

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

AGENDA

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

7:00 P.M.

OCTOBER 26, 2020

1. ROLL CALL
2. INVOCATION – Pastor Donnie Akers, Eastside Mission Church
3. APPROVAL of the Motion Summary of the regular meeting of Council held on October 12, 2020, as recorded and transcribed.
4. CONSENT AGENDA
 - A. Acceptance of the Motion Summary of the Airport Commission meeting held on July 16, 2020, as recorded and transcribed.
 - B. Acceptance of the Motion Summary of the Sister City Advisory Board meeting held on January 14, 2020, as recorded and transcribed.
 - C. Acceptance of the Motion Summary of the Parking and Safety meeting held on August 17, 2020, as recorded and transcribed
 - D. Resolution No. 20-62, a resolution authorizing the modification of certain traffic control signage to change the No Parking Anytime Zone from 46 Tabilore Loop to 80 Tabilore Loop from east side of Tabilore Loop to the west side of Tabilore Loop.
 - E. Establish November 9, 2020 at 7:45 p.m. as a date and time for a public hearing and second reading of Ordinance No. 20-71, an ordinance amending Section 197.02 of the Schedule of Fees and Services Charges.
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. PRESENTATION
 - A. Community Energy Aggregation Program – Jay Sell and Alan Samuels, Aspen Energy Corporation and Chris Bailey, AEP Energy
 - B. Parks and Recreation Needs Assessment – Ted Miller, Parks and Natural Resource Director
7. COMMITTEE REPORTS
8. CONSIDERATION of New Liquor Permit
 - A. Ohio Springs Inc. DBA Sheetz Convenience Store, 710 Sunbury Road, Delaware, Ohio 43015. Permit Class: C1, C2
9. 7:30 P.M. PUBLIC HEARING AND FIRST READING of Ordinance No. 20-69, an ordinance making appropriations for the Year 2021 and declaring an emergency.
10. CONSIDERATION of Ordinance No. 20-71, an ordinance amending Section 197.02 of the Schedule of Fees and Services Charges.
11. CONSIDERATION of Ordinance No. 20-72, an ordinance amending the Management, Professional, Technical, Confidential, and Supervisory Employees Pay Plan and declaring an emergency.
12. CONSIDERATION of Ordinance No. 20-73, an ordinance amending Ordinance No. 19-71 establishing the pay and benefits for various part-time and intermittent/seasonal employees of the City of Delaware and declaring an emergency.
13. CONSIDERATION of Ordinance No. 20-74, an ordinance amending the Delaware Municipal Court and Clerk of Court Employee Benefits and Leave Policies and declaring an emergency.
14. CONSIDERATION of Ordinance No. 20-75, an ordinance authorizing the City Manager to participate in a land auction, supplementing the 2020 Appropriations, and declaring an emergency.
15. FINANCE DIRECTOR'S REPORT
16. CITY MANAGER'S REPORT & COVID-19 UPDATE:
17. COUNCIL COMMENTS
18. 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

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

October 12

20

Held

20

The regular meeting of Council held on October 12, 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, Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Kent Shafer and Mayor Riggle who presided. Absent from the meeting was Second Ward Lisa Keller. The invocation was delivered by Reverend Beth Gedert of Zion United Church of Christ.

Staff Present Remotely: Dave Efland, Planning and Community Development Director, Justin Nahvi, Finance Director, Bill Ferrigno, Public Works Director and City Engineer, Bruce Pijanowski, Police Chief, John Donahue, Fire Chief, Natalia Harris, Interim City Attorney, Kyle Kridler, Assistant City Manager, and Tom Homan, City Manager

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

ITEM 3: APPROVAL OF MINUTES

APPROVAL of the Motion Summary of the regular meeting of Council held on September 28, 2020, as recorded and transcribed.

APPROVAL of the Motion Summary of the work session meeting of Council held on October 5, 2020, as recorded and transcribed.

Motion: Vice-Mayor Shafer motioned to approve the Motion Summary of the regular meeting of Council held on September 28, 2020, as recorded and transcribed, and the work session meeting of Council held on October 5, 2020, as recorded and transcribed, seconded by Mr. Jones. Motion approved by a 6-0 vote.

ITEM 4: CONSENT AGENDA

- A. Acceptance of the Motion Summary of the Planning Commission meeting held on September 2, 2020, as recorded and transcribed.
- B. Resolution No. 20-59, a resolution authorizing the City Manager to enter into a cooperative agreement with Delaware Township, Liberty Township, and Delaware County to submit an application to the Ohio Public Works Commission (OPWC) for the project known as Hills Miller Road Improvement Project (OPWC Round 35 Application).
- C. Resolution No. 20-60, a resolution authorizing the City Manger to enter into a cooperative agreement with the Ohio Department of Transportation to perform repairs to existing noise walls on US Route 42.
- D. Resolution No. 20-61, a resolution appointing members to various boards, commissions, and/or committees, and specifying the term of the appointments.
- E. Establish October 26, 2020 at 7:30 p.m. as a date and time for a public hearing and first reading of Ordinance No. 20-69, an ordinance making appropriations for the Year 2021.
- F. Establish November 9, 2020 at 7:30 p.m. as a date and time for a public hearing and second reading of Ordinance No. 20-69, an ordinance making appropriations for the Year 2021.

Motion: Vice-Mayor Shafer motioned to approve the Consent Agenda, seconded by Mr. Jones. Motion approved by a 6-0 vote.

RECORD OF PROCEEDINGS

Delaware City Council

Minutes of

Meeting

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

October 12

20

Held

20

ITEM 5: LETTERS, PETITIONS, AND PUBLIC COMMENTS

ITEM 6: PRESENTATION

- A. Proclamation recognizing Lifeline of Ohio 35th Anniversary – presented to Sharon Cindrich, Director of Communications

ITEM 7: COMMITTEE REPORTS

Mr. Hoffman notified staff that he reached out to Ujima to start a dialogue.

Mayor Riggle informed Council that she attended a Planning Commission meeting.

ITEM 8: ORDINANCE NO. 20-54 [Fourth Reading]

AN ORDINANCE AMENDING SECTION 351.14 OF THE CODIFIED ORDINANCES RELATING TO HEAVY VEHICLES AND TRAILERS.

The Clerk read the ordinance for the fourth time.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 20-54, seconded by Mr. Farrell. Motion approved by a 6-0 vote.

ITEM 9: RESOLUTION NO. 20-49 [Fourth Reading]

A RESOLUTION ADOPTING THE 2021-2025 FIVE-YEAR CAPITAL IMPROVEMENT PLAN (CIP).

The Clerk read the resolution for the fourth time.

Motion: Vice-Mayor Shafer motioned to adopt Resolution No. 20-49, seconded by Mr. Jones. Motion approved by a 6-0 vote.

ITEM 10: ORDINANCE NO. 20-67 [First Reading]

AN ORDINANCE APPROVING A PRELIMINARY SUBDIVISION PLAT FOR SIEKMANN LLC., FOR RUTHERFORD ACRES AND TROY ACRES CONTAINING 252 SINGLE-FAMILY LOTS ON APPROXIMATELY 99.70 ACRES ON PROPERTY ZONED R-3 (ONE-FAMILY RESIDENTIAL DISTRICT) AND LOCATED EAST AND WEST OF TROY ROAD AND JUST SOUTH AND EAST OF SMITH PARK.

The Clerk read the ordinance for the first time.

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-67, seconded by Mr. Jones. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to adopt Ordinance No. 20-67, seconded by Mr. Jones. Motion approved by a 6-0 vote.

ITEM 11: ORDINANCE NO. 20-68 [First Reading]

AN ORDINANCE APPROPRIATING THE CITY'S CORONAVIRUS RELIEF FUND PAYMENT TO THE CITY'S COVID-19 RESPONSE, DIRECTING THE CITY MANAGER TO EMPLOY THE CITY'S INTERNAL RESPONSE TO THE PANDEMIC, AND DECLARING AN EMERGENCY.

The Clerk read the ordinance for the first time.

RECORD OF PROCEEDINGS

Minutes of

Delaware City Council

Meeting

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

October 12

20

Held

20

Motion: Vice-Mayor Shafer motioned to suspend the rules for Ordinance No. 20-68, seconded by Mr. Jones. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned to enact the emergency clause for Ordinance No. 20-68, seconded by Mr. Jones. Motion approved by a 6-0 vote.

Motion: Vice-Mayor Shafer motioned adopt Ordinance No. 20-68, seconded by Mr. Jones. Motion approved by a 6-0 vote.

ITEM 12: DISCUSSION OF PARTNER AGENCY REQUESTS FOR CARES ACT FUNDING

PUBLIC PARTICIPATION:

Brandon Feller, President
United Way of Delaware County
74 W. William Street
Delaware, Ohio

Heidi Kegley, Superintendent
Delaware City Schools
74 West William Street
Delaware, Ohio

Susie Bibler, Executive Director
Mainstreet Delaware
20 East Winter Street
Delaware, Ohio

Bob Lamb, Economic Development Director
Delaware County
101 North Sandusky Street
Delaware, Ohio

Karriejoi Coit, Executive Director
Second Ward Community Initiative
50 Ross Street
Delaware, Ohio

ITEM 13: CITY MANAGER'S REPORT & COVID-19 UPDATE

Mr. Homan discussed that the Emergency Declaration remains in effect and would recommend that it does until CARES Act funding is spent. He also informed Council that he received a letter from Sustainable Delaware regarding electricity aggregation.

ITEM 14: COUNCIL COMMENTS

Mayor Riggie requested information on if parking in the curbside pick-up can be considered a parking violation.

ITEM 15: EXECUTIVE SESSION: pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of

RECORD OF PROCEEDINGS

Delaware City Council

Minutes of

Meeting

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

October 12

20

Held

20

confidential information related to a request for economic development assistance.

Vice-Mayor Shafer motioned to enter into executive session at 7:25 p.m. This motion was seconded by Mr. Jones and approved by a 6-0 vote. Council met in executive session pursuant to Ohio Revised Code Section 121.22 (G) (3) pending or imminent court action, Section 121.22 (G) (1) personnel, Section 121.22 (G) (5) matters required to be kept confidential by State statute, Section 121.22 (G) (2) acquisition of property for public purpose and 121.22(G) (8) consideration of confidential information related to a request for economic development assistance. Council conducted a discussion of those items with the following members present: First Ward Chris Jones, Third Ward Cory Hoffman, Fourth Ward Drew Farrell, At-Large George Hellinger, Vice-Mayor Kent Shafer, Mayor Carolyn Kay Riggle. Absent from the discussion was Second Ward Lisa Keller. Following the discussion at 8:46 p.m., it was moved by Vice-Mayor Shafer that Council move into open session, seconded by Mrs. Jones. This motion was approved by a 6-0 vote.

ITEM 16: ADJOURNMENT

Motion: Vice-Mayor Shafer motioned to adjourn the meeting, seconded by Mr. Jones. The meeting adjourned at 8:46 p.m.

Mayor Carolyn Kay Riggle

Elaine McCloskey, Council Clerk

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

ITEM 1. Roll Call

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

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

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

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 January 16, 2020, as recorded and transcribed.

Vice-Chairwoman McIntire informed the Commission that there was an error in the minutes which reflected that Mr. Acker was present at the meeting.

Motion: Vice-Chairwoman McIntire moved to approve the Motion Summary as amended of the meeting of the Airport Commission held on January 16, 2020, as recorded and transcribed, seconded by Mr. Lewis. Motion approved by a 7-0 vote.

ITEM 3. PUBLIC COMMENTS

There were no public comments.

ITEM 4. REVIEW of Strategic Business Plan Final Draft

Mr. Ferrigno discussed the Strategic Business Plan draft that was provided to the Commission. He recommended that the Commissioners read through it and create a list of questions to staff to make corrections and additions. He discussed bringing the consultant back to a future meeting for further discussions.

ITEM 5. REVIEW AND DISCUSSION of Proposed Changes for the 2021 Hangar Lease

Mr. Ferrigno discussed the draft lease that was included in the packet for the Commissioners. He discussed that there will be a change from semi-annual leases to annual leases. Other changes are to clarify FAA rules and regulations for T-Hangars, and that the airport is in a position to not keep tenants that are not following the rules and lease agreement. Language was changed with fee increases on late rent or missed payments.

Mr. Bullis discussed Section 2 in regard to sub-leasing hangars. He researched other airports leases regarding sub-leasing. Many comparable airports do not allow for sub-leasing. He discussed that this option remains with stipulations. The Commission was in agreement for the language relating to sub-lease. The Commission discussed the lease requirement that that hangar only be used for aircraft. Mr. Lewis discussed having a desk and some tools in his hangar. The Commission discussed FAA rules to not allow for personal vehicles and materials stored in the hangar. Mr. Ferrigno discussed that this is a safety issue as staff does not know how much fuel, if insured for or other storage items, such as boats and cars.

ITEM 6. DISCUSSION of 2021 Hangar Lease Rates

Mr. Ferrigno discussed that the lease rates were modified in 2016 and 2017 with no changes since then. He recommended making a mark up of the fees at the next meeting to get feedback and notify the tenants. Mr. Lewis questioned if there was any discussion to have additional T-Hangars. Chairman Amidon discussed being approached by individuals on how to get a T-Hangar. Mr. Piatt discussed the list that they keep for T-Hangar space. He reviewed how many individuals are on a current wait list for T-Hangars and tie down space. Mr. Ferrigno recommended provided proposed changes to lease rates at next meeting. Mr. Smith questioned where the airport is at being self-sustaining. Mr. Ferrigno discussed reviewing the airport funding schedule at the next meeting.

ITEM 7. UPDATES on Airport Capital Improvement Projects

Mr. Bullis reviewed updates for Airport Capital Improvements through 2025 and grant funding and other revenue sources. There is an expected decrease in grant funding by approximately 20% related to COVID-19.

ITEM 8. STAFF COMMENTS

Mr. Ferrigno discussed a complaint received regarding the traffic flight patterns. This individual was invited to attend the meeting and was unable. Mr. Lewis discussed if there are additional complaints for staff to notify new pilots and tenants of the flight pattern. Mr. Ferrigno to provide this message to all tenants. Vice-Chairwoman McIntyre discussed that she resides close to the

original complaint and that she has not noticed all day long plane traffic and noise. She was in agreement with the original response from staff to the resident regarding his complaint.

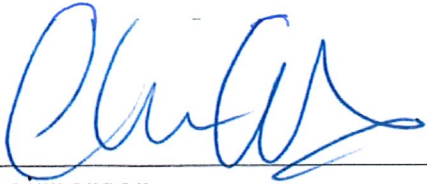
Mr. Bullis discussed changes from eSign Genie to DocuSign.

ITEM 9. MEMBER COMMENTS

ITEM 10. NEXT MEETING DATE: October 15, 2020

ITEM 11. ADJOURNMENT

Motion: Mr. Smith moved to adjourn the meeting, seconded by Mr. Lewis. The Airport Commission meeting adjourned at 7:46 p.m.



Chairperson



Clerk

**SISTER CITY ADVISORY BOARD
MOTION SUMMARY
JANUARY 14, 2020**

ITEM 1. ROLL CALL

The Sister City Advisory Board Meeting was called to order by Chairman Guebert at 6:04 p.m.

Members Present: Julie Horvath, Julie Means, Rita Selle Grider, Mayor Carolyn Kay Riggle, Vice-Chairwoman Colleen Rush and Chairman Rand Guebert

Members Absent: Darrell Albon

Motion to Excuse: Ms. Horvath motioned to excuse Mr. Albon, seconded by Vice-Chairman Rush. Motion approved by a 6-0 vote.

ITEM 2. APPROVAL of the Motion Summary of the Sister City Advisory Board meeting held on October 8, 2019, as recorded and transcribed.

Motion: Vice-Chairman Rush moved to approve the Motion Summary of the Sister City Advisory Board meeting held on October 8, 2019, as recorded and transcribed, seconded by Ms. Means. Motion approved by a 6-0 vote.

ITEM 3. PUBLIC COMMENTS

No Public Comment.

ITEM 4. UPDATE on Sakata

A. Student Art Exchange

City Council Clerk informed the Board that there were approximately 300 Fifth Grade students that visited the exhibit during December. They had an interactive tour and did an art project during the tour. Also discussed was the turn out for the closing reception of the exhibit. There were over 26 families that attended, as well as, school officials. The Board discussed where to display the artwork once it is returned. Ms. Mean suggested that the library would be a good source and Ms. Horvath recommended the local businesses that the artwork was depicted would be an option.

Chairman Guebert discussed an interest in having a mutual student exchange again to allow for students from Delaware City School the opportunity to visit. Ms. Horvath to arrange a time to meet with Superintendent Kegley to discuss this topic.

B. Ken Doman Preparation

Chairman Guebert updated the Board that there have been some changes to the plans with the Ken Domon exhibit. The Columbus Museum of Art had to withdraw due to funding and the date has been pushed from 2021 to 2022.

ITEM 5. UPDATE on Baumholder

Chairman Guebert discussed that there was a Skype call help with Baumholder officials and their request to visit the City in 2022. The Board discussed inviting them in 2021 with the changes in the Ken Domon exhibit. Chairman Guebert discussed that the OWU Soccer Team will be visiting Baumholder in 2021.

ITEM 6. UPDATE on Lahardane

Vice-Chairman Rush discussed that she was in Lahardane in October 2019. She discussed upcoming trips with the Delaware Hayes Wrestling Team and that they will be having a wrestling clinic in Dublin. This clinic will be run by the Hayes Coach.

ITEM 7. PRELIMINARY Report on Maria Auxiliadora

Mayor Riggle provided an update that she had met with the Ambassador of Paraguay who was visiting to sign an agreement with Ohio Wesleyan University for scholarships for Paraguayan students. She discussed their continued interest in forming a sister city relationship.

ITEM 8. UPDATE on Discussions with Worthington, Dublin and Columbus Sister City Program

Chairman Guebert discussed having a meeting with representatives from Worthington, Dublin and Columbus Sister City Programs along with Assistant City Manager Kyle Kridler. He discussed an interest from Worthington to participate in the Ken Domon exhibit and that Dublin is already participating. He discussed an interest in working together to enhance each other's sister city programs.

ITEM 8. MEMBER COMMENTS

Ms. Selle-Grider discussed if it would be beneficial to make Mr. Kridler an official member of the board. Mayor Riggle recommended that the appointment hold off right now due to his busy schedule, but that the board will be able to consult with him as needed.

ITEM 10. DATE OF NEXT MEETING: April 14, 2020

ITEM 11. ADJOURNMENT

Motion: Ms. Means moved to adjourn the Sister City Advisory Board Meeting, seconded by Vice-Chairman Rush. The meeting adjourned at 6:42 p.m.

Rand Guebert, Chairman

Elaine McCloskey, Clerk

**PARKING AND SAFETY
MOTION SUMMARY
August 17, 2020**

ITEM 1. ROLL CALL

Vice-Chairwoman Keller called the Parking and Safety Meeting to begin at 6:00 p.m.

Members Present: Councilman Drew Farrell, Vice-Chairwoman Lisa Keller

Members Absent: Chairman Kent Shafer

Staff Present: John Donahue, Fire Chief, Rob Penrod, Captain, Jessica Ormeroid, Project Engineer

Motion to Excuse: Vice-Chairwoman Keller motioned to excuse Chairman Shafer, seconded by Councilman Farrell. Motion approved by a 2-0 vote.

ITEM 2. APPROVAL of the Motion Summary of the Parking and Safety Committee meeting held October 21, 2019, as recorded and transcribed.

Motion: Councilman Farrell moved to approve the Motion Summary of the Parking and Safety Committee meeting held October 21, 2019, seconded by Vice-Chairwoman Keller. Motion approved by a 2-0 vote.

ITEM 3. PUBLIC COMMENT

PUBLIC PARTICIPATION:

Pastor Donnie Akers
Via email
East Side Mission Church
32 Joy Avenue
Delaware, Ohio

The Clerk read into the record a statement from Pastor Akers reporting a safety issue with the alley west of the church and the request to close the alley.

Whitney Gherman
Via email

Ms. Gherman voiced her support to have a crosswalk at the King Avenue

entrance of Blue Limestone Park.

ITEM 4. DISCUSSION and RECOMMENDATION of installation of No Parking Signage on the west side of South Washington Street, from West Harrison Street to the alley.

Ms. Ormeroid provided background on the request from a resident due to S. Washington Street no wide enough for parking on both sides and that cars are currently parking on the sidewalk along the east side of the property located at 93 W. Harrison Street since the street is not wide enough blocking pedestrians from using the sidewalk. This impacts the school aged children walking to/from Woodward Elementary School. Staff voiced concerns of sidewalk damage from cars parking on it and recommend the extension of the "No Parking Anytime" zone on the west side of S. Washington Street from W. Harrison Street to the Alley.

PUBLIC PARTICIPATION:

Mary Ehm
Via Cisco Webex

Ms. Ehm was in agreement with staff, but voiced speed concerns in the area and concerns of the student's safety.

Motion: Mr. Farrell motioned to recommend to Council installation of No Parking signage to the recommended area, seconded by Vice-Chairwoman Keller. Motion approved by a 2-0 vote.

ITEM 5. DISCUSSION and RECOMMENDATION of the extension of the No Parking restrictions adjacent to Smith Elementary School, along the northside of Mason Avenue further west to include additional property acquired by the district (Mason Avenue and the district-owned lot immediately west of 30 Mason Avenue)

Mrs. Ormeroid provided an update that Delaware City Schools recently purchased additional properties on the north side of Mason Avenue west of the existing playground for Smith Elementary. The request from the school is to extend the current parking restriction on the north side of Mason Avenue further west to encompass the additional property the district acquired. Staff was in agreement to this request.

PUBLIC PARTICIPATION:

Steve Fellenger
Via Cisco Webex

Ms. Fellenger voiced that the current parking restricted area is often used for

drop off and pick up of students and is not enforced. He discussed that current signage is fading and need replaced.

Patricia Gass
Comment received to Clerk via phone

Ms. Gass voiced to the Clerk that she was opposed to parking in front of this property location.

Clarence Gabbert
Comment received to Clerk via phone

Mr. Gabbert was in support of City recommendations and to not have parking along this property. He voiced concerns over the lack of sidewalks and safety of the students walking the property and that the current parking restriction area is often used for pick up and drop off for students.

Motion: Mr. Farrell motioned to formally recommend that legislation be brought before Council for the No Parking Zone at this location, seconded by Vice-Chairwoman Keller. Motion approved by a 2-0 vote.

ITEM 6. DISCUSSION and RECOMMENDATION of the intersection control at King Avenue and John Street

Ms. Ormeroid discussed the request for intersection control at this location. John Street currently has the through way motion and King Avenue has the stop location. Due to recent flooding and repair work to the John Street bridge staff has created a temporary condition to allow two-way traffic along King Avenue. With this condition a resident has voiced concerns of near collisions between cars exiting the park turning left onto John Street and those traveling northbound on King Avenue, given that the majority of vehicles on King Avenue ignore the stop sign. The resident requested changing John Street to the stop condition and King Avenue to the through movement and possibly requiring those exiting the park to also stop. Staff recommends to convert John Street to the stop condition and King Avenue and the Blue Limestone Park to the through movement. This can also help during the winter months when snow and ice is possible. Staff also recommend that two-way traffic on King Avenue should remain as a temporary condition until John Street is reopened and revisit this condition at this time. Mrs. Ormeroid did inform the Committee that letters were not sent out to the surrounding residents in time to attend the meeting.

Mr. Farrell discussed the need to get public feedback on any support of opposition. Vice-Chairwoman Keller voiced a concern on waiting to move forward due to safety concerns. She recommended having letters sent out to residents to inform them of the Council meeting and move forward with the recommendation to Council.

Motion: Mr. Farrell motioned to recommend legislation to Council to reconfigure the intersection, seconded by Vice-Chairwoman Keller. Motion approved by a 2-0 vote.

Motion approved by a 2-0 vote.

ITEM 7. UPDATES on Speed Feedback Signs

Ms. Ormeroid reviewed the history of traffic calming measures approved on Cobblestone Drive, Carson Farms Blvd, Executive Drive, and additional traffic calming measures along Hull Drive to help mitigate speed issues. The permanent speed feedback signs have been placed. Previously approved pavement markings for a center line and edge line markings have not been implemented as of yet so that staff could determine the effectiveness of the dynamic speed feedback signs. She discussed the 2019 pavement markings on West Hull Drive. She reviewed the data collected from the streets from the speed feedback signs. Speeds along Cobblestone show a reduction below the 30 mph Carson Farms Blvd has had a slight reduction, with higher speeds near the entrance of the development where there is not many driveways and a wider pavement. Executive Blvd. has had speed reduction of 2-5 mph. West Hull Drive saw an increase of speed with the installation of pavement markings. After the speed feedback signs were installed there was a decrease in speeds of approximately 28 mph. She discussed the continued cut through traffic along West Hull Drive, and there is a future project in which safety funds were received. These safety funds are allocated to modifications on the access at US 23 and West Hull Drive. Mr. Farrell discussed that if striping has shown an increase in speeds then it would not be a good option for the other streets identified. Mrs. Keller discussed that she was initially supportive of the pavement markings until she saw the data that had an increase in speeds. Mrs. Ormeroid discussed that staff is in the design phase for a traffic signal at Carson Farms Blvd and West William Street.

ITEM 8. UPDATE on Safety Projects

Ms. Ormeroid reviewed the list of potential safety projects. She discussed that funding for the projects was established with the \$5.00 Permissive License Fee that was approved earlier this year by Council. In addition to the local funds there is grant funding that is submitted for the projects. The funding is to enhance pedestrian and vehicular safety and also to mitigate traffic calming issues that are identified. Funding allocated to the projects may be affected by the COVID-19 Pandemic.

ITEM 9. STAFF COMMENTS

The Clerk informed the Committee that the next Parking and Safety meeting is


scheduled for October 19, 2020.

ITEM 10. COMMITTEE COMMENTS

Vice-Chairwoman Keller shared a concern received of the lack of sidewalks along William Street and Central from Houk Road to Sandusky Street. She discussed the bikeway plan for the Willowbrook Trail and that this is a plan that is not currently funded.

ITEM 11. ADJOURNMENT

Motion: Vice-Chairwoman Keller moved to adjourn the meeting. The Parking and Safety Committee Meeting adjourned at 6:48 p.m.

DocuSigned by:

12CDA49B69DB46D...

Kent Shafer, Chairman

DocuSigned by:

24C5E222F6604F7...

Elaine McCloskey, Clerk



FACT SHEET

AGENDA ITEM NO: CONSENT ITEM D DATE: 10/26/2020
ORDINANCE NO: RESOLUTION NO: 20-62
READING: FIRST PUBLIC HEARING:

TO: Mayor and Members of City Council
FROM: R. Thomas Homan, City Manager
VIA: William L. Ferrigno, P.E., Public Works Director/City Engineer

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

A RESOLUTION AUTHORIZING THE MODIFICATION OF CERTAIN TRAFFIC CONTROL SIGNAGE TO CHANGE THE NO PARKING ANYTIME ZONE FROM 46 TABILORE LOOP TO 80 TABILORE LOOP FROM EAST SIDE OF TABILORE LOOP TO THE WEST SIDE OF TABILORE LOOP.

BACKGROUND:

Several residents in the Kesselbrooke Station subdivision requested that the parking restrictions be evaluated and changes be made to allow for more on-street parking within the development. Staff reviewed the existing parking restrictions and did not recommend any changes along the curved sections of roadways or near the intersections due to safety and maneuverability concerns. City staff did recommend that the "No Parking Anytime" zone from 46 Tabilore Loop to 80 Tabilore Loop be changed from the east side of Tabilore Loop to the west side of Tabilore Loop to open up more on-street parking due to the fact there are fewer driveways and mailboxes along the east side of the road. It should also be noted that there are fire hydrants located on the east side of Tabilore Loop and parking will still be prohibited within ten (10) feet of the fire hydrants per Codified Ordinance 351.03.

REASON WHY LEGISLATION IS NEEDED:

The modification of regulatory signage requires City Council authorization for permanent enforcement.

COMMITTEE RECOMMENDATION:

The action is being taken as a result of the Parking and Safety Committee recommendation at the October 19, 2020 meeting.

FISCAL IMPACT(S):

The cost of labor and equipment to relocate these signs is estimated at \$150.00 to come out of the Public Works Traffic Division annual operating budget.

POLICY CHANGES:

None

PRESENTER(S):

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

RECOMMENDATION:

Approval

ATTACHMENT(S)

Exhibit A

RESOLUTION NO. 20-62

A RESOLUTION AUTHORIZING THE MODIFICATION OF CERTAIN TRAFFIC CONTROL SIGNAGE TO CHANGE THE NO PARKING ANYTIME ZONE FROM 46 TABILORE LOOP TO 80 TABILORE LOOP FROM EAST SIDE OF TABILORE LOOP TO THE WEST SIDE OF TABILORE LOOP.

WHEREAS, the change of the No Parking Anytime Zone has been requested to allow more on-street parking from 46 Tabliore Loop to 80 Tabilore Loop; and

WHEREAS, the Parking and Safety Committee has endorsed this restriction by a 3-0 vote at the October 19, 2020 meeting.

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

SECTION 1. The No Parking Anytime Zone will be changed from 46 Tabilore Loop to 80 Tabilore Loop from the east side of Tabilore Loop to the west side of Tabilore Loop.

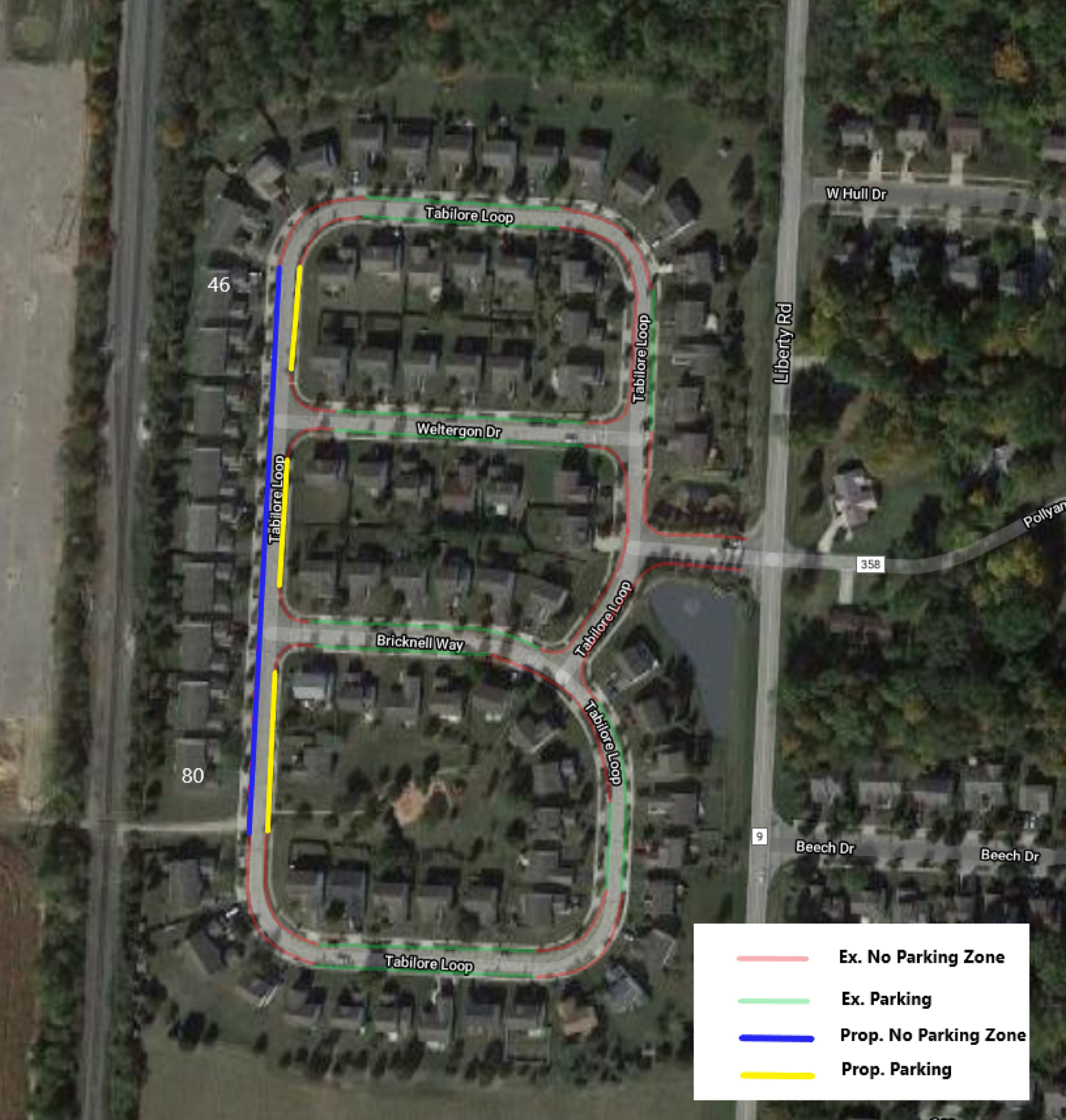
SECTION 2. That this resolution shall take effect and be in force immediately after its passage.

PASSED: _____, 2020

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR



- Ex. No Parking Zone
- Ex. Parking
- Prop. No Parking Zone
- Prop. Parking

**NOTICE TO LEGISLATIVE
AUTHORITY**

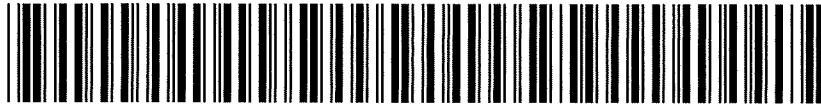
OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

65215090280 PERMIT NUMBER		NEW TYPE	OHIO SPRINGS INC DBA SHEETZ CONVENIENCE STORE 710 SUNBURY RD DELAWARE OH 43015
ISSUE DATE			
04 10 2020 FILING DATE			
C1 C2 PERMIT CLASSES			
21 TAX DISTRICT	022 B	C69576 RECEIPT NO.	

FROM 10/05/2020

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



MAILED 10/05/2020

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/05/2020

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

B NEW 6521509-0280

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING.

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

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

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

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

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

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

Searching Instructions

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

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

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

	SEARCH CRITERIA
Permit Number	<input type="text" value="6521509"/>
Permit Name / DBA	<input type="text"/>
Member / Officer Name	<input type="text"/>

[Search](#)[Reset](#)[Main Menu](#)

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 6521509; Name: OHIO SPRINGS INC; DBA: ; Address: 5700 SIXTH AV ALTOONA 16602		
SHEETZ INC	100.00	
GARY ZIMMERMAN	0.00	SECR-TREA.
THOMAS LUCIANO	0.00	PRESIDENT
THOMAS A PATTON	0.00	VICE PRES.
Permit Number: 65215090175; Name: OHIO SPRINGS INC; DBA: DBA SHEETZ CONVENIENCE STORE 431; Address: 1415 PITTSBURG AV NW N CANTON 44720		
THOMAS LUCIANO	0.00	PRESIDENT
THOMAS A PATTON	0.00	VICE PRES.
R MICHAEL CORTEZ	0.00	SECR-TREA.
SHEETZ INC	1000.00	

- [Ohio.Gov](#)
- [Ohio Department of Commerce](#)

[Commerce Home](#) | [Press Room](#) | [CPI Policy](#) | [Privacy Statement](#) | [Public Records Request Policy](#) | [Disclaimer](#) | [Employment](#) | [Contacts](#)



Delaware Police Department Liquor Permit Report

DPD Report Number L-20-03		Investigating Officer Officer Derek Childs	
Applicant (Primary Shareholder) Ohio Springs Inc.		Company Name: DBA: Sheetz Convenience Store	
Common Name Sheetz		Address 710 Sunbury Rd. Delaware, Ohio 43015	
Applicant Phone Number		Applicant E-Mail Address:	
<input type="checkbox"/> Existing Business	Type of Business Gas Station	Notification Type: New	Date of Report 10/14/20
<input checked="" type="checkbox"/> New Business (Supplement Attached)			
Permit Type <input checked="" type="checkbox"/> C1/C2X Beer only in original sealed container for carry out only. <input checked="" type="checkbox"/> C2 Wine and mixed beverages in sealed containers for carry out. <input type="checkbox"/> D1/D2X Beer only for on premises consumption or in sealed containers for carry out. <input type="checkbox"/> D2 Wine and mixed beverages for on premises consumption or in sealed containers for carryout. <input type="checkbox"/> D4 Beer and any intoxicating liquor to members only, for on premises consumption only until 1:00am. <input type="checkbox"/> D5 Spirituous liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed containers, until 2:30am. <input type="checkbox"/> Other D6			

Location Information

Churches, Libraries and or schools within 500 feet <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	School, church or library objection <input type="checkbox"/> Yes (Supplement Attached) <input type="checkbox"/> No Note: Objections are only permitted for <i>new permits</i> .
Police Calls for Service in past 12 months: 0	Number of Police Reports in past 12 months: 0
Calls for Service excluding calls not related to the business in past 12 months: none	Location is excessive drain on Police Resources: <input type="checkbox"/> Yes (Supplement Attached) <input checked="" type="checkbox"/> No
Nuisance Abatement Pending <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Accessible by Law Enforcement <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Site compliance checked by Dept. of Commerce <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Private Club (Restricted Access Door) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Applicant Information

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

Determination on Objection

<input checked="" type="checkbox"/> The Delaware Police Department does not find a legislative basis for requesting a hearing to object to the issuance of a liquor permit for this business.

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



**Delaware Police Department
Liquor Permit Report**

(Supplement Attached)

Supplement

Supplement Type

New Business Description

Police Department Objection

Community Objection

Other :

Sheetz is a 24 hour operation that wants to be known for more than just being a gas station. They offer a variety of made to order food. Sheetz currently has 43 stores in Ohio, mainly in the north east corner of the state. Sheetz is working to become prevalent in the central Ohio area.

The Sheetz convenience store has applied for a C1 and C2 permit. The C1 permit is for beer only in original sealed container for carry out only. The C2 permit is for wine and mixed beverages in sealed containers for carry out only.

Since this store is currently being constructed, the police department would not have any calls for service. On 10/13/20, an agent with liquor control advised me Sheetz has not done a background check with their agency as of this date. When asked, liquor control checked for liquor violations for all 43 Sheetz locations within the state of Ohio. Sheetz was found to have 7 underage liquor sales violations from 6 stores; Akron 2001, Canton 2011 and 2012, Alliance 2010, Stow 2010, Ravenna 2009 and Chardon in 2010.

The Delaware Police Department finds no reason for an objection to the issuance of liquor permit for the new Sheetz gas station currently in construction at 710 Sunbury Rd.

Ofc. Derek Childs
Investigating Officer Signature

10/15/20
Date

Det. S. Lind
Supervisor Signature

10/15/20
Date



FACT SHEET

AGENDA ITEM NO: 9

DATE: 10/26/2020

ORDINANCE NO: 20-69

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: YES

October 26, 2020 at 7:30 p.m.

November 9, 2020 at 7:30 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 MAKING APPROPRIATIONS FOR THE YEAR 2021 AND DECLARING AN EMERGENCY.

BACKGROUND:

This is the first reading and first public hearing of the City Manager's proposed 2021 budget. The budget is required to be adopted by Council pursuant to Section 78 of the City Charter.

The second reading and second public hearing is scheduled for November 9th. The tentative review schedule is as follows:

Thursday, October 29 @ 1 p.m. – Finance Committee Review

Monday, November 2 @ 6:30 p.m. – Work Session

Thursday, November 12 @ 6:30 p.m. Work Session (if necessary)

REASON WHY LEGISLATION IS NEEDED:

Required by Section 78 of the City Charter

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

N/A

POLICY CHANGES:

N/A

PRESENTER(S):

R. Thomas Homan, City Manager
Justin Nahvi, Finance Director

RECOMMENDATION:

Approval at third reading

ATTACHMENT(S)

ORDINANCE NO. 20-69

AN ORDINANCE MAKING APPROPRIATIONS FOR THE
YEAR 2021 AND DECLARING AN EMERGENCY

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

SECTION 1. That from and out of the balances in the various funds of the City of Delaware, and from money anticipated to be received into said funds, there are hereby appropriated the following sums for use by the various departments of the City in performance of their functions and activities during the year ending December 31, 2021.

GENERAL FUND

CITY COUNCIL		
Personnel	169,936	
Other	12,860	
CITY MANAGER		
Personnel	798,906	
Other	116,146	
ADMINISTRATIVE SERVICES		
Personnel	261,241	
Other	160,958	
ECONOMIC DEVELOPMENT		
Personnel	238,848	
Other	241,254	
LEGAL AFFAIRS/PROSECUTOR		
Personnel	814,028	
Other	56,100	
FINANCE		
Personnel	1,274,693	
Other	979,250	
GENERAL ADMINISTRATION		
Other	5,894,309	
RISK MANAGEMENT		
Other	339,600	
POLICE		
Personnel	8,956,340	
Other	1,172,125	
PLANNING		
Personnel	1,354,198	
Other	201,550	
ENGINEERING		
Personnel	1,191,181	
Other	964,475	
MUNICIPAL BUILDINGS		
Personnel	252,526	
Other	425,350	
TOTAL GENERAL FUND		25,875,874

STREET MAINTENANCE & REPAIR		
Administration		
Personnel	661,935	
Other	309,050	
Street Maintenance		
Personnel	797,560	
Other	1,690,773	
Traffic Division		
Personnel	435,339	
Other	517,584	
TOTAL STREET MAINTENANCE		4,412,241
STATE HIGHWAY IMPROVEMENT		150,000
LICENSE FEE FUND		680,000
PERFORMANCE BOND FUND		250,000
PARKS & RECREATION FUND		
Park Maintenance		
Personnel	1,015,705	
Other	322,988	
Recreation		
Personnel	196,056	
Other	84,825	
Programs		
Other	129,250	
Pool		
Personnel	190,700	
Other	88,000	
Concessions		
Personnel	52,650	
Other	47,000	
Urban Forestry		
Personnel	92,123	
Other	92,050	
TOTAL PARKS & RECREATION		2,311,347
CEMETERY FUND		
Personnel	242,699	
Other	41,150	
TOTAL CEMETERY FUND		283,849
TREE FUND		65,000
AIRPORT OPERATIONS FUND		
Personnel	221,091	
Other	712,400	
TOTAL AIRPORT OPERATIONS FUND		933,491
AIRPORT 2000 T-HANGAR FUND		94,156
FIRE/EMS OPERATIONS FUND		
Personnel	9,820,895	
Other	3,159,755	
TOTAL FIRE/EMS OPERATIONS FUND		12,980,650

MUNICIPAL COURT		
Judicial		
	Personnel	1,660,546
	Other	71,000
Mission Court		
	Personnel	89,426
Clerk of Courts		
	Personnel	1,274,128
	Other	85,900
TOTAL MUNICIPAL COURT		3,181,000
RECREATION CENTER INCOME TAX		2,625,980
AIRPORT TIF FUND		190,692
GLENN RD TIF FUND		2,342,306
SKY CLIMBER/V&P HYDRAULICS TIF FUND		50,000
MILL RUN TIF FUND		120,000
IDIAM FUND		35,000
DRUG ENFORCEMENT FUND		49,829
INDIGENT ALCOHOL TREATMENT FUND		100,000
OMVI ENFORCEMENT & EDUCATION FUND		4,981
POLICE JUDGMENT FUND		23,324
POLICE FEDERAL JUDGMENT FUND		13,877
PARKS EXACTION FEE FUND		91,779
COMPUTER LEGAL RESEARCH FUND		235,114
COURT SPECIAL PROJECTS FUND		262,555
COURT PROBATION SERVICES FUND		106,500
POLICE DISABILITY PENSION FUND		268,257
FIRE DISABILITY PENSION FUND		268,257
COMMUNITY PROMOTION FUND		50,000
COMMUNITY DEVELOPMENT BLOCK GRANT FUND		153,000
POLICE FEDERAL SEIZURE FUND		3,539
REVOLVING LOAN FUND		135,000
GENERAL BOND RETIREMENT FUND		1,901,732
PARK IMPROVEMENT BOND FUND		2,297,350

SE HIGHLAND SEWER BOND FUND		825,400
CAPITAL IMPROVEMENTS FUND		5,236,366
OPWC FUND		600,000
POINT PROJECT CAPITAL FUND		2,350,000
FAA AIRPORT GRANT FUND		385,000
FAA AIRPORT AIP GRANT FUND		370,005
EQUIPMENT REPLACEMENT FUND		646,477
PARK IMPACT FEE FUND		750,000
POLICE IMPACT FEE FUND		58,216
MUNICIPAL IMPACT FEE IMPROVEMENT FUND		131,660
GLENN ROAD SOUTH CONSTRUCTION FUND		732,550
GLENN ROAD NORTH CONSTRUCTION FUND		159,895
GOLF COURSE FUND		
	Personnel	59,500
	Other	226,700
	<i>TOTAL GOLF COURSE FUND</i>	286,200
PARKING LOT FUND		45,800
STORM SEWER FUND		
	Operations	
	Personnel	261,315
	Other	1,188,850
	<i>TOTAL STORM SEWER</i>	1,450,165
STORM PROJECTS FUND		900,000
WATER FUND		
	Administration	
	Personnel	324,395
	Other	3,037,054
	Treatment	
	Personnel	947,336
	Other	1,297,350
	Distribution	
	Personnel	627,619
	Other	409,850
	<i>TOTAL WATER FUND</i>	6,643,604
WATER CONSTRUCTION FUND		2,510,800
<i>WATER CAPACITY FEE FUND</i>		2,098,982
WATER CUSTOMER DEPOSIT FUND		35,000
SEWER FUND		
	Administration	

	Personnel	324,440	
	Other	4,374,540	
Treatment			
	Personnel	984,939	
	Other	1,385,900	
Maintenance			
	Personnel	299,174	
	Other	350,290	
	TOTAL SEWER FUND		7,719,283
	SEWER CONSTRUCTION FUND		2,394,158
	SEWER CAPACITY FEE FUND		2,935,921
	SE HIGHLAND SEWER FUND		835,400
	REFUSE FUND		
Administration			
	Other	462,030	
Refuse Collection			
	Personnel	806,002	
	Other	2,030,600	
Recycling Collection			
	Personnel	486,408	
	Other	698,400	
	TOTAL REFUSE FUND		4,483,440
	GARAGE ROTARY FUND		
	Personnel	416,084	
	Other	477,450	
	TOTAL GARAGE ROTARY FUND		893,534
	INFORMATION TECHNOLOGY ROTARY FUND		
Staff Support			
	Personnel	553,226	
	Other	31,505	
System Support			
	Other	976,688	
GIS Operations			
	Personnel	174,172	
	Other	59,512	
	TOTAL IT ROTARY FUND		1,795,103
	SELF INSURANCE FUND		7,836,000
	WORKERS COMPENSATION RESERVE FUND		659,000
	FIRE DONATION FUND		-
	PARKS DONATION FUND		12,000
	POLICE DONATION FUND		8,836
	MAYOR'S DONATION FUND		1,200
	PROJECT TRUST FUND		175,000
	UNCLAIMED FUNDS TRUST FUND		4,750

UNCLAIMED FUNDS COURT FUND	-
DEVELOPMENT RESERVE FUND	754,465
GENERAL RESERVE FUND	1,288,864
CEMETERY PERPETUAL CARE FUND	2,000
STATE HIGHWAY PATROL FUND	75,000
STATE BUILDING PERMIT FEE FUND	18,000
JEDD INCOME TAX FUND	284,510
 TOTAL APPROPRIATIONS - ALL FUNDS	 120,939,264

SECTION 2. That the Finance Director is hereby authorized to make payment from any of the foregoing appropriations to the extent of the amounts contained in the respective appropriations whenever claims, duly approved by the officer authorized by law to approve such claims, are presented.

SECTION 3. That the Finance Director is hereby authorized and empowered to make necessary changes which are not in conflict with this ordinance within a given appropriation to carry out the functions of the City. No changes to the total amount of a departmental or fund appropriation may be made without the legislative action of the City Council.

SECTION 4. That any sums which shall be expended from the above appropriation and which are a proper charge against any other department, or against any person, firm or corporation, shall, if repaid within the period covered by such appropriation, be credited to the fund from which such payment was made.

SECTION 5. In accordance with Ohio Revised Code Sections 5705.14, 5705.15, and 5705.16 the Finance Director is hereby authorized to make the interfund transfers identified in the 2021 Budget Detail presented to, and approved by, City Council as part of the 2021 Budget adoption process.

SECTION 6. The City Finance Director is hereby authorized to establish a Capital Improvement Fund entitled the OPWC Capital Projects Fund (Fund 412). This fund will be used to track revenues and expenditures related to capital projects funded through OPWC grants.

SECTION 7. The City Finance Director is hereby authorized to establish a Capital Improvement Fund entitled the Storm Sewers Capital Projects Fund (Fund 524). This fund will be used to track revenues and expenditures related to capital projects for the City's storm sewer system.

SECTION 8. That the Clerk of Council is directed to certify a copy of this ordinance to the Budget Commission of Delaware County.

SECTION 9. 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 further to provide lawful appropriations available for expenditure by January 1, 2021, and as such will be in full force and effect immediately upon its passage.

VOTE ON EMERGENCY CLAUSE:

Yeas ____ **Nays** ____

PASSED: _____, 2020

Yeas ____ **Nays** ____

ATTEST: _____
Clerk

Mayor



FACT SHEET

AGENDA ITEM NO: 10

DATE: 10/26/2020

ORDINANCE NO: 20-71

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: YES
November 9, 2020 @ 7:45 p.m.

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

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

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING SECTION 197.02 OF THE SCHEDULE OF FEES AND SERVICE CHARGES.

BACKGROUND:

Proposed revisions allow for increased reimbursement to the City for costs associated with the provision of permit review and construction inspection activity. Currently, the City is limited to charging flat rate fees for permit reviews, and \$55/hour for construction inspection activity. An increase to \$60/hour is proposed to cover costs incurred for permit review and construction inspection work performed by City staff. Additionally, language is added to allow for reimbursement to the City for the actual costs associated with the use of contract services for both permit review and inspection work. A 10% administrative fee is added to all contract service charges to account for City staff involvement. These changes are identical to prior changes to the Engineering plan review and inspection fees associated with land development activity implemented in 2018.

REASON WHY LEGISLATION IS NEEDED:

To allow for reimbursement of an increased amount of permit review and construction inspection fees. Currently, complex right of way permits can involve dozens of hours of in-house staff review and/or contract assistance that

are not fully reimbursable under existing code. Based on prior year right of way permit activity, it is estimated that an additional 1,248 hours of annual billing could generate up to \$93,600 to offset costs incurred by the City for managing right of way activity.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

Increase reimbursements to the City for associated right of way activity.

POLICY CHANGES:

Expands fees to include reimbursement of actual costs incurred by the City through use of contract services for right of way permit review and construction inspection. Provides for doubling of permit fees for applicants that work within the public right of way without submitting appropriate permits.

PRESENTER(S):

Justin Navhvi, City Finance Director

RECOMMENDATION:

Approval following public hearing

ATTACHMENT(S)

N/A

ORDINANCE NO. 20-71

AN ORDINANCE AMENDING SECTION 197.02 OF THE SCHEDULE OF FEES AND SERVICE CHARGES.

WHEREAS, as part of the yearly review of the fees established in Delaware Codified ordinance Section 197, it has been determined that certain rates should be amended.

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

SECTION 1. The following portions of 197.02 are amended as follows:

COMMUNITY DEVELOPMENT/CONSTRUCTION		
SOURCE OF FEE	FEE TITLE	FEE
901.07 [901.15]	Right-of-Way Permit and Inspection Fees	<p>Permit APPLICATION Fees: Dumpster/Storage Pod: \$25.00 Excavation in Public Right-of-Way: \$35.00 \$50.00 Occupancy of Public Right-of-Way: \$30.00 Blanket Permit Designation: \$500.00</p> <p>PERMIT FEES ARE DOUBLED FOR APPLICANTS THAT START ACTIVITY WITHIN THE PUBLIC RIGHT-OF-WAY WITHOUT FIRST APPLYING FOR AND OBTAINING AN APPROVED PERMIT.</p> <p>Inspection Fees: Excavation in roadway pavement: \$200.00 Excavation outside roadway pavement: \$50.00 Additional inspection: \$55.00 an hour Pavement repair deposit: \$250.00 (refundable upon satisfactory completion of work)</p> <p>ADDITIONAL PLAN REVIEW AND INSPECTION FEES: \$60.00 PER HOUR FOR IN-HOUSE INSPECTION SERVICES AND THE ACTUAL COST OF CONTRACT PLAN REVIEW AND INSPECTION SERVICES. A 10% ADMINISTRATIVE FEE IS ADDED TO ALL PLAN REVIEW AND INSPECTION INVOICING.</p> <p>FINAL RECONCILIATION PERFORMED UPON COMPLETION OF ALL WORK AND RECEIPT BY CITY OF ALL OUTSTANDING CONTRACT SERVICE BILLING.</p> <p>PERMIT AND INSPECTION FEES ARE WAIVED FOR INDIVIDUAL PROPERTY OWNERS SUBMITTING APPLICATIONS TO COMPLETE SIDEWALK REPAIRS ON THEIR RESPECTIVE PROPERTY.</p>

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



FACT SHEET

AGENDA ITEM NO: 11

DATE: 10/26/2020

ORDINANCE NO: 20-72

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Jessica Feller, Human Resource Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

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

BACKGROUND:

The proposed 2021 budget reflects an increase in wages by 3% for the non-union employee pay plan and 3% for the department head pay plan ranges.

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

REASON WHY LEGISLATION IS NEEDED:

Legislation is necessary in order to process payroll changes.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

A 3 percent increase for all non-union pay plan positions and 3 percent increase to the department head pay plan ranges, as reflected in the proposed 2021 budget.

POLICY CHANGES:

N/A

PRESENTER(S):

Jessica Feller, Human Resource Manager

RECOMMENDATION:

Approval at third reading

ATTACHMENT(S)

Amended Pay Plan

ORDINANCE NO. 20-72

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

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

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

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

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

SECTION 4. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on December 23, 2020 which coincides with the new calendar year. Therefore, this Ordinance shall 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



THE CITY OF DELAWARE 2021 SUMMARY OF BENEFITS

Professional, Confidential, Supervisory and Non-
Union Employees

Revised 12/23/2020

Contents

Article I. WAGES AND PAY PLAN..... 2

Section 1.01 Non- Union Employee Pay Plan..... 2

Section 1.02 Department Head Pay Plan 4

Section 1.03 Safety Forces Pay Plan 4

Section 1.04 Overtime Pay and Compensatory Time: Non-Exempt Employees..... 6

Section 1.05 Compensatory Time: Exempt Employees..... 7

Article II. ACCRUED TIME AND VARIOUS LEAVES 8

Section 2.01 Vacation..... 8

Section 2.02 Sick Leave 10

Section 2.03 Holiday and Personal Days..... 13

Section 2.04 Funeral Leave 14

Section 2.05 Special Leave..... 15

Section 2.06 Jury Duty Leave..... 15

Section 2.07 Court Leave 15

Section 2.08 Injury Leave..... 15

Article III. Insurance..... 17

Section 3.01 Hospitalization, Surgical and Major Medical..... 17

Section 3.02 Prescription Plan..... 19

Section 3.03 Dental Care Plan..... 19

Section 3.04 Life Insurance..... 19

Section 3.05 Vision Plan 19

Article IV. Other Compensation..... 20

Section 4.01 Longevity Compensation 20

Section 4.02 Automobile Expense Reimbursement..... 20

Section 4.03 Non-Uniformed Clothing Allowance..... 20

Section 4.04 Call In Pay 21

Section 4.05 Tuition Reimbursement 21

Article V. Miscellaneous 22

Section 5.01 Personnel Files 22

Section 5.02 Parks and Recreation Credit 23

Article I. WAGES AND PAY PLAN

Section 1.01 Non- Union Employee Pay Plan

(a) The following pay schedule is to be effective **DECEMBER 23, 2020** and the table below reflects a 3% increase for each step. Step increase shall take effect the first full pay period following the employee’s anniversary date.

Pay Grade	Position
¹ M1	Administrative Assistant, Police Administrative Aide, Help Desk Support Technician
M2	Airport Technician, Police Assistant
M3	Economic Development Communications Specialist, Communications Specialist, Service Coordinator, Data and Video Technician
M4	Cemetery Manager, Financial Specialist I, Arborist
M5	GIS/CMMS Technician, Administrative Services Specialist, Right-of-Way Inspector, Zoning Technician, Golf Course Supervisor, Watershed Coordinator, Technical Support Specialist
M6	Police Technician
M7	Code Enforcement Officer I, Customer Service Liaison, Facility Maintenance Supervisor
M8	Engineering Technician, Airport Operations Supervisor, Division Supervisor, Financial Specialist II, Executive Assistant, Code Enforcement Officer II, Project Manager I, Collections Manager, Construction Inspector, Economic Development Coordinator, GIS/CMMS Analyst
M9	Assistant City Attorney/Prosecutor, Building Inspector I
M10	Development Planner, Recreation Program Superintendent
M11	No current position
M12	GIS Coordinator, Project Manager II, Airport Manager, Construction Inspection Manager, Budget and Management Analyst, Fleet Maintenance Supervisor
M13	Building Inspector II
M14	Information Systems & Network Administrator, Human Resource Manager, Assistant Prosecutor, Application System Specialist
M15	Project Engineer I, Assistant Water Manager, Parks Superintendent
M16	No current position
M17	Public Works Superintendent, Accountant, Zoning Administrator, Water Manager, Wastewater Manager, Community Affairs Coordinator, Project Engineer II, Income Tax Administrator, Utilities Field Superintendent
M18	Project Engineer III, Deputy Director
M19	Deputy City Engineer
M20	No current position

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

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
M1	20.01	20.79	21.52	22.51	23.38
M2	20.58	21.81	22.26	23.20	24.09
M3	21.61	22.48	23.38	24.33	25.30
M4	22.48	23.37	24.32	25.33	26.31
M5	23.64	24.67	26.13	27.11	27.92
M6	24.60	25.73	27.15	28.18	29.05
M7	25.54	26.77	28.23	29.28	30.21
M8	26.97	28.12	29.24	30.48	31.77
M9	28.07	29.22	30.42	31.70	33.03
M10	29.19	30.40	31.67	32.99	34.38
M11	30.35	31.56	32.97	34.28	35.70
M12	31.60	32.87	34.25	35.65	37.16
M13	32.85	34.18	35.63	37.10	38.66
M14	34.11	35.57	37.05	38.58	40.21
M15	35.47	37.00	38.54	40.13	41.77
M16	36.94	38.46	40.07	41.73	43.44
M17	38.42	39.97	41.73	43.38	45.22
M18	39.91	41.58	43.38	45.16	47.03
M19	41.54	43.26	45.12	46.94	48.87
M20	43.19	44.95	46.94	48.82	50.84

Section 1.02 Department Head Pay Plan

(a) The following pay schedule for the positions below is to be effective **DECEMBER 23, 2020** and reflects a 3% increase to each range.

Pay Grade				
DH III			Range	
	Justin Nahvi	Finance Director	\$111,804.43	to \$156,526.20
	Natalia Harris	City Attorney		
	Bruce Pijanowski	Police Chief		
	John Donahue	Fire Chief		
DH II			\$93,170.36	to \$130,437.74
	Bill Ferrigno	Public Works Director/City Engineer		
	David Efland	Planning & Development Director		
	Susie Dailey	Chief Information Officer		
	Vacant	Assistant Fire Chief		
	Vacant	Assistant Police Chief		
	Blake Jordan	Public Utilities Director		
	Kyle Kridler	Assistant City Manager		
DH I			\$77,641.97	to \$108,698.75
	Jerry Warner	Chief Building Official		
	Sean Hughes	Economic Development Director		
	Ted Miller	Parks & Natural Resources Director		
	Vacant	Chief Prosecutor		
	Lee Yoakum	Community Affairs Coordinator		

Section 1.03 Safety Forces Pay Plan

(a) **Police Captain Wages**

THE FOLLOWING PAY SCHEDULE FOR THE POSITION(S) BELOW IS TO BE EFFECTIVE DECEMBER 23, 2020 AND REFLECTS A 3% INCREASE FOR EACH STEP.

Pay Grade	STEP 1		STEP 2		STEP 3	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
SF1	51.75	\$107,634.18	53.68	\$111,661.89	55.63	\$115,711.02
PAY GRADE	POSITION					
SF1	Police Captain					

1) *Maximum Vacation Accrual*

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

2) *Initial Compensatory Time*

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

3) *Clothing Maintenance Allowance*

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

4) *Uniforms Allowance*

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

(b) Fire Captain Wages

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

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

1) *Fire Captain Provision*

Wages and associated benefits for the 40-hour/week Management Fire Captain are identical to those provided to equivalent bargaining unit position. Position is considered overtime eligible. Additionally, incumbent will receive 5% out-of-class pay (based on wage rate **AND DOES NOT INCLUDE SHIFT PREMIUM**) when serving as Acting Chief.

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

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

Section 1.02 Compensatory Time: Exempt Employees

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

Article II. ACCRUED TIME AND VARIOUS LEAVES

Section 2.01 Vacation

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

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

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

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

(e) Eligibility

- 1) To be eligible for biweekly (pay period) vacation accumulation, an employee must be in paid status for a minimum of 72 hours within that pay period; except that when an employee is required to report for work and does so report and is denied work because of circumstances beyond their control, absence from work for the balance of that day shall not be construed as unpaid work status.
- 2) An employee in full-time status who is to be separated from City service through discharge, resignation, retirement or layoff, and who has unused vacation leave to their credit, shall be paid in a lump sum for such unused vacation leave in lieu of granting a vacation leave after his last day of active service with the City. Such payment shall be paid at the employee's hourly rate of pay at time of separation.
- 3) When a member dies while in paid status in the City service, any unused vacation leave to their credit shall be paid in a lump sum to the surviving spouse, or such other person the employee may have designated in writing.
- 4) Requests for vacation are to be submitted and approved, in advance of the intended use, by employee's supervisor or department head.
- 5) To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware from prior employment **inside the state of Ohio:**
 - i. Employees will only be eligible to transfer years of service from a public agency as defined by State law.
 - ii. The amount of years of service that can be transferred is unlimited.
 - iii. Prior employment must be in full-time status
- 6) To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware from prior employment **outside the State of Ohio:**
 - i. Employees will only be eligible to transfer years of service from their immediate previous employer.
 - ii. Said previous employer must be a public agency.
 - iii. Employment with the City of Delaware must take place within twelve months of termination from their immediate previous employer.
 - iv. The maximum amount of years of service that can be transferred is five (5) years.
 - v. Present employees are not eligible.
 - vi. Prior employment must be in full-time status.
- 7) An employee may elect to trade three (3) weeks of vacation time, or the equivalent of vacation time earned in one year, whichever is greater, for equivalent pay during the calendar year. Conversion of vacation time may occur for pay periods ending in the months of January, June, or December of each year. For **2021**, these dates are as follows:

Pay Period Ending	Pay Date
JANUARY 5, 2021	JANUARY 12, 2021
JANUARY 19, 2021	JANUARY 26, 2021
JUNE 8, 2021	JUNE 15, 2021
JUNE 22, 2021	JUNE 29, 2021
DECEMBER 7, 2021	DECEMBER 14, 2021
DECEMBER 21, 2021	DECEMBER 28, 2021

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

Section 2.02 Sick Leave

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

(b) **TO BE ELIGIBLE FOR SICK LEAVE INCENTIVE, AN EMPLOYEE MUST BE ON THE FIRST PAYROLL OF THE CALENDAR YEAR AND REMAIN EMPLOYED THROUGH THE LAST PAYROLL PERIOD OF THE CALENDAR YEAR. SICK LEAVE INCENTIVE IS AWARDED THE FIRST PAY IN FEBRUARY FOLLOWING THE COMPLETED CALENDAR YEAR.** If an employee used 0 hours of sick leave in any one calendar year, that employee shall be credited with an additional three (3) vacation days the following year. If an employee uses between one (1) and eight (8) hours of sick leave in any one calendar year that employee shall be credited with an additional two (2) vacation days the following year. If an employee uses between nine (9) and sixteen (16) hours of sick leave in any one calendar year that member shall be credited with one (1) additional vacation day the following year. To be eligible for this incentive, an employee must be active for the first pay period of the calendar year through the last pay period of the calendar year. At the employee's option, any additional vacation days earned can be converted to pay for pay periods ending in the months of January, June, or December of the year the additional vacation is earned. For **2021**, these dates are as follows:

Pay Period Ending	Pay Date
JANUARY 5, 2021	JANUARY 12, 2021
JANUARY 19, 2021	JANUARY 26, 2021
JUNE 8, 2021	JUNE 15, 2021
JUNE 22, 2021	JUNE 29, 2021
DECEMBER 7, 2021	DECEMBER 14, 2021
DECEMBER 21, 2021	DECEMBER 28, 2021

- (c) To be eligible to transfer sick leave to the City of Delaware from prior employment inside the state of Ohio:
- 1) Employees will only be eligible to transfer sick leave from a public agency as defined by the State of Ohio.
 - 2) Employment with the City of Delaware must take place within ten (10) years of termination from their previous employer.
 - 3) The maximum amount of sick leave hours that be transferred is unlimited as long as it is accrued at a rate of no greater than 15 days per year.
- (d) To be eligible to transfer sick leave of the City of Delaware from prior employment outside the state of Ohio:
- 1) Employees will only be eligible to transfer sick leave from their immediate previous employer.
 - 2) Said previous employer must be a public agency.
 - 3) Employment with the City of Delaware must take place within twelve (12) months of termination from their immediate previous employer.

- 4) The maximum amount of sick leave hours that can be transferred is six hundred (600).
 - 5) Any sick leave time so transferred shall have been accumulated at the rate of one and one-fourth days per month of employment.
 - 6) Present employees are not eligible.
- (e) Any City employee who has accumulated at least 100 days of sick leave credit may convert any excess thereof up to fifteen (15) days per year of sick leave to vacation leave on the basis two (2) sick leave days for one (1) day vacation leave. Such annual conversion, if made, shall occur in December for the year of conversion.
- (f) Any employee separated from City service for other than just cause shall be paid for all accumulated and unused sick leave on the basis of one (1) hour of pay for every two (2) hours of unused sick leave. Total sick leave pay out cannot exceed sixteen (16) weeks pay **(640 HOURS)**.
- (g) For Employees Hired After November 1, 2013
- 1) Each member hired by the City of Delaware after November 1, 2013 may transfer accrued sick leave hours from previous employment with any public agency **ONCE THEY HAVE COMPLETED THEIR PROBATIONARY PERIOD.** ~~but~~ Such sick leave hours will not be eligible for conversion or payment upon separation pursuant to section 5. In addition, sick leave usage by members who transfer in sick leave hours will first be charged to sick leave hours accumulated while employed by the City of Delaware. Members will only be eligible to utilize hours transferred in from prior public employment when they have no balance of sick leave available from sick leave accrued while employed by the City of Delaware.

Section 2.03 Holiday and Personal Days

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

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

- (b) If one of the holidays set forth above occurs while an employee is on vacation leave, such day shall not be charged against his/her vacation leave.
- (c) In the event that the Federal Government designates a specific day for any of the aforesaid holidays, then such holiday shall be observed by the City in accordance with such federal designation. When any such holiday falls on a Saturday it shall be observed on the Friday immediately preceding, and when any such holiday falls on a Sunday, it shall be observed on the Monday immediately following, provided that the employee works their last regularly scheduled work day preceding the following the holiday.
- (d) EMPLOYEES WHO WORK A NON-TRADITIONAL WORKWEEK AND THEIR WORK SCHEDULE INCLUDES BOTH THE OBSERVED HOLIDAY AND ACTUAL HOLIDAY WILL ONLY RECEIVE HOLIDAY PAY ON THE OBSERVED DATE OF THE HOLIDAY.**
- (e) For each of the holidays specified in Section 1 of this article on which a FLSA non-exempt employee works, they shall be entitled to holiday compensation equal to double the employee's regular rate of pay, except that the employee shall be entitled to holiday compensation at two and one-half times the employee's regular rate of pay if they work on any of the following holidays: New Year's Day, Memorial Day, Independent Day, Labor Day, Thanksgiving Day, Christmas Day. Only eight (8) hours per day will be used when computing the holiday rate. Compensation for holidays may be in the form of cash or compensatory time off.
- (f) Employees shall be credited 32 hours of personal leave a year, except for new hires who shall receive a prorated amount based on hire date. Use of holiday compensatory time or personal days shall be at the employee's discretion with the approval of the employee's supervisor or department head. **WHEN AN EMPLOYEE SEPARATES CITY SERVICE, THEY WILL BE PAID FOR ANY REMAINING PERSONAL LEAVE.**

- (g) All employees will be permitted to accumulate three (3) years' worth of holiday compensatory time and personal leave. Once an employee accumulates the maximum allowable number of personal leave/holiday compensatory time then future personal leave/holiday compensatory time will be compensated for in cash, at the time they are earned. An employee may elect to cash in up to one year's worth of personal leave each year (32 hours) for pay periods ending in the months of January, June, or December each year. An employee must inform his or her Department Head prior to August 1 of the year preceding the calendar year in which they intend to make the trade. For **2021**, the dates are as follows:

Pay Period Ending	Pay Date
JANUARY 5, 2021	JANUARY 12, 2021
JANUARY 19, 2021	JANUARY 26, 2021
JUNE 8, 2021	JUNE 15, 2021
JUNE 22, 2021	JUNE 29, 2021
DECEMBER 7, 2021	DECEMBER 14, 2021
DECEMBER 21, 2021	DECEMBER 28, 2021

- (h) In the event that an office remains open on a designated paid holiday, all affected staff may take the corresponding time off for that holiday on another date, upon prior approval of their supervisor and/or department director.

Section 2.04 Funeral Leave

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

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

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

Section 2.05 Special Leave

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

Section 2.06 Jury Duty Leave

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

Section 2.07 Court Leave

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

Section 2.08 Injury Leave

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

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

Article III. Insurance

Section 3.01 Hospitalization, Surgical and Major Medical

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

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

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

- 3) The City will permit employees who have alternate health plan options through a spouse to opt out of the City plan in return for a payment of at least \$100.00 per month for full opt out of all health insurance. Families who have both spouses employed full time by the City of Delaware will not be eligible to opt out of the plan. One spouse will carry the full cost of the plan. The employee will provide proof that they do in fact have other coverage before the City will drop that employee's current coverage.
- 4) The City will continue to provide dental coverage if it is not provided under the employee's spouse's insurance. A member may elect to return to coverage under the City's insurance plan by notifying the City in writing of any substantial changes in their qualifying family circumstances. The member must give (30) days' notice of his or her election to return to the City's plan, except in the case of an emergency, such as sudden loss of spouse's coverage, divorce or other change in family status. The plan will comply with Internal Revenue Code Section 125 which governs this matter.
- 5) Employees who opt out of the health insurance program will be compensated as follows:

No coverage	\$100 per month
-------------	-----------------

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

- 6) Payments will begin on the first pay period of the month following 30 days' notice of an employee's desire to drop coverage. A form will be provided which will contain all information necessary to discontinue coverage under the plan. The form must be signed and returned to the Department of Administrative Services. Until such time that an employee is effectively dropped from City coverage, they will be subject to any payroll contributions.
- 7) All payments made in lieu of insurance coverage will be included as other pay on employee's paycheck. This income will not be included in income subject to OPERS contributions but will be subject to all applicable taxes.

Section 3.02 Prescription Plan

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

Section 3.03 Dental Care Plan

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

Section 3.04 Life Insurance

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

Section 3.05 Vision Plan

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

Article IV. Other Compensation

Section 4.01 Longevity Compensation

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

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

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

Section 4.02 Automobile Expense Reimbursement

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

Section 4.03 Non-Uniformed Clothing Allowance

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

Section 4.04 Call-In Pay

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

Section 4.05 Tuition Reimbursement

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

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

Article V. Miscellaneous

Section 5.01 Personnel Files

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

Section 5.02 Parks and Recreation Credit

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



FACT SHEET

AGENDA ITEM NO: 12

DATE: 10/26/2020

ORDINANCE NO: 20-73

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Jessica Feller, Human Resource Manager

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AMENDING ORDINANCE NO. 19-71 ESTABLISHING THE PAY AND BENEFITS FOR VARIOUS PART-TIME AND INTERMITTENT/SEASONAL EMPLOYEES OF THE CITY OF DELAWARE AND DECLARING AN EMERGENCY.

BACKGROUND:

The proposed 2021 budget reflects an increase in wages by 3% for all existing permanent part-time, part-time fire fighter/paramedic and intermittent part-time/seasonal positions. New positions reflected in the permanent part-time and seasonal pay tables include, Recreation Center Attendant (PPT), Lifeguard and Pool Manager (Seasonal) as a result of the City resuming responsibility, in 2021, for the Mingo Recreation Center and Jack Florance Pool operations. Regional wage comparisons were completed to establish the proposed rates for these re-established positions.

Additional changes include the provision of prorated Universal Leave for permanent part-time Firefighter and Paramedic personnel. This benefit is commensurate to that provided to all other permanent part-time personnel. The accrual rate for permanent part-time Firefighter and Paramedic personnel is based on an average of 1,464 working hours per year with varying working hours per pay. At a minimum, permanent part-time Firefighter and Paramedic personnel work 48 hours per pay (four 12-hour shifts) and a maximum of 60 (five 12-hour shifts) hours per pay.

REASON WHY LEGISLATION IS NEEDED:

Legislation is necessary in order to process payroll changes.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

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

POLICY CHANGES:

N/A

PRESENTER(S):

Jessica Feller, Human Resource Manager

RECOMMENDATION:

Approval at third reading

ATTACHMENT(S)

N/A

ORDINANCE NO. 20-73

AN ORDINANCE AMENDING ORDINANCE NO. 19-71
ESTABLISHING THE PAY AND BENEFITS FOR
VARIOUS PART-TIME AND INTERMITTENT, AND
SEASONAL EMPLOYEES OF THE CITY OF DELAWARE.

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

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

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

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

SECTION 1. Ordinance No. 19-71 is hereby amended to read as follows:

A. Effective **DECEMBER 23, 2020** permanent part-time employees shall receive the following wages and benefits:

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

Pay Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PT 1	10.00	10.40	10.82	11.25	11.70
PT2	11.00	11.44	11.90	12.37	12.87
PT3	14.79	15.36	16.00	16.64	17.28
PT4	15.55	16.17	16.77	17.49	18.19
PT5	17.91	18.63	19.38	20.16	20.96
PT6	20.75	21.40	22.05	22.74	23.41
PT7	23.70	24.40	25.05	25.81	26.57

PAY GRADE

POSITION

PT 1..... Facility Maintenance Technician I, ~~File Clerk~~
 PT 2.....Recreation Center Attendant
~~PT 2~~ **PT 3**.....Support Services Aide, Parking Control Officer
~~PT 3~~ **PT 4**.....Facility Maintenance Technician II
 Clerical Specialist, Records Clerk,
~~Records Analyst, Front Counter Clerk,~~

	Help-Desk Technician
PT-4 PT 5	Paralegal, Laborer
PT-5 PT 6	Investigator/Diversion Manager
PT-6 PT 7	Human Resource Coordinator

For permanent part-time positions not listed above, the wages shall be the entry-level pay rate reflected in the applicable pay plan for the equivalent permanent full-time position or a pay rate established by the city manager.

2. Benefits. Benefits for permanent part-time are as follows:
 - (a) Employees will accrue Universal Leave on a prorated basis of 4.6 hours for every eighty hours worked in a pay period.
 - (b) Upon termination of employment with the City, employees will not receive pay-out for any leave accumulated.
 - (c) If an employee becomes full time with the City, any accumulated Universal Leave will be added to the employee's sick leave balance.
 - (d) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day and Thanksgiving. Holiday Pay is defined as one and one half times the employee's regular hourly rate.
 - (e) **PERMANENT PART-TIME EMPLOYEES WILL WORK FEWER THAN 30 HOURS IN ANY WORK WEEK.**
 - (f) ~~Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 40 hours in any work week shall be compensated for a rate of time and one half.~~
 - (g) The employee shall be responsible for payment of the employee contribution for the State of Ohio Retirement System.
 - (h) Employees shall receive a Parks and Recreation Credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/purchase. Credits are non-transferrable.

B. Effective **DECEMBER 23, 2020** permanent part-time firefighters shall be paid on an hourly basis in accordance with the following table:

PAY GRADE	POSITION	WAGE PER HOUR
PTFF1	Firefighter/EMT	14.07
PTFF2	Firefighter/Paramedic	16.23

1. Benefits. Benefits for permanent part-time firefighters are as follows:

- (a) **EMPLOYEES WILL ACCRUE UNIVERSAL LEAVE ON A PRORATED BASIS OF 3 HOURS FOR EVERY FORTY EIGHT HOURS WORKED IN A PAY PERIOD.**
- (b) **UPON TERMINATION OF EMPLOYMENT WITH THE CITY, EMPLOYEES WILL NOT RECEIVE PAY-OUT FOR ANY LEAVE ACCUMULATED.**
- (c) **IF AN EMPLOYEE BECOMES FULL TIME WITH THE CITY, ANY ACCUMULATED UNIVERSAL LEAVE WILL BE ADDED TO THE EMPLOYEE'S SICK LEAVE BALANCE.**
- (d) Employees are eligible for holiday pay if they work a major holiday which includes the following: Christmas, Labor Day, Memorial Day, July 4, New Year's Day and Thanksgiving. Holiday pay is defined as one and one half times the employee's regular hourly rate.
- (e) The City will provide \$10,000 of life insurance.
- (f) Permanent part-time firefighters may not exceed 1500 hours worked in a calendar year.
- (g) Overtime shall be compensated at straight time rates for all hours in paid status, except that all hours in paid status in excess of 212 hours in any 28 day pay cycle shall be compensated for a rate of time and one half.
- (h) The employee will be responsible for payment of the employee contribution to their pension system.
- (g) Employees shall receive a Parks and Recreation Credit to be applied to a Jack Florance Pool membership, City Golf Course membership or punch-card, or City rentals (shelters or Hilborn Room). The amount of the credit shall be \$60.00. Employees shall abide by the stipulations set forth by the managing organization both in definition and restrictions. This credit amount is fixed, regardless of changes in membership fees that may occur. Employees will also receive a 20% discount on all individual registrations for City recreation programs. Credits may not be used to purchase memberships or to secure rentals beyond the calendar year for which it is issued. Credits will not be re-issued if lost or stolen and must be surrendered at the time of registration/purchase. Credits are non-transferrable.

C. Effective **DECEMBER 23, 2020** intermittent part-time/seasonal employees shall receive the following wages and benefits:

Pay Grade	Position	Step 1	Step 2	Step 3
SL1	Cashier	\$ 10.00	\$ 10.50	\$ 11.00
SL2	Lifeguard	\$ 10.50	\$ 11.00	\$ 11.50
SL3	Laborer	\$ 12.21	\$ 13.27	\$ 14.33
SL4	Intern	\$ 12.21	\$ 14.33	\$ 16.45
SL5	Pool Manager	\$ 13.94	\$ 14.58	\$ 15.21
SL6	Clubhouse Manager	\$ 14.85	\$ 15.91	\$ 16.97

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

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

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

SECTION 2. Existing Ordinance No.19-71 is hereby repealed.

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

SECTION 4. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on December 23, 2020. Therefore this Ordinance shall be in full force and effect immediately upon its passage.

EMERGENCY CLAUSE:

YEAS _____ NAYS _____
ABSTAIN _____

PASSED: _____, 2020

YEAS _____ NAYS _____
ABSTAIN _____

ATTEST: _____
CITY CLERK

MAYOR



FACT SHEET

AGENDA ITEM NO: 13

DATE: 10/26/2020

ORDINANCE NO: 20-74

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Judge Marianne Hemmeter and Clerk Cindy Dinovo

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

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

BACKGROUND:

The Municipal Court and Clerk of Court's 2021 Employee Benefits and Leave Policies are attached. The only changes to the plan are adjustments to personal leave, sick leave and life insurance as indicated as follows:

2020 Section 3. Employees will be credited with 32 hours of personal leave a year. Use of personal days will be at the employee's discretion with approval of the Administrative Judge or his/her designee or the Clerk of Court or his/her designee

2021 Section 3. Employees shall be credited with thirty-two hours of personal leave a year, except for new hires who shall receive a prorated amount based on hire date. If an employee separates from service prior to the end of the calendar year, personal leave will be prorated. If an employee's personal leave balance is insufficient to cover the proration, the prorated amount corresponding to the rest of the year will be deducted from the employee's last paycheck

* **Revised Sept. 2020**

Change: This was at the request of the clerk. All new employees will receive a prorated amount of personal leave at time of employment. If an employee uses all 32 personal leave hours prior to resigning in a given year, the leave amount is prorated based on the end date of employment. If the employee used more than the determined prorated amount, the employee would have to repay the difference in their last check.

2020 Section 6. Any employee who separates from the Delaware Municipal Court or Clerk of Court employment for other than just cause will be paid for all accumulated and unused sick leave on the basis of one hour of pay for every three hours of unused sick leave. Total sick leave payout cannot exceed 12 weeks' pay.

2021 Section 6. Any employee who separates from the Delaware Municipal Court or Clerk of Court employment for other than just cause will be paid for all accumulated and unused sick leave on the basis of one hour of pay for every three hours of unused sick leave. Any sick leave hours carried over from previous employment with another public agency as defined by Section 5 will not be eligible for payment upon separation. Total sick leave payout cannot exceed 12 weeks' pay.

*** Revised Sept. 2020**

Change: This was also at the request of the clerk. This change guarantees the city will not have to pay an employee's transferred leave balance at separation for any hours transferred at time of employment with the court/clerk. Any payout must be for court/clerk time only.

2020 Section 2. Life Insurance

The City will provide the following amount of life insurance:

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

2021 Section 2. Life Insurance

The City will provide the following amount of life insurance:

Clerk of Court	\$100,000.00
----------------	--------------

All Court and Clerk of Court full time \$50,000.00
* **Revised Sept. 2020**

Change: All full time court/clerk staff will receive \$50, 000 in life insurance.

REASON WHY LEGISLATION IS NEEDED:

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

Judge Marianne Hemmeter

RECOMMENDATION:

Approval after third reading

ATTACHMENT(S)

Amended sections on personal leave, sick leave, and life insurance exhibit Delaware Municipal Court and Clerk of Court's 2021 Employee Benefits and Leave Policies

ORDINANCE NO. 20-74

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

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

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

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

SECTION 3. EMERGENCY CLAUSE. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare of the City. The emergency clause is required to enact the changes effective on December 23, 2020. Therefore, this Ordinance shall be in full force and effect immediately upon its passage.

VOTE ON EMERGENCY CLAUSE:

YEAS___NAYS___
ABSTAIN ___

PASSED: _____, 2020

YEAS___ NAYS___
ABSTAIN ___

ATTEST: _____
CITY CLERK

MAYOR

Delaware Municipal Court and Clerk of Court

Employee Benefits And Leave Policies

Effective December 23, 2020

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

SECTION IV. EMPLOYEE BENEFITS AND LEAVE

Policy 23. Holiday Pay and Personal Leave

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

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

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

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

Section 3. Employees shall be credited with thirty-two hours of personal leave a year, except for new hires who shall receive a prorated amount based on hire date. If an employee separates from service prior to the end of the calendar year, personal leave will be prorated. If an employee's personal leave balance is insufficient to cover the proration, the prorated amount corresponding to the rest of the year will be deducted from the employee's last paycheck.

* Revised Sept. 2020

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

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

Policy 24. Vacation Leave

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

Section 2. Each full-time employee will accrue vacation leave by pay period at the annual rate of work hours based on years of full-time total service which is established in the schedules contained in Section 3 of this article.

Years of total full-time service is defined to be the total of all periods of full-time employment for the Delaware Municipal Court or Clerk of Court or as defined in Section 6. Any period of interruption of service due to resignation, layoff, disciplinary suspension, or discharge for cause, will not be included in the computation of total service. Time not in paid status, excepting military leave, will also be excluded in computing total service. In computing years of service, the higher rate of accrual will be on the first day of the first pay period in which a year of service is completed.

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

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

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

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

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

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

Section 4. Any vacation balance in excess of the maximum number of work hours established in the following paragraph will become void as of the close of business on the last day of the last pay period that ends in the month of December.

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

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

Section 5.

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

- Section 6.** To be eligible to transfer years of service for determination of vacation benefits to the City of Delaware (Delaware Municipal Court or Clerk of Court) from prior employment inside the State of Ohio:
- A.** Employees are eligible to transfer prior years of service completed as employees of this Court, the Clerk of this Court, or the City of Delaware.
 - B.** The amount of years of service that can be transferred is unlimited.
 - C.** Prior employment must be in full-time status.
- Section 7.** An employee may elect to convert up to two weeks of accrued and unused vacation time to cash during any calendar year. An employee must inform the Administrative Judge or the Clerk of Court prior to August 1 of the year preceding the calendar year in which the employee intends to convert the unused vacation leave to cash, and the employee must maintain at least 40 hours of accrued and unused vacation leave in the employee's account after that conversion takes place.

Policy 25. Funeral Leave

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

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

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

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

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

Policy 26. Sick Leave

The Court and the Clerk of Court may from time to time supplement these sick leave policies with additional terms that apply to their employees only. For a full

understanding of the use of sick leave, employees should consult not only this benefit manual but also the office policies promulgated by the particular officeholder – whether the Administrative Judge or the Clerk of Court – for whom the employee works.

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

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

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

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

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

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

Section 3. If an employee used zero hours of sick leave in any calendar year, that employee will be credited with an additional three vacation days the following year. If an employee uses between one and eight hours of sick leave in any one calendar year, that employee will be credited with an additional two vacation days the following year. If an employee uses between nine and 16 hours of sick leave in any one calendar year, that employee will be credited with one additional vacation day the following

year. At the employee's option, any additional vacation days earned can be taken in the form of vacation leave or compensation in cash.

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

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

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

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

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

Section 6. Any employee who separates from the Delaware Municipal Court or Clerk of Court employment for other than just cause will be paid for all accumulated and unused sick leave on the basis of one hour of pay for every three hours of unused sick leave. Any sick leave hours carried over from previous employment with another public agency as defined by Section 5 will not be eligible for payment upon separation. Total sick leave payout cannot exceed 12 weeks' pay.

* Revised Sept. 2020

Section 7. An employee must complete and sign a request for leave form provided by the City to justify the use of sick leave. Payment for sick leave is subject to final approval by the Administrative Judge or his/her designee or the Clerk of Court or his/her designee. The City, Delaware Municipal Court, or Clerk of Court may require the employee to furnish a statement from a licensed medical practitioner if medical attention was sought or for any absence in excess of three consecutive days whether for the employee or his/her immediate family. Such statement must include the

nature of the illness or injury, the inability to perform his/her duties, the prognosis, and the estimated date when the employee can be expected to return to work. Failure of the employee to provide such statement and request for leave form when requested may result in the denial of sick leave pay.

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

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

Section 9. Sick Leave Abuse

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

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

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

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

parties, extend the need for sick leave verification for an additional six month period. The City, Delaware Municipal Court, or Clerk of Court also maintains the right to investigate all absences.

Policy 27. Injury Leave

Section 1. All regular full-time employees are entitled to injury leave with pay, less any Worker's Compensation weekly salary benefits that they may be awarded by the Industrial Commission of Ohio (ICO), for a period not to exceed 120 consecutive working days for employees working a 40 hour work week for each injury incurred in the performance of employment duties with the Delaware Municipal Court or Clerk of Court, provided that the following procedures are followed:

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

current affidavit from a licensed physician setting forth the need for the extension.

Policy 28. Insurance

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

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

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

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

The City will permit employees who have alternate health plan options through a spouse to opt out of the City plan in return for a payment of \$100.00 per month. Families who have both spouses employed full time by the City of Delaware will not be

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

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

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

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

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

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

A. Prescription Plan

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

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

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

The mail order benefits will be the following:

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

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

B. Dental Care Plan

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

C. Vision Care Plan

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

Section 2. Life Insurance

The City will provide the following amount of life insurance:

Clerk of Court	\$ 100,000.00
All Court and Clerk of Court full time employees	\$ 50,000.00
* Revised Sept. 2020	

Section 3. Certificate of Coverage

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

Policy 29. Overtime Compensation

Section 1. Overtime Pay and Compensatory Time - Nonexempt Employees

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

- & Employees must receive prior approval from the Administrative Judge or his/her designee or Clerk of Court or his/her designee.
- & Employees will be compensated at straight-time rates for all hours in active pay status, except that all hours in paid status in excess of 40 hours in any work week will be compensated at a rate of time and one-half. Payment in cash will be made for any overtime due at the time of separation from City service.

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

Section 2. Overtime Pay and Compensatory Time - Exempt Employees

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

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

Policy 30. Special Leave

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

A. Jury Service Leave

An employee, while serving on a jury in any court of record in Delaware County, the State of Ohio, or any adjoining county, will be paid his/her regular salary for each workday during the period of time so served. Time so served will be deemed active and continued service for all purposes. All jury fees received from the court where the jury was seated will be assigned to the City of Delaware and submitted to the Administrative Judge or his/her designee or the Clerk of Court or his/her designee, to be forwarded to the City Finance Director.

B. Court Leave

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

Policy 31. Family and Medical Leave Act

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

Policy 32. Parks and Recreation Credit

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

Policy 33. On-Call Compensation

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

Policy 34. Salary Ranges

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

SALARY RANGES - MUNICIPAL COURT:

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

SALARY RANGES - CLERK OF COURT:

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

Policy 35. Permanent Part-Time Employees

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

Section 1. Wages

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

Section 2. Benefits

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

Policy 37. Intermittent Part-Time/Seasonal Employees

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

Section 1. Wages

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

Section 2. Benefits

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

Receipt and Acknowledgment Form

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

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

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

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

Employee's Signature

Date

Employee's Name (Please Print)



FACT SHEET

AGENDA ITEM NO: 14

DATE: 10/26/2020

ORDINANCE NO: 20-75

RESOLUTION NO:

READING: FIRST

PUBLIC HEARING: NO

TO: Mayor and Members of City Council

FROM: R. Thomas Homan, City Manager

VIA: Justin Nahvi, Finance Director and Natalia Harris, City Attorney

TITLE OF PROPOSED ORDINANCE/RESOLUTION:

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO PARTICIPATE IN A LAND AUCTION, SUPPLEMENTING THE 2020 APPROPRIATIONS, AND DECLARING AN EMERGENCY.

BACKGROUND:

The properties located at 11 Spring Street and 27 Spring Street are scheduled for sale at a public auction on October 27th, 2020. The terms of the auction are that a certain percentage of the purchase price is due from the successful bidder at the conclusion of the auction. The ordinance allows for the payment of what is due on the date the auction concludes should the City be the successful bidder.

REASON WHY LEGISLATION IS NEEDED:

The City Manager needs authority from Council to purchase land on behalf of the City.

COMMITTEE RECOMMENDATION:

N/A

FISCAL IMPACT(S):

POLICY CHANGES:

N/A

PRESENTER(S):

R. Thomas Homan, City Manager
Kyle Kridler, Assistant City Manager
Justin Nahvi, Finance Director
Sean Hughes, Economic Development Director
Natalia Harris, City Attorney

RECOMMENDATION:

Approval on first reading

ATTACHMENT(S)

ORDINANCE 20-75

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO PARTICIPATE IN A LAND AUCTION, SUPPLEMENTING THE 2020 APPROPRIATIONS, AND DECLARING AN EMERGENCY.

WHEREAS, a land auction will be held for two properties located at 11 Spring Street and 27 Spring Street on October 27, 2020; and

WHEREAS, the winning bidder in this auction is required to pay a certain percentage of the purchase price at the conclusion of the auction.

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

SECTION 1: The City Manager, the Finance Director, or their designee are authorized to bid on the parcels of land located at 11 Spring Street and 27 Spring Street.

SECTION 2: In the event the City makes the winning bid at the public auction on October 27, 2020, to pay the required amount due on the day of the auction, it is hereby appropriated from the unencumbered balance of the General Fund (Fund 101) \$120,000 to:

Land and Easements (101.0032.5510) \$120,000

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

SECTION 4. EMERGENCY CLAUSE. 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 associated with the purchase of land for redevelopment purposes, 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



TO: TOM HOMAN, CITY MANAGER
FROM: JUSTIN NAHVI, FINANCE DIRECTOR
SUBJECT: SEPTEMBER 2020 FINANCIAL REPORT
DATE: 10/12/2020

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, Recreation Center 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 September 30, 2020, and ties to the amount listed in Appendix B.

Appendix B is the Financial Statement for the city as of September 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 September 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 September 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 \$875,082 reflecting a decrease of \$696,201 or 44.3% from the same period in the prior year. This decline is attributed to the shifting of the 2nd half real estate tax due date to August 2020. With this modification of the due date, 2nd half settlement will occur in October 2020.
- Income Tax – Year-to-date receipts total \$12,113,548 which is \$122,067 or 1.0%, 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 the collection rate, the current projected decline for income tax collections is \$488,750 or 3.0% of the total estimated revenue from this source in 2020.
- Charges for Services – Chargebacks for the General Fund related services attributed to special revenue and enterprise funds through the end of September equaled \$1,693,750.

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 (\$1,387,500), Street Maintenance & Repair Fund (\$692,667), Recreation Fund (\$613,252), Cemetery Fund (\$50,000) and the Airport Fund (\$10,000).

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

	2019 ACTUAL YTD SEPT 30	2020 ACTUAL YTD SEPT 30	2020 TOTAL BUDGET	2020 % of BUDGET	2020 PRJ YR END
REVENUES					
Property Taxes	1,571,283	875,082	1,548,000	56.53%	1,662,367
Intergovernmental Receipts	543,729	634,917	1,013,726	62.63%	1,088,429
Income Taxes	12,255,615	12,113,548	16,510,750	73.37%	16,022,000
Fines & Forfeitures	87,731	54,053	140,000	38.61%	48,925
Fees, Licenses, & Permits	1,895,158	1,932,265	2,998,000	64.45%	2,135,443
Miscellaneous	290,319	160,198	380,000	42.16%	153,526
Other Financing	-	5,013	-	0.00%	5,013
Earnings on Investments	653,768	246,877	950,000	25.99%	377,563
Charges for Services	1,544,255	1,693,750	2,299,603	73.65%	2,299,603
Total Revenues	18,841,858	17,715,703	25,840,079	68.56%	23,792,869
EXPENDITURES					
Council	113,542	123,780	187,299	66.09%	168,064
City Manager	536,161	595,786	927,910	64.21%	831,044
Admin Services	268,782	242,295	425,183	56.99%	325,296
Economic Development	287,536	295,946	528,655	55.98%	261,767
Legal Affairs	532,801	610,105	882,940	69.10%	779,837
Finance	1,571,558	1,656,753	2,353,870	70.38%	2,013,361
General Admin	3,820,304	3,408,119	6,508,792	52.36%	5,207,199
Risk Management	274,473	275,228	349,100	78.84%	332,698
Police	5,954,850	6,423,341	9,739,704	65.95%	8,831,221
Planning	778,189	902,908	1,551,146	58.21%	1,278,256
Engineering	1,020,110	1,182,061	2,349,511	50.31%	1,895,015
Building Maintenance	370,041	350,128	589,467	59.40%	463,114
Total Expenditures	15,528,348	16,066,450	26,393,576	60.87%	22,386,872

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 September 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 \$486,864.
 - 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 \$8,477,131 which is \$98,287, or 1.0%, 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 \$164,032 or 3.0% of the current revenue estimate for this line item.

Expenditures

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

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

	2019 ACTUAL YTD SEPT 30	2020 ACTUAL YTD SEPT 30	2020 TOTAL BUDGET	2020 % of BUDGET	2020 PRJ YR END
REVENUES					
Intergovernmental Receipts	192,293	489,629	752,765	65.04%	552,529
Income Taxes	8,575,418	8,477,131	11,500,000	73.71%	11,335,968
Miscellaneous	4,044	3,017	39,195	7.70%	2,427
Other Financing	-	1,175	-	0.00%	1,880
Transfer In	240,833	122,310	240,717	50.81%	236,058
Total Revenues	9,012,588	9,093,261	12,532,677	72.56%	12,128,862
EXPENDITURES					
Personal Services	5,907,763	6,432,376	9,501,589	67.70%	8,700,989
Charges & Services	507,251	527,051	1,138,934	46.28%	886,238
Materials & Supplies	177,371	239,061	447,354	53.44%	333,463
Capital Outlay	1,042,848	271,659	1,463,030	18.57%	1,262,405
Refunds	388,071	305,116	500,000	61.02%	341,556
Transfer	5,375	242,078	848,044	28.55%	848,044
Debt	42,087	42,087	514	0.00%	-
Total Fire Expenditures	8,070,766	8,017,340	13,899,465	57.68%	12,372,695

**REC CENTER INCOME TAX FUND
RECREATION LEVY SUMMARY
SEPTEMBER 2020**

Account #	Description	2014 Expended	2015 Expended	2016 Expended	2017 Expended	2018 Expended	2019 Expended	2020 Expended	2020 Encumbered	2020 Remaining Budget	Total 2014 - 2020
Phase 1 - \$20,000,000											
233-0233-5230	Design	7,090	0	0	0	0	0	0	0	0	7,090
5513	Other Park Improvements	14,981	0	0	0	0	0	0	0	0	14,981
5521	National Guard City Alternatives	117,500	0	0	0	0	0	0	0	0	117,500
5533	Veterans Park Restroom/Shelter	0	100,000	150,000	0	0	0	0	0	0	250,000
	Total	139,571	100,000	150,000	0	0	0	0	0	0	389,571
Phase 2 - \$3,800,000											
233-0233-5501	Houk Rd. Site Improvements	0	0	0	0	0	235,000	0	0	0	235,000
5522	Park Asphalt Projects	306,291	59,111	27,841	0	0	0	0	0	0	393,243
5523	Park Seal Coating Projects	36,025	100,894	0	0	0	0	0	0	0	136,919
5524	Smith Park Trail	27,461	3,699	205,818	0	0	0	0	0	0	236,978
5525	Park Irrigation	0	0	0	0	0	0	0	0	0	0
5526	Park Aeration	20,109	0	0	0	0	0	0	0	0	20,109
5527	Parks General Construction Projects	113,737	6,250	12,645	57,797	148,270	48,464	0	0	39,859	427,022
5528	Dog Park	32,354	34,003	0	0	0	0	0	0	0	66,357
5529	Drainage & Excavation Projects	2,608	0	0	0	0	0	0	0	0	2,608
5530	Miscellaneous Park Improvements	42,715	0	0	18,532	0	0	0	0	0	61,247
5531	Veterans Park Parking Lot Addition	337,203	0	0	0	0	0	0	0	0	337,203
5532	Wayfinding and Signage	0	0	0	21,160	2,590	61,357	30,758	6,785	98,900	221,550
5534	Veterans Park Playtoy	0	152,551	94,449	0	0	0	0	0	0	247,000
5535	Splashpad Construction	5,300	479,956	51,627	12,791	34,302	0	0	0	0	583,976
5536	Parkland Acquisition/Improvement	0	722,272	428,577	0	0	0	0	0	0	1,150,849
5537	Park Improvements Contingency	3,040	0	0	0	0	0	0	0	0	3,040
5538	Pickleball Courts	0	17,035	0	0	0	0	0	0	0	17,035
5710	In House Design	0	4,237	0	0	0	0	0	0	0	4,237
	Total	926,843	1,580,008	820,957	110,280	185,162	344,821	30,758	6,785	138,759	4,144,373
	Phase 1 Totals	139,571	100,000	150,000	0	0	0	0	0	0	389,571
	Phase 1 Reimbursements	72,000									72,000
	Phase 1 Net Cost	67,571	100,000	150,000	0	0	0	0	0	0	317,571
	Phase 1 Net Cost 2009-2013										19,609,505
	TOTAL PHASE 1 COSTS										19,927,076
	Phase 2 Totals	926,843	1,580,008	820,957	110,280	185,162	344,821				3,968,071
	Phase 2 Reimbursements		212,722								212,722
	TOTAL PHASE 2 COSTS	926,843	1,367,286	820,957	110,280	185,162	344,821				3,755,349
	TOTAL ALL PHASES										23,682,425

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 September 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 \$645,807, which is \$73 (0.0%) less than the amount collected during the same period in the prior year.

Expenditures

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

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

	2019 ACTUAL YTD SEPT 30	2020 ACTUAL YTD SEPT 30	2020 TOTAL BUDGET	2020 % of BUDGET	2020 PRJ YR END
REVENUES					
Miscellaneous	770	2,523	500	504.67%	2,974
Charges for Services	645,880	645,807	900,200	71.74%	869,137
Total Revenues	646,650	648,330	900,700	71.98%	872,111
EXPENDITURES					
Stormwater Operations					
Personal Services	156,426	191,772	257,186	74.57%	256,814
Charges & Services	98,827	73,657	223,891	32.90%	92,944
Materials & Supplies	32,375	25,032	100,340	24.95%	49,515
Capital Outlay	8,524	80	20,000	0.40%	128
Refunds	30	22	2,000	1.09%	35
Total Ops Expenditures	296,182	290,563	603,416	48.15%	399,436
Stormwater Capital					
Capital Outlay	177,226	429,374	1,716,338	25.02%	1,090,556
Total Cap Expenditures	177,226	429,374	1,716,338	25.02%	1,090,556
Total Expenditures	473,409	719,937	2,319,754	31.04%	1,489,992

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 September 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 \$4,259,781 which is \$41,642 or 1.0% greater than the amount collected same period from the prior year.
 - Capacity Fees – Year-to-date receipts total \$1,684,782 and these fees are deposited into the Water Capacity Fee Fund (Fund 536).

Expenditures

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

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

	2019 ACTUAL YTD SEPT 30	2020 ACTUAL YTD SEPT 30	2020 TOTAL BUDGET	2020 % of BUDGET	2020 PRJ YR END
REVENUES					
Miscellaneous	29,918	24,429	25,000	97.72%	26,294
Other Financing	-	6,549	11,000	59.54%	10,478
Earnings on Investments	221,411	97,674	300,000	32.56%	140,271
Charges for Services	4,311,112	4,334,113	6,220,000	69.68%	5,250,147
Total Revenues	4,562,441	4,462,764	6,556,000	68.07%	5,427,190
EXPENDITURES					
Water Administration					
Personal Services	233,357	221,951	325,759	0.00%	311,562
Charges & Services	194,744	205,178	276,520	74.20%	273,514
Materials & Supplies	601	589	775	0.00%	550
Capital Outlay	-	-	-	0.00%	-
Refunds	11,429	8,058	27,750	29.04%	6,345
Transfers	1,490,703	1,912,391	2,659,783	71.90%	2,659,783
Total Admin Expenditures	1,930,833	2,348,167	3,290,587	71.36%	3,251,754
Water Treatment					
Personal Services	564,794	620,978	930,138	66.76%	840,513
Charges & Services	524,517	497,011	812,894	61.14%	648,025
Materials & Supplies	285,488	285,992	448,903	63.71%	294,367
Capital Outlay	29,664	61,712	87,045	70.90%	63,485
Refunds	-	-	-	0.00%	-
Total Treat Expenditures	1,404,462	1,465,693	2,278,981	64.31%	1,846,390
Water Distribution					
Personal Services	394,721	419,419	617,833	67.89%	565,075
Charges & Services	54,569	62,377	121,283	51.43%	94,495
Materials & Supplies	176,533	163,447	300,470	54.40%	223,610
Capital Outlay	10,148	-	15,000	0.00%	-
Refunds	-	-	-	0.00%	-
Total Dist Expenditures	635,971	645,242	1,054,586	61.18%	883,180
Total Expenditures	3,971,266	4,459,102	6,624,154	67.32%	5,981,324

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 September 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 \$5,113,678 which is \$44,396 or 0.9% greater than the amount collected during same period from the prior year.
 - Capacity Fees – Year-to-date receipts total \$1,588,300 and these fees are deposited into the Wastewater Capacity Fee Fund (Fund 546).

Expenditures

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

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

	2019 ACTUAL YTD SEPT 30	2020 ACTUAL YTD SEPT 30	2020 TOTAL BUDGET	2020 % of BUDGET	2020 PRJ YR END
REVENUES					
Miscellaneous	388	19,206	10,000	192.06%	30,320
Other Financing	-	7,423	-	0.00%	11,877
Earnings on Investments	201,412	95,262	275,000	34.64%	135,634
Charges for Services	5,288,890	5,354,466	7,426,500	72.10%	6,494,173
Total Revenues	5,490,690	5,476,358	7,711,500	71.02%	6,672,004
EXPENDITURES					
Sewer Administration					
Personal Services	119,595	195,110	323,556	0.00%	250,817
Charges & Services	287,666	182,123	247,743	73.51%	213,968
Materials & Supplies	712	530	1,000	0.00%	627
Capital Outlay	-	-	-	0.00%	-
Refunds	401	24,010	7,500	320.14%	38,416
Transfers	2,161,946	3,790,868	3,996,618	94.85%	3,996,618
Total Admin Expenditures	2,570,320	4,192,641	4,576,417	91.61%	4,500,446
Sewer Treatment					
Personal Services	613,135	649,596	975,531	66.59%	888,889
Charges & Services	627,409	733,201	1,004,447	73.00%	884,090
Materials & Supplies	165,134	146,463	238,770	61.34%	176,397
Capital Outlay	-	115	25,000	0.46%	-
Refunds	-	-	-	0.00%	-
Total Treat Expenditures	1,405,678	1,529,375	2,243,747	68.16%	1,949,376
Sewer Collection					
Personal Services	275,400	196,595	291,090	67.54%	264,733
Charges & Services	68,814	107,253	253,935	42.24%	173,128
Materials & Supplies	75,890	64,313	187,702	34.26%	80,045
Capital Outlay	17,863	10,066	16,100	62.52%	10,238
Refunds	-	-	-	0.00%	-
Total Col Expenditures	437,966	378,227	748,826	50.51%	528,144
Total Expenditures	4,413,964	6,100,243	7,568,991	80.60%	6,977,966

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 September 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 \$2,725,221 which is \$23,129 or 0.9% greater than the amount received from the same period in the prior year.

Expenditures

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

**REFUSE FUND
STATEMENT OF REVENUE AND EXPENDITURES
SEPTEMBER 2020**

	2019 ACTUAL YTD SEPT 30	2020 ACTUAL YTD SEPT 30	2020 TOTAL BUDGET	2020 % of BUDGET	2020 PRJ YR END
REVENUES					
Miscellaneous	-	-	260,000	0.00%	48,683
Other Financing	13,251	5,663	-	0.00%	-
Earnings on Investments	17,426	7,521	12,000	62.68%	10,499
Charges for Services	2,702,092	2,725,221	3,793,350	71.84%	3,448,967
Total Revenues	2,732,769	2,738,405	4,065,350	67.36%	3,508,149
EXPENDITURES					
Refuse Administration					
Personal Services	-	-	-	0.00%	-
Charges & Services	39,826	42,884	92,834	46.19%	92,782
Materials & Supplies	-	-	-	0.00%	-
Capital Outlay	28,988	5,985	9,287	64.44%	9,576
Refunds	451	355	1,000	35.52%	568
Transfers	271,725	278,385	371,180	75.00%	371,180
Total Admin Expenditures	340,989	327,609	474,301	69.07%	474,106
Refuse Collection					
Personal Services	489,169	545,324	784,850	69.48%	749,640
Charges & Services	821,475	851,662	1,332,353	63.92%	1,015,706
Materials & Supplies	113,794	109,016	203,514	53.57%	138,410
Capital Outlay	243,537	-	731,207	0.00%	843,783
Refunds	-	-	-	0.00%	-
Total Collect Expenditures	1,667,975	1,506,002	3,051,924	49.35%	2,747,539
Refuse Recycling					
Personal Services	314,134	324,981	474,996	68.42%	449,428
Charges & Services	143,403	170,709	300,209	56.86%	255,801
Materials & Supplies	48,796	34,592	86,650	39.92%	50,030
Capital Outlay	-	-	513,447	0.00%	255,447
Refunds	-	-	-	0.00%	-
Total Recycle Expenditures	506,334	530,282	1,375,302	38.56%	1,010,706
Total Expenditures	2,515,298	2,363,893	4,901,528	48.23%	4,232,351

APPENDIX A

YEAR TO DATE FUND REPORT
September 30, 2020

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
101	General Fund	6,801,606.03	17,715,703.48	16,066,450.25	8,450,859.26	698,322.58	7,752,536.68
200	Street Maintenance & Repair	603,206.35	2,253,204.79	2,080,883.63	775,527.51	797,834.20	(22,306.69)
201	State Highway Improvement	353,397.37	117,372.01	472,491.56	(1,722.18)	0.00	(1,722.18)
202	License Fee	426,903.67	328,500.83	486,299.98	269,104.52	52,604.68	216,499.84
203	Stormwater	2,113,380.23	648,330.05	719,937.09	2,041,773.19	507,446.26	1,534,326.93
210	Recreation	266,459.06	612,890.81	853,330.35	26,019.52	26,356.55	(337.03)
212	Oak Grove Cemetery	276,700.20	166,179.76	208,792.33	234,087.63	107,769.73	126,317.90
215	Tree Replacement	119,237.10	75,199.48	0.00	194,436.58	15,000.00	179,436.58
222	Airport	184,988.85	571,151.91	568,078.70	188,062.06	3,095.56	184,966.50
223	Hangars	180,442.96	76,609.50	33,887.21	223,165.25	0.00	223,165.25
231	Fire/EMS Income Tax	9,399,949.67	9,093,261.27	8,017,340.24	10,475,870.70	1,150,876.38	9,324,994.32
233	Rec Center Income Tax	5,065,048.57	1,848,441.12	534,052.07	6,379,437.62	6,785.00	6,372,652.62
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	2,505,777.13	3,093,406.08	1,423,896.40	426,271.63	997,624.77
237	Sky Climber TIF	0.00	23,619.40	6,725.13	16,894.27	45,275.00	(28,380.73)
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	1,833,979.70	2,017,285.09	2,678,148.47	26,103.28	2,652,045.19
241	Court IDIAM	14,674.86	22,235.00	14,518.64	22,391.22	6,457.01	15,934.21
250	Drug Enforcement	51,218.50	2,578.70	3,307.52	50,489.68	0.00	50,489.68
251	Court Alcohol Treatment	592,279.16	18,826.00	5,264.16	605,841.00	0.00	605,841.00
252	OMVI Enforcement/Education	4,520.65	785.00	0.00	5,305.65	0.00	5,305.65
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	17,082.09	3,200.00	13,882.09	0.00	13,882.09
255	Park Exaction Fee	184,116.07	0.00	37,336.98	146,779.09	2,663.02	144,116.07
256	Court Computer Legal Research	757,780.68	142,040.80	160,114.78	739,706.70	61,721.45	677,985.25
257	Court Special Projects	749,712.50	142,638.51	275,677.91	616,673.10	8,086.74	608,586.36
259	Court Probation Services	614,641.81	261,003.31	228,561.41	647,083.71	2,244.00	644,839.71
261	Police Disability Pension	0.00	136,157.43	122,310.00	13,847.43	0.00	13,847.43
262	Fire Disability Pension	0.00	136,157.53	122,310.10	13,847.43	0.00	13,847.43
272	Community Promotion	84,603.77	40,175.85	90,369.25	34,410.37	40,250.00	(5,839.63)
280	Local Coronavirus Relief	0.00	1,164,667.32	8,600.00	1,156,067.32	2,643,732.00	(1,487,664.68)
291	CDBG	0.00	0.00	1,984.20	(1,984.20)	1,290.80	(3,275.00)
292	Police Fed Treasury Seizures	0.00	3,540.90	0.00	3,540.90	0.00	3,540.90
295	ED Revolving Loan	240,333.27	76,386.07	12,106.80	304,612.54	52,800.20	251,812.34
296	Housing Program Income	8,150.00	0.00	0.00	8,150.00	8,150.00	0.00

APPENDIX A

September 30, 2020

Fund #	FUND	BEGINNING BALANCE	YTD REVENUES	YTD EXPEND	ENDING BALANCE	ENCUMB	UNENCUMB BALANCE
300	General Bond Retirement	621,579.51	257,244.68	256,545.29	622,278.90	3,000.00	619,278.90
301	Park Improvement Bond	111,104.83	15,764,280.41	15,836,058.44	39,326.80	4,000.00	35,326.80
302	SE Highland Bond	0.00	621,770.90	327,519.99	294,250.91	0.00	294,250.91
410	Capital Improvement	4,666,224.39	3,964,332.27	5,820,738.25	2,809,818.41	2,499,809.98	310,008.43
415	Point Project	933,691.72	920,022.99	1,210,988.47	642,726.24	1,004,736.99	(362,010.75)
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	320,588.75	313,429.47	251,160.50	62,268.97
491	Parks Impact Fee	2,067,688.56	364,861.23	31,918.51	2,400,631.28	384,891.93	2,015,739.35
492	Police Impact Fee	429,784.34	91,665.07	7,508.79	513,940.62	164.93	513,775.69
493	Fire Impact Fee	544,494.17	135,434.72	75,738.16	604,190.73	168.79	604,021.94
494	Municipal Impact Fee	444,342.10	145,662.23	16,628.22	573,376.11	7,168.78	566,207.33
496	Glenn Rd S Construction	926,595.96	648,235.21	122,392.00	1,452,439.17	0.00	1,452,439.17
498	Glenn Rd N	330,020.80	50,712.25	40,722.50	340,010.55	0.00	340,010.55
501	Golf Course	81,056.66	198,396.99	64,640.15	214,813.50	7,822.17	206,991.33
520	Parking Lots	52,087.14	25,754.51	38,863.57	38,978.08	518.25	38,459.83
530	Water	1,504,060.97	4,462,764.40	4,459,101.91	1,507,723.46	264,053.83	1,243,669.63
531	Water Construction	2,479,462.37	1,364,891.50	2,218,170.15	1,626,183.72	264,409.60	1,361,774.12
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	1,684,782.06	1,222,454.46	11,082,284.23	177,562.99	10,904,721.24
540	Wastewater	3,724,670.38	5,476,357.96	6,100,243.02	3,100,785.32	247,083.85	2,853,701.47
541	Wastewater Construction	3,088,062.39	1,476,705.00	507,761.67	4,057,005.72	412,490.36	3,644,515.36
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	(22,498.33)	2,934.27	202,885.00	0.00	202,885.00
546	Wastewater Capacity Fee	6,796,915.87	3,285,213.16	2,033,514.64	8,048,614.39	452,253.21	7,596,361.18
548	SE Highland Wastewater	268,389.54	618,000.00	630,839.94	255,549.60	0.00	255,549.60
550	Refuse	1,159,867.16	2,738,405.55	2,363,893.47	1,534,379.24	1,288,403.15	245,976.09
601	Garage Rotary	504,994.89	199,181.93	496,337.51	207,839.31	48,572.14	159,267.17
602	IT Rotary	655,372.98	752,812.66	1,422,542.24	(14,356.60)	103,246.43	(117,603.03)
610	Health Insurance	522,534.62	6,178,207.36	4,653,427.98	2,047,314.00	9,018.11	2,038,295.89
620	Workers Compensation	2,626,777.89	9,515.16	29,670.39	2,606,622.66	600.00	2,606,022.66
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	11,965.00	7,749.03	0.00	7,749.03
703	Police Donation	10,836.60	500.00	2,000.00	9,336.60	0.00	9,336.60
704	Mayors Donation	898.15	450.00	50.00	1,298.15	0.00	1,298.15
705	Project Trust	1,129,526.94	102,316.91	116,238.72	1,115,605.13	0.00	1,115,605.13

APPENDIX A

**YEAR TO DATE FUND REPORT
September 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	11,364.57	315.00	97,425.75	0.00	97,425.75
709	Development Reserve	1,008,885.74	50,000.00	427,242.19	631,643.55	2,350.13	629,293.42
710	Reserve Account	1,188,864.04	25,000.00	0.00	1,213,864.04	0.00	1,213,864.04
711	Berkshire JEDD	84,717.65	207,404.67	254,987.67	37,134.65	248,547.86	(211,413.21)
750	Cemetery Perpetual Care	33,839.98	199.19	360.00	33,679.17	0.00	33,679.17
801	State Highway Patrol	4,866.99	37,137.08	42,004.08	(0.01)	0.00	(0.01)
803	State Building Permit	1,296.92	7,986.61	8,290.68	992.85	0.00	992.85
804	Performance Bond	694,227.73	50,800.00	192,876.73	552,151.00	0.00	552,151.00
		88,121,216.74	92,463,235.19	87,719,690.61	92,864,761.32	14,404,376.09	78,460,385.23

APPENDIX B

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

	Weighted Average Interest Rate	YTD Interest Earned	Weighted Average Maturity (Days)	Ending Balance
<u>Checking/Depository</u>				
Checking (Operating & Payroll)*		-		23,726,237
Total Bank Deposits		\$ -		\$ 23,726,237
 <u>Investments</u>				
Star Ohio	0.20%	517,868		69,138,524
Total Investments		\$ 517,868		\$ 69,138,524
 TOTAL BANK DEPOSITS & INVESTMENTS		 \$ 517,868		 \$ 92,864,761

* 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

SEPTEMBER 30, 2020
Date

Tom Homan
City Manager

SEPTEMBER 30, 2020
Date

APPENDIX C

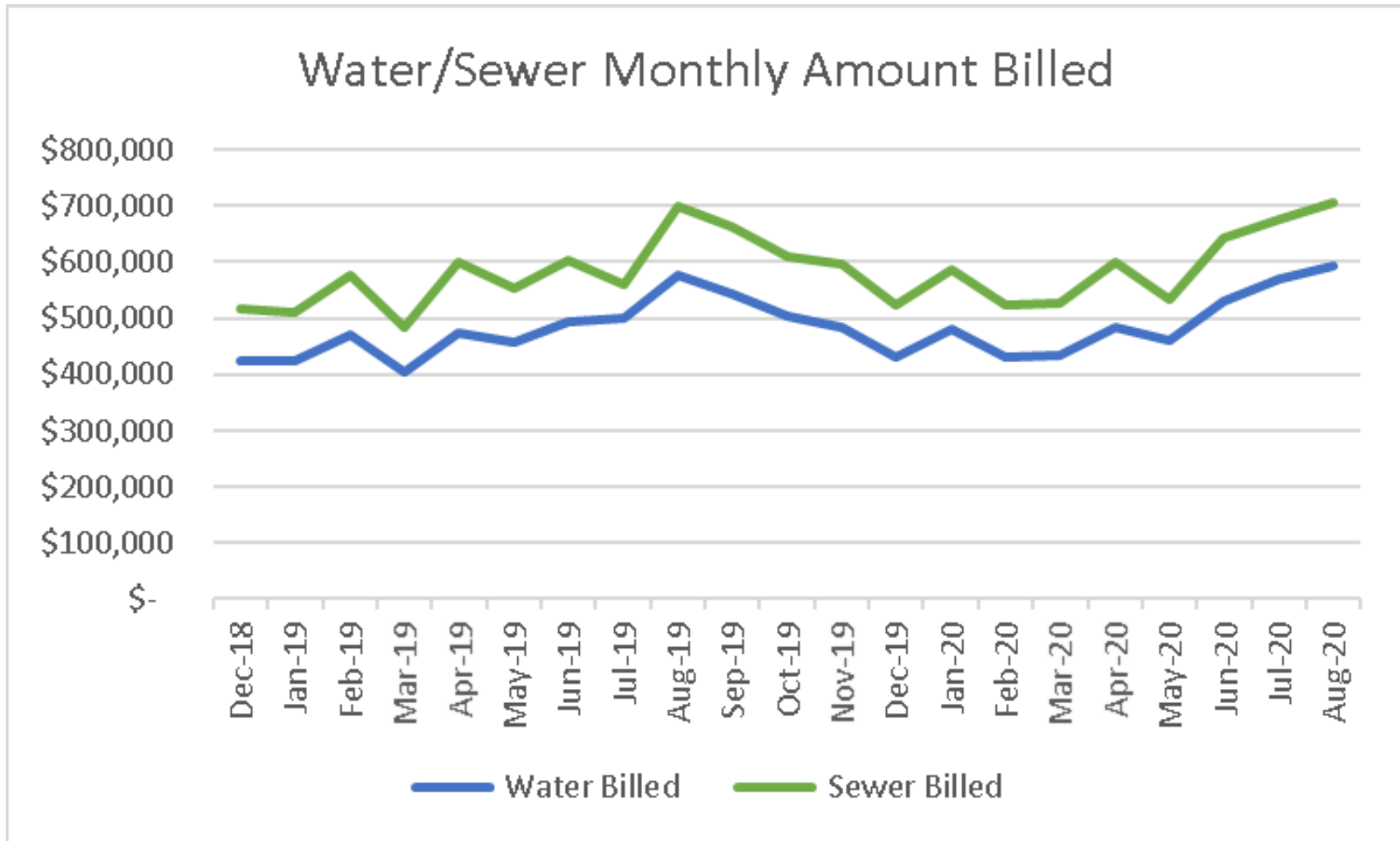
CITY OF DELAWARE
DEBT SCHEDULE
SEPTEMBER 2020

	Outstanding Balance 9/30/2020	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

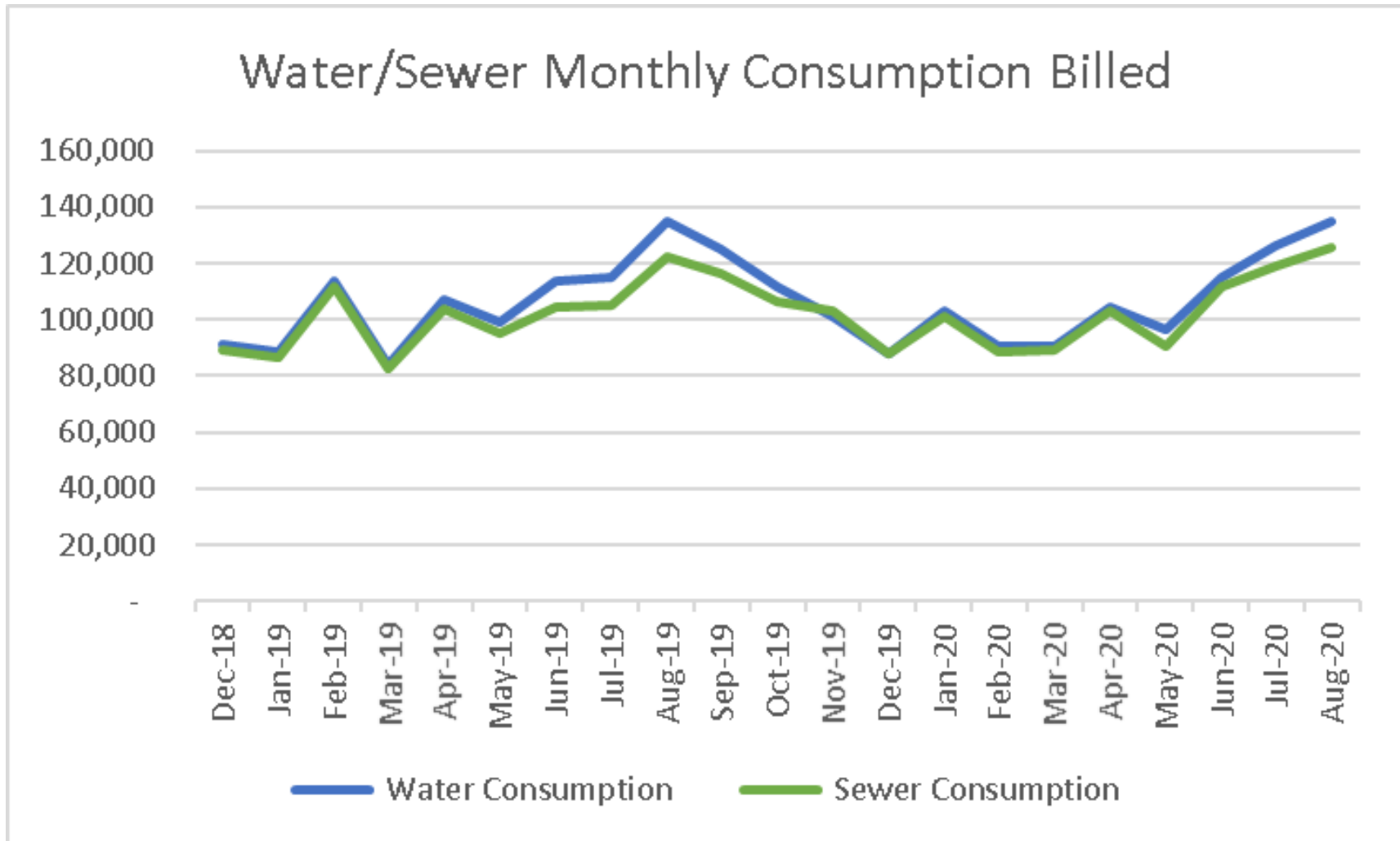
APPENDIX D

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
Jul-20	Jun-20	13,415	114,917	\$ 528,781	13,166	111,910	\$ 642,513	14,727	\$ 303,372	28,240	\$ 70,600
Aug-20	Jul-20	13,402	126,267	\$ 569,456	13,156	119,040	\$ 675,202	14,755	\$ 303,959	28,348	\$ 70,870
Sep-20	Aug-20	13,473	134,662	\$ 592,850	13,227	125,526	\$ 706,345	14,837	\$ 305,640	28,245	\$ 70,612

APPENDIX D



APPENDIX D



TO: Mayor Riggle and Members of Council

FROM: R. Thomas Homan, City Manager

SUBJECT: Miscellaneous Matters

DATE: October 22, 2020

1. **Calendar**
See Attached

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

November

2020

Monthly Meeting Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Virtual Council Work Session 6:30 p.m.	3 ELECTION DAY	4 Virtual Civil Service 3 pm Virtual Planning 6:30 pm	5	6	7
8	9 Virtual Council Meeting 7 p.m.	10 Virtual Public Works/Public Utilities 6 pm (tentative)	11 Virtual BZA	12 Virtual Budget Work Session (if necessary)	13	14
15	16	17 Virtual Parks and Rec 6:30 p.m.	18 Virtual HPC 6:30 p.m.	19	20	21
22	23 Virtual Council Meeting 7 pm	24	25	26	27	28
29	30					

CONTRACT APPROVAL - 10/26/20			
VENDOR	EXPLANATION OF AGREEMENT	2020 AMOUNT	DEPARTMENT
Habitec Security	City Hall Renovation Security Access	\$19,804.80	CMO
Lincoln Construction	City Hall Renovation	\$1,700,000.00	CMO
MS Consultants	City Hall Renovation Change Order	\$1,900.00	CMO
OnComm Communications, LLC	City Hall Renovation Cabling	\$37,975.44	CMO
RJE Business Interiors	City Hall Renovation Furniture Contract	\$115,534.38	CMO
RJE Business Interiors	City Hall Renovation - Furniture CO	\$110,774.00	CMO
DiSalvo Development Advisors, LLC	Citywide Market Summary Proposal	\$27,500.00	Economic Development
Consolidated Cooperative	Consolidated Fiber Agreement	\$22,500.00	IT
Consolidated Cooperative	Consolidated/Cologiz Agreement	\$10,700.00	IT
Consolidated Cooperative	Internet Service	\$9,768.00	IT
Darren Shulman	Personal Services Agreement (Special Counsel)	\$60 per hour	Legal
Carpenter Marty Transportation	Delaware Run Survey	\$7,500.00	Parks
Environmental Design Group	South Park Site Analysis	\$18,000.00	Parks
Habitat for Humanity Delaware	HOME Habitat Developer Agreement	\$8,150.00	Planning
KB42, Ltd.	Downtown Grant: 42 N. Sandusky	\$11,675.00	Planning
Ohio Attorney General's Office	Ohio Law Enforcement Body Armour Program	\$7,068.06	Police
Burgess & Niple	US 42 Water Main Break	\$125,849.00	Public Utilities
GPD Group	Emergency 8 in Sanitary Sewer Repair	\$37,577.00	Public Utilities
L&T Painting, Inc.	London Rd. Water Tower Painting	\$664,600.00	Public Utilities
Lincoln Construction	Lab Renovation	\$37,500.00	Public Utilities
Quasar Energy Group	Waste Biosolids Processing	\$31/Ton	Public Utilities
AEP, Ohio	AEP CIAC Agreement	\$4,275,000.00	Public Works
Buckeye ReadyMix, LLC	2020 Materials Contract	\$350,000.00	Public Works

Cyrus Concrete Construction	Shortcut Alley Project	\$26,000.00	Public Works
Decker Construction Co.	2020 Materials Contract	\$350,000.00	Public Works
Double Z Construction	E. William St. Improvements	\$5,291,354.60	Public Works
J&J Schlaegel, Inc.	Locust Curve Multi-Use Path, Phase 1	\$490,000.00	Public Works
J&J Schlegel	Locust Curve Multi-Use Path - CO1	\$0.00	Public Works
National Lime & Stone Co.	2020 Materials Contract	\$350,000.00	Public Works
Nickolas M. Savko & Sons	Glenn Pkwy Extension Project, Change Order 3	\$3,263,325.14	Public Works
Nickolas M. Savko & Sons	Glenn Pkwy Extension Project, Change Order 4	\$3,291,705.14	Public Works
Nickolas M. Savko & Sons	Glenn Pkwy Extension Project, Change Order 5	\$3,277,164.89	Public Works
Ohio Public Works Commission	Ohio Public Works Grant Agreement	\$825,000.00	Public Works
Pony Lawncare & Landscaping	S. Sandusky/Delaware Run Wall retaining wall	\$75,000.00	Public Works
Resource International	Miscellaneous Engineering Services	\$771,000.00	Public Works
Shelly & Sands	2020 Materials Contract	\$350,000.00	Public Works
The Shelly Company	2020 Pavement Maint. Program	\$607,613.00	Public Works
The Shelly Company	2020 Materials Contract	\$350,000.00	Public Works
American Freight CRA	CRA Agreement	N/A	Economic Development
Tyler Technologies	Change Order 2	N/A	Finance
Athens Law Director	Special Prosecutor Services	N/A	Legal
Strand Associates, Inc.	WTP Turn Lane	\$250,000.00	Public Utilities
Aero-Mark Co.	2020 Pavement Marking Maint.	\$93,920.00	Public Works
	Oakland Nursery Right of Way Permit	N/A	Public Works
DKMM	2021 Grant Application	\$50,000.00	Public Works