	11.5%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	900.00	1,075.00	-175.00	-16.3%
Total Accounts Payable	900.00	1,075.00	-175.00	-16.3%
Other Current Liabilities				
ACCRUED PAYROLL TAXES				
State withholding Taxes	239.35	140.40	98.95	70.5%
City Withholding Taxes	161.69	100.33	61.36	61.2%
SS/MC Withholding Tax	1,319.14	829.76	489.38	59.0%
Federal Withholding Tax	840.00	430.00	410.00	95.4%
Total ACCRUED PAYROLL TAXES	2,560.18	1,500.49	1,059.69	70.6%
Accrued Retirement Payable	1,666.70	1,551.00	115.70	7.5%
Total Other Current Liabilities	4,226.88	3,051.49	1,175.39	38.5%
Total Current Liabilities	5,126.88	4,126.49	1,000.39	24.2%
Total Liabilities	5,126.88	4,126.49	1,000.39	24.2%
Equity				
Retained Earnings	47,160.44	33,687.28	13,473.16	40.0%
Net Income	23,066.74	29,781.28	-6,714.54	-22.6%
Total Equity	70,227.18	63,468.56	6,758.62	10.7%
TOTAL LIABILITIES & EQUITY	75,354.06	67,595.05	7,759.01	11.5%



PROPOSED FUNDING MODEL

Main Street Delaware will oversee renovation of the welcome center and provide in-kind services to operate and maintain the two-story building and surrounding property. The Delaware Convention and Visitors Bureau, or other subtenant, will contribute funding towards operating and maintaining the facility and have offices inside the building. Additional service offerings, including operation of the Welcome Center, may be provided based on subtenant contributions.

Income	Inflators	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Subtenant Rent	3%	21,000	21,630	22,279	22,947	23,636	24,345	25,075	25,827	26,602	27,400
Additional Rent (CAM)	2%	8,500	8,670	8,843	9,020	9,201	9,385	9,572	9,764	9,959	10,158
1st Floor Main Street Office		0	0	0	0	0	0	0	0	0	0
Total Income		29,500	30,300	31,122	31,968	32,836	33,729	34,647	35,591	36,561	37,559
Expense											
Replacement Reserves		4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
Repairs & Maintenance	2%	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975
Trash & Utilities	2%	8,400	8,568	8,739	8,914	9,092	9,274	9,460	9,649	9,842	10,039
Cleaning	2%	6,500	6,630	6,763	6,898	7,036	7,177	7,320	7,466	7,616	7,768
Insurance	2%	3,400	3,468	3,537	3,608	3,680	3,754	3,829	3,906	3,984	4,063
Total Expense		27,300	27,766	28,241	28,726	29,221	29,725	30,240	30,764	31,300	31,846
Debt Service		0									
Net Operating Income		2,200	2,534	2,881	3,241	3,616	4,004	4,408	4,827	5,262	5,713
Cumulative Operating Income		2,200	4,734	7,615	10,856	14,472	18,476	22,884	27,711	32,973	38,686

Source of Funds	Amount
1st Mortgage	3.95% 20 year 0
Fundraising Minimum	60,076
City Façade Grant	20,000
Foundation Grant	15,000
Heritage Ohio Grant	20,000
State Capital Budget Grant	75,000
In-kind Service Fees	20,000
Total Sources of Funds	210,076

Use of Funds	Amount
Construction	190,978
Non-Construction	19,098
Total Uses of Funds	210,076

NON-PROFIT DOCUMENT



Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
MAIN STREET DELAWARE, INC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Other (see instructions) ► **NON PROFIT**

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 501C3

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
				-			-			
or										
Employer identification number										
3	1	-	1	6	7	9	9	1	6	

PROPOSED CONSTRUCTION BUDGET

Funding Model

Construction and capital expenses will be paid through a combination of retained earnings, in-kind services, and a capital campaign. Main Street has submitted for grant funding in the amount of \$20,000 from Delaware County Foundation. Additionally, Main Street identified \$20,000 in grant funding available from Heritage Ohio. In-kind services include professional architecture and engineering services of approximately \$20,000. Additional funding will be secured through a capital campaign and grants.

Operation expenses will be paid from general revenue funds and subtenant contributions. A Sublease is anticipated with the Convention and Visitor Bureau (CVB). Both the CVB and MSD seek to promote economic activity within the City and County.

Other potential uses and funding sources may include services provided to a special improvement district (SID). MSD is moving forward with downtown property owners and the City on initial steps for the formation of a SID. Future SID services may include additional office space for part time employees and storage for SID equipment. SID equipment may include supplies and equipment for streetscape cleaning, snow removal, safety ambassador equipment (bicycles, helmets, vests, etc...).

Construction (Hard) Costs				
	Unit	Cost Per Unit	Quantity	
Demolition				
Selective demolition (carpet, lighting, walls)	lump sum	\$2.50	3016	\$7,540
Site Work				
Concrete sidewalks	sq. ft.	\$5.50	300	\$1,650
Landscaping	allowance	\$500.00	1	\$500
Replace basement railing	ln. ft.	\$43.00	20	\$860
Exterior & Building Envelope				
Exterior painting (porch, windows, cornice)	sq. ft.	\$3.80	1500	\$5,700
Masonry restoration allowance	sq. ft.	\$5.25	1000	\$5,250
Masonry cleaning	sq. ft.	\$1.50	4000	\$6,000
Parge chimneys	allowance	\$2,000.00	1	\$2,000
Replace exterior siding	allowance	\$3,000.00	1	\$3,000
Porch restoration	allowance	\$15,000.00	1	\$15,000
Replace porch roofing	sq. ft.	\$5.00	550	\$2,750
Replace downspouts	ln. ft.	\$14.00	60	\$840
Replace select exterior doors	each	\$2,500.00	3	\$7,500
Interior				
Paint interior walls, ceilings, and trim	sq. ft.	\$2.80	3016	\$8,445
Replace lighting	sq. ft.	\$4.00	3016	\$12,064
Refrigerator and dishwasher	each	\$800.00	2	\$1,600
Kitchen countertop	each	\$1,000.00	1	\$1,000
Window treatments	each	\$150.00	25	\$3,750
Resilient flooring	sq. ft.	\$12.00	300	\$3,600
Flooring refinish allowance	sq. ft.	\$3.00	2700	\$8,100
Relocate basement stair and finish floor	allowance	\$8,000.00	1	\$8,000
Mechanical, Electrical & Plumbing				
Replace furnace and air conditioner	each	\$12,000.00	2	\$24,000
Replace water heater	each	\$1,200.00	1	\$1,200
Furniture, Fixtures & Equipment				
Design Contingency			5%	\$8,267
Expected Bid Cost				\$173,616
Construction Contingency			10%	\$17,362
Construction Cost Budget				\$190,978

Non-Construction (Soft) Costs				
	Unit	Cost Per Unit	Quantity	
Non-Construction (Soft) Costs			10%	\$19,098
Non-Construction Cost Budget				\$19,098

Total Project Budget				\$210,076
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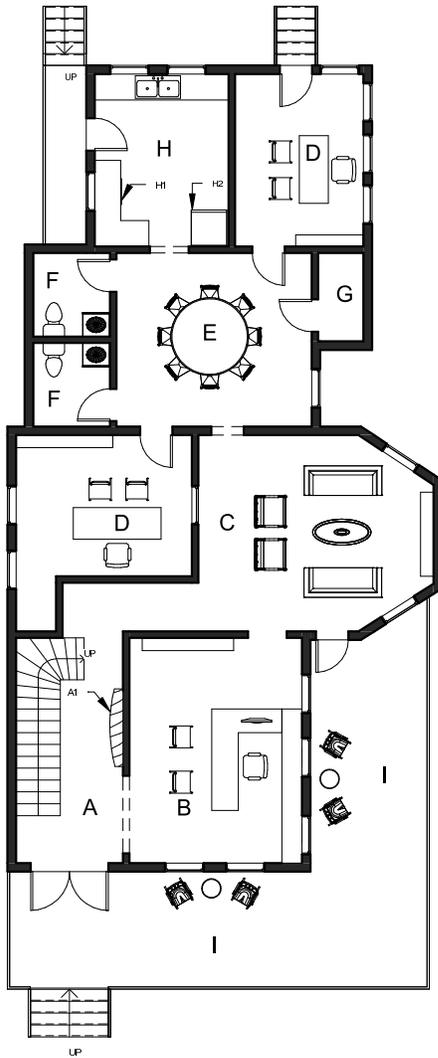


CONCEPT DESIGN



SHEETS BUILDING

LEVEL 1



PROGRAM

- A Entry
- A1 Brochures & Info
- B Office / Reception
- C Living Room / Meeting & Welcome Center
- D Office
- E Dining / Mixed Use
- F Restroom
- G Storage
- H Kitchen
- H1 Dishwasher
- H2 Refrigerator
- I Porch



CONCEPT IMAGES





FACT SHEET

AGENDA ITEM NO: 10

DATE: 07/27/2020

ORDINANCE NO: 20-46

RESOLUTION NO:

READING: SECOND

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Justin Nahvi, Finance Director

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE SUPPLEMENTING THE 2020 APPROPRIATION ORDINANCE AND DECLARING AN EMERGENCY.

BACKGROUND:

While administering the 2020 Budget, various modifications to existing appropriations have been identified that will require supplemental appropriations prior to the end of the current fiscal year. These modifications are attributed items including the refunding of debt in the 1st quarter of 2020 that was not included with the current year budget as well as capital funding estimates whereby the budgeted amounts did not include sufficient appropriations based on the final project bids.

REASON WHY LEGISLATION IS NEEDED:

This ordinance is needed to provide supplemental appropriations to sustain know expenditures that were not originally budgeted for in 2020 as well as maintaining budget compliance pursuant to the Ohio Revised Code.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

The following table outlines the fund, expenditure account, the amount of the requested appropriations along with a justification to support the modification to the 2020 budget:

Fund	Org	Amount	Reason
Police Judgement Fund	253.5230.5710	\$ 17,044.00	Transfer to Fund 254 Not in 2020 Budget
Park Bond Fund	301.3010.5811	\$ 16,167,000.00	Debt Refunding for Rec Center Not in 2020 Budget
Park Bond Fund	301.3010.5812	\$ 67,000.00	Debt Refunding for Rec Center Not in 2020 Budget
SE Highland Bond	302.3020.5811	\$ 280,000.00	SE Highland Debt Service Not in 2020 Budget
SE Highland Bond	302.3020.5812	\$ 548,320.00	SE Highland Debt Service Not in 2020 Budget
Capital Improvement	410.4118.5520	\$ 543,000.00	Full Cost Est of Building Renovation Not in 2020 Budget
Water Construction	531.5317.5532	\$ 27,000.00	Change Order for Water Tower Painting
Water Construction	531.5330.5500	\$ 8,500.00	Overage in Water Meter Purchases
Water Capacity	536.5316.5537	\$ 959,075.00	2019 Lapsed Appropriation for Pollock Road

POLICY CHANGES:

N/A

PRESENTER(S):

Justin Nahvi, Finance Director

RECOMMENDATION:

Approval after second reading

ATTACHMENT(S)

None

ORDINANCE 20-46

AN ORDINANCE SUPPLEMENTING THE 2020
APPROPRIATIONS AND DECLARING AN
EMERGENCY.

WHEREAS, it is necessary to amend the 2020 Annual Appropriations Ordinance to provide for various expenditures through the end of fiscal year 2020.

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 Police Judgement Fund (Fund 253) \$17,044 to:

Transfer (253.2530.5701) \$17,044

SECTION 2: That there is hereby appropriated from the unencumbered balance of the Park Bond Fund (Fund 301) \$16,234,000 to:

Principal (301.3010.5801) \$16,167,000

Interest (301.3010.5811) \$67,000

SECTION 3: That there is hereby appropriated from the unencumbered balance of the SE Highland Bond Fund (Fund 302) \$828,320 to:

Principal (302.3020.5801) \$280,000

Interest (302.3020.5811) \$548,320

SECTION 4: That there is hereby appropriated from the unencumbered balance of the Capital Improvement Fund (Fund 410) \$665,953 to:

Bldg Renovations (410.4118.5520) \$665,953

SECTION 5: That there is hereby appropriated from the unencumbered balance of the Water Construction Fund (Fund 531) \$35,500 to:

Paint Elevated Tanks (302.3020.5801) \$27,000

Meter Replacements (531.5330.5500) \$8,500

SECTION 6: That there is hereby appropriated from the unencumbered balance of the Water Capacity Fund (Fund 536) \$959,075 to:

Olentangy Ave River Xing (536.5316.5537) \$959,075

SECTION 7. 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 8. 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 expenditures through the end of the fiscal year being December 31, 2020, 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: _____, 2020 YEAS___ NAYS___

ABSTAIN ___

ATTEST: _____

CITY CLERK

MAYOR



AGENDA ITEM 11

City Manager Initial Report Regarding Diversity, Equity, and Inclusion



MEMORANDUM

To: Mayor Riggle and Members of City Council
From: R. Thomas Homan, City Manager 
Date: July 23, 2020
Re: **Report on Diversity, Equity & Inclusion**

Introduction

On July 13, 2020, City Council unanimously approved Resolution 20-41, directing the city manager to evaluate the City of Delaware's policies and procedures with respect to diversity, equity and inclusion.

My intent was to look at what we do and what we need to do from both an internal and external perspective. With our 300-plus employees and outward-facing departments such as police, fire and our public services, there is a large amount of personal interaction with our citizens. It is important that we ensure our policies, and most importantly, our actions, reflect equality and fairness. While we believe much progress has been made, we recognize there is more work to be done.

This report comes amidst a renewed nationwide focus on social justice. The dialogue sparked by the death of George Floyd has brought issues to the forefront that have been recognized for years by communities of color. At the same time, the impact of the COVID-19 pandemic has further highlighted the economic disparity and vulnerability facing members of our community, particularly amongst people of color. Locally, Delaware residents are speaking on these issues through community conversations hosted at the Second Ward Community Center, marches in support of Black Lives Matter and calls for action by the Delaware African American Heritage Council.

This report outlines the City's diversity, equity and inclusion efforts across all departments, identifies opportunities for improvement and suggests action items. Examples of suggested actions include undertaking an assessment of our job descriptions and hiring processes to ensure there are no artificial barriers to employment and conducting an analysis to identify wage disparities that may be attributed to gender or ethnicity.

This initial review has also concluded that engaging with experts can give us a valuable outside perspective. To that end, it is recommended that we engage a consultant to ensure we make a thorough and objective assessment of our organization and to identify additional measures to be taken. This report also recommends a process for the City to engage the community in its efforts to promote diversity, equity and inclusion.

What is Being Done?

Amongst its departments, the City has recognized and incorporated efforts supporting the principles of diversity, equity and inclusion throughout the years. Below highlights some examples.

- **Police:** Building community relationships and engaging with people of color within our community, through leadership and participation in community groups and organization of community events and observances. For example, Police Chief Bruce Pijanowski is a founder and board member of the One People community group and is one of the organizers of Delaware's first Juneteenth celebration. Delaware's safety forces hiring and promotional processes include citizen involvement and is overseen by an independent Civil Service Commission composed of three citizens. Candidates are required to pass a background check, a polygraph, and psychological assessment to ensure we are hiring officers who our community can be proud of. Ongoing training and development programming includes de-escalation and intervention techniques. Discipline and use-of-force reports are public records, and can be viewed by anyone.
- **Parks and Recreation:** Providing access and healthy recreation opportunities based on feedback from the community. A recent example is the Ross Street park project that included several community outreach methods which resulted in a park renovation plan created by the neighbors and community, and facilitated by staff.
- **Economic Development:** Incorporating strategic communications to engage the business community, requiring equal opportunity hiring of incentive recipients, providing support for businesses in developing culturally diverse workplaces, and partnering with organizations that serve underserved populations with the goal of driving capital into minority owned businesses. Most recently, the City contracted with the Economic Community Development Institute (ECDI) to create a loan fund for small to mid-sized businesses. ECDI has expertise in directing capital toward woman- and minority-owned businesses.
- **Planning:** Inviting community comment on planning processes; collaborating on public art projects; maintaining a fair, open and equitable approach to building, inspection, planning and code enforcement; proactively seeking out grant opportunities that serve low to moderate income neighborhoods; and community participation in updating the City's comprehensive plan by ensuring a diverse representation of the community on the 33-member steering committee. The committee itself was very intentionally seated

via an application process and vetting to obtain a diverse (geographically, culturally, ethnically, length of tenure, gender, etc.) representation of our community.

- **Training:** Engaging in educational opportunities focused on diversity, equity and inclusion in community engagement, public outreach and cultural considerations. This includes training led by the Equal Employment Opportunity Commission (EEOC) focusing on harassment/bullying, sexual harassment, retaliation, disability discrimination, reasonable accommodation (ADA), diversity, respect, and civility.
- **Recruitment:** Incorporating recruitment and selection practices that afford equal opportunity employment; increased accessibility of online application submission; “ban the box” implementation on applications for employment; utilizing a variety of recruitment methods to attract qualified and diverse candidates; ensuring testing and selection devices that do not result in disparate treatment or that have discriminatory consequences; utilizing online testing for entry-level safety forces positions in order to increase accessibility and covering the cost of hardship applications, where needed; offering multiple in-person physical agility tests (and practice sessions) for candidates; providing education and support to those involved in the interview and hiring process to ensure questions are based on bona fide occupational qualifications and that interviewers be aware of their own biases; citizen input in hiring and promotional process for safety forces; and collaboration with Delaware City Schools to educate students, teachers and leadership of career opportunities available with the City.
- **Community Outreach:** Engaging and actively connecting with the community in an effort to build relationships, promote inclusion and provide opportunities for positive interaction through efforts such as safety town, fish with the cops, basketball camps, coffee with the cops, the Citizen’s Police Academy, and the Delaware Government Citizens Academy.
- **Supervisor Training:** Providing training and development opportunities to supervisory staff in recognizing and addressing discrimination and fostering an environment of respect in the workplace; participating in community conversations focused on diversity initiatives and communication strategies; and connecting with entities who also adhere to the principles of diversity, equity and inclusion.
- **Employee Feedback:** Evaluating and improving the City’s internal culture through cross-functional employees who meet to identify, discuss, and plan ways to promote the desired culture with a the goal of strengthening the workplace environment, creating better and more positive employment experiences resulting in an engaged workforce.

Professional Development: Providing management development opportunities with the goal of developing the City’s current and future leaders to ensure they are equipped with the skills to contribute now, in the short-term, and to prepare them for future leadership roles with the City. The City implemented its standard for developing

leaders, the Manager Development Program (MDP) in 2019 with 15 participants in the inaugural class. Beginning in 2020, all employees currently serving in a management role or who aspire to do so one day were encouraged to apply to participate in the program. The 2020 program included 16 participants across all City departments.

The above is not an exhaustive list, but highlights some of the efforts by staff over the years that further support the City of Delaware's commitment to promoting a diverse and inclusive culture.

What Else Could We Be Doing?

In taking an introspective look at what efforts we have made across our departments to further diversity, equity and inclusion for the betterment of our organization and our community, the following gaps, or opportunities for improvement, were identified. We recognize that there is always room for improvement and readily welcome the challenge of continuing to build a stronger, more diverse and inclusive organization.

- Expand diversity, equity and inclusion training to include implicit bias and implement training for all employees.
- Review and assess job descriptions to ensure no artificial barriers exist within the minimum qualifications and that the qualifications relate to essential functions of the job and are considered necessary for performance. This effort will likely require expertise of an external expert.
- Review and provide recommendation on scoring for civil service recruitment processes (Police and Fire) in an effort to reduce the potential for bias implications.
- Continue to encourage active participation in community engagement opportunities for those in leadership roles. This includes gathering feedback on public projects from underrepresented populations.
- Continuing to address deficiencies in parks equity in our city and collaborating with the community on recreation opportunities; conduct an investment map analysis.
- Focus on efforts to recruit and hire BIPOC (Black, Indigenous and People of Color) talent representative of the community we serve. As of 2019, the City's BIPOC representation in employment was slightly less than 3% which is proportionally lower than Delaware's estimated representation of 13% (based on 7/1/19 estimates available through census.gov).
- Increased sharing of community events focused on diversity and inclusion through the City's website and outward communication efforts.

- Develop shadowing, mentorship, or internship opportunities for students to engage with staff and learn about employment opportunities in government in an effort to attract a more diverse candidate pool.
- Create an internal mentorship program that connects veteran staff with entry-level staff, intentionally focusing on diverse pairings to assist in career development.
- Conduct a wage analysis to identify wage disparities that may be attributed to gender or ethnicity. This would be included as a part of the next compensation study.
- Provide for scholarships for economically disadvantaged people to assist in pursuing firefighter and EMT certifications necessary for entry-level employment in the fire service.
- Further evaluation of validated physical ability testing for firefighter/EMT to increase accessibility and ensure physical agility testing is not excluding qualified candidates.
- Advocating for grant opportunities focusing on equity and inclusion in order to bring more resources to our community.
- Cultivate a larger list of contractors and professional service providers and include disadvantaged businesses in the City's pool of contractors; make bid notices more accessible through maintaining a large list of contacts; and evaluate RFP criteria for necessity. Review procurement policies to see where measures can be taken to further support Minority Business Enterprises (MBEs) and Disadvantaged Business Enterprises (DBEs).
- Develop businesses in fields that the City uses through partnerships with organizations that serve underserved populations.
- Continue to focus on internal culture efforts and expanding this work to include diversity, equity and inclusion initiatives. The Culture Committee's focus to include diversity and inclusion efforts to ensure ongoing implementation of these recommendations.

Recommended Next Steps

As is supported by Resolution No. 20-41 recently approved by City Council, the "City of Delaware strives to be a welcoming, inclusive city that values and embraces the differences that make us unique; and...is committed to maintaining the confidence of all residents that they will be treated fairly by their government."

We recognize that the topics of diversity, equity and inclusion do not have simple, one size fits all solutions. Each organization and community have a unique make up which requires custom approaches. The challenges that we face today as a society have built up over generations within our country and will require intentional focus and continuous progress, together, to enact real change. We also understand that these improvements and approaches will not be made overnight, but will commit to the long-term goals that will be accomplished through ongoing focus, communication and strengthening relationships. I recommend the following steps be taken by staff:

1. Survey

- a. Conduct an internal survey regarding diversity, equity and inclusion to gather feedback on the employee experience
- b. Supplement survey with department-based meetings to gather feedback/insight from employees
- c. Conduct an external survey to the community regarding their thoughts on how the Delaware staff and representatives can become more inclusive

2. Establish internal working group to guide goals for diversity and inclusion focus

- a. Expand the scope of the existing employee culture committee to focus on diversity and inclusion efforts
 - i. Working group to plan and create internal goals
 - ii. Focus on recruitment, workforce and leadership, communications, procurement and other goals TBD by internal group
 - iii. Encourage committee participation that represents diversity in age, race, gender, role, tenure, and seniority

3. Staff training and speaker series

- a. Cultural competency
- b. Implicit bias
- c. Building diverse teams

4. Make use of the Mid-Ohio Regional Planning Commission's Diversity and Inclusion Officer on diversity and inclusion efforts

5. Engaging a consultant with diversity and inclusion expertise to review our plan, procedures and policies and identify areas of improvement

6. External community engagement: I recommend the City retain a consultant to help us establish a meaningful process to engage our community. While we have some ideas on how this could be structured (i.e., community task force), we believe the subject matter experts are in the best position to recommend the format for this dialogue and facilitate the conversation. If Council approves, we will issue a request for proposals, which will outline how the consultant would approach the project.

Conclusion:

Working on this report has made it clear that the city has made strides, but there is work to do. These steps I have outlined are common sense, but will take time and require subject matter expertise to help us do it right. I do not view this as a project to be completed, but rather, a shift to a continued focus of diversity, equity and inclusion in the City. That is how we improve our city and, more importantly, grow as a community.

cc: Directors

Appendix

This report involved a significant amount of research including consulting with other communities and organizations, and as it pertains to Diversity and Inclusion. Listed below are the organizations/people that were consulted.

1. International City/County Managers Association (ICMA) Equity and Inclusion Toolkit [Toolkit](#)
2. Advancing Equity & Inclusion Status Report City of Dubuque, IA [Status Report](#)
3. City of Elgin Illinois, A Framework for Diversity and Inclusion, City of Elgin, IL. [Report](#)
4. Anti-racism and anti-discrimination for municipalities: Introductory Manual [Manual](#)
5. Government Alliance on Race and Equity (GARE) <https://www.racialequityalliance.org/>
6. Kirwin Institute for the Study of Race and Ethnicity <http://kirwaninstitute.osu.edu/>
7. Central Ohio Diversity Consortium <https://www.centralohiodiversity.org/>
8. MORPC Executive Director, William Murdock and Diversity Director, Ralonda Hampton, and Director of Communications and Engagement, Niel Jurist
9. Ohio Wesleyan University, Office of the President, Rock Jones
10. Methodist Theological School of Ohio (MISO) Office of the President, Jay Rundell
11. Delaware African American Heritage Council Co-Chair, Tamika Vinson Reid
12. YWCA Columbus President/CEO Christie Angel



AGENDA ITEM 12

Finance Director's Report



TO: TOM HOMAN, CITY MANAGER
FROM: JUSTIN NAHVI, FINANCE DIRECTOR
SUBJECT: JUNE 2020 FINANCIAL REPORT
DATE: 7/6/2020

BACKGROUND

The purpose of this report is to provide a brief review of the revenues and expenditures for the following funds: General Fund, Fire/EMS Income Tax Fund, Stormwater Fund, Water Fund, Wastewater Fund, and Refuse Fund.

Actual revenues and expenditures are compared to the budget to assess potential overages/shortages in budgeted categories. Comparisons with figures from last fiscal year are also included to indicate the differences by year, since budgeting techniques remain relatively uniform from one year to the next.

Appendix A details the year-to-date activity for all of the city's active funds. It is important to note the ending balance, encumbrances, and unencumbered balance. The unencumbered balance is the amount remaining in the fund if the city were to expend all the monies listed as encumbrances. The ending balance is the amount of funds available to the city as of June 30, 2020, and ties to the amount listed in Appendix B.

Appendix B is the Financial Statement for the city as of June 30, 2020. This statement provides a listing of the city's funds held at various financial institutions. Also presented are the interest earned to date, weighted average interest rate, and the weighted average maturity (days).

Appendix C is the Debt Schedule for the city through June 30, 2020. All principal and interest payments that have been paid to date are included in the schedule.

Appendix D is a graphical representation of the water and sewer utility consumption billed on a monthly basis in terms of units billed as well as dollars.

GENERAL FUND

The General Fund is the main operating fund for the city and is used to account for all financial transactions which are not reported in other funds. Major sources of revenue include income tax and property tax. Please refer to page three for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The General Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Property Taxes – Settlement revenue is received after the 1st and 2nd half real estate collection periods in March and August respectively. 1st half real estate collections were \$874,226 reflecting an increase of \$18,802 or 2.2% from the same period in the prior year.
- Income Tax – Year-to-date receipts total \$7,424,655 which is \$1,333,698 or 15.2%, less than amount the City received during the same period in the prior year. The decline is attributed to both the shifting of the income tax filing due date to July 15, 2020 as well as the rise in the unemployment rate which began in March 2020. Based on flat revenue collections for the enterprise funds, it can be inferred that most of the decline in income tax collections is primarily linked to the revised filing deadline. Based on the current unemployment rate of 8.4% for Delaware County, the current projected decline for income tax collections is \$560,961 or 3.4% of the total estimated revenue from this source in 2020. This projection will be updated monthly based on the County unemployment rate and will be modified after the filing deadline in July.
- Charges for Services – Chargebacks for the General Fund related services attributed to special revenue and enterprise funds for the 1st and 2nd quarters of 2020 equaled \$1,004,935.

Expenditures

The General Fund expenditures are performing as expected. However, the following expenditures require additional explanations:

- Transfers – Transfers to the following funds have been made to the Capital Improvement Fund (\$925,000), Street Maintenance & Repair Fund (\$692,667), Recreation Fund (\$510,891), Cemetery Fund (\$50,000) and the Airport Fund (\$10,000).

**GENERAL FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Property Taxes	855,424	874,226	1,548,000	56.47%
Intergovernmental Receipts	339,893	1,110,940	1,013,726	109.59%
Income Taxes	8,758,353	7,424,655	16,510,750	44.97%
Fines & Forfeitures	47,417	25,925	140,000	18.52%
Fees, Licenses, & Permits	1,248,372	1,217,533	2,998,000	40.61%
Miscellaneous	197,245	83,155	380,000	21.88%
Other Financing	-	5,013	-	0.00%
Earnings on Investments	415,468	220,245	950,000	23.18%
Charges for Services	997,214	1,004,935	2,299,603	43.70%
Total Revenues	12,859,386	11,966,626	25,840,079	46.31%
EXPENDITURES				
Council	78,072	85,305	187,299	45.55%
City Manager	342,918	403,611	927,910	43.50%
Admin Services	206,064	170,985	425,183	40.21%
Economic Development	232,685	117,433	528,655	22.21%
Legal Affairs	365,517	379,336	882,940	42.96%
Finance	1,032,098	1,163,498	2,353,870	49.43%
General Admin	3,202,718	2,615,141	6,508,792	40.18%
Risk Management	18,123	7,005	349,100	2.01%
Police	4,049,207	4,383,588	9,739,704	45.01%
Planning	533,151	602,524	1,551,146	38.84%
Engineering	712,245	698,397	2,349,511	29.73%
Building Maintenance	244,834	245,778	589,467	41.69%
Total Expenditures	11,017,632	10,872,600	26,393,576	41.19%

FIRE/EMS INCOME TAX FUND

The Fire/EMS Income Tax Fund is a Special Revenue Fund which means that the resources are restricted to only funding expenditures that support the Fire Department. Please refer to page five for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

Several sources of revenue support this fund, including intergovernmental as well as income tax collections.

- EMS Service Agreement - The city contracts with Delaware County to provide EMS services to certain unincorporated portions of the County. To date, the City has received \$342,566.
 - For the 2020 fiscal year, the per unit reimbursement rate will be \$220 for EMS transport and \$110 per non-transport runs.
- Income Tax – Year-to-date receipts total \$5,195,107 which is \$933,315, or 15.2%, less than amount the City received during the same period in the prior year. Based on the current module used to forecast the decline in income tax collections for the General Fund, it is estimated that a similar decline for the Fire/EMS Income Tax Fund would be \$391,000 or 3.4% of the current revenue estimate for this line item.

Expenditures

Fire/EMIS Income Tax Fund expenditures are performing as expected through June 30, 2020.

**FIRE/EMS INCOME TAX FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Intergovernmental Receipts	192,293	345,331	752,765	45.87%
Income Taxes	6,128,422	5,195,107	11,500,000	45.17%
Miscellaneous	2,895	1,516	39,195	3.87%
Other Financing	-	1,175	-	0.00%
Transfer In	131,122	122,310	240,717	50.81%
Total Revenues	6,454,732	5,665,438	12,532,677	45.21%
EXPENDITURES				
Personal Services	3,838,393	4,460,883	9,501,589	46.95%
Charges & Services	369,813	356,087	1,138,934	31.26%
Materials & Supplies	106,256	204,375	447,354	45.69%
Capital Outlay	1,042,453	60,341	1,463,030	4.12%
Refunds	239,300	213,472	500,000	42.69%
Transfer	5,375	4,575	848,044	0.54%
Debt	42,087	-	514	0.00%
Total Fire Expenditures	5,643,677	5,299,734	13,899,465	38.13%

STORMWATER FUND

The Stormwater Fund is an Enterprise Fund that was established to account for the costs of repairing, replacing, and improving the city's storm drainage system. User fees sustain the expenditures of this fund. Please refer to page thirteen for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The Stormwater Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Year-to-date service charges totaled \$438,190, which is \$4,033 (0.9%) greater than the amount collected during the same period in the prior year.

Expenditures

The Stormwater Fund expenditures are performing as expected through June 30, 2020.

**STORMWATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	916	1,813	500	362.56%
Charges for Services	434,157	438,190	900,200	48.68%
Total Revenues	435,072	440,002	900,700	48.85%
EXPENDITURES				
Stormwater Operations				
Personal Services	101,408	131,943	257,186	51.30%
Charges & Services	36,437	29,056	223,891	12.98%
Materials & Supplies	18,717	15,147	100,340	15.10%
Capital Outlay	8,524	80	20,000	0.40%
Refunds	16	22	2,000	1.09%
Total Ops Expenditures	165,102	176,247	603,416	29.21%
Stormwater Capital				
Capital Outlay	140,432	353,724	1,716,338	20.61%
Total Cap Expenditures	140,432	353,724	1,716,338	20.61%
Total Expenditures	305,533	529,971	2,319,754	22.85%

WATER FUND

The Water Fund was established to account for the treatment and distribution of water to resident and commercial users. This fund is also an Enterprise Fund, with user fees financing the expenditures. Please refer to page eleven for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The Water Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Included in this category are Services Charges & Collections.
 - Meter Charges – Year-to-date meter charges for water consumption totaled \$2,664,822 which is \$9,754 or 0.3% greater than the amount collected same period from the prior year.
 - Capacity Fees – Year-to-date receipts total \$854,506 and these fees are deposited into the Water Capacity Fee Fund (Fund 536).

Expenditures

The Water Fund expenditures are performing as expected through June 30, 2020.

**WATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	19,063	15,390	25,000	61.56%
Other Financing	-	6,549	11,000	59.54%
Earnings on Investments	137,292	87,670	300,000	29.22%
Charges for Services	2,718,738	2,712,177	6,220,000	43.60%
Total Revenues	2,875,093	2,821,786	6,556,000	43.04%
EXPENDITURES				
Water Administration				
Personal Services	162,638	148,072	325,759	0.00%
Charges & Services	99,455	73,136	276,520	26.45%
Materials & Supplies	304	344	775	0.00%
Capital Outlay	-	-	-	0.00%
Refunds	5,754	3,933	27,750	14.17%
Transfers	1,311,740	365,000	2,659,783	13.72%
Total Admin Expenditures	1,579,891	590,484	3,290,587	17.94%
Water Treatment				
Personal Services	385,818	424,809	930,138	45.67%
Charges & Services	378,549	390,962	812,894	48.10%
Materials & Supplies	177,583	175,557	448,903	39.11%
Capital Outlay	29,664	24,715	87,045	28.39%
Refunds	-	-	-	0.00%
Total Treat Expenditures	971,614	1,016,042	2,278,981	44.58%
Water Distribution				
Personal Services	266,440	283,580	617,833	45.90%
Charges & Services	42,789	28,612	121,283	23.59%
Materials & Supplies	115,271	108,791	300,470	36.21%
Capital Outlay	10,148	-	15,000	0.00%
Refunds	-	-	-	0.00%
Total Dist Expenditures	434,648	420,983	1,054,586	39.92%
Total Expenditures	2,986,153	2,027,509	6,624,154	30.61%

WASTEWATER FUND

The purpose of the Wastewater Fund is to provide wastewater collection and treatment service to resident and commercial users. This fund is also an Enterprise Fund, with user fees financing the expenditures. Please refer to page nine for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The Sewer Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Included in this category are Services Charges & Collections.
 - Meter Charges – Year-to-date meter charges for wastewater treatment totaled \$3,191,343 which is \$5,789 or 0.2% less than the same period from the prior year.
 - Capacity Fees – Year-to-date receipts total \$813,135 and these fees are deposited into the Wastewater Capacity Fee Fund (Fund 546).

Expenditures

The Wastewater Fund expenditures are performing as expected through June 30, 2020.

**WASTEWATER FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020**

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	239	18,950	10,000	189.50%
Other Financing	-	7,423	-	0.00%
Earnings on Investments	122,665	84,771	275,000	30.83%
Charges for Services	3,337,618	3,347,439	7,426,500	45.07%
Total Revenues	3,460,522	3,458,584	7,711,500	44.85%
EXPENDITURES				
Sewer Administration				
Personal Services	82,901	135,258	323,556	0.00%
Charges & Services	60,556	24,363	247,743	9.83%
Materials & Supplies	601	392	1,000	0.00%
Capital Outlay	-	-	-	0.00%
Refunds	207	24,010	7,500	320.14%
Transfers	1,959,863	411,500	3,996,618	10.30%
Total Admin Expenditures	2,104,127	595,524	4,576,417	13.01%
Sewer Treatment				
Personal Services	417,249	445,147	975,531	45.63%
Charges & Services	460,266	476,802	1,004,447	47.47%
Materials & Supplies	107,075	93,796	238,770	39.28%
Capital Outlay	-	-	25,000	0.00%
Refunds	-	-	-	0.00%
Total Treat Expenditures	984,589	1,015,745	2,243,747	45.27%
Sewer Collection				
Personal Services	181,691	132,357	291,090	45.47%
Charges & Services	41,611	69,220	253,935	27.26%
Materials & Supplies	55,412	49,242	187,702	26.23%
Capital Outlay	17,863	-	16,100	0.00%
Refunds	-	-	-	0.00%
Total Col Expenditures	296,577	250,819	748,826	33.50%
Total Expenditures	3,385,293	1,862,088	7,568,991	24.60%

REFUSE FUND

The Refuse Fund accounts for the costs of providing refuse services. This fund is an Enterprise Fund which means that the main source of revenue is the monthly fees charged to residents for this service. Please refer to page seven for a breakdown of the revenues and expenditures through June 30, 2020.

Revenues

The Refuse Fund revenues are performing as expected. However, the following revenue sources require additional explanations:

- Charges for Services – Year-to-date receipts total \$1,794,822 which is \$743 or 0.0% less than the City received from the same period in the prior year.

Expenditures

The Refuse Fund expenditures are performing as expected through June 30, 2020.

REFUSE FUND
STATEMENT OF REVENUE AND EXPENDITURES
JUNE 2020

	2019 ACTUAL YTD JUNE 30	2020 ACTUAL YTD JUNE 30	2020 TOTAL BUDGET	2020 % of BUDGET
REVENUES				
Miscellaneous	-	-	260,000	0.00%
Other Financing	13,251	-	-	0.00%
Earnings on Investments	11,065	6,562	12,000	54.68%
Charges for Services	1,795,565	1,794,822	3,793,350	47.31%
Total Revenues	1,819,880	1,801,384	4,065,350	44.31%
EXPENDITURES				
Refuse Administration				
Personal Services	-	-	-	0.00%
Charges & Services	22,041	13,463	92,834	14.50%
Materials & Supplies	-	-	-	0.00%
Capital Outlay	19,680	5,985	9,287	64.44%
Refunds	361	355	1,000	35.52%
Transfers	181,150	185,590	371,180	50.00%
Total Admin Expenditures	223,232	205,393	474,301	43.30%
Refuse Collection				
Personal Services	339,944	370,740	784,850	47.24%
Charges & Services	518,548	533,224	1,332,353	40.02%
Materials & Supplies	75,734	82,178	203,514	40.38%
Capital Outlay	-	-	731,207	0.00%
Refunds	-	-	-	0.00%
Total Collect Expenditures	934,226	986,142	3,051,924	32.31%
Refuse Recycling				
Personal Services	213,840	221,795	474,996	46.69%
Charges & Services	100,674	118,981	300,209	39.63%
Materials & Supplies	19,002	13,201	86,650	15.23%
Capital Outlay	-	-	513,447	0.00%
Refunds	-	-	-	0.00%
Total Recycle Expenditures	333,516	353,976	1,375,302	25.74%
Total Expenditures	1,490,974	1,545,511	4,901,528	31.53%

APPENDIX A

YEAR TO DATE FUND REPORT
June 30, 2020

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
101	General Fund	6,801,606.03	11,966,625.50	10,872,599.65	7,895,631.88	982,462.93	6,913,168.95
200	Street Maintenance & Repair	603,206.35	1,697,278.71	1,384,514.82	915,970.24	845,927.11	70,043.13
201	State Highway Improvement	353,397.37	76,163.49	404,210.61	25,350.25	68,169.39	(42,819.14)
202	License Fee	426,903.67	188,058.94	486,299.98	128,662.63	94,267.31	34,395.32
203	Stormwater	2,113,380.23	440,002.40	529,971.11	2,023,411.52	427,374.53	1,596,036.99
210	Recreation	266,459.06	510,976.88	584,170.42	193,265.52	46,147.33	147,118.19
212	Oak Grove Cemetery	276,700.20	120,830.27	127,944.36	269,586.11	129,014.15	140,571.96
215	Tree Replacement	119,237.10	57,900.00	0.00	177,137.10	0.00	177,137.10
222	Airport	184,988.85	343,654.35	391,120.32	137,522.88	20,201.87	117,321.01
223	Hangars	180,442.96	47,696.50	33,352.28	194,787.18	0.00	194,787.18
231	Fire/EMS Income Tax	9,399,949.67	5,665,437.95	5,299,734.29	9,765,653.33	1,375,910.15	8,389,743.18
233	Rec Center Income Tax	5,065,048.57	1,141,285.09	457,175.71	5,749,157.95	37,543.00	5,711,614.95
235	Airport TIF	136,735.75	13,326.15	0.00	150,061.90	0.00	150,061.90
236	Glenn Road TIF	2,011,525.35	2,503,811.33	365,587.18	4,149,749.50	3,069,416.45	1,080,333.05
237	Sky Climber TIF	0.00	23,619.40	0.00	23,619.40	0.00	23,619.40
238	Mill Run TIF	0.00	51,477.73	51,477.73	0.00	0.00	0.00
240	Municipal Court	2,861,453.86	1,006,224.66	1,377,055.56	2,490,622.96	14,417.27	2,476,205.69
241	Court IDIAM	14,674.86	16,075.53	6,055.67	24,694.72	941.33	23,753.39
250	Drug Enforcement	51,218.50	1,193.70	0.00	52,412.20	0.00	52,412.20
251	Court Alcohol Treatment	592,279.16	13,622.60	5,264.16	600,637.60	0.00	600,637.60
252	OMVI Enforcement/Education	4,520.65	398.00	0.00	4,918.65	0.00	4,918.65
253	Police Judgement	40,138.50	229.52	17,044.00	23,324.02	0.00	23,324.02
254	Police Fed Judgement	0.00	17,073.47	4,700.00	12,373.47	0.00	12,373.47
255	Park Exaction Fee	184,116.07	0.00	29,198.98	154,917.09	10,801.02	144,116.07
256	Court Computer Legal Research	757,780.68	96,064.90	39,730.08	814,115.50	76,864.01	737,251.49
257	Court Special Projects	749,712.50	96,825.71	118,501.19	728,037.02	13,531.26	714,505.76
259	Court Probation Services	614,641.81	137,771.71	16,041.41	736,372.11	8,470.00	727,902.11
261	Police Disability Pension	0.00	136,035.06	122,310.00	13,725.06	0.00	13,725.06
262	Fire Disability Pension	0.00	136,035.18	122,310.10	13,725.08	0.00	13,725.08
272	Community Promotion	84,603.77	24,457.29	73,369.25	35,691.81	37,750.00	(2,058.19)
291	CDBG	0.00	0.00	275.00	(275.00)	3,000.00	(3,275.00)
292	Police Fed Treasury Seizures	0.00	3,538.70	0.00	3,538.70	0.00	3,538.70
295	ED Revolving Loan	240,333.27	53,935.36	11,036.00	283,232.63	12,196.00	271,036.63
296	Housing Program Income	8,150.00	0.00	0.00	8,150.00	0.00	8,150.00

APPENDIX A

YEAR TO DATE FUND REPORT
June 30, 2020

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
300	General Bond Retirement	621,579.51	256,856.89	253,580.23	624,856.17	3,000.00	621,856.17
301	Park Improvement Bond	111,104.83	15,737,785.81	15,836,058.44	12,832.20	4,000.00	8,832.20
302	SE Highland Bond	0.00	414,560.99	327,519.99	87,041.00	0.00	87,041.00
410	Capital Improvement	4,666,224.39	2,742,272.21	3,885,900.57	3,522,596.03	3,716,383.68	(193,787.65)
415	Point Project	933,691.72	701,169.49	853,681.65	781,179.56	1,362,043.81	(580,864.25)
431	FAA Alloc/Improvement Grant	95,193.38	34,627.14	38,474.61	91,345.91	31,206.04	60,139.87
440	Equipment Replacement	217,510.22	416,508.00	320,238.75	313,779.47	221,095.50	92,683.97
491	Parks Impact Fee	2,067,688.56	195,115.94	23,397.00	2,239,407.50	53,916.50	2,185,491.00
492	Police Impact Fee	429,784.34	51,793.94	7,508.79	474,069.49	164.93	473,904.56
493	Fire Impact Fee	544,494.17	72,273.50	75,738.16	541,029.51	168.79	540,860.72
494	Municipal Impact Fee	444,342.10	77,356.75	16,628.22	505,070.63	7,168.78	497,901.85
496	Glenn Rd S Construction	926,595.96	595,803.13	120,025.00	1,402,374.09	0.00	1,402,374.09
498	Glenn Rd N	330,020.80	50,712.25	39,147.50	341,585.55	0.00	341,585.55
501	Golf Course	81,056.66	70,251.56	26,608.54	124,699.68	9,180.72	115,518.96
520	Parking Lots	52,087.14	15,924.72	21,238.26	46,773.60	829.55	45,944.05
530	Water	1,504,060.97	2,821,785.80	2,027,509.06	2,298,337.71	275,403.39	2,022,934.32
531	Water Construction	2,479,462.37	0.00	736,368.09	1,743,094.28	792,294.41	950,799.87
533	Water Reserve	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00
536	Water Capacity Fee	10,619,956.63	854,506.30	436,055.75	11,038,407.18	588,586.10	10,449,821.08
540	Wastewater	3,724,670.38	3,458,583.77	1,862,087.73	5,321,166.42	292,160.54	5,029,005.88
541	Wastewater Construction	3,088,062.39	0.00	325,787.40	2,762,274.99	314,908.77	2,447,366.22
543	Wastewater Reserve	2,000,000.00	0.00	0.00	2,000,000.00	0.00	2,000,000.00
545	Water Customer Deposit	228,317.60	(11,062.99)	1,489.21	215,765.40	0.00	215,765.40
546	Wastewater Capacity Fee	6,796,915.87	813,135.00	852,848.58	6,757,202.29	0.00	6,757,202.29
548	SE Highland Wastewater	268,389.54	163,200.00	423,759.96	7,829.58	0.00	7,829.58
550	Refuse	1,159,867.16	1,801,383.54	1,545,511.28	1,415,739.42	1,332,682.73	83,056.69
601	Garage Rotary	504,994.89	199,181.93	351,584.40	352,592.42	151,849.53	200,742.89
602	IT Rotary	655,372.98	376,548.16	930,817.54	101,103.60	232,066.21	(130,962.61)
610	Health Insurance	522,534.62	4,413,201.05	2,712,109.25	2,223,626.42	4,126.83	2,219,499.59
620	Workers Compensation	2,626,777.89	9,515.16	23,561.89	2,612,731.16	2,144.00	2,610,587.16
701	Fire Donation	1,083.36	200.00	0.00	1,283.36	0.00	1,283.36
702	Parks/Rec Donation	13,214.03	6,500.00	9,415.00	10,299.03	3,500.00	6,799.03
703	Police Donation	10,836.60	0.00	2,000.00	8,836.60	0.00	8,836.60
704	Mayors Donation	898.15	300.00	50.00	1,148.15	0.00	1,148.15
705	Project Trust	1,129,526.94	90,316.91	99,288.72	1,120,555.13	16,950.00	1,103,605.13

APPENDIX A

**YEAR TO DATE FUND REPORT
June 30, 2020**

707	Unclaimed Funds	18,620.57	0.00	0.00	18,620.57	0.00	18,620.57
708	Municipal Court Unclaimed Funds	86,376.18	9,305.73	0.00	95,681.91	0.00	95,681.91
709	Development Reserve	1,008,885.74	0.00	11,273.19	997,612.55	13,463.13	984,149.42
710	Reserve Account	1,188,864.04	0.00	0.00	1,188,864.04	0.00	1,188,864.04
711	Berkshire JEDD	84,717.65	166,407.81	204,277.04	46,848.42	298,162.34	(251,313.92)
750	Cemetery Perpetual Care	33,839.98	178.25	360.00	33,658.23	0.00	33,658.23
801	State Highway Patrol	4,866.99	23,175.98	28,042.98	(0.01)	0.00	(0.01)
803	State Building Permit	1,296.92	4,773.07	5,192.57	877.42	0.00	877.42
804	Performance Bond	694,227.73	50,800.00	122,615.24	622,412.49	0.00	622,412.49
		88,121,216.74	63,272,573.87	57,488,800.45	93,904,990.16	17,001,861.39	76,903,128.77

APPENDIX B

**CITY OF DELAWARE, OHIO
FINANCIAL STATEMENT
June 30, 2020**

	Weighted Average Interest Rate	YTD Interest Earned	Weighted Average Maturity (Days)	Ending Balance
<u>Checking/Depository</u>				
Checking (Operating & Payroll)*		-		24,823,220
Total Bank Deposits		\$ -		\$ 24,823,220
 <u>Investments</u>				
Star Ohio	0.55%	461,114		69,081,770
Total Investments		\$461,114		\$ 69,081,770
 TOTAL BANK DEPOSITS & INVESTMENTS		 \$461,114		 \$ 93,904,990

* The city participates in an Earning Credit Allow ance program. The City maintains a minimum balance in the checking account so that a credit is earned that then offsets the monthly service charge.

I certify that the balances stated above are true to the best of my know ledge.

Justin Nahvi
Finance Director

June 30, 2020
Date

Tom Homan
City Manager

June 30, 2020
Date

APPENDIX C

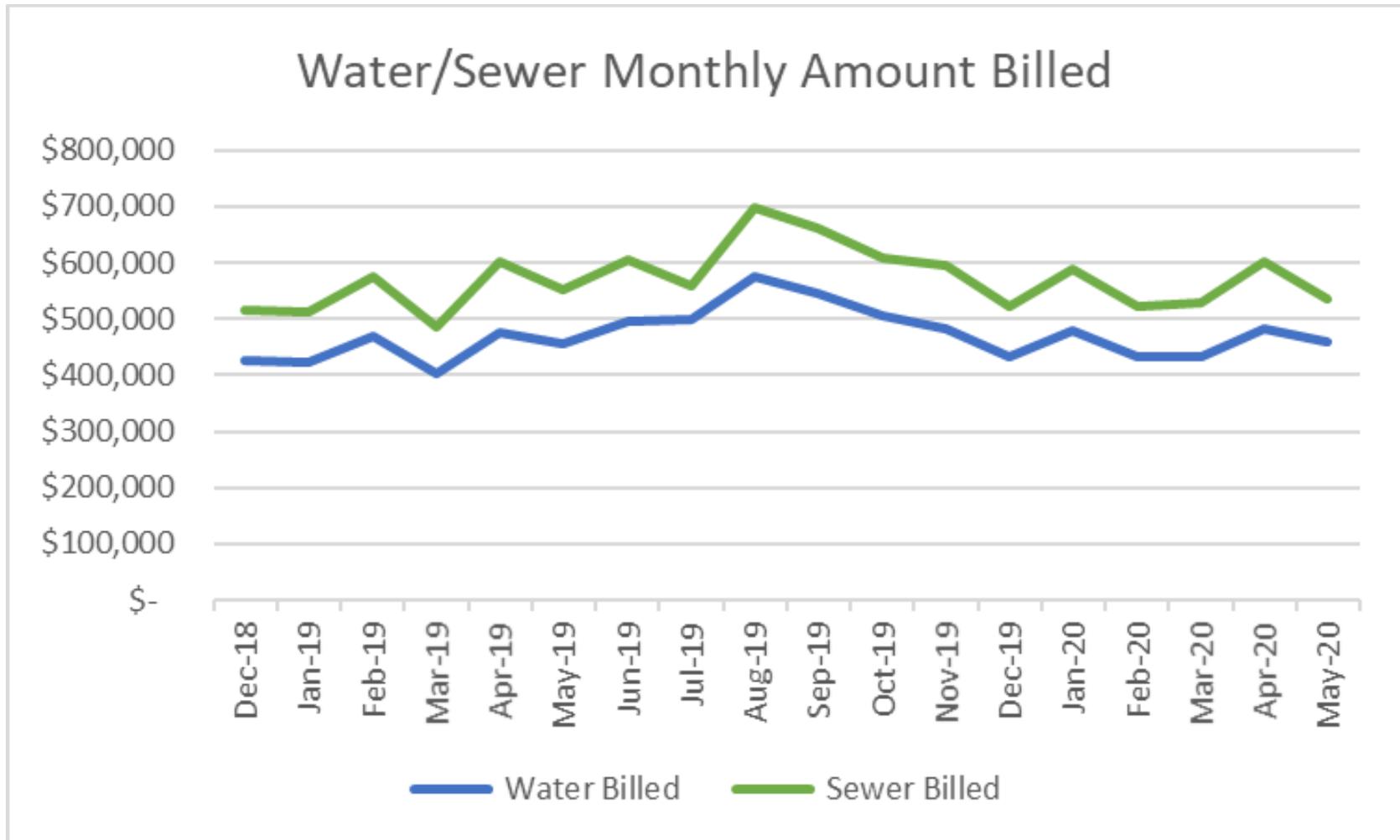
CITY OF DELAWARE
DEBT SCHEDULE
JUNE 2020

	Outstanding Balance 6/30/2020	General	Fire/EMS	Rec Levy	Police Impact Impact Fee	Municipal Impact Fee	Glenn Rd. TIF/NCA	Water User Fee	Water Capacity Fee	Sewer User Fee	Sewer Capacity Fee
2019 GO Bonds	\$20,595,000	\$ 3,491,250				\$ 508,750	\$ 6,710,000				\$ 9,885,000
2017 General Obligation Bonds	\$ 5,805,000	\$ 631,877	\$ 2,665,000						\$ 1,957,654		\$ 550,469
2015 General Obligation Bonds	\$ 5,205,000		\$ 435,000	\$ 2,345,000			\$ 2,425,000				
2013 General Obligation Bonds	\$ 5,190,000		\$ 1,855,000		\$ 587,500	\$ 1,282,500	\$ 1,465,000				
2012 General Obligation Bonds	\$ 1,890,000	\$ 847,722	\$ 172,278								\$ 870,000
OWDA Water Projects	\$29,449,933							\$18,855,372	\$10,594,561		
OWDA Sewer Projects	\$11,327,491									\$ 976,430	\$10,351,061
2020 Recreation Levy Bonds	\$13,690,000			\$13,690,000							
Total Long Term Debt	\$93,152,424	\$ 4,970,849	\$ 5,127,278	\$16,035,000	\$ 587,500	\$ 1,791,250	\$10,600,000	\$18,855,372	\$12,552,215	\$ 976,430	\$21,656,530
Fund Balance Reserves 3/31/20		\$ 5,846,062	\$ 8,239,744	\$ 5,354,930	\$ 447,344	\$ 475,112	\$ 1,806,453	\$ 4,666,539	\$10,642,030	\$ 8,813,290	\$ 6,521,891
Annual Debt Service		\$ 767,721	\$ 702,262	\$ 2,431,580	\$ 136,700	\$ 353,500	\$ 999,126	\$ 1,285,727	\$ 964,722	\$ 152,695	\$ 3,003,987
2020 Revenue		\$25,840,079	\$12,532,677	\$ 2,521,500	\$ 80,000	\$ 222,500	\$ 3,051,300	\$ 6,205,500	\$ 4,050,000	\$ 7,430,300	\$ 4,080,000

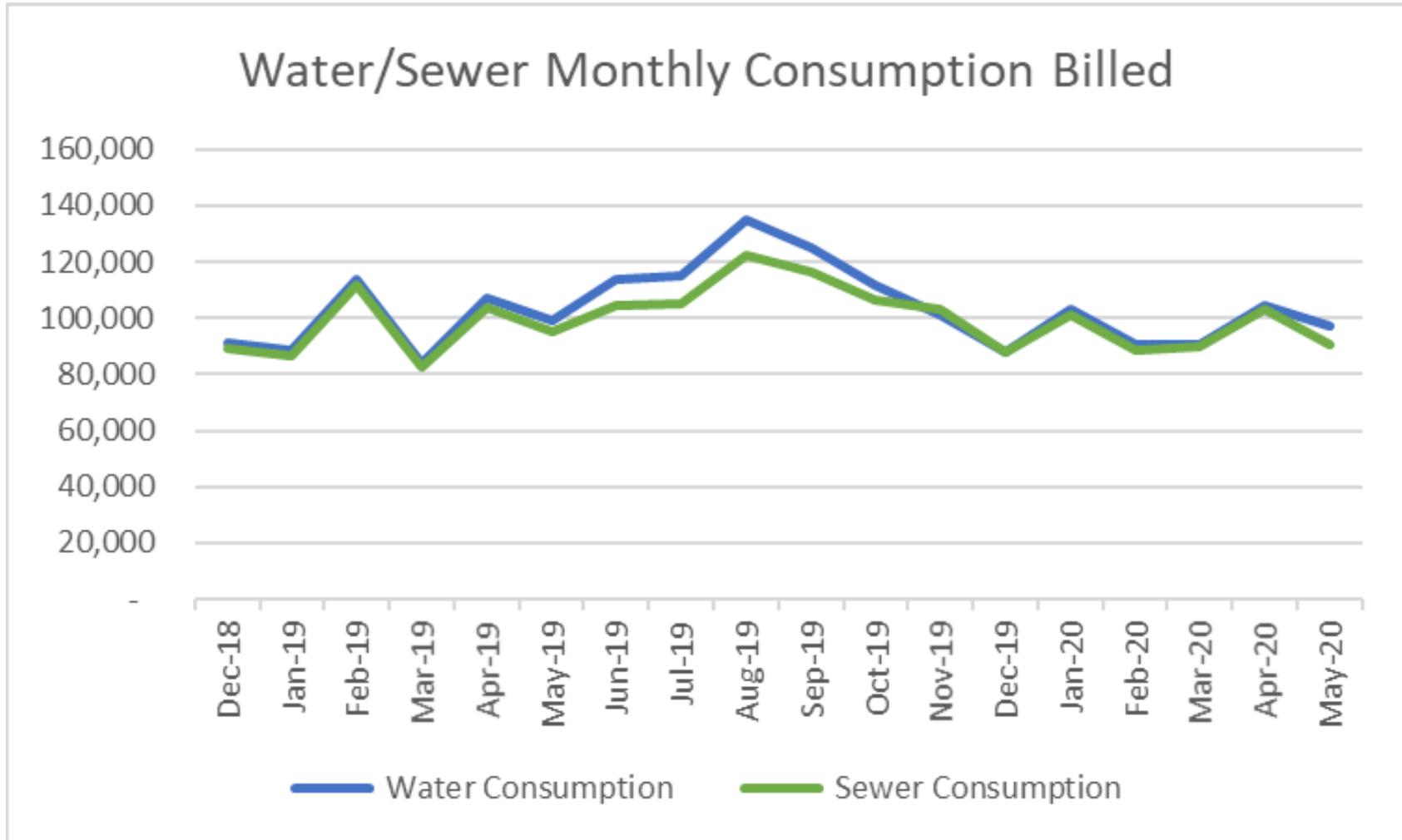
APPENDIX D

Billing Month	Consumption Period	Water Customers	Water Consumption	Water Billed	Sewer Customers	Sewer Consumption	Sewer Billed	Refuse Customers	Refuse Billed	Stormwater ERU	Stormwater Billed
Jan-19	Dec-18	12,928	91,066	\$ 425,547	12,691	89,468	\$ 515,265	14,235	\$ 293,242	36,466	\$ 91,166
Feb-19	Jan-19	12,951	88,253	\$ 423,755	12,711	86,832	\$ 511,264	14,247	\$ 293,493	27,873	\$ 69,681
Mar-19	Feb-19	12,957	113,997	\$ 469,192	12,716	111,840	\$ 576,244	14,316	\$ 294,918	27,908	\$ 69,771
Apr-19	Mar-19	12,983	84,044	\$ 403,182	12,742	82,418	\$ 485,058	14,294	\$ 294,455	27,947	\$ 69,868
May-19	Apr-19	13,050	106,911	\$ 474,402	12,810	104,035	\$ 601,199	14,349	\$ 295,593	27,949	\$ 69,873
Jun-19	May-19	13,096	99,139	\$ 456,613	12,854	95,180	\$ 553,500	14,395	\$ 296,542	28,008	\$ 70,020
Jul-19	Jun-19	13,134	113,613	\$ 494,816	12,890	104,409	\$ 604,106	14,464	\$ 297,966	27,991	\$ 69,978
Aug-19	Jul-19	13,151	115,139	\$ 499,167	12,914	105,412	\$ 559,491	14,495	\$ 298,591	28,039	\$ 70,097
Sep-19	Aug-19	13,172	134,924	\$ 575,052	12,930	122,650	\$ 697,696	14,519	\$ 299,099	28,052	\$ 70,129
Oct-19	Sep-19	13,207	125,047	\$ 544,381	12,965	116,228	\$ 661,645	14,573	\$ 300,203	28,083	\$ 70,208
Nov-19	Oct-19	13,243	111,664	\$ 504,206	13,000	106,141	\$ 608,906	14,599	\$ 300,738	28,011	\$ 70,028
Dec-19	Nov-19	13,211	100,944	\$ 483,479	12,966	103,133	\$ 596,428	14,595	\$ 300,649	27,976	\$ 69,941
Jan-20	Dec-19	13,270	87,728	\$ 431,208	13,024	87,642	\$ 522,014	14,631	\$ 301,390	36,363	\$ 90,907
Feb-20	Jan-20	13,219	102,900	\$ 480,375	12,975	101,172	\$ 587,089	14,382	\$ 296,269	28,119	\$ 70,297
Mar-20	Feb-20	13,240	90,393	\$ 431,582	12,994	88,700	\$ 522,680	14,651	\$ 301,820	28,156	\$ 70,390
Apr-20	Mar-20	13,278	90,392	\$ 433,859	13,031	89,541	\$ 527,488	14,707	\$ 302,973	28,156	\$ 70,390
May-20	Apr-20	13,333	104,347	\$ 483,078	13,086	102,909	\$ 601,266	14,681	\$ 302,426	28,247	\$ 70,616
Jun-20	May-20	13,386	96,858	\$ 460,005	13,138	90,592	\$ 534,923	14,687	\$ 302,549	28,221	\$ 70,552

APPENDIX D



APPENDIX D



MONTHLY INCOME TAX REVENUES
2018-2020

	2018					% OF	2019					% OF	2020					% OF
	W/H	PERSONAL	BUSINESS	TOTAL	ACTUAL		W/H	PERSONAL	BUSINESS	TOTAL	ACTUAL		W/H	PERSONAL	BUSINESS	TOTAL	BUDGET	
JANUARY	1,741,914	440,952	56,565	2,239,431		1,570,681	603,605	80,207	2,254,493		1,706,358	637,606	44,177	2,388,141				
FEBRUARY	1,389,048	337,974	56,041	1,783,063		1,616,403	398,566	112,062	2,127,031		1,757,517	309,713	92,790	2,160,019				
MARCH	1,240,476	682,589	192,027	2,115,092		1,308,699	737,799	133,499	2,179,997		1,597,825	513,367	158,820	2,270,012				
APRIL	1,949,558	2,433,093	806,548	5,189,199		1,941,656	2,595,734	781,735	5,319,125		1,942,011	774,039	198,985	2,915,035				
MAY	1,387,867	213,714	18,117	1,619,698		1,440,447	242,575	54,049	1,737,070		1,436,969	284,090	63,824	1,784,883				
JUNE	1,407,521	622,838	374,208	2,404,566		1,696,517	732,504	153,590	2,582,612		1,486,251	546,475	182,455	2,215,181				
SUBTOTAL	9,116,384	4,731,160	1,503,505	15,351,049	55.16%	9,574,404	5,310,783	1,315,141	16,200,329	56.24%	9,926,930	3,065,291	741,051	13,733,271	44.96%			
JULY	1,718,647	227,721	28,964	1,975,332		1,630,973	329,142	27,910	1,988,025						-			
AUGUST	1,363,624	171,517	142,149	1,677,290		1,393,601	220,627	97,863	1,712,090						-			
SEPTEMBER	1,648,825	624,312	164,383	2,437,519		1,742,714	764,332	253,449	2,760,494						-			
OCTOBER	1,675,716	307,591	462,819	2,446,126		1,688,264	281,632	96,126	2,066,022						-			
NOVEMBER	1,442,983	252,947	59,435	1,755,365		1,563,442	258,284	79,136	1,900,863						-			
DECEMBER	1,688,530	412,229	85,907	2,186,665		1,683,645	368,333	124,744	2,176,722						-			
TOTALS	18,654,709	6,727,477	2,447,162	27,829,347		19,277,043	7,533,133	1,994,369	28,804,544		9,926,930	3,065,291	741,051	13,733,271				

	Total Receipts	JUNE Receipts	% of Annual Collections	Projection based on ten year trend!	JUNE 2020 RECEIPTS =	
2010	15,185,348	8,434,378	55.54%			
2011	17,765,717	9,810,969	55.22%	HIGH =	55.03%	\$24,956,328
2012	19,658,101	10,940,918	55.66%	LOW =	56.83%	\$24,166,627
2013	20,557,766	11,367,457	55.30%			
2014	21,537,420	12,083,423	56.10%	LAST 3 YR		
2015	22,852,743	12,575,685	55.03%	AVG =	56.08%	\$24,490,016
2016	24,975,316	14,168,090	56.73%			
2017	25,898,396	14,717,391	56.83%	*2020 BUDGETED RECEIPTS		\$30,545,000
2018	27,829,347	15,351,049	55.16%			
2019	28,804,544	16,200,329	56.24%			
10 Year Avg.			55.78%			