



**AGENDA  
POWELL REGULAR COUNCIL MEETING  
47 HALL STREET, POWELL, OH 43065  
COUNCIL CHAMBERS  
TUESDAY, JANUARY 20, 2026  
7:30 PM**

**I. CALL TO ORDER/ROLL CALL**

**II. PLEDGE OF ALLEGIANCE**

**III. PRESENTATION**

- a. Liberty Township Fire Department Quarterly Update - Presented by Fire Chief James Reardon  
[2025 Q4 E-O-Y \(Updated\).pdf](#)

**IV. CITIZEN PARTICIPATION**

**V. APPROVAL OF MINUTES**

- a. Approval of the minutes from the City Council meeting held on January 6, 2026.  
[city-council\\_minutes\\_summary 01.06.2026.pdf](#)

**VI. CONSENT AGENDA**

- a. Monthly Reports

- 1. [Monthly Report - Human Resources.pdf](#)
- 2. [Monthly Report - Police.pdf](#)
- 3. [Monthly Report - Finance Dec 2025.pdf](#)
- 4. [Monthly Report - Economic Development Annual Report.pdf](#)
- 5. [Monthly Report - Planning and Zoning.pdf](#)
- 6. [Monthly Report - Community Engagement .pdf](#)
- 7. [Monthly Report - Planning and Zoning.pdf](#)
- 8. [Monthly Report - Engineers, Public Service, Parks.pdf](#)

- b. ORDINANCE 2026-01

AN ORDINANCE TO GRANT FINAL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS OF THE SMITH FARM AT CARPENTER'S MILL, SECTION 4, PART A AND PART B, AS THE SAME NUMBERED AND DELINEATED UPON THE PLATS, THEREOF RECORDED IN OFFICIAL RECORD 1939, PAGES 2275-2276, AND OFFICIAL RECORD 1939, PAGES 2277-2278, DELAWARE COUNTY, RECORDER'S OFFICE.

- 1. [Memo Ord. 2026-01, Carpenters Mill Section 4A and 4B - Memo.pdf](#)

2. [Ord 2026-01, Carpenters Mill 4A and 4B Final Acceptance .pdf](#)
3. [Carpenters Mill Section 4 Phase A.pdf](#)
4. [Carpenters Mill Section 4 Phase B.pdf](#)

c. RESOLUTION 2026-05

A RESOLUTION AUTHORIZING THE DISPOSITION OF MUNICIPALLY OWNED PROPERTY UNNEEDED, OBSOLETE OR UNFIT FOR MUNICIPAL PURPOSES BY INTERNET AUCTION SALE.

1. [Memo Res 2026-05, annual disposition of property internet auction.pdf](#)
2. [Res 2026-05, annual disposition of property by internet auction.pdf](#)
3. [Powell CO 133.01 .pdf](#)

## VII. RESOLUTIONS

a. RESOLUTION 2026-06

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PLACER LABS INC.

1. [Memo Res 2026-06 , PlacerAI Agreement Draft 1\\_7\\_26.pdf](#)
2. [Res 2026-06 , Agreement - Placer Labs Inc.pdf](#)
3. [Order Form - City of Powell Ohio - 2026-01-05.pdf](#)

b. RESOLUTION 2026-07

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ESRI INC. FOR THE PURPOSE OF RENEWING ARCGIS SERVICES FOR THE CITY.

1. [Memo Res 2026-07 - ESRI ArcGIS Contract Renewal.pdf](#)
2. [Res 2026-07 - ESRI ArcGIS Contract Renewal.pdf](#)
3. [ESRI\\_ArcGIS Contract Renewal.pdf](#)

c. RESOLUTION 2026-08

A RESOLUTION AUTHORIZING THE CITY MANAGER TO INCREASE A PROFESSIONAL SERVICES AGREEMENT WITH SSOE GROUP FOR THE PURPOSE OF UPDATING THE DOWNTOWN DESIGN GUIDELINES.

1. [Memo Res 2026-08 - Design Guidelines Update.pdf](#)
2. [Res 2026-08 - Design Guidelines Update.pdf](#)

d. RESOLUTION 2026-09

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE THREE (3) POLICE CRUISERS.

1. [Memo Res 2026-09, Police Vehicle Purchase .pdf](#)
2. [Res 2026-09, Police Cruiser Purchase.pdf](#)
3. [State of Ohio DAS Contract.pdf](#)
4. [State of Ohio DAS Pricelist.pdf](#)

[5. Tim Lally Quote with Warranty.pdf](#)

e. RESOLUTION 2026-10

A RESOLUTION AUTHORIZING THE DEMOLITION OF THE CITY-OWNED STRUCTURE LOCATED AT 44 NORTH LIBERTY STREET AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR SAID DEMOLITION.

- [1. Memo Res 2026-10 44 N Liberty Street Demolition.pdf](#)
- [2. Res. 2026-10 , 44 N Liberty Street Demolition.pdf](#)
- [3. 44\\_N\\_Liberty\\_Informal\\_Bid\\_Tabulation.pdf](#)

f. RESOLUTION 2026-11

A RESOLUTION ACCEPTING THE FINAL FACILITIES MASTER PLAN AS A GUIDING POLICY DOCUMENT FOR FUTURE CAPITAL AND FACILITY PLANNING.

- Presentation by Mike Murphy, Principal, Champlin Architecture

- [1. Memo Res 2026-11 Facilities Master Plan.pdf](#)
- [2. Res. 2026-11, Facilities Master Plan.pdf](#)
- [3. CityOfPowell\\_FacilitiesMasterPlan\\_FINAL.pdf](#)

## VIII. COMMITTEE REPORTS

**Development Committee:** Next Meeting: February 3, 2026 @ 6:30 p.m.

**Finance Committee:** Next Meeting: February 10, 2026 @ 7:00 p.m.

**Operations Committee:** Next Meeting: February 17, 2026 @ 6:30 p.m.

**Planning & Zoning Commission:** Next Meeting: February 11, 2026 @ 6:30 p.m.

**Powell Development Corporation:** Next Meeting: January 27, 2026 @ 6:30 p.m.

**City Council Work Session:** Next Meeting: January 31, 2026 @ 9:00 a.m.

## IX. CITY MANAGER'S REPORT/CITY CALENDAR

## X. OTHER COUNCIL MATTERS

## XI. EXECUTIVE SESSION

- \* Ohio Revised Code Section 121.22 (G)(1) Personnel - to consider the appointment for boards and commissions and compensation of public employee.
- \* Ohio Revised Code Section 121.22 (G)(3) conference with an attorney concerning disputes involving the public body that are the subject of imminent court action.
- \* Ohio Revised Code Section 121.22 (G) (8) To consider confidential information related to the marketing plans, specific business strategy, production techniques of an applicant for economic development assistance, and to discuss negotiations with other political subdivisions respecting requests for economic development assistance, such that executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project, and the information is directly related to a request for economic development assistance.

## XII. ADJOURNMENT





# Liberty Township Fire Department End-of-Year Report (2025)



## 2025 AVERAGE RESPONSE TIME

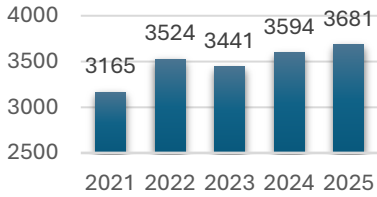
4:53

### 2025 INTERESTING STATS

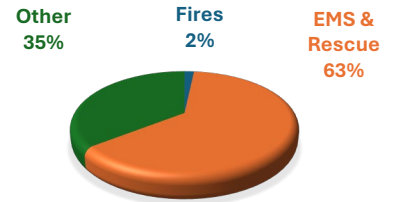
Busiest Month – July w/ 367 calls  
74% of our call's b/w 8A & 8P  
734 calls involved Mutual Aid  
1,051 hours of training

424 Community Involvement Events (946 hours)

### 2025 Total Calls



### 2025 CALL TYPE



### DID YOU KNOW?

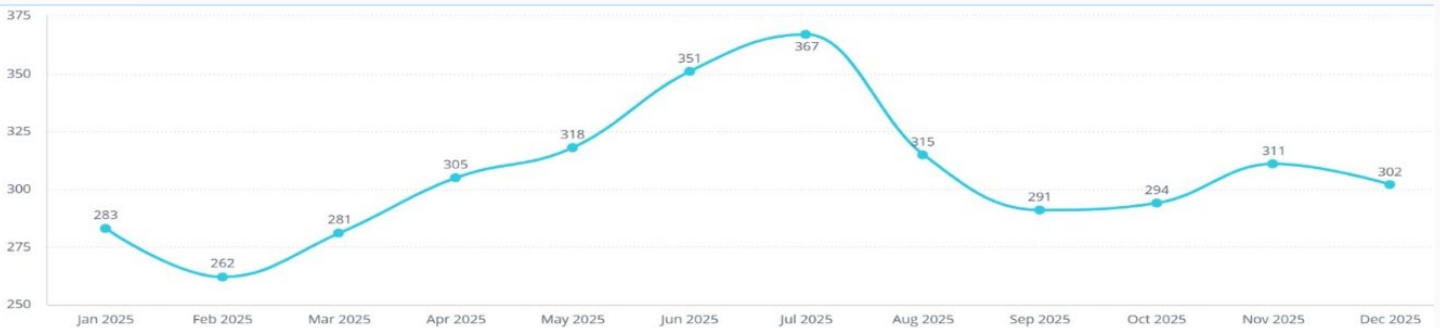
- Call volume peaks on Wednesdays with 548 responses, compared to Tuesdays, our slowest day at 503. Even emergencies seem to prefer the middle of the week.
- Our busiest month was July with 367 calls, slowest was February with 262 calls.

#### 3 highest locations for calls in 2025 were:

1. Story Point South,
2. Columbus Zoo / Zoombezi Bay
3. Story Point North

#### Top 3 EMS Complaints in 2025 were:

1. Ill Person
2. Difficulty Breathing
3. Chest Pain



### 2025 Levy Results in Action

- ✓ M323 went in service full-time July, exclusively for our residents – reducing wait times for 192 our residents
- ✓ Hired a second Fire Safety Inspector – resulted in a 47% increase in inspections in 2025
- ✓ Purchased 2 new ambulances – both due to be delivered in 2028
- ✓ Hired an EMS Coordinator
- ✓ Promoted 3 new Lieutenants
- ✓ Hired 5 new Full-Time firefighters
- ✓ Grew our part-time firefighter program to 22 members
- ✓ Boosted our minimum staffing

“Proudly Serving Since 1947”



**CITY COUNCIL  
MEETING MINUTES  
JANUARY 6, 2026**

**I. CALL TO ORDER/ROLL CALL**

Councilmember Tom Counts called the January 6, 2026, City Council meeting to order at 7:30 p.m. Councilmembers present included Councilmember Carlos Crawford, Councilmember Kurt Ramsey, Councilmember Leif Carlson, Councilmember Tyler Herrmann, Councilmember David Lester, Vice-Mayor Tom Counts, and Mayor Heather Karr. Staff present included Elaine McCloskey, City Clerk, Jason Nahvi, Human Resources Director; Aaron Stanford, City Engineer, Charles Dukes, Public Service Director; Ron Sallows, Police Chief, Sean Hughes, Economic Development Administrator; Anna Subler, Director of Community Engagement; Samantha Borchers, Finance Director; Yazan Ashrawi, Law Director; and Andrew D. White, City Manager.

**II. PLEDGE OF ALLEGIANCE**

**III. COUNCIL OATHS OF OFFICE - The Honorable Barb Lewis, Delaware County Commissioner**

- Carlos Crawford - Administered by The Honorable Barb Lewis, Delaware County Commissioner
- Kurt Ramsey - Administered by The Honorable Barb Lewis, Delaware County Commissioner
- David Lester - Administered by The Honorable Barb Lewis, Delaware County Commissioner
- Tom Counts - Administered by The Honorable Barb Lewis, Delaware County Commissioner

Delaware County Commissioner Barb Lewis issued the oath of offices for Carlos Crawford, Kurt Ramsey, David Lester, and Tom Counts.

**IV. APPOINTMENT AND OATH OF OFFICE FOR THE MAYOR AND VICE-MAYOR - The Honorable Barb Lewis, Delaware County Commissioner**

a. RESOLUTION 2026-01

A RESOLUTION TO ELECT \_\_\_\_\_ AS MAYOR OF THE CITY OF POWELL FOR A TERM ENDING DECEMBER 31, 2027.

Councilmember Tom Counts opened nominations for Mayor. Councilmember David Lester nominated Heather Karr for Mayor. Councilmember Leif Carlson seconded the nomination. Councilmember Tom Counts closed the nominations for Mayor hearing no further nominations.

Councilmember Tom Counts read Resolution 2026-01 into the record to elect Heather Karr as Mayor of the City of Powell for a term ending December 31, 2027.

MOTION: Councilmember David Lester moved to approve Resolution 2026-01. Councilmember Leif Carlson seconded. Motion passed.

VOTE:            Y-7                    N-0                    AB-0

Delaware County Commissioner Bard Lewis issued the oath of office for Mayor Heather Karr. Mayor Heather Karr thanked her fellow council members and family and friends for their support.

b. RESOLUTION 2026-02

A RESOLUTION TO ELECT \_\_\_\_\_ AS VICE MAYOR OF THE CITY OF POWELL FOR A TERM ENDING DECEMBER 31, 2027.

Mayor Heather Karr opened nominations for Vice-Mayor. Councilmember David Lester nominated Tom Counts for Vice-Mayor. This nomination was seconded by Councilmember Kurt Ramsey. Hearing no further nominations, Mayor Heather Karr closed the nominations for Vice-Mayor. Mayor Heather Karr read Resolution 2026-02 for the first time to elect Tom Counts as Vice-Mayor of the City of Powell for a term ending December 31, 2027.

MOTION: Councilmember David Lester moved to approve Resolution 2026-02. Councilmember Kurt Ramsey seconded. Motion passed.

VOTE:            Y-7                    N-0                    AB-0

Delaware County Commissioner Barb Lewis issued the oath of office for Vice-Mayor Tom Counts.

**V. CITIZEN PARTICIPATION**

Mayor Heather Karr opened citizen participation for public comments. Hearing none, she closed citizen participation.

**VI. APPROVAL OF MINUTES**

a. Approval of the minutes from the City Council meeting held on December 2, 2025.

MOTION: Vice-Mayor Tom Counts moved to approve the minutes of the City Council meeting held on December 2, 2025. Councilmember David Lester seconded. Motion passed.

VOTE:            Y-7                    N-0                    AB-0

**VII. COMMITTEE REPORTS**

- Development Committee:** Next Meeting: February 3, 2026 @ 6:30 p.m.
- Finance Committee:** Next Meeting: February 10, 2026 @ 7:00 p.m.
- Operations Committee:** Next Meeting: January 20, 2026 @ 6:30 p.m.
- Planning & Zoning Commission:** Next Meeting: January 14, 2026 @ 6:30 p.m.
- Powell Development Corporation:** Next Meeting: January 27, 2026 @ 6:30 p.m.

**VIII. CITY MANAGER'S REPORT/CITY CALENDAR**

City Manager provided a summary report (Exhibit A) for Council to review in preparation for Council's two-year planning session. He explained that the report is organized by the six goals and mission statement that have been adopted by the prior Council. It is organized by department and then shows completed, in progress and planned. He discussed setting up a meeting on this topic and said that there

is a lot of work still to be done on the current plan. City Clerk Elaine McCloskey provided some dates for the potential meeting. City Council discussed looking at Saturday, January 31 in the morning for a work session meeting.

Following the discussion, City Manager Andrew White suggested that City Council take a brief pause prior to executive session to allow for the recently sworn in members of City Council to take a picture with their families and Commissioner Barb Lewis. Mayor Heather Karr recessed the meeting at 7:47 p.m.

Mayor Heather Karr reconvened the meeting at 7:51 p.m.

## IX. EXECUTIVE SESSION

- \* Ohio Revised Code Section 121.22 (G)(1) Personnel - to consider the appointment for boards and commissions and compensation of a public employee.
- \* Ohio Revised Code Section 121.22 (G) (8) To consider confidential information related to the marketing plans, specific business strategy, production techniques of an applicant for economic development assistance, and to discuss negotiations with other political subdivisions respecting requests for economic development assistance, such that executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project, and the information is directly related to a request for economic development assistance.

MOTION: Councilmember David Lester moved to enter executive session pursuant to Ohio Revised Code 121.22 (G)(1) and Ohio Revised Code 121.22 (G)(8). Vice-Mayor Tom Counts seconded. Motion passed.

VOTE:            Y-7            N-0            AB-0

City Council entered executive session pursuant to Ohio Revised Code Section 121.22 (G)(1) Personnel - to consider the appointment for boards and commissions and compensation of a public employee and Ohio Revised Code Section 121.22 (G) (8) To consider confidential information related to the marketing plans, specific business strategy, production techniques of an applicant for economic development assistance, and to discuss negotiations with other political subdivisions respecting requests for economic development assistance, such that executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project, and the information is directly related to a request for economic development assistance at 7:52 p.m. Councilmembers present for the discussion included Councilmember Carlos Crawford, Councilmember Kurt Ramsey, Councilmember Leif Carlson, Councilmember Tyler Herrmann, Councilmember David Lester, Vice-Mayor Tom Counts, and Mayor Heather Karr. Staff present included City Clerk Elaine McCloskey, Law Director Yazan Ashrawi, Human Resources Director Jason Nahvi, and City Manager Andrew White. Following the discussion City Council returned to open session at 8:36 p.m.

## X. RESOLUTIONS

- a. RESOLUTION 2026-03

A RESOLUTION AUTHORIZING THE CITY OF POWELL TO IMPLEMENT A FRINGE BENEFIT "PICK-UP" PLAN FOR THE STATUTORILY REQUIRED EMPLOYEE CONTRIBUTIONS TO THE

OHIO PUBLIC EMPLOYEES' RETIREMENT SYSTEM (OPERS) FOR THE CITY MANAGER PURSUANT TO INTERNAL REVENUE CODE SECTION 414(h) (2).

Mayor Heather Karr read Resolution 2026-03 into the record for the first time. Law Director Yazan Ashrawi discussed that the resolution is required by OPERS for their records to ensure that the City Manager's retirement contribution is handled by OPERS, consistent with the City Manager's agreement that was offered by this Council. He said it did not create any new financial obligations for the City and it allocates that amount differently such that the City Manager is not paying taxes on money he is not receiving.

Mayor Heather Karr opened Resolution 2026-03 for public participation. Hearing none, she closed public participation for Resolution 2026-03.

MOTION: Vice-Mayor Tom Counts moved to approve Resolution 2026-03. Councilmember David Lester seconded. Motion passed.

VOTE:            Y-7            N-0            AB-0

**b. RESOLUTION 2026-04**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE DELAWARE, OHIO CITY PROSECUTOR'S OFFICE.

Mayor Heather Karr read Resolution 2026-04 into the record for the first time. City Manager Andrew White said this is a routine annual agreement between the cities of Powell and Delaware. He explained the City of Powell does not provide a municipal court service and the prosecutor's office contract with the City traditionally to provide for those services with the police department for the prosecution of law enforcement activating within the City of Powell. He said there is no increased cost to the billing rate of \$275 per case. The City typically spends between \$15,000 and \$20,000 and this is based upon the frequency of activity. He said the numbers that they had put within the appropriation for 2026 are consistent with the activities.

Councilmember Carlos Crawford questioned if the \$275 per case is consistent with what other cities are charged that don't have prosecutors' offices. Police Chief Ron Sallows said he believes that they are the same but could not confirm. City Manager Andrew White said he believes that they are consistent but would need further investigation.

Councilmember Kurt Ramsey questioned if there was an increase from last year. City Manager Andrew White responded there was not an increase.

Mayor Heather Karr opened Resolution 2026-04 for public participation. Hearing none, she closed public participation for Resolution 2026-04.

MOTION: Councilmember Leif Carlson moved to approve Resolution 2026-04. Councilmember Kurt Ramsey seconded. Motion passed.

VOTE:            Y-7            N-0            AB-0

**XI. OTHER COUNCIL MATTERS**

a. Council Appointment:

i. Development Committee

Mayor Heather Karr propose the following members of City Council to service on the Development Committee: Tyler Herrmann, Kurt Ramsey, and Carlos Crawford. She recommended that Councilmember Tyler Herrmann serve as Chairperson.

ii. Finance Committee

Mayor Heather Karr proposed the following members of City Council to serve on the Finance Committee: Tom Counts, Leif Carlson and Kurt Ramsey. She recommended that Vice-Mayor Tom Counts serve as Chairperson.

iii. Operations Committee

Mayor Heather Karr proposed the following members of City to serve on the Operations Committee: Leif Carlson, Carlos Crawford, and David Lester. She recommended that Councilmember Leif Carlson serve as Chairperson.

Mayor Heather Karr discussed there were a couple additional Council appointments to be considered. Mayor Heather Karr proposed that Councilmember David Lester remain on the Planning Commission and continue to serve as the Chair. She also discussed the need for a MORPC representative and recommended Councilmember Tyler Herrmann to serve on this board.

MOTION: Councilmember David Lester moved to approve the recommended City Council appointments. Vice-Mayor Tom Counts seconded. Motion passed.

VOTE:                    Y-7                    N-0                    AB-0

b. Extension of Expired Boards and Commission Members Appointment

Mayor Heather Karr discussed a recommendation to extend the appointments for commission and board members that expired on December 31, 2025. Councilmember David Lester recommended the extension be until the first meeting of City Council in March.

MOTION: Councilmember David Lester moved to extend the expired appointments until March 3, 2026 or until a replacement is found. Vice-Mayor Tom Counts seconded. Motion passed.

VOTE:                    Y-7                    N-0                    AB-0

Councilmember Leif Carlson questioned if Planning and Zoning will only have one representative from City Council. Mayor Heather Karr said yes. Vice-Mayor Tom Counts said that Planning and Zoning does not have to have any representation by City Council, but it is permitted. There was no further discussion.

**XII. ADJOURNMENT**

MOTION: Vice-Mayor Tom Counts moved to adjourn the City Council meeting. Councilmember Carlos Crawford seconded. Motion passed. The meeting adjourned at 8:46 p.m.

VOTE:             Y - 7             N - 0             AB-0

\_\_\_\_\_  
Heather Karr,                                     Date  
Mayor

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



2024–2025 Department Achievements & 2026 Forward Work Plan

**Main Objective: To make the lives of our residents and businesses easier and better**

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**Council Goal #1**

**Maintaining City Infrastructure, Reducing Traffic Congestion & Increasing Downtown Parking Options**

**Completed**

Engineering Department

- 2025 Street and Path Maintenance Program
- Parking Area Expansion at the Powell Pool
- Olentangy Street Pedestrian Crossings

Planning Department

- Project: Downtown Parking Inventory & Analysis (Zoning Code Rewrite)
- Project: Street Sign Inventory & Database (GIS)
- Project: Stormwater System Mapping & Database (GIS)

Economic Development Department

- 110 S. Liberty St. Public/Private Parking Agreement
- 35 N. Liberty St. Parking Agreement to alleviate Depot St. construction and COhatch opening parking needs
- 50 W. Olentangy Public/Private Parking Agreement
- PDC Support of Visit Powell's Friday and Saturday evening shuttle service
- North Depot St. Additional 9 On-Street Parking Spaces

Communications Department

- Collaborated with the Economic Development Department to develop a downtown parking map and accompanying webpage to improve accessibility and visitor experience

#### Public Service Department

- Completed evaluation and remediation of a drainage issue in the Old Sawmill subdivision between Grandshire Drive and Presidential Drive. The cause was identified as a leaking sprinkler head, which has been repaired. A contractor has removed the vegetation and regraded the ditch line, resolving the issue
- Transitioned catch basin repair and maintenance in-house to improve response time and efficiency, following approval to add two additional staff positions. A comprehensive inspection of all catch basins in the public right-of-way is underway, GIS mapping is being updated for improved asset tracking, and a formal maintenance plan — including an annual repair cost estimate

### **In-Progress**

#### Engineering Department

- 2026 Street and Path Maintenance Program
- Shared Use Path at Bennett Farm
- Roadway and Shared Use Path Pavement Evaluation

#### Planning Department

- Project: Village Green Master Plan

#### Economic Development Department

- Scioto Street Extension and Parking Lot
- Depot St. Reconstruction and improved parking

#### Public Service Department

- Advanced implementation of a comprehensive Public Sign Policy and a new Private-to-Public Sign Policy to improve consistency, communication, and visibility for all HOAs. Initiated upgrades of regulatory and street name signage to current standards to enhance safety and navigation throughout the community

### **Planned**

#### Engineering Department

- Seldom Seen Railroad Crossing Upgrades

#### Planning Department

- Project: Street Light Inventory & Database (GIS)
- Project: Street / Trail Bridges and Culvert Inventory & Database (GIS)
- Project: Guardrails / Fencing Inventory & Database (GIS)

#### Economic Development Department

- Village Green parking facilities and Depot St. or Hull Dr. extension
- 15 N. Liberty and lot between Huli Huli and Megan's Savvy Pet Grooming Private and Public Parking Agreement
- Zenios NW Quadrant Project Parking Facilities

#### Public Service Department

- Developed specifications for a professional cleaning contractor to provide enhanced, high-level cleaning services across all City facilities. A RFP and RFQ are being prepared for inclusion in the 2026 budget, as the current agreement no longer meets the operational needs of our public buildings

### **Council Goal #2**

#### **Enhancing Parks and Recreational Space & Increasing Bike/Walking Path Connectivity**

##### **Completed**

#### Engineering Department

- 2025 Street and Path Maintenance Program
- Parking Area Expansion at the Powell Pool
- Olentangy Street Pedestrian Crossings
- Pickleball Courts at Adventure Park

#### Parks & Recreation Department

- Increased Programming - With the addition of a part-time program instructor, the Parks and Recreation Department was able to add additional programming including 55+ travel trips, programs and events. Early education programs and family and adult programs were also developed
- Special Events Coordinator - The addition of a Special Events Coordinator has allowed the Parks and Recreation Department to bring all City event planning and implementation in-house. Events including Powell Festival, Passport to Powell and National Night Out have shown increased attendance by both participants and vendors. The development of a sponsorship packet by the Communications Department has helped increase sponsorship and in-kind contributions.
- Park Maintenance - Department restructuring to include a Maintenance Foreman, as well as the purchase of park equipment including a tractor has allowed for staff to be allocated to park maintenance projects and upkeep. Projects include path maintenance and brush clearing, removal of invasive species, tree planting and tree canopy maintenance, street tree maintenance, and park landscaping

## **In-Progress**

### Engineering Department

- Shared-Use Path Masterplan
- Parks Masterplan
- 2026 Street and Path Maintenance Program
- Shared Use Path at Bennett Farm

### Parks & Recreation Department

- Parks Master Plan - Plan includes conceptual designs for all eight Powell Parks, and recommendations for enhancements and replacements. Facility improvements and the potential for new recreational and sport facilities. Engagement included formation of a steering committee, online and phone public surveys, public open house information meetings, and public feedback at city events
- Bennett Farms Master Plan - Site review and conceptual designs for Bennett Farms. Recommendations based on topography, current facility conditions and community needs from the Parks Master Plan. The plan included two open house community engagements and two online public surveys

## **Planned**

### Engineering Department

- Seldom Seen Railroad Crossing Upgrades
- South Liberty Shared Use Path and Railroad Crossing

## **Council Goal #3**

### **Keeping Residents and Businesses Safe**

## **Completed**

### Engineering Department

- Outdoor Tornado Warning Sirens (3)

### Police Department

- Implement technological solutions to aid crime prevention, rapid response and overall community well-being.
  - 2024 & 2025 Added 11 Flock Cameras (10 Falcon and 1 Flex)
  - 2025 Added 3 Outdoor Warning Sirens (Assisted Engineering/Public Service)
  - 2025 Added Truleo Body-Worn Camera Video Analysis Review Software
  - 2025 Added Unmarked Van to Detective Bureau for Crime Scene/Surveillance

- 2025 Added 8 AI Traffic Pre-Emption Systems for all Police Cruisers
- 2025 Replaced Property Room Refrigerator
- 2025 Connected Property Room Refrigerators to Emergency Generator
- 2025 Added Temperature Sensor Alarms to Property Room Refrigerators
- 2024 & 2025 Added Two Noptic Thermal Imaging Devices for Police Cruisers
- 2024 Replaced Glock Pistols and added Red-Dot sites
- 2024 Replaced Patrol Rifles and added Red-Dot sites
- 2024 Added 2 Multi-Launchers (Less-Lethal over 25 feet) with Red-Dot sites
- 2024 Replaced All Tasers (Less-Lethal under 25 feet)
- 2024 Added Movable Shelving in Property Room
- 2024 Added Rapid ID System
- 2024 Added Gas Masks and Canisters
- 2024 Replaced 2 Police Mountain Bikes
- Maintain optimal police staffing levels to align with the needs of our community by implementing recommendations from Police Staffing Assessment and updated as needed
  - Staffing Assessment - Department Reorganization
  - Filled Deputy Chief of Police Position
  - Alternative Schedules with 8 and 12-hour shifts
  - Signed 80-Hour Work Period MOU with Bargaining Units
  - Created and Filled 4th and Detective Sergeant Positions
  - Hire Sworn Staff to Twenty-Two (22) Positions
  - Created and Filled Part-Time Police Assistant
- Establish and maintain strong partnerships between residents, businesses, local organizations and law enforcement to constantly improve community engagement
  - 2024 & 2025 Powell Citizen Police Academy Alumni Association
  - 2024 & 2025 Powell Touch-A-Truck
  - 2024 & 2025 National Night Out / Police and Fire Night
  - 2024 & 2025 Annual Business Emergency Contact List Updates
  - 2024 & 2025 Olentangy Schools Safety Committee
  - 2024 & 2025 Homeowner Association Meetings
  - 2024 & 2025 Tyler Run Elementary Walker Safety & Walk
  - 2024 & 2025 Powell Parks and Recreation Safety Camp
  - 2024 & 2025 Badges and Buckets Basketball Camp
  - 2024 & 2025 Coffee/Ice Cream with a Cop
  - 2024 & 2025 SAFE Delaware Coalition
  - 2024 & 2025 Olentangy High School Constitutional/Criminal Law Presentations
  - 2024 & 2025 Safety Camp
  - 2024 Business Security Inspection
  - 2024 Candy by the Carload
  - 2024 & 2025 Beggar's Night
  - 2024 Rape Aggression Defense (RAD) Women's Self Defense Class
  - 2024 & 2025 Scioto Ridge Elementary Civics Day

- 2024 & 2025 Car Safety Seat Installs/Checks
- 2024 & 2025 Police Department Tours and Cruisers Displays
- 2024 & 2025 Boy & Girl Scout Presentations
- 2024 & 2025 Golf Cart/Under-speed Vehicle Inspections
- 2024 Powell Police Citizen Police Academy class will graduate November 5, 2025
- 2024 Shop with a Hero scheduled for December 6<sup>th</sup>, 2025
- Provide residents with reliable, efficient and responsive services to prioritize safety and security.
  - CALEA Accreditation
    - 2024 – 4<sup>th</sup> Year Compliance Review and Accreditation On-Site
    - 2025 – Conference Hearing and Accreditation Award
  - Traffic Safety and Enforcement
    - 2025 SAFE Passage Initiative
    - 2024 & 2025 NHTSA Click It or Ticket Campaign
    - 2024 & 2025 NHTSA Drive Sober or Get Pulled Over Campaign
    - 2024 & 2025 Mid-Summer (July 4<sup>th</sup>) Traffic Safety Blitz
    - 2024 & 2025 Annual & Quarterly Traffic Crash Analyses
    - 2024 & 2025 Stealth Stat Traffic Speed Measurement Program
    - 2024 & 2025 Traffic Complaint Enforcement Program
    - 2024 & 2025 Police Message Board
  - Crime Prevention
    - 2024 Powell Police Citizen Police Academy will graduate November 5, 2025
    - 2024 & 2025 Powell Citizen Police Academy Alumni Association
    - 2024 Rape Aggression Defense (RAD) Women’s Self Defense Class
    - 2024 & 2025 Coffee/Ice Cream with a Cop
    - 2024 Business Security Inspection
    - 2024 & 2025 Vacation House-watch Program
  - 2024 & 2025 Community Attitude Survey

#### Planning Department

- Policy: Property Maintenance Code Update

#### Public Service Department

- Successfully completed major upgrades to City-owned street lighting through conversion to LED technology, along with all associated repairs and repainting
- Comprehensive maintenance of traffic signals, signal heads, and traffic cabinets has been completed
- New Service Department staff have received enhanced training to ensure strong operational continuity within the department

- Successfully completed a comprehensive tree maintenance initiative, including trimming of street trees, right-of-way obstructions, and park trees — addressing long-overdue work in subdivisions annexed in 2002
  - The City has expanded services to include stump grinding for removed street trees, reducing the burden on homeowners
  - Two staff members have completed Arborist certification training, strengthening the City’s ability to conduct certified tree inspections.
  - A full inventory of street trees within the public right-of-way has been completed, and a comprehensive long-term maintenance plan is now in place to guide future operations

#### Communications Department

- Implemented a public relations campaign for the S.A.F.E. Passage Initiative that included social media messages, press releases, web stories, and four news stories in various Central Ohio media outlets

#### **In-progress**

#### Planning Department

- Powell PD Strategic 5-Year Plan update is in final stages of approval
- Implement technological solutions to aid crime prevention, rapid response and overall community well-being
  - Converting evidence van into drone deployment vehicle by adding two Police Drones (1 Outdoor & 1 Indoor Capable)
  - Testing underway with Easy/T for 5G Modem for future deployment in all cruisers

#### Communications Department

- Hiring campaign to help recruit new police officers and highlight the City of Powell as an excellent employer.

#### **Planned**

#### Engineering Department

- S.A.F.E. Passage Initiative
- South Liberty Shared Use Path and Railroad Crossing

#### Planning Department

- Policy: Code Enforcement Manual (standard operating procedures)
-

## **Council Goal #4**

### **Expanding Downtown Offerings, Walkability & Amenities**

#### **Completed**

##### Engineering Department

- 2025 Street and Path Maintenance Program
- Parking Area Expansion at the Powell Pool
- Olentangy Street Pedestrian Crossings
- Pickleball Courts at Adventure Park.

##### Community Development Department

- 42 Scioto Street Demolition
- 43 Scioto Street Demolition
- 79 N Liberty Street Demolition
- 50 E Olentangy Street Demolition

##### Economic Development Department

- Assistance with creation of Visit Powell
- Downtown Market Analysis
- Locust Table Dinner and Patio Expansions
- Mr. Bean Patio Expansion
- Nocterra Business Expansion
- 80 East Social Club Patio
- Property Database Completed and Maintained
- Property of the Week Promotions of Available Building or Site inventory
- New Downtown Businesses: ForeLove, Betty Jo's Boutique, COhatch, Lani Rooftop Bar, Elliot's Woodfired Kitchen, Johnson's Real Ice Cream, Escape into Fiction Bookstore, Construction Corner, Little Town Play Café
- Improved NE Quadrant sidewalk along E. Olentangy St.

#### **In-Progress**

##### Engineering Department

- Shared-Use Path Masterplan
- Parks Masterplan
- 2026 Street and Path Maintenance Program
- Shared Use Path at Bennett Farm

##### Community Development Department

- Facilities Masterplan
- 44 N Liberty Street Demolition

- 47 Hall Street Assessment – ODOD Brownfields Grant
- Lechler Building Renovation

#### Economic Development Department

- Village Green and Downtown Master Plan
- Huli-Huli Patio Expansion
- Espresso 22 Patio and Takeout Window
- Oishi Restaurant Expansion
- Two Family Entertainment/Tourism Based Businesses
- Depot Street Reconstruction with Additional Parking
- Downtown Streetscaping

#### **Planned**

##### Engineering Department

- South Liberty Shared Use Path and Railroad Crossing

##### Planning Department

- Policy: Zoning Code Rewrite
- Project: Village Green Master Plan
- Project: SR 750 / Grace Drive Gateway

#### **Council Goal #5**

#### **Retaining existing and encouraging new businesses in Powell**

#### **Completed**

##### Engineering Department

- 2025 Street and Path Maintenance Program
- Parking Area Expansion at the Powell Pool
- Olentangy Street Pedestrian Crossings
- Pickleball Courts at Adventure Park

##### Economic Development Department

- Economic Development and PDC Social Media Pages to market to developers and new businesses
- ZoomProspector Property Database (no cost) to push properties to OneColumbus/JobsOhio projects
- 16 Façade Grants investing \$258,560 in \$1,184,986 of improvements

- 4 Performance Based Business Retention and Expansion Grants investing \$83,394 in \$198,919 of expansion projects
- 4 Performance Based Business Attraction Grants investing \$44,000 resulting in 75 new FTEs and \$3.8 million in new payroll (\$76,000 new income taxes)
- \$940,000 COhatch Business Attraction grant resulting in 80 FTEs and \$5million in payroll (\$100,000 new income taxes)
- Powell Northern commercial/industrial CRA created
- COhatch and Kroger CRA agreements
- Mr. Bean Patio Expansion
- Nocterra Business Expansion
- Local Roots Equipment Replacements
- Soho Luxury Exchange Security Improvements
- Locust Table Liquor License, Patio Pergola and Lighting and Dinner Service
- 2024 – 118 Business Retention and Expansion Visits/Projects
- 2025 – 133 Business Retention and Expansion Visits/Projects (as of the end of September)
- 2024 – 38 Retained or Expanded Businesses creating 21 new FTEs and \$652,000 in new payroll (\$13,040 new income taxes)
- 2025 – 6 Retained or Expanded Businesses creating 14 new FTEs and \$910,000 in new payroll (as of the end of September) (\$18,200 new income taxes)
- 2024 – 11 New Businesses creating 148 new FTEs with \$5.1 million in new payroll (\$102,000 new income taxes)
- 2025 – 23 New Businesses creating 479.5 new FTEs with \$21.32 million in new payroll (as of the end of September) (\$426,400 new income taxes)

#### Communications Department

- Video campaign that promoted six Powell businesses and Economic Development/business retention opportunities

#### **In-Progress**

#### Engineering Department

- Shared-Use Path Masterplan
- Parks Masterplan
- 2026 Street and Path Maintenance Program
- Shared Use Path at Bennett Farm

#### Economic Development Department

- OSU Wexner Medical Center
- New Incentive Management, Tracking and Reporting Software Subscription
- New Market Research and Analysis Software Subscription
- New Property Marketing and Research Software Subscription

- Creation of 5 new committees to help attract and grow businesses in the City of Powell as part of the PDC reorganization
- Development of City's Home Road 10-acre Site
- Official Proactive Powell Annexation Program
- Annexation and Renovation of Powell Sawmill Plaza

#### Communications Department

- Coordinate communication efforts surrounding the planned 2026 opening of the OSU Wexner Medical Center facility, highlighting its community impact and partnership with the City

#### **Planned**

#### Engineering Department

- South Liberty Shared Use Path and Railroad Crossing

#### Planning Department

- Zoning Code Rewrite

### **Council Goal #6**

#### **Improving city operations by way of efficiency, prudent financial management and communications**

#### **Completed**

#### Finance Department

- Implemented a new, more efficient ERP system in Feb 2024
- Implemented electronic workflow of Requisition requests and PO approval
- Implemented new budgetary software for CIP and Operational budgeting
- Implemented new debt and investment management policies

#### Communications Department

- Launched a new City website in November 2024, transitioning to a new hosting platform and implementing a modernized site structure. Updated and optimized content across more than 80 pages to improve navigation, accessibility, and user experience, resulting in a more engaging and efficient digital presence for residents and visitors
- Developed branded graphic templates to promote the City's brand standards and elevate the look of the City's digital communications

- Developed a centralized social media calendar in CoSchedule to organize campaigns, optimize posting schedules, and coordinate messaging across multiple platforms. This system has streamlined workflows, encouraged interdepartmental collaboration, and provided detailed reporting tools for evaluating content performance and refining strategy. This led to increased social messaging and performance
- Developed a comprehensive sponsorship packet with the Parks and Recreation Department for local businesses and community partners that outlines event sponsorship tiers, benefits, and deliverables. The packet provides clear opportunities for engagement and helps strengthen relationships with community stakeholders while supporting the City’s special events through additional funding and in-kind partnerships
- Developed and launched the City’s monthly digital newsletter through GovDelivery, reaching more than 7,000 subscribers with timely updates and community news.
- Designed and printed new “general” banners for Downtown Powell
- Supported the Finance Department in promoting transparency and educating residents about the City’s financial health through communications related to the ACFR, PAFR, tax information, and budget updates
- Since joining the City in mid-2024, improved the visual quality of event coverage through professional photography and videography, and developed a centralized photo library to strengthen the City’s communications and brand identity
- Planned and execution the annual State of the City event, managing messaging, logistics, and partner collaboration to produce a professional and engaging presentation of the City’s progress and plans
- Worked collaboratively with Parks & Recreation to develop a combined print publication/magazine featuring City updates and recreation programming. After successfully printing and distributing two issues in 2025

#### Planning Department

- Project: Historic Property Survey
- Policy: Development Fee Schedule Overhaul
- Project: Downtown Parking Map (GIS)
- Project: City Interactive Map (GIS)
- Project: Development Department Materials Update
  - Webpage
  - Application & Submittal Checklists
- Program: On-Call Arborist Program

#### Public Service Department

- Investigate smart streetlighting functions to increase performance and maintenance response times
- Continue to establish new multi-year agreements for contracted services

## **In-Progress**

### Finance Department

- Advisory/support services to City staff related to financial funding questions and efficient operation of financial resources
- Assisting City Manager and HR Director in reviewing costs/procedures for transition to new healthcare consortium in 2026
- Reviewing CIFAs for outstanding debt and potential ways to move forward to alleviate debt burden
- Ensuring Finance Department runs smoothly and efficiently, being down 1 FTE. Working through dept organizational changes.
- Managing 2026 Operational Budget review and approval process
- Monitoring 2025 spending and adherence to budget
- Preparing for upcoming 2025 year-end and audit/financial statement work in Q1 2026
- Collaborating with Economic Development and PDC board to establish annual budget for 2026
- Establishing standard operating procedure to issue vendor payments via ACH instead of paper checks

### Communications Department

- Collaborate with the Parks & Recreation Department to enhance event promotions and communications through a more strategic, coordinated approach
- Support staff and City Council members in preparing for presentations, speaking engagements, and other public communication opportunities
- Develop and implement a communication strategy to share updates on Capital Improvement Program (CIP) projects across digital platforms and public events, promoting transparency and community awareness

### Planning Department

- Project: Zoning Code Rewrite
  - Downtown Design Guidelines Update
- Program: OpenGov Permitting Software
- Program: GIS Management Support Program

## **Planned**

### Communications Department

- Design a more efficient framework for sharing staff activity updates with City Council to help council members stay better informed on departmental progress and community initiatives
- Expand the Community Engagement Department by hiring a Communications Specialist dedicated to strengthening digital communications, increasing outreach capacity, and elevating the City's online presence

- Develop and implement a public education campaign to inform residents about the differences between income and property taxes and how each supports City services
- Develop and lead communications to inform residents about the planning and future opening of Bennett Farm. Continue messaging about engagement opportunities and amenity updates
- Plans are underway to expand to three editions in 2026 the print publication/magazine featuring City updates and recreation programming.to further connect residents with community news and activities

#### Community Development Department

- Facilities Masterplan
- Private to Public Streets Policy
- Private to Public Signs Policy
- Annexation Policy

#### Planning Department

- Project: Development Toolkit Overhaul

#### Public Service Department

- Work on implementation of the Fleetio Fleet Management Software and scheduled an evaluation of fleet equipment replacement needs to optimize fleet size and utilization. An assessment of the potential need for in-house mechanics is also planned to improve operational efficiency, reduce long-term costs, and extend fleet service life

Improving City operations by way of efficiency, prudent financial management and communications.

### Human Resources Update

#### Police Officer Recruitment

We have two applicants in background for the Police Officer position. They have several years of experience at a nearby agency and we are excited about what they could bring to the position. The posting is still open and we have 5 more applicants that are scheduled for panel interviews on January 28<sup>th</sup>.

#### Maintenance Specialist

We are looking to fill two positions this year. One during the first quarter of 2026 and the second position in June 2026. We posted the position on December 8<sup>th</sup> and have been reviewing resumes. We had a strong response to the job (50 applicants) and had interviews scheduled the week of January 5<sup>th</sup>. We selected 6 applicants for initial interviews with one applicant withdrawing. We made an offer to David Hughes who will be starting with the City on February 9<sup>th</sup>.

#### Engineering Inspector

This is a new position approved for the Engineering Department in the 2026 budget. The position was posted on December 8<sup>th</sup> and have received 20 applicants. This is a difficult position to fill based on the qualifications and background needed. We have identified 5 applicants and are setting up interviews the week of January 19<sup>th</sup>.

#### Community Engagement Specialist

This is another new position approved for the Communications Department in the 2026 budget. The job was posted on December 8<sup>th</sup> and the response has been extremely positive. We have received 148 applicants so far with resumes still coming in for the job. We have 7 applicants selected for interviews the week of January 12<sup>th</sup>. At this time, we do feel there will only be 1 one of interviews. We are hoping to make an offer by the end of January.

#### Recreation Program Instructor (Part-Time)

This is a new instructor position that was approved in the 2026 budget for the Parks & Recreation Department. The position(s) will teach various classes and programs for the City, anywhere from 5 to 20 hours a week. The position was posted on December 19<sup>th</sup> and will stay open throughout the year as we will continuously recruit for this position. So far we have received a positive response in the short amount of time it has been posted.

## **Seasonal Positions**

**We are once again recruiting for seasonal help in the Service Department and the Parks & Recreation Department. We are looking to fill 5 positions in the Service Department to help with keeping parks and outdoor spaces clean this summer. We would like 4 of the positions to work Monday through Friday and the 5<sup>th</sup> position to have a weekend schedule to cover parks on Saturday and Sunday.**

**We are also looking to fill 7 seasonals for the Parks and Recreation Department for summer camps. We have several seasonals that will be returning so we probably only need to fill a couple positions. These are important jobs to make sure the summer camps are successful this summer.**

### Statistics

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- Calls for Service, 1,537
- Dispatched Calls, 296
- Police Reports, 67
- Adult Arrests, 10
- Juvenile Arrests, 2
- Traffic Stops, 101
- Traffic Citations including crashes, 23
- Traffic Crashes, 15
- False Alarms, 26
- House Watches, 45
- Preventative Patrols, 49
- Stacked Calls, 7

### Response Time

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- Response time from dispatch to arrival on scene was 6.7 minutes.

### Training – 388 Hours

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- Decision Making in Use of Force
- Ohio Assist
- STEP – Supervisor training and Education Program.

### Use of Force

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- There were two uses of force during one incident for the month of November.

### Mental Health Calls

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- There were four calls referred to the Crisis Intervention Team.

### Community Engagement

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- There were three car seats installed in November.
- Citizens Police Academy Class #16 graduated on November 5.
- Officer Josh Waymire visited Liberty Tree Elementary.

### Promotion

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- Jon Weirich was promoted to Sergeant.

### Statistics

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- Calls for Service, 1,510
- Dispatched Calls, 286
- Police Reports, 45
- Adult Arrests, 7
- Juvenile Arrests, 2
- Traffic Stops, 80
- Traffic Citations including crashes, 18
- Traffic Crashes, 12
- False Alarms, 39
- House Watches, 67
- Preventative Patrols, 20
- Stacked Calls, 9

### Response Time

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- Response time from dispatch to arrival on scene was 6.7 minutes.

### Training – 41.5 Hours

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- All Hazard Training
- Mental Health Training
- Ethics Law Training

### Use of Force

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- There were no uses of force for the month of December.

### Mental Health Calls

---

- There was one call referred to the Crisis Intervention Team.

### Community Engagement

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- Shop With a Hero was held on December 8, 2025.

# Department of Finance

## November 2025 Financial Report



### Executive Report

Revenue Source	Original Budget 2025	Revised Budget 2025	Actual to Date Nov 2025	% of Revised Budget
Prior Year Fund Balance	\$ 22,500,000.00	\$ 23,004,282.00	\$ 23,004,282.00	
Prior Year General Fund Reserve	\$ 2,500,000.00	\$ 2,030,000.00	\$ 2,030,000.00	
<b>Total Prior Year Carryforward Balance</b>	<b>\$ 25,000,000.00</b>	<b>\$ 25,034,282.00</b>	<b>\$ 25,034,282.00</b>	
Taxes, assessments, & related revenue	\$ 18,984,101.00	\$ 19,010,424.47	\$ 18,332,770.91	96.4%
Local revenue	\$ 34,100.00	\$ 36,100.00	\$ 46,451.18	128.7%
Development related revenue	\$ 572,000.00	\$ 570,000.00	\$ 574,750.59	100.8%
Other revenue	\$ 1,431,000.00	\$ 1,455,976.73	\$ 2,137,913.59	146.8%
<b>Total Operating Revenue</b>	<b>\$ 21,021,201.00</b>	<b>\$ 21,072,501.20</b>	<b>\$ 21,091,886.27</b>	<b>100.1%</b>
<b>Total Available Funds</b>	<b>\$ 46,021,201.00</b>	<b>\$ 46,106,783.20</b>	<b>\$ 46,126,168.27</b>	<b>100.0%</b>
Expenditure Source	Adopted Budget 2025	Revised Budget 2025	Actual to Date Nov 2025	% of Revised Budget
Personnel	\$ 9,013,500.00	\$ 9,071,000.00	\$ 7,567,030.68	83.4%
Operating Expenses	\$ 4,581,406.00	\$ 4,908,596.00	\$ 3,190,077.60	65.0%
Prior Year Remaining Encumbrances		\$ 927,875.04		
<b>Operating Expenditures</b>	<b>\$ 13,594,906.00</b>	<b>\$ 14,907,471.04</b>	<b>\$ 10,757,108.28</b>	<b>72.2%</b>
<b>Excess (deficiency) of operating revenues over operating expenditures</b>	<b>\$ 7,426,295.00</b>	<b>\$ 6,165,030.16</b>	<b>\$ 10,334,777.99</b>	
Capital Equipment	\$ 1,026,700.00	\$ 1,161,700.00	\$ 839,881.90	72.3%
Transfers	\$ 7,167,500.00	\$ 8,952,500.00	\$ 8,302,500.00	92.7%
Addition to 27th Payroll Reserve	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	100.0%
Addition to Comp Abs Reserve	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.0%
Advances	\$ -	\$ -	\$ -	
Additional to reserve fund balance	\$ 780,000.00	\$ 300,000.00	\$ 300,000.00	100.0%
Contingencies	\$ -	\$ -	\$ -	
<b>Nonoperating Expenditures</b>	<b>\$ 9,049,200.00</b>	<b>\$ 10,489,200.00</b>	<b>\$ 9,517,381.90</b>	<b>90.7%</b>
<b>Total Expenditures</b>	<b>\$ 22,644,106.00</b>	<b>\$ 25,396,671.04</b>	<b>\$ 20,274,490.18</b>	<b>79.8%</b>
<b>Excess (deficiency) of revenue over all expenditures</b>	<b>\$ (1,622,905.00)</b>	<b>\$ (4,324,169.84)</b>	<b>\$ 817,396.09</b>	
Ending Year General Fund	\$ 20,877,095.00	\$ 18,680,112.16	\$ 23,821,678.09	
Ending Year General Fund Reserve	\$ 3,280,000.00	\$ 2,330,000.00	\$ 2,330,000.00	
Total Current Year Unexpended Balance	\$ 24,157,095.00	\$ 21,010,112.16	\$ 26,151,678.09	
<b>Total Available Funds</b>	<b>\$ 46,021,201.00</b>	<b>\$ 46,106,783.20</b>	<b>\$ 46,126,168.27</b>	

91.6% = Target expenditure and revenue collection rate.

Quick Facts

ALL FUNDS

11/30/2025	11/30/2025
Cash Balance	Unencumbered Balance
\$51,445,773	\$43,865,354
↑ \$7,171,870 from 1/1/2025	

GENERAL FUND (GF)

11/30/2025	11/30/2025
Cash Balance	Unencumbered Balance
\$23,821,678	\$22,529,078
↑ \$817,396 from 1/1/2025	

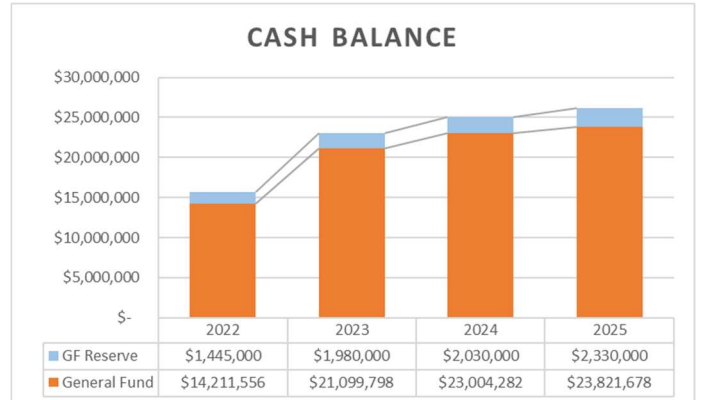
General Fund Highlights

The General Fund balance = **\$26,151,678**. This figure includes the general reserve fund. The unencumbered balance of

**\$22,529,078** is 144% of the 5-yr GF revenue average;

- \$14.7M over the short-term range (50%)
- \$10.8M over the fiscally prudent range (75%)

Per the Fund Balance Policy, excess funds over the fiscally prudent range may be allocated to capital improvements.

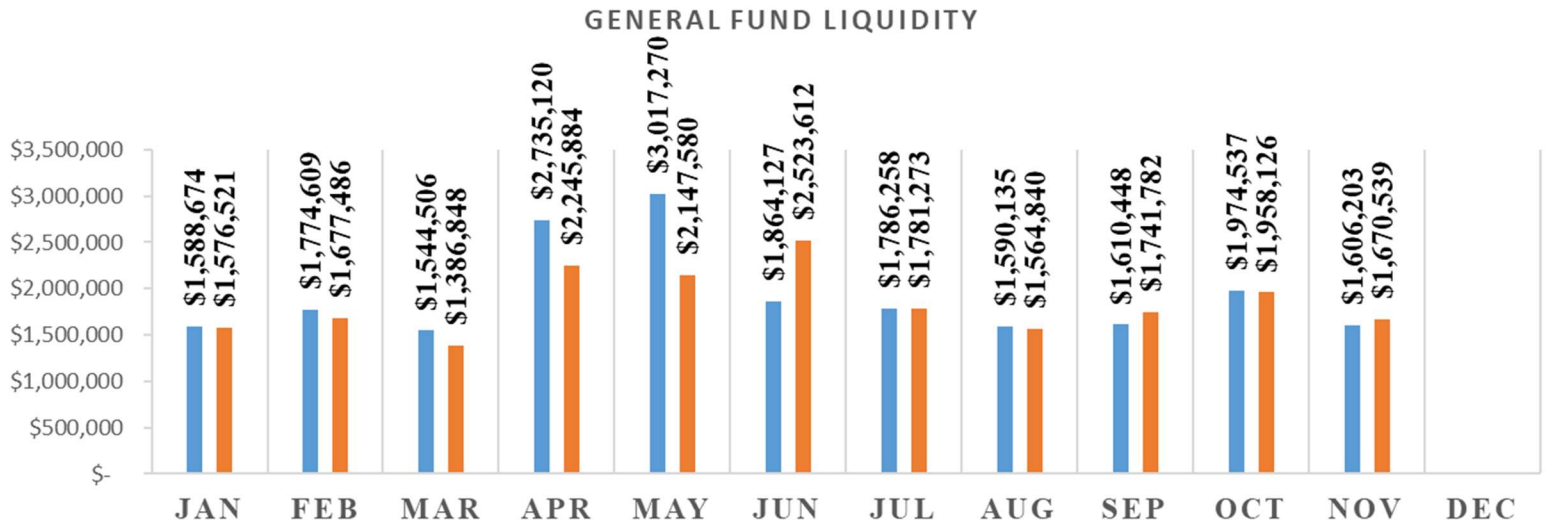


General Fund Cash Flow Analysis

Total GF Revenue: **\$21,091,886**

Total GF Expenditures: **\$20,274,490**

Net Cash Flow: **\$817,396**



YTD Revenue as of November 2025 increased by \$775,553, or 3.8%, compared to November 2024. Additionally, year-to-date interest income is up 18% compared to prior year, or \$233,496.

General Fund - Cash Position

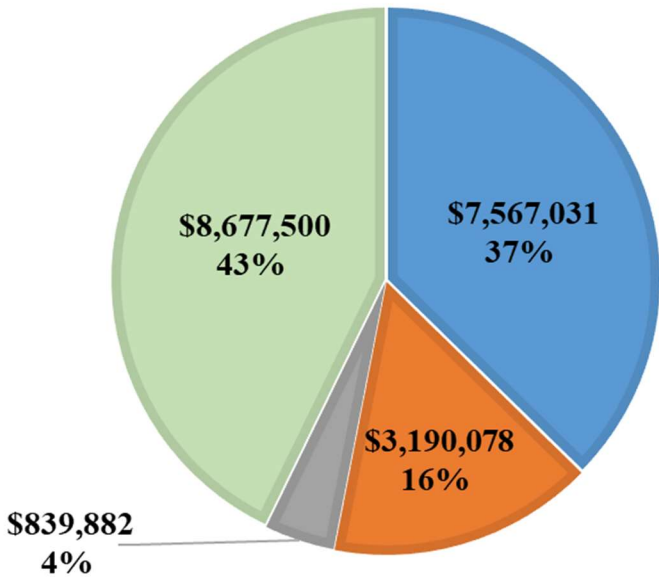
Month	Revenues	Expenditures	Transfers	2025 Net	Liquidity	2024 Net	Change
January	\$ 1,588,674	\$ 1,276,521	\$ 300,000	\$ 12,153	\$ 312,153	\$ 86,572	↓ \$ (74,419)
February	\$ 1,774,609	\$ 1,027,486	\$ 650,000	\$ 97,123	\$ 747,123	\$ (62,852)	↑ \$ 159,975
March	\$ 1,544,506	\$ 936,848	\$ 450,000	\$ 157,659	\$ 607,659	\$ 227,487	↓ \$ (69,828)
April	\$ 2,735,120	\$ 975,884	\$ 1,270,000	\$ 489,236	\$ 1,759,236	\$ 157,514	↑ \$ 331,721
May	\$ 3,017,270	\$ 897,580	\$ 1,250,000	\$ 869,690	\$ 2,119,690	\$ 1,337,050	↓ \$ (467,360)
June	\$ 1,864,127	\$ 1,118,612	\$ 1,405,000	\$ (659,485)	\$ 745,515	\$ 178,283	↓ \$ (837,768)
July	\$ 1,786,258	\$ 1,351,273	\$ 430,000	\$ 4,985	\$ 434,985	\$ 88,927	↓ \$ (83,942)
August	\$ 1,590,135	\$ 864,840	\$ 700,000	\$ 25,295	\$ 725,295	\$ 25,950	↓ \$ (656)
September	\$ 1,610,448	\$ 1,191,782	\$ 550,000	\$ (131,335)	\$ 418,665	\$ 294,520	↓ \$ (425,855)
October	\$ 1,974,537	\$ 935,626	\$ 1,022,500	\$ 16,411	\$ 1,038,911	\$ (383,507)	↑ \$ 399,918
November	\$ 1,606,203	\$ 1,020,539	\$ 650,000	\$ (64,336)	\$ 585,664	\$ (262,529)	↑ \$ 198,194
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217,068	\$ -
<b>Total</b>	<b>\$ 21,091,886</b>	<b>\$11,596,990</b>	<b>\$8,677,500</b>	<b>\$ 817,396</b>	<b>\$ 9,494,896</b>	<b>\$1,904,484</b>	<b>↓ \$ (870,020)</b>

All Funds - Cash Position

Description	Beg. Balance	Net Change	End. Balance
100 - GENERAL FUND	\$ 23,004,282	\$ 817,396	\$ 23,821,678
101 - GENERAL FUND RESERVE	\$ 2,030,000	\$ 300,000	\$ 2,330,000
105 - CORMA FUND	\$ 179,948	\$ (11,114)	\$ 168,834
110 - 27TH PAYROLL RESERVE FUND	\$ 169,977	\$ (169,977)	\$ -
111 - COMPENSATED ABSENCES RESERVE FUND	\$ 44,356	\$ 50,000	\$ 94,356
210 - MUNICIPAL MOTOR VEHICLE LICENSE FUND	\$ 123,883	\$ (31,941)	\$ 91,942
211 - STREET CONSTRUCTION MAINTENANCE & REPAIR FUND	\$ 2,551,057	\$ 1,065,751	\$ 3,616,808
221 - STATE HIGHWAY IMPROVEMENT	\$ 468,970	\$ 106,238	\$ 575,208
231 - RIGHT OF WAY FUND	\$ 120,000	\$ 1,000	\$ 121,000
241 - PARKS & RECREATION	\$ 1,068,400	\$ (134,701)	\$ 933,699
265 - LAW ENFORCEMENT ASSISTANCE FUND	\$ 45,201	\$ 23,264	\$ 68,466
267 - ONEOHIO OPIOID SETTLEMENT SPECIAL REVENUE FUND	\$ 1,381	\$ 12,970	\$ 14,352
271 - LAW ENFORCEMENT FUND	\$ 15,510	\$ 43	\$ 15,553
281 - DRUG LAW ENFORCEMENT	\$ 5,599	\$ -	\$ 5,599
291 - BOARD OF PHARMACY-LAW ENFORCEMENT	\$ 7,627	\$ 185	\$ 7,812
295 - P&R REC. PROGRAMS	\$ 325,728	\$ 11,278	\$ 337,006
296 - VETERAN'S MEMORIAL FUND	\$ 9,376	\$ 173	\$ 9,548
298 - POLICE CANINE SUPPORT FUND	\$ 19,741	\$ -	\$ 19,741
310 - SELDOM SEEN TIF DEBT SERVICE FUND	\$ -	\$ -	\$ -
311 - CAPITAL IMPROVEMENTS BOND	\$ 5,147	\$ -	\$ 5,147
317 - GOLF VILLAGE DEBT SERVICE FUND	\$ -	\$ 1,705,090	\$ 1,705,090
319 - POLICE FACILITY DEBT SERVICE	\$ 2,649	\$ -	\$ 2,649
321 - POWELL CIFA DEBT SERVICE	\$ -	\$ -	\$ -
322 - 2024 GO DEBT SERVICE FUND	\$ 2,925	\$ (0)	\$ 2,925
323 - SPECIAL OBLIGATIONS NONTAX REV NOTES, SERIES 2024	\$ 1,218	\$ 350	\$ 1,568
324 - VARIOUS PURPOSE NOTES, SERIES 2025	\$ -	\$ 2,002	\$ 2,002
451 - DOWNTOWN TIF PUBLIC IMPROVEMENT	\$ 3,879,979	\$ 705,974	\$ 4,585,953
452 - DOWNTOWN TIF HOUSING RENOVATION	\$ 31,350	\$ (2,249)	\$ 29,101
453 - SELDOM SEEN TIF PUBLIC IMPROVEMENTS FUND	\$ 56,976	\$ (23,040)	\$ 33,936
455 - SAWMILL CORRIDOR COMM IMPR TIF	\$ 1,715,467	\$ 497,391	\$ 2,212,858
470 - SANITARY SEWER AGREEMENTS	\$ -	\$ -	\$ -
491 - CAPITAL PROJECTS FUND	\$ 6,511,495	\$ 2,354,134	\$ 8,865,629
492 - VILLAGE DEVELOPMENT FUND	\$ 728,188	\$ (49,833)	\$ 678,355
494 - VOTED CAPITAL IMPROVEMENT FUND	\$ 35,107	\$ -	\$ 35,107
497 - SELDOM SEEN TIF PARK IMPROVEMENTS FUND	\$ 262,420	\$ -	\$ 262,420
910 - UNCLAIMED FUNDS FUND	\$ 860	\$ -	\$ 860
911 - FLEXIBLE BENEFITS PLAN FUND	\$ 195	\$ 377	\$ 572
991 - BOARD OF BUILDING STANDARDS	\$ 3,141	\$ (2,232)	\$ 909
992 - ENGINEERING INSPECTIONS FUND	\$ 525,771	\$ (56,627)	\$ 469,144
994 - ESCROWED DEPOSITS FUND	\$ 316,939	\$ 300	\$ 317,239
996 - FINGERPRINT PROCESSING FEES	\$ 3,040	\$ (333)	\$ 2,707
<b>Grand Total</b>	<b>\$ 44,273,903</b>	<b>\$ 7,171,870</b>	<b>\$ 51,445,774</b>

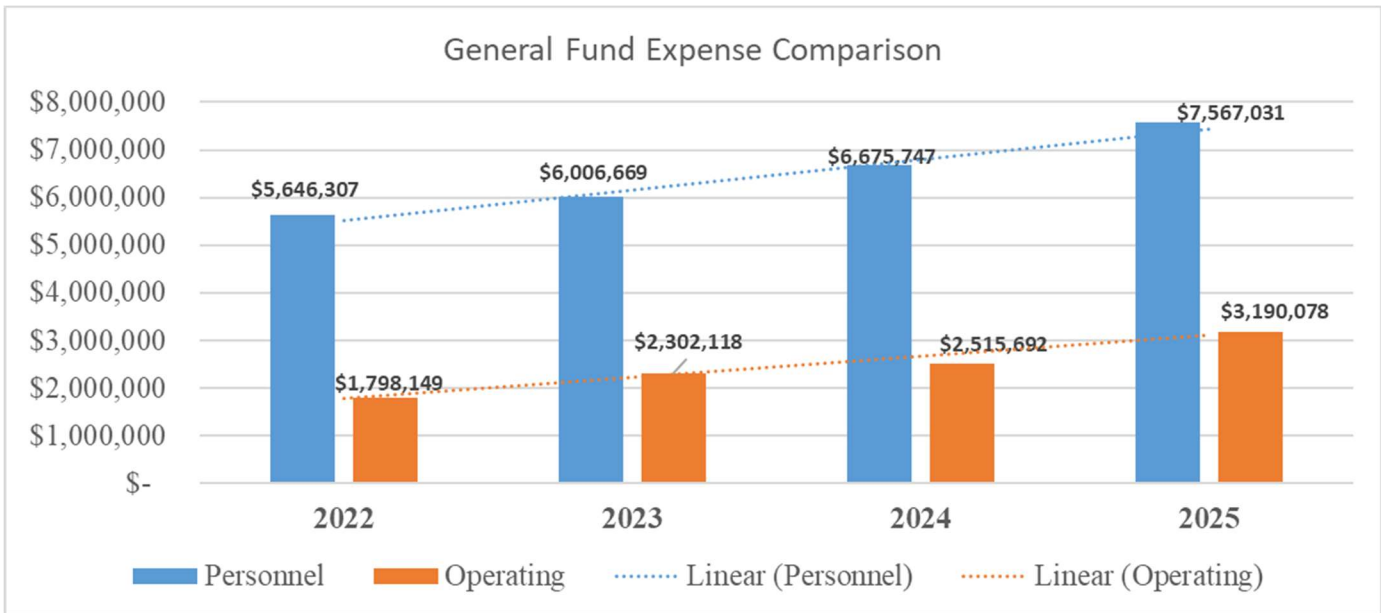
**Total Expenditures by Categories = \$20,274,490**

■ Personnel ■ Operating ■ Capital ■ Advances ■ Transfers



**Anticipated percentage of expenditures = 91.6% of budget**

- At month-end, **personnel expenses** were 83.4% of the budget, a favorable variance of \$742,005, or 8.2%.
- **Operating expenses** ended at 65.0% of the budget, a favorable variance of \$1,306,196 or 26.6%. Variances were primarily timing related, with large favorable variances for contracted services, building maintenance, and tree trimming services.
- **Capital expenses** were 72.3% of the budget, a favorable variance of \$224,235, or 19.3%. Savings were primarily timing related for large items such as vehicles, equipment, building improvements, and demolition expenses.
- **Transfers** were 92.7% of the budget. The Finance Director will execute transfers based on fund liquidity, fund balances, and timing of debt expenses.



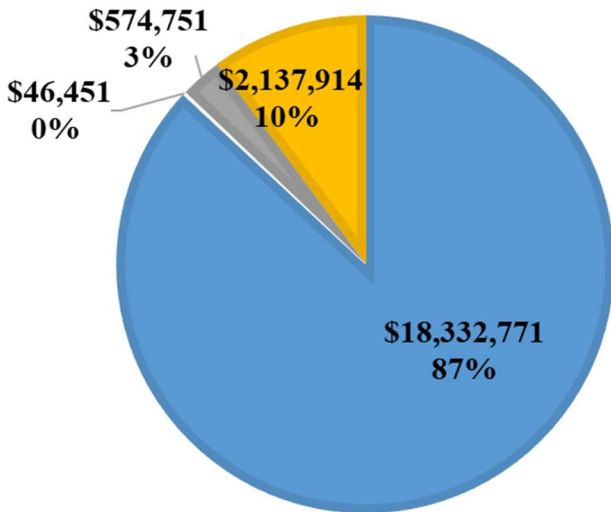
YTD personnel and operating expenditures were \$10,757,108 and 72.2% of budget, a favorable variance of \$2,898,135. Total expenses, including all categories, were up 9% compared to YTD November 2024.

**Notable Activity for the month:**

- Legal services = \$42,141 (base attorney + special matters/special projects)
- Income tax collection fees = \$37,721
- Drainage repairs/improvements = \$23,664 (Old Sawmill repair erosion to storm sewer)
- Vehicles = \$23,148 (traffic pre-emption units for police cruisers)
- Consulting services = \$20,500 (Zoning Code re-write services)
- Computer maintenance = \$13,480 (EasyIT Co-Managed services)

Total Revenues by Type = \$21,091,886

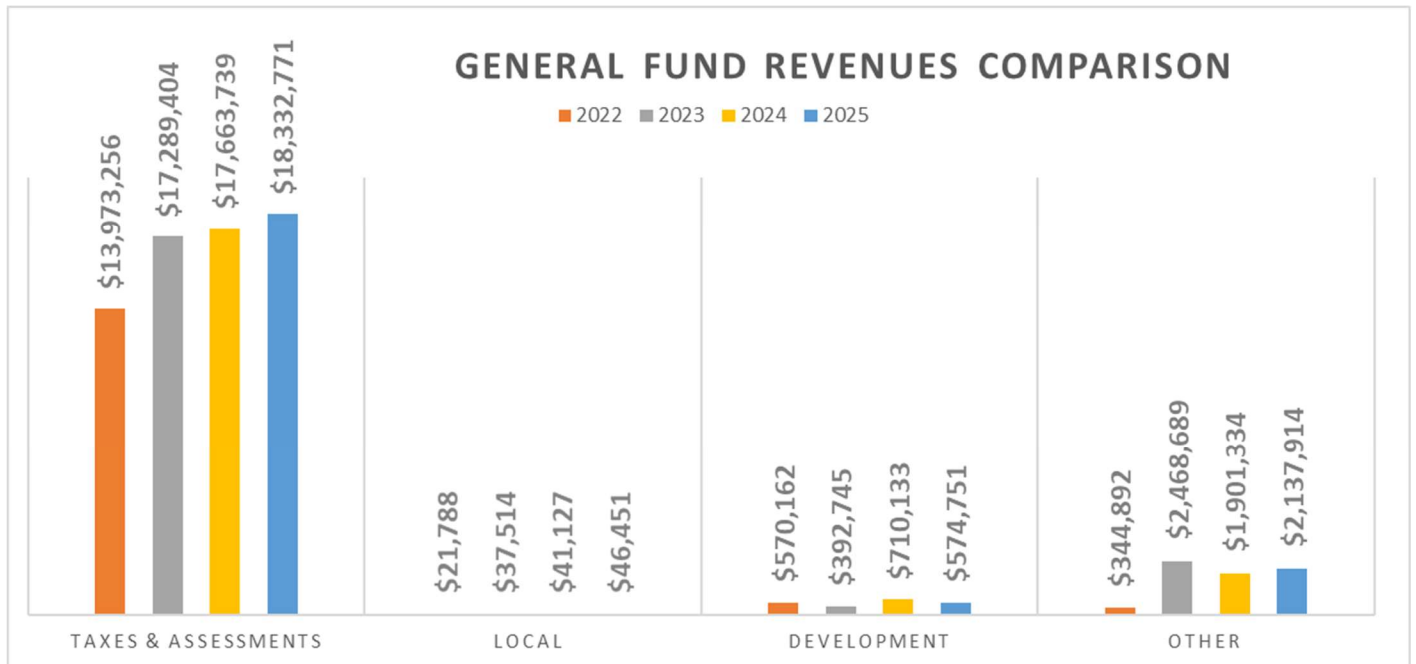
■ Taxes & Assessments ■ Local ■ Development ■ Other



Anticipated percentage of revenues = 91.6% of the budget

Total revenues are 100.1% of the budget, a favorable variance of \$1,789,475.

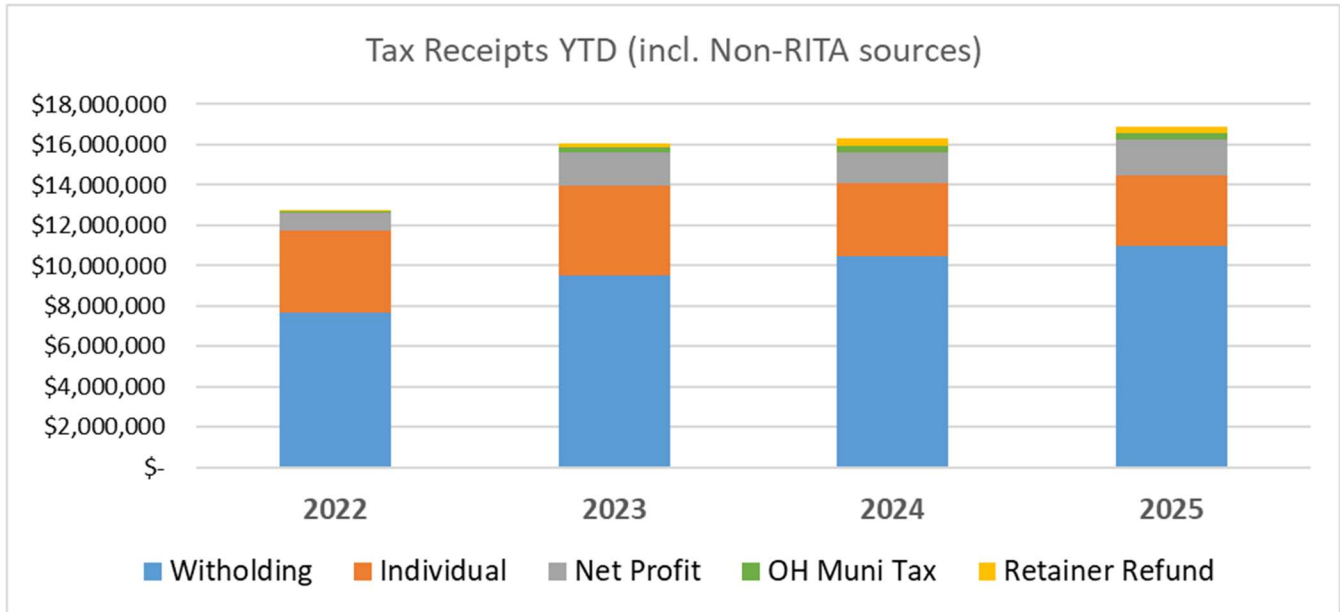
- **Taxes and Assessments** revenues are 96.4% of the budget, a favorable variance of \$919,222. See the next page for additional information.
- **Local revenues** are 128.7% of the budget, a favorable variance of \$13,384.
- **Development-related revenues** are 100.8% of the budget, a favorable variance of \$52,631.
- **Other revenue** shows a favorable variance of \$804,239 primarily related to strong interest earnings.



**Notable Activity for the month:**

- Income tax receipts = \$1,215,103 (See the next page for detailed tax information)
- Transfers In = \$194,977 (transfer from 27<sup>th</sup> Payroll Reserve Fund)
- Interest earnings = \$94,707
- Municipal Net Profit receipts = \$45,407
- Local Government-County tax receipts = \$18,035
- Residential and commercial building permit fees = \$17,813
- Zoning permits/fees = \$4,300

As of November 2025, YTD tax receipts totaled \$16,890,527, a favorable variance of 3.6%, or \$591,585, compared to 2024 tax receipts. 2025 tax receipts are 97.6% of the \$17,300,000 budgeted tax revenue (including the fee reconciliation payment) for the year, above the 91.6% goal for November.



	2022	2023	2024	2025	%Change
<b>Withholding</b>	\$ 7,658,190	\$ 9,523,169	\$ 10,456,772	\$ 10,956,206	
<b>Individual</b>	\$ 4,075,109	\$ 4,458,348	\$ 3,603,788	\$ 3,531,715	
<b>Net Profit</b>	\$ 865,357	\$ 1,651,859	\$ 1,578,491	\$ 1,783,407	
<b>OH Muni Tax</b>	\$ 73,377	\$ 224,399	\$ 303,584	\$ 294,335	
<b>Retainer Refund</b>	\$ 64,367	\$ 227,546	\$ 356,307	\$ 324,864	
<b>Total</b>	\$ 12,736,401	\$ 16,085,321	\$ 16,298,942	\$ 16,890,527	3.6%

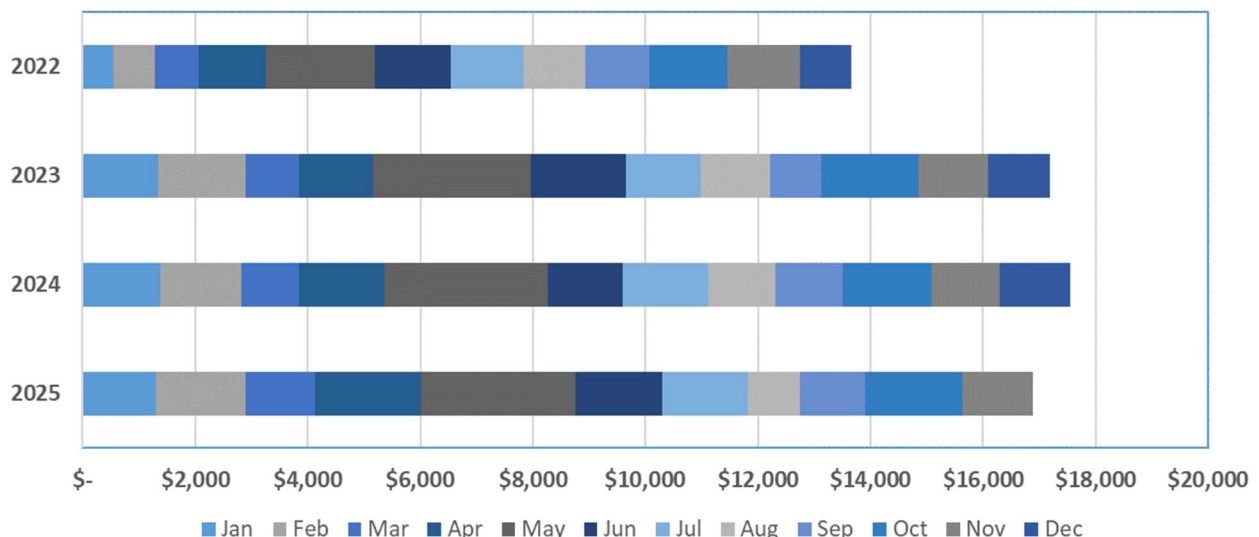
**Comparing YTD Nov 2025 to Nov 2024**

- Withholding collections ↑ by 4.8% or \$499,434
- Individual collections ↓ by 2.0% or \$72,073
- Net Profit collections ↑ by 13.0% or \$204,916

**Comparing Nov 2025 to Oct 2025**

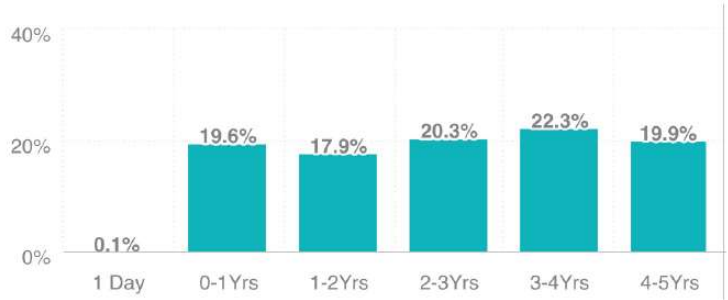
- Withholding collections ↓ by 8.0% or \$78,826
- Individual collections ↓ by 53.6% or \$266,548
- Net Profit collections ↓ by 67.4% or \$158,180

Tax Receipts by Month (incl. Non-RITA sources)

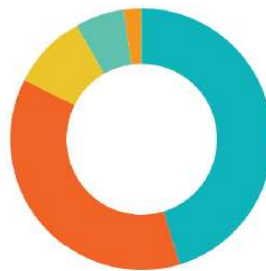


	<b>CURRENT MONTH</b>
<b>Beginning</b>	<b>40,169,325.17</b>
Contributions/Withdrawals	0.00
Management Fees	(2,887.82)
Custodian Fees	(509.53)
Realized Gains Losses	17,669.86
Purchased Interest	(2,383.29)
Interest Received	50,597.99
<b>ENDING</b>	<b>40,231,812.38</b>

**Maturity Distribution**

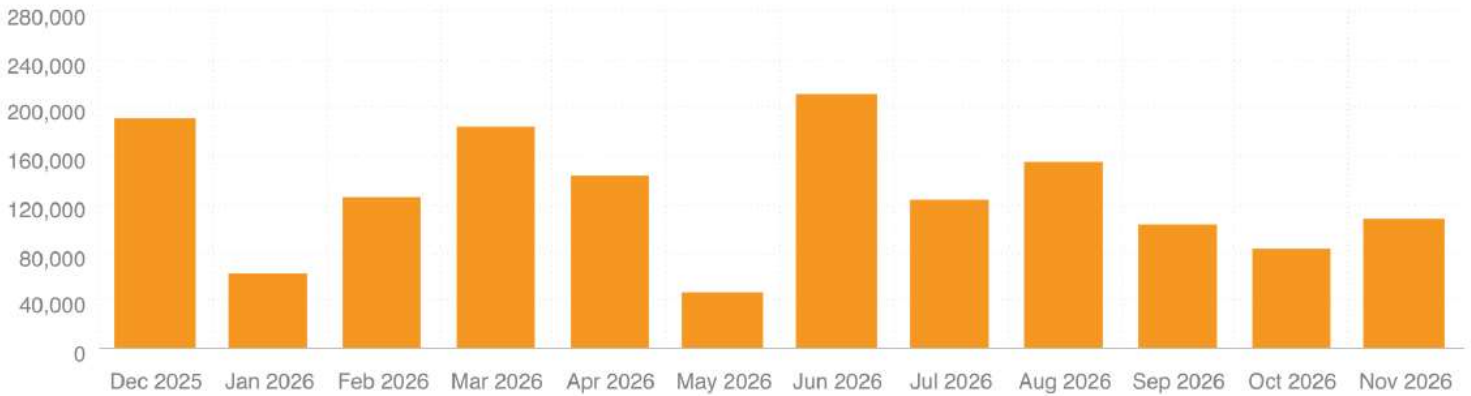


**Sector Allocation**



U.S. Agencies	45.29%
U.S. Treasuries	37.18%
Commercial Paper	9.21%
Negotiable CD's	6.07%
Municipal Bonds	2.19%
Money Market Funds	0.07%

**Projected Monthly Income Schedule**



**Market Rates as of 11/26/2025 (Provided by Meeder Investment Management)**

	Yesterday	Last Week	Last Year
<b>STAR Ohio</b>	4.10%	4.10%	4.79%
<b>2 Yr T Note</b>	3.46%	3.58%	4.21%
<b>5 Yr T Note</b>	3.61%	3.71%	4.17%
<b>10 Yr T Note</b>	4.04%	4.12%	4.27%

# Department of Finance

## December 2025 Financial Report



### Executive Report

Revenue Source	<u>Original</u> Budget 2025	<u>Revised</u> Budget 2025	<u>Actual to Date</u> Dec 2025	% of Revised Budget
Prior Year Fund Balance	\$ 22,500,000.00	\$ 23,004,282.00	\$ 23,004,282.00	
Prior Year General Fund Reserve	\$ 2,500,000.00	\$ 2,030,000.00	\$ 2,030,000.00	
<b>Total Prior Year Carryforward Balance</b>	<b>\$ 25,000,000.00</b>	<b>\$ 25,034,282.00</b>	<b>\$ 25,034,282.00</b>	
Taxes, assessments, & related revenue	\$ 18,984,101.00	\$ 19,010,424.47	\$ 19,485,044.64	102.5%
Local revenue	\$ 34,100.00	\$ 36,100.00	\$ 48,867.93	135.4%
Development related revenue	\$ 572,000.00	\$ 570,000.00	\$ 622,267.18	109.2%
Other revenue	\$ 1,431,000.00	\$ 1,455,976.73	\$ 2,361,899.18	162.2%
<b>Total Operating Revenue</b>	<b>\$ 21,021,201.00</b>	<b>\$ 21,072,501.20</b>	<b>\$ 22,518,078.93</b>	<b>106.9%</b>
<b>Total Available Funds</b>	<b>\$ 46,021,201.00</b>	<b>\$ 46,106,783.20</b>	<b>\$ 47,552,360.93</b>	<b>103.1%</b>
Expenditure Source	<u>Adopted</u> Budget 2025	<u>Revised</u> Budget 2025	<u>Actual to Date</u> Dec 2025	% of Revised Budget
Personnel	\$ 9,013,500.00	\$ 9,071,000.00	\$ 8,464,030.41	93.3%
Operating Expenses	\$ 4,581,406.00	\$ 4,908,596.00	\$ 3,461,041.11	70.5%
Prior Year Remaining Encumbrances		\$ 927,875.04		
<b>Operating Expenditures</b>	<b>\$ 13,594,906.00</b>	<b>\$ 14,907,471.04</b>	<b>\$ 11,925,071.52</b>	<b>80.0%</b>
<b>Excess (deficiency) of operating revenues over operating expenditures</b>	<b>\$ 7,426,295.00</b>	<b>\$ 6,165,030.16</b>	<b>\$ 10,593,007.41</b>	
Capital Equipment	\$ 1,026,700.00	\$ 1,161,700.00	\$ 867,459.49	74.7%
Transfers	\$ 7,167,500.00	\$ 8,952,500.00	\$ 8,952,500.00	100.0%
Addition to 27th Payroll Reserve	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	100.0%
Addition to Comp Abs Reserve	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	100.0%
Advances	\$ -	\$ -	\$ -	
Additional to reserve fund balance	\$ 780,000.00	\$ 300,000.00	\$ 300,000.00	100.0%
Contingencies	\$ -	\$ -	\$ -	
<b>Nonoperating Expenditures</b>	<b>\$ 9,049,200.00</b>	<b>\$ 10,489,200.00</b>	<b>\$ 10,194,959.49</b>	<b>97.2%</b>
<b>Total Expenditures</b>	<b>\$ 22,644,106.00</b>	<b>\$ 25,396,671.04</b>	<b>\$ 22,120,031.01</b>	<b>87.1%</b>
<b>Excess (deficiency) of revenue over all expenditures</b>	<b>\$ (1,622,905.00)</b>	<b>\$ (4,324,169.84)</b>	<b>\$ 398,047.92</b>	
Ending Year General Fund	\$ 20,877,095.00	\$ 18,680,112.16	\$ 23,402,329.92	
Ending Year General Fund Reserve	\$ 3,280,000.00	\$ 2,330,000.00	\$ 2,330,000.00	
Total Current Year Unexpended Balance	\$ 24,157,095.00	\$ 21,010,112.16	\$ 25,732,329.92	
<b>Total Available Funds</b>	<b>\$ 46,021,201.00</b>	<b>\$ 46,106,783.20</b>	<b>\$ 47,552,360.93</b>	

100.0% = Target expenditure and revenue collection rate.

Quick Facts

ALL FUNDS

12/31/2025 Cash Balance <b>\$48,979,875</b> ↑ \$4,705,971 from 1/1/2025	12/31/2025 Unencumbered Balance <b>\$41,700,062</b>
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GENERAL FUND (GF)

12/31/2025 Cash Balance <b>\$23,402,330</b> ↑ \$398,048 from 1/1/2025	12/31/2025 Unencumbered Balance <b>\$22,516,554</b>
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General Fund Highlights

The General Fund balance = **\$25,732,330**. This figure includes the general reserve fund. The unencumbered balance of

**\$22,516,554** is 144% of the 5-yr GF revenue average;

- \$14.7M over the short-term range (50%)
- \$10.8M over the fiscally prudent range (75%)

Per the Fund Balance Policy, excess funds over the fiscally prudent range may be allocated to capital improvements.

CASH BALANCE



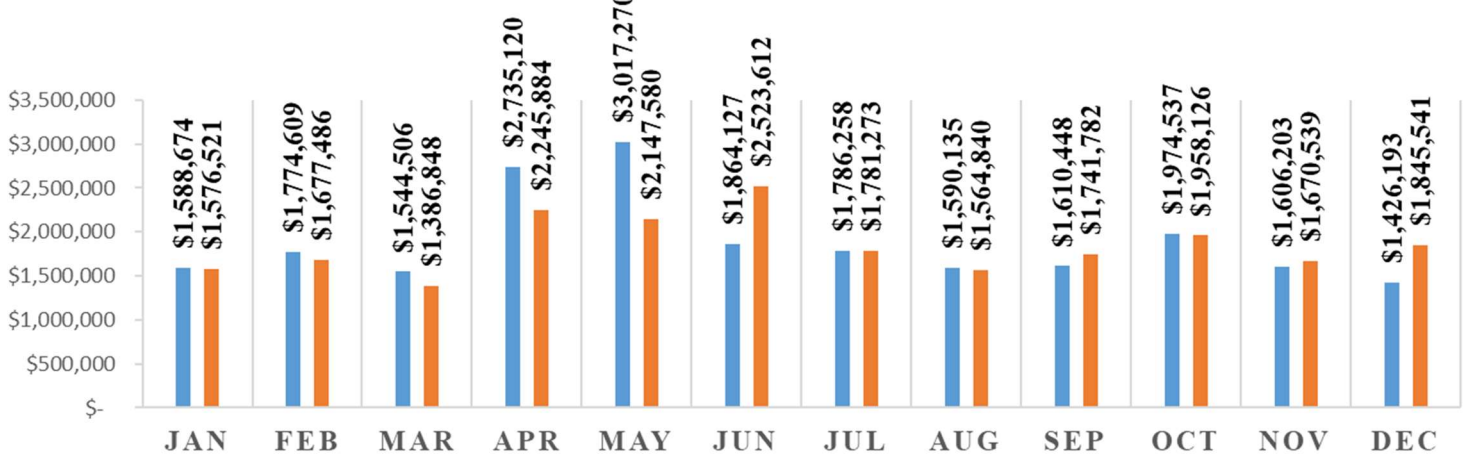
General Fund Cash Flow Analysis

Total GF Revenue: **\$22,518,079**

Total GF Expenditures: **\$22,120,031**

Net Cash Flow: **\$398,048**

GENERAL FUND LIQUIDITY



YTD Revenue as of December 2025 increased by \$582,069, or 2.7%, compared to December 2024. Additionally, year-to-date interest income is up 20% compared to prior year, or \$291,002.

General Fund - Cash Position

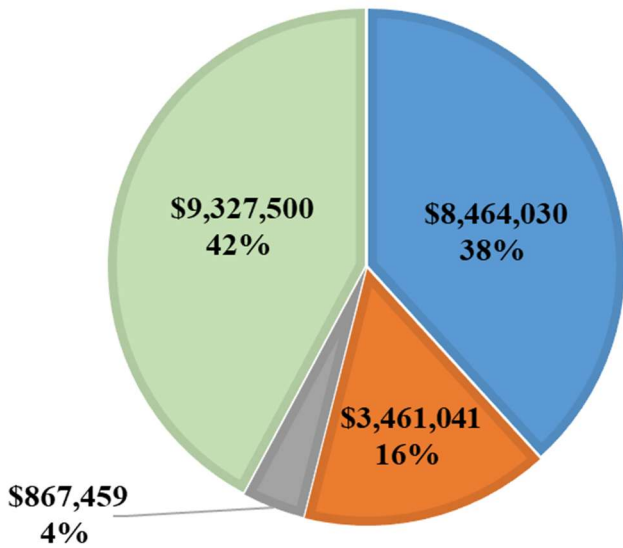
Month	Revenues	Expenditures	Transfers	2025 Net	Liquidity	2024 Net	Change
January	\$ 1,588,674	\$ 1,276,521	\$ 300,000	\$ 12,153	\$ 312,153	\$ 86,572	↓ \$ (74,419)
February	\$ 1,774,609	\$ 1,027,486	\$ 650,000	\$ 97,123	\$ 747,123	\$ (62,852)	↑ \$ 159,975
March	\$ 1,544,506	\$ 936,848	\$ 450,000	\$ 157,659	\$ 607,659	\$ 227,487	↓ \$ (69,828)
April	\$ 2,735,120	\$ 975,884	\$ 1,270,000	\$ 489,236	\$ 1,759,236	\$ 157,514	↑ \$ 331,721
May	\$ 3,017,270	\$ 897,580	\$ 1,250,000	\$ 869,690	\$ 2,119,690	\$ 1,337,050	↓ \$ (467,360)
June	\$ 1,864,127	\$ 1,118,612	\$ 1,405,000	\$ (659,485)	\$ 745,515	\$ 178,283	↓ \$ (837,768)
July	\$ 1,786,258	\$ 1,351,273	\$ 430,000	\$ 4,985	\$ 434,985	\$ 88,927	↓ \$ (83,942)
August	\$ 1,590,135	\$ 864,840	\$ 700,000	\$ 25,295	\$ 725,295	\$ 25,950	↓ \$ (656)
September	\$ 1,610,448	\$ 1,191,782	\$ 550,000	\$ (131,335)	\$ 418,665	\$ 294,520	↓ \$ (425,855)
October	\$ 1,974,537	\$ 935,626	\$ 1,022,500	\$ 16,411	\$ 1,038,911	\$ (383,507)	↑ \$ 399,918
November	\$ 1,606,203	\$ 1,020,539	\$ 650,000	\$ (64,336)	\$ 585,664	\$ (262,529)	↑ \$ 198,194
December	\$ 1,426,193	\$ 1,195,541	\$ 650,000	\$ (419,348)	\$ 230,652	\$ 217,068	↓ \$ (636,416)
<b>Total</b>	<b>\$ 22,518,079</b>	<b>\$12,792,531</b>	<b>\$9,327,500</b>	<b>\$ 398,048</b>	<b>\$ 9,725,548</b>	<b>\$1,904,484</b>	<b>↓ \$ (1,506,436)</b>

All Funds - Cash Position

Description	Beg. Balance	Net Change	End. Balance
100 - GENERAL FUND	\$ 23,004,282	\$ 398,048	\$ 23,402,330
101 - GENERAL FUND RESERVE	\$ 2,030,000	\$ 300,000	\$ 2,330,000
105 - CORMA FUND	\$ 179,948	\$ (11,382)	\$ 168,567
110 - 27TH PAYROLL RESERVE FUND	\$ 169,977	\$ (169,977)	\$ -
111 - COMPENSATED ABSENCES RESERVE FUND	\$ 44,356	\$ 50,000	\$ 94,356
210 - MUNICIPAL MOTOR VEHICLE LICENSE FUND	\$ 123,883	\$ (27,155)	\$ 96,728
211 - STREET CONSTRUCTION MAINTENANCE & REPAIR FUND	\$ 2,551,057	\$ 1,247,352	\$ 3,798,409
221 - STATE HIGHWAY IMPROVEMENT	\$ 468,970	\$ 115,721	\$ 584,691
231 - RIGHT OF WAY FUND	\$ 120,000	\$ 1,000	\$ 121,000
241 - PARKS & RECREATION	\$ 1,068,400	\$ (144,958)	\$ 923,442
265 - LAW ENFORCEMENT ASSISTANCE FUND	\$ 45,201	\$ 23,264	\$ 68,466
267 - ONEOHIO OPIOID SETTLEMENT SPECIAL REVENUE FUND	\$ 1,381	\$ 12,970	\$ 14,352
271 - LAW ENFORCEMENT FUND	\$ 15,510	\$ 43	\$ 15,553
281 - DRUG LAW ENFORCEMENT	\$ 5,599	\$ -	\$ 5,599
291 - BOARD OF PHARMACY-LAW ENFORCEMENT	\$ 7,627	\$ 185	\$ 7,812
295 - P&R REC. PROGRAMS	\$ 325,728	\$ (43,172)	\$ 282,556
296 - VETERAN'S MEMORIAL FUND	\$ 9,376	\$ 173	\$ 9,548
298 - POLICE CANINE SUPPORT FUND	\$ 19,741	\$ -	\$ 19,741
310 - SELDOM SEEN TIF DEBT SERVICE FUND	\$ -	\$ -	\$ -
311 - CAPITAL IMPROVEMENTS BOND	\$ 5,147	\$ -	\$ 5,147
319 - POLICE FACILITY DEBT SERVICE	\$ 2,649	\$ -	\$ 2,649
321 - POWELL CIFA DEBT SERVICE	\$ -	\$ -	\$ -
322 - 2024 GO DEBT SERVICE FUND	\$ 2,925	\$ (0)	\$ 2,925
323 - SPECIAL OBLIGATIONS NONTAX REV NOTES, SERIES 2024	\$ 1,218	\$ 350	\$ 1,568
324 - VARIOUS PURPOSE NOTES, SERIES 2025	\$ -	\$ 2,002	\$ 2,002
451 - DOWNTOWN TIF PUBLIC IMPROVEMENT	\$ 3,879,979	\$ 693,243	\$ 4,573,222
452 - DOWNTOWN TIF HOUSING RENOVATION	\$ 31,350	\$ (9,544)	\$ 21,806
453 - SELDOM SEEN TIF PUBLIC IMPROVEMENTS FUND	\$ 56,976	\$ (23,040)	\$ 33,936
455 - SAWMILL CORRIDOR COMM IMPR TIF	\$ 1,715,467	\$ 497,391	\$ 2,212,858
470 - SANITARY SEWER AGREEMENTS	\$ -	\$ -	\$ -
491 - CAPITAL PROJECTS FUND	\$ 6,511,495	\$ 1,935,619	\$ 8,447,113
492 - VILLAGE DEVELOPMENT FUND	\$ 728,188	\$ (67,461)	\$ 660,727
494 - VOTED CAPITAL IMPROVEMENT FUND	\$ 35,107	\$ -	\$ 35,107
497 - SELDOM SEEN TIF PARK IMPROVEMENTS FUND	\$ 262,420	\$ -	\$ 262,420
910 - UNCLAIMED FUNDS FUND	\$ 860	\$ -	\$ 860
911 - FLEXIBLE BENEFITS PLAN FUND	\$ 195	\$ 417	\$ 612
991 - BOARD OF BUILDING STANDARDS	\$ 3,141	\$ (2,389)	\$ 753
992 - ENGINEERING INSPECTIONS FUND	\$ 525,771	\$ (72,679)	\$ 453,092
994 - ESCROWED DEPOSITS FUND	\$ 316,939	\$ 300	\$ 317,239
996 - FINGERPRINT PROCESSING FEES	\$ 3,040	\$ (351)	\$ 2,690
<b>Grand Total</b>	<b>\$ 44,273,903</b>	<b>\$ 4,705,971</b>	<b>\$ 48,979,874</b>

**Total Expenditures by Categories = \$22,120,031**

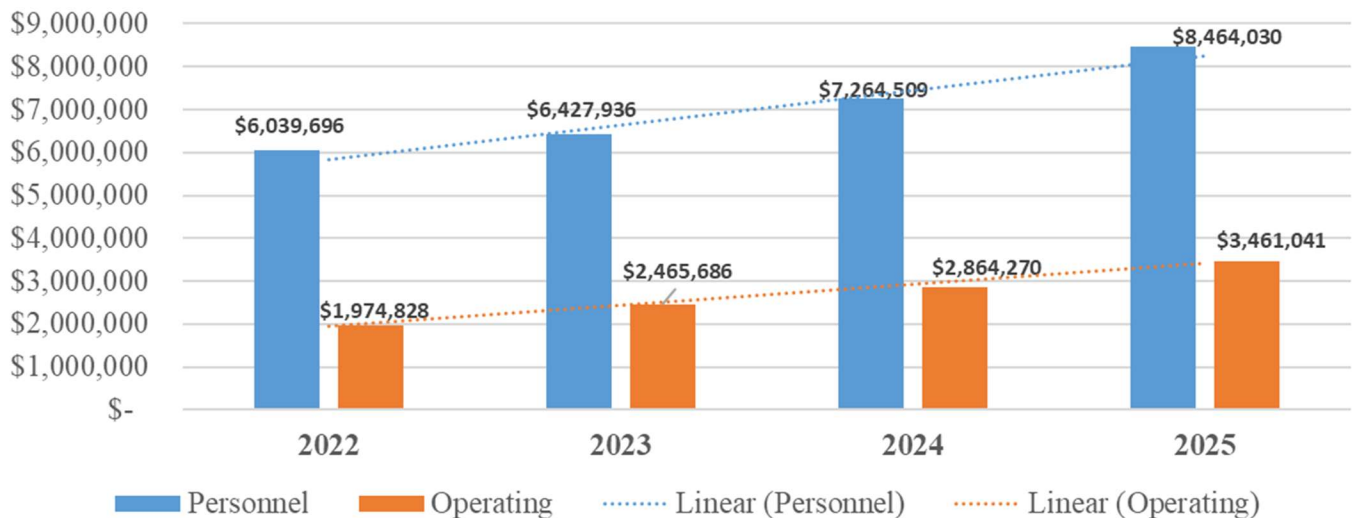
■ Personnel ■ Operating ■ Capital ■ Advances ■ Transfers



**Anticipated percentage of expenditures = 100.0% of budget**

- At year-end, **personnel expenses** were 93.3% of the budget, a favorable variance of \$606,970, or 6.7%.
- **Operating expenses** ended at 70.5% of the budget, a favorable variance of \$1,447,555 or 29.5%. Expense savings were seen in tree trimming services, contracted services, vehicle/equipment maintenance, and building maintenance.
- **Capital expenses** were 74.7% of the budget, a favorable variance of \$294,240, or 25.3%. Expense savings were seen in vehicles, snow plow, and building improvements.
- **Transfers** were completed as budgeted. The Finance Director will execute transfers based on fund liquidity, fund balances, and timing of debt expenses.

General Fund Expense Comparison



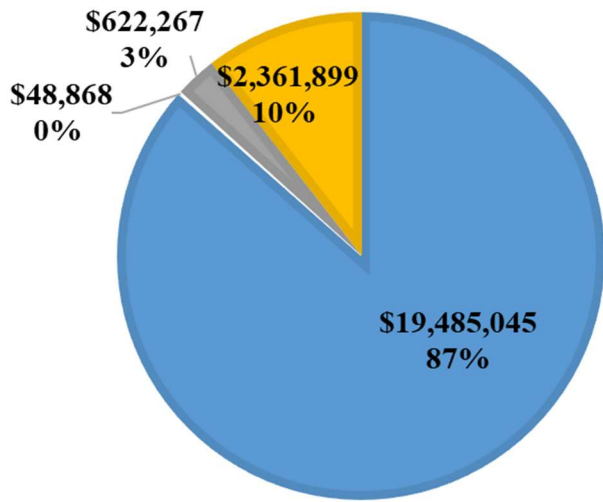
YTD personnel and operating expenditures were \$11,925,072 and 80.0% of budget, a favorable variance of \$2,982,400. Total expenses, including all categories, were up 10% compared to YTD December 2024.

**Notable Activity for the month:**

- Internal contingency = \$64,466 (2025 special assessment by COHCC)
- Legal services = \$28,115 (base attorney + special matters/special projects)
- Income tax collection fees = \$34,524
- Personnel/HR training = \$32,924 (PRADCO leadership development series)
- Vehicles = \$27,578 (upfitting equipment for PD cruisers and drone van)
- Computer maintenance = \$13,122 (EasyIT Co-Managed services)

Total Revenues by Type = \$22,518,079

■ Taxes & Assessments ■ Local ■ Development ■ Other



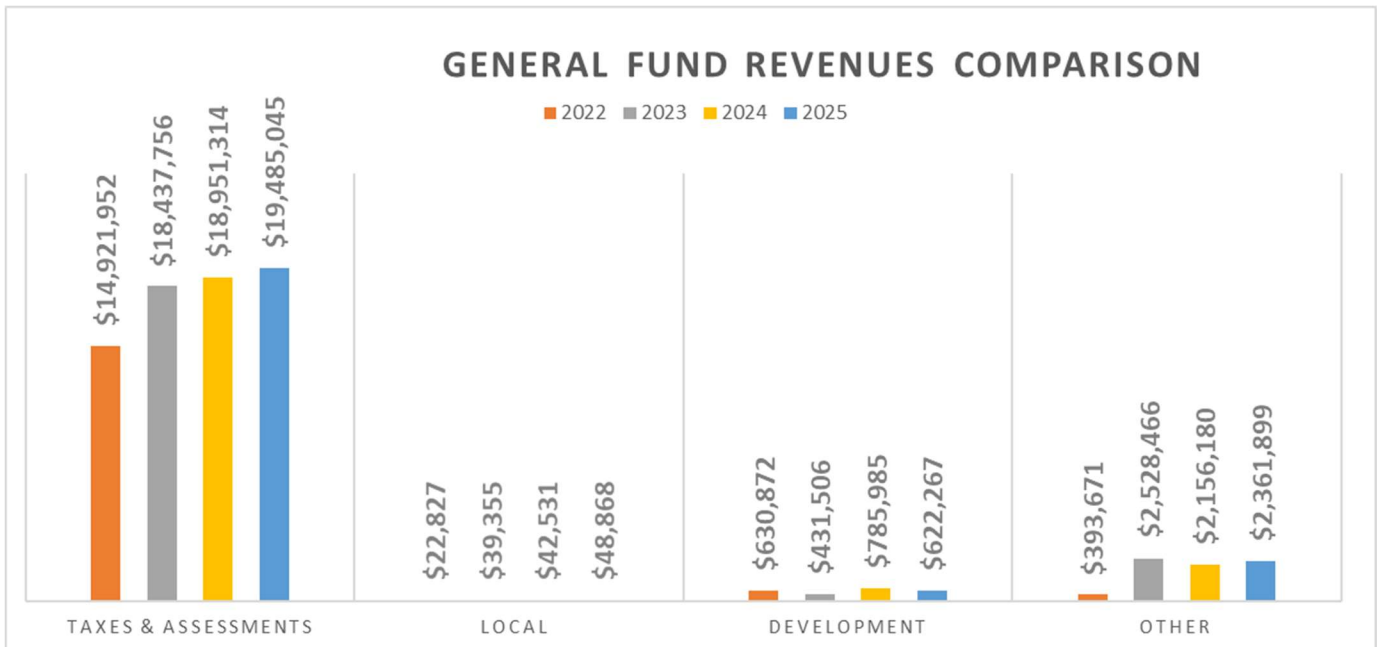
Anticipated percentage of revenues = 100.0% of the budget

Total revenues are 106.9% of the budget, a favorable variance of \$1,445,578.

- **Taxes and Assessments** revenues are 102.5% of the budget, a favorable variance of \$474,620. See the next page for additional information.
- **Local revenues** are 135.4% of the budget, a favorable variance of \$12,768.
- **Development-related revenues** are 109.2% of the budget, a favorable variance of \$52,267.
- **Other revenue** shows a favorable variance of \$905,922 primarily related to strong interest earnings.

GENERAL FUND REVENUES COMPARISON

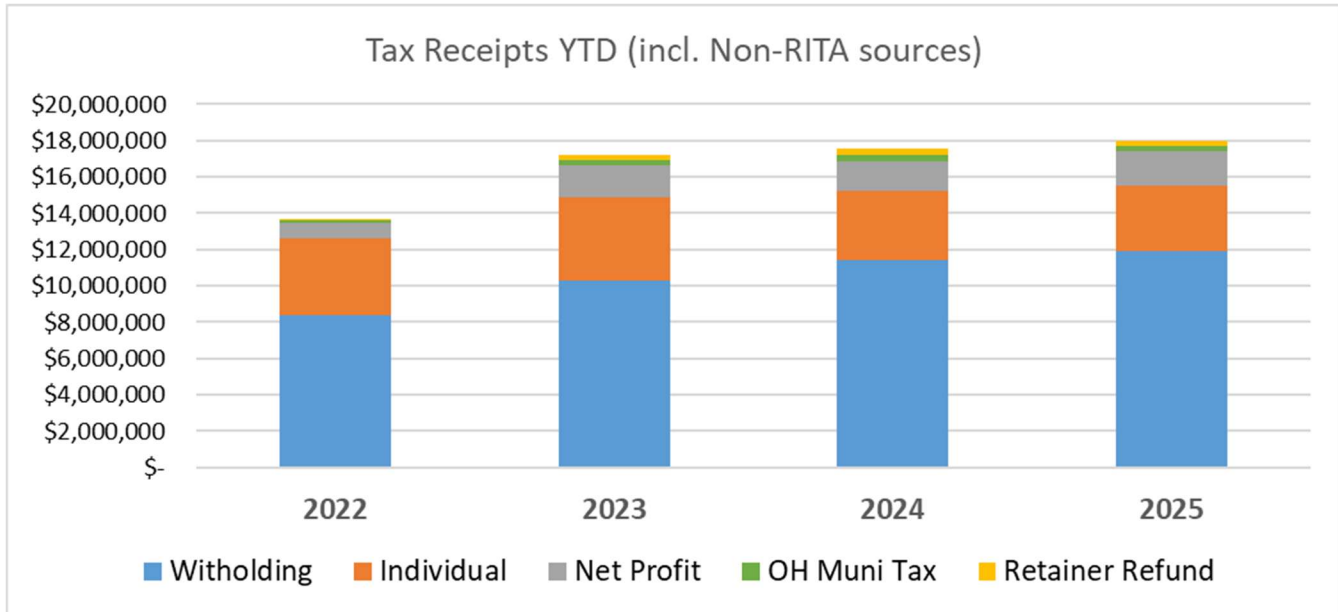
■ 2022 ■ 2023 ■ 2024 ■ 2025



Notable Activity for the month:

- Income tax receipts = \$1,113,463 (See the next page for detailed tax information)
- Interest earnings = \$223,811
- Local Government-County tax receipts = \$28,063
- Franchise fees = \$17,652 (Charter Communications)
- Residential and commercial building permit fees = \$13,913
- Contractor registrations and renewals = \$11,775
- Ohio Municipal Net Profit receipts = \$7,306

As of December 2025, YTD tax receipts totaled \$18,011,296, a favorable variance of 2.6%, or \$461,145, compared to 2024 tax receipts. 2025 tax receipts are 102.6% of the \$17,560,000 budgeted tax revenue (including the fee reconciliation payment and Ohio Muni Tax) for the year.



	2022	2023	2024	2025	%Change
<b>Withholding</b>	\$ 8,405,079	\$ 10,303,927	\$ 11,439,456	\$ 11,930,823	
<b>Individual</b>	\$ 4,217,210	\$ 4,606,024	\$ 3,778,828	\$ 3,587,206	
<b>Net Profit</b>	\$ 875,911	\$ 1,751,474	\$ 1,622,812	\$ 1,866,761	
<b>OH Muni Tax</b>	\$ 94,368	\$ 294,445	\$ 352,748	\$ 301,641	
<b>Retainer Refund</b>	\$ 64,367	\$ 227,546	\$ 356,307	\$ 324,864	
<b>Total</b>	\$ 13,656,935	\$ 17,183,415	\$ 17,550,151	\$ 18,011,296	2.6%

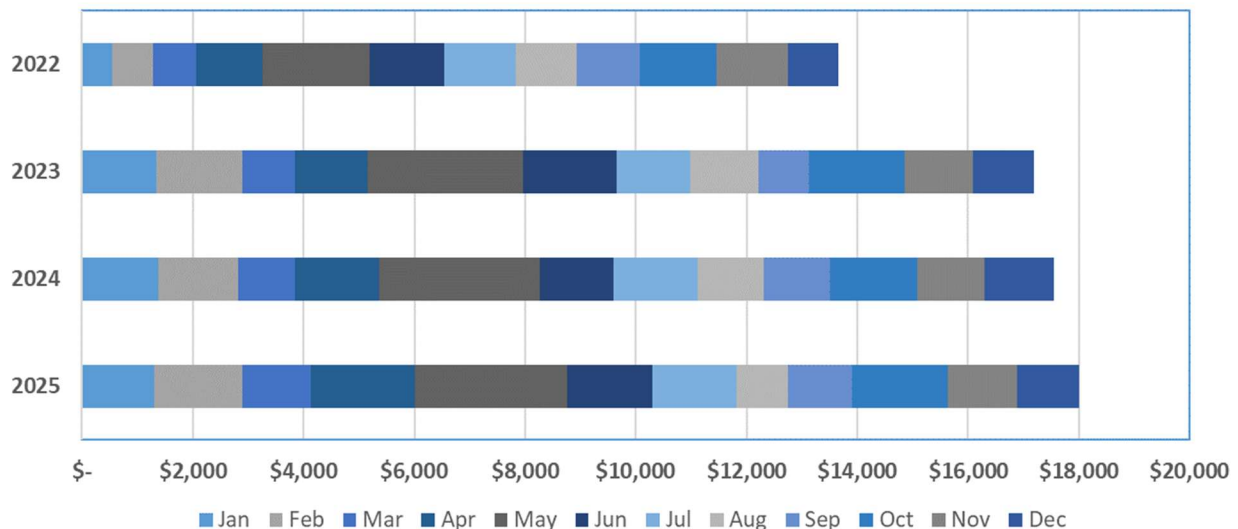
**Comparing YTD Dec 2025 to Dec 2024**

- Withholding collections ↑ by 4.3% or \$491,368
- Individual collections ↓ by 5.1% or \$191,622
- Net Profit collections ↑ by 15.0% or \$243,948

**Comparing Dec 2025 to Nov 2025**

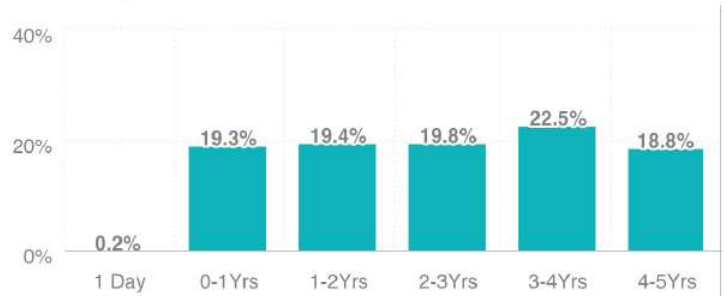
- Withholding collections ↑ by 7.4% or \$66,803
- Individual collections ↓ by 76.0% or \$175,374
- Net Profit collections ↑ by 9.1% or \$6,931

Tax Receipts by Month (incl. Non-RITA sources)



	<b>CURRENT MONTH</b>
<b>Beginning</b>	<b>40,231,812.38</b>
Contributions/Withdrawals	0.00
Management Fees	(2,896.48)
Custodian Fees	(256.08)
Realized Gains Losses	34,503.23
Purchased Interest	(899.04)
Interest Received	174,328.81
<b>ENDING</b>	<b>40,436,592.82</b>

**Maturity Distribution**

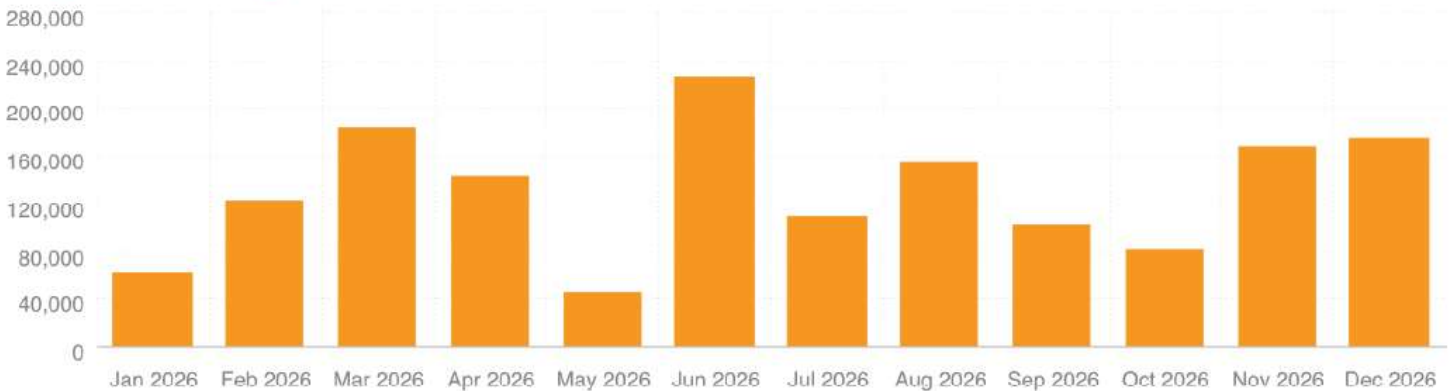


**Sector Allocation**



U.S. Agencies	45.10%
U.S. Treasuries	38.20%
Commercial Paper	8.26%
Negotiable CD's	6.05%
Municipal Bonds	2.18%
Money Market Funds	0.21%

**Projected Monthly Income Schedule**



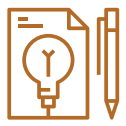
**Market Rates as of 12/30/2025 (Provided by Meeder Investment Management)**

	Yesterday	Last Week	Last Year
<b>STAR Ohio</b>	3.90%	3.89%	4.61%
<b>2 Yr T Note</b>	3.46%	3.44%	4.24%
<b>5 Yr T Note</b>	3.68%	3.71%	4.37%
<b>10 Yr T Note</b>	4.14%	4.17%	4.55%

# 2025 ECONOMIC DEVELOPMENT ANNUAL REPORT

FOMO Pizza & Sports Bar opened at Middlebury Crossing, 4290 Home Rd.

## THE YEAR IN NUMBERS



### 402 PROJECTS (12.9% increase over 2024)

The City's Economic Development team has managed 402 projects to date. This includes business retention and expansion visits and projects.



### 30 NEW BUSINESSES or STARTUPS (170% increase over 2024)

Economic Impact:  
496 Full-Time Equivalents (FTEs)  
\$17.45 million payroll  
\$85.25 million capital investment



### 8 RETAINED or EXPANDED BUSINESSES

96 Retained FTEs  
14 NEW FTEs  
\$910,000 NEW Payroll



### \$18.36 MILLION NEW PAYROLL

Generating an estimated \$367,200 in new income taxes for City services annually.



### 166 BUSINESS RETENTION and EXPANSION (BRE) VISITS (40.6% increase over 2024)

We assisted 166 existing businesses in 2025.



### Investment In The Community

\$628,980 grants creating \$12.12 million in capital investment (1,826% ROI)  
Tax Increment Financing (TIF) est. of \$5.13 million in pilots after 30 years (non-school) for infrastructure

## SOME OF OUR NEW BUSINESSES

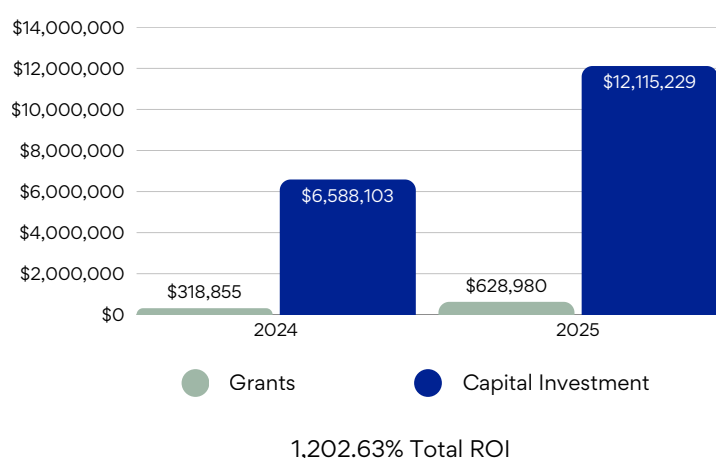


## ECONOMIC DEVELOPMENT IMPACT

A VISUAL REPRESENTATION OF KEY PERFORMANCE METRICS AND IMPACT FOR THE LAST TWO YEARS.

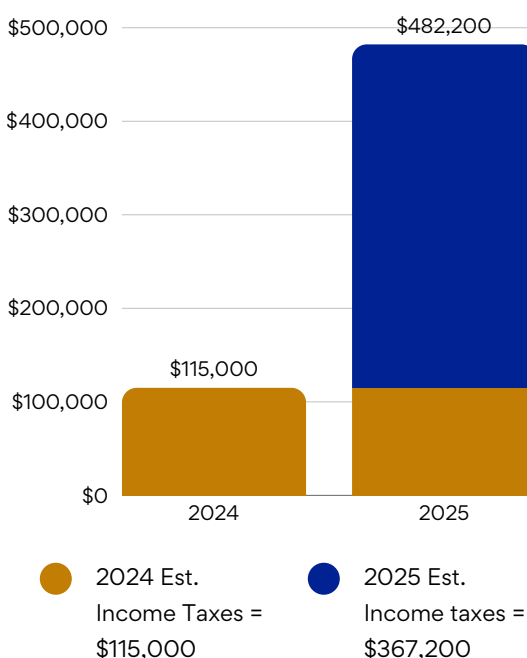
### GRANT IMPACT

Each dollar awarded in grants by the PDC led to significant investment in our community.



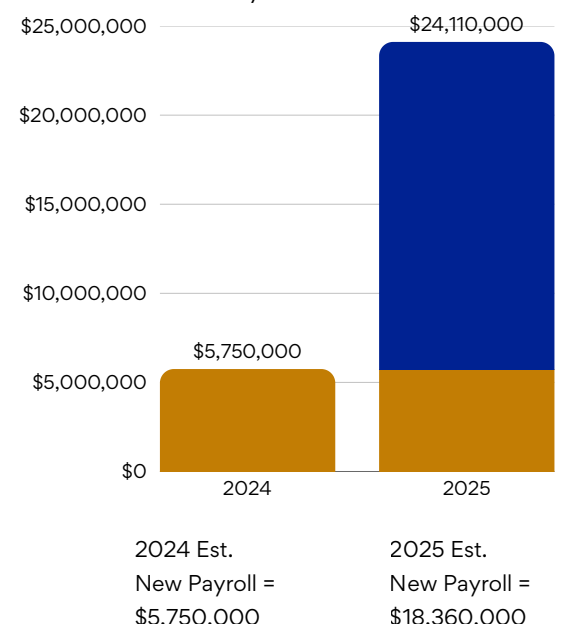
### INCOME TAX GROWTH

The new payroll generated by PDC business attraction and expansion projects has more than doubled the income taxes collected by economic development projects in two years.



### PAYROLL GROWTH

PDC has already had a positive impact on growing payroll in the City of Powell.



# COMMUNITY DEVELOPMENT DEPARTMENT

## December 2025 Monthly Report



### EXECUTIVE SUMMARY

#### BOARD OF ZONING APPEALS

12/4/2025

##### VARIANCE (Case 2025-35V) – 292 TREE HAVEN AVENUE

A request for review and approval of a variance to Code Section 1147.14 to permit a recreational structure to encroach into the rear and side yard setbacks. The site is located in the Grandshire subdivision at 292 Tree Haven Avenue and is zoned PR, Planned Residence District. The applicant is Eric Ebbers.

**Status: Disapproved**

#### PLANNING AND ZONING COMMISSION

12/10/2025

No applications were filed – meeting was cancelled.

#### HISTORIC DOWNTOWN ADVISORY COMMISSION

12/18/2025

No applications were filed – meeting was cancelled.

#### CODE ENFORCEMENT REPORT

In 2025, staff identified a total of 108 code violation cases throughout the city. Only 8 cases remain open that staff is working to address which represents a 92 percent success rate. This is trending upward from 2024 as code enforcement presence becomes more prominent. In 2024, there were a total of 76 code violation cases all of which were resolved.

#### NOTEWORTHY

##### Zoning Code Rewrite

The Planning & Zoning Commission finished their work sessions in November discussing code enforcement and additional topics. Staff has been working with the consultant on reviewing draft sections of the zoning code with the intent of completing a first version in early 2026. The consultant will then prepare a public draft for

engagement this spring. Staff has also been working with the City's architectural advisor, SSOE, on updating the downtown design guidelines. A draft of the guidelines will be shared with the public alongside the zoning code to ensure alignment for future development.

#### Downtown Powell / Village Green Master Plan

Staff is working with Pizzuti Solutions on preparing initial development concepts for Village Green based on the findings from Phase I and public feedback. These will be prepared for review by the community this spring before begin refined into a preferred development concept later this year.

# Community Engagement Department

## December 2025 Monthly Report

### EXECUTIVE SUMMARY

#### Social Media Highlights

1. Facebook
  - a. 413,100 views, up 15% from November
  - b. 119 new followers in December
  - c. 2,140 interactions, 30% less than November
  - d. Top posts: Holidays in Powell Reel (53,426 views) and Rutherford Road Speed Limit
2. Instagram
  - a. 71,600, down 15% from November
  - b. Reach: 9,700, up 20.1% from November
  - c. Content interactions: 1,500, up 5% from November

#### Website

- Established quarterly review of web content with each department
- Updated “Featured” content on the homepage

#### Videos/Reels

- 2025 project recap, Olentangy Street crosswalks, Holidays in Powell promo, and Holidays in Powell event recap

#### Events

- Released the 2026 event schedule on social media and [website](#).

#### E-Newsletter

- Sent one electronic newsletter to 6,756 recipients. The newsletter is an ongoing effort that is sent once month.

#### Web Stories

[Altafiber Installing Fiber-Optic Lines in Powell](#), [Rutherford Road Speed Limit Update](#), [Honoring Councilmember Ahmed’s Lasting Contributions to Powell](#), [Downtown Paver Repairs to Begin Dec. 8](#)

#### Media Placements

N/A

# COMMUNITY DEVELOPMENT DEPARTMENT

## December 2025 Monthly Report



### EXECUTIVE SUMMARY

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# Public Service and Engineering Department

## November 2025 Monthly Report

### EXECUTIVE SUMMARY

Reporting Period: 11/1/25 – 11/30/25

#### PROJECT AND ACTIVITY LISTING

- 2025 – 2029 Capital Improvement Program

City Council adopted the projects presented for the upcoming 2025-2029 Capital Improvement Program on September 17, 2024. The approved CIP proposes \$54.6 million in spending from 2025 to 2029, with \$14 million dedicated to investment in 2025.

*Next Milestone: Implementation of projects and plans scheduled for 2025.*

- Bennett Farms Shared-Use Path

Engineering has sent out a request for proposals (RFP) for the design of a new shared-use path along the frontage of the Bennett Farm property. This project will provide a new paved shared-use path along the north side of Powell Road (State Route 750), connecting Bartholomew Boulevard to Arbor Ridge Park. The proposals have been evaluated by the scoring committee and the recommended consultant, Civil and Environmental Consultants, was approved by City Council at the October 7, 2025, City Council meeting. The PSA contract has been approved, and a design kick-off meeting was held on December 4, 2025.

*Next Milestone: The design consultant will be performing necessary survey to collect data to inform the design.*

- 2024 Street and Path Maintenance Program

Construction was completed for all Phases of the Program. The contractor has completed all necessary repairs, reseeding, and clean-up of any remaining work. The Program was awarded via approval by the City Council on 3/5/2024. This \$2,200,000 program was the largest in City history. A warranty inspection of all areas was completed. All defect have been addressed.

*Next Milestone: Program complete*

- 2025 Street and Path Maintenance Program

The City Council approved the professional services agreement with EMH&T for the design and inspection services for the Program. The design documents were completed, and a bid opening was held for this project on March 7, 2025. The lowest and best bid of \$2,602,227.21 was submitted by Strawser Paving, which was approved by the City Council at the March 18, 2025,

Council meeting. A preconstruction meeting was held on April 17<sup>th</sup>, beginning the construction phase. Staff will provide regular updates to the community on the areas of scheduled work as the project progresses. All paving of improved roadways, shared-use paths, and sidewalks have been completed.

*Next Milestone: Replacement of guardrail is completed and any remaining punch list work is being addressed.*

- North Depot Street Reconstruction Project

The consultant has submitted the final construction plans. AEP has completed the first phase of utility relocation for the project. Right-of-way and easement acquisition is underway. The DelCo Water Company is relocating the watermain in advance of the project. This project was awarded a \$300,000 Grant and a \$150,000 loan through a successful OPWC application.

*Next Milestone: Project bidding, and right-of-way and easement acquisition negotiation and approval.*

- Crosswalk Improvements on Olentangy St. (SR 750)

City Council approved the final ODOT let project agreement at the August 5, 2025, meeting. The project bid opening was held on August 28<sup>th</sup>. A preconstruction meeting was held in October with ODOT staff and the contractor, J&J Schlaegel. Construction is nearly complete for the project. Contractor awaiting delivery of pedestrian-actuated signs and poles.

*Next Milestone: Installation of pedestrian-actuated signs and poles and completion of the project.*

- Salt Dome Roof Replacement

Council approved funds in the 2025 Budget to replace the failed salt dome roof. The roof is currently covered in a tarp and is collapsing in areas. The staff has been evaluating ways to temporarily expand our storage capacity while the facility master plan is underway as part of the roof replacement. Staff have identified an innovative solution that would use a steel and fabric roof. It would completely replace the salt shed for a fraction of the price and expand capacity. Staff has coordinated with the engineering consultant, Civil and Environmental Consultants, who has been reviewing the site and has completed survey work and preliminary design to accommodate the new salt storage structure.

The Salt Dome is currently on hold to evaluate other locations that can provide a larger storage area to better accommodate future growth.

- Outdoor Warning Sirens

Staff have been working with the contractors to locate and install three new outdoor warning sirens. A presentation of the proposed locations was made to the City Council. City Council has requested that the location at The Reserve and Scioto Glenn be moved further north away from the existing homes. This location has been reanalyzed by AEP and the electrical contractor. The location proposed at Scioto Glenn will be moved along Home Road. This will allow for quicker

installation and a reduction in visual impact on the residents adjacent to the park. Additionally, the siren location will be relocated from Bennett Farms to Arbor Ridge Park to avoid conflict with future park improvements.

*Next Milestone: Installation of outdoor warning sirens have began, with the poles and equipment installed at the Arbor Ridge and Seldom Seen Sites. Electric and communication is being connected on these two sites. The third site along Home Road, will be located an installed as the new location is determined and utility conflict is addressed.*

- *Traffic Signal Connectivity and Public Safety Preemption*

Staff have been working over the past couple of years to tie into the traffic signal management system (Centrac) that is used to manage our signals on Sawmill Parkway. The signals are managed by Delaware County through mutual agreement to support the corridor. Late last year, the IT infrastructure was put in place to allow the city to access these Sawmill signals as well. The initiative opened the door to connect the rest of the “non-Sawmill” City-owned signals into the system.

Pathmaster, the supplier of the traffic control products, was given approval last year to begin sourcing the equipment to connect the remaining signals. All of the equipment has arrived, and they began work connecting the signals last week.

Connecting all of our signals to Centrac will allow us to be able to effectively and efficiently manage all of our traffic signals. It will also allow us to be able to strategically time and program corridors to help the flow of traffic. Staff is planning future budget requests to develop the timing plans and coordination patterns to sync all of our signals.

Pathmaster will also be upgrading the existing public safety preemption system at the same time. The preemption system triggers changes in the traffic signal to help support the quick and safe passage of public safety vehicles on emergency runs. The new system will also tie into Powell PD police cruisers for the first time.

*This agreement was approved by the City Council.*

- *Safe Streets for All (SS4A) Grant Application*

After approval by the City Council at the August 20, 2024 meeting, staff submitted for a grant through the Safe Streets for All Program (SS4A). We were not awarded funding during the third round of 2024 funding. Staff met with a US Department of Transportation representative on December 23<sup>rd</sup> to review the application scoring. The representative indicated that we did have a strong application that scored highly, but did not score as high as other applications that had a higher fatality rate per 100,000 residents ratio and a higher percentage of population of underserved communities. City Council has approved reapplying for this Grant in 2025. The application was submitted in June.

*Next Milestone: Awaiting determination of project funding from the US Department of Transportation.*

- Shared Use Path Masterplan

An update to the Development Committee was provided on February 4<sup>th</sup>. A presentation of the program was made to the City Council at the March 4, 2025 meeting. A presentation was made to the Development Committee of project listings and priorities. The plan was adopted by the City Council at the May, 20, 2025 meeting.

*Next Milestone: Design and construction of identified projects. The Bennett Farm Shared Use Path and the South Liberty Shared Use Path and Railroad Crossing are two that are in process at this time.*

- OSU Wexner Medical Center

The plans have been completely approved, and a preconstruction meeting was held with OSU staff and the construction team. Construction is ongoing.

*Next Milestone: Regular progress meetings with the City Engineer are scheduled.*

- Redwood Development

Tree Clearing and mass grading are complete. Construction of sanitary sewer, storm sewer, pavement, and other site-related improvements is in progress.

*Next Milestone: Continued construction of Phases 2 and 3.*

- North Depot Street Extension / Encore Development

Sanitary sewer construction and site and roadway construction are ongoing. The roadway was paved in June.

*Next Milestone: Conditional acceptance.*

- Engineering Inspections and Plan Reviews

- 59 Inspections were completed in November 2025
- 52 Plan reviews were completed in November 2025

- MORPC Activities

- Active Transportation Committee Meeting

- APWA Central District

The City Engineer and Director of Public Works attended the APWA Central District Board Meeting.

- Fleet Management

Compass Direct has completed the biyearly vehicle condition assessments. The assessments review the vehicle's mileage, repairs, age, and overall condition. The resulting data is used to update the Fleet Replacement program and helps identify trends in underuse, overuse, or emerging mechanical issues. We have ordered the replacement of a pickup with a utility body.

*Next Milestone: 2025 Utility Truck Replacements. (Council approved for City Manager authorization)*

- Adventure Park Pedestrian Tunnel

The city's consultant completed structural façade inspections of the CSX tunnel in late 2023. The hydraulic analysis and drainage review have been completed at this stage. Once a final solution is determined for the structural façade repairs, additional stormwater analysis and FEMA permitting will be required.

The City has been working closely with CSX over this year to obtain guidance and feedback on the next steps the City will need to take. The City has executed the required Project Initiation Form, which was approved in May 2024. Following the project initiation, the City was required to complete the PE Agreement and provide a PE Deposit of ~\$25,000 in November 2024.

The completion of the aforementioned agreements would allow the City and CSX to complete engineering reviews and discuss the path forward. CSX's third-party engineering firm shared that they will be completing a site inspection. We have requested to join the site inspection, and Benesch advised that they will let us know if a site inspection is necessary.

Benesch provided comments in October 2024 to the planning memo that was developed by GPD. The comments were general guidance as they relate to CSX projects. We are seeking a meeting with Benesch and CSX to request guidance on what would be an approved strategy.

We have also received a proposal from GPD on full design services for repairs to the tunnel. The City will seek an agreement with GPD to ensure that we can react and begin design as soon as permitted.

The temporary restoration of the tunnel will start in December to temporarily open the tunnel until such time that the permanent repairs are ready for construction.

- Adventure Park Parking Expansion

The City entered into an agreement with EMH&T for professional engineering services to design the expansion of the parking lot next to the pool and associated improvements. The design of the improvements has been completed, along with the bidding document. The bid opening for this project was held on March 7, 2025, and was subsequently approved by the City Council at the March 18, 2025, meeting. The lowest and best bid of \$656,350.76 was submitted by Decker Construction.

The parking expansion will add approximately 98 new spaces to support the new Pickleball Courts, Park Usage, and Pool Patrons, and expand parking for the downtown business. A newly constructed path connection through the N. Depot Street extension will connect this parking facility to the downtown.

A preconstruction meeting was held with the contractor, Decker Construction, on March 26, 2025. Construction of the parking areas has been completed, with lighting to be completed once light poles are received from the manufacturer.

*Next Milestone: Installation of light poles is complete, awaiting installation of last three light fixtures to complete lighting.*

- *Seldom Seen CSX Crossing*

The City executed the project initiation form and submitted it to CSX on 8/9/24 to generate a project in their system. CSX acknowledged receipt of it on the same day. On 8/15/24 CSX engineering firm Benesch notified us that the CSX Permitting process has recently changed. The new process includes an initial deposit of \$20,000, which has been submitted and received by CSX.

A construction agreement was approved by City Council at the August 19, 2025 meeting. This agreement has been signed and payment has been submitted in full to CSX.

*Next Milestone:* CSX is scheduled to make the upgrades to these crossings in the first half of 2026.

- *Facility Master Plan and Growth Strategy*

Staff have been working with Champlin Architects, which was selected as the most qualified firm to provide these services. Council approved a resolution authorizing the City Manager to enter into an agreement with Champlin beginning in January 2025.

The agreement has been executed, and a kickoff meeting was held in January. Following the kick-off meeting, staff across multiple departments gathered historical plans and records of the facilities. Champlin and their subs will be analyzing this data and converting paper documents to electronic ones. Phase 1 Condition Assessment has been completed.

*Next Milestone: Phase 2 Needs Assessment progressing.*

- *Passport to Powell*– Passport to Powell took place Sunday, October 5<sup>th</sup> from 5pm to 8:30pm on the Village Green. Entertainment included Polynesian dancers, Taiko drummers, African dancers and drummers, Irish dancers and a Diwali ceremony by Federation of Indian Associations. The night ended with a laser light show “Diwali Light the Night”. Food trucks provided international meal options and children participated in a Passport to Powell game and visited with local vendors.

- Scioto Ridge Civics Day – The Parks and Recreation and Service Department participated in Civics Day with the third-grade class from Scioto Ridge Elementary. Students learned about Bennett Farms and voted on conceptual plans. The Service Department brought a snowplow and the new tractor for students to climb in and talked about street maintenance.
- OPRA Events Workshop – Lauren Lange and Melissa Hindman attended the OPRA Events Workshop at the Dublin Recreation Center. Over 200 event planners spent the day listening to speakers and participating in round table discussions.
- Village Green Masterplan Workshop– Melissa Hindman attended the Village Green Master Plan Workshop to lead a roundtable discussion on green space. Residents brought up points on traffic, housing, a recreation facility, remodeling the amphitheater, relocation of the Veterans Memorial and relocating the Farmer’s Market.
- Bennett Farm HOA Meeting – Charles Dukes and Melissa Hindman attended the Bennett Farm Chase HOA meeting to discuss topics of concerns with residents. Items on the agenda included wildlife management, fencing, parking, access points and park amenities.
- Wittenberg Pro Day – Gina Kolp attended Wittenberg’s Pro Day, which highlights community leaders and their job responsibilities. The Parks and Recreation Department also uses this opportunity to connect with students and recruit for summer camp staffing.
- Adult Adventures – The 55+ Adult Adventures program had two trips, including a fall foliage railroad trip to Lebanon, Ohio and a visit to the Honda Heritage Center in Marysville, which focuses on Honda’s U.S. engineering and manufacturing presence.
- Chase Homeowner’s Association- Staff has been working with the HOA about a request to have the City take over the responsibility of all regulatory and street name signs. We have developed a policy to be reviewed by CMO office for approval. This policy will be presented to the Operations Committee for direction on this request.

*Next Milestone: Presentation of the Policy to the Operations Committee for recommendation to City Council.*

- Rutherford Road Speed Limit signs – Staff has ordered the updated speed limits signs for this area pending the delivery and OUPS ticket has been cleared for the location of the speed limit signs. Awaiting delivery of the signs.

- Olentangy Street (SR 750) and Grace Drive area curb and sidewalk replacement

Sidewalk and curb on both the north and south side of Olentangy Street has been completed east of Grace Drive.

*Next Milestone: Completion of the curb and sidewalk on the north side of Olentangy Street west of Grace Drive.*

- Downtown Paver Replacement

The contractor has been selected for the downtown paver replacement.

*Next Milestone: The contractor has completed all pavers per the approved plan in December. We have additional pavers from the project for future repairs.*

- *Snow and Ice Equipment Preparation*

Staff were sent to a snow and ice calibration training for trucks. And all trucks were serviced and equipment checked for readiness for snow and ice response. Summer equipment was winterized and stored until needed.

- We've had 3 events in December and the beginning of January using a total salt usage of 562 tons of salt on our roads.

# Public Service and Engineering Department

## December 2025 Monthly Report

### EXECUTIVE SUMMARY

Reporting Period: 12/1/25 – 12/31/25

#### PROJECT AND ACTIVITY LISTING

- 2025 – 2029 Capital Improvement Program

City Council adopted the projects presented for the upcoming 2025-2029 Capital Improvement Program on September 17, 2024. The approved CIP proposes \$54.6 million in spending from 2025 to 2029, with \$14 million dedicated to investment in 2025.

*Next Milestone: Implementation of projects and plans scheduled for 2025.*

- Bennett Farms Shared-Use Path

Engineering has sent out a request for proposals (RFP) for the design of a new shared-use path along the frontage of the Bennett Farm property. This project will provide a new paved shared-use path along the north side of Powell Road (State Route 750), connecting Bartholomew Boulevard to Arbor Ridge Park. The proposals have been evaluated by the scoring committee and the recommended consultant, Civil and Environmental Consultants, was approved by the City Council at the October 7, 2025, City Council meeting. The PSA contract has been approved, and a design kick-off meeting was held on December 4, 2025.

*Next Milestone: The design consultant will be performing the necessary survey to collect data to inform the design.*

- 2026 Street and Path Maintenance Program

The City Council approved the professional services agreement with EMH&T for the design and inspection services for the Program. Preliminary analysis of roadway condition data and segments for preliminary program review is underway.

*Next Milestone: The preliminary listing of candidates for the 2026 program will be developed and reviewed.*

- 2025 Street and Path Maintenance Program

The design documents were completed, and a bid opening was held for this project on March 7, 2025. The lowest and best bid of \$2,602,227.21 was submitted by Strawser Paving, which was

approved by the City Council at the March 18, 2025, Council meeting. A preconstruction meeting was held on April 17<sup>th</sup>, beginning the construction phase. Staff will provide regular updates to the community on the areas of scheduled work as the project progresses. All paving of improved roadways, shared-use paths, and sidewalks has been completed.

*Next Milestone: Remaining punch list work is completed addressed. Warranty inspection to occur in fall of 2026.*

- North Depot Street Reconstruction Project

The consultant has submitted the final construction plans. AEP has completed the first phase of utility relocation for the project. Right-of-way and easement acquisition is underway. The DelCo Water Company is relocating the watermain in advance of the project. This project was awarded a \$300,000 Grant and a \$150,000 loan through a successful OPWC application.

*Next Milestone: Project bidding, and right-of-way and easement acquisition negotiation and approval.*

- Crosswalk Improvements on Olentangy St. (SR 750)

City Council approved the final ODOT let project agreement at the August 5, 2025, meeting. The project bid opening was held on August 28<sup>th</sup>. A preconstruction meeting was held in October with ODOT staff and the contractor, J&J Schlaegel. Construction complete for the project and pedestrian crossing are active and operational.

*Next Milestone: Observation and review of utilization and safety improvements.*

- Salt Dome Roof Replacement

Council approved funds in the 2025 Budget to replace the failed salt dome roof. The roof is currently covered in a tarp and is collapsing in areas. The staff has been evaluating ways to temporarily expand our storage capacity while the facility master plan is underway as part of the roof replacement. Staff have identified an innovative solution that would use a steel and fabric roof. It would completely replace the salt shed for a fraction of the price and expand capacity. Staff has coordinated with the engineering consultant, Civil and Environmental Consultants, who has been reviewing the site and has completed survey work and preliminary design to accommodate the new salt storage structure.

The Salt Dome is currently on hold to evaluate other locations that can provide a larger storage area to better accommodate future growth.

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the siren location will be relocated from Bennett Farms to Arbor Ridge Park to avoid conflict with future park improvements.

*Next Milestone: Installation of outdoor warning sirens have began, with the poles and equipment installed at the Arbor Ridge and Seldom Seen Sites. Electric and communication is being connected on these two sites. The third site along Home Road, will be located an installed as the new location is determined and utility conflict is addressed.*

- Traffic Signal Connectivity and Public Safety Preemption

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Connecting all of our signals to Centracs will allow us to be able to effectively and efficiently manage all of our traffic signals. It will also allow us to be able to strategically time and program corridors to help the flow of traffic. Staff is planning future budget requests to develop the timing plans and coordination patterns to sync all of our signals.

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*Next Milestone: Awaiting determination of project funding from the US Department of Transportation.*

- Shared Use Path Masterplan

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*Next Milestone: Design and construction of identified projects. The Bennett Farm Shared Use Path and the South Liberty Shared Use Path and Railroad Crossing are two that are in process at this time.*

- OSU Wexner Medical Center

The plans have been completely approved, and a preconstruction meeting was held with OSU staff and the construction team. Construction is ongoing.

*Next Milestone: Regular progress meetings with the City Engineer are scheduled.*

- Redwood Development

Tree Clearing and mass grading are complete. Construction of sanitary sewer, storm sewer, pavement, and other site-related improvements is in progress.

*Next Milestone: Continued construction of Phases 2 and 3.*

- North Depot Street Extension / Encore Development

Sanitary sewer construction and site and roadway construction are ongoing. The roadway was paved in June.

*Next Milestone: Conditional acceptance.*

- Engineering Inspections and Plan Reviews

- 41 Inspections were completed in December 2025
- 38 Plan reviews were completed in December 2025

- MORPC Activities

- Active Transportation Committee Meeting

- Ohio Public Works Commission

The City Engineer attended the District 17 Intergrating Committee meeting on December 19, 2025.

- Fleet Management

Compass Direct has completed the biyearly vehicle condition assessments. The assessments review the vehicle's mileage, repairs, age, and overall condition. The resulting data is used to

update the Fleet Replacement program and helps identify trends in underuse, overuse, or emerging mechanical issues. We have ordered the replacement of a pickup with a utility body.

*Next Milestone: 2025 Utility Truck Replacements. (Council approved for City Manager authorization)*

- *Adventure Park Pedestrian Tunnel*

The city's consultant completed structural façade inspections of the CSX tunnel in late 2023. The hydraulic analysis and drainage review have been completed at this stage. Once a final solution is determined for the structural façade repairs, additional stormwater analysis and FEMA permitting will be required.

The City has been working closely with CSX over this year to obtain guidance and feedback on the next steps the City will need to take. The City has executed the required Project Initiation Form, which was approved in May 2024. Following the project initiation, the City was required to complete the PE Agreement and provide a PE Deposit of ~\$25,000 in November 2024.

The completion of the aforementioned agreements would allow the City and CSX to complete engineering reviews and discuss the path forward. CSX's third-party engineering firm shared that they will be completing a site inspection. We have requested to join the site inspection, and Benesch advised that they will let us know if a site inspection is necessary.

Benesch provided comments in October 2024 to the planning memo that was developed by GPD. The comments were general guidance as they relate to CSX projects. We are seeking a meeting with Benesch and CSX to request guidance on what would be an approved strategy.

We have also received a proposal from GPD on full design services for repairs to the tunnel. The City will seek an agreement with GPD to ensure that we can react and begin design as soon as permitted.

The temporary restoration of the tunnel will start in December to temporarily open the tunnel until such time that the permanent repairs are ready for construction.

- *Adventure Park Parking Expansion*

The City entered into an agreement with EMH&T for professional engineering services to design the expansion of the parking lot next to the pool and associated improvements. The design of the improvements has been completed, along with the bidding document. The bid opening for this project was held on March 7, 2025, and was subsequently approved by the City Council at the March 18, 2025, meeting. The lowest and best bid of \$656,350.76 was submitted by Decker Construction.

The parking expansion will add approximately 98 new spaces to support the new Pickleball Courts, Park Usage, and Pool Patrons, and expand parking for the downtown business. A newly constructed path connection through the N. Depot Street extension will connect this parking facility to the downtown.

A preconstruction meeting was held with the contractor, Decker Construction, on March 26, 2025. Construction of the parking areas has been completed, with lighting to be completed once light poles are received from the manufacturer.

*Next Milestone: Installation of light poles is complete, awaiting installation of last three light fixtures to complete lighting.*

- *Seldom Seen CSX Crossing*

The City executed the project initiation form and submitted it to CSX on 8/9/24 to generate a project in their system. CSX acknowledged receipt of it on the same day. On 8/15/24 CSX engineering firm Benesch notified us that the CSX Permitting process has recently changed. The new process includes an initial deposit of \$20,000, which has been submitted and received by CSX.

A construction agreement was approved by City Council at the August 19, 2025 meeting. This agreement has been signed and payment has been submitted in full to CSX.

*Next Milestone: CSX is scheduled to make the upgrades to these crossings in the first half of 2026.*

- *Facility Master Plan and Growth Strategy*

Staff have been working with Champlin Architects, which was selected as the most qualified firm to provide these services. Council approved a resolution authorizing the City Manager to enter into an agreement with Champlin beginning in January 2025.

The agreement has been executed, and a kickoff meeting was held in January. Following the kick-off meeting, staff across multiple departments gathered historical plans and records of the facilities. Champlin and their subs will be analyzing this data and converting paper documents to electronic ones. Phase 1 Condition Assessment has been completed.

*Next Milestone: Phase 2 Needs Assessment progressing.*

- *Holidays In Powell*– Holidays In Powell took place Saturday, December 6<sup>th</sup>. Families enjoyed visiting with Santa from Noon to 5:00pm in the East Room. The Central Ohio Model Railroad Club provided train displays for entertainment. From 4:00pm to 7:00pm, community members experienced Bring the Farm to You, a S'mores station, entertainment from The Amazing Giants, and stage entertainment including the Powell Civic Theatre, SupaFunBand, Paulette's Princess Parties and the Powell Community Band with Capriccio Columbus. Santa and Mayor Counts illuminated the City tree at 6:00pm. A new addition to the event was the SuperGames iceless ice rink. Families loved the free skating experience and shared positive feedback on the addition.
- *Winter Break Programming* – Parks and Recreation provided two weeks of winter break programming for children of all ages. Programs included Cookies with Santa Clause, Cookie Dough Making (elementary and teen), Gifts Galore, and Puzzle Palooza.

- Turkey Trot – The City of Powell partnered with Endo Monkey Racing for the 11<sup>th</sup> Powell Turkey Trot starting and ending on the Village Green. The City provides public service and police support to this popular event that attracts thousands of participants each year.
- Chamber of Commerce Women in Business Luncheon– Melissa Hindman and Lauren Lange attended the Powell Chamber of Commerce annual Women in Business Luncheon with Sean Hughes and Anna Subler, representing the city. Staff enjoyed meeting and networking with local women business owners.
- OPRA Leadership Summit – Charles Dukes, Melissa Hindman, and Gina Kolp attended the Ohio Parks and Recreation Association Leadership Summit in downtown Columbus. This two-day leadership event featured speakers including Kathryn Dobbs, Senior Vice President and CMO of the Columbus Blue Jackets, and Anthony Munoz.
- Veterans Day – The Veterans Day Ceremony took place Monday, November 10<sup>th</sup> in Council Chambers. The Powell Veterans Committee, staff and City Council Members conducted a flag refresh at the Powell Cemetery. Maj. Gen. John C. Harris Jr. was the keynote speaker, and Veterans enjoyed a luncheon immediately following.
- Inclusive Playground and Programming Roundtable – Parks and Recreation staff met with a group of resident parents who are interested in providing feedback on inclusive playground enhancements and program suggestions. Participating families have children of all ages with various abilities and are adding feedback to the parks master plan regarding playground equipment, surfacing, and accessibility.
- Powell Chamber of Commerce Events Roundtable - Staff attended a 2026 Special Events Roundtable hosted by the Powell Chamber of Commerce. Attendees included Orange Township, Visit Powell and the Chamber. 2026 event calendars were shared to build a master planning calendar for Powell area events. Those partners who use City of Powell facilities and services were encouraged to submit their 2026 Special Event permits.

*Next Milestone: Presentation of the Policy to the Operations Committee for recommendation to City Council.*

- Rutherford Road Speed Limit signs – Staff has ordered the updated speed limits signs for this area pending the delivery and OUPS ticket has been cleared for the location of the speed limit signs. Awaiting delivery of the signs.

- Olentangy Street (SR 750) and Grace Drive area curb and sidewalk replacement

Sidewalk and curb on both the north and south side of Olentangy Street has been completed east of Grace Drive.

*Next Milestone: Completion of the curb and sidewalk on the north side of Olentangy Street west of Grace Drive.*

- Downtown Paver Replacement

The contractor has been selected for the downtown paver replacement.

*Next Milestone: Work to begin in November.*

- *Snow and Ice Equipment Preparation*

Staff were sent to a snow and ice calibration training for trucks. And all trucks were serviced and equipment checked for readiness for snow and ice response. Summer equipment was winterized and stored until needed.



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**From:** Andrew D. White, City Manager  
**To:** Members of the City Council  
**Initiated By:** C. Aaron Stanford, P.E., City Engineer  
**Re:** Ordinance 2026-01– AN ORDINANCE TO GRANT FINAL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS OF THE SMITH FARM AT CARPENTER’S MILL, SECTION 4, PHASE A AND PHASE B, AS THE SAME NUMBERED AND DELINEATED UPON THE PLATS, THEREOF RECORDED IN OFFICIAL RECORD 1939, PAGES 2275-2276, AND OFFICIAL RECORD 1939, PAGES 2277-2278, DELAWARE COUNTY, RECORDER’S OFFICE.  
**Date:** January 20, 2026

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**Summary:**

This ordinance legislatively completes the Final acceptance of the public improvements associated with the development of The Smith Farm at Carpenter’s Mill Subdivision, Section 4, Phase A and Phase B, developed by Pulte Homes. (See Exhibit “A”)

Per Section 1115.07 of the Codified Ordinances, when the minimum two-year period has been completed, the owner will request, in writing to the City Engineer, final acceptance and release of the maintenance guarantee. Final acceptance shall be given after all the public improvements have been satisfactorily maintained, all defects or deficiencies have been corrected, and all expenses incurred by the City pursuant to the development have been paid in full.

In accordance with Section 1115.07 of the Codified Ordinances, the City Engineer has verified that all public improvements have been maintained satisfactorily and there are no outstanding expenses.

**Legal Review:** The Law Director’s office has reviewed and approved as to form.

**Financial Review:** The Finance Director has reviewed the ordinance and is in support of the recommended action.

**Recommendation:** Staff recommends approval of Ordinance 2026-01.



**ORDINANCE 2026-01**

**AN ORDINANCE TO GRANT FINAL ACCEPTANCE OF THE PUBLIC IMPROVEMENTS OF THE SMITH FARM AT CARPENTER’S MILL, SECTION 4, PART A AND PART B, AS THE SAME NUMBERED AND DELINEATED UPON THE PLATS, THEREOF RECORDED IN OFFICIAL RECORD 1939, PAGES 2275-2276, AND OFFICIAL RECORD 1939, PAGES 2277-2278, DELAWARE COUNTY, RECORDER’S OFFICE.**

**WHEREAS,** the City of Powell has previously approved the plats for The Smith Farm at Carpenter’s Mill, Section 4, Part A and Part B, which have been duly recorded in official record 1939, pages 2275-2276, and official record 1939, pages 2277-2278, Delaware County, Ohio, Recorder’s Office; and

**WHEREAS,** all major components of the public construction of the development are completed, satisfactorily maintained, all defects or deficiencies have been corrected, and all expenses incurred by the City pursuant to the development have been paid in full.

**NOW THEREFORE BE IT ORDAINED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO, AS FOLLOWS:**

Section 1: That, pursuant to Section 1115.07 of the Codified Ordinances, all major components of the public improvements noted upon the plat of The Smith Farm at Carpenter’s Mill, Section 4, Part A and Part B which have been duly recorded in official record 1939, pages 2275-2276, and official record 1939, pages 2277-2278, Delaware County, Ohio, Recorder’s Office are hereby granted final acceptance by the City of Powell.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of the Council and that all deliberations of this Council and any of its committees which resulted in such formal actions were in meetings so open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 3: That this Ordinance shall take effect on the earliest period allowed by law.

\_\_\_\_\_  
Heather Karr Date  
Mayor

\_\_\_\_\_  
Elaine McCloskey Date  
City Clerk

**EFFECTIVE DATE:** February 19, 2026

This legislation has been posted in accordance with the City Charter on this date \_\_\_\_\_  
\_\_\_\_\_  
City Clerk

# THE SMITH FARM AT CARPENTER'S MILL

## SECTION 4 PHASE A

Situated in the State of Ohio, County of Delaware, City of Powell, and in Farm Lot 5 (11.300 acres) and Farm Lot 8 (3.088 acres), Quarter Township 2, Township 3, Range 19, United States Military Lands, containing 14.388 acres of land, more or less, said 14.388 being part of that tract of land conveyed to FULTE HOMES OF OHIO LLC by deed of record in Official Record 1627, Page 233, Recorder's Office, Delaware County, Ohio.

The undersigned, FULTE HOMES OF OHIO LLC, a Michigan limited liability company, by MATTHEW J. CALLAHAN, Division Vice President of Land Acquisition, owner of the land plotted hereon, duly authorized in the premises, does hereby certify that this plat expressly represents its "THE SMITH FARM AT CARPENTER'S MILL SECTION 4 PHASE A", a subdivision containing Lots numbered 8094 to 8120, both inclusive, does hereby accept this plat of same and dedicates to public use, as such, all of Scotts Way, Smiths Circle and Timothy Trail (2.404 acres of land, more or less) shown hereon and not heretofore dedicated.

Easements are hereby reserved, in, over, and under areas designated on this plat as Utility Easement, Drainage Easement, Sanitary Easement, and Sidewalk Easement. Easements designated as Utility Easement and Drainage Easement permit the construction, operation, and maintenance of all public and quasi-public utilities above, beneath, and on the surface of the ground and, where necessary, for the construction, operation, and maintenance of service connections to all adjacent lots and lands and for storm water drainage.

Easements designated as Sanitary Easement shall mean an exclusive sanitary easement over, through, under, within, upon, and across the area described on the plat, together with ingress and egress over reasonable routes across Grantor's tracts that adjoin the easement area when exercising the purposes of this easement, exclusively for construction, operation and maintenance of public and or private sanitary sewers, service connections, manholes, force mains, valves, and other sanitary appurtenances. Sanitary easements may be crossed by other utilities as expressed herein.

Within those areas of land designated Drainage Easement on this plat, an additional easement is hereby reserved for the purpose of constructing, operating, and maintaining major storm water drainage swales and/or other above ground storm water drainage facilities. No above grade structures, dams, or other obstructions to the flow of storm water runoff are permitted within Drainage Easement areas as delineated on this plat. Easement areas shown outside of the plotted area are within lands owned by the undersigned and easements are hereby reserved for the uses and purposes expressed herein.

Within those areas designated Sidewalk Easement on this plat, an additional easement is hereby reserved for the purpose of constructing and maintaining a sidewalk for use by the public.

All easements and Reserves that overlap or cover all or portions of a Sanitary Easement shall be subject to the provisions of the Sanitary Easement within the overlap or cover areas. Work to facilitate surface water drainage within the overlap or cover areas is not restricted; however, any proposed new storm sewer pipes, inlets, catch basins, structures, or other storm water appurtenances or infrastructure features subsequent to those which were permitted with the original sanitary sewer improvements shall only be permitted if approved by the governing sewerwater authority and the Delaware County Sanitary Engineer.

No other utility lines, conduits, mains, valves, boxes, pedestals, transformers, or other utility appurtenances are permitted within any Sanitary Easement unless they are approved on the signed sanitary sewer plans, or otherwise approved in writing by the Delaware County Sanitary Engineer, except that the rights granted to Delco Water Company, its successors, and assigns to install, service and maintain residential water services, meter crocks and appurtenances as designated on this plat are not restricted.

Other utility crossings within the Sanitary Easement are only permitted as described herein, unless they are approved on the signed sanitary sewer plans or otherwise approved in writing by the Delaware County Sanitary Engineer. Right angle or near right angle utility crossings ("near right angle" is defined as an angle between eighty (80) degrees and one-hundred (100) degrees) over, across, or under the sanitary sewer line and over, across, under, or through this sanitary easement are not restricted, except that all utility crossings under the sanitary shall be subject to the review and approval of the Delaware County Sanitary Engineer.

No buildings, sheds, docks, pools, or other such structures, or the footers or foundations of any structures or features shall be constructed above or below ground within the limits of the Sanitary Easement unless said structure is approved in writing by the Delaware County Sanitary Engineer.

Any landscaping features, such as, but not limited to, trees, fences, signs, stackable retaining walls, etc., within the Sanitary Easement shall be reviewed for approval by the Delaware County Sanitary Engineer prior to installation.

When maintenance, repair or replacement of public sanitary sewers, manholes, force mains, valves and other public sanitary appurtenances causes the removal of any trees, plantings, landscaping, fence or any other feature located within the Sanitary Easement, with the exception of driveways and pedestrian pathways, the replacement and cost of said items shall be the responsibility of the owner of the underlying property or homeowner's association is applicable.

The addition or removal of any dirt, soil, fill, or other changes to the ground elevation above the sanitary sewer or force main and/or within the Sanitary Easement shall be subject to approval of the Delaware County Sanitary Engineer.

The Delaware County Sanitary Engineer reserves the right to require that all earthwork within the Sanitary Easement be graded to such a level that will, in his or her opinion, not jeopardize the structural integrity of, infringe upon, or limit the County's reasonable access to the sanitary sewer or force main.

A non-exclusive easement is hereby specifically granted unto Del-Co Water Company Inc., its successors and assigns, for the location of water lines, valves and appurtenances within the rights-of-way hereby dedicated and within areas designated hereon as Utility Easement or Drainage Easement that are located alongside the rights-of-way hereby dedicated. Also granted is the right of Del-Co Water Company Inc., to install service and maintain water meter crocks and appurtenances in said easement areas alongside said rights-of-way. The easement area shall be for the undisturbed use of Del-Co Water Company, Inc. Placement of fences, walls, pillars, trees, gardens, shrubberies, and other surface features is strictly prohibited.

In Witness Whereof, MATTHEW J. CALLAHAN, Division Vice President of Land Acquisition of FULTE HOMES OF OHIO LLC, has hereto set his hand this 24 day of September, 2021.

Signature and Acknowledgment  
In the presence of:

*[Signature]*  
*[Signature]*

FULTE HOMES OF OHIO LLC  
By: *[Signature]*  
MATTHEW J. CALLAHAN,  
Division Vice President of Land Acquisition

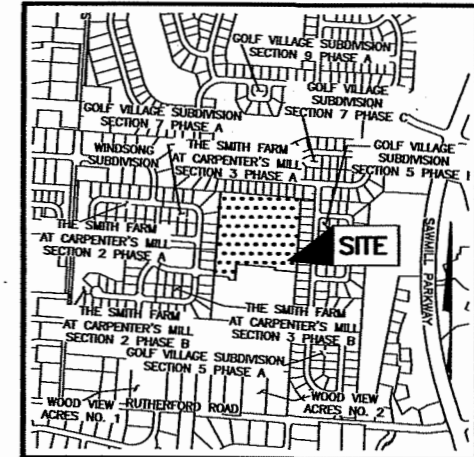
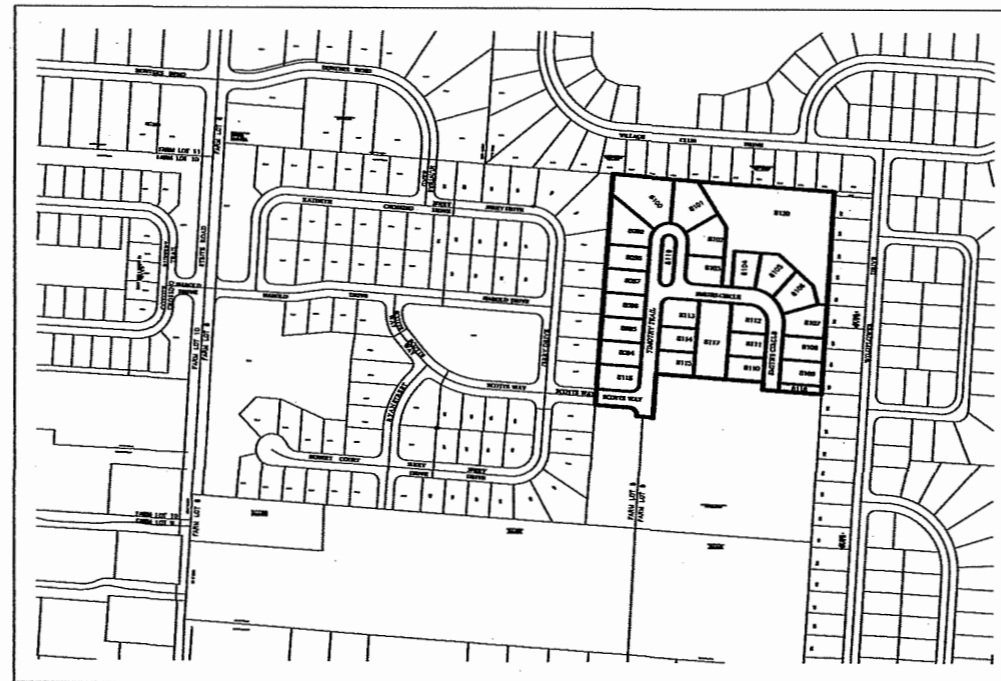
Before me, a Notary Public in and for said State, personally appeared MATTHEW J. CALLAHAN, Division Vice President of Land Acquisition of FULTE HOMES OF OHIO LLC who acknowledged the signing of the foregoing instrument to be his voluntary act and deed and the voluntary act and deed of said FULTE HOMES OF OHIO LLC, for the uses and purposes expressed herein.

In Witness Whereof, I have hereto set my hand and affixed my official seal this 24 day of September, 2021.

My commission expires 11/25/23  
*[Signature]*  
Notary Public, State of Ohio

HEIDI MOORE  
NOTARY PUBLIC  
STATE OF OHIO  
Recorder in  
Delaware County  
My Comm. Exp. 11/25/2023

SUBDIVISION INDEX MAP  
NOT TO SCALE



LOCATION MAP AND BACKGROUND DRAWING  
NOT TO SCALE

- Approved this 12 Day of Oct 2021. *[Signature]* Mayor, City of Powell, Ohio
- Approved this 7 Day of Oct 2021. *[Signature]* Delaware County Sanitary Engineer
- Approved this 5 Day of Oct 2021. *[Signature]* Deputy General Manager, Del-Co Water Co. INC.
- Approved this 12 Day of Oct 2021. *[Signature]* City Engineer, City of Powell, Ohio
- Approved this 12 Day of Oct 2021. *[Signature]* Zoning Administrator, City of Powell, Ohio



Approved and accepted this 1 day of September 2021, by Resolution No. 2021-16 wherein all of Scotts Way, Smiths Circle and Timothy Trail (2.404 acres of land, more or less), shown dedicated hereon are accepted as such by the Council of the City of Powell, Ohio. Street improvements within said dedicated rights-of-way shall not be accepted for public use and or maintained unless and until construction is complete and streets are formally accepted as such by the City of Powell.

In Witness Whereof I have hereto set my hand and affixed my seal this 24th day of October, 2021. *[Signature]* Clerk, City of Powell, Ohio

Transferred this 20 day of Jan 2022. *[Signature]* Auditor, Delaware County, Ohio

Filed for record this 20th day of Jan 2022 at 2:16 PM. Fee \$ 80.  
*[Signature]* Recorder, Delaware County, Ohio

File No. 2022-00002213  
Official Record, Page: \_\_\_\_\_

Doc ID: 014342270002 Type: OFF  
Kind: PLAT  
Recorded: 01/20/2022 at 02:16:51 PM  
Fee Amt: \$80.00 Page 1 of 2  
Workflow# 0000286001-0001  
Delaware County, OH  
Melissa Jordan County Recorder  
File# 2022-00002213  
BK 1939 PG 2275-2276

**SURVEY DATA:**  
**BASIS OF BEARINGS:** The bearings shown on this plat are based on the Ohio State Plane Coordinate System, North Zone, NAD83 (2011). Said bearings originated from a field traverse which was tied (referenced) to said coordinate system by positional solutions derived by the National Geodetic Survey's Online Positioning Users Service software using GPS observations and observations of selected CORS base stations in the National Spatial Reference System. The bearing of North 03° 25' 36" East, assigned to a portion of the easterly right-of-way line of State Road, is designated the basis of bearings for this plat.  
**SOURCE OF DATA:** The sources of recorded survey data referenced in the plan and text of this plat are the records of the Delaware County, Ohio, Recorder.  
**IRON PINS:** Iron pins, where indicated herein, unless otherwise noted, are to be set and are iron pipes, thirteen sixteenths inch inside diameter, thirty inches long with a plastic plug placed in the top end bearing the initials EMHT INC.  
**PERMANENT MARKERS:** Permanent markers, where indicated herein, are to be one-inch diameter, thirty-inch long, solid iron pins, are to be set to monument the points indicated and are to be set with the top end flush with the surface of the ground and then capped with an aluminum cap stamped EMHT INC. Once installed, the top of the cap shall be marked (punched) to record the actual location of the point.

SURVEYED & PLATTED BY  
**EMHT**  
Engineers - Surveyors - Planners - Scientists  
5520 New Albany Road, Columbus, OH 43254  
Phone: 614.775.4328 Fax: 614.775.2448  
emht.com

We do hereby certify that we have surveyed the above premises, prepared the attached plat, and that said plat is correct. All dimensions are in feet and decimal parts thereof.

- = Iron Pin (See Survey Data)
- = MAG Nail to be set
- ⊙ = Permanent Marker (See Survey Data)

By: *[Signature]*  
Professional Surveyor No. 7865 Date: 22 Sep 21



Stored in Plat Cab 5 Slide 723

# THE SMITH FARM AT CARPENTER'S MILL

## SECTION 4 PHASE A

**NOTE "A":** The purpose of this plat is to show certain property, rights of way, and easement boundaries as of the time of platting. At the request of zoning and planning authorities at the time of platting, this plat shows some of the limitations and requirements of the zoning code in effect on the date of filing this plat for reference only. The limitations and requirements may change from time to time and should be reviewed to determine the then current applicable use and development limitations of the zoning code as adopted by the government authority having jurisdiction. The then applicable zoning code shall have control over conflicting limitations and requirements that may be shown as on this plat. This note should not be construed as creating plat or subdivision restrictions, private easement restrictions, covenants running with the land or title encumbrances of any nature, except to the extent specifically identified as such.

**NOTE "B" - MINIMUM FRONT, SIDE AND REAR YARD SETBACKS:**

Front: 25 feet  
Side: 8 feet per side  
Rear: 25 feet

Side yard setback may be reduced to 5 feet when a side load garage entry is included on homes in these sub-lots, provided that the minimum distance between buildings shall not be less than as established herein.

Decks and patios may encroach the rear yard setback, provided that no such structures shall be permitted to be located closer to the rear lot line than fifteen feet.

**NOTE "C" - ACREAGE BREAKDOWN:**

Total acreage: 14,938 Ac.  
Acreage in rights-of-way: 2,404 Ac.  
Acreage in Lots 8116 to 8120: 4,430 Ac.  
Acreage in remaining lots: 8,104 Ac.

**NOTE "D" - ACREAGE BREAKDOWN:** The Smith Farm at Carpenter's Mill Section 4 Phase A is out of the following Delaware County Parcel Numbers:

31924001048000      3.680 Ac.  
31924001046000      11.258 Ac.

**NOTE "E":** At the time of platting, electric, cable, and telephone service providers have not issued information required so that easement areas, in addition to those shown on this plat as deemed necessary by these providers for the installation and maintenance of all of their main line facilities, could conveniently be shown on this plat. Existing recorded easement information about The Smith Farm at Carpenter's Mill Section 4 Phase A or any part thereof can be acquired by a competent examination of the then current public records, including those in the Delaware County Recorder's Office.

**NOTE "F" - LOTS 8116, 8117, 8118, 8119 and 8120:** Lots 8116, 8117, 8118, 8119 and 8120, as designated and defined herein, shall be owned and maintained by an association comprised of the owners of the fee simple titles to the lots in The Smith Farm at Carpenter's Mill subdivisions for the purpose of open space and stormwater facilities. The pedestrian pathway located within said Lots 8117 and 8120 shall be maintained by the City of Powell.

**NOTE "G":** No vehicular access to be in effect until such time as the public street right-of-way is extended and dedicated by plat or right-of-way deed or right-of-way easement.

### Legend

B.L. = Building Line  
D.E. = Drainage Easement  
S.E. = Sanitary Easement  
U.E. = Utility Easement  
S.W.E. = Sidewalk Easement  
0000 = Address  
0000 = Lot Number

LINE	BEARING	DISTANCE
L1	S85°39'48"E	99.43'
L2	S04°20'12"W	92.01'
L3	S31°36'11"W	88.66'

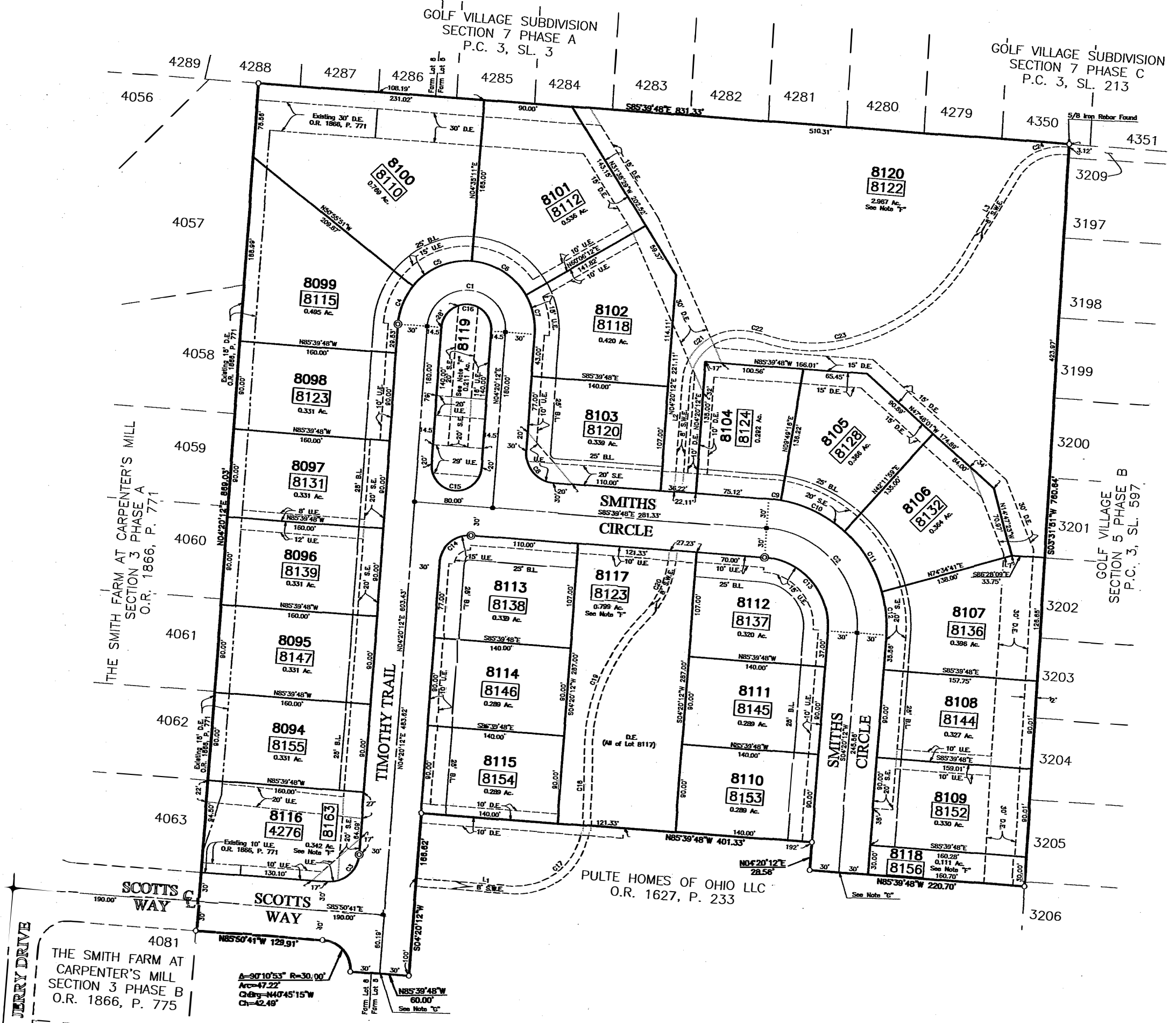
### Line Type Legend

— Existing Property Line  
- - - Existing R/W Line  
- - - Existing R/W Centerline  
- - - Existing Easement Line  
- - - Subdivision Boundary Line  
— Lot Line  
- - - R/W Line  
- - - R/W Centerline  
- - - Easement Line



CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	180°00'00"	40.00'	125.66'	N 85°39'48" W	80.00'
C2	90°00'00"	100.00'	157.08'	N 40°39'48" W	141.42'
C3	85°49'09"	30.00'	47.03'	S 49°14'45" W	42.36'
C4	34°43'57"	70.00'	42.43'	S 21°42'11" W	41.79'
C5	55°31'01"	70.00'	67.83'	S 66°49'40" W	65.20'
C6	55°31'01"	70.00'	67.83'	N 57°39'18" W	65.20'
C7	34°43'57"	70.00'	41.82'	N 12°46'48" W	41.20'
C8	90°00'00"	30.00'	47.12'	N 40°39'48" W	42.43'
C9	5°29'04"	130.00'	12.44'	N 82°55'16" W	12.44'
C10	32°22'42"	130.00'	73.46'	N 63°59'25" W	72.49'
C11	32°22'42"	130.00'	73.46'	N 31°36'40" W	72.49'
C12	19°45'31"	130.00'	44.83'	N 05°32'54" W	44.61'

CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C13	90°00'00"	70.00'	109.96'	S 40°39'48" E	98.99'
C14	90°00'00"	30.00'	47.12'	N 49°20'12" E	42.43'
C15	180°00'00"	25.50'	80.11'	N 85°39'48" W	51.00'
C16	180°00'00"	25.50'	80.11'	S 85°39'48" E	51.00'
C17	85°47'33"	67.00'	105.01'	N 49°28'22" E	94.59'
C18	4°52'07"	917.86'	77.99'	N 01°40'03" E	77.97'
C19	43°45'37"	198.93'	151.93'	N 22°57'34" E	148.27'
C20	36°52'05"	104.00'	64.35'	N 26°24'20" E	63.24'
C21	91°49'19"	58.00'	92.95'	N 50°14'52" E	83.32'
C22	14°15'32"	112.12'	27.90'	N 76°42'43" W	27.83'
C23	49°55'33"	194.69'	169.65'	S 54°27'37" W	164.33'
C24	61°03'27"	58.00'	61.81'	S 62°07'54" W	58.92'



# THE SMITH FARM AT CARPENTER'S MILL

## SECTION 4 PHASE B

Situated in the State of Ohio, County of Delaware, City of Powell, and in Farm Lot 5 (8.601 acres) and Farm Lot 8 (1.890 acres), Quarter Township 2, Township 3, Range 19, United States Military Lands, containing 10.491 acres of land, more or less, said 10.491 acres being part of that tract of land conveyed to FULTE HOMES OF OHIO LLC by deed of record in Official Record 1627, Page 233, Recorder's Office, Delaware County, Ohio.

The undersigned, FULTE HOMES OF OHIO LLC, a Michigan limited liability company, by MATTHEW J. CALLAHAN, Division Vice President of Land Acquisition, owner of the land plotted herein, duly authorized in the premises, does hereby certify that this plat correctly represents its "THE SMITH FARM AT CARPENTER'S MILL SECTION 4 PHASE B", a subdivision containing Lots numbered 8121 to 8136, both inclusive, does hereby accept this plat of same and dedicates to public use, as such, all of Smiths Circle and Timothy Trail (1.635 acres of land, more or less) shown hereon and not heretofore dedicated.

Easements are hereby reserved, in, over, and under areas designated on this plat as Utility Easement, Drainage Easement, Sanitary Easement and Sidewalk Easement. Easements designated as Utility Easement and Drainage Easement permit the construction, operation, and maintenance of all public and quasi-public utilities above, beneath, and on the surface of the ground and, where necessary, for the construction, operation, and maintenance of service connections to all adjacent lots and lands and for storm water drainage.

Easements designated as Sanitary Easement shall mean an exclusive sanitary easement over, through, under, within, upon, and across the area described on the plat, together with ingress and egress over reasonable routes across Grant's tracts that adjoin the easement area when exercising the purposes of this easement, exclusively for construction, operation and maintenance of public and or private sanitary sewers, service connections, manholes, force mains, valves, and other sanitary appurtenances. Sanitary easements may be crossed by other utilities as expressed herein.

Within those areas of land designated Drainage Easement on this plat, an additional easement is hereby reserved for the purpose of constructing, operating, and maintaining major storm water drainage swales and/or other above ground storm water drainage facilities. No above grade structures, dams, or other obstructions to the flow of storm water runoff are permitted within Drainage Easement areas as delineated on this plat. Easement areas shown hereon outside of the plotted area are within lands owned by the undersigned and easements are hereby reserved for the uses and purposes expressed herein.

Within those areas designated Sidewalk Easement on this plat, an additional easement is hereby reserved for the purpose of constructing and maintaining a sidewalk for use by the public.

All easements and Reserves that overlap or cover all or portions of a Sanitary Easement shall be subject to the provisions of the Sanitary Easement within the overlap or cover areas. Work to facilitate surface water drainage within the overlap or cover areas is not restricted; however, any proposed new storm sewer pipes, inlets, catch basins, structures, or other storm water appurtenances or infrastructure features subsequent to those which were permitted with the original sanitary sewer appurtenances shall only be permitted if approved by the governing stormwater authority and the Delaware County Sanitary Engineer.

No other utility lines, conduits, mains, valves, boxes, pedestals, transformers, or other utility appurtenances are permitted within any Sanitary Easement unless they are approved on the signed sanitary sewer plans, or otherwise approved in writing by the Delaware County Sanitary Engineer, except that the rights granted to DeKo Water Company, its successors, and assigns to install, service and maintain residential water services, meter crocks and appurtenances as designated on this plat are not restricted.

Other utility crossings within the Sanitary Easement are only permitted as described herein, unless they are approved on the signed sanitary sewer plans or otherwise approved in writing by the Delaware County Sanitary Engineer. Right angle or near right angle utility crossings ("near right angle" is defined as an angle between eighty (80) degrees and one-hundred (100) degrees) over, across, or under the sanitary sewer line and over, across, under, or through this sanitary easement are not restricted, except that all utility crossings under the sanitary shall be subject to the review and approval of the Delaware County Sanitary Engineer.

No buildings, sheds, decks, pools, or other such structures, or the footers or foundations of any structures or features shall be constructed above or below ground within the limits of the Sanitary Easement unless said structure is approved in writing by the Delaware County Sanitary Engineer.

Any landscaping features, such as, but not limited to, trees, fences, signs, stackable retaining walls, etc., within the Sanitary Easement shall be reviewed for approval by the Delaware County Sanitary Engineer prior to installation.

When maintenance, repair or replacement of public sanitary sewers, manholes, force mains, valves and other public sanitary appurtenances causes the removal of any trees, plantings, landscaping, fence or any other feature located within the Sanitary Easement, with the exception of driveways and pedestrian pathways, the replacement and cost of said items shall be the responsibility of the owner of the underlying property or homeowner's association is applicable.

The addition or removal of any dirt, soil, fill, or other changes to the ground elevation above the sanitary sewer or force main and/or within the Sanitary Easement shall be subject to approval of the Delaware County Sanitary Engineer.

The Delaware County Sanitary Engineer reserves the right to require that all earthwork within the Sanitary Easement be graded to such a level that will, in his or her opinion, not jeopardize the structural integrity of, infringe upon, or limit the County's reasonable access to the sanitary sewer or force main.

A non-exclusive easement is hereby specifically granted unto Del-Co Water Company Inc., its successors and assigns, for the location of water lines, valves and appurtenances within the rights-of-way hereby dedicated and within areas designated hereon as Utility Easement or Drainage Easement that are located alongside the rights-of-way hereby dedicated. Also granted is the right of Del-Co Water Company Inc., to install service and maintain water meter crocks and appurtenances in said easement areas alongside said rights-of-way. The easement area shall be for the unobstructed use of Del-Co Water Company, Inc. Placement of fences, walls, pillars, trees, gardens, shrubberies, and other surface features is strictly prohibited.

In Witness Whereof, MATTHEW J. CALLAHAN, Division Vice President of Land Acquisition, of FULTE HOMES OF OHIO LLC, has hereunto set his hand this 24 day of September, 2021.

Signed and Acknowledged  
In the presence of:

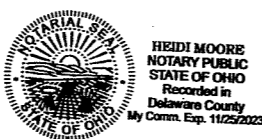
FULTE HOMES OF OHIO LLC  
By [Signature]  
MATTHEW J. CALLAHAN,  
Division Vice President of Land Acquisition

STATE OF OHIO  
COUNTY OF DELAWARE ss:

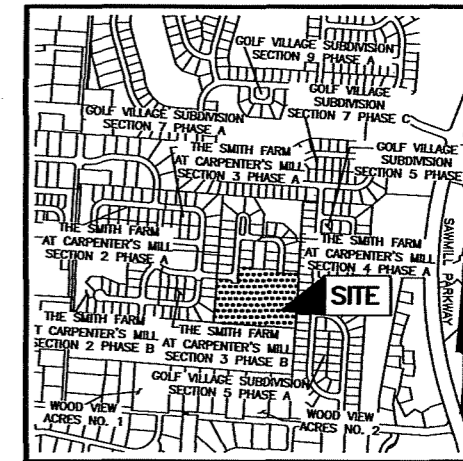
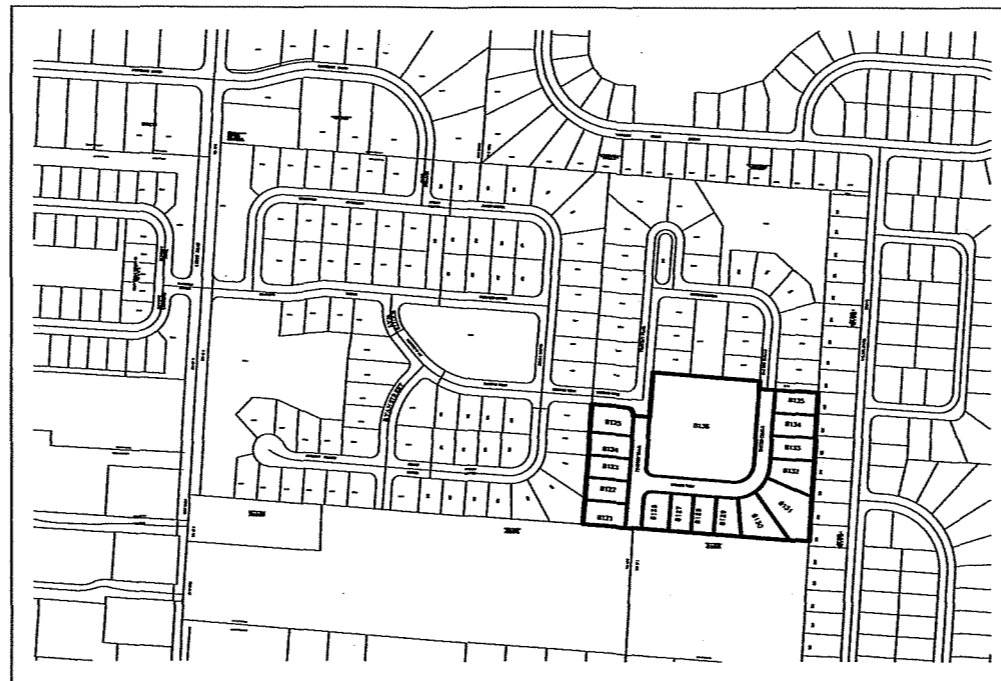
Before me, a Notary Public in and for said State, personally appeared MATTHEW J. CALLAHAN, Division Vice President of Land Acquisition of FULTE HOMES OF OHIO LLC who acknowledged the signing of the foregoing instrument to be his voluntary act and deed and the voluntary act and deed of said FULTE HOMES OF OHIO LLC, for the uses and purposes expressed herein.

In Witness Whereof, I have hereunto set my hand and affixed my official seal this 24 day of September, 2021.

My commission expires 11/25/23 [Signature]  
Notary Public, State of Ohio



SUBDIVISION INDEX MAP  
NOT TO SCALE



LOCATION MAP AND BACKGROUND DRAWING  
NOT TO SCALE

**SURVEY DATA:**

**BASIS OF BEARINGS:** The bearings shown on this plat are based on the Ohio State Plane Coordinate System, North Zone, NAD83 (2011). Said bearings originated from a field traverse which was tied (referenced) to said coordinate system by positional solutions derived by the National Geospatial Survey's Online Positioning Users Service software using GPS observations and observations of selected CORS base stations in the National Spatial Reference System. The bearing of North 03° 25' 36" East, assigned to a portion of the easterly right-of-way line of Steitz Road, is designated the basis of bearings for this plat.

**SOURCE OF DATA:** The sources of recorded survey data referenced in the plan and text of this plat are the records of the Delaware County, Ohio, Recorder.

**IRON PINS:** Iron pins, where indicated hereon, unless otherwise noted, are to be set and are iron pins, thirteen sixteenths inch inside diameter, thirty inches long with a plastic plug placed in the top end bearing the initials EMHT INC.

**PERMANENT MARKERS:** Permanent markers, where indicated hereon, are to be one-inch diameter, thirty-inch long, solid iron pins, are to be set to monument the points indicated and are to be set with the top end flush with the surface of the ground and then capped with an aluminum cap stamped EMHT INC. Once installed, the top of the cap shall be marked (punched) to record the actual location of the point.

Approved this 8 Day of Oct 2021. [Signature]  
Mayor, City of Powell, Ohio

Approved this 7 Day of Oct 2021. [Signature]  
Delaware County Sanitary Engineer

Approved this 5 Day of Oct 2021. [Signature]  
Deputy General Manager, Del-Co Water Co. INC.

Approved this 12 Day of Oct 2021. [Signature]  
City Engineer, City of Powell, Ohio

Approved this 12 Day of Oct 2021. [Signature]  
Zoning Administrator, City of Powell, Ohio

Approved and accepted this 7 day of September 2021, by Resolution No. 2021-17, whereon all of Smiths Circle and Timothy Trail (1.635 acres of land, more or less), shown dedicated hereon are accepted as such by the Council for the City of Powell, Ohio. Street improvements within said dedicated rights-of-way shall not be accepted for public use and or maintained unless and until construction is complete and streets are formally accepted as such by the City of Powell.

In Witness Whereof I have hereunto set my hand and affixed my seal this 12th day of October, 2021. [Signature]  
Clerk, City of Powell, Ohio

Transferred this 20 day of Jan 2022. [Signature]  
Auditor, Delaware County, Ohio

Filed for record this 25 day of Jan 2022 at 4:16 P.M.  
Fee \$ 20-

File No. 2022-00002214

Official Record \_\_\_\_\_ Pages \_\_\_\_\_



Doc ID: 014342280002 Type: OFF  
Kind: PLAT  
Recorded: 01/20/2022 at 02:16:51 PM  
Fee Amt: \$80.00 Page 1 of 2  
Workflow# 0000286001-0002  
Delaware County, OH  
Melissa Jordan By EK  
File# 2022-00002214

BK 1939 PG 2277-2278

Stored in Plat Cab 5 Slide 724



SURVEYED & PLATTED BY



EMHT  
Surveying & Planning - Schedule  
3200 New Albany Road, Columbus, OH 43224  
Phone: 614.775.0200, Website: 614.775.0200

We do hereby certify that we have surveyed the above premises, prepared the attached plat, and that said plat is correct. All dimensions are in feet and decimal parts thereof.

- = Iron Pin (See Survey Data)
- = MAG Nail to be set
- ⊙ = Permanent Marker (See Survey Data)

By [Signature] 22 SEP 21  
Professional Surveyor No. 7855 Date



# THE SMITH FARM AT CARPENTER'S MILL

## SECTION 4 PHASE B

**NOTE "A":** The purpose of this plat is to show certain property, rights of way, and easement boundaries as of the time of platting. At the request of zoning and planning authorities at the time of platting, this plat shows some of the limitations and requirements of the zoning code in effect on the date of filing this plat for reference only. The limitations and requirements may change from time to time and should be reviewed to determine the then current applicable use and development limitations of the zoning code as adopted by the government authority having jurisdiction. The then applicable zoning code shall have control over conflicting limitations and requirements that may be shown on this plat. This note should not be construed as creating plat or subdivision, restrictions, private use restrictions, covenants running with the land or title encumbrances of any nature, except to the extent specifically identified as such.

**NOTE "B" - MINIMUM FRONT, SIDE AND REAR YARD SETBACKS:**

Front: 25 feet  
Side: 8 feet per side  
Rear: 25 feet

Side yard setback may be reduced to 5 feet when a side load garage entry is included on homes in these sub-areas, provided that the minimum distance between buildings shall not be less than as established herein.

Decks and patios may encroach the rear yard setback, provided that no such structures shall be permitted to be located closer to the rear lot line than fifteen feet.

**NOTE "C" - ACREAGE BREAKDOWN:**

Total acreage: 10.491 Ac.  
Acreage in rights-of-way: 1.655 Ac.  
Acreage in Lots 8136: 3.522 Ac.  
Acreage in remaining lots: 5.314 Ac.

**NOTE "D" - ACREAGE BREAKDOWN:** The Smith Farm at Carpenter's Mill Section 4 Phase B is out of the following Delaware County Parcel Number:

31924001048000 10.491 Ac.

**NOTE "E":** At the time of platting, electric, cable, and telephone service providers have not issued information required so that easement areas, in addition to those shown on this plat as deemed necessary by these providers for the installation and maintenance of all of their main line facilities, could conveniently be shown on this plat. Existing recorded easement information about The Smith Farm at Carpenter's Mill Section 4 Phase B or any part thereof can be acquired by a competent examination of the then current public records, including those in the Delaware County Recorder's Office.

**NOTE "F" - LOT 8136:** Lot 8136, as designated and delineated herein, shall be owned and maintained by an association comprised of the owners of the fee simple titles to the lots in The Smith Farm at Carpenter's Mill subdivisions for the purpose of open space and stormwater facilities. The pedestrian pathway located within said Lot 8136 shall be maintained by the City of Powell.

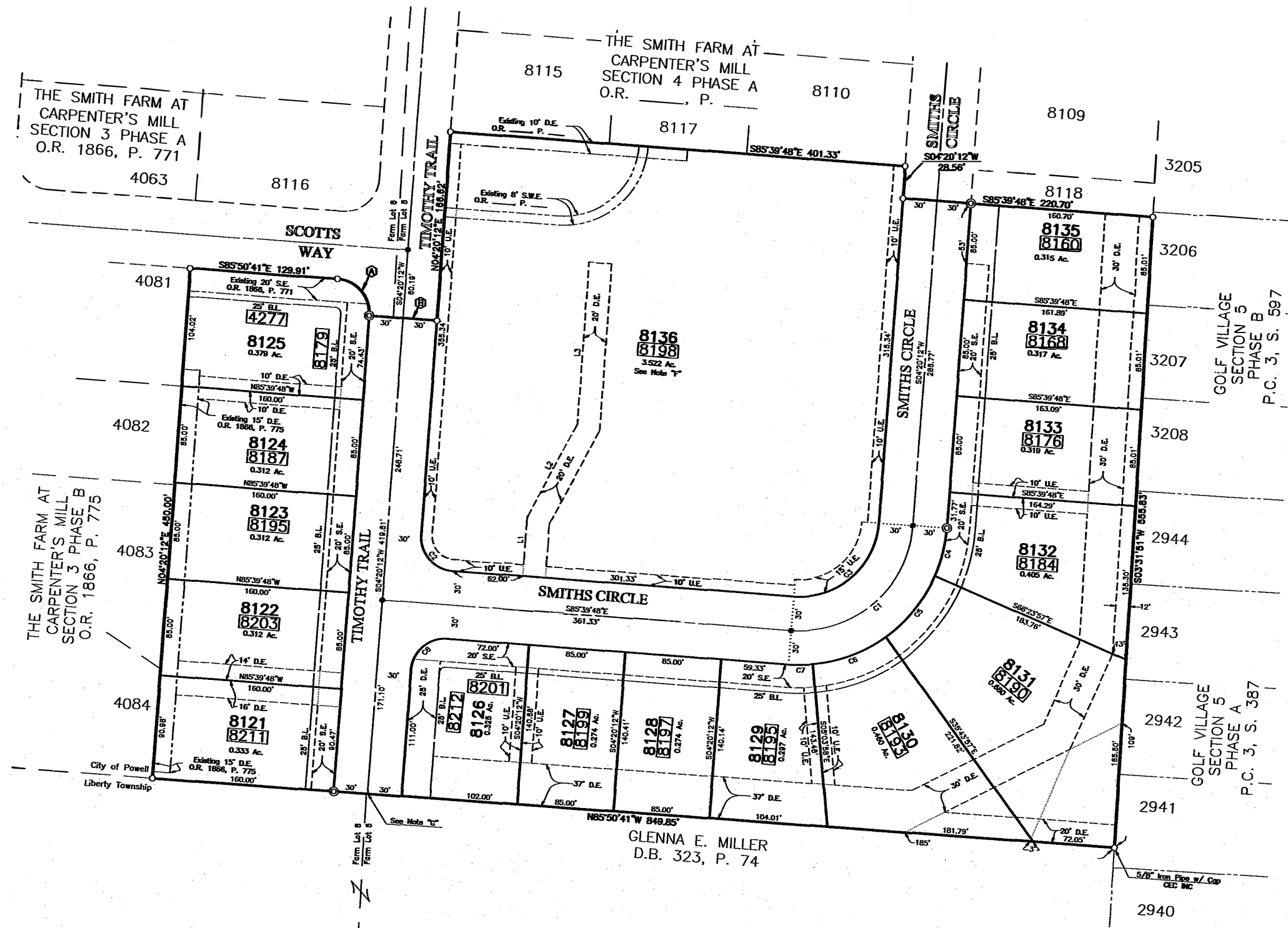
**NOTE "G":** No vehicular access to be in effect until such time as the public street right-of-way is extended and dedicated by plat or right-of-way deed or right-of-way easement.

**LINE TABLE**

LINE	BEARING	DISTANCE
L1	N04°20'12"E	42.13'
L2	N28°22'17"E	93.30'
L3	N04°20'12"E	142.87'

**CURVE TABLE**

CURVE NO.	DELTA	RADIUS	LENGTH	CHORD BEARING	CHORD DISTANCE
C1	90°00'00"	100.00'	157.08'	S 49°20'12" W	141.42'
C2	90°00'00"	30.00'	47.12'	N 40°39'48" W	42.43'
C3	90°00'00"	70.00'	109.96'	S 49°20'12" W	98.99'
C4	19°15'51"	130.00'	43.71'	N 13°58'08" E	43.50'
C5	30°40'00"	130.00'	69.58'	N 38°56'03" E	68.75'
C6	30°40'00"	130.00'	69.58'	N 69°36'03" E	68.75'
C7	9°24'10"	130.00'	21.33'	N 89°38'07" E	21.31'
C8	90°00'00"	30.00'	47.12'	N 49°20'12" E	42.43'



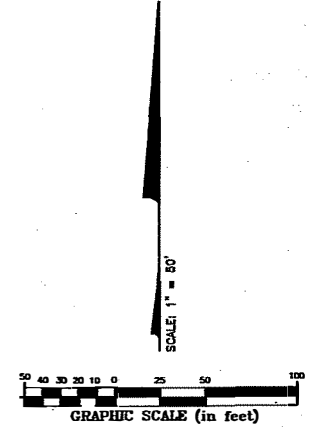
(A)  $\Delta=90^{\circ}10'55"$   $R=30.00'$   
Arc=47.22'  
Ch=540.45'15"E  
Ch=42.48'  
(B)  $S85^{\circ}39'48"E$   
60.00'

**Line Type Legend**

- Existing Property Line
- Existing R/W Line
- Existing R/W Centerline
- Existing Easement Line
- Subdivision Boundary Line
- Lot Line
- R/W Line
- R/W Centerline
- Easement Line

**Legend**

- BL = Building Line
- DE = Drainage Easement
- SE = Sewery Easement
- UE = Utility Easement
- SWC = Subdiv. Easement
- 0000 = Address
- 0000 = Lot Number





**From:** Andy White, City Manager  
**To:** Members of City Council  
**Initiated By:** Elaine McCloskey, City Council Clerk  
**Re:** Resolution 2026-05: Authorizing the disposition of municipally owned property by internet auction sale.  
**Date:** January 20, 2026

**Summary:**

Under Section 133.01 of the Codified Ordinances, the City is authorized to sell municipal personal property by internet auction, subject to specific terms and conditions. To permit this process, however, the City is required to adopt an annual authorizing resolution that describes how the auction will be conducted, specifies the number of days that items will be made available for bidding, and indicates whether the City will conduct the auction or whether the City will contract with a representative to conduct the auction.

Resolution 2026-05 fulfills this annual requirement: it indicates that the City will contract with GovDeals.com (or other similar online auction entity), that items will be available for bidding for at least 10 days, and that the auction will be conducted under specific terms and conditions consistent with Section 133.01(e) of the City's Codified Ordinances.

**Legal Review:**

The Law Director's office has reviewed and approved the legislation as to form.

**Finance Review:**

The Finance Director has reviewed the resolution and supports the recommendation.

**Recommendation:**

Staff recommend approval of Resolution 2026-05.



RESOLUTION 2026-05

**A RESOLUTION AUTHORIZING THE DISPOSITION OF MUNICIPALLY OWNED PROPERTY UNNEEDED, OBSOLETE OR UNFIT FOR MUNICIPAL PURPOSES BY INTERNET AUCTION SALE.**

**WHEREAS,** Powell City Council recognizes that the use of internet sites to auction municipal property that is no longer needed, is obsolete or is unfit for municipal purposes is an expedient and efficient method of sale; and

**WHEREAS,** Section 133.01(e) of the City’s Codified Ordinances requires an annual resolution by the legislative authority to authorize the sale of municipal property by internet auction.

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO, AS FOLLOWS:**

Section 1. Powell City Council authorizes the sale by internet auction of municipal property that is no longer needed, is obsolete or is unfit for municipal purposes during calendar year 2026.

Section 2. For any property that has been deemed to have no value or has not received a bid by internet auction can be disposed of or salvaged without auction or further action.

Section 3. Powell City Council authorizes the City Manager, Finance Director or City Clerk to contract with GovDeals.com Inc. or similar online auction site which shall establish the general terms and conditions of sale consistent with this resolution and Section 133.01(e) of the City’s Codified Ordinances.

Section 4. The City Manager, Finance Director, Law Director, City Clerk, and any other City staff is hereby authorized to do anything necessary to effectuate the purpose of this Resolution consistent with the terms of this resolution and Section 133.01(e) of the City’s Codified Ordinances.

Section 5. The number of days for bidding on the property offered for sale shall be at least 10 days including Saturdays, Sundays, and legal holidays.

Section 6: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of Council and any of the decision-making bodies of the City of Powell, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 7: This Resolution shall be in full force and effect immediately upon adoption.

\_\_\_\_\_  
Heather Karr Date  
Mayor

\_\_\_\_\_  
Elaine McCloskey Date  
City Clerk

**EFFECTIVE DATE: January 20, 2026**

This legislation has been posted in accordance with  
the City Charter on this date \_\_\_\_\_ .  
\_\_\_\_\_  
City Clerk

City Council  
Heather Karr, Mayor  
Kurt Ramsey Leif Carlson David Lester Tom Counts Tyler Herrmann Carlos Crawford

**Powell C.O. 133.01 -Approved February 18, 2025**

(a) *Disposition Procedure.* The following procedures shall be utilized when disposition of Municipally-owned property either by sale or lease:

(1) The head of the department who is responsible for the property and the City Manager shall declare the same to be surplus and no longer needed for Municipal purposes.

(2) Upon the property being declared surplus, the City Manager, after having obtained authority from Council by Resolution, shall advertise the surplus property for sale or lease in a newspaper of general circulation within the Municipality once a week for not less than two consecutive weeks. The notice shall contain the following information:

A. A description of the property to be sold or leased.

B. The City's opinion of the value of the property if the same is being offered for sale.

C. The minimum and maximum term of years if the property is being offered for lease.

D. In the alternative to the notice requirements outlined above, the City Manager may instead utilize the abbreviated publication requirements authorized by Ohio Revised Code Section 7.16, which is adopted and incorporated by reference herein.

(3) The notice shall direct bidders to submit their proposals to the Municipality within a given time period. Such proposals shall include at a minimum the bid price offered for the property, and any other specific information either the City or the bidder believes necessary to evaluate the proposal.

(4) Upon receipt of the proposals, the City Manager shall evaluate such bids. The factors to be considered in evaluating the proposals shall include price, proposed use of the property and all other relevant considerations including those criteria and information described in the notice.

(5) The City Manager shall report all bids received to Council, together with his recommendations.

(6) No property belonging to the Municipality shall be sold or leased except pursuant to the terms of an ordinance adopted by the Council and setting forth the following:

A. The identity of the successful bidder.

B. A description of the property to be sold or leased.

C. A finding that the property is surplus and not needed for municipal purposes.

(7) The Municipality shall be under no obligation to accept any of the proposals submitted. The Municipality through its City Manager may accept, reject, or accept with additional conditions deemed appropriate by the City Manager and in the best interest of the Municipality.

(b) *Sale or Lease if no Proposal is Received.* If after following the procedure set forth above, no proposal is received, the Municipality Administrator may sell or lease such property at public or private sale upon the best terms available subject to approval of the same by duly enacted ordinance of Council.

(c) *Alternative Procedure.* Notwithstanding the provisions aforementioned, Council may, by ordinance, approve a specific agreement for sale or lease of municipal property that has been declared to be surplus as otherwise set forth herein.

(d) *Sale of Municipal Personal Property of Minimal Value.* The City Manager may, in the City Manager's discretion, with or without solicitation for competitive bids sell any item of municipal personal property having a value of \$1,000.00 or less by means of public or private sale, including by internet sale, upon such term as the City Manager deems appropriate.

(e) *Sale of Municipal Personal Property by Internet Auction.* In the alternative to the procedures outlined in subsection (a) of this section, Council may, by resolution, authorize the City Manager to sell municipal personal property, including motor vehicles acquired for the use of municipal officers and departments, and road machinery, equipment, tools, or supplies, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, by internet auction. This subsection shall apply regardless of the value of the municipal personal property. The following procedures shall be utilized when acting under this subsection:

(1) *Resolution Authorizing Internet Sale.* Council shall adopt, during each calendar year, a resolution expressing its intent to sell the aforementioned property by internet auction. The resolution shall:

A. Describe how the auctions will be conducted;

B. Specify the number of days for bidding on the property, which shall be no less than ten days, including Saturdays, Sundays, and legal holidays;

C. Indicate whether the City will conduct the auction or whether the City will contract with a representative to conduct the auction; and

D. Establish the general terms and conditions of sale. The terms and conditions for sale of the personal property may include a minimum price that will be accepted for specific items, requirements for pick-up or delivery, method of payment, and sales tax. Any terms and conditions shall be provided on the internet auction site at the time of the auction and may be provided before that time upon request after the terms and conditions have been determined by the City.

(2) *Notice.* After adoption of the resolution, Council shall publish a summary of the information provided in the resolution and post the summary continually throughout the year on the City's website.

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**From:** Andrew D. White, City Manager  
**To:** City Council  
**Initiated By:** Sean Hughes, Economic Development Administrator  
**Re:** RESOLUTION Authorizing the City Manager to Enter into an agreement with Placer Labs Inc.  
**Date:** January 20, 2026

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**Summary:**

City of Powell staff have negotiated an order form and user agreement with Placer Labs Inc. for the use of the virtual Placer.ai software. For the first year, the City would be paying \$15,000 to utilize the software. For the second year, that subscription would increase to \$16,000. If we are unable to fund the second year, we only need to provide a ten (10) day notice to terminate the agreement.

Placer.ai is a location intelligence and foot traffic analytics platform that uses anonymized, aggregated data from tens of millions of mobile devices to track how people move through the physical world.

For city governments, it serves as a "GPS for economic health," allowing officials to see where people are coming from, how long they stay, and what businesses they visit without relying on outdated census data or manual clicker-counts.

**How Economic Development Staff Use It**

Economic Development (ED) departments are the primary users of Placer.ai. They use the data to prove a city's value to private investors and to optimize the local business mix.

**Retail Recruitment & Site Selection:** Staff can identify "leakage" -- categories where residents are leaving the city to shop (e.g., traveling 10 miles for groceries). They use this data to pitch specific retailers showing them exactly how many potential customers are already in the area.

**Business Retention:** By monitoring foot traffic trends, ED staff can spot when a business district is declining and intervene with marketing or infrastructure improvements before businesses close.

**Void Analysis:** The platform helps identify "best-fit" tenants for vacant storefronts by comparing the demographic profile of the neighborhood with the typical customer base of national brands.

**Marketing Targeting:** If our Powell Development Corporation Tourism and Conference Committee sees a high volume of visitors from a specific neighboring city, they can focus their advertising budget on that specific region to maximize ROI.

### **Use by Other City Government Offices**

Beyond economic development, Placer.ai provides "real-world" insights for several other departments:

#### **1. Urban Planning & Transportation**

**Commuter Patterns:** Planners use "Return to Office" reports to see how many people are actually working downtown versus at home, helping them adjust and plan transportation and parking requirements.

**Infrastructure Impact:** Staff can measure the success of a new bike lane, pedestrian plaza, or road improvement by comparing traffic before and after the project.

#### **2. Parks & Recreation**

**Usage Metrics:** Instead of guessing how many people use a park, staff can see peak hours, dwell times (how long people stay), and whether visitors are locals or tourists.

**Programming Decisions:** If the data shows a spike in young families visiting a park on Saturday mornings, the department might shift resources toward more toddler-friendly events or amenities during those times.

#### **3. Tourism & Events**

**Event ROI:** For festivals or concerts, cities can track exactly how many visitors attended, where they traveled from (by ZIP code), and whether they stayed at local hotels or ate at nearby restaurants.

### **Data Privacy & Source**

It is important to note that Placer.ai does not track individuals. The data is anonymized and aggregated into "neighborhood-level" insights.

Source: The data comes from mobile apps that have permission to collect location data.

Privacy: It uses "Privacy by Design," meaning it strips personal identifiers and only shows data for groups of people, never for a single specific phone or person.

### **Legal Review:**

The Law Director's has reviewed and approved to form.

**Financial Review:**

The Finance Director has reviewed the Resolution and supports the recommendation. This new software subscription was budgeted in 2026.

**Recommendation:**

Staff recommends the approval of Resolution 2026-06.



**RESOLUTION 2026-06**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PLACER LABS INC.**

**WHEREAS**, the City of Powell, Ohio was seeking virtual AI software to assist with economic development efforts; and

**WHEREAS**, Placer Labs Inc., which does business as Placer.ai, is a location intelligence and foot traffic analytics platform that uses anonymized, aggregated data to track movement through the physical world; and

**WHEREAS**, the City seeks to enter into an agreement with Placer Labs Inc. to assist with economic development efforts.

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, DELAWARE COUNTY, OHIO AS FOLLOWS:**

Section 1: The City hereby authorizes the City Manager or his designee to execute an agreement and/or order form with Placer Labs Inc., in substantially the same form as attached as Exhibit A.

Section 2: Council further hereby authorizes and directs the City Manager, the Director of Law, the Director of Finance, the Clerk of Council, or other appropriate officers of the City to take any other actions as may be appropriate to implement this Resolution without further legislation being required.

Section 3: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements including the Charter of the City of Powell and Section 121.22 of the Ohio Revised Code.

Section 4: This Resolution shall be in full force and effect immediately upon adoption.

\_\_\_\_\_  
Heather Karr Date  
Mayor

\_\_\_\_\_  
Elaine McCloskey Date  
City Clerk

**EFFECTIVE DATE:** January 20,2026

This legislation has been posted in accordance with the City Charter on this date \_\_\_\_\_  
\_\_\_\_\_, City Clerk

City Council  
Heather Karr, Mayor  
Kurt Ramsey Leif Carlson David Lester Tom Counts Tyler Herrmann Carlos Crawford



**PLACER LABS INC.  
ORDER FORM**

City of Powell, Ohio	(“Customer”)	Placer Labs Inc.	(“Placer”)
Address:	4770 Olentangy River Rd Powell, Ohio 43065	Address:	440 N Barranca Ave., #1277 Covina, CA 91723
		Contact Person	Nick Porebski
Contact Person:	Sean Hughes	Billing Contact Person:	Jason Tsui
Email:	shughes@cityofpowell.us	Billing Email*:	billing@placer.ai
Phone:	(614) 885-5380	Billing Phone*:	415-228-2444 ext 806
Billing Contact Email:	<a href="mailto:PowellFinance@cityofpowell.us">PowellFinance@cityofpowell.us</a>	*Not for use for official notices.	

**1. Services and Fees.**

The services provided under this Order Form (the “Services”) include:

Services Description	Total Fees	Services Description Detail
Platform Access	\$31,000	Section 2
Esri Basemaps	\$0	Section 2
Chains Report Expanded	\$0	Section 2
Void Analysis	\$0	Section 2

<b>Year 1: Subscription Fees Total</b>	<b>\$15,000</b>
--	-----------------

<b>Year 2: Subscription Fees Total</b>	<b>\$16,000</b>
--	-----------------

All Fees in this Order Form are shown in US Dollar (USD)

The sum of the components may not be equal to the total shown due to rounding; the stated total represents the accurate dollar amount.

**2. Services Description.**

Chains Report Expanded

Chains Report Expanded which displays chain-level demographic and psychographic data.

Placer Venue Analytics Platform

Access to Placer’s location analytics platform (the “Placer Platform”). Access to Placer XTRA reports, subject to Scoping and Additional Usage Limitations in Section 3.

Void Analysis

Access to the Void Analysis tool.

Advanced Market Report

CON-052221

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Advanced Market Report is an advanced version of the market report in the Placer Platform.

#### Esri Basemaps

Esri Basemaps is enabled on the Placer Platform . The Esri Basemaps product is subject to the Additional Terms for the Esri Basemaps Enabled Platform outlined herein.

### **3. Permitted Uses and Limitations.**

#### **Permitted Uses:**

Customer may use Placer Data solely for the following purposes (“**Permitted Uses**”): (a) Customer may use Placer Data for Customer’s internal business purposes; and (b) Customer may incorporate Placer Data into Research Data, as described and subject to the restrictions below.

“**Placer Data**” means the data, information and materials accessible via the Services.

“**Research Data**” means datasets and other materials created by Customer that result in any part from Customer’s use of Placer Data:

- Research Data may contain limited excerpts and discrete portions of Placer Data (“Excerpts”) so long as: (i) such Excerpts are only supportive of, and do not independently form a substantial part of, the Research Data; (ii) Research Data does not include full copies or substantial portions of Placer Data; and (iii) any such Research Data is distributed to no more than a limited number of Customer’s clients and prospective clients and is not commercially or generally distributed;
- The Customer may share Research Data with current and potential customers, and in marketing materials; provided that the Customer shall cite Placer as a provider of such information (for such purpose only, Placer grants Customer the rights to use the Placer.ai name and logo, provided that any such use of the Placer.ai name and logo must clearly indicate that Placer is the provider of data only, and is not involved in any analysis, conclusion, recommendation); and
- Customer shall not, directly or indirectly, resell, distribute, sublicense, display or otherwise provide Placer Data to any third parties, except that Customer may display Placer Data as part of Research Data.

No part of the Placer Data or Research Data may be used: (i) in connection with, or to enable development of machine learning, rules engines, or other similar automated processes; or (ii) to train third-party artificial intelligence (“AI”) technologies, models, software, platforms or tools including, without limitation, ChatGPT, Bard and similar AI technologies. None of the Placer Data, or any part thereof, may be shared externally with any third-party AI technology service providers unless the third-party AI service providers are contractually prohibited from: (i) using the Placer Data to develop or improve the AI technology, (ii) storing any portion of the Placer Data; and (iii) redistributing any portion of the Placer Data to any third party.

**Scoping and Additional Usage Limitations:** In addition to and not in replacement of any usage limitations in this Order Form and the Agreement, Customer’s access to and usage of the Services and Placer Data is further limited as follows:

- Customer and its authorized users may not share user credentials, logins or Placer Data with any others.
- Customer and its authorized users may not provide access to any third party agents acting on Customer’s behalf (including any consultants, contractors, or other agents of Customer) without prior written consent from Placer. Any such approved access may be subject to an additional fee pursuant to a written amendment to this Order Form.
- POI Requests: Annual Maximum of 260

- Xtra Reports: Quarterly Maximum of 26 credits; Annual Maximum of 104.

## 4. Term and Termination.

### Term:

The Initial Term and any Additional Terms are referred to collectively as the “Term.”

- **Initial Term:** The initial term of this Order Form will begin as of the last signature date set forth below (the “**Effective Date**”), and will continue for 24 consecutive months thereafter (the “**Initial Term**”). Each renewal or additional term, if any, is referred to as “**Additional Term**,” and the Initial Term and any Additional Terms are referred to collectively as the “**Term**”.
- **Additional Term:** This Order Form shall continue on the same terms and conditions set forth herein for additional periods of the same duration as the Initial Term, if mutually agreed in writing by both parties (email would be sufficient).

### Termination:

- **Material Breach:** Either party may terminate this Order Form upon thirty (30) days’ notice if the other party materially breaches any of the terms or conditions of this Order Form or the Agreement (as defined below), and the breach remains uncured during such thirty (30) days.
- **Suspension:** In addition, Placer may immediately suspend Customer’s access to the Services, or terminate the Order Form, in the event of non-payment by the Customer or breach by Customer of any restrictions regarding usage of the Services.
- **Fees:** All Fees are non-refundable and in the event of any termination, Customer will pay in full for the Services.

### Post -Termination:

- **Rights and Licenses:** Upon any termination or other expiration of this Order Form all rights and licenses granted to Customer to use the Services and Placer Data shall cease.
- **Placer Data:** Within ten (10) days after such termination or expiration, Customer will permanently delete or destroy all elements of Placer Data under its control; provided however, Customer shall not be required to immediately purge from its hard-copy, electronic or email files Placer Data that Customer accessed or otherwise used in compliance with the terms of this Order Form or the Agreement which are contained in such hard-copy, electronic or email files (the “**Post-Termination Information**”), so long as any Post-Termination Information is (x) solely retained for ordinary corporate systems backup, legal or regulatory purposes, (y) not used, copied, distributed or displayed for internal research or marketing or for any other commercial purposes and (z) ultimately deleted in accordance with Customer’s data retention policy.
- **Research Data:** Customer may retain and continue to use and distribute copies of Research Data generated hereunder, provided that any such Research Data containing Excerpts (w) is presented in such a manner that it could not reasonably be decompiled or reverse engineered to extract the underlying Placer Data, (x) is used for Customer’s internal, non-commercial business purposes only, (y) is ultimately deleted in accordance with Customer’s data retention policy and (z) is otherwise used in accordance with this Order Form and the Agreement.
- **Certification:** Upon request from Placer, Customer shall certify in writing its compliance with this provision.

## 5. Invoicing, Payment Terms, and Fee Increases.

### Invoicing and Payment Terms:

CON-052221

Placer Confidential Information

All rights reserved. This document contains confidential and/or proprietary information belonging to Placer Labs Inc. which may not be reproduced or transmitted in any form or by any means without the express written consent of Placer.

Placer will invoice Customer as follows for the Initial Term starting on the Effective Date:	Annually (Placer will invoice Customer for the entire Annual Fee promptly after the Effective Date and then annually thereafter)
Customer shall pay all invoices within the following number of days of the invoice date:	30

- Placer will send all billing via electronic invoice to the Customer billing contact email indicated above via NetSuite.
- If Customer believes that Placer has invoiced Customer incorrectly, Customer must contact Placer no later than sixty (60) days after the closing date on the first invoice in which the error or problem appeared in order to receive an adjustment or credit. Inquiries should be directed to Placer’s customer support department at [support@placer.ai](mailto:support@placer.ai).
- Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection.
- Customer is responsible for all applicable taxes arising directly from the Services other than U.S. taxes based on Placer’s net income.

**Fee Increases:**

- The Annual Fee for the Initial Term has been based on the metric(s) and scoping in this Order Form, Placer reserves the right to increase the Customer’s Annual Fee for any Additional Term if the metric or scope of use has increased.
- Except as specifically provided otherwise in this Order Form, renewal of promotional or one-time priced Fees will be at Placer’s applicable subscription pricing in effect at the time of the applicable Additional Term.
- Customer agrees that if any event occurs that will result in a material increase in Customer’s usage of the Services (whether due to a merger or acquisition or otherwise), Customer will notify Placer in writing no later than thirty (30) days following the date of such event and Placer reserves the right to increase the Customer’s Annual Fee mid-Term accordingly. If such event consists of Customer’s merger with or acquisition of another customer of Placer, the Annual Fee increase shall be in an amount no less than the pro-rated annual fee of such other customer.
- Except as specifically provided otherwise in this Order Form, Annual Fees for any Additional Term shall be subject to an increase up to the greater of eight percent (8%) or CPI, unless Placer provides notice of different pricing at least thirty (30) days prior to the applicable Additional Term. Any such increase in Annual Fees will only be effective upon commencement of the Additional Term.

**6. Support.**

Premier Customer Support

- Regular Meetings with Placer's Customer Success Team
- Live, Virtual Training support

Placer will use commercially reasonable efforts to provide customer service and technical support in connection with the Services on weekdays during the hours of 9:00 A.M. through 5:00 P.M. Pacific Time, with the exclusion of federal holidays. For any such support, Customer shall contact [support@placer.ai](mailto:support@placer.ai).

**7. Confidentiality.**

Each party (the “Receiving Party”) understands that the other party (the “Disclosing Party”) has disclosed or may disclose business, technical or financial information relating to the Disclosing Party’s business (hereinafter referred to as “Proprietary Information” of the Disclosing Party). Proprietary Information of Placer includes, without limitation, non-public information regarding features, functionalities and performance of, and pricing for, the Services. The Receiving Party agrees: (i) to take

reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted by the Agreement) or disclose to any third party any Proprietary Information. The foregoing shall not apply with respect to any information that the Receiving Party can document (a) is or becomes generally available to the public, (b) was in the possession of or known to the Receiving Party, prior to disclosure thereof by the Disclosing Party, without any restrictions or confidentiality obligations, (c) was rightfully disclosed to it, without any restrictions or confidentiality obligations, by a third party, (d) was independently developed without use of any Proprietary Information of the Disclosing Party, or (e) is required to be disclosed by law, provided that the Receiving Party provides the Disclosing Party with prompt written notice of such requirement and reasonably cooperates with the Disclosing Party to limit or challenge such requirement. These provisions regarding Proprietary Information shall apply in perpetuity and shall survive any termination of the Order Form or the Agreement.

## 8. Miscellaneous.

**Funding Failure Termination Right.** If funds for continued payments under this Agreement by the Customer are at any time unavailable or are insufficient for the Initial Term or any Additional Term, through failure of any entity, including the Customer itself, to appropriate such funds, then the Customer shall, within ten (10) days of such determination, provide notice to Placer and both Placer and the Customer shall have the right to immediately terminate this Order Form without penalty or further payment by the Customer.

**Public Records Laws.** Placer acknowledges that if Customer is subject to the applicable public records laws and regulations for Ohio state ("**Public Records Laws**"), that all obligations imposed by this Agreement are subordinate to Customer's obligations under Public Records Laws. Notwithstanding the foregoing, Customer agrees that it will keep Placer's Proprietary Information (including any Placer Data) confidential in accordance with this Order Form and the Agreement unless otherwise required by applicable law, including Public Records Law.

**License Agreement Amendments.** For the purposes of this Order Form only, the Agreement is hereby amended as follows:

- If applicable law prohibits Customer from indemnifying Placer, then Section 5.b of the Agreement, beginning "Customer shall defend, indemnify and hold Placer harmless...", is hereby deleted in its entirety.
- The third to the last sentence of Section 8 of the Agreement is hereby removed in its entirety and replaced with the following: "This Agreement shall be governed by the laws of the State of Ohio without regard to its conflict of laws provisions."

**Additional Terms For the Esri Basemaps Enabled Platform.** "Customer hereby acknowledges and agrees that access to and use of the Esri Basemaps features in the Placer Platform is subject to the supplemental Terms and Conditions included below (the "**Supplemental T&Cs**"). Customer acknowledges and agrees that the Supplemental T&Cs shall specifically modify, amend and supersede any contrary terms or conditions in this Order Form or the Agreement."

### "Supplemental T&Cs.

1. Customer hereby disclaims, to the extent permitted by applicable law, Environmental Systems Research Institute, Inc.'s ("Esri") and its licensors' liability for any damages or loss of any kind, whether direct, special, indirect, incidental, or consequential, arising from the use of the Placer Platform or its components or output therefrom including, but not limited to, liability for use of the Placer Platform or its components or output therefrom in high-risk activities or liability related to any data supplied by Esri.
2. Customer hereby agrees that, at the time of termination of use of the Placer Platform, it shall delete or destroy all elements of data derived from the Placer Platform or its components; provided however, that Customer shall not be required to immediately purge from its hard-copy, electronic or email files any such data which are contained in such files for so long as such data is (i) solely retained for ordinary corporate systems backup, legal or regulatory purposes, (ii) not used for any commercial purposes or monetized in any manner and (iii) ultimately deleted in accordance with its data retention policy.

3. Customer hereby agrees that it shall comply fully with all relevant export control and trade sanctions laws and regulations of the United States, including, but not limited to, the Export Administration Regulations (EAR), including prohibited end users and end uses as referenced in Part 744 of the EAR and all of its relevant supplements including Supplement No. 4 to Part 44 of the EAR(<https://www.bis.doc.gov/index.php/documents/regulations-docs/2343-part-744-control-policy-end-user-and-end-use-based-2/file> and <https://www.bis.doc.gov/index.php/documents/regulations-docs/2347-744-sup-4-6/file>); International Traffic in Arms Regulations (ITAR); and the United States Department of Treasury, Office of Foreign Assets Control (OFAC) regulations, and it shall ensure that the Placer Platform, Placer Data and/or any component or output therefrom is not exported, reexported, transferred, diverted, used, or accessed, directly or indirectly, in violation of any United States export control and trade sanctions laws and regulations. When applicable, Customer shall provide Placer with information about its export and distribution activities as may be required for Placer and Esri to meet their respective obligations under the United States export control and trade sanctions laws and regulations.
4. Customer hereby agrees that it shall not remove or obscure any patent, copyright, trademark, proprietary rights notices, or legends contained in or affixed to the Placer Platform, any component thereof, any data supplied by Esri, output, metadata file, or online or hard-copy attribution page of any data supplied by Esri with respect to the Placer Platform and/or any component thereof.
5. Customer hereby acknowledges and agrees that Esri and its licensors do not warrant that any data supplied by Esri or its licensors or in the Placer Platform and/or any component thereof will meet its needs or expectations; that the use of the Placer Platform, any component thereof, any data supplied by Esri or its licensors will be uninterrupted; or that all nonconformities can or will be corrected. Esri and its licensors are not inviting reliance on any data supplied by Esri or its licensors in the Placer Platform and/or any component thereof, and Customer should always verify actual data supplied by Esri or its licensors in the Placer Platform and/or any component thereof. Any warranty offered by Placer for the Placer Platform, any component or output therefrom and/or any data supplied by Esri or its licensors shall only apply between Placer and Customer. Esri and its licensors do not offer any warranties or indemnities to Customer for the Placer Platform, any component thereof and/or any data supplied by Esri.
6. Customer hereby agrees that it shall not store, or cache, for the purposes of redistributing, or sublicensing content or otherwise using the Placer Platform and/or any component or output therefrom in violation of Esri's or a third-party's rights, including intellectual property rights, privacy rights, nondiscrimination laws, export laws, or any other applicable laws or regulations.”

**Notices.** All notices under the Order Form and the Agreement will be in writing and will be deemed to have been duly given (a) upon delivery by a recognized delivery service (e.g., FedEx) with delivery confirmation, (b) upon receipt, if sent by U.S. certified or registered mail, return receipt requested, or (c) when sent via email, if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient. Notices shall be sent to the addresses set forth in the Order Form, which addresses may be subsequently modified by written notice given in accordance with these provisions.

**Trial Offering.** If Placer provides Customer with additional Services or Placer Data during the Term and identifies such Services or Placer Data as for evaluation or trial purposes only (a “**Trial Offering**”), access to the Trial Offering is permitted only during the period designated by Placer (or if not designated, 30 days from receipt of access) (“**Trial Subscription Term**”), unless the Trial Offering is earlier terminated as provided below. During the Trial Subscription Term, Customer may only use the Trial Offering for internal evaluation purposes and may not otherwise use or distribute the Trial Offering for any other purposes. Notwithstanding any provision included in this Order Form or the Agreement to the contrary, in respect of the Trial Offering Customer acknowledges and agrees that: (i) either party may terminate the Trial Subscription Term immediately and without liability upon written notice to the other party; (ii) any Trial Offering is provided “as is”; (iii) Placer provides no warranty, service levels or indemnity for any Trial Offering and (iv) Placer's liability related to any Trial Offering will not exceed USD \$100. Notwithstanding the foregoing, the Services and Placer Data provided in this Order Form is not considered a Trial Offering.

**Promotional Use.** Customer grants Placer the right to use Customer's company name and company logo, for Placer's promotional purposes.



## 9. Authorization.

This Order Form is entered into by and between Customer and Placer effective as of the Effective Date. This Order Form and use of the Services are governed by, and Customer and Placer agree to, the License Agreement located at <https://www.placer.ai/placer-license-agreement/> (the “Agreement”); provided, however, that in the event of any conflict between this Order Form and the Agreement, this Order Form shall control. Unless otherwise defined in this Order Form, capitalized terms herein have the same meaning as in the Agreement.

**“Customer”**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**“Placer”**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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**From:** Andrew D. White, City Manager  
**To:** Members of City Council  
**Initiated By:** Logan Stang, Planning Director  
**Re:** Resolution 2026-07 – ESRI ArcGIS Contract Renewal  
**Date:** January 20, 2026

---

**Summary:**

This resolution is a request to authorize the City Manager to enter into a professional services agreement (PSA) for the renewal of Esri's ArcGIS services. The City has used ArcGIS as the primary software for managing and monitoring data resources such as road pavement conditions, zoning information, street signage, utility infrastructure, and other similar items. The request is for a three-year renewal of existing services to maintain the City's data resources.

ArcGIS is primarily administered by the Planning Department with support from Public Service and Engineering. Staff also work closely with a third-party consultant, Etch Ltd, to update and expand the City's data resources. The contract renewal establishes an annual cost to maintain existing services of \$20,600.00 for the duration of the contract. This annual cost has been approved in the 2026 budget under the GIS Software Management account for the Planning Department and would be included in future budget requests.

**Legal Review:**

The Law Director has reviewed and approved to form.

**Financial Review:**

The Finance Director has reviewed and supports the resolution.

**Recommendation:**

Staff recommends the approval of Resolution 2026-07.



**RESOLUTION 2026-07**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH ESRI INC. FOR THE PURPOSE OF RENEWING ARCGIS SERVICES FOR THE CITY.**

**WHEREAS,** the City of Powell Council hereby determines it is in the best interest of the City to maintain data resources to assist with providing public services; and

**WHEREAS,** the City has used Esri Inc's ArcGIS software as the primary method to evaluate, monitor, and analyze essential data; and

**WHEREAS,** the City is actively reviewing and updating data resources to assist with maintenance planning, project budget management, and infrastructure conditions on an annual basis; and

**WHEREAS,** the City recognizes the benefit of maintaining, expanding, and sharing key data resources with the community.

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO AS FOLLOWS:**

Section 1: That the City Manager is hereby authorized and directed to enter into a professional services agreement with Esri Inc, in a form acceptable to the Director of Law and in a contract amount of approximately \$61,800.00 for a three-year renewal of services.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of Council and any of the decision-making bodies of the City of Powell, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 3: This Resolution shall be in full force and effect immediately upon adoption.

\_\_\_\_\_  
Heather Karr Date  
Mayor

\_\_\_\_\_  
Elaine McCloskey Date  
City Clerk

**EFFECTIVE DATE:** January 20, 2026

This legislation has been posted in accordance with the City Charter on this date \_\_\_\_\_.

\_\_\_\_\_  
City Clerk



December 22, 2025

Logan Stang  
City of Powell  
47 Hall St  
Powell, OH 43065-8357

Dear Logan,

The Esri Small Local Government Cloud-Based Enterprise Agreement (SGCBEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.

- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Local Government Cloud-Based EA terms and conditions.
- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

***"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL LOCAL GOVERNMENT CLOUD-BASED EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."***

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri	e-mail: <a href="mailto:service@esri.com">service@esri.com</a>
Attn: Customer Service SGCB-EA	fax documents to: 909-307-3083
380 New York Street	
Redlands, CA 92373-8100	

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Jack Halper



**Environmental Systems Research Institute, Inc.**  
**380 New York St**  
**Redlands, CA 92373-8100**  
**Phone: (909) 793-2853**  
**DUNS Number: 06-313-4175 CAGE Code: 0AMS3**

**Quotation # Q-553674**

**Date:** December 22, 2025

**Customer # 256627 Contract #**

City of Powell  
 Development Dept  
 47 Hall St  
 Powell, OH 43065-8357

**ATTENTION:** Logan Stang  
**PHONE:** (614) 885-5380  
**EMAIL:** lstang@cityofpowell.us

*To expedite your order, please attach a copy of this quotation to your purchase order.*  
**Quote is valid from: 12/22/2025 To: 3/22/2026**

Material	Qty	Term	Unit Price	Total
193253	1	Year 1	\$20,600.00	\$20,600.00
Population of 0 to 20,000 Small Local Government Cloud-Based Enterprise Agreement Annual Subscription				
193253	1	Year 2	\$20,600.00	\$20,600.00
Population of 0 to 20,000 Small Local Government Cloud-Based Enterprise Agreement Annual Subscription				
193253	1	Year 3	\$20,600.00	\$20,600.00
Population of 0 to 20,000 Small Local Government Cloud-Based Enterprise Agreement Annual Subscription				

Subtotal:	\$61,800.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
<b>Total:</b>	<b>\$61,800.00</b>

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

<b>For questions contact:</b> Jack Halper	<b>Email:</b> jhalper@esri.com	<b>Phone:</b> 773-805-8823
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The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, Esri may invoice at least 30 days in advance of each anniversary date without the issuance of a Purchase Order, and Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

**Esri Use Only:**

Cust. Name \_\_\_\_\_  
Cust. # \_\_\_\_\_  
PO # \_\_\_\_\_  
Esri Agreement # \_\_\_\_\_



**SMALL ENTERPRISE AGREEMENT  
LOCAL GOVERNMENT CLOUD-BASED  
(E214-7)**

This Agreement is by and between the organization identified in the Quotation (“**Customer**”) and **Environmental Systems Research Institute, Inc. (“Esri”)**.

This Agreement sets forth the terms for Customer’s use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A  
List of Products**

**Uncapped Quantities (annual subscription)**

<b>ArcGIS Online User Types</b> ArcGIS Online Viewer User Types	
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**Capped Quantities (annual subscription)**

<b>ArcGIS Online User Types</b>		<b>ArcGIS Online Apps and Other</b>	
ArcGIS Online Contributor User Type	8	ArcGIS Location Sharing for ArcGIS Online	8
ArcGIS Online Mobile Worker User Type	25	ArcGIS Online Service Credits	10,000
ArcGIS Online Creator User Type	25		
ArcGIS Online Professional User Type	8		
ArcGIS Online Professional Plus User Type	8		

**Other Benefits**

Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement (“**Ordering Document**”). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER’S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri’s receipt of an Ordering Document, unless otherwise agreed to by the parties (“**Effective Date**”).

**Term of Agreement:** Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

\_\_\_\_\_  
(Customer)

By: \_\_\_\_\_  
Authorized Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### CUSTOMER CONTACT INFORMATION

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

City, State, Postal Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

Country: \_\_\_\_\_

Quotation Number (if applicable): \_\_\_\_\_

## 1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

“**Case**” means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

“**Deploy**”, “**Deployed**” and “**Deployment**” mean to redistribute and install the Products and related Authorization Codes within Customer’s organization(s).

“**Fee**” means the fee set forth in the Quotation.

“**Maintenance**” means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

“**Master Agreement**” means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

“**Product(s)**” means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

“**Quotation**” means the offer letter and quotation provided separately to Customer.

“**Technical Support**” means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

“**Tier 1 Help Desk**” means Customer’s point of contact(s) to provide all Tier 1 Support within Customer’s organization(s).

“**Tier 1 Support**” means the Technical Support provided by the Tier 1 Help Desk.

“**Tier 2 Support**” means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

## 2.0—ADDITIONAL GRANT OF LICENSE

**2.1 Grant of License.** Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

**2.2 Consultant Access.** Esri grants Customer the right to permit Customer’s consultants or contractors to use the Products exclusively for Customer’s benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer’s benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

## 3.0—TERM, TERMINATION, AND EXPIRATION

**3.1 Term.** This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

**3.2 No Use upon Agreement Expiration or Termination.** All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

**3.3 Termination for a Material Breach.** Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

**3.4 Termination for Lack of Funds.** For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

**3.5 Follow-on Term.** If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

## 4.0—PRODUCT UPDATES

**4.1 Future Updates.** Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

**4.2 Product Life Cycle.** During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

## 5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

### a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

### b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

## 6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

## 7.0—ADMINISTRATIVE REQUIREMENTS

**7.1 OEM Licenses.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

**7.2 Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

## 8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

### 8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.
- c. Esri's federal ID number is 95-2775-732.
- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

**8.2 Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
  - (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
  - (2) Order number
  - (3) Applicable annual payment due

## 9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



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**From:** Andrew D. White, City Manager  
**To:** Members of City Council  
**Initiated By:** Logan Stang, Planning Director  
**Re:** Resolution 2026-08 – Design Guidelines Contract Update  
**Date:** January 20, 2026

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**Summary:**

This resolution is a request to authorize the City Manager to increase an existing professional services agreement (PSA) to update the downtown design guidelines. In 2025, the City initiated parallel efforts to rewrite the zoning code and update the downtown design guidelines as key components for facilitating downtown development. Based on ongoing efforts, Staff is requesting to increase the existing PSA to ensure the design guidelines capture the community’s vision for downtown development.

In May 2025, Staff entered into an agreement with the City’s architectural advisor, Shyft Collective (now SSOE Group), to update the guidelines alongside the zoning code rewrite. SSOE Group developed several reports as a framework which included an evaluation of the current guidelines, review of benchmark communities, and summary of related downtown efforts such as the code rewrite and Village Green Master Plan. Based on this work and discussion with the Development Committee and Planning and Zoning Commission, it was determined that additional funds are needed to ensure the update reflects the direction for future development.

The initial contract was approved in 2025 for \$50,000.00. The request is to increase this to \$70,000.00, a \$20,000.00 difference, to support the guidelines update. No new appropriations are requested as the work can be funded by the Planning Department’s budget, the majority from 2025 and additional funds from the 2026 budget. Per the purchasing policy, City Council must approve requests over \$50,000.00 which is the reason for the resolution.

**Legal Review:**

The Law Director has reviewed and approved to form.

**Financial Review:**

The Finance Director has reviewed and supports the resolution.

**Recommendation:**

Staff recommends the approval of Resolution 2026-08.



**RESOLUTION 2026-08**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO INCREASE A PROFESSIONAL SERVICES AGREEMENT WITH SSOE GROUP FOR THE PURPOSE OF UPDATING THE DOWNTOWN DESIGN GUIDELINES.**

**WHEREAS,** the City of Powell Council hereby determines it is in the best interest of the City to update policies and regulations related to development through a coordinated effort; and

**WHEREAS,** the City recognizes the need to maintain the character of downtown while promoting revitalization through new investment and development; and

**WHEREAS,** the City initiated the downtown design guidelines update in 2025 alongside the zoning code rewrite to holistically improve development regulations; and

**WHEREAS,** the City recognizes that the increase in the professional services agreement will ensure the downtown design guidelines support the community’s vision for the district.

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO AS FOLLOWS:**

Section 1: That the City Manager is hereby authorized and directed to enter into a professional services agreement with SSOE Group, in a form acceptable to the Director of Law and in a contract amount of approximately \$70,000.00 to update the downtown design guidelines.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of Council and any of the decision-making bodies of the City of Powell, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 3: This Resolution shall be in full force and effect immediately upon adoption.

\_\_\_\_\_  
Heather Karr Date  
Mayor

\_\_\_\_\_  
Elaine McCloskey Date  
City Clerk

**EFFECTIVE DATE:** January 20, 2026

This legislation has been posted in accordance with the City Charter on this date \_\_\_\_\_.

\_\_\_\_\_  
City Clerk



**From:** Andy White, City Manager  
**To:** Members of City Council  
**Initiated By:** Ron Sallows, Chief of Police  
**Re:** Resolution 2026-09: Authorizing the City Manager to Purchase Three (3) Police Cruisers  
**Date:** January 20, 2026

**Summary:**

The City budgeted and planned for the replacement of police vehicles in 2026. The Police Department has identified three (3) vehicles which are due for replacement, in order to maintain a reliable vehicle fleet for police staff to respond to both emergency and non-emergency calls, and for patrols of the city jurisdiction.

Lee Kinstle Chevrolet has the State of Ohio Department of Administrative Services 2026 State Term Contract (#RSI033164) listing base vehicle price as \$48,750.00 and Tim Lally Chevrolet has the same vehicle for a base price of \$48,536.00, or \$214 less. After adding the optional 7-year warranty and additional vehicle add-ons, each vehicle's price at Tim Lally Chevrolet is \$56,203.00 or \$168,609.00 for three.

The Administration respectfully requests a resolution authorizing the City Manager to enter into a purchase agreement and execute contracts as required to purchase of three (3) police vehicles.

**Legal Review:**

The Law Director's office has reviewed and approved the legislation as to form.

**Finance Review:**

The Finance Director has reviewed the Resolution and supports the recommendation. The estimated unit price of each cruiser is within the budgeted amount for fleet replacement this year.

**Recommendation:**

Staff recommends approval of resolution 2026-09.



**RESOLUTION 2026-09**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE THREE (3) POLICE CRUISERS.**

**WHEREAS**, The City of Powell budgeted and planned for the replacement of three (3) police vehicles in 2026; and

**WHEREAS**, The Police Department and Compass Direct, LLC. has identified three (3) police vehicles that are due for replacement; and

**WHEREAS**, The City needs to maintain a reliable police department vehicle fleet for police staff to respond to both emergency and non-emergency calls, and for patrols of the city jurisdiction; and

**WHEREAS**, Lee Kinstle Chevrolet has the current State of Ohio State Term Contract for police vehicles showing a base vehicle price of \$48,750.00; and

**WHEREAS**, Tim Lally Chevrolet has provided a quote for the same base vehicles for \$48,536, which is \$214 less than the current State of Ohio State Term Contract; and

**WHEREAS**, the cost of each police vehicle with add-ons and optional 7-year unlimited mileage warranty is \$56,203.00 or \$168,609.00 for three; and

**WHEREAS**, the City wishes to purchase three (3) vehicles from Tim Lally Chevrolet.

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO, AS FOLLOWS:**

Section 1: That the City Manager is hereby authorized and directed to purchase three police vehicles from Tim Lally Chevrolet in the amount of \$168,609.00.

Section 2: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of Council and any of the decision-making bodies of the City of Powell, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 3: This Resolution shall be in full force and effect immediately upon adoption.

\_\_\_\_\_  
Heather Karr Date  
Mayor

\_\_\_\_\_  
Elaine McCloskey Date  
City Clerk

**EFFECTIVE DATE: January 20, 2026**

This legislation has been posted in accordance with the City Charter on this date \_\_\_\_\_ .  
\_\_\_\_\_  
City Clerk

City Council  
Heather Karr, Mayor  
Kurt Ramsey Leif Carlson David Lester Tom Counts Tyler Herrmann Carlos Crawford

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: STATEWIDE NEW, MODEL YEAR 2026 OR MANUFACTURER'S CURRENT PRODUCTION MODEL, LAW ENFORCEMENT VEHICLES (CHEVROLET TAHOE)

CONTRACT No.: RSI033164

CONTRACT ID:33164

EFFECTIVE DATES:10/1/2025 to 9/30/2026

SUPPLIER: LEE KINSTLE CHEVROLET BUICK GMC INC

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. SRC0000032151. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Instructions to Bidders and Standard Terms and Conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

CONTRACT RENEWAL. This Contract may be renewed after the ending date of the Contract solely at the discretion of the Contracting Agency for a period of one month. Any further renewals will be by mutual agreement between the Contractor and the Contracting Agency for any number of times and for any period of time. The cumulative time of all mutual renewals may not 24 months unless the Contracting Agency determines that additional renewal is necessary.

This Requirements Contract is available to all State Agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

This Requirements Contract and any Amendments thereto are available from the OhioBuys public portal at the following address:

<https://ohiobuys.ohio.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>

Signed: \_\_\_\_\_

Kathleen C. Madden, Director

Date

1 - SPECIFICATIONS AND REQUIREMENTS

1.1 SCOPE:

These specifications define the State's requirements for new, Model Year 2026 or manufacturer's current production model, law enforcement vehicles to be utilized by State Agencies in the operation of State government, primarily for law enforcement work. This includes political subdivisions that are members of the Department of Administrative Services, Office of Procurement Services Cooperative Purchasing program.

Vehicles shall be the latest current model, complete with all standard equipment, unless otherwise specified. Any item which is standard equipment on the vehicle being bid, but not listed below, must not be removed from the vehicle. Manufacturer's disclaimers indicate changes in product specifications may occur during the model year and they reserve the right to do so without repercussion. All current mandatory Department of Transportation safety requirements are to be furnished, including seat belts and shoulder harness.

1.2 CLASSIFICATION:

The information listed below is based upon vehicle purchases the Office of State Procurement had received from estimations from Agencies. Due to the life cycle of vehicles, usage data will change from year to year. The State makes no representation or guarantee as to the actual number of vehicles that will be purchased by participating agencies.

Item Number	Estimated Usage	Classification
3	60 Units	Chevrolet Tahoe: Sporty Utility Vehicle -Full Size-4 Door-V8- Rear Wheel Drive

1.3 APPLICABLE DOCUMENTS:

- A. Ohio Revised Code Section 125
- B. Ohio Revised Code Chapters 4501, 4503, 4513, and 4517
- C. Ohio Administrative Code Sections 4501:1-3-05
- D. Federal Motor Vehicle Safety Standards (FMVSS)
- E. Society of Automotive Engineers (SAE) Automotive Technical Standards
- F. Occupational Safety & Health Administration (OSHA) Regulations
- G. U.S. Environmental Protection Agency (EPA) Laws & Regulations
- H. Model Year 2026 or Manufacturer's most current Model EPA Fuel Economy Guide
- I. State of Michigan, Department of State Police, National Law Enforcement & Corrections Technology Center and Department of Technology

1.4 REQUIREMENTS:

In addition to the Model Year 2026 or Manufacturer's most current Model Year State of Ohio Law Enforcement Vehicles minimum specification sheets, the following items of factory-installed equipment shall be required as Standard Equipment on each vehicle listed in this bid, unless otherwise noted. Optional Equipment required to be furnished on the unit is noted on the State's Specifications. Options listed herein, are to be factory installed except for items(s) not available from the factory.

1.4.1 - REQUIRED STANDARD EQUIPMENT:

The following is required standard equipment:

- A. 12V power point
- B. Rust Proofing: Each vehicle listed in this bid shall have the Manufacturer's standard corrosion protection system. A copy of the corrosion protection warranty is to be included with this bid certifying compliance of this requirement. NOTE: Failure to provide this warranty may result in disqualification of this bid.
- C. Spare wheel and tire

- D. All vehicles to be delivered with fuel tank at least one-half (1/2) full.
- E. Radio Suppression: Each vehicle listed in this bid shall have the manufacturer's standard radio suppression system.

Radio Suppression shall be equipped with noise suppression equipment for two-way radio operation, which shall suppress vehicle electrical and electronic generated radio frequency interference problems. Broad band vehicular generated noises shall not exceed ½ microvolt, as measured by the 12 DB SINAD method, at the two-way radio receiver antenna. Further, the vehicle shall not produce any on-frequency interference problems encountered with any of the on-board systems of the supplied vehicles. It is the responsibility of the contractor to ensure that operation of properly installed two-way mobile low band radio transmitters will not adversely affect the operation of the vehicle in any manner.

- F. Tires: Shall be as recommended by the manufacturer for the vehicle specified, and shall be premium quality of recognized manufacturer, all season, steel belted radials, black walled, and meet the minimum speed rating specified (unless otherwise specified).
- G. Paint: The entire unit shall be painted in accordance with automotive standards. All colors are to be solid and manufacturing standard and will be specified on the order. Certain items may require specific paint as noted. Bidder to note which colors are standard at no extra cost on each item bid. If no chart is submitted or no notations are made it will be assumed all colors are standard and no additional compensation will be made for any factory color ordered.
- H. Restraint System and Supplemental Restraint Systems: Restraint Systems refers to lap and shoulder seat belts and Supplemental Restraint Systems refers to air bag system.
- I. Additional Option Package: This has been included on the Item Grid for the bidder to include several of their more popular options. In the event of an order for one (1) or more of these options, it is the responsibility of the contractor to assure that the entire content(s) of the Option Package is made available to the ordering entity and is what the ordering entity is requesting to be included with their purchase.

#### 1.4.2 - OPTIONAL EQUIPMENT, TRUNK LID WARNING FLASHING LIGHTS:

Inside Trunk Lid Warning Flashing Lights are to be installed as high as possible to provide maximum visibility from the rear of the vehicle.

#### 1.5 DELIVERY:

##### 1.5.1 - ORDER CONFIRMATION:

Upon receipt of an order from an ordering agency, contractors are expected to enter orders with the factory within two (2) days after of receipt of purchase order. The contractor will confirm receipt of the agency's order and projected shipping date to the ordering agency within two (2) working days, by either fax or electronic means. The confirmation document shall confirm the contractor's order number, specific item(s), order quantities, unit price, a copy of the order notification and vehicle order number. The confirmation document may be a copy of the agency's order with the contractor's order number entered thereon. Delivery to the ordering agency is to be accomplished within seven (7) days after the contractor receives and services ordered items (for Delayed Delivery refer to section 1.5.3).

##### 1.5.2 - ORDERING ENTITY CONTACT:

Any State of Ohio ordering entity and/or political subdivision ordering from this contract needs to be sure that they have included a contact, phone/fax numbers on the purchase order to the dealership. State's Cooperative Purchasing members need to be sure to include their current membership certificate number and / or a copy of their current membership certificate when placing an order to the dealership.

##### 1.5.3 - DELAYED DELIVERY:

- A. Certain agencies may require delayed delivery on various items within this Contract. For any vehicle order that requests delayed delivery, the storage charges per day shall commence seven (7) calendar days after agency contact person notification that vehicle(s) so ordered are serviced and ready for delivery. The rate of such charges be indicated on the catalog item as Delayed Delivery Daily Storage Charge. Failure to include a dollar amount at bid submission for the Delayed Delivery Daily Storage Charge will be interpreted as \$0.00.

- B. If ordering entities elect to take delivery at the Contractor's place of business, pickup must be within seven (7) calendar days after notification that the vehicle is serviced and ready for pickup. If the vehicle is not picked up within the seven (7) calendar days after notification, the ordering entity is subject to a storage charge. The rate of such charges shall be indicated on the catalog item as Delayed Delivery Daily Storage Charge. Failure to include a dollar amount at bid submission for the Delayed Delivery Daily Storage Charge will be interpreted as \$0.00.

#### 1.5.4 - DELIVERY INSTRUCTIONS:

The transporting and delivery of automobiles shall be accomplished by surface transport, or by being driven individually. Tow bar delivery is not acceptable. All deliveries shall be effected per bid commitment. Failure to meet delivery requirements may be cause for cancellation, only with the approval of the Office of Procurement Services.

#### 1.5.5 - MANUFACTURERS PRODUCTION TERMINATION NOTICE (BUILD-OUT):

- A. The contractor is required to notify the Office of Procurement Services when build out dates and dealer order cutoff dates are released by the manufacturer. A build out schedule is listed in the Contract to assist entities in planning vehicle purchases. With build out notification, the contractor must provide the status of pricing: price protection (maintaining current prices for the next model year) or the proposed new model year pricing. If new model year pricing is unknown at the time of current model year build out, the Contractor must communicate that pricing is to be determined (refer to Section 3.4 of this document for model year and model year pricing updates). Failure to provide timely notification may result in breach of contract.
- B. Orders prior to manufacturer production termination notice (build-out date): All orders placed against any contract resulting from this bid, shall be provided to the contractor no later than the manufacturer's build-out date, which in the past is usually around March, but may be much earlier. Agencies will be notified of these dates but are urged to submit their orders as quickly as possible after receipt of the contract.
- C. All orders received and accepted by the contractor on, or prior to, the build-out date shall guarantee delivery of the vehicle as described on the purchase order at the Contract price. In the event the manufacturer cancels a confirmed order placed by an ordering agency due to the model year build-out, the contractor must notify the ordering agency immediately and provide evidence of manufacturer cancellation. If the contract has been amended to include the next model year with approved pricing, the ordering agency may opt to proceed with their order for the new model year at pricing approved in the contract. The ordering agency should confirm in writing to the contractor that they want to proceed with the next model year. The contractor should attempt to maintain the ordering agency's place in line if the next model year is ordered.
- D. Any order received by the contractor after the build-out date will be subject to availability. The contractor reserves the right to accept or reject these orders. The contractor will be required to notify the ordering agency, within five (5) working days, after the purchase order has been received by the contractor, whether the purchase order will be accepted or rejected. If the purchase order cannot be accepted it shall be returned to the ordering agency by the contractor. Once accepted, the contractor shall be required to fulfill the order. Failure to do so may result in the ordering agency purchasing a comparable vehicle from another source. The contractor will be held liable for any difference in price.

#### 1.6 NOTES:

##### 1.6.1 – WARRANTY:

Unless ordered with extended warranty, manufacturer's standard warranty shall apply, copy of warranty to be delivered with vehicle(s) purchased. Order will be considered incomplete until warranty is delivered.

**1.6.2 – SPECIFICATION CONFORMATION & EXTRA ACCESSORIES:**

Any delivered vehicle not conforming to these specifications shall be rejected and it will be the responsibility of the dealer or manufacturer to comply with State of Ohio requirements. Any extra accessories delivered on vehicles cannot and will not be paid for.

**1.6.3 - ORDERING REQUIREMENTS/LIMITATIONS:**

Some equipment requested may be available only in combination with other options or subject to additional ordering requirements or limitations. Be sure such requirements are noted. Once awarded, contractors are expected to deliver vehicles as ordered, incurring no additional costs beyond the stated prices.

**1.6.4 - ADDITIONAL OPTIONS:**

Bidders may elect to quote some of their more popular options for the item being bid. The options(s) being offered must be available for the item being bid. The additional options being offered must not change the item model being bid.

**1.6.5 – DIFFERENTIAL TYPE/RATIO:**

For the purposes of this bid the terms limited slip, anti-spin, automatic locking, rear locking, TRAC-LOC, etc. are to have the same meaning. The bidder is to state the standard rear axle ratio being provided (include information on the Specification Identification, Unspecified Option Price, & Delivery form and attach form via Questionnaire) and is to quote any additional ratio that may be available when preparing their bid.

**1.6.6 - MILES PER GALLON REQUIREMENT (2019 DATA) EPA ESTIMATED MILEAGE:**

Vehicles bid shall be equipped with an engine that meets at least the minimum requirements for the EPA Estimated Mileage as stated in the State of Ohio specification sheet. In the instance where an EPA Estimated Mileage is not available, the bidder is to supply the manufacturer's estimated mileage for the engine quoted.

**1.7 - SPECIFICATION SHEETS:**

Shown below are the specifications requirements for equipment that the State desires to purchase. These specifications are only considered as necessary to establish functional requirements. Proprietary design, exact dimensions, capacities, or restrictive features will not preclude acceptance of other recognized alternates meeting comparable performance requirements as determined by the Department of Administrative Services. List all deviations providing equivalent performance in the Questionnaire. Failure to comply may deem the bid not responsive.

Item 3: AUTOMOBILE – POLICE SPECIAL – SPORT UTILITY VEHICLE – FULL SIZE – 4 DOOR – V8 – RWD (4x2)

Line No.	Standard Specification Items	Minimum Requirements
<b>Brand</b>		
1.	Manufacturer Make	Chevrolet (No Equivalent Offer)
2.	Manufacturer Model	Tahoe (No Equivalent Offer)
<b>Powertrain</b>		
3.	Engine Type (Liter/Cylinder)	5.3L, V8
4.	Horsepower (Net HP)	355
5.	Transmission	Automatic, 10 Speed
6.	Drive Type	Rear 2-Wheel Drive
7.	Alternator (amps)	250
8.	Flexible Fuel Vehicle (FFV)	Yes
9.	Battery (CCA)	760
10.	Cooling System	Heaviest Duty Available
11.	EPA Estimated Mileage (City/Highway MPG)	15/19 (Gasoline)
<b>Drivability</b>		
12.	Steering	Electric Power-Assist
13.	Power Antilock Brakes (ABS) Front & Rear	Required
<b>Exterior</b>		
14.	Number of Doors	4
15.	Wheelbase (in.)	120.9
16.	No Body Side Molding	Required FR & RR
17.	Exterior Mirrors – Right & Left Mounted	Power Remote
18.	Paint – Specify Standard Colors	GAZ Summit White, GBA Black, GXD Sterling Gray, GXP Lakeshore Blue, G6M Dark Ash
19.	Left Handed Spotlight, Pillar Mounted	Required
20.	Tires – Pursuit/Speed Rated per Manufacturer Recommendations	All Season, Steel Belted, Black Wall
21.	Spare Tire/Wheel	Required
22.	Assist Steps	Required
<b>Safety</b>		
23.	Air Bag Restraint System (Driver & Passenger)	Required
24.	Supplement Restraint System (Driver & Passenger)	Required

Item 3: AUTOMOBILE – POLICE SPECIAL – SPORT UTILITY VEHICLE – FULL SIZE – 4 DOOR – V8 – RWD (4x2) (continued)

Line No.	Standard Specification Items	Minimum Requirements
<b>Seating</b>		
25.	Seating Capacity	6
26.	Seat Covering	Cloth FR, Vinyl RR
27.	Floor Covering	Heavy Duty Rubber
28.	Front Seat Type	Bucket Adjustable – No Center Console
29.	Rear Seat Type	Split 60/40 Bench
<b>Interior</b>		
30.	Arm Rest on Front Doors	Required
31.	Foam Front Seat Cushion	Required
32.	Trunk/Cargo Light	Automatic
33.	Interior Lighting	Overhead Dome & Map or Dome Driver Light
34.	Interior Rear View Mirror	Day/Night
<b>Dimensions</b>		
35.	Fuel Capacity (Gal.)	24
36.	Base Curb Weight (lbs.)	5,717
37.	Headroom (Front/Rear) (in.)	42/38
38.	Leg Room (Front/Rear) (in.)	45/39
39.	Hip Room (Front/Rear) (in.)	60/60
40.	Shoulder Room (Front/Rear) (in.)	64/65
41.	Interior Cargo Area/ Cargo Area Seats Folded Down (cu. ft.)	25.5/72.6
<b>Accessories</b>		
42.	Keyed Door Lock (Driver Side Minimum)	Power w/Remote Keyless Entry
43.	Glass	High Strength, Factory Tint
44.	Rear Window Defroster	Wired in Glass
45.	Fresh Air Temperature Controlled Heater	With Windshield Defrosters
46.	Intermittent Windshield Wipers	With Dual Speed
47.	Air Conditioning	Required
48.	Radio – Factory Installed	AM/FM
49.	Radio Suppression System	Required
50.	12 Volt Power Outlet, in Front Compartment	Required
51.	Fuel at Delivery	½ Tank
52.	Speedometer/ Standard Gage Package	Required
53.	Hood Latch Release	Inside Passenger Compartment only, by Driver Side
54.	Dual Horns, Factory Installed	Required

Item 3: AUTOMOBILE – POLICE SPECIAL – SPORT UTILITY VEHICLE – FULL SIZE – 4 DOOR – V8 – RWD (4x2) (continued)

Line No.	Standard Specification Items	Minimum Requirements
<b>Accessories</b>		
55.	Electronic Door Locks/ Electronic Windows	Driver Control Lock Out (Required)
56.	Rear Window Wiper/Washer	If applicable
57.	Remote Control Rear Gate Release by Driver	Required, if available
58.	Rear Door	Lift Gate
<b>Warranty</b>		
59.	Rust Proofing	Min. Factory Warranty
60.	Manufacturer Standard	Min. 3 yr./36,000 Mile
61.	Powertrain	Min. 5 yr./100,000 Mile
<b>Optional Equipment Items</b>		
62.	45-Day Tags	
63.	Additional Set of Keys with FOB Enabling Electronic Keyless Entry	
64.	4-Wheel Drive SSV Package	
65.	Grill Lamps & Siren Speakers Wiring	
66.	Horn & Siren Circuit Wiring	
67.	Auxiliary Ground Studs	
68.	Carpet	
69.	No Spotlight	
70.	No Daytime Running Lights	
71.	Locking Differential - Standard	
72.	Special Paint: Red	
73.	Inoperative Inside Rear Door Locks & Handles	
74.	Inoperative Rear Window Switches	
75.	XM Radio Delete	
76.	Bucket Seats with Console	
77.	High Polished Aluminum Wheels	
78.	Max Trailering - Standard	
79.	Pursuit Police Package	
80.	2nd Row Vinyl Seats w/ Cloth Front	
81.	Front Center Seat (20%Seat) Delete	
82.	Red & White Front Auxiliary Dome Lighting	
83.	Street Appearance Package (factory console, spot light delete, full wheel covers, cloth rear seats, carpeting)	
84.	Perimeter Anti-Theft Alarm with remote start option - Standard	
85.	4 Wheel Drive PPV Package	
86.	Additional Option Package: VK3 Front License Plate Bracket	
87.	Additional Option Package: R9L Remove onstar	
88.	Additional Option Package: K05 engine block heater	

Unspecified Option Price: 3.00% above manufacturer invoice

Delivery Days After Receipt of Order: 90-200 Days ARO

## 2 - STANDARD TERMS AND CONDITIONS

The State of Ohio [Standard Terms and Conditions](#) (revised 03/31/25) govern this Contract and are incorporated as if fully rewritten herein.

## 3 - CONTRACT SPECIFIC TERMS AND CONDITIONS

### 3.1 - ORDER OF PRIORITY:

The order of priority of the Contract will be the following: 1.) Specifications and Requirements; 2) Contract Specific Terms and Conditions; 3) Standard Terms and Conditions.

### 3.2 - AMENDMENT TO CONTRACT TERMS AND CONDITIONS:

The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

### 3.3 - BRAND SPECIFIC:

The items listed are being bid by specified manufacturer brand pursuant to Ohio Administrative Code 123:5-1-10 (D)(6). No other brands of products will be acceptable.

### 3.4 - FIXED PRICE WITH ECONOMIC ADJUSTMENT FOR MODEL YEAR UPDATE:

The contract price(s) will remain firm at the listed price(s) for the model year awarded for the duration of the contract. Upon notification of the Model Year Build out of the Model Year awarded, the Contractor may submit a request to roll over current pricing to the next model year or increase their prices for the next model year of the Make/Model awarded, to be effective thirty (30) calendar days after acceptance by DAS. If pricing is unknown at the time of build out notification, Contractor can request the price adjustment as soon as that information is available. Contractors must submit price increase requests for the next model year of Make/Model awarded no later than 90 days prior to the end of the current contract. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from its suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. Price adjustments due to manufacturer cancellation require Agency approval (see Section 1.5.5.C). If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The proposed model year price increase must be justified by providing the updated manufacturer's pricing for the next model year. The proposed percentage price increase for the new model year contract item must not exceed the manufacturer's MSRP percentage price increase year over year. Optional equipment item pricing updates can only be updated with the new model year update information and must not exceed the manufacturer's MSRP percentage price increase year over year. Supportive documentation should include but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base and options cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to the "Suspension/Termination" and the "Contract Remedies" sections of the "Standard Contract Terms and Conditions."

### 3.5 - OPTIONS PRICING NOTE:

Options prices bid are to be less than the manufacturer's suggested retail price(s) (MSRP). Bidder signifies by the completion of "Bid Certification" in their response that the option prices bid are less than MSRP. Bidders found to be over charging for options during bid evaluation may have those options deleted from any award. Bidders found to be over charging for options at the time of invoicing will be required to submit corrected invoices reflecting proper pricing.

Bidders must indicate whether an option item is included with the base unit, no additional charge, not available, or a price for the option. On the Item Grid, the following must be used to indicate one of those choices:

- Included with base unit or available at no additional charge: On the Item Grid, enter \$0.00
- Not available: On the Item Grid, mark 'Yes' in the Decline column
- Price: On the Item Grid, enter the dollar value

### 3.5.1 - REQUIRED OPTIONS:

Line items with a value greater than 0 in the "Units to Evaluate" are Required Options. Failure to offer a Required Option may deem your bid response not responsive and ineligible for award. Bidders must either, indicate the Required Option is included with the base unit or available at no additional charge by entering \$0.00, or providing a price. Bidders that decline a Required Option or respond with no cost but cannot provide this item may be deemed not responsive and ineligible for award.

If an option is not available as original factory equipment and is supplied as an aftermarket item, the Dealer Part Number field is to include an "AM" designation.

### 3.5.2 - ADDITIONAL OPTION PACKAGES:

Bidders may elect to supply pricing for popular or common option packages not included as a required options on the Item Grid. Additional option packages quoted will be made available to the ordering entities at the discretion of DAS, as part of the Contract.

### 3.5.3 - UNSPECIFIED OPTION PRICE:

Unspecified option price is the percentage above the manufacturer's invoice cost that is used to calculate unit cost for non-specified optional equipment required by an ordering entity.

Any option not specified on the Item Grid will be made available to the ordering entities, following Contract award and DAS approval, at the Unspecified Option Price. Bidder is to specify the percentage on the Specification Identification, Unspecified Option Price, & Delivery form and attach form via Questionnaire. If no Unspecified Option Price is provided by the Bidder, the State will assume that the price will be equal to the manufacture invoice. The Unspecified Option Price specified by the Bidder will not be used in the vehicle evaluation.

### 3.6 - TRANSPORTATION CHARGES:

Any items(s) ordered from this Contract shall be delivered F.O.B. destination to any state agency or any political subdivision located within the State of Ohio as stated on the purchase order, at the rate per mile, per vehicle delivery charge as listed on the item page. When generating orders, contact the contractor and establish the total round trip miles for one (1) vehicle from dealers location, using the State of Ohio Official Highway Map, unless some other mutually agreed upon method is acceptable.

### 3.7 - MINIMUM DELIVERY CHARGE:

This charge is to be used when the rate per mile per vehicle, as listed on the catalog, times the number of round-trip miles is less than the minimum delivery charge. The contractor may not bill for both the rate per mile, per vehicle and the minimum delivery charge.

3.8 - PLACEMENT OF ORDERS:

Ordering entities are strongly encouraged to place orders as early as possible in the model year. Purchase orders for any item(s) listed in a contract, awarded pursuant to this bid, will be placed directly with the contractor(s) by the using agency. No order shall specify delivery to exceed thirty (30) days beyond the expiration and/or cancellation date of the contract.

3.9 – PURCHASE ORDERS:

The Purchase Orders for item(s) listed in this Contract will be placed directly with the contractor by the ordering agency. All purchases, made by state agencies only, will be placed using either the official State of Ohio Purchase Order or, by a purchase order issued by the State’s third-party financing administrator. The State will not be obligated to pay for purchases of any supplies or services, made by any other method. No order shall specify delivery to exceed thirty (30) days beyond the expiration, termination, or cancellation date of the Contract. A Purchase Order will authorize the contractor to provide the required supplies or services and, upon delivery, acceptance and submission of a proper invoice, will obligate the ordering agency to pay for the supplies or services furnished by the contractor.

When applicable, purchase orders may be placed for delivery to the agency on a quarterly basis. Any orders issued prior to the expiration, termination, or cancellation date of the Contract, which require delivery up to ninety (90) days beyond the approved expiration, termination, or cancellation date are to be fulfilled by the contractor.

ALL purchase orders placed against this Contract are to contain verbiage exactly as to how the title, delivery instructions, etc. are to read, i.e.:

TITLE TO:	SHIP TO:	BILL TO:
AGENCY TAX NO. _____		
AGENCY _____	_____	_____
ADDRESS _____	_____	_____
CITY/STATE _____	_____	_____
COUNTY _____	CONTACT _____	
TELEPHONE _____		

3.10 - SUBMISSION OF INVOICES:

Refer to the Standard Contract Terms and Conditions; IV, Order and Payment Provisions. Invoices will not be issued prior to receipt of a purchase order.

3.11 – PAYMENT:

During the term of this Contract, a third-party financing option will be made available to State agencies only; not to political subdivisions. The contractors (dealers) will be notified by the State to review the order to pay process utilized by the third-party administrator. Contractors will continue to receive payment in full; either from the State or the third-party administrator. If payment is received from the third-party administrator, the title to the vehicle is to (may) be forwarded to the third-party administrator. If a third-party administrator is used for payment, there could be a delay in receipt of payment.

It is unknown which agencies may purchase through a third-party administrator or quantity of vehicles being purchased. This payment method may increase the number of vehicles purchased. Electronic Funds Transfer (EFT) may be used as payment method with mutual agreement between the third-party financing administrator and the dealer.

Payment will be issued once full order is completed and vehicles are delivered to ordering agency.

**3.12 - CANCELLATION AFTER ORDER CONFIRMATION:**

If an ordering agency needs to cancel any units due to agency error (wrong vehicle, over purchase, discontinued use, inventory reduction, etc.) after receiving the confirmation from the factory as described in Section 1.5.1, Delivery, the contractor may accept or reject the cancellation. If the contractor accepts the cancellation, they may charge a fee of up to \$1,000.00 per vehicle cancelled to recover costs for reselling the vehicle.

**3.13 – SERVICE:**

The vehicle will be completely dealer serviced and conditioned as per the manufacturer's pre-delivery recommendations and all equipment is to be completely installed with all adjustments made which are required to prepare the vehicle for immediate and continuous operation upon delivery. This requires that all fluids are filled to their maximum levels unless otherwise defined. Unit shall conform to all current Federal Safety Regulations including OSHA.

**3.14 - SERVICE POLICY:**

The successful bidder shall furnish with each vehicle delivered, or within three (3) days after delivery of the vehicle, the Manufacturer's Owner Service Policy. In addition, the Owner's Service Policy shall be recognized and accepted by all authorized dealers within the boundaries of the state of Ohio regardless of the location of the District or Regional Headquarters under which the vehicle operates.

**3.15 - CERTIFICATE OF TITLE:**

The contractor must submit application for certificate of title within one (1) business day after delivery of vehicle(s) has been made to the ordering agency. The title shall be delivered within fifteen (15) days after delivery of vehicle(s) to the ordering agency.

**3.16 - AGENCY REGISTRATION:**

The contractor shall furnish the Title Documents for each new vehicle and deliver same to the department ordering the vehicle, unless otherwise specified on purchase order. The contractor shall deliver with the necessary papers a \$15.00 per vehicle filing fee at time of vehicle(s) delivery to any agency authorized to complete their own title registration.

**3.17 – ADVERTISEMENT:**

Dealer name-signs shall not be affixed to any part of the delivered vehicle.

**3.18 - DEALER LICENSE:**

Contractor must be licensed to sell motor vehicles in the State of Ohio pursuant to ORC [4517.12](#). DAS may ask for proof of a dealers license/permit.

The Bidder should submit their dealer license/permit issued by the State of Ohio with their bid response. If not provided as part of the bid response, the Bidder must provide said dealer license within seven (7) calendar days after request/notification by the Office of Procurement Services. Failure to submit the dealer license within the stated time period may result in the bid response being deemed as not responsive.

**3.19 - AUTHORIZED DEALER STATEMENT:**

Bidders responding to this Invitation to Bid must be an authorized dealer or manufacturer of the products they are bidding. Bidders should submit a letter with their bid response certifying that they are the manufacturer or an authorized dealer of the manufacturer of the products being bid. This certification must be on the manufacturer's letterhead and must be signed by a duly authorized manufacturer's representative. If not provided as part of the bid response, the Bidder must provide said statement within seven (7) calendar days after request/notification by the Office of Procurement Services. Failure to submit the certification letter within the stated time period may result in the bid response being deemed as not responsive.

### 3.20 - SALES LICENSE:

Contractor must be licensed to sell new motor vehicles pursuant to ORC [4517.01](#) and [4517.02](#).

DAS may ask for proof of a salesperson's license after bid opening if not provided at bid opening. If requested, the Bidder will have seven (7) calendar days to respond.

If the owner/partner who is listed on the dealer's license is selling to the State, rather than a salesperson, an affirmation letter stating this must be provided in lieu of a salesperson license.

### 3.21 - ENERGY POLICY ACT:

The Energy Policy Act was signed into law in 1992. Under the act, state and federal government fleets must begin phasing in alternative fuel vehicles as replacements for petroleum fuel vehicles. The act recognizes methanol, ethanol and other alcohol-gasoline blends, natural gas, liquefied petroleum gas and other fuels as sources of replacement ("reformulated gasoline" and 10% ethanol are excluded from the definition of alternate fuels).

### 3.22 - COOPERATIVE PURCHASING CONTRACT:

This Contract may be utilized by Cooperative Purchasing Members. "Cooperative Purchasing Members" or "Co-op Members" are entities that qualify for participation in the State's cooperative purchasing program under Section 125.04 of the Ohio Revised Code ("ORC") and that have completed the steps necessary to participate in that program. They may include Ohio political subdivisions, such as counties, townships, municipal corporations, school districts, conservancy districts, township park districts, park districts created under Chapter 1545 of the ORC, regional transit authorities, regional airport authorities, regional water and sewer districts, and port authorities. They also may include any Ohio county board of elections, state institutions of higher education, private fire companies, private, nonprofit emergency medical service organizations, and chartered nonpublic schools.

If a purchase is made from this Contract by an entity that is not properly registered with the State's Cooperative Purchasing Program, it may be a violation of law, may be contrary to the entity's competitive bidding requirements, and will be a breach of this Contract by the Contractor. If a Cooperative Purchasing Member relies upon this Contract to issue a purchase order or other ordering document, the Cooperative Purchasing Member "steps into the shoes" of the State under this Contract. The Cooperative Purchasing Member's order and this Contract are between the Contractor and the Cooperative Purchasing Member. The Contractor must look solely to the Cooperative Purchasing Member for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to Cooperative Purchasing Member's orders and Cooperative Purchasing Member's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a Cooperative Purchasing Member.

### 3.23 - CONTRACTOR QUARTERLY SALES REPORT:

The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales to Cooperative Purchasing Members under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

To submit this quarterly sales report, the Contractor is responsible for obtaining access to Ohio|Buys and must report the quarterly dollar value of sales to Cooperative Purchasing Members to the Department of Administrative Services (DAS) via the Internet using Ohio|Buys at the following web address [supplier-emarketplace.ohio.gov](http://supplier-emarketplace.ohio.gov). If no sales occur, the Contractor must report zero. The report must be submitted no later than thirty (30) days following the completion of the reporting period.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may terminate this Contract.

### 3.24 - CONTRACTOR REVENUE SHARE:

The Contractor must pay to the State a share of the sales transacted under this Contract as a fee to the State to cover the estimated costs the State will incur in administering this Contract and the Services offered under it ("Revenue Share").

The Contractor must remit the Revenue Share in U.S. dollars within 30 days after the end of the quarterly reporting period. The Revenue Share that the Contractor must pay under this Contract equals  $\frac{3}{4}$  of 1% of the total quarterly sales reported. The Revenue Share must be included in the prices reflected in any order and reflected in the total amount charged to the State, and the Contractor may not add a surcharge to orders under this Contract to cover the cost of the Revenue Share.

The Contractor must remit any amount due as the result of a quarterly or closeout sales report at the time the quarterly or closeout sales report is submitted to the Department of Administrative Services, Office of State Purchasing. To ensure the payment is credited properly, the Contractor must identify the payment as a "State of Ohio Revenue Share" and include this Contract number, total report amount, and reporting period covered.

Contractor will pay the Revenue Share by check remittance, both normal and overnight, credit card payment via the State's epayment portal, or ACH payment, if approved by the State, using the instructions below

Check remittance:

Follow the remittance instructions on the required Quarterly Sales Report and Revenue Share Remittance Form at the following link, <https://das.ohio.gov/revenueshareform>

Credit Card Payments:

To pay by credit card, use the following link, <https://epay.das.ohio.gov/Payment>, select "Revenue Share" as the payment type and follow the on-screen prompts.

ACH Payments:

If this payment method is approved by the State, the State will provide payment instructions to Contractor.

If the full amount of the Revenue Share is not paid within 30 days after the end of the applicable reporting period, the non-payment will constitute a contract debt to the State. The State may setoff any unpaid Revenue Share from any amount owed to the Contractor under this Contract and employ all other remedies available to it under Ohio law for the non-payment of the Revenue Share. Additionally, if the Contractor fails to pay the Revenue Share in a timely manner, the failure will be a breach of this Contract, and the State may terminate this Contract for cause as set forth herein and seek damages for the breach.

### 4 - INVITATION TO BID INSTRUCTIONS

[Instructions, Terms and Conditions for Bidding](#) that apply to the solicitation.

### 5 - SPECIAL INSTRUCTIONS TO BIDDERS

#### 5.1 – DELIVERY:

Supplies will be delivered to the participating agency within the timeframe noted on the contract for the item after receipt of order. The delivery location will be noted on the purchase order issued by the participating agency.

#### 5.2 - CONTRACT AWARD:

The contract will be awarded to the lowest responsive and responsible bidder by line item.

**5.3 – EVALUATION:**

Bids will be evaluated in accordance with Article I-15 of the "Instructions to Bidders". In addition, the State will evaluate the bid based on the total item cost, which equals the estimated number of units multiplied by the unit bid price plus the appropriate delivery charge. If estimated usages are unknown a quantity of one (1) will be used for the evaluation. If there is no "delivery charge per mile round trip map mileage rate" supplied or, the calculated value of the delivery charge is less than the minimum delivery charge, the minimum delivery charge will be used for evaluation purposes. The State reserves the right to reject the "per mile" delivery charge or the "minimum" delivery charge if it is determined to be excessive.

Example Calculation:

Total Item Cost = [(vehicle unit price) x (estimated number of units)] + [(delivery charge per mile round trip x 300)  
x estimated number of vehicles]

**5.4 - DESCRIPTIVE LITERATURE:**

The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within seven (7) calendar days after request/notification by the Office of Procurement Services to do so. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein may deem the bidder not responsive.

BUILD OUT SCHEDULE

Amend #	Amend Date	Make & Model/Vehicle Description	Requisition Approval Date	Order to Dealer Date	Dealer Order Cut Off Date	Price Protection (Yes/No)
		Chevrolet Tahoe: Sporty Utility Vehicle -Full Size-4 Door-V8- Rear Wheel Drive				

<b>Key</b>
Requisition Approval Date - Last day to have requisitions submitted, approved by ordering agency, and routed for central approval.
Order to Dealer Date - Last day to submit Purchase Orders to the dealer.
Dealer Order Cut Off Date - Last day dealer can submit order to manufacturer.
Price Protection Yes - Model Year 27 is available at Model Year 26 contract pricing.

Note: If the vehicle has been price protected, please contact the dealer to confirm date of delivery as MY27 vehicles may not start production until a later date.

PDT_CODE	PDT_LABEL	PDT_SUP_CODE_MAN U	ITEM_CODE	ITEM_SUP_CODE	ITEM_SUP_EMAIL	ITEM_CTR_REF	ITEM_PUBLIC_PRICE	ITEM_UNIT_CURRENCY	ITEM_UNIT
RSI033164-3-1	Item 3: AUTOMOBILE - POLICE SPECIAL - SPORT UTILITY VEHICLE - FULL SIZE - 4 DOOR - V8 - RWD (4x2)- Chevrolet Tahoe	LEE KINSTLE CHEVROLET BUICK GMC INC	CC10706	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	46750.00	USD	EA
RSI033164-3-2	45-Day Tags	LEE KINSTLE CHEVROLET BUICK GMC INC	Temp	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	20.00	USD	EA
RSI033164-3-3	Additional Set of Keys with FOB Enabling Electronic Keyless Entry	LEE KINSTLE CHEVROLET BUICK GMC INC	EXKEY	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	255.00	USD	SET
RSI033164-3-4	4-Wheel Drive SSV Package	LEE KINSTLE CHEVROLET BUICK GMC INC	5w4	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	6100.00	USD	EA
RSI033164-3-5	Grill Lamps & Siren Speakers Wiring	LEE KINSTLE CHEVROLET BUICK GMC INC	6J3	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	92.00	USD	EA
RSI033164-3-6	Horn & Siren Circuit Wiring	LEE KINSTLE CHEVROLET BUICK GMC INC	6J4	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	75.00	USD	EA
RSI033164-3-7	Auxiliary Ground Studs	LEE KINSTLE CHEVROLET BUICK GMC INC	UN9	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	95.00	USD	EA
RSI033164-3-8	Carpet	LEE KINSTLE CHEVROLET BUICK GMC INC	B30	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	195.00	USD	EA
RSI033164-3-9	No Spotlight (Deduct \$100.00)	LEE KINSTLE CHEVROLET BUICK GMC INC	Deduct	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	0.00	USD	AMT
RSI033164-3-10	No Daytime Running Lights	LEE KINSTLE CHEVROLET BUICK GMC INC	9G8	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	50.00	USD	EA
RSI033164-3-11	Special Paint: Red	LEE KINSTLE CHEVROLET BUICK GMC INC	GNT	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	495.00	USD	EA
RSI033164-3-12	Inoperative Inside Rear Door Locks & Handles	LEE KINSTLE CHEVROLET BUICK GMC INC	6N6	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	82.00	USD	SET
RSI033164-3-13	Inoperative Rear Window Switches	LEE KINSTLE CHEVROLET BUICK GMC INC	6N5	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	75.00	USD	SET
RSI033164-3-14	XM Radio Delete	LEE KINSTLE CHEVROLET BUICK GMC INC	DEXM	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	0.00	USD	AMT
RSI033164-3-15	Bucket Seats with Console	LEE KINSTLE CHEVROLET BUICK GMC INC	A50	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	350.00	USD	SET
RSI033164-3-16	High Polished Aluminum Wheels	LEE KINSTLE CHEVROLET BUICK GMC INC	NZV	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	350.00	USD	SET
RSI033164-3-17	Pursuit Police Package	LEE KINSTLE CHEVROLET BUICK GMC INC	9C1 2wd	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	0.00	USD	AMT
RSI033164-3-18	2nd Row Vinyl Seats w/ Cloth Front	LEE KINSTLE CHEVROLET BUICK GMC INC	5T5	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	0.00	USD	AMT
RSI033164-3-19	Front Center Seat (20%Seat) Delete	LEE KINSTLE CHEVROLET BUICK GMC INC	5Y1	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	0.00	USD	AMT
RSI033164-3-20	Red & White Front Auxiliary Dome Lighting	LEE KINSTLE CHEVROLET BUICK GMC INC	6C7	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	170.00	USD	EA
RSI033164-3-21	Street Appearance Package (factory console, spot light delete, full wheel covers, cloth rear seats, carpeting)	LEE KINSTLE CHEVROLET BUICK GMC INC	LS1	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	2995.00	USD	EA
RSI033164-3-22	4 Wheel Drive PPV Package	LEE KINSTLE CHEVROLET BUICK GMC INC	CK1	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	5999.00	USD	EA
RSI033164-3-23	Delivery Charge Per Mile	LEE KINSTLE CHEVROLET BUICK GMC INC	Del	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	0.00	USD	AMT
RSI033164-3-24	Minimum Delivery Charge	LEE KINSTLE CHEVROLET BUICK GMC INC	Min	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	0.00	USD	AMT
RSI033164-3-25	Delayed Delivery Daily Storage Charge	LEE KINSTLE CHEVROLET BUICK GMC INC	Delay	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	20.00	USD	EA
RSI033164-3-26	Additional Option Package - VK3 Front License Plate Bracket	LEE KINSTLE CHEVROLET BUICK GMC INC	VK3	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	199.00	USD	EA
RSI033164-3-27	Additional Option Package - R9L Remove onstar (Deduct \$100.00)	LEE KINSTLE CHEVROLET BUICK GMC INC	R9L_Remove onstar	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	0.00	USD	AMT
RSI033164-3-28	Additional Option Package- K05 engine block heater	LEE KINSTLE CHEVROLET BUICK GMC INC	K05 engine block heater	329505	<a href="mailto:fleet@leekinstle.com">fleet@leekinstle.com</a>	RSI033164	100.00	USD	EA

<b>Tim Lally Chevrolet S.A.V.E</b> Speciality.Advanced.Vehicle.Equipment			24999 Miles Rd Suite 1 Warrensville Heights OH 44128 www.timlallySAVE.com		
Customer Information			Date	1/2/2026	
Department	City of Powell		Sales Rep	Jamie Onion	
Contact Name			Phone	440-343-3160	
Address			Email	<a href="mailto:jonion@timlally.com">jonion@timlally.com</a>	
City, State, Zip			Quote #		
Phone		Alt Phone	Cust #		
Email					
<b>Notes: 2025 State Contract RSI024953 (vehicle only)</b>					
Description			Price	Items Ordered	Item Total
CC10706 - Tahoe 2X4			\$48,536.00	1	\$48,536.00
9C1 - Police Pursuit Package 4X4			\$2,850.00	1	\$2,850.00
6C7 - Red and White Large Dome Light			\$170.00	1	\$170.00
6E2 - Key Common - MUST HAVE AMF			\$25.00	1	\$25.00
6J3 - Grille Lamps and Siren Speaker Wiring			\$92.00	1	\$92.00
6J4 - Horn Siren Circuit Wiring			\$55.00	1	\$55.00
9G8 - Delete Daytime Driving-Auto Lights			\$50.00	1	\$50.00
AMF - 4 Additional Key Fob enabling/program			\$75.00	1	\$75.00
7 Year unlimited mile warranty			\$4,350.00	1	\$4,350.00
				Subtotal	\$56,203.00
				Tax	
				Total	\$56,203.00

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**From:** Andrew D. White, City Manager

**To:** City Council

**Initiated By:** Jeffrey S. Tyler, RA, Assistant City Manager / Community Development Director

**Re:** Resolution 2026-10: A RESOLUTION AUTHORIZING THE DEMOLITION OF THE CITY-OWNED STRUCTURE LOCATED AT 44 NORTH LIBERTY STREET AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR SAID DEMOLITION.

**Date:** January 20, 2026

---

**Purpose:**

This memorandum provides background and procurement context for Resolution 2026-10, authorizing demolition of the City-owned structure at 44 North Liberty Street and execution of a demolition contract.

**Background:**

The City owns the approximately 0.17-acre property at 44 North Liberty Street, containing an approximately 2,000-square-foot commercial structure constructed circa 1920. The building has been vacant and used primarily for storage since the relocation of the Powell Chamber of Commerce.

Demolition of the structure is necessary to advance implementation of the Keep Powell Moving Plan, specifically the Scioto Street Extension and the development of a consolidated public parking facility in the Northeast Quadrant of downtown Powell. Engineering analysis for the project determined that the required roadway alignment and stream crossing necessitate removal of the existing structure.

The Planning and Zoning Commission approved the demolition on May 14, 2025, through issuance of a Certificate of Appropriateness (Case 2025-13CA), satisfying all required entitlement and design review processes for demolition within the Downtown Business District.

A pre-demolition hazardous materials assessment was completed in advance of bid solicitation. Identified asbestos-containing materials and regulated substances were incorporated into the demolition scope of work and pricing.

Demolition costs are supported through the Ohio Department of Development Building Sites and Demolition Program, in coordination with the City's capital planning and project sequencing efforts.

**Bid Solicitation and Evaluation:**

A request for bids was issued to six (6) qualified demolition contractors. Two (2) bids were received. Each bid was reviewed for scope completeness, regulatory compliance, and cost.

Based on this evaluation, Watson General Contracting was determined to be the lowest and best responsible bidder.

**Legal Review:**

The Law Director reviewed the legislation, approved as to form, and will review the contract for demolition.

**Financial Review:**

The Finance Director has reviewed the Resolution and supports the recommendation. The demolition fees have been budgeted in 2026.

**Recommendation:**

Staff recommend approval of Resolution 2026-10, authorizing demolition of the structure at 44 North Liberty Street and execution of a demolition contract with Watson General Contracting in an amount not to exceed \$31,022.00.



**RESOLUTION 2026-10**

**A RESOLUTION AUTHORIZING THE DEMOLITION OF THE CITY-OWNED STRUCTURE LOCATED AT 44 NORTH LIBERTY STREET AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR SAID DEMOLITION.**

**WHEREAS,** the City of Powell is the owner of the property and improvements located at 44 North Liberty Street, Powell, Ohio; and

**WHEREAS,** the Planning and Zoning Commission, acting under its authority pursuant to Codified Ordinance Section 1143.18, approved the demolition of the structure through the issuance of a Certificate of Appropriateness (Case 2025-13CA) on May 14, 2025; and

**WHEREAS,** the demolition of the structure is necessary to facilitate implementation of the Keep Powell Moving Plan, including the extension of Scioto Street and the construction of a consolidated public parking facility in the Northeast Quadrant of downtown Powell, which are identified as priority public infrastructure improvements; and

**WHEREAS,** the City has solicited competitive bids for the demolition of the structure and has identified a lowest and best responsible bidder; and

**WHEREAS,** City Council desires to authorize demolition of the structure and execution of the necessary contract to advance planned public infrastructure improvements in the downtown area.

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO, AS FOLLOWS:**

Section 1: City Council hereby authorizes the demolition of the City-owned structure located at 44 North Liberty Street, consistent with the approved Certificate of Appropriateness and all applicable local, state, and federal regulations.

Section 2: City Council hereby authorizes the City Manager to enter into a demolition contract with Watson General Contracting in an amount not to exceed Thirty-One Thousand Twenty-Two Dollars (\$31,022.00), and to execute any related documents necessary to complete the demolition, including asbestos abatement, utility disconnections and capping, site restoration, and regulatory compliance.

Section 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of Council and any of the decision-making bodies of the City of Powell, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.



<b>Bidder</b>	<b>Base Demolition Cost</b>	<b>Asbestos Abatement</b>	<b>Temporary Fencing</b>	<b>Total Bid Amount</b>	<b>Key Notes</b>
Watson General Contracting	28172	2850	Included	<b>31022</b>	Prevailing wage included; full asbestos abatement included; single-phase demolition
Steller Construction	53641.23	Excluded (Change Order)	2500	<b>56141.23</b>	Asbestos excluded from base; multiple exclusions; higher risk exposure

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**From:** Andrew D. White, City Manager

**To:** City Council

**Initiated By:** Jeffrey S. Tyler, RA, Assistant City Manager / Community Development Director

**Re:** Resolution 2026-11: A RESOLUTION ACCEPTING THE FINAL FACILITIES MASTER PLAN AS A GUIDING POLICY DOCUMENT FOR FUTURE CAPITAL AND FACILITY PLANNING

**Date:** January 20, 2026

---

**Purpose:**

The purpose of Resolution 2026-11 is to request City Council's acceptance of the final Facilities Master Plan (FMP) prepared by Champlin | EOP Architecture and its consultant team. Council is not being asked to adopt the Plan or authorize any projects, but rather to acknowledge the document as a guiding, advisory planning resource.

**Background:**

In 2024, the City engaged Champlin | EOP Architecture through a professional services agreement to prepare a comprehensive Facilities Master Plan. The effort was intended to evaluate the condition, capacity, and long-term needs of key municipal facilities and to provide a framework for future facility planning decisions.

The Facilities Master Plan includes:

- A facility condition assessment of selected City buildings
- Departmental surveys and interviews
- Identification of operational challenges and space constraints
- Conceptual recommendations for future facility organization and location
- Coordination with other ongoing planning efforts, including the Village Green Master Plan and Parks and Recreation Master Plan

Facilities reviewed as part of this process include the City Municipal Building, Police Department facilities, the Parks and Recreation/Public Works facility at Adventure Park, and the Lechler Storage Facility at 453 Murphy Parkway.

The draft Facilities Master Plan was presented to and discussed by the City Council Operations Committee on November 18, 2025, allowing for preliminary policy-level discussion prior to consideration by the full City Council.

**Role of the Facilities Master Plan:**

The Facilities Master Plan is intended to function as a long-range planning and policy guidance document. It is advisory in nature and is designed to:

- Inform future updates to the City's Capital Improvement Program (CIP)
- Provide context for future facility-related policy discussions
- Assist City Council and staff in prioritizing long-term capital needs

Importantly, acceptance of the Facilities Master Plan:

- Does not approve or authorize any specific project
- Does not allocate funding
- Does not commit the City to a particular course of action

Any future implementation of recommendations contained in the Plan will require separate City Council approvals, including appropriations and project-specific authorizations.

**Legal Review:**

The Law Director has reviewed and approved as to form.

**Financial Review:**

The Finance Director has reviewed the Resolution and supports the recommendation.

**Recommendation:**

Staff recommends that City Council approve Resolution 2026-11 accepting the final Facilities Master Plan as a guiding, non-binding policy document to inform future facility and capital planning efforts.



**RESOLUTION 2026-11**

**A RESOLUTION ACCEPTING THE FINAL FACILITIES MASTER PLAN AS A GUIDING POLICY DOCUMENT FOR FUTURE CAPITAL AND FACILITY PLANNING.**

**WHEREAS,** the City of Powell entered into a Professional Services Agreement with Champlin | EOP Architecture and to prepare a comprehensive Facilities Master Plan to evaluate the condition, functionality, and long-term needs of selected City facilities; and

**WHEREAS,** the Facilities Master Plan includes an assessment of existing conditions, departmental needs analysis, and conceptual planning for City facilities, including the Municipal Building, Police Department, Parks and Recreation/Public Works facilities, and the Lechler Storage Facility and

**WHEREAS,** the consultant team has completed its final deliverable titled *City of Powell Facilities Master Plan – Draft Report, December 15, 2025* (the “Facilities Master Plan”); and

**WHEREAS,** the Facilities Master Plan is intended to serve as a long-range, advisory planning document to guide future policy discussions, capital improvement planning, and prioritization of municipal facility investments; and

**WHEREAS,** acceptance of the Facilities Master Plan does not constitute approval, authorization, or funding of any specific project, nor does it obligate the City to implement any recommendation contained therein; and

**WHEREAS,** any future implementation of projects identified in the Facilities Master Plan shall be subject to separate City Council consideration, appropriations, and approvals through the City’s established Capital Improvement Program and budgeting processes.

**NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO, AS FOLLOWS:**

Section 1: That the Council of the City of Powell hereby accepts the *City of Powell Facilities Master Plan – Draft Report, December 15, 2025* as a guiding, advisory policy document.

Section 2: Implementation of any recommendation contained in the Facilities Master Plan shall require future City Council action, including separate appropriations and approvals, as applicable.

Section 3: This Resolution shall be in full force and effect immediately upon adoption.

\_\_\_\_\_  
Heather Karr Date  
Mayor

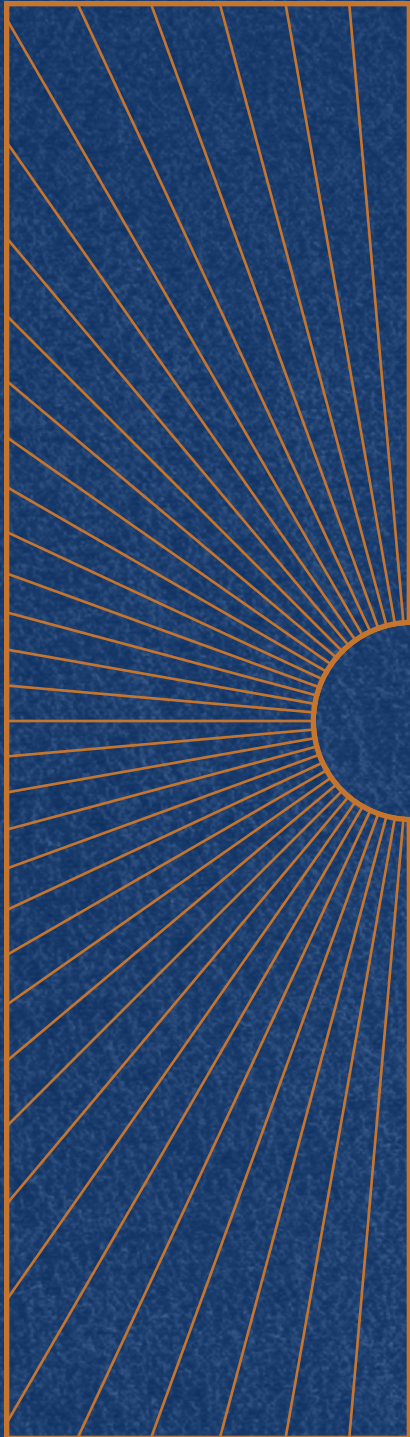
\_\_\_\_\_  
Elaine McCloskey Date  
City Clerk

**EFFECTIVE DATE: January 20, 2026**

This legislation has been posted in accordance with the City Charter on this date \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

City Council  
Heather Karr, Mayor  
Kurt Ramsey Leif Carlson David Lester Tom Counts Tyler Herrmann Carlos Crawford

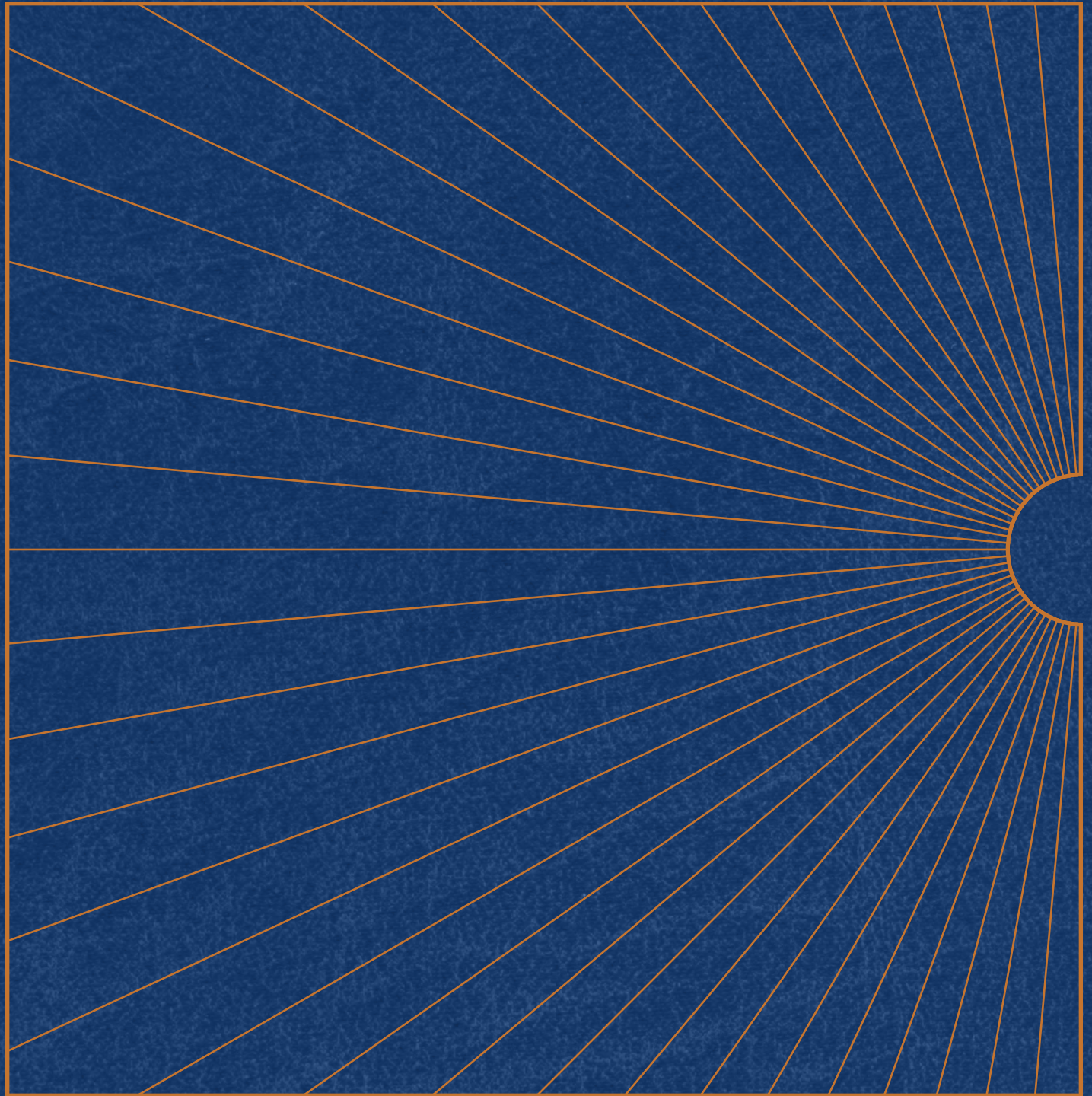


# Powell

— OHIO —

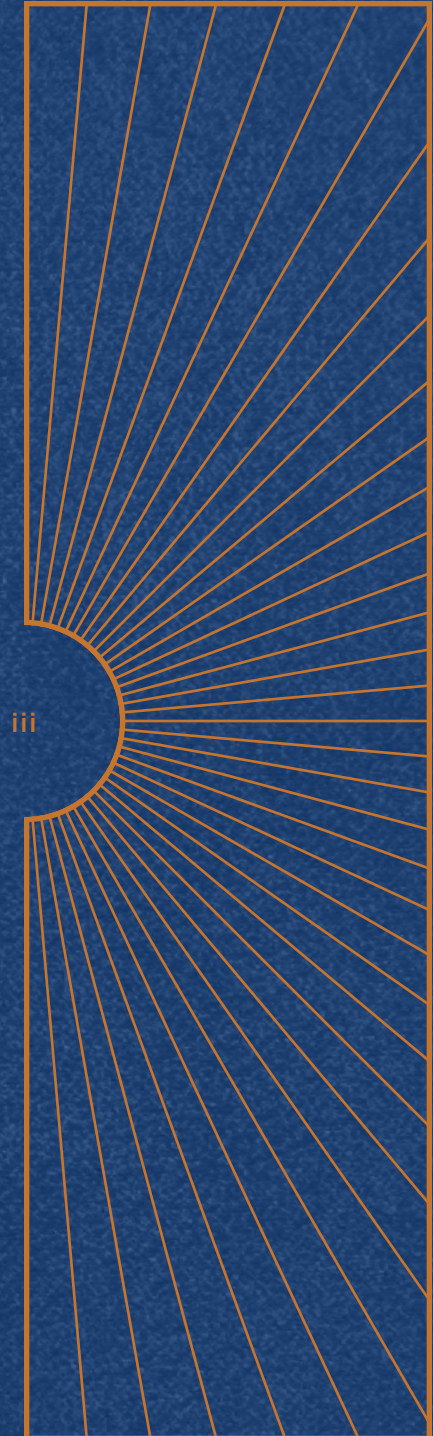
## MASTER PLAN 2026

*January 20, 2026*



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# Contributors

## CITY OF POWELL

### Project Representative

**Jeff Tyler**, Assistant City Manager / Community Development Director

### Department Representatives

**Andy White**, City Manager

**Elaine McCloskey**, Clerk of Council

**Yazan Ashrawi**, Law Director

**Logan Stang**, Planning Director

**Seth Harding**, Chief Building Official

**Sean Hughes**, Economic Development Administrator

**Aaron Stanford**, City Engineer

**Anna Subler**, Director of Community Engagement

**Samantha Borchers**, Finance Director

**Jason Nahvi**, Human Resource Director

**Melissa Hindman**, Director of Parks & Recreation

**Charles Dukes**, Director of Public Service

**Loren Hart**, Public Services Manager

**Kara Prem**, Administrative Assistant

**Ron Sallows**, Chief of Police

**Scott Roach**, Deputy Chief of Police

## CONSULTANTS

### **Champlin | EOP Architecture**

*Architecture, Interior Design, Programming, Planning*

**Mike Murphy**, Principal

**Christy Dakin**, Principal

**Christopher Sample**, Senior Project Manager  
/ Architect

**Laura Holzhauser**, Project Manager

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### **Korda / Nemeth Engineering**

*MEP Engineering*

**Stanley Kmonk**, Partner

**Alexandria Klaiss**, Senior Associate /  
Mechanical Engineer

### **The Kleingers Group**

*Civil Engineering*

**Megan Cyr**, Civil Engineering Group Leader

## Master Plan

*The master plan provides a framework for the physical environments that incorporate the buildings.*

Master planning develops the site-specific integration of programmed elements, natural conditions, and constructed infrastructure and systems at the functional, aesthetic, and temporal levels. The nature of the plan will influence, and be influenced by, the context of the project location beyond the property lines. Alignment with community needs and expectations is a critical factor of this phase.

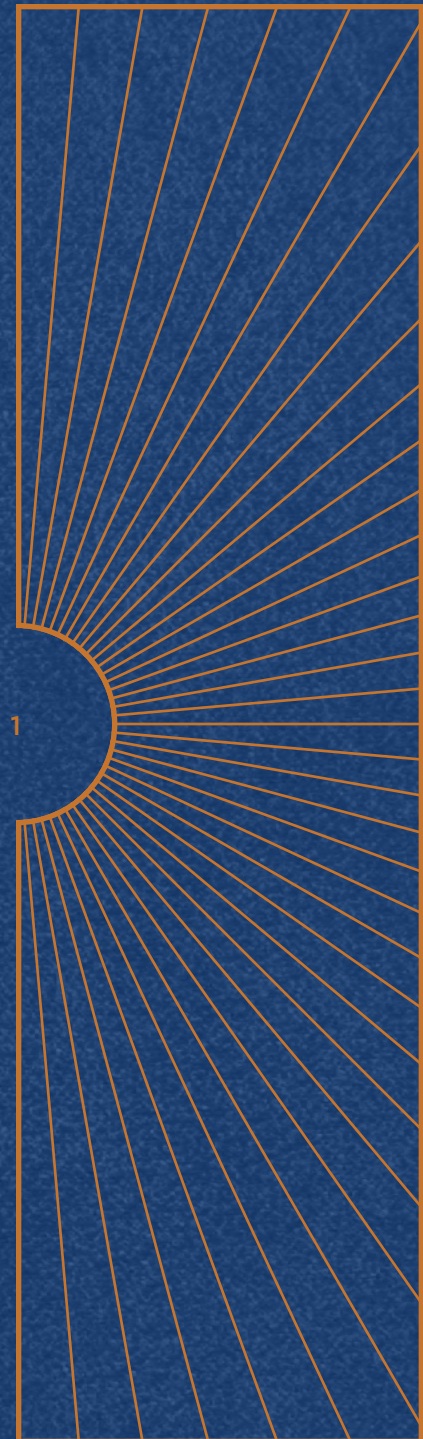
The development of a master plan starts with alternative organizational configurations, often referred to as scenarios, to accommodate the needs that are identified in the strategic facility

plan. These scenarios or alternatives represent differing priorities and criteria, and present choices for organizational and site/facility models.

The master planning process is best accomplished with input from a number of experts and stakeholders. Components of a master plan include: regulatory analysis; infrastructure and transportation planning; amenities and support planning; corporate image; security strategies; phasing plans; cost projections; and environmental design. Expert planners need to ensure the outcome is achievable, yet flexible enough to preserve future options.

*— IFMA, Strategic Facility Planning: A White Paper*

# Introduction





# History

*"Powell now has an excellent and most promising future..."*

*—The Worthington News, December 12, 1946*

There was a settlement in Powell by 1813, and it was called Middlebury, named after the home of many of the first settlers who came from Connecticut. However, in 1857, Judge Thomas Powell from Delaware, Ohio, established the Village's first post office and the townspeople decided to rename the village in his honor. In 1947, the Village of Powell was recognized as a municipality and nearly 400 residents called it home.

The population remained stable until the early 1980s, when the Greater Columbus metropolitan

area began exploring residential development in the village. A trend emerged as the appeal of living in a semi-rural setting amidst the scenic countryside drew new residents to the quaint town.

In 2000, the area outgrew the village status and matured into the prospering City of Powell. Today, the community is home to over 14,000 residents, more than double the population from just a decade ago.

## Timeline of Activities

- 2025.01.09** Master Plan Kick-Off meeting held at the City Municipal Building
- 2025.06.04** Facility Assessment Kick-off held at the City Municipal Building
- 2025.06.04** Facility Conditions Assessment walkthrough of the Municipal Building
- 2025.06.04** Facility Conditions Assessment walkthrough of the Adventure Park Facility
- 2025.06.04** Facility Conditions Assessment walkthrough of the Lechler Storage Building
- 2025.08.14** Champlin | EOP met with the Planning Department Director
- 2025.08.14** Champlin | EOP met with the Economic Development Director
- 2025.08.14** Champlin | EOP met with the Community Engagement Director
- 2025.08.14** Champlin | EOP met with the Finance Department Director

<b>2025.08.15</b>	Champlin   EOP met with the HR Department Director and City Administrative Assistant	<b>2025.10.10</b>	Champlin   EOP sent out a draft review of the Master Plan programming diagrams and Facility Conditions Assessment report for City review
<b>2025.08.15</b>	Champlin   EOP met with the City Engineer	<b>2025.10.16</b>	Follow up review of the MEP equipment of the facilities
<b>2025.08.15</b>	Champlin   EOP met with the Parks & Recreation Director	<b>2025.10.21</b>	Champlin   EOP met with stakeholders to review Master Plan programming documents
<b>2025.08.15</b>	Champlin   EOP met with the City Services Director and Manager	<b>2025.11.12</b>	Champlin   EOP met with stakeholders and Pizzuti (Village Green Master Plan creators) to review Facilities Master Plan and how it will coordinate with the Village Green Master Plan
<b>2025.08.15</b>	Champlin   EOP met with the Police Department	<b>2025.11.18</b>	Champlin   EOP met with the City Council Operations Committee to review draft version of the Master Plan report and graphics
<b>2025.08.19</b>	Champlin   EOP met with the City Council Clerk		
<b>2025.08.19</b>	Champlin   EOP met with the Assistant City Manager		
<b>2025.08.20</b>	Champlin   EOP met with City Law Director		
<b>2025.09.10</b>	Champlin   EOP met with the City Manager		

## Master Plan Purpose

The goal of this Facilities Master Plan is to evaluate the current conditions of the selected City of Powell facilities and the departmental organizational structure within the buildings listed on the following pages.

These buildings were identified as the key facilities for evaluation and study due to their density, condition, and complexity of departmental adjacencies.

This Facilities Master Plan is intended to define City facilities goals, scope, and objectives, and to provide analysis and recommendations based on our departmental survey and interviews. The intent of this process is to find space efficiencies, inconsistencies, and areas for improvement.

# Facilities Reviewed

## **CITY MUNICIPAL BUILDING**

*47 Hall Street, Powell, OH 43065*

- City Executive Offices
  - City Manager's Office
  - Finance Department
  - Human Resources Office
  - City Clerk's Office
  - Engineering Department
  - Planning & Zoning Department
  - Building Department
  - Economic Development Department
  - Community Engagement Office
  - Police Department Headquarters

## **ADVENTURE PARK BUILDING**

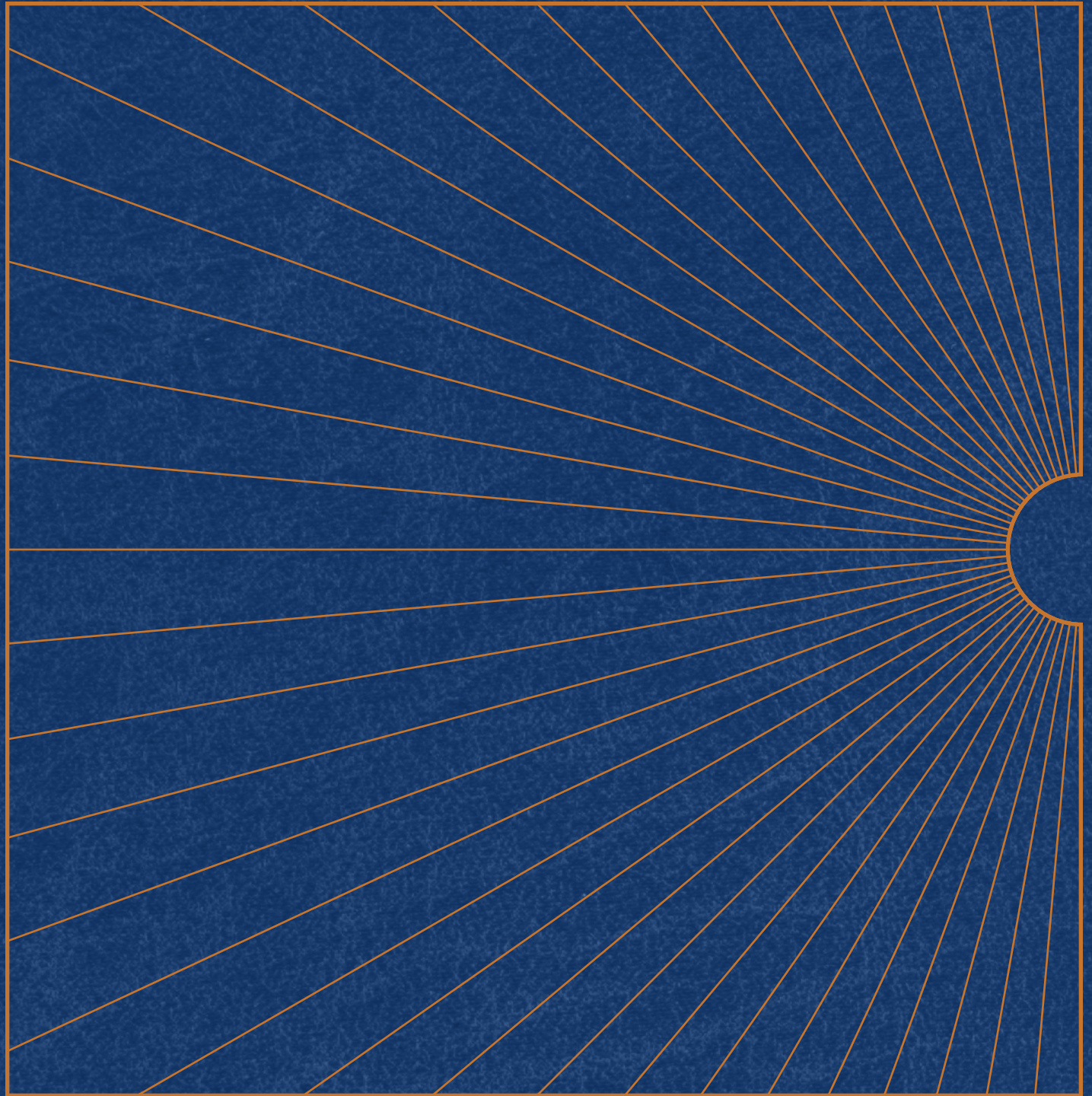
*260 Village Park Drive, Powell, OH 43065*

- Parks & Recreation Department
- Public Service Department

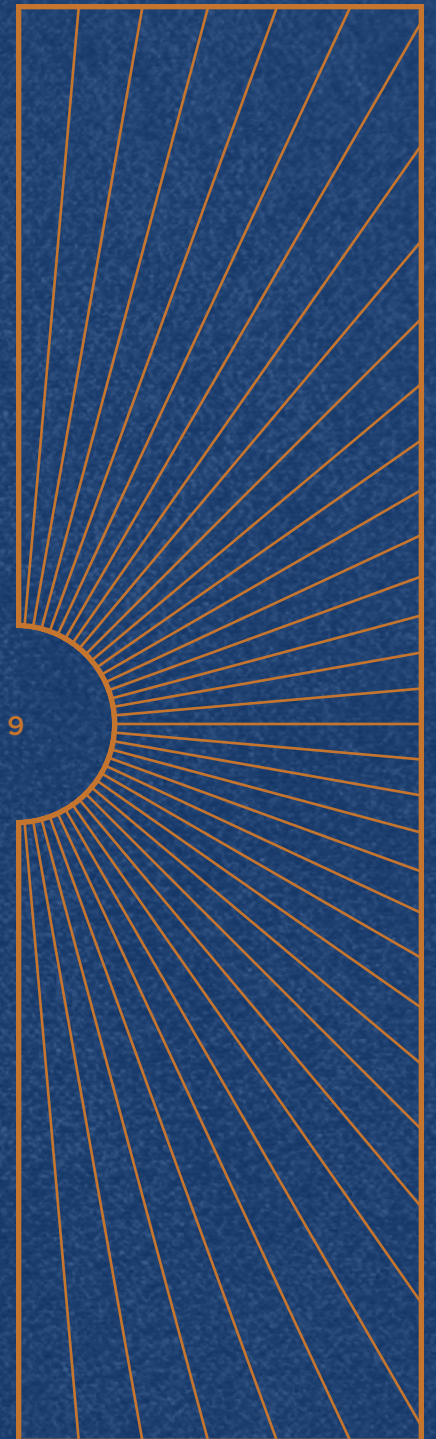
## **LECHLER STORAGE FACILITY**

*453 Murphy Parkway, Powell, OH 43065*

- Public Service Storage Facility



# Existing Conditions





# Assessment & Findings

We analyzed the current condition of each building and reviewed the need for ongoing maintenance and improvement over the span of the next ten years. Our assessment focused on building interior conditions.

## BUILDING CONDITIONS

The Champlin | EOP / Korda Engineering / MKSK team provided facility assessment and analysis services in a two-step process:

- **Step 1:** Review the existing facility in person, including interviews of the onsite staff to establish the current state of the facility.
- **Step 2:** Complete an analysis of the facility via a site visit and the firsthand knowledge gained through Step 1 to create an up-to-date facility assessment report that includes the following:

- Collect information regarding building history with respect to maintenance, renovations, and equipment and system replacements from the Facility Maintenance personnel.
  - Conduct a visual survey of the building to assess general conditions of the major building systems. Major code violations or safety concerns will be noted in building system narratives.
  - Review available reports or studies submitted by previous contractors, service companies, or consultants.
  - High-level review of the facility to identify code violations and non-compliant ADA conditions that do not require significant study or exception determination.
- Please refer to the full Facility Conditions Assessment reports provided in the Appendix on page 67.



## Municipal Building

The Municipal Building is, overall, in good condition with no major obvious deficiencies. The common theme throughout this facility would be:

- Exterior wall façade issues, especially around door and window openings to help mitigate moisture intrusion into the building
- Interior areas need a refresh of finishes and rearrangement for more efficient use of the spaces
- Current interior layout is constricted due to the nature of the existing facility into which they were built
- Proper security measures between the municipal office areas and the police areas
- Lack of conference / meeting spaces
- Parking is shared with the public park around the facility

## FACILITY ASSESSMENT RECOMMENDATIONS

Corrective measures are separated into immediate needs, near-term items, and long-term items for the purpose of this report.

### Immediate Needs

Items that require immediate replacement, repair, or attention to use the building, systems, equipment or fixture as intended by the original design, occupancy, or intended use.

- Exterior
  - Replacement of existing main entry canopy column wood veneer that is rotting at the base
  - Perimeter seals around the windows to be replaced and re-installed
  - Cleaning and re-sealing of the exterior thin brick veneer
  - Painting of rooftop cupulas
- Interior
  - Phase 1 and phase 2 environmental investigation
  - Replacement of any water damaged / stained ceiling tiles
- MEP
  - Provide better air conditioning and quality in the police fitness room / locker rooms to alleviate the existing electric heat load transfer
  - Install a properly suited AC / cooling system for the police IDF equipment area
  - Exit lighting and exit signage replacement or battery upgrades
- Technology
  - As needed replacement of communications equipment shall be budgeted

### Near-Term Items

Items that are at the end of life, aged, decaying or rusting that may still be working but from appearance or historical knowledge should be replaced in the next 5 years or less.

- Exterior
  - Replacement of all glazing wet seals
  - Caulking and repainting of all wood trim pieces
  - Repair of all damaged roof fascia panels that are currently damaged
  - Repainting of all exterior wood trim and soffit areas
- Interior
  - Refresh of the Council Chambers restroom interior finishes
  - Replacement of all ceiling tiles in the municipal office areas, not aging well
- MEP
  - Full replacement of all rooftop HVAC equipment (other than the council chambers unit)

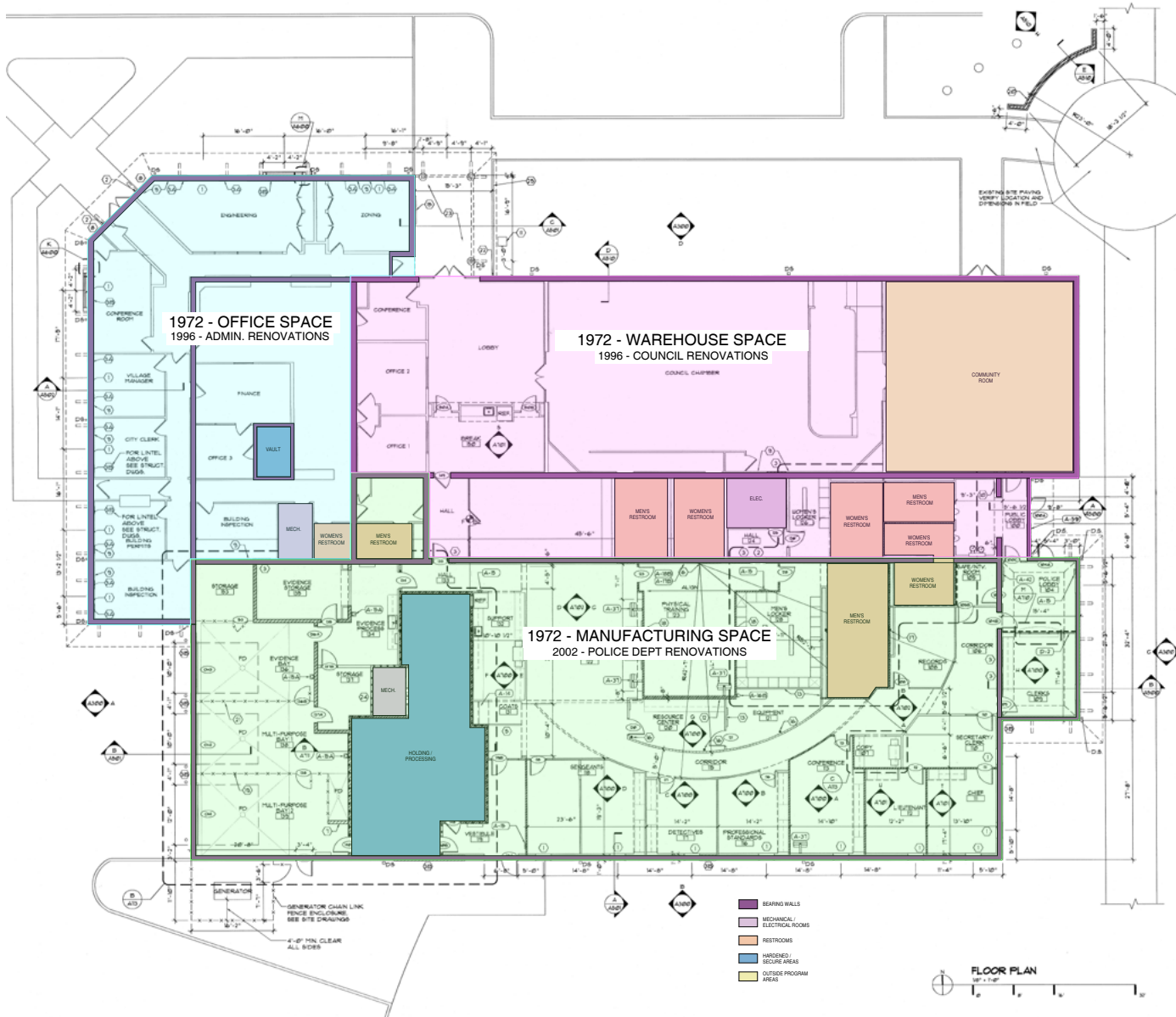
- Replacement of (3) existing furnace / AC units
- Replacement of electrical system components older than the year 2000
- Technology
  - Analog CCTV shall be upgraded to a digital system

### Long-Term Items

Items that are generally recognized as improvements due to code, industry standard upgrades, modern equipment improvements, etc. These items are not required but should be considered in future renovation or upgrade projects.

- MEP
  - Rework of the existing police garage area exhaust system for better air quality
  - Removal of the non-functioning solar power system
  - Installation of a fully functional fire sprinkler and fire alarm system throughout the facility

# EXISTING LAYOUT AND CONSTRAINTS





## Adventure Park (P&R and PW Facility)

The Adventure Park Facility is, overall, in okay condition with no major obvious deficiencies. The common theme throughout this facility would be:

- Incorrect department is public facing
- Exterior materials are dated and in need of repair
- Interior spaces are shared amongst staff, with staff co-mingling with summer camp attendees
- Parking is shared with the adjacent public park
- No room for expansion of either department

## FACILITY ASSESSMENT RECOMMENDATIONS

Corrective measures are separated into immediate needs, near-term items, and long-term items for the purpose of this report.

### Immediate Needs

Items that require immediate replacement, repair, or attention to use the building, systems, equipment or fixture as intended by the original design, occupancy, or intended use.

- Exterior
  - Replacement of all exterior door seals, thresholds, and drip caps; scraping of rust off existing hollow metal frames and repairing them as needed
  - Perimeter seals around the windows to be replaced and re-installed
  - Tuck point mortar joints of all stone masonry (especially at the corners); install proper sealant and backer rod systems between the top stone water table cap and the adjacent siding and or trim

- Replace fascia boards where rotted or damaged by birds/insects
- Replace or rebuild roof cupulas
- Interior
  - Replacement of any water damaged / stained ceiling tiles
  - Review of the structural capacity of the 2nd floor for proper storage classification
- MEP
  - Air quality testing to verify the current HVAC system is operating efficiently, with proper moisture removal
  - Exit lighting and exit signage replacement or battery upgrades
- Technology
  - As needed replacement of communications equipment shall be budgeted

### Near-Term Items

Items that are at the end of life, aged, decaying or rusting that may still be working but from

appearance or historical knowledge should be replaced in the next 5 years or less.

- Exterior
  - Replacement of all glazing wet seals or full replacement of window systems
  - Caulking and repainting of all wood trim
  - Exterior louvers to be cleaned or replaced
  - Exterior metal trim pieces to be inspected and repaired as required
  - Roof penetrations to replace flashing boots
- Interior
  - Refresh of the existing finishes and separation of existing restrooms
  - Repair and replacement of gypsum ceiling in 2nd floor storage room
  - Cleaning and re-sealing the garage floor areas
  - Install 2nd handrail on stairwell to the 2nd floor to meet code requirements
- MEP
  - Removal of the existing Modine unit for the garage as it is not in use

- Replacement of existing fluorescent lighting fixtures to LED

### **Long-Term Items**

Items that are generally recognized as improvements due to code, industry standard upgrades, modern equipment improvements, etc. These items are not required but should be considered in future renovation or upgrade projects.

- Interior
  - New paint throughout the facility
- MEP
  - Existing Trane system to be reviewed for replacement in the near future
  - Installation of a fire sprinkler for the garage area, along with proper fire alarm system due to the occupancy types in the building
- Technology
  - Review for a future door access control system to separate the Public Works and Parks/Rec areas



## Lechler Storage Facility

The Lechler Storage Facility is, overall, in poor condition with major obvious deficiencies. The common theme throughout this facility would be:

- Facility is run down and not large enough for equipment storage needs
- In wrong location as it relates to the main public works facility
- This facility has an expansion project on the books to extend the lifespan of the facility for an additional 1-3 years; this project will address many of the concerns listed in this report and is currently in the funding stages with Council

## FACILITY ASSESSMENT RECOMMENDATIONS

Corrective measures are separated into immediate needs, near-term items, and long-term items for the purpose of this report.

### Immediate Needs

Items that require immediate replacement, repair, or attention to use the building, systems, equipment or fixture as intended by the original design, occupancy, or intended use.

- Exterior
  - Replacement of all exterior door seals, thresholds, and drip caps
  - Perimeter seals and windows to be replaced
  - Inspect and repair overhead garage doors and lintels
  - Western lean-too structure to be rebuilt to significant water damage
- Interior

- Replacement of any water damaged / stained ceiling tiles
- Review of the structural capacity of the 2nd floor for proper storage classification
- New interior finishes of the office / storage areas
- Phase 1 and phase 2 environmental investigation

### MEP

- Air quality testing to verify the current HVAC system is operating efficiently, with proper moisture removal
- Exit lighting and exit signage replacement or battery upgrades

### Near-Term Items

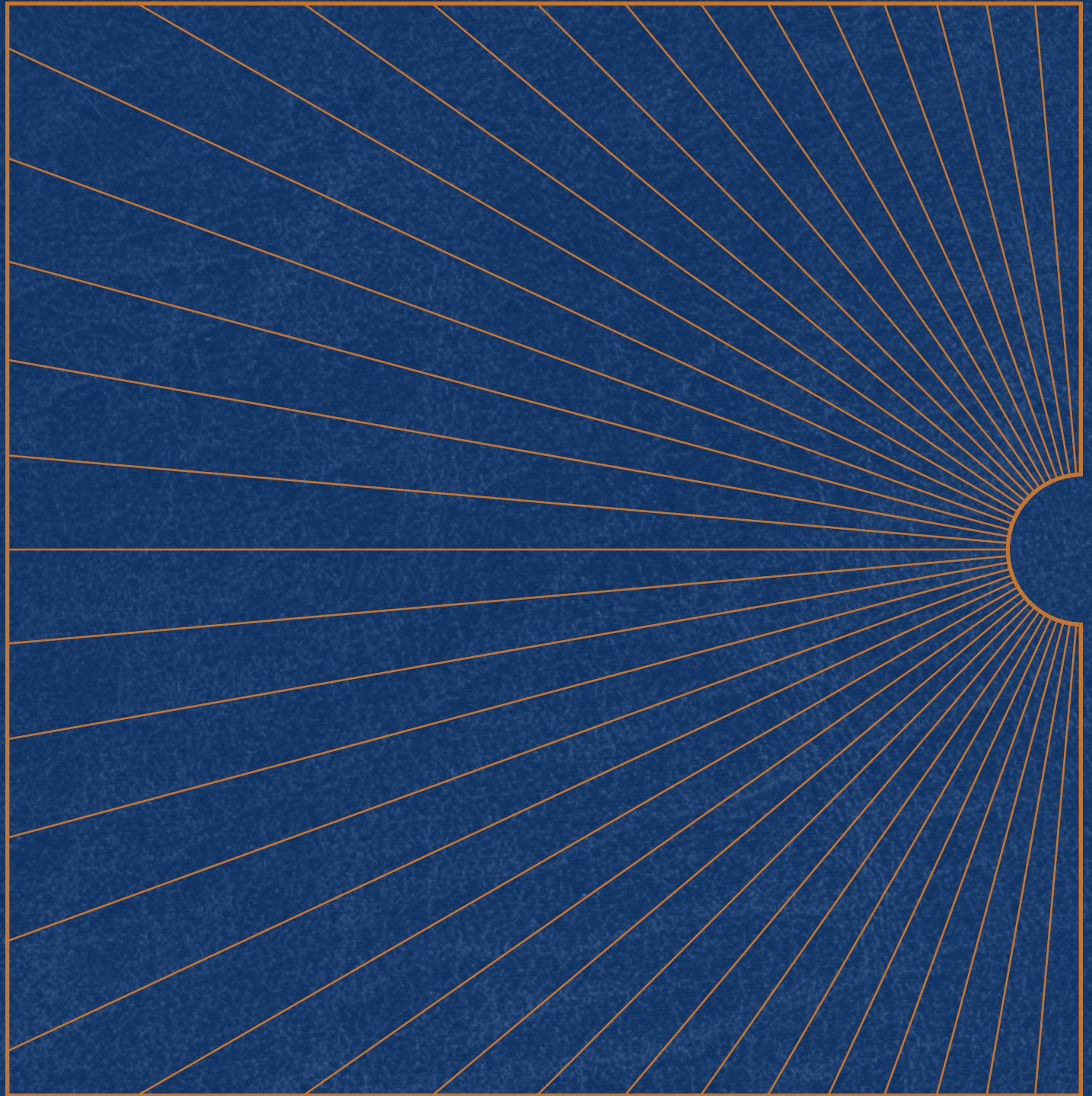
Items that are at the end of life, aged, decaying or rusting that may still be working but from appearance or historical knowledge should be replaced in the next 5 years or less.

- Exterior
  - Caulking and repainting of all wood trim pieces
  - Sanding/scrapping and repainting of the exterior
  - Exterior metal trim pieces to be inspected and repaired as required
- Interior
  - Refresh of the existing finishes and separation of existing restrooms
  - Repair and replacement of gypsum ceiling in 2nd floor storage room
  - Cleaning and re-sealing the garage floor areas
- MEP
  - Replace existing gas fired heaters
  - Replace existing original electrical service

### **Long-Term Items**

Items that are generally recognized as improvements due to code, industry standard upgrades, modern equipment improvements, etc. These items are not required but should be considered in future renovation or upgrade projects.

- Interior
  - Clean and repaint throughout the facility



# Survey and Interviews

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## Methodology

Initially, surveys of identified departments were utilized as a data-gathering tool prior to departmental interviews. A survey was sent to the identified departmental contact for each department involved in the master plan. These were followed up with interviews as a primary way of understanding the interrelationships of the various departments within the City that make up the municipal core of services. This two-step approach proved valuable in identifying themes from department to department.

Questions in the survey were divided into categories related to personnel, departmental interactions and adjacencies, outside visitors, filing and storage needs, work areas, and security. These were used as a reference and to develop follow-up questions for the interview to further explore information discovered by the survey.

Each interview began with a general discussion about the goals for the facilities master plan. These include:

- “Rightsizing” departmental space to fit current and future needs
- Improving efficiencies in services to the public and with other City departments
- Increasing productivity and functionality in work environments
- Identifying planned technology changes
- Enhancing security for staff and the public

## Overall Themes

*Several common themes emerged from these surveys and interviews, including:*

- *Parking (for staff and for the public)*
- *Storage (secure and non-secure)*
- *Departmental adjacencies and public access*
- *Staffing*
- *Insufficient conference and meeting spaces*
- *Location of facilities within the City boundaries*

### **PARKING**

Several departments have fleets of vehicles that require nearby parking. These vehicles take away spaces which would otherwise be available for the public and employees, causing frustration. However, a balance must be struck between the distance at which fleet vehicles are parked and the amount of time spent getting to them.

### **FILE AND EQUIPMENT STORAGE**

Paper record storage takes up space within departmental offices in varying proportions from department to department. Each department is aware of the legal obligations for maintaining records, and many are forced to keep copies of records that are now electronic because of these legal requirements. Additionally, sorting of records for retention versus destruction requires time and

manpower. Most departments are now operating without enough staff to dedicate to this task. Therefore, aging paper records sit within valuable, potentially usable space. It is important to note that most departments must keep some records on site for their day-to-day operations. We believe that an investment in a complete review of records retained within departments as well as off site would benefit all departments.

With regards to equipment storage, some departments need to access specific equipment to properly carry out their charged duty. As this equipment takes up usable space inside a facility, we recommend a complete review of these items and their storage be conducted to allow for right-sizing the area requirements.

The need for secure vs non-secure storage requirements by department was also discussed. The majority of the departments in review only have need of localized storage, but the Finance and HR departments require secure paper storage, and the Community Engagement Department needs secure equipment storage.

## **ADJACENCIES AND PUBLIC ACCESS**

Interactions between departments are often critical for day-to-day operations. Many departments are strategically located because of their interaction with each other. Proximity of these departments is a function of in-person activities, the requirements of which will not change.

Other departmental adjacency requirements relate to community access and access to departments for City employees from department to department. Necessity of this access has been meticulously reviewed with each department director.

## **STAFFING**

Most departments see their staffing having a reasonable amount of growth in response to increase in services provided and a growing population; however, some are projecting more significant growth based on the needs of the community.

## CONFERENCE / MEETING SPACES

A recurring theme throughout all of the conversations with stakeholders and staff was the lack of conference rooms and configurable spaces for other meetings. Currently, there is a need for more spaces not only for internal meetings but also to allow meetings with locals or outside entities.

- Municipal Building
  - Large space for City Council but not configurable to smaller usable spaces when the council chambers are not in use
  - A large conference area is delineated inside council chambers, but this is not usable during large events or council sessions
  - No private council conference room in which to hold executive sessions or meetings
  - City staff must utilize the large conference room in the police department side of the facility

- Police Department
  - One large conference room that is shared with the adjacent municipal staff
  - A large ready room that is just big enough for staff but open to the rest of the facility (as it is also part of the main movement corridors of the facility)
- Public Works / Parks & Rec
  - Utilize their offices for meetings
  - Public Works utilizes the open areas inside the vehicle garage for meetings and daily briefings

As it stands, there is no real means to meet with the general public privately inside any of these facilities without affecting other departments or events.

## LOCATION OF DEPARTMENTS

The current locations of the facilities were also a main topic of discussion in the stakeholder interviews. The questions brought up were:

1. Does the Municipal Building stay in its current location based on the finding of the Village Green Master Plan?
2. Does the Police Department stay with the Municipal Building, or does it become its own building?
3. Does the Parks & Recreation Department stay within the same facility as Public Works, or do we split the departments into two facilities?

And more broadly:

4. If these facilities/departments were to relocate, where do they go?

Ultimately, the findings of this review suggest that, due to the required growth presented as well as the constraints and age of the current buildings, the optimal solution is to relocate these facilities rather than continue to utilize the existing buildings. Thus this report focuses on exploring relocation needs and options.

## Findings by Department

### MUNICIPAL BUILDING

#### Council Chambers

- Space is too large in footprint for only small times of usage
- Dias areas make the room unsuitable for other uses
- Main facility restrooms must be accessed through the Council Chambers Space
- Small facility conference area is not usable during large events
- Adjacent Community Room cannot be utilized during large events in the Council Chambers space due to the sound transmission inadequacies between the two rooms

#### City Manager's Office

- Could consider adding shell space to a future building to accommodate unpredicted staff growth
- Conference/meeting space is needed; must consider how City Council would use meeting space during the day and in evenings
- Desk or office sharing isn't plausible, however, remote meetings and work from home should be considered

#### Finance Department

- Needs a larger secure storage area to house financial records; can share with HR
- Needs a small conference or huddle room located in the department
- Needs access to a larger (20) person conference room to host leadership meetings

### **Human Resources Office**

- Needs larger secure storage area for personnel records data; could share space with Finance records
- Needs a small conference or huddle room located in the department
- Would like to be near the Finance Department

### **Engineering Department**

- Desire to remove glass partition walls from the area as they make the staff feel as if they are constantly watched
- Additional office area needed for the Public Works Director when they stop in for meetings and department conversations
- Would like to be adjacent to the Planning, Zoning, and Building departments for better collaboration
- Would like to be able to schedule conference spaces for meetings with internal staff

### **Planning and Zoning Department**

- Need for additional conference room space to allow for small- to medium-sized meetings with internal staff and outside visitors
- Department staff can be co-located with the Building and Engineering Departments' staff
- Currently moving from a paper file and access system to an all-electronic one
- Currently not a public-facing entity, but would prefer to be more public-facing like a “one stop” solution

### **Economic Development Department**

- Would like to be more accessible to the general public
  - Public connection outweighs the staff/departmental collaboration
- Need of additional conference room space to allow for small- to medium-sized meetings with internal staff and outside visitors

- A large space that can be converted into smaller spaces would be more efficient use of the square footage
- Currently scheduled to relocate to a COhatch facility off campus
- Would like to be adjacent to the Planning, Zoning, and Building departments for better collaboration

#### **Community Engagement Office**

- Needs access to all departments, therefore a central location within facility is preferred
- Need for a small secure storage area for digital and A/V equipment
- Needs additional regular storage for branded items and swag for staff; this can be offsite or in a shared on-site room/area

#### **POLICE DEPARTMENT HEADQUARTERS**

- Security issues municipal area staff have access to the police department
  - Utilizing police department conference rooms for meetings when current facilities are booked
- Female locker room is too small
- Fitness facilities need to grow
- Police policy/procedure has changed and there is no longer a need to hold a person at this facility, so the secure holding cell area can be allocated for another use
- Need to increase the number of secure interview rooms
- Entry of police staff is not conducive to the location of their locker rooms and their offices; the carrying of duty bags and other equipment through the entirety of the facility is causing interior finish damages

- Processing and evidence storage is constricted and needs to grow to be more efficient
- Need for a dedicated roll call / duty room that is not also being used as a circulation space
- Need for a larger room to host emergency operations or training

### **PARKS & RECREATION / PUBLIC WORKS ADVENTURE PARK FACILITY**

- Need to separate the two functions so that PW staff are not mingling in the same areas as P&R or the summer camp participants
- Separate entries to these spaces
  - P&R would also like an exterior area for car rider drop-off and pick-up
- P&R needs to be more public-facing, and PW needs to be more back-of-house facing
- Separate storage requirements

- Expansion of both departments is requested to better fit the needs of the community
  - P&R would like to have more of a community center setup that allows them to expand their program offerings
  - P&W needs to expand for the type of equipment and storage growth required to service the growing community
- Parking and flow of traffic in and around the facility is hampered by the number of patrons to the park

### **LECHLER PUBLIC WORKS STORAGE FACILITY**

- Currently in a prime location for other development
- In the south end of town, away from the Adventure Park Building on the north end, thus must traverse town to get equipment
- Facility is run down and no longer meets the storage requirements for the City

# Preliminary Program: City Hall

Department / Team	Employee Current	Employee Future	Employee Total (Curr.+Fut.)	PO-2 Exec Office 12x14	PO-1 Office 10x12	WS-1 Full 6x8	WS-2* Part-Time 6x8	WS-3* Intermediate 6x6	WS-4 Touchdown 6x6	Employee Total	Total SF	Notes
City Manager	2	2	4	2	2					4	576	Note 2
Clerk of Council	1	1	2			1	1			2	168	
Engineering	3	2	5		2	3				5	384	Note 8
Human Resources	2	0	2	1			1			2	216	Note 2
Finance	4	2	6		2	4				6	432	Note 7
Community Engagement	2	1	3		1	2				3	216	
Economic Development	1	2	3		1	2				3	216	Note 7
Planning	2	2	4		1	3				4	264	Note 8
Building Official	3	2	5		1	4				5	312	
Legal	1	0	1				1			1	48	
Intern/Visitor	1	0	1				1			1	48	
<b>Department Subtotal</b>	<b>22</b>	<b>14</b>	<b>36</b>	<b>3</b>	<b>11</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>2,880</b>	

## Notes

\* shared workspaces

- One of these storage rooms is common use and one is secured for Finance and Human Resources.
- Include a small table for 4 in the office space.
- One of these rooms is to be near the entrance to the Council Chambers for use by Council members.
- Locate this room between administration area (City Mgr's office and Council Chambers so it can be used for executive session.
- Intent is for most of this square footage to serve as a public lobby for interaction between public and various public-facing departments.
- One pair of toilet rooms is to be located near lobby/Council Chambers and one pair is to be staff only within administration area.
- Located in the executive suite near the City Manager's office.
- Adjacent to Building Department.

Shared Support Spaces	Length (ft.)	Width (ft.)	SF	Qty	Total	Notes
<b>Huddle Room (4 Person)</b>	10	12	120	2	240	
<b>Open Work/Collaboration Area</b>	12	14	168	1	168	
<b>Sm. Conference Room (6-10 Person)</b>	12	16	192	2	384	Note 3
<i>Md. Conference Room (10-14 Person)</i>	<i>14</i>	<i>18</i>	<i>252</i>	<i>2</i>	<i>504</i>	
<b>Md. Conference Room (14-16 Person)</b>	16	20	320	0	0	
<b>Lg. Conference Room (16-20 Person)</b>	16	30	480	1	480	Note 4
<b>Council Chambers (30-40 Person)</b>	30	40	1,200	1	1,200	
<i>Training Room (30-40 Person)</i>	<i>30</i>	<i>40</i>	<i>1,200</i>	<i>0</i>	<i>0</i>	
<i>Visitor Entry / Vestibule / Security</i>	<i>20</i>	<i>30</i>	<i>600</i>	<i>0</i>	<i>0</i>	Note 5
<b>Copy / Print / Supply Area</b>	10	12	120	1	120	
<b>Storage Room</b>	10	12	120	2	240	Note 1
<b>Mother's Room / Wellness Room</b>	10	10	100	1	100	
<b>Focus / Phone / Zoom Room</b>	8	8	64	2	128	
<b>Workcafé / Breakroom / Employee Hub</b>			600	1	600	
<i>Coffee / Pantry / Hospitality Area</i>	<i>12</i>	<i>14</i>	<i>168</i>	<i>0</i>	<i>0</i>	
<b>Women's Restroom</b>	12	20	240	2	480	Note 6
<b>Men's Restroom</b>	12	20	240	2	480	Note 6
<b>IDF Room</b>	10	10	100	1	100	
<b>Shared Support Spaces Subtotal</b>					<b>5,224</b>	

<b>Totals</b>					
<b>Subtotal Usable Square Feet</b>					8,104
<b>Circulation Factor</b>	40%				3,242
<b>Total Usable Square Feet</b>					11,346
<b>Building Grossing Factor</b>	10%				1,135
<b>Estimated RSF</b>					<b>12,480</b>

# Preliminary Program: Police

Department / Team	Employee Current	Employee Future	Employee Total (Curr.+Fut.)	PO-2 Exec Office 12x14	PO-1 Office 10x12	WS-1 Full 6x8	WS-2* Part-Time 6x8	WS-3* Intermediate 6x6	WS-4 Touchdown 6x6	Employee Total	Total SF	Notes
Office (Chief)	1	0	1	1						1	168	
Office (Deputy Chief)	1	0	1		1					1	120	
Office (Clerks)	3	0	3			3				3	144	Notes 1 & 3
Office (Patrol Sergeants)	4	0	4			4				4	192	Note 2
Office (Detectives)	3	0	3			3				3	144	Note 1
<b>Department Subtotal</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>768</b>	<b>Note 12</b>

## Notes

\* shared workspaces

1. Shared office for 3.
2. Shared office for 4.
3. Requires adjacency to public lobby.
4. One conference room dedicated to detectives' use.
5. Conference room dedicated to Chief's use.
6. Relocate existing high density storage system.
7. Storage for outdoor equipment and bulk materials not used in the office.
8. To be located at staff entrance.
9. Space for 4 terminals for officer use.
10. Assumes 6'-0" x 75'-0" lane, approximately 30'-0" behind lane for bullet capture and service, and 20'-0" for firing lane and circulation.
11. Main entrance lobby.
12. This departmental total doesn't include patrol officers.
13. Adjacent/contiguous with sallyport.
14. Covered but not attached to building.

Shared Support Spaces	Length (ft.)	Width (ft.)	SF	Qty	Total	Notes
<b>STAFF SUPPORT/AMENITY SPACES</b>						
<b>Huddle Room (4 Person)</b>	10	12	120	0	0	
<b>Resource Area</b>	12	14	168	1	168	Note 9
<b>Sm. Conference Room (6-10 Person)</b>	12	16	192	2	384	Note 4
<b>Md. Conference Room (10-14 Person)</b>	14	18	252	1	252	Note 5
<i>Md. Conference Room (14-16 Person)</i>	16	20	320	0	0	
<i>Lg. Conference Room (16-20 Person)</i>	16	30	480	0	0	
<i>Break Room</i>	12	15	180	0	0	
<b>Copy / Print / Supply Area</b>	10	12	120	1	120	
<i>Mother's Room / Wellness Room</i>	10	10	100	0	0	
<b>Focus / Phone / Zoom Room</b>	8	8	64	2	128	
<b>Workcafé / Breakroom / Employee Hub</b>	10	20	200	1	200	
<i>Coffee / Pantry / Hospitality Area</i>	12	14	168	0	0	
<b>Women's Restroom</b>	12	20	240	1	240	
<b>Women's Shower (2)</b>	8	10	80	1	80	
<b>Women's Lockers (15 total)</b>	16	16	256	1	256	
<b>Men's Restroom</b>	12	20	240	1	240	
<b>Men's Showers (2)</b>	8	10	80	1	80	
<b>Men's Lockers (30 total)</b>	16	28	448	1	448	
<b>LAW ENFORCEMENT SPECIFIC SPACES</b>						
<b>Roll Call (30-40 Person)</b>	30	40	1,200	1	1,200	
<b>Secure/Staff Entry Vestibule</b>	8	10	80	1	80	
<b>Sallyport</b>	16	24	384	1	384	
<b>Processing Room</b>	8	10	80	1	80	
<b>Processing Toilet Room</b>	8	8	64	1	64	
<b>File Storage Room</b>	16	24	384	1	384	
<b>Evidence Storage</b>	10	20	200	1	200	Note 6
<b>Vehicle Evidence Storage</b>	16	24	384	2	768	

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Shared Support Spaces	Length (ft.)	Width (ft.)	SF	Qty	Total	Notes
Evidence Processing	8	16	128	1	128	
Equipment Storage	6	16	96	1	96	Note 7 & 13
Bicycle Storage	8	10	80	1	80	Note 13
In Duty Bag Storage	4	10	40	1	40	Note 8
Weight/Exercise Room	30	40	1,200	1	1,200	
Mat Room	40	35	1,400	1	1,400	
Armory	8	10	80	1	80	
Gun/Ammunition Storage	8	10	80	1	80	
Firing Lane	6	130	780	4	3,120	Note 10
Covered Police Vehicle Parking	10	20	200	16	3,200	Note 14
<b>PUBLIC INTERVATION SPACES</b>						
Visitor Entry / Vestibule / Security	15	15	225	1	225	Note 11
Interview Room	8	10	80	2	160	Note 3
<b>OTHER</b>						
IDF Room	10	10	100	1	100	
<b>Shared Support Spaces Subtotal</b>					<b>15,665</b>	

Totals		
Subtotal Usable Square Feet		16,433
Circulation Factor	40%	6,573
Total Usable Square Feet		23,006
Building Grossing Factor	10%	2,301
Estimated RSF		<b>25,307</b>

# Preliminary Program: Public Service

Department / Team	Employee Current	Employee Future	Employee Total (Curr.+Fut.)	PO-2 Exec Office 12x14	PO-1 Office 10x12	WS-1 Full 6x8	WS-2* Seasonal 6x8	WS-4 Touchdown 6x6	None	Employee Total	Total SF	Notes
<b>Administrative</b>												
<b>Parks &amp; Recreation</b>	4	2	6		2	4				6	432	
<b>Public Works</b>	11	6	17		2	3			12	17	816	Note 1
<b>Seasonal Staff</b>	12	3	15				4		9	13		Note 2 & 3
<b>Department Subtotal</b>	<b>27</b>	<b>11</b>	<b>38</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>21</b>	<b>36</b>	<b>1,248</b>	

## Notes

\* shared workspaces

- One workstation is for a vehicle mechanic and would be within the garage space.
- Seasonal staff desks can be shared by seasonal staff and year round part time staff.
- Current seasonal staff count is 7 for Parks & Rec and 5 for Public Works.
- Large conference room in proximity to garage for use as morning briefing room.
- Room to be dividable into a 6-8 person conference room and a 10-12 person conference room that can be used concurrently.
- Sized for a full size basketball court. Court size to be 84' x 50' (high school size) with 10'-0" buffer around full perimeter.
- Provide with a sprung floor system.
- 6 lane track ringing the gymnasium. Track could be elevated which would reduce space requirement. Assume 25'-0" added to perimeter of gym space.
- Includes front and back counters and seating at front facing tables for 16.
- Locker room space calculated at 10 SF per rec center SF.
- Assume Vehicle Storage is not fully conditioned (heat only).
- Capacity for 1500 tons of salt, on property but not attached to building.
- Attached and adjacent to the salt dome.

Shared Support Spaces	Length (ft.)	Width (ft.)	SF	Qty	Total	Notes
<b>COMMON/SHARED</b>						
Huddle Room (4 Person)	10	12	120	2	240	
Open Work/Collaboration Area	12	14	168	1	168	
Sm. Conference Room (6-10 Person)	12	16	192	2	384	
Lg. Conference Room (16-20 Person)	16	40	640	1	640	Note 4 & 5
Visitor Entry / Vestibule / Security	20	30	600	1	600	
Copy / Print / Supply Area	10	12	120	1	120	
Storage Room	10	12	120	1	120	
Mother's Room / Wellness Room	10	10	100	1	100	
Women's Restroom (P&R staff)	12	20	240	1	240	
Men's Restroom (P&R staff)	12	20	240	1	240	
Women's Restroom (PW staff)	8	8	64	1	64	
Men's Restroom (PW staff)	12	20	240	1	240	
Women's Shower (PW staff)	4	13	52	1	52	
Men's Shower (PW staff)	4	13	52	2	104	
Women's Lockers (15 total)	16	20	320	1	320	
Men's Lockers (5 total)	8	10	80	1	80	
IDF Room	8	8	64	1	64	
<b>PUBLIC WORKS</b>						
Sign Shop	15	30	450	1	450	
Sign Shop Storage	15	8	120	1	120	
Welding Shop	20	30	600	1	600	
Welding Shop Storage	20	8	160	1	160	
Carpentry Shop	20	30	600	1	600	
Carpentry Shop Storage	20	8	160	1	160	
Loading Dock	12	20	240	1	240	
Salt Dome	50	80	4,000	1	4,000	Note 12
Brine Solution Making Area	10	20	200	1	200	Note 13

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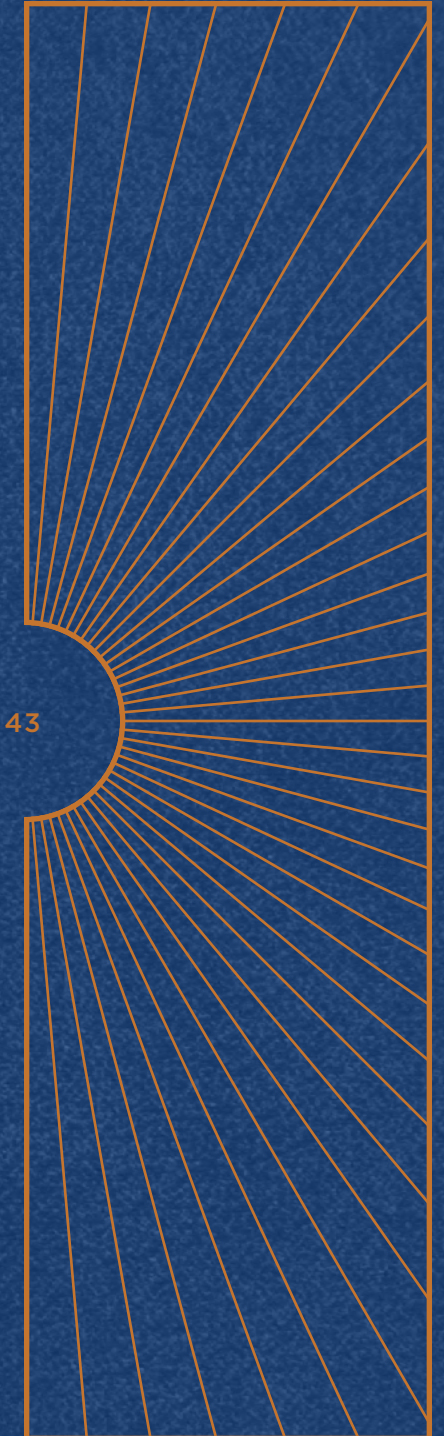
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Shared Support Spaces	Length (ft.)	Width (ft.)	SF	Qty	Total	Notes
<b>RECREATION CENTER</b>						
Gymnasium	104	70	7,280	1	7,280	Note 6
Dance/Fitness Studio	20	30	600	1	600	Note 7
Exercise/Equipment Room	40	60	2,400	1	2,400	
Indoor Walking Track			11,200	1	11,200	Note 8
Multi-purpose Room	20	30	600	8	4,800	
Art Room	20	30	600		600	
Demonstration Kitchen	25	25	625	1	625	Note 9
Demonstration Kitchen Storage	8	25	200	1	200	
Men's Lockers (public)			1,500	1	1,500	
Women's Lockers (public)			1,500	1	1,500	Note 10
Men's Restroom (public)	12	20	240	1	240	Note 10
Women's Restroom (public)	12	20	240	1	240	
Men's Shower (public)	4	13	52	4	208	
Women's Shower (public)	4	13	52	4	208	
Public Lobby/lounge	30	50	1,500	1	1,500	
<b>SUBTOTAL</b>					<b>33,101</b>	
<b>INDOOR VEHICLE STORAGE</b>						
Indoor Parking			8,000	1	8,000	Note 11
Vehicle Repair Bay with lift	15	40	600	1	600	
Vehicle Wash Bay	15	40	600	1	600	
<b>Shared Support Spaces Subtotal</b>					<b>52,607</b>	
<b>Totals</b>						
Subtotal Usable Square Feet					53,855	
Circulation Factor	40%				21,542	
Total Usable Square Feet					75,397	
Building Grossing Factor	10%				7,540	
<b>Estimated RSF</b>					<b>82,937</b>	

# Vehicle Programming

	Outdoor #	Covered #	Indoor #	Parking Space Width	Parking Space Length	Parking Space Area	EV	Inventory Number/Notes
<b>WORK VEHICLES</b>								
<i>A work vehicle is any vehicle an employee is not likely to use more than minimally for personal purposes because of its design</i>								
Plow Truck			8	15	37	4440		101, 102, 103, 104, 105, 105, 122, 123
Tractor / Trailers	1			25	65			A201
Trailer	1			9				A204 — length unknown
<b>MOBILE EQUIPMENT</b>								
<i>Additional equipment required to be stored in the yard</i>								
Rubber Tire Tractor /Front End Loader			4	9	20	720		A205, A208, A225, A226
Walk Behind Mower/Bunker Rake			5	6	8	240		A207, A212, A214, A215, A219
Riding Mower			3	6	8	144		A216, A220, A221
Skid Steer Loader with Trailer			1	9	20	180		
Utility Vehicle			5	8	12	480		A210, A211, A213, A222, A223
<b>POOL/COMMUTER</b>								
<i>A staff/pool vehicle is assigned for a specific business need and is generally parked at a City location during nights and weekends</i>								
Medium Duty			9	9	20	1620		107, 108, 109, 110, 111, 112, 113, 120, 124
Personal Vehicles	28			9	20			24 Public Works (future) + 4 Parks & Rec (future)
Visitor Vehicles	12			9	20			
<b>Subtotal Indoor Parking Area</b>						<b>7824</b>		

# Overall Recommendations and Diagrams





## Recommendations

The design team was able to evaluate the building utilizations based on post-interview walkthroughs with each department and by accessing the electronic drawing data that is maintained by the City of Powell.

In review of all the different data sets collected (stakeholder interviews, departmental program requirements, existing facility condition assessments), the design team has come to the following conclusions:

- During departmental interviews, opportunities for program consolidation were identified, but some departments with increasing needs would require additional building space that is not currently available in the existing facilities.
- Each facility reviewed has reached the end of its usable lifespan:
  - Current probable cost of rectifying past deferred maintenance items plus the cost of the discussed growth of each department, would outweigh the probable cost to construct a new facility.
    - MEP equipment is at the end of its lifespan, thus full replacement of these items is recommended, which is a high dollar capital replacement cost that would not benefit the growth needs.
  - There is not enough open available usable square footage in each facility to meet the growth needs of each department.

- Current locations of each of the facilities is not conducive to the growth and accessibility needs of the community.
  - The Municipal Building is located in an area being reviewed as part of the redevelopment as part of the Village Green Master Plan.
  - The Police Department is located in an area that has accessibility issues to the major transportation arteries / thoroughfares of the community.
- The Adventure Park Parks & Recreation / Public Services facility is landlocked in a growing community park area and accessibility and storage issues at this location causes the City to utilize multiple locations for city storage.
- The Lechler City Public Works storage facility is located away from the main facility across town. While it serves its purpose, this distance causes response delays.

*Based on our review of the data collected, we recommend that the existing functions at each facility be relocated into a future new facility at a site selected by the City. The following items and diagrams work through how each facility could be set up based on the consolidation of space, the growth of the existing departments, and the interconnectivity of those departments with each other and the community at large.*

## City Municipal Building

The design team's recommendation is that the City of Powell Municipal Building be relocated from its current constrained facility and site to a more visible and accessible location. While the current facility has served its purpose, a new location will allow for proper future growth of the city services being offered as well as an increase in collaboration between internal departments and with the local community.

This recommendation also includes the separation of the City municipal departments from the police headquarters. Either by a physical building location separation or a hard physical separation, these two entities need to be able to function without the current degree of access between them, as it creates a security and chain-of-custody issue.

The intention of this design concept is to provide a one-stop center for the general public to be able to access city services (building, planning, zoning, and economic development) and allow for better outreach of the City to the general public, all while allowing for proper growth of internal City

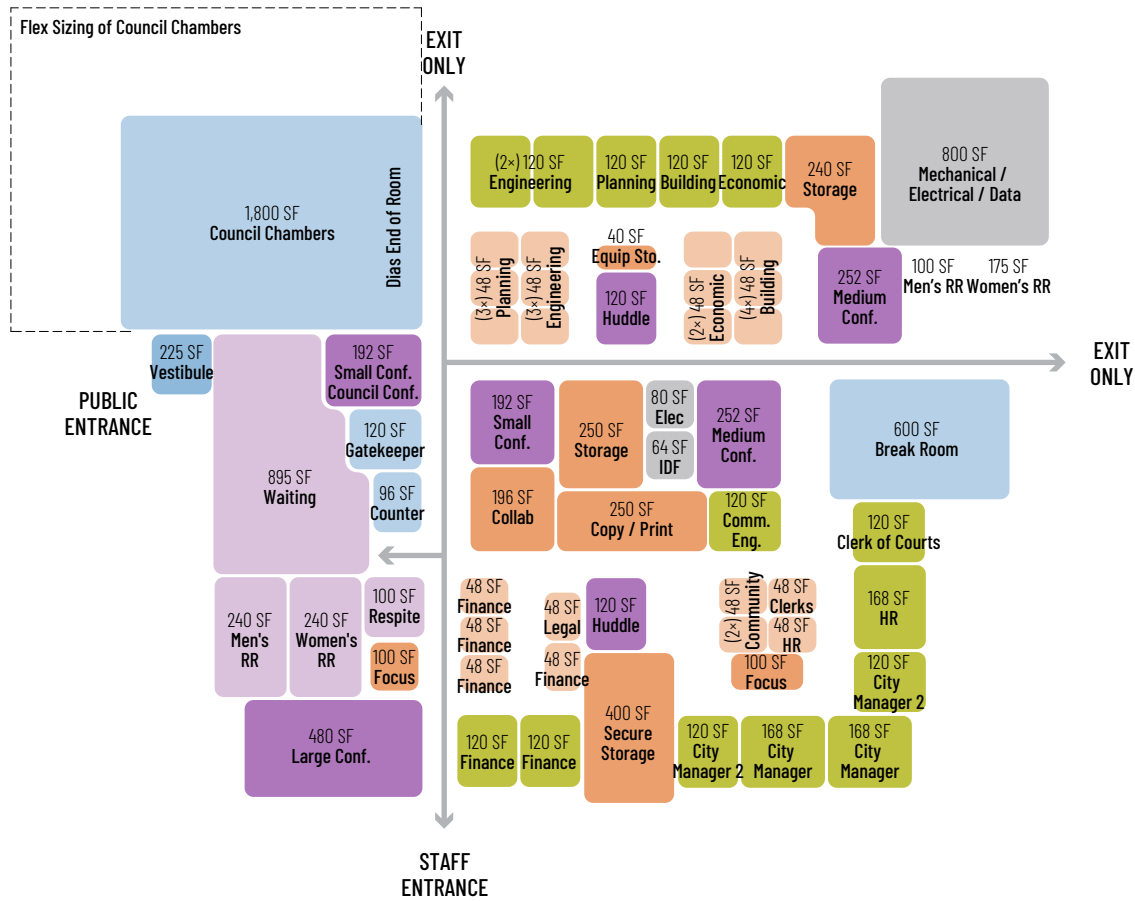
departments (HR, Finance, Community Outreach, etc.) as the City continues to grow.

As part of the design concept there shall be additional studies exploring the idea of a single-story versus a two-story building in response to the locations being considered for this new facility.

- If the facility is to be relocated to be more adjacent to the city center area, then a two-story facility concept with a minimal footprint shall be investigated.
- If the facility to be relocated on a larger expanse of land, then a single-story concept shall be investigated.

This relocation will allow for the increase in amenities and access to the Village Green Park area, which is reflected in the Village Green Master Plan document, currently being created by Pizzuti and the City of Powell, which is still in the master planning and review process.

# BUBBLE DIAGRAM



# SITE PLAN

## Site Areas

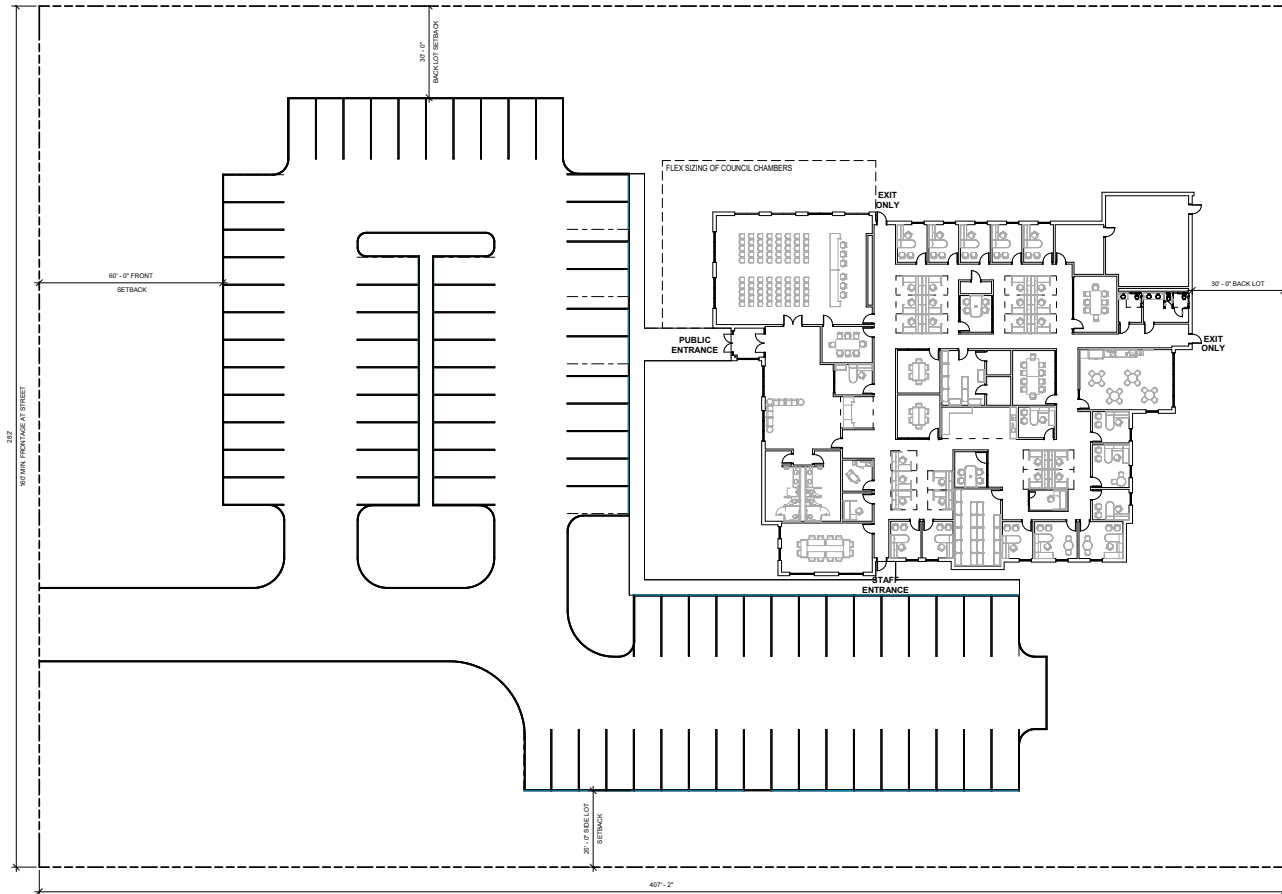
Building	15,842 SF
Pavement	33,220 SF
Subtotal	49,062 SF

## Lot Area

Lot size w/ min. setbacks	114,695 SF/ 2.62 acres (42% lot coverage)
Lot size w/ max lot coverage	245,310 SF/5.63 acres (20% lot coverage)

\*Based on PO-planned office district and PC-planned commercial district as requirements and building types are most compatible with these zones

\*\*The zoning code requirements based on specific road locations (Powell Road west of Sawmill Road and/or Sawmill Parkway) have not been included in the lot sizes above.



# SCHEMATIC PLAN



## Area

15,842 GSF

11,666 NSF Program

2,666 NSF of Circulation

## MEP DESIGN NOTES

- Building to be fully suppressed, with a concept idea of concealed sprinkler heads in common public spaces, exposed downturn heads in back-of-house areas, and upturn heads in any exposed ceiling conditions.
- A fully addressable fire alarm system shall be designed and installed in this facility.
- Plumbing system design to require a 2" diameter service main at a minimum.
- Mechanical design should be to utilize roof top units with a VAV terminal box zoning system for more accurate user temperature control.
  - Any IDF or Technology Closets to be independently cooled utilizing a local mini-split system.
  - Building should be set up with BAS control system with interfacing to the City's current monitoring/control system.

- Electrical system shall be designed to meet the requirements of a 480/277 volt system or 208/120 volt 3-phase system, whichever is being provided to the property.
  - A small backup generator shall be included in the initial design to maintain municipal technology and life safety systems as required.
  - All lighting shall be LED type.
  - All outlets in public spaces (including conference / meeting spaces) to also have USB ports for convenient charging.
- As it relates to the height of the designed facility, a possible Lighting Protection System shall be reviewed for inclusion to the building.
  - A Emergency Responder Radio Antenna/ Repeater System (ERRS) shall be included in the design discussions pending review with the local Emergency Services.
- Low-voltage systems shall be reviewed with the Client prior to design work, this includes all A/V, communications systems, and security system requirements.
  - Include door access controls with the Client as part of the concept design.

## Police Department

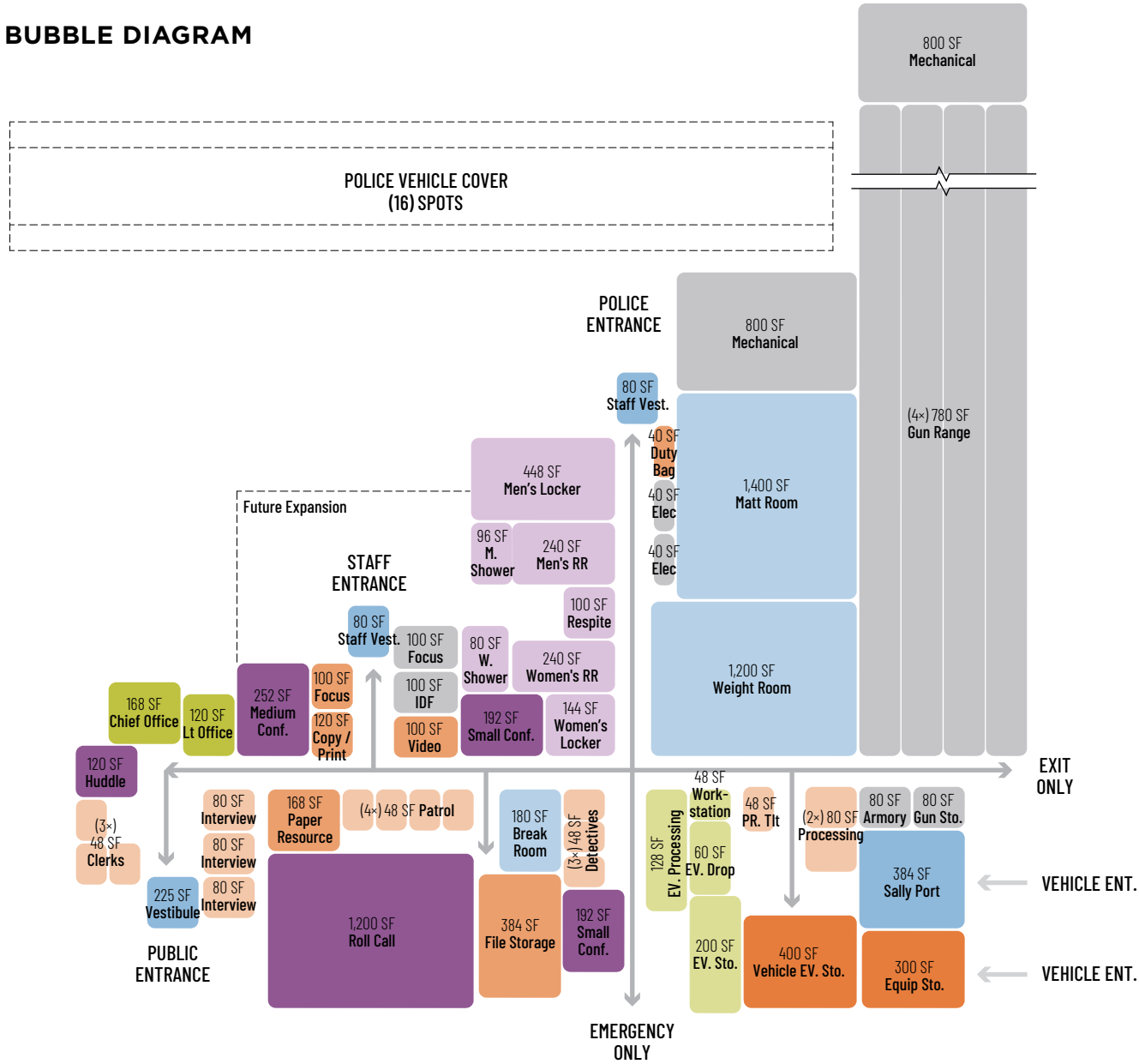
The police department needs to be its own entity and in its own location. Due to the change in policy/procedure, some of the current spaces are not required or are being used in a different manner than was originally intended. Additionally, inefficiencies in the current layout of the facility that create roadblocks to collaborate amongst police staff. There are also constraints regarding how the police department would like to operate in the current facility that a new facility can alleviate.

It is the design team's recommendation that a new facility be constructed either at the south end of the Village Green Park, where there is better access to the main roads without having to deal with congestion to the main road, or to the north in the Seldom Seen Park area, which is more central to the entire city population.

As part of the design concept, the following upgrades to the flow and efficiency of the facility should be considered:

- Properly covered exterior parking areas for the marked and unmarked police vehicles
  - This canopy area should not be made of solar panels as a structure but could incorporate solar panels on top of a proper roof structure
- Better access to the facility for the general public and separate access for staff
- Additional interview rooms and meeting / training spaces
- Additional secure storage for files, evidence, and a proper armory area
- Clear separation between the administrative areas and operational areas as it pertains to the security and movement of person(s) and evidence

# BUBBLE DIAGRAM



## SITE PLAN

### Site Areas

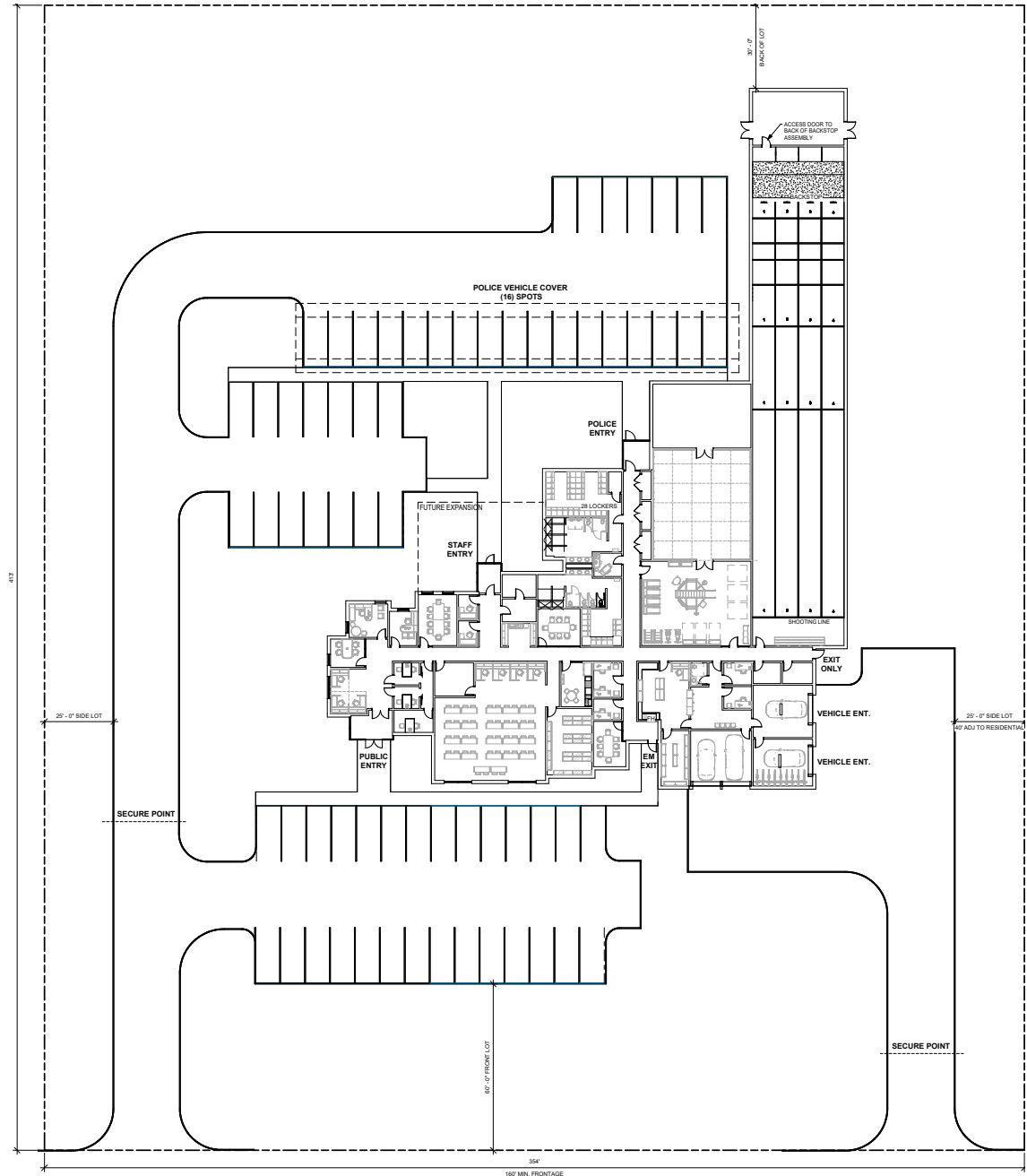
Building	26,104 SF
Pavement	21,947 SF
Subtotal	48,051 SF

### Lot Area

Lot size w/ min. setbacks	138,954 SF/ 3.2 acres (64% lot coverage)
Lot size w/ max lot coverage	442,015 SF/10.14 acres (20% lot coverage)

\*Based on PO-planned office district and PC-planned commercial district as requirements and building types are most compatible with these zones

\*\*The zoning code requirements based on specific road locations (Powell Road west of Sawmill Road and/or Sawmill Parkway) have not been included in the lot sizes above.



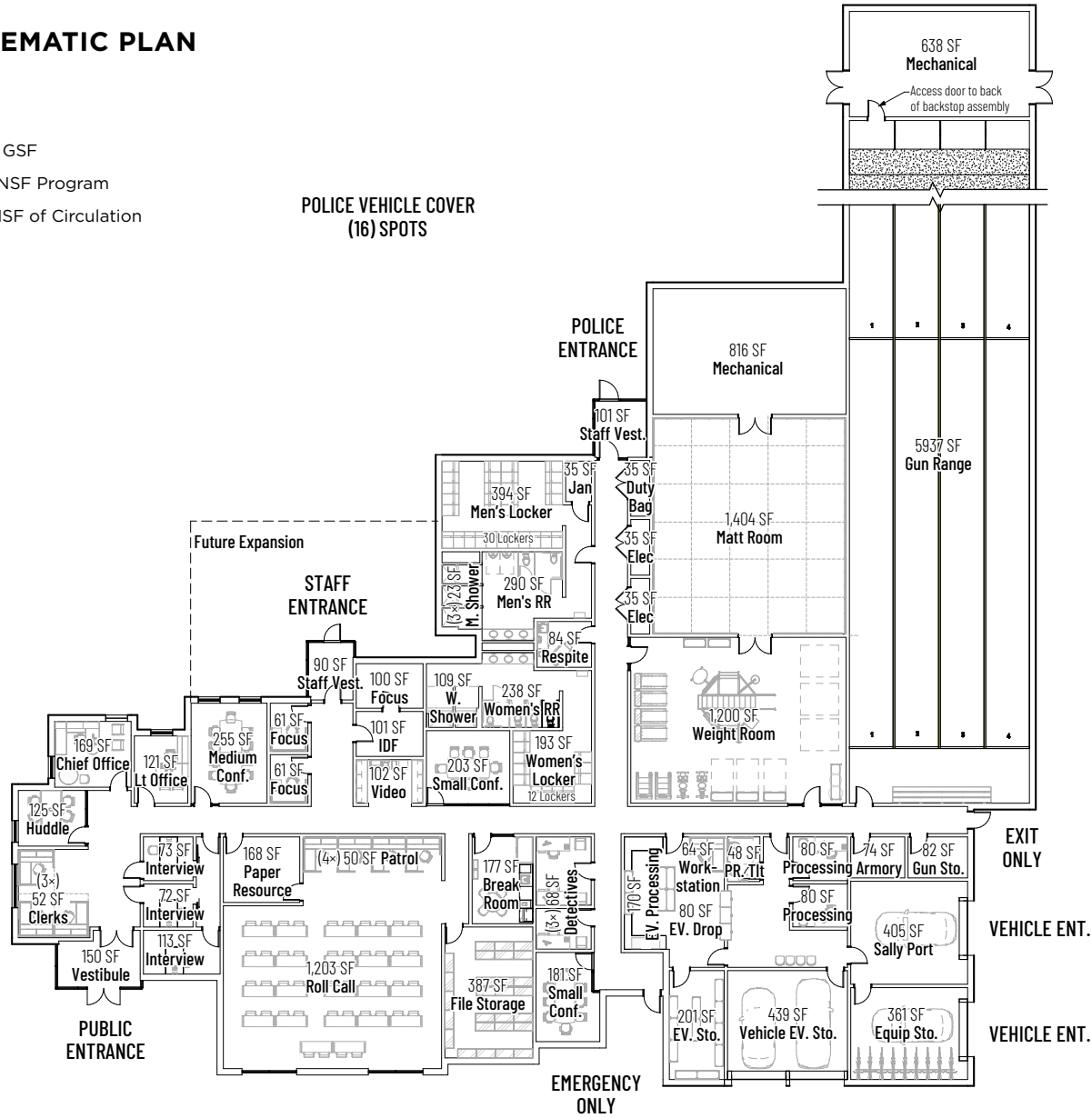
# SCHEMATIC PLAN

## Area

22,568 GSF

17,997 NSF Program

1,998 NSF of Circulation



## MEP DESIGN NOTES

- Building to be fully suppressed, with a concept idea of concealed sprinkler and upturn heads in any exposed ceiling conditions. Wet system throughout, but in vehicle storage and main electrical / IT communications area a “dry system” shall be considered.
- A fully addressable fire alarm system shall be designed and installed in this facility.
- Plumbing system design to require a 2” diameter service main at a minimum.
- Mechanical design should be to utilize roof top units with a VAV terminal box zoning system for more accurate user temperature control.
  - Any IDF or Technology Closets to be independently cooled utilizing a local mini-split system.
  - Building should be set up with BAS control system with interfacing to the City’s current monitoring/control system.

- Electrical system shall be designed to meet the requirements of a 480/277 volt system or 208/120 volt 3-phase system, whichever is being provided to the property.
  - A medium-sized backup generator shall be included in the design to maintain all technology for the facility, consider this a 24/7 facility with Emergency Operations Command capabilities.
  - All lighting shall be LED type.
  - All outlets in public spaces (including conference / meeting spaces) to have USB ports for convenient charging.
- Due to the 24/7 Emergency Action Center, a Lighting Protection System shall be provided.
  - A Emergency Responder Radio Antenna/ Repeater System (ERRS) shall be included in the design with location properly coordinated for maximum signal strength.
- Low-voltage systems shall be reviewed with the Client prior to design work, this includes all A/V, communications systems, and security system requirements.
  - Door access controls is a must and shall be coordinated with the Client as part of the design.

## Parks & Recreation / Public Works Building

The shared facility of the Parks & Recreation Department and the Public Works Department brings about its own challenges. The two entities couldn't be more different, but there is some crossover in management of these departments. Hence why the concept for this facility becomes more linear in nature.

The team's recommendation is that a new facility should be constructed that creates a more formal public front image on the Parks & Recreation side as compared to the Public Works department's more service-oriented nature. The layout of this facility shall be such that the two entities can reside together or as separate facilities.

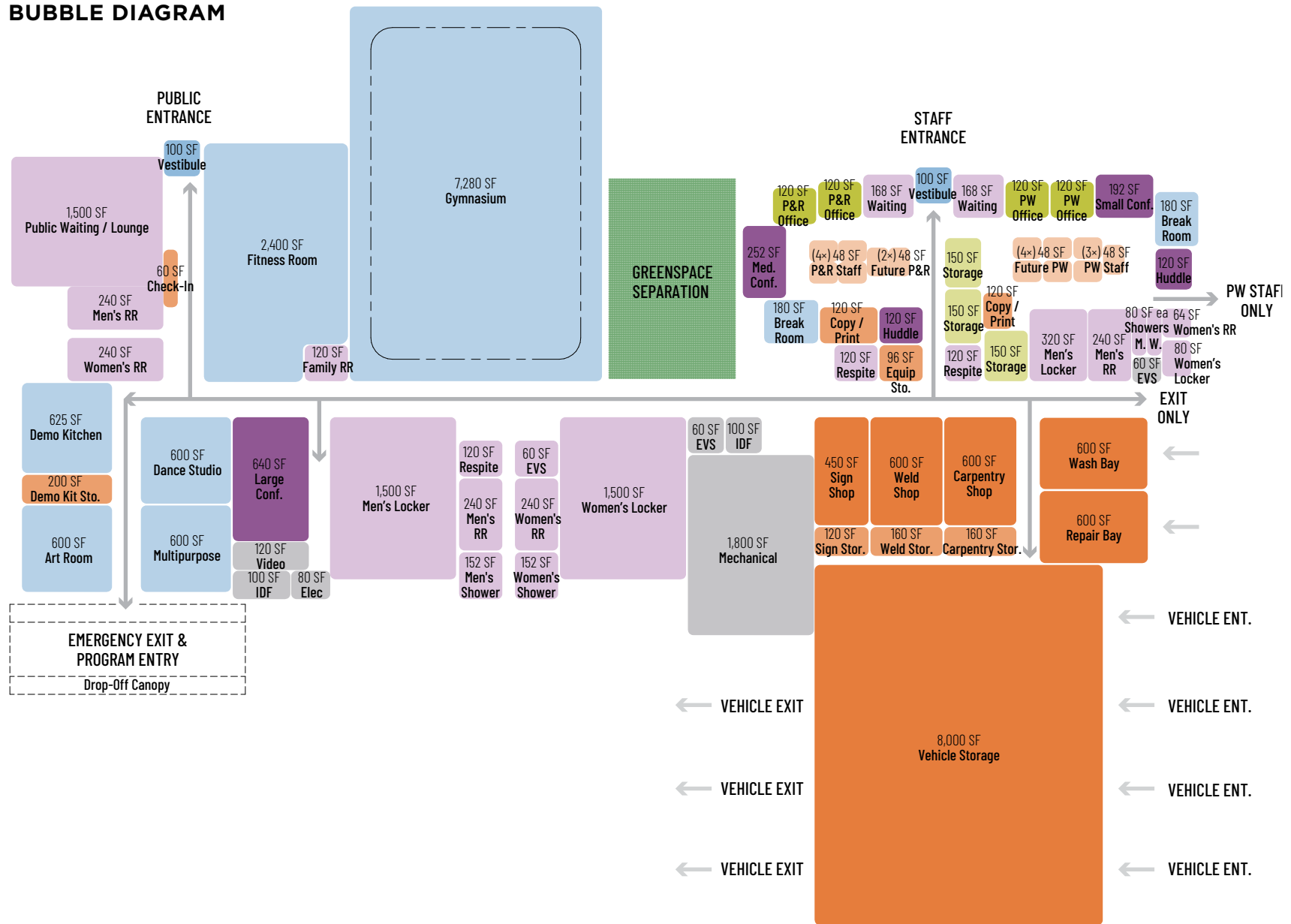
Per the design concept, the design team is indicated that one side of the facility could be a Community Center that would meet the program needs of the Parks & Recreation Department and the other side could be dedicated to Public Works. As the concept drawings show, this design concept could be a singular facility linear in fashion, or possibility these could be two separate facilities

located in close proximity to each other on a larger site.

As part of the design concept the following upgrades to the flow and efficiency of the facility should be considered:

- Drop-off canopy for program participants on the P&R side of the facility based on the increase in program participants over the years and requests for future growth of offered programs
- A public side of the facility vs a services side of the facility with clear separation between the two entities
- Additional public and offered program amenities
- Expansion of the storage needs for the Public Works department
  - Inclusion of a larger salt dome and brine-making stations

# BUBBLE DIAGRAM



# SITE PLAN

## Site Areas

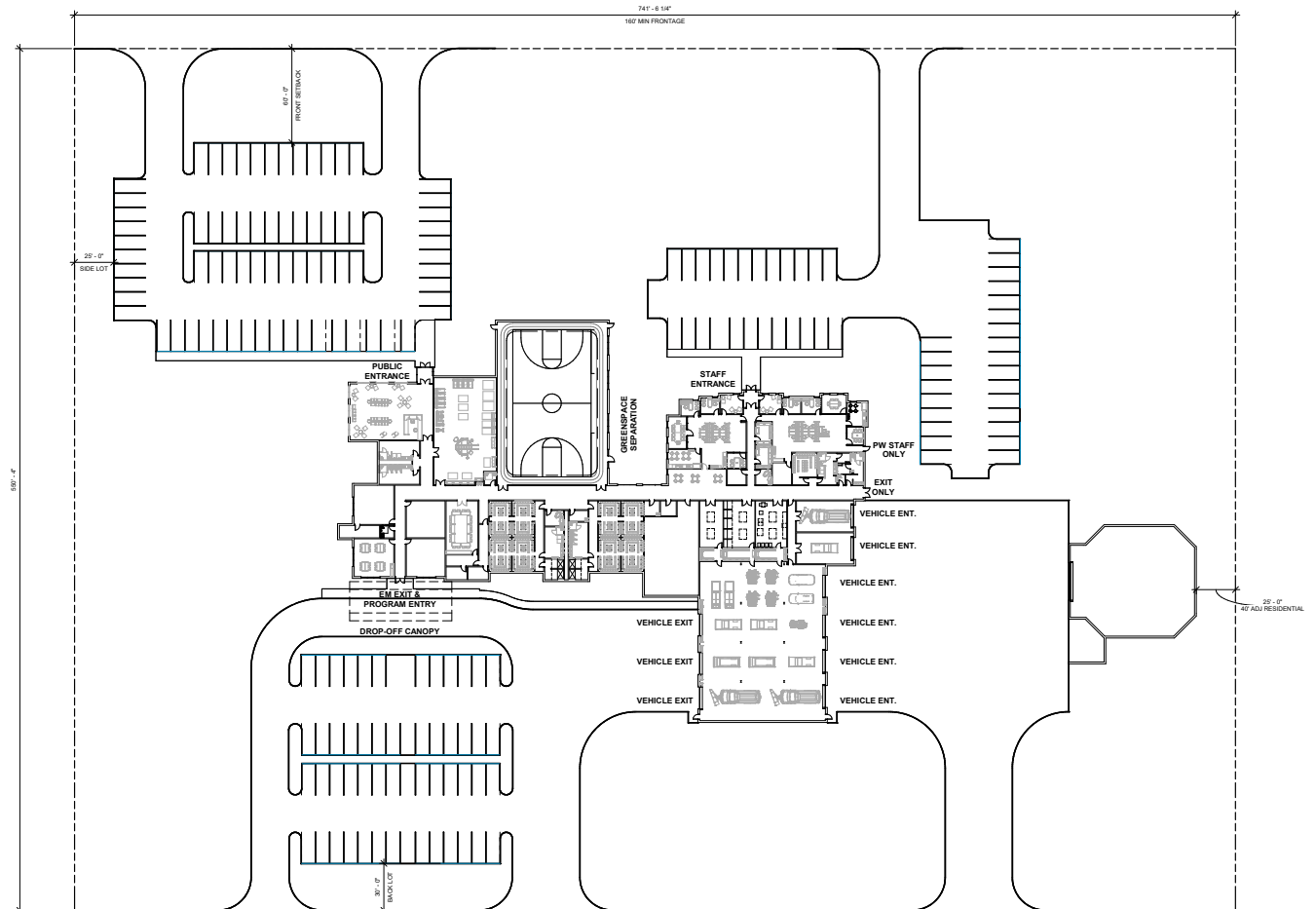
Building	47,933 SF
Pavement	124,995 SF
Subtotal	172,928 SF

## Lot Area

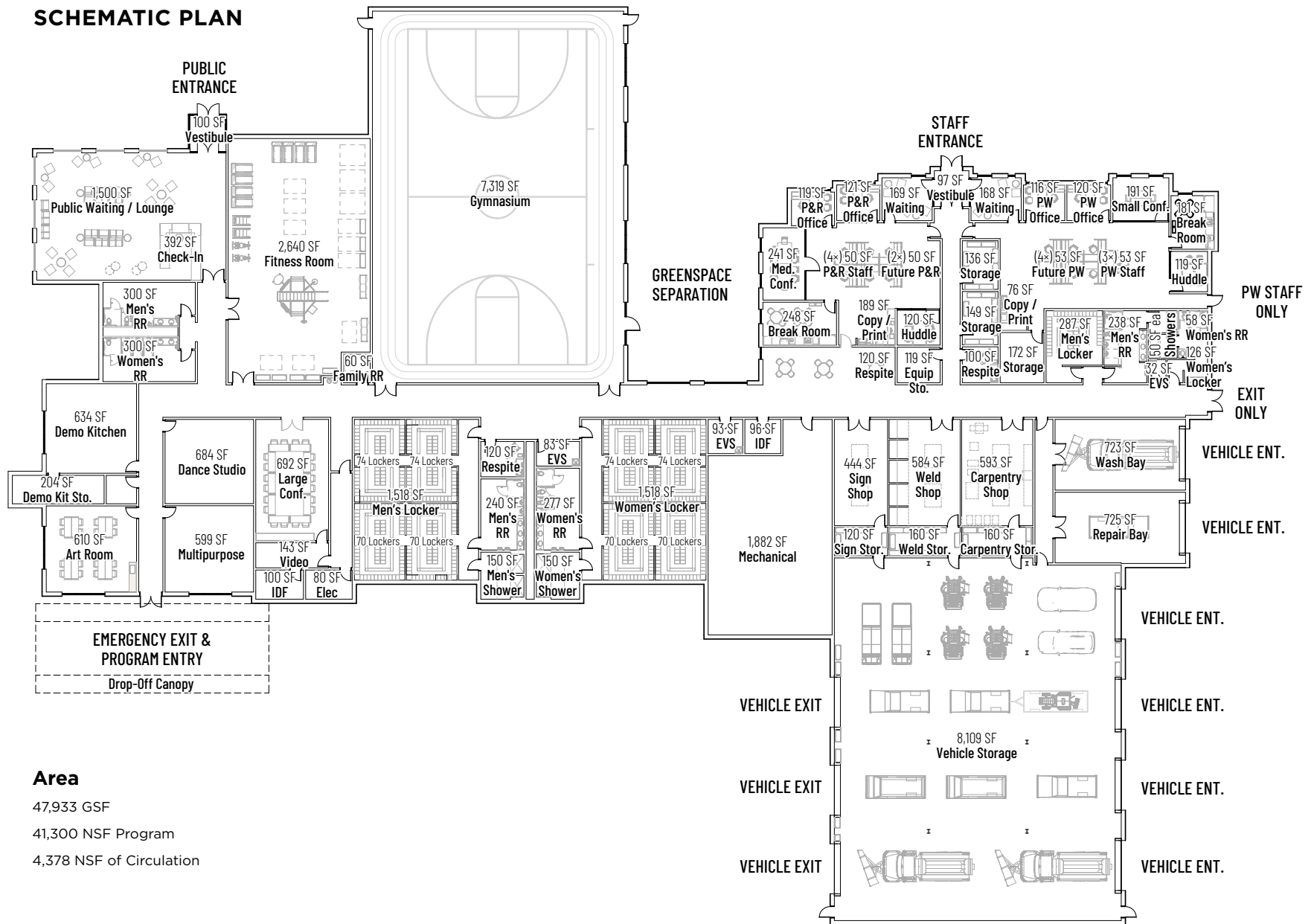
Lot size w/ min. setbacks	408,081 SF/ 9.4 acres (43% lot coverage)
Lot size w/ max lot coverage	864,640 SF/20 acres (20% lot coverage)

\*Based on PO-planned office district and PC-planned commercial district as requirements and building types are most compatible with these zones

\*\*The zoning code requirements based on specific road locations (Powell Road west of Sawmill Road and/or Sawmill Parkway) have not been included in the lot sizes above.



# SCHEMATIC PLAN



## Area

47,933 GSF

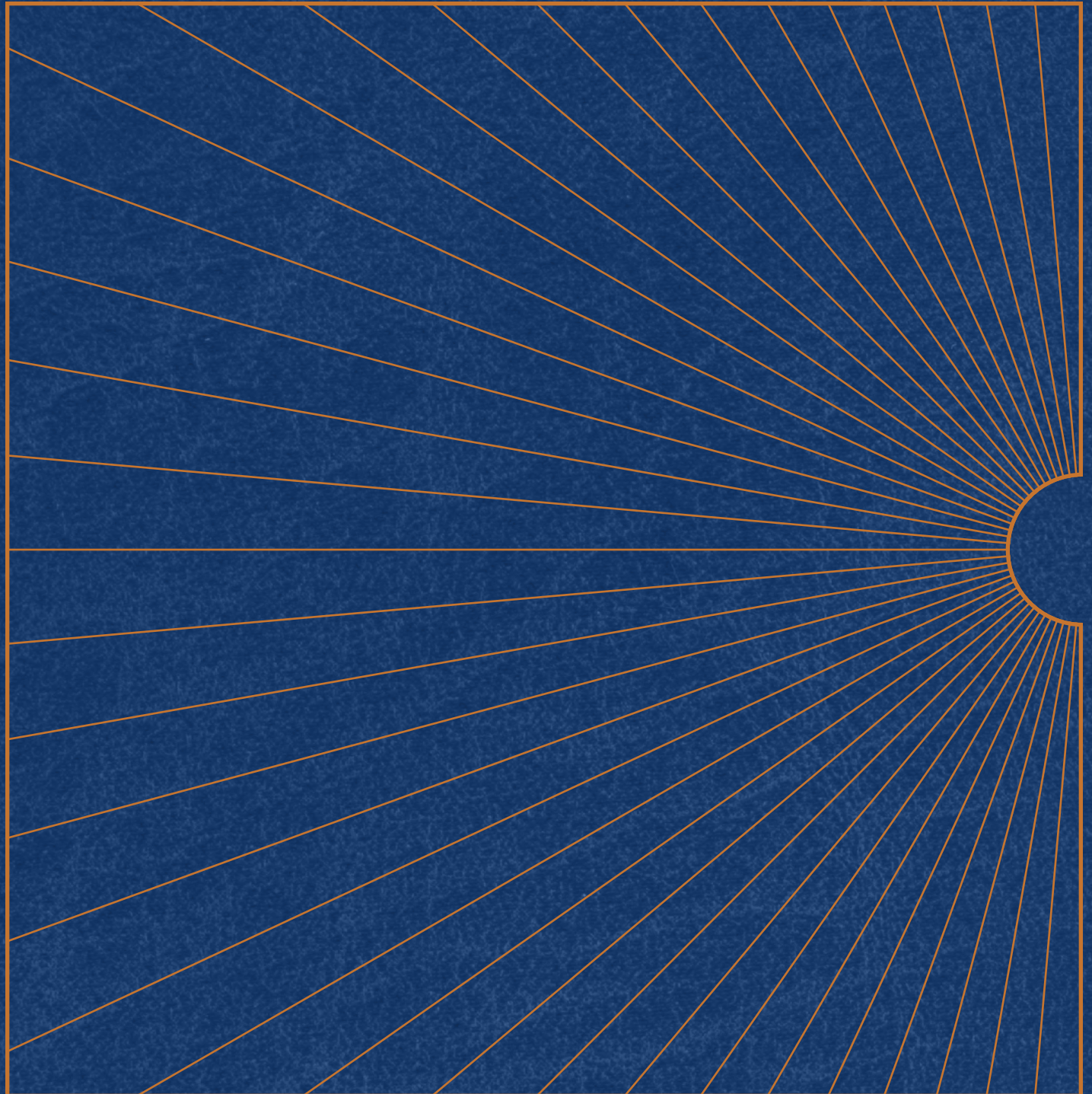
41,300 NSF Program

4,378 NSF of Circulation

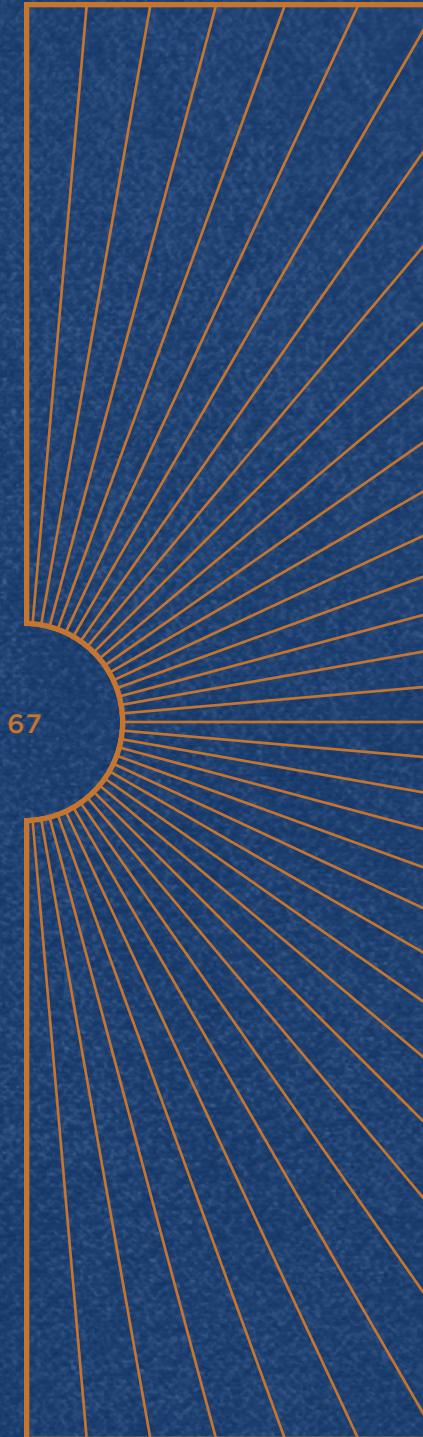
## MEP DESIGN NOTES

- Building to be fully suppressed, with a concept idea of concealed sprinkler and upturn heads in any exposed ceiling conditions. Wet system throughout, but in vehicle storage and main electrical / IT communications area a “dry system” shall be considered.
- A fully addressable fire alarm system shall be designed and installed in this facility.
- Plumbing system design to require a 2” diameter service main at a minimum.
- Mechanical design should be to utilize roof top units with a VAV terminal box zoning system for more accurate user temperature control.
  - Larger rec spaces may require large ground mounted units but these shall be located and screened from view.
    - Including any large chiller requirements.
  - Any IDF or technology closets to be independently cooled utilizing a local mini-split system.
  - Building should be set up with BAS control system with interfacing to the City’s current monitoring/control system.

- Electrical system shall be designed to meet the requirements of a 480/277 volt system or 208/120 volt 3-phase system, whichever is being provided to the property.
  - A small backup generator shall be included in the initial design to maintain municipal technology and life safety systems as required.
  - All lighting shall be LED type.
  - All outlets in public spaces (including conference / meeting spaces) to have USB ports for convenient charging.
- As it relates to the height of the designed facility, a possible Lighting Protection System shall be reviewed for inclusion to the building.
  - A Emergency Responder Radio Antenna/ Repeater System (ERRS) shall be included in the design discussions pending review with the local Emergency Services.
- Low-voltage systems shall be reviewed with the Client prior to design work, this includes all A/V, communications systems, and security system requirements.
  - Include door access controls with the Client as part of the concept design.



# Appendix





# Municipal Building Conceptual Engineering Design Narrative

*By: Korda/Nemeth Engineering*

*Issue 1*

*Korda File: 2024-0225*

*November 10, 2025*

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## I. INTRODUCTION

This version of the design narrative (Issue 1) is being written in the Master Planning phase. Hence, the information that exists at this point regarding the building size and configuration is both of a preliminary and general nature. Our team has assembled our recommendations for the MEP systems with the information provided to date. The final design may need to be adjusted if the final design of the building is not conducive to a design solution that is recommended in this narrative.

Although all aspects of the design are subject to Owner review and approval, there are some items that we would like to draw specific attention to. These might be items of a controversial nature, or simply items we believe deserve more detailed attention and discussion. **These items are presented in bold face in this document.**

**Also in bold face are items that go beyond the basic system requirements** and thus may be considered enhancements. While there can be many such “bells and whistles” we recommend

that the ones we included in this narrative be given serious consideration and be eliminated only if overriding financial considerations so require. We expect that this review will come at a later stage of the development of the project, when the team will be in a better position to weigh all budgetary considerations.

As the design develops, further versions of the narrative will be published and should be broadly reviewed by all the people who are involved in this project.

## II. CODES, REGULATIONS AND DESIGN STANDARDS

All design will satisfy the applicable portions of the following codes, regulations and standards:

- A. IBC 2015, International Building Code
- B. International Plumbing Code
- C. International Mechanical Code
- D. International Fire Code (IFC)
- E. Local Code Amendments
- F. Guidelines for Design and Construction of Hospitals and Health Care Facilities (AIA/DHHS)
- G. Ohio Department of Health Requirements
- H. Joint Commission Requirements
- I. National Fire Protection Association (NFPA)
- J. NFPA 101, Life Safety Code
- K. ASHRAE Standards
- L. National Electrical Code (NEC)
- M. Illuminating Engineering Society Recommended Practice (IES)
- N. Underwriters Laboratories, Inc. (UL)
- O. National Sanitation Foundation (NSF)
- P. Factory Mutual (FM)

### III. FIRE PROTECTION SYSTEMS

#### A. Sprinkler Systems

1. The facility will be fully protected with a wet-pipe sprinkler system, with the exception of those areas that must be provided with a dry pipe sprinkler system, **or main electrical room that is exempted by OBC. Specific areas that would require a dry pipe system or frost proof heads (such as canopy overhangs with combustibile items located underneath and unconditioned attics requiring sprinkler coverage) have yet to be developed, but will be provided with a dry sprinkler system.**
2. Telecommunication room closets will be provided with a smoke detector to provide early notification of a fire before the fusible link on the sprinkler head breaks.
3. A fire pump is not expected to be required.
4. All administrative and public spaces will be protected as Light Hazard Occupancy 0.10 gpm/ ft<sup>2</sup> over the most remote 1500 ft<sup>2</sup>; the maximum sprinkler coverage will be 225 ft<sup>2</sup>/head. All storage, mechanical, electrical, and shell spaces will be protected as Ordinary Hazard I Occupancy 0.15 gpm/ft<sup>2</sup> over the most remote 1500 ft<sup>2</sup>; the maximum sprinkler coverage will be 130 ft<sup>2</sup>/head.
5. Concealed pendant quick response sprinklers with white cover plate will be used in all “front of house” aesthetic areas and semi-recessed sprinkler heads will be used in the remainder of the building. Brass upright quick response sprinklers will be used in all storage, mechanical, electrical and shell spaces. **Flexible sprinkler drops will be allowed.**
6. All wet piping less than 2” will be schedule 40 black steel with rolled grooved victaulic-type fittings.

Schedule 40 piping shall be used for piping 2" and higher. All dry-pipe system piping will be black steel with hot-dipped zinc (galvanized) coating.

B. Fire Alarm System/Sprinkler Piping Interface

1. Electronically supervised shutoff valves will be provided on all valves in the fire protection system. Electronically supervised shutoff valves and waterflow detection switches will be provided for each zoned sprinkler area on all floor connections between sprinklers and standpipes. Alarm signals from these devices, as well as from alarm valves, will be routed to the building fire alarm panel. The sprinkler system will be zoned to a maximum area of 50,000 square feet for each light hazard area.

#### IV. PLUMBING SYSTEM

A. Domestic Cold Water System

1. It is anticipated that the building will require a 2" domestic water service. The domestic water service will be provided with a meter and reduced pressure backflow preventer. **Additional reduced pressure backflow preventer assemblies will be provided as required for coffee machines, ice makers, and irrigation systems.**
2. A domestic water booster pump is not expected to be required.
3. Exterior wall hydrants will be provided at various locations along the perimeter of the building at a maximum of 250 feet apart. Roof hydrants will be provided on the roof for rooftop equipment maintenance.
4. The domestic cold water will be distributed with type L copper piping with soldered wrought copper pipe

fittings for piping 2" and less. 2½" and larger piping will be copper with brazed wrought copper fittings.

**The use of press type fittings will be allowed for piping up to 3".** All domestic cold water piping will be insulated with fiberglass insulation with an all service jacket. Exposed piping below 8 feet will be covered with PVC jacket.

5. System isolation and shut-off valves will be provided at the main water service, all equipment connections, and each branched main serving group plumbing fixtures and departmental areas.

#### B. Domestic Hot Water System

1. The domestic hot water will be generated by one gas fired tank type water heater. A temperature regulating assembly will be provided to deliver 125°F water for distribution throughout the building to the plumbing fixtures that require

hot water. Additional temperature regulation will be provided at public hand washing limiting temperature to a maximum of 105 deg F to comply with current codes.

2. A domestic hot water recirculation system will be provided.
3. Alternatively, two smaller gas fired water heaters may be provided in dedicated closets near each of the restroom groups. In this scenario, a domestic hot water recirculation system would not be required.
4. The domestic hot water will be distributed with type L copper piping with soldered wrought copper fittings for piping 2" and less. 2 1/2" and larger piping will be copper with brazed wrought copper fittings. **The use of press type fittings will be allowed for piping up to 3".** All domestic hot water piping will be insulated with fiberglass insulation with an all service

jacket. Exposed piping below 8 feet will be covered with PVC jacket.

C. Sanitary Waste and Vent System

1. The sanitary drainage system will be sized to serve the loads of the proposed facility. A system of sanitary waste and vent piping will be routed throughout the building to vent and collect the discharge from all of the plumbing fixtures and drains. The sanitary piping will be collected within the building and will be extended to 5 feet outside of the building separately for connection to the site sanitary sewer system. It is anticipated that the building will require a 4" sanitary main.
2. Floor drains will be provided in all large public toilet rooms and in all mechanical rooms. **Single restroom facilities will not have floor drains.** All floor drains will have a means of positive trap seal as required by code. Mechanical differential pressure type or barrier type will be provided.

3. The sanitary vent piping will be collected within the building and will be extended through the roof at various locations Vents will be located away from building and rooftop equipment fresh air intakes..
4. **At this time, it is assumed that there will not be a sewage ejector for the building.**
5. **All below and above grade sanitary waste piping will be either service weight cast iron or Schedule 40 PVC. All sanitary vent piping (not in areas of the building with a return air plenum) will be Schedule 40 PVC.**

D. Stormwater System (Flat Roof Areas Only)

1. The stormwater piping from the flat roof areas will be collected within the building and routed to 5 feet outside the building for connection to the site storm sewer system. Stormwater from the upper levels will be discharged

to the site storm sewer system by gravity flow.

2. The secondary storm water system will be a completely independent system and collected by separate roof drains that to the exterior of the building where the piping is terminated above grade at the building façade as required by code. **This system is assumed to be piped from the roof drains to the first floor exterior wall about 30" above grade.**
3. **All below and above grade stormwater piping will be either service weight cast iron or Schedule 40 PVC (only in areas without a return air plenum). All horizontal storm piping and all of the secondary storm piping will be insulated with fiberglass insulation with all service jacket.**
4. For sloped roofs, storm drainage will be handled via gutters and downspouts.

#### E. Plumbing Fixtures

1. Public water closets: Wall mounted, elongated bowl, white vitreous china, with open front self-closing elongated seat, manual flush valves/automatic dual flush (battery type will not be used). The water closet will be accessible, 16½" high.
2. Staff: Wall mounted, elongated bowl, white vitreous china with open self-closing seat, manual flush valve/automatic dual flush (battery type will not be used). The water closet will be accessible, 16½" high.
3. Urinals: Wall hung, white vitreous china, with sensor operated "ultra-low" flush valves.
4. Handwashing lavatories in public spaces: Wall hung, white vitreous china, with sensor or manually operated faucets.

5. Countertop sinks: Stainless steel drop in sink. Faucets will have laminar flow; wing handles and gooseneck spout.
6. Electric water coolers: Accessible, Wall hung, hi-low self-contained with bottle filler.
7. Service/mop sinks: Monolithic, floor-mounted with mixing valve faucet and wall protection.

F. Natural Gas Piping System

1. Natural gas will be supplied from the gas utility main. A gas service line will be stubbed out 5 feet from

the building. A gas meter/regulator setting will be provided outside the building, extended into the building, and distributed to equipment as required. Gas regulators will be provided at individual pieces of gas fired equipment where required.

2. All natural gas piping will be Schedule 40 black steel with threaded, flanged, or welded fittings. **The use of press type fittings will be allowed for piping up to 4" for pressures less than 5 psig.**

## V. HEATING, VENTILATING, AND AIR CONDITIONING SYSTEM

### A. Design Conditions

#### 1. Outdoor Design Conditions:

Winter Dry Bulb	0°F
Summer Dry Bulb	94°F
Summer Wet Bulb (mean coincident)	74°F
Summer Wet Bulb (maximum value, independent of dry bulb)	78°F

#### 2. Indoor Design Conditions:

Winter Dry Bulb	70°F
Winter Minimum Humidity	Not Controlled
Summer Dry Bulb	74°F
Summer Maximum Humidity	60% RH

#### 3. Equipment Operating Temperatures:

Supply air (Rooftop Unit leaving air temperature)	55°F
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### B. Heating Hot Water Systems

1. The building is not anticipated to have a heating hot water system, but this can be explored as a means of

providing reheat at terminal boxes and heating in entry vestibules and other areas with high skin loss.

### C. Packaged Rooftop Units

1. The team recommends packaged rooftop units for the Municipal Building, which will require areas of flat roof to be available for proper mounting and service. If the size and layout of the building is not conducive to this design solution, grade mounted rooftop units should be explored.
2. It is anticipated that the building will have at least two packaged rooftop units.
  - a. The first rooftop unit will be dedicated to the office portion of the building, which is anticipated to operate under normal business hours. This unit will be approximately 30 tons.

b. The second rooftop unit will be dedicated to the public and council chambers portion of the building, which may operate outside of normal business hours. This unit will be approximately 15 tons.

3. The commercial packaged DX cooling and gas heat rooftop units for the building will be located on the flat roof area. Placement will be coordinated with the architect to limit visibility. In general, the rooftop units will be high efficiency and variable volume, with DX cooling, an economizer section with enthalpy control, MERV 13 air filters, gas heat, and bottom discharge. The supply fans will be provided with variable frequency drives, or will have electrically commutated motors, to modulate the air volume. The supply fan air volume will be varied to maintain a constant duct static pressure in the ductwork 2/3 of the way down the supply air main.

The return fan air operation will be controlled by building pressure.

4. Main ducts will distribute cool air to the terminal boxes. The terminal boxes will house a volume damper and an electric reheat coil whose operation will be controlled by a thermostat mounted in the space served by the box. When cooling is required, the electric reheat will not operate and the volume damper will modulate the discharge cold air into the space at the rate to satisfy the temperature setting. When cooling is not required, the volume damper will modulate to a predetermined minimum airflow rate. Refer to Paragraph E, "Zone Control", for information on thermal zoning via terminal boxes.

#### D. Air Distribution

1. The air will be distributed throughout the building with high velocity (less than 2,300 FPM) supply ductwork. Generally, the ductwork will be single

wall galvanized duct. The supply ductwork will have external insulation. The supply and return air ductwork for the first 30 feet (nominally) from the rooftop unit will be double wall ductwork with internal duct liner that is covered with a mylar sheet under the inner perforated metal wall. This is done to attenuate fan noise. All building exhaust air will be ducted. The building will utilize a return air plenum, and this will be coordinated with the plumbing piping material installed within the ceiling spaces.

E. Zone Control

1. Zone control will be provided by Variable Air Volume (VAV) terminal boxes with electric reheat coils located throughout the building. **All corner rooms and large conference rooms will be provided with individual temperature control. Other than these, as many as four small interior rooms**

**of similar function and load may be grouped into one zone.**

2. The controls for the terminal boxes will be DDC and will be connected into the Building Automation System (BAS) network.
3. Entry vestibules will be heated.
4. The main electrical room will have a ventilation system or a dedicated split system cooling unit, depending on heat output from the equipment.

F. Special Heating Systems

1. Where high skin loss is anticipated (such as rooms with a significant amount of glass), baseboard electric heating will be provided.

G. Exhaust Systems

1. Toilet rooms and janitor closets will be provided with continuous exhaust during occupied hours. The exhaust fans will be located on the discharge

end of the system (on the roof), such that all ductwork is under negative pressure to prevent leakage out of the exhaust ductwork.

2. Electrical rooms and closets will be ventilated to prevent overheating.

#### H. Supplemental Cooling Systems

1. The telecommunications rooms will be cooled by dedicated split system cooling units.

#### I. Temperature Control Systems

1. **A Building Automation System (BAS) will be used to control all the HVAC equipment, interface with the fire alarm systems, the building lighting, and security. The system will be a web-based open protocol**

**architecture, which will allow for multiple vendors' equipment to be connected to the system. Computer connections to the BMS system will be through any personal computer (PC) that has access to the data network and has password rights to the control system. As well as monitoring and controlling equipment, the BMS system will also include the facility for remote electronic metering which will allow accurate assessment of energy consumption and prompt billing, and also identifies areas for efficiency improvement.**

2. Control devices including terminal boxes and small valves located on the floors will be by low voltage electric actuation.

## VI. ELECTRICAL SYSTEMS

### A. Site Utilities

1. The electrical service will be at **either 480/277volt or 208/120volt 3 phase** via a utility owned exterior pad mounted transformer and metered on the secondary side. **The cost/benefit for service voltage choice should be considered.**
2. Two 5" conduits in a concrete encased ductbank, will run from the utility company point of connection at the property line, to the location of the exterior utility owned pad mounted transformer near the building. This transformer will be located at least 20 feet away from any building wall or door and have 10 feet clear in front. The utility meter will be connected to the load side of the transformer.
3. The secondary voltage service lateral will consist of multiple 4" conduits encased in a concrete ductbank

running underground to the service switchboard in the main electrical room. The service conductors shall be aluminum alloy with high crimp compression connector lugs on the ends.

### B. Normal Power Equipment

1. The Main service switchboard will feed mechanical equipment at either 480 or 208volt 3 phase, distribution panels at 480/277volt or 208/120v 3 phase, lighting panels at 277volt, and power panels at 208/120volt 3 phase.
2. The main service switchboard will be standard NEMA 1 enclosure with bolted on covers, a main circuit breaker with single phase protection, and arc flash energy reduction maintenance bypass switch. The main circuit breaker will be a fixed mount insulated case type with full function electronic trip. A full function metering unit for owners usage will be in the main section, that

can be monitored by the Building Management System

3. The branch distribution sections will have full size horizontal buss with circuit breakers that are molded case with electronic or thermal-magnetic trip depending on size. In general, circuit breakers larger than 225 amps shall have electronic trip sensors. Smaller circuit breakers shall have standard thermal-magnetic trip sensors. Branch circuit breakers larger than 1100amp shall have arc flash energy reduction maintenance switch to permit safe opening of live equipment.
4. Distribution panelboards shall have bolt-on branch circuit breakers and a door-in-door cover design for safe access.
5. Lighting panelboards will have bolt on thermal-magnetic trip molded case circuit breakers rated for switching duty.

6. Small appliance (power) panelboards will have bolt on thermal-magnetic trip molded case circuit breakers rated HACR for HVAC equipment. GFCI, shunt trip, circuit breakers for appropriate circuits as needed.
7. Bussing within switchboard and panelboards will be tin plated aluminum.
8. Step down transformers if needed will be dry tupe 80 degree C rise, with voltage of 208/120volt 3 phase.
9. Motor controllers shall consist of combination fusible disconnect switch type with integral across-the-line magnetic starter with solid state overload relays with phase loss protection, H-O-A switch and control transformer with fusing and pilot lights.
10. Variable Frequency Drives will be provided by Division 23.

C. Normal Power Distribution

1. Distribution feeders run out from the switchboard shall be through schedule 40 PVC conduits where under slab, or within EMT conduit when overhead. Conduits coming down below 8 feet shall be rigid galvanized steel.
  2. Feeder conductors shall be aluminum alloy for 100amp and greater run between electrical equipment only. All other feeders, to mechanical equipment, elevators, pumps, etc., shall be of copper conductors.
  3. EMT conduits will use set screw connectors.
  4. Rigid galvanized steel conduits will be threaded.
- D. Branch Circuits and Conduits
1. All branch circuit wiring shall use stranded copper conductors (#12 and #10 awg may be solid).
2. Each branch circuit shall have separate full size neutral conductor; shared neutrals are not permitted.
  3. Only 4 circuits shall be permitted together in one conduit.
- E. Emergency Power System
1. **An emergency generator is not anticipated for this facility. However a small unit should be considered in lieu of using battery backup emergency egress lighting fixtures.**
- F. Grounding
1. The grounding electrode system shall consist of all of the following components exothermically bonded together: the main domestic water service pipe ahead of any meter, and within five feet of entry into the new building; two driven ground rods; Ufer rebar in footer; a bond to nearest steel column or reinforcing rod every 100 feet around building. Single Point

Ground Bus Bar – An insulated main grounding bus bar will be installed adjacent to the service entrance switchgear with each grounding electrode system component listed above bonded to it.

2. Telecommunication rooms shall have a grounding system extended to it sized in accordance with BISC standards.

#### G. Transient Voltage Surge Suppression

1. Transient voltage surge suppression devices (TVSS) will be placed in a multi-stage arrangement at the switchboard, and at selected panelboards. TVSS devices will utilize metal oxide varistors (MOV) in enclosed replaceable modules. Each TVSS unit will provide seven modes of protection consisting of each phase: line to neutral, each phase: line to ground and neutral to ground. Units located at switchboards will be rated at 150,000 Amperes per mode, and

units located at panelboards will be rated at 50,000 Amperes per mode.

#### H. Wiring Devices and Outlets

1. 20amp 120volt duplex receptacle outlets will be provided throughout the building as required for specific equipment, and for convenience.
2. GFCI outlets will be located in restrooms, break room, within 6 feet of sinks, for electric drinking fountains, vending machines, and exterior to the building.
3. GFCI type circuit breakers will be used on branch circuits where outlets located behind the appliance would be considered inaccessible.
4. Selected duplex outlets will have USB ports for convenience in recharging portable electronic devices.
5. Dedicated outlets will be used for designated equipment.

6. Recessed wall outlet boxes will be used behind wall mounted video monitors.
  7. Floor recessed outlets in the slab-on-grade level for power and data devices will be located in council chambers, and meeting rooms.
  8. Plates will be stainless steel.
- I. Lighting System
1. The lighting system will consist of fixtures and controls to provide appropriate illumination levels for tasks, matching the architectural finishes and aesthetics, minimize glare, and having a long life expectancy with minimal maintenance.
  2. All luminaires will have LED type light sources.
  3. Light fixtures will be located in all areas within and around the building in quantities as necessary to provide light levels in accordance

with IES Guidelines, Recommended Practice RP-29-16.

- a. In general, average maintained light levels will be as follows:
- i. Offices                    50 Footcandles
  - ii. Conference /Meeting Room  
   50 Footcandles
  - iii. Mechanical/Electrical Rooms  
   20 Footcandles
  - iv. Corridors                20 Footcandles
  - v. Lobbies                    20 Footcandles
  - vi. Utility Rooms        30 Footcandles
  - vii. Exterior Entries    5 Footcandles
  - viii. Restrooms            20 Footcandles
  - ix. Break Room          50 Footcandles
  - x. Reception Areas  
   30 Footcandles

- xi. Storage Rooms  
20 Footcandles
  - xii. Council Chambers  
70 Footcandles
  - xiii. Secure Storage  
30 Footcandles
  - xiv. Parking Lot 2 Footcandles
  - xv. Emergency Egress Paths  
1 Footcandle Minimum
4. Exterior lighting is proposed as follows:
- a. Parking Lot pole mounted cut-off type fixtures on 20 to 30 foot tall poles (in accordance with zoning restrictions).
  - b. Walkway pole mounted decorative fixtures on 12- to 15-foot-tall poles
  - c. Surface or recessed fixtures in exterior canopies.
  - d. Wall mounted area fixtures around building for security
  - e. Wall mounted down lights over exterior egress doors
  - f. Flagpole lighting fixtures will be mounted to the pole
  - g. Signage fixtures will be ground mounted shielded type
5. **Interior lighting throughout the building needs to be discussed but is proposed as follows:**
- a. Ceiling recessed flat panel fixtures will be used in offices
  - b. Ceiling recessed contoured fixtures will be used in corridors, storage, workrooms.
  - c. Suspended direct/indirect fixtures will be used in Council Chambers, and conference and meeting rooms.

- d. Suspended open industrial type fixtures will be used in mechanical/electrical, utility rooms
  - e. Lobbies will have recessed can fixtures and suspended pendant type decorative.
  - f. Exit signs will have green letters on acrylic edge lit panels in lobbies and main areas, and aluminum face with plastic body in other areas.
  - g. Specialty lighting fixtures will be provided in selected areas TBD.
  - h. Ceiling recessed linear wall washers and mirror lighting fixtures in restrooms.
6. Dimmable fixtures are proposed as follows:
- a. Offices, Council chambers, conference, meeting
  - b. Parking lot pole fixtures (code required with motion sensor control)
  - c. Daylight harvesting areas (photosensor control).
  - d. All exterior fixtures will have 4000-degree Kelvin color temperature. Interior fixtures will have 3500-degree Kelvin.
7. Emergency egress lighting will be provided by dual head 12volt unit battery pack fixtures with 90 minute capacity (with nominal 24 hour recharge time) located in the egress paths. In selected areas such as lobbies where battery pack units are not desired, AC inverter units will be used to power selected normal fixtures to bypass lighting controls and make these emergency egress fixtures in a power outage. Exit sign fixtures will have integral 90 minute power supplies.

8. Emergency egress dual head 12-volt unit battery pack lighting fixtures will be provided in electrical, generator, large restrooms as code required
9. Lighting control shall be as follows:
  - a. A networked computer based low voltage control system will be provided with relay panels, sensors, and control units.
  - b. Lobbies, waiting areas, corridors and open spaces will be controlled via relay panels with automatic time clock on/off, and local switches for afterhours override.
  - c. Offices, smaller conference rooms and other private spaces will be controlled via vacancy sensor with integral dimmer.
  - d. Exterior security lighting generally will be controlled via relay panels controlled by roof mounted photocell with dusk to dawn operation.
  - e. Some exterior lighting fixtures will have integral photocell control for dusk to dawn operation.
  - f. Parking lot pole fixtures will have integral photo sensor/ motion detector/dimmer, and will dim to 50% level when no motion is sensed beneath it.
  - g. Conference/ meeting rooms will be controlled by a wall mounted scene controller with vacancy sensors.
  - h. Daylight harvesting areas will be multilevel dimmed by local photo sensors upon levels of daylight present.
  - i. Restrooms, storage, utility rooms will be controlled via ceiling mounted occupancy sensor.

- j. Electrical, mechanical, telecom rooms shall be switched at the door.

J. Fire Alarm System

1. A standalone, analog addressable fire alarm system will provide life safety protection and consist of the following:
  - a. Manual pull stations at all exit doors from a floor.
  - b. Duct mounted smoke detectors in air handling units return air side.
  - c. Smoke detectors at the main and remote panels
  - d. Duct mounted smoke detectors at each smoke damper to close upon detection.
  - e. Heat detectors in mechanical/ electrical rooms.
  - f. Audible/visual and visual alarm units (with synchronized flash rate)

throughout the building meeting ADA requirements.

- g. Waterflow and tamper switch supervision.
  - h. Monitoring of ERRS system.
  - i. Vav terminal units will have duct mounted smoke detectors to shut down.
2. Remote monitoring of the fire alarm system will be necessary by a third party. The owner will have to subscribe to a service.
  3. The fire alarm system will have a main control panel located in the electrical room, and booster panels in selected electrical closets.
  4. A remote annunciator will be located at the fire department entrance to the building, and in the main office,
  5. All air handling units and return air fans will shut down when smoke is detected

by duct mounted smoke detectors. Remote test stations with visual indication and reset will be provided for all duct mounted smoke detectors.

6. Doors with magnetic holders or electro-mechanical closer holders will be wired to the fire alarm system and will release doors on alarm or power failure. Door holders will be released locally by wiring them through auxiliary relays in smoke detector bases.
7. Fire Alarm System will monitor the Emergency Responder Radio Repeater ERRS system.
8. Visual alarm units will be located in restrooms, conference, and other public use spaces.

K. Lightning Protection System

1. A Lightning Protection System will be provided for a complete UL listed and labeled, certified Master Label "C"

Lightning Protection System. It will be provided for the roof area(s) per UL Code 96A. System will include air terminals, cable connectors, down connectors, counterpoise ring, etc. Installation will have an "A" label on each air terminal and "B" label at 10'-0" spacing along all conductors.

2. Each parking lot site lighting pole will have a supplemental driven ground rod installed in its base and bonded to the pole to divert lightning strikes to earth.

L. Emergency Responder Radio Antenna/ Repeater System (ERRS)

1. Upon substantial completion of the building, a signal strength survey shall be performed using an RF Spectrum Analyzer to determine if the signal strength of portable radios used by Emergency Responder Staff meets code. If required, a complete and operating Emergency Responder Radio Antenna/Repeater System will

be provided and tested. An allowance will be provided for this work in the bid. This includes rough-ins and roof penetrations.

2. The system will consist of Roof antenna, bi-amplification equipment rack, 24hour battery backup system, horizontal cabling above ceilings on all floors to antennas in ceilings and located in non-ceiling areas.
3. The system will support the Fire Department radio system and other first responders. The system is not intended to support cell phone carriers, the Owner's private security, and maintenance personnel radio systems, now or in the future.

M. Rough-Ins for Low-Voltage Systems

1. The Division 26 Contractor shall provide outlet boxes, conduits, cable tray, and raceways for voice/data/audio/video/security low-voltage systems.

2. Three 4" conduits shall be provided from the property line to the Main Technology Room (MTR) for service cables from the low voltage utility companies.
3. MTR and Technology Rooms shall be about 10' x 10' in size and located on each floor so that horizontal cabling shall not exceed 90 meters in length. The rooms walls will connect via cable tray and conduit sleeves through walls and floors.
4. Outlet boxes for data/voice cabling shall 4-11/16 square with 1 inch conduit stub ups to above ceiling.
5. Outlet boxes for audio/video cabling shall 4-11/16 square with 1- 1/4-inch conduit stub ups to above ceiling.
6. Outlet boxes for security cabling shall 4-11/16 square with 3/4 inch conduit stub ups to above ceiling.

7. Television and monitor locations shall use a recessed TV box for both power and low voltage, so there is a place to coil up excess cable.
  8. Wire basket cable tray will be provided above corridor ceilings running from the telecom rooms to most areas of the building to route the low voltage cabling. In areas where there are few cables, j-hooks will be installed to support these cables.
- N. Electric Vehicle Charging Equipment (EVSE) **if desired**
1. Level 2 Electric Vehicle chargers will be provided in the parking lot, with at least one located at an ADA parking spot. Chargers will be rated 7.2Kw at 208volt 1 phase and can accommodate one vehicle at full charging capacity or two vehicles in a sharing arrangement.
  2. A post mounted emergency power off EPO switch located in a Knox box will be located within 50 feet of the chargers for fire department use to turn off the power to all chargers. This switch will be wired to shunt trip type circuit breakers feeding the charging equipment.
  3. Appropriate signage will be located to clearly indicate this emergency power off switch.
  4. Each charger will have concrete filled steel bollards adjacent to it for vehicle impact protection.

## VII. COMMUNICATIONS SYSTEMS

- A. Data/Video/Voice Cabling Infrastructure
  - 1. A complete Structured Cabling System will be provided for all network cabling and infrastructure to support the low-voltage systems.
  - 2. System shall include Data Network backbone and horizontal cabling, connectivity outlets, and equipment racks. Data network infrastructure will include connectivity for all data outlets, phone outlets (phone system equipment by Owner), security cameras, door controllers, intercoms, and A/V equipment.

## VIII. AUDIO/VIDEO SYSTEMS

- A. Overhead Paging System
  - 1. This system will include a public address system to be provided in the public areas, corridors, and staff work areas.
  - 2. Speakers will be assigned to zones to allow for proper distribution of overhead pages (e.g., public areas, staff-only areas, or all-page). The system will be tied to the phone system to allow for paging from the phones.
  - 3. The system will include all amplifiers, ceiling speakers, phone system paging adaptor, and cabling.
- B. Local Audio/Video Systems
  - 1. Audio and video for local systems shall be provided in Council Chambers, conference and meeting rooms.

2. An HDMI wall plate input shall be installed to allow auxiliary video input. For large conference rooms, the audio from the system shall play through the distributed audio speakers in the ceiling of the room.
3. The system shall include all monitors and mounts, projectors and mounts, projection screens, cabling and signal transport devices, equipment storage racks/panels, A/V wall plates, A/V receivers, and speakers.

## IX. SAFETY AND SECURITY SYSTEMS

- A. Access Control System
  1. An access control system will be provided
  2. Credential Readers shall be provided at applicable doors for local control and access monitoring.
  3. Hardwired access control doors to include the following locations:
    - a. Exterior Entries
    - b. Select Corridor Passage Doors
    - c. Storage Rooms
    - d. Staff Lounges
- B. Video Surveillance System
  1. A Video Surveillance System with IP-based CCTV cameras will be provided.
  2. The new cameras shall be IP cameras and located to provide appropriate

coverage. Storage will be via Network Video Recorders.

3. All required components necessary for the Video Surveillance System shall be utilized including but not limited to the video management software (VMS), network video recorder (NVR),

cameras, licensing, fiber optic cables and media converters (or Ethernet extenders) for all site cameras beyond 90 meters cable distance from the nearest TR, and integration with the Access Control System.

# Police Building Conceptual Engineering Design Narrative

*By: Korda/Nemeth Engineering*

*Issue 1*

*Korda File: 2024-0225*

*November 10, 2025*

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## I. INTRODUCTION

This version of the design narrative (Issue 1) is being written in the Master Planning phase. Hence, the information that exists at this point regarding the building size and configuration is both of a preliminary and general nature. Our team has assembled our recommendations for the MEP systems with the information provided to date. The final design may need to be adjusted if the final design of the building is not conducive to a design solution that is recommended in this narrative.

Although all aspects of the design are subject to Owner review and approval, there are some items that we would like to draw specific attention to. These might be items of a controversial nature, or simply items we believe deserve more detailed attention and discussion. **These items are presented in bold face in this document.**

**Also in bold face are items that go beyond the basic system requirements** and thus may be considered enhancements. While there can be many such “bells and whistles” we recommend

that the ones we included in this narrative be given serious consideration and be eliminated only if overriding financial considerations so require. We expect that this review will come at a later stage of the development of the project, when the team will be in a better position to weigh all budgetary considerations.

As the design develops, further versions of the narrative will be published and should be broadly reviewed by all the people who are involved in this project.

## II. CODES, REGULATIONS, AND DESIGN STANDARDS

All design will satisfy the applicable portions of the following codes, regulations and standards:

- A. IBC 2015, International Building Code
- B. International Plumbing Code
- C. International Mechanical Code
- D. International Fire Code (IFC)
- E. Local Code Amendments
- F. Guidelines for Design and Construction of Hospitals and Health Care Facilities (AIA/DHHS)
- G. Ohio Department of Health Requirements
- H. Joint Commission Requirements
- I. National Fire Protection Association (NFPA)
- J. NFPA 101, Life Safety Code
- K. ASHRAE Standards
- L. National Electrical Code (NEC)
- M. Illuminating Engineering Society Recommended Practice (IES)
- N. Underwriters Laboratories, Inc. (UL)
- O. National Sanitation Foundation (NSF)
- P. Factory Mutual (FM)

### III. FIRE PROTECTION SYSTEMS

#### A. Sprinkler Systems

1. The facility will be fully protected with a wet-pipe sprinkler system, with the exception of those areas that must be provided with a dry pipe sprinkler system, **or main electrical room that is exempted by OBC. Specific areas that would require a dry pipe system or frost proof heads (such as canopy overhangs with combustible items located underneath and unconditioned attics requiring sprinkler coverage) have yet to be developed, but will be provided with a dry sprinkler system.**
2. Telecommunication room closets will be provided with a smoke detector to provide early notification of a fire before the fusible link on the sprinkler head breaks.
3. A fire pump is not expected to be required.
4. All administrative and public spaces will be protected as Light Hazard Occupancy 0.10 gpm/ ft<sup>2</sup> over the most remote 1500 ft<sup>2</sup>; the maximum sprinkler coverage will be 225 ft<sup>2</sup>/head. All storage, mechanical, electrical, and shell spaces will be protected as Ordinary Hazard I Occupancy 0.15 gpm/ft<sup>2</sup> over the most remote 1500 ft<sup>2</sup>; the maximum sprinkler coverage will be 130 ft<sup>2</sup>/head.
5. Semi-recessed quick response sprinklers will be used throughout the building in areas with ceilings. Brass upright quick response sprinklers will be used in all storage, mechanical, electrical and shell spaces. **Flexible sprinkler drops will be allowed.**
6. All wet piping less than 2" will be schedule 40 black steel with rolled grooved victaulic-type fittings. Schedule 40 piping shall be used for piping 2" and higher. All dry-pipe

system piping will be black steel with hot-dipped zinc (galvanized) coating.

B. Fire Alarm System/Sprinkler Piping Interface

1. Electronically supervised shutoff valves will be provided on all valves in the fire protection system. Electronically supervised shutoff valves and waterflow detection switches will be provided for each zoned sprinkler area on all floor connections between sprinklers and standpipes. Alarm signals from these devices, as well as from alarm valves, will be routed to the building fire alarm panel. The sprinkler system will be zoned to a maximum area of 50,000 square feet for each light hazard area.

#### IV. PLUMBING SYSTEM

A. Domestic Cold Water System

1. It is anticipated that the building will require a 2". The domestic water service will be provided with a meter and reduced pressure backflow preventer. **Additional reduced pressure backflow preventer assemblies will be provided as required for coffee machines, ice makers, and irrigation systems.**
2. A domestic water booster pump is not expected to be required.
3. Exterior wall hydrants will be provided at various locations along the perimeter of the building at a maximum of 250 feet apart. Roof hydrants will be provided on the roof for rooftop equipment maintenance.
4. The domestic cold water will be distributed with type L copper piping with soldered wrought copper pipe

fittings for piping 2" and less. 2½" and larger piping will be copper with brazed wrought copper fittings.

**The use of press type fittings will be allowed for piping up to 3".** All domestic cold water piping will be insulated with fiberglass insulation with an all service jacket. Exposed piping below 8 feet will be covered with PVC jacket.

5. System isolation and shut-off valves will be provided at the main water service, all equipment connections, and each branched main serving group plumbing fixtures and departmental areas.

#### B. Domestic Hot Water System

1. The domestic hot water will be generated by one gas fired tank type water heaters. A temperature regulating assembly will be provided to deliver 125°F water for distribution throughout the building to the plumbing fixtures that require

hot water. Additional temperature regulation will be provided at public hand washing limiting temperature to a maximum of 105 deg F to comply with current codes.

2. A domestic hot water recirculation system will be provided.
3. Alternatively, one larger water heater may be provided for the locker area, and a smaller heater for the restroom in the processing area. In this scenario, a domestic hot water recirculation system would not be required.
4. The domestic hot water will be distributed with type L copper piping with soldered wrought copper fittings for piping 2" and less. 2½" and larger piping will be copper with brazed wrought copper fittings. **The use of press type fittings will be allowed for piping up to 3".** All domestic hot water piping will be insulated with fiberglass insulation with an all service jacket.

Exposed piping below 8 feet will be covered with PVC jacket.

C. Sanitary Waste and Vent System

1. The sanitary drainage system will be sized to serve the loads of the proposed facility. A system of sanitary waste and vent piping will be routed throughout the building to vent and collect the discharge from all of the plumbing fixtures and drains. The sanitary piping will be collected within the building and will be extended to 5 feet outside of the building separately for connection to the site sanitary sewer system. It is anticipated that the building will require a 4" sanitary main.
2. Floor drains will be provided in all large public toilet rooms and in all mechanical rooms. **Single restroom facilities will not have floor drains.** All floor drains will have a means of positive trap seal as required by code. Mechanical differential pressure type or barrier type will be provided.

3. The sanitary vent piping will be collected within the building and will be extended through the roof at various locations Vents will be located away from building and rooftop equipment fresh air intakes.
4. **At this time, it is assumed that there will not be a sewage ejector for the building.**
5. **All below and above grade sanitary waste piping will be either service weight cast iron or Schedule 40 PVC. All sanitary vent piping (not in areas of the building with a return air plenum) will be Schedule 40 PVC.**

D. Stormwater System (Flat Roof Areas Only)

1. The stormwater piping from the flat roof areas will be collected within the building and routed to 5 feet outside the building for connection to the site storm sewer system. Stormwater from the upper levels will be discharged

to the site storm sewer system by gravity flow.

2. The secondary storm water system will be a completely independent system and collected by separate roof drains that to the exterior of the building where the piping is terminated above grade at the building façade as required by code. **This system is assumed to be piped from the roof drains to the first floor exterior wall about 30" above grade.**
3. **All below and above grade stormwater piping will be either service weight cast iron or Schedule 40 PVC (only in areas without a return air plenum). All horizontal storm piping and all of the secondary storm piping will be insulated with fiberglass insulation with all service jacket.**
4. For sloped roofs, storm drainage will be handled via gutters and downspouts.

#### E. Plumbing Fixtures

1. Public water closets: Wall mounted, elongated bowl, white vitreous china, with open front self-closing elongated seat, manual flush valves/automatic dual flush (battery type will not be used). The water closet will be accessible, 16½" high.
2. Staff: Wall mounted, elongated bowl, white vitreous china with open self-closing seat, manual flush valve/automatic dual flush (battery type will not be used). The water closet will be accessible, 16½" high.
3. Urinals: Wall hung, white vitreous china, with sensor operated "ultra-low" flush valves.
4. Handwashing lavatories in public spaces: Wall hung, white vitreous china, with sensor or manually operated faucets.

5. Countertop sinks: Stainless steel drop in sink. Faucets will have laminar flow; wing handles and gooseneck spout.
6. Electric water coolers: Accessible, Wall hung, hi-low self-contained with bottle filler.
7. Service/mop sinks: Monolithic, floor-mounted with mixing valve faucet and wall protection.
8. Note that required plumbing fixtures in the processing areas will need coordination with the Police Department.

F. Natural Gas Piping System

1. Natural gas will be supplied from the gas utility main. A gas service line will be stubbed out 5 feet from the building. A gas meter/regulator setting will be provided outside the building, extended into the building, and distributed to equipment as required. Gas regulators will be provided at individual pieces of gas fired equipment where required.
2. All natural gas piping will be Schedule 40 black steel with threaded, flanged, or welded fittings. **The use of press type fittings will be allowed for piping up to 4" for pressures less than 5 psig.**

## V. HEATING, VENTILATING, AND AIR CONDITIONING SYSTEM

### A. Design Conditions

#### 1. Outdoor Design Conditions:

Winter Dry Bulb	0°F
Summer Dry Bulb	94°F
Summer Wet Bulb (mean coincident)	74°F
Summer Wet Bulb (maximum value, independent of dry bulb)	78°F

#### 2. Indoor Design Conditions:

Winter Dry Bulb	70°F
Winter Minimum Humidity	Not Controlled
Summer Dry Bulb	74°F
Summer Maximum Humidity	60% RH

#### 3. Equipment Operating Temperatures:

Supply air (Rooftop Unit leaving air temperature)	55°F
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### B. Heating Hot Water Systems

1. The building is not anticipated to have a heating hot water system, but this can be explored as a means of

providing reheat at terminal boxes and heating in entry vestibules and other areas with high skin loss.

### C. Packaged Rooftop Units

1. The team recommends packaged rooftop units for the Police Building, which will require areas of flat roof to be available for proper mounting and service. If the size and layout of the building is not conducive to this design solution, grade mounted rooftop units should be explored.
2. It is anticipated that the building will have one or two rooftop units, as well as a makeup air unit for the indoor gun range.
  - a. The building can be conditioned by a single rooftop unit, approximately 35 tons, or two smaller units that are each approximately 17.5 tons.

- b. The indoor gun range will require a dedicated makeup air unit due to the exhaust system that will be required for the range. Further calculations need to be completed for the gun range, but it is estimated that the cooling requirements will be in the range of 30 tons, and the heating requirements will be in the range of 350 MBH.
3. The commercial packaged DX cooling and gas heat rooftop units for the building will be located on the flat roof area. Placement will be coordinated with the architect to limit visibility. In general, the rooftop units will be high efficiency and variable volume, with DX cooling, an economizer section with enthalpy control, MERV 13 air filters, gas heat, and bottom discharge. The supply fans will be provided with variable frequency drives, or will have electrically commutated motors, to modulate the air volume. The supply fan air volume will be varied to maintain a constant duct static pressure in the ductwork  $2/3$  of the way down the supply air main. The return fan air operation will be controlled by building pressure.
4. The gun range makeup air unit will be DX cooling and gas heating, and will be a single zone, variable volume unit. The temperature requirements of the indoor gun range will need to be coordinated with the Police Department, but the unit can provide either fully conditioned air or partially tempered air.
5. For the main building rooftop unit(s), main supply air ducts will distribute cool air to the terminal boxes. The terminal boxes will house a volume damper and an electric reheat coil whose operation will be controlled by a thermostat mounted in the space served by the box. When cooling is required, the electric reheat will not operate and the volume damper

will modulate the discharge cold air into the space at the rate to satisfy the temperature setting. When cooling is not required, the volume damper will modulate to a predetermined minimum airflow rate. Refer to Paragraph E, "Zone Control", for information on thermal zoning via terminal boxes.

6. For the gun range makeup air unit, supply air ductwork will be located at the end of the range where the shooter stands, and will be directed down the range toward the targets, in compliance with OSHA and building code requirements.

#### D. Air Distribution

1. The air will be distributed throughout the building with high velocity (less than 2,300 FPM) supply ductwork. Generally, the ductwork will be single wall galvanized duct. The supply ductwork will have external insulation. The supply and return air ductwork

for the first 30 feet (nominally) from the rooftop unit will be double wall ductwork with internal duct liner that is covered with a mylar sheet under the inner perforated metal wall. This is done to attenuate fan noise. All building exhaust air will be ducted. The building will utilize a return air plenum, and this will be coordinated with the plumbing piping material installed within the ceiling spaces.

#### E. Zone Control

1. Zone control will be provided by Variable Air Volume (VAV) terminal boxes with electric reheat coils located throughout the building. **All corner rooms and large conference rooms will be provided with individual temperature control. Other than these, as many as four small interior rooms of similar function and load may be grouped into one zone.**
2. **The controls for the terminal boxes will be DDC and will be connected**

**into the Building Automation System (BAS) network.**

3. Entry vestibules will be heated.
4. The main electrical room will have a ventilation system or a dedicated split system cooling unit, depending on heat output from the equipment.

F. Special Heating Systems

1. Where high skin loss is anticipated (such as rooms with a significant amount of glass), baseboard electric heating will be provided.
2. The vehicle storage area will be provided with gas fired infrared tube heaters.
3. If vehicle maintenance will be performed in this area, a carbon monoxide/nitrogen dioxide ventilation system will be required.

G. Exhaust Systems

1. Toilet rooms and janitor closets will be provided with continuous exhaust

during occupied hours. The exhaust fans will be located on the discharge end of the system (on the roof), such that all ductwork is under negative pressure to prevent leakage out of the exhaust ductwork.

2. Electrical rooms and closets will be ventilated to prevent overheating.

H. Indoor Gun Range

1. The gun range must have a specific ventilation system to comply with OSHA, NIOSH, and building code safety standards to effectively remove lead from the building, consisting of a dedicated exhaust fan and makeup air unit. Exhaust air inlets must be located at the target end of the range, while supply air must be provided at the opposite end of the range where the shooter stands. Supply air must be discharged at a minimum air velocity of 50 feet per minute directed down the range, and it is recommended to design for air

velocity of 75 feet per minute. All exhaust air must pass through HEPA filters prior to discharging to the outdoors. The total volume of exhaust air must be 10% higher than the total amount of makeup supply air. While further design calculations need to be completed, it is expected that the range will require approximately 5,000 CFM of exhaust.

I. Supplemental Cooling Systems

1. The telecommunications rooms will be cooled by dedicated split system cooling units.

J. Temperature Control Systems

1. **A Building Automation System (BAS) will be used to control all the HVAC equipment, interface with the fire alarm systems, the building lighting, and security. The system will be a web-based open protocol architecture, which will allow for multiple vendors' equipment to be connected**

**to the system. Computer connections to the BMS system will be through any personal computer (PC) that has access to the data network and has password rights to the control system. As well as monitoring and controlling equipment, the BMS system will also include the facility for remote electronic metering which will allow accurate assessment of energy consumption and prompt billing, and also identifies areas for efficiency improvement.**

2. **Control devices including terminal boxes and small valves located on the floors will be by low voltage electric actuation.**

## VI. ELECTRICAL SYSTEMS

### A. Site Utilities

1. The electrical service will be at 208/120volt 3 phase via a utility owned exterior pad mounted transformer and metered on the secondary side. It can be considered to have a service voltage of 480/277volt 3 phase.
2. Two 5" conduits in a concrete encased ductbank, will run from the utility company point of connection at the property line, to the location of the exterior utility owned pad mounted transformer near the building. This transformer will be located at least 20 feet away from any building wall or door and have 10 feet clear in front. The utility meter will be connected to the load side of the transformer.
3. The secondary voltage service lateral will consist of multiple 4" conduits encased in a concrete ductbank running underground to the service

switchboard in the main electrical room. The service conductors shall be aluminum alloy with high crimp compression connector lugs on the ends.

### B. Normal Power Equipment

1. The Main service switchboard will feed mechanical equipment at 208volt 3 phase, distribution panels at 208/120v 3 phase, lighting and power panels at 208/120volt 3 phase.
2. The main service switchboard will be standard NEMA 1 enclosure with bolted on covers, a main circuit breaker with single phase protection, and arc flash energy reduction maintenance bypass switch. The main circuit breaker will be a fixed mount insulated case type with full function electronic trip. A full function metering unit for owners usage will be in the main section, that can be monitored by the Building Management System

3. The branch distribution sections will have full size horizontal buss with circuit breakers that are molded case with electronic or thermal-magnetic trip depending on size. In general, circuit breakers larger than 225 amps shall have electronic trip sensors. Smaller circuit breakers shall have standard thermal-magnetic trip sensors. Branch circuit breakers larger than 1100amp shall have arc flash energy reduction maintenance switch to permit safe opening of live equipment.
  4. Distribution panelboards shall have bolt-on branch circuit breakers and a door-in-door cover design for safe access.
  5. Lighting panelboards will have bolt on thermal-magnetic trip molded case circuit breakers rated for switching duty.
  6. Small appliance (power) panelboards will have bolt on thermal-magnetic trip molded case circuit breakers rated HACR for HVAC equipment. GFCI, shunt trip, circuit breakers for appropriate circuits as needed.
  7. Bussing within switchboard and panelboards will be tin plated aluminum.
  8. Motor controllers shall consist of combination fusible disconnect switch type with integral across-the-line magnetic starter with solid state overload relays with phase loss protection, H-O-A switch and control transformer with fusing and pilot lights.
  9. Variable Frequency Drives will be provided by Division 23.
- C. Normal Power Distribution
1. Distribution feeders run out from the switchboard shall be through schedule 40 PVC conduits where under slab, or within EMT conduit when overhead.

Conduits coming down below 8 feet shall be rigid galvanized steel.

2. Feeder conductors shall be aluminum alloy for 100amp and greater run between electrical equipment only. All other feeders, to mechanical equipment, elevators, pumps, etc., shall be of copper conductors.
3. EMT conduits will use set screw connectors.
4. Rigid galvanized steel conduits will be threaded.

#### D. Branch Circuits and Conduits

1. All branch circuit wiring shall use stranded copper conductors (#12 and #10 awg may be solid).
2. Each branch circuit shall have separate full size neutral conductor; shared neutrals are not permitted.
3. Only 4 circuits shall be permitted together in one conduit.

#### E. Emergency Power System

1. Emergency and standby power will be provided by a 208/120-volt 3 phase diesel fueled engine driven electrical generator located outside in a weatherproof housing. **The unit will sit upon a subbase fuel tank sized for 72hours of generator run time.** The generator will be enclosed by a 6-foot-high locked chain link fence with protective concrete bollards as code requires.
2. The generator will be self-contained and automatically started. It will have a remote annunciator to be located in the building next to the fire alarm panel displaying status of various parameters.
3. The generator will have one output circuit breaker, directly feeding the temporary generator docking station (3-way triple maintenance switch) located on the exterior of the building as code requires. This docking station will have the capability to connect a

portable generator to the building emergency electrical system for use during times of main generator maintenance, repair, and load bank testing. The docking station will be full size for 100% generator load bank testing.

4. **The docking station will have circuit breakers for the NEC 700 Life Safety Branch as code requires, and a second circuit breaker sized for the entire electrical service, as the generator will be sized to carry the entire building load.**
5. The emergency life safety branch automatic transfer switch will feed a panel that will power exit signs, emergency egress lighting, fire alarm panels, emergency responder radio repeater system, emergency paging. It will transfer within 10 seconds.
6. The second branch will have a service entrance rated ATS and feed into the

main electrical service to back up the whole building.

#### F. Grounding

1. The grounding electrode system shall consist of all of the following components exothermically bonded together: the main domestic water service pipe ahead of any meter, and within five feet of entry into the new building; two driven ground rods; Ufer rebar in footer; a bond to nearest steel column or reinforcing rod every 100 feet around building. Single Point Ground Bus Bar — An insulated main grounding bus bar will be installed adjacent to the service entrance switchgear with each grounding electrode system component listed above bonded to it.
2. Telecommunication rooms shall have a grounding system extended to it sized in accordance with BISC standards.

#### G. Transient Voltage Surge Suppression

1. Transient voltage surge suppression devices (TVSS) will be placed in a multi-stage arrangement at the switchboard, and at selected panelboards. TVSS devices will utilize metal oxide varistors (MOV) in enclosed replaceable modules. Each TVSS unit will provide seven modes of protection consisting of each phase: line to neutral, each phase: line to ground and neutral to ground. Units located at switchboards will be rated at 150,000 Amperes per mode, and units located at panelboards will be rated at 50,000 Amperes per mode.

#### H. Wiring Devices and Outlets

1. 20amp 120volt duplex receptacle outlets will be provided throughout the building as required for specific equipment, and for convenience.
2. GFCI outlets will be located in restrooms, locker rooms, wet locations, kitchens, food service, within 6 feet of sinks, for electric drinking fountains,

vending machines, and exterior to the building.

3. GFCI type circuit breakers will be used on branch circuits where outlets located behind the appliance would be considered inaccessible.
4. Selected duplex outlets will have USB ports for convenience in recharging portable electronic devices.
5. Dedicated outlets will be used for fitness equipment, kitchen equipment and mechanical equipment.
6. Recessed wall outlet boxes will be used behind wall mounted video monitors.
7. Floor recessed outlets in the slab-on-grade level for power and data devices will be located in conference, meeting, board and multi-purpose rooms.
8. Floor recessed poke through fittings for power and data will be located on

elevated slabs in conference, meeting, board, and multi-purpose rooms.

9. Plates will be stainless steel.

I. Lighting System

1. The lighting system will consist of fixtures and controls to provide appropriate illumination levels for tasks, matching the architectural finishes and aesthetics, minimize glare, and having a long life expectancy with minimal maintenance.
2. All luminaires will have LED type light sources.
3. Light fixtures will be located in all areas within and around the building in quantities as necessary to provide light levels in accordance with IES Guidelines, Recommended Practice RP-29-16.
  - a. In general, average maintained light levels will be as follows:

- i. Offices 50 Footcandles
- ii. Conference /Meeting Rooms 50 Footcandles
- iii. Mechanical/Electrical Rooms 20 Footcandles
- iv. Corridors 20 Footcandles
- v. Lobbies/Sallyport 20 Footcandles
- vi. Utility Rooms 30 Footcandles
- vii. Exterior Entries 5 Footcandles
- viii. Restrooms/ Locker Rooms 20 Footcandles
- ix. Break Room 50 Footcandles
- x. Reception Areas 30 Footcandles
- xi. Storage Rooms 20 Footcandles
- xii. Gun Range 50 Footcandles

xiii. Weight Room 30 Footcandles

xiv. Parking Lot 2 Footcandles

xv. Emergency Egress Paths  
1 Footcandle Minimum

4. Exterior lighting is proposed  
as follows:

- a. Parking Lot pole mounted cut-off type fixtures on 20 to 30 foot tall poles (in accordance with zoning restrictions).
- b. Walkway pole mounted decorative fixtures on 12- to 15-foot-tall poles
- c. Surface or recessed fixtures in exterior canopies.
- d. Wall mounted area fixtures around building for security
- e. Wall mounted down lights over exterior egress doors
- f. Flagpole lighting fixtures will be mounted to the pole

g. Signage fixtures will be ground mounted shielded type

5. **Interior lighting throughout the building needs to be discussed, but is proposed as follows:**

- a. Ceiling recessed flat panel fixtures will be used in offices
- b. Ceiling recessed contoured fixtures will be used in corridors, storage, workrooms.
- c. Suspended direct/indirect fixtures will be used in conference and meeting rooms.
- d. Suspended open industrial type fixtures will be used in mechanical/electrical, utility rooms
- e. Lobbies will have recessed can fixtures and suspended pendant type decorative.
- f. Exit signs will have green letters on acrylic edge lit panels in lobbies

- and main areas, and aluminum face with plastic body in other areas.
- g. Specialty lighting fixtures will be provided in selected areas TBD.
  - h. Ceiling recessed linear wall washers and mirror lighting fixtures in restrooms.
  - i. Wet location surface mounted fixtures in showers, and locker rooms.
6. Dimmable fixtures are proposed as follows:
    - a. Offices, conference, meeting, multipurpose
    - b. Gymnasiums and exercise rooms
    - c. Parking lot pole fixtures (code required with motion sensor control)
    - d. Daylight harvesting areas (photosensor control).
  7. All exterior fixtures will have 4000-degree Kelvin color temperature. Interior fixtures will have 3500-degree Kelvin.
  8. Emergency egress lighting will be provided by connecting selected fixtures in the egress paths and the exit signs to the generator life safety branch power distribution system.
  9. Lighting control shall be as follows:
    - a. A networked computer based low voltage control system will be provided with relay panels, sensors, and control units.
    - b. Lobbies, waiting areas, corridors and open spaces will be controlled via relay panels with automatic time clock on/off, and local switches for afterhours override.
    - c. Offices, smaller conference rooms and other private spaces will be

controlled via vacancy sensor with integral dimmer.

- d. Exterior security lighting generally will be controlled via relay panels controlled by roof mounted photocell with dusk to dawn operation.
- e. Some exterior lighting fixtures will have integral photocell control for dusk to dawn operation.
- f. Parking lot pole fixtures will have integral photo sensor/ motion detector/dimmer, and will dim to 50% level when no motion is sensed beneath it.
- g. Conference/ meeting rooms will be controlled by a wall mounted scene controller with vacancy sensors.
- h. Daylight harvesting areas will be multilevel dimmed by local

photo sensors upon levels of daylight present.

- i. Restrooms, storage, utility rooms will be controlled via ceiling mounted occupancy sensor.
- j. Electrical, mechanical, telecom rooms shall be switched at the door.

#### J. Fire Alarm System

- 1. A standalone, analog addressable fire alarm system will provide life safety protection and consist of the following:
  - a. Manual pull stations at all exit doors from a floor.
  - b. Duct mounted smoke detectors in air handling units return air side.
  - c. Smoke detectors at the main and remote panels
  - d. Duct mounted smoke detectors at each smoke damper to close upon detection.

- e. Heat detectors in mechanical/ electrical rooms, kitchens.
  - f. Audible/visual and visual alarm units (with synchronized flash rate) throughout the building meeting ADA requirements.
  - g. Waterflow and tamper switch supervision.
  - h. Monitoring of ERRS system.
  - i. Vav terminal units will have duct mounted smoke detectors to shut down.
2. Remote monitoring of the fire alarm system will be necessary by a third party. The owner will have to subscribe to a service.
  3. The fire alarm system will have a main control panel located in the electrical room, and booster panels in selected electrical closets.
  4. A remote annunciator will be located at the fire department entrance to the building, and in the main office,
  5. All air handling units and return air fans will shut down when smoke is detected by duct mounted smoke detectors. Remote test stations with visual indication and reset will be provided for all duct mounted smoke detectors.
  6. Doors with magnetic holders or electro-mechanical closer holders will be wired to the fire alarm system and will release doors on alarm or power failure. Door holders will be released locally by wiring them through auxiliary relays in smoke detector bases.
  7. Fire Alarm System will monitor the Emergency Responder Radio Repeater ERRS system.
  8. Visual alarm units will be located in restrooms, conference, and other public use spaces.

K. Lightning Protection System

1. A Lightning Protection System will be provided for a complete UL listed and labeled, certified Master Label “C” Lightning Protection System. It will be provided for the roof area(s) per UL Code 96A. System will include air terminals, cable connectors, down connectors, counterpoise ring, etc. Installation will have an “A” label on each air terminal and “B” label at 10’-0” spacing along all conductors.
2. Each parking lot site lighting pole will have a supplemental driven ground rod installed in its base and bonded to the pole to divert lightning strikes to earth.

L. Emergency Responder Radio Antenna/ Repeater System (ERRS)

1. Upon substantial completion of the building, a signal strength survey shall be performed using an RF Spectrum Analyzer to determine if the signal

strength of portable radios used by Emergency Responder Staff meets code. If required, a complete and operating Emergency Responder Radio Antenna/Repeater System will be provided and tested. **An allowance will be provided for this work in the bid.** This includes rough-ins and roof penetrations.

2. The system will consist of Roof antenna, bi-amplification equipment rack, 2 4-hour battery backup system, horizontal cabling above ceilings on all floors to antennas in ceilings and located in non-ceiling areas.
3. The system will support the Fire Department radio system and other first responders. The system is not intended to support cell phone carriers, the Owner’s private security, and maintenance personnel radio systems, now or in the future.

M. Rough-Ins for Low-Voltage Systems

1. The Division 26 Contractor shall provide outlet boxes, conduits, cable tray, and raceways for voice/data/audio/video/security low-voltage systems.
  2. Three 4" conduits shall be provided from the property line to the Main Technology Room (MTR) for service cables from the low voltage utility companies.
  3. MTR and Technology Rooms shall be about 10' x 10' in size and located on each floor so that horizontal cabling shall not exceed 90 meters in length. The rooms walls will connect via cable tray and conduit sleeves through walls and floors.
  4. Outlet boxes for data/voice cabling shall 4-11/16 square with 1 inch conduit stub ups to above ceiling.
  5. Outlet boxes for audio/video cabling shall 4-11/16 square with 1- 1/4-inch conduit stub ups to above ceiling.
  6. Outlet boxes for security cabling shall 4-11/16 square with 3/4 inch conduit stub ups to above ceiling.
  7. Television and monitor locations shall use a recessed TV box for both power and low voltage, so there is a place to coil up excess cable.
  8. Wire basket cable tray will be provided above corridor ceilings running from the telecom rooms to most areas of the building to route the low voltage cabling. In areas where there are few cables, j-hooks will be installed to support these cables.
- N. Electric Vehicle Charging Equipment (EVSE) **if desired**
1. Level 2 Electric Vehicle chargers will be provided in the parking lot, with at least one located at an ADA parking spot. Chargers will be rated 7.2Kw at 208volt 1 phase and can accommodate one vehicle at full charging capacity or two vehicles in a sharing arrangement.

2. A post mounted emergency power off EPO switch located in a Knox box will be located within 50 feet of the chargers for fire department use to turn off the power to all chargers. This switch will be wired to shunt trip type circuit breakers feeding the charging equipment.
3. Appropriate signage will be located to clearly indicate this emergency power off switch.
4. Each charger will have concrete filled steel bollards adjacent to it for vehicle impact protection.

## VII.COMMUNICATIONS SYSTEMS

- A. Data/Video/Voice Cabling Infrastructure
  1. A complete Structured Cabling System will be provided for all network cabling and infrastructure to support the low-voltage systems.
  2. System shall include Data Network backbone and horizontal cabling, connectivity outlets, and equipment racks. Data network infrastructure will include connectivity for all data outlets, phone outlets (phone system equipment by Owner), security cameras, door controllers, intercoms, and A/V equipment.

## VIII. AUDIO/VIDEO SYSTEMS

### A. Overhead Paging System

1. This system will include a public address system to be provided in the public areas, corridors, and staff work areas.
2. Speakers will be assigned to zones to allow for proper distribution of overhead pages (e.g., public areas, staff-only areas, or all-page). The system will be tied to the phone system to allow for paging from the phones.
3. The system will include all amplifiers, ceiling speakers, phone system paging adaptor, and cabling.

### B. Local Audio/Video Systems

1. Audio and video for local systems shall be provided in conference and meeting rooms.

2. An HDMI wall plate input shall be installed to allow auxiliary video input. For large conference rooms, the audio from the system shall play through the distributed audio speakers in the ceiling of the room.
3. The system shall include all monitors and mounts, projectors and mounts, projection screens, cabling and signal transport devices, equipment storage racks/panels, A/V wall plates, A/V receivers, and speakers.
4. Interrogation rooms shall have High-Definition cameras and microphones for video and voice recording. Secure and expandable digital storage for recordings shall be provided.

## IX. SAFETY AND SECURITY SYSTEMS

### A. Access Control System

1. An access control system will be provided
2. Credential Readers shall be provided at applicable doors for local control and access monitoring.
3. Hardwired access control doors to include the following locations:
  - a. Exterior Entries
  - b. Select Corridor Passage Doors
  - c. Storage Rooms
  - d. Staff Lounges

### B. Video Surveillance System

1. A Video Surveillance System with IP-based CCTV cameras will be provided.
2. The new cameras shall be IP cameras and located to provide appropriate

coverage. Storage will be via Network Video Recorders.

3. All required components necessary for the Video Surveillance System shall be utilized including but not limited to the video management software (VMS), network video recorder (NVR), cameras, licensing, fiber optic cables and media converters (or Ethernet extenders) for all site cameras beyond 90 meters cable distance from the nearest TR, and integration with the Access Control System.

### C. Video Intercom System

1. A network-based video intercom communication system will be provided for visitor use to request entry.
2. The intercom door stations shall be provided at main entries and select protected interior passages. Doors with intercoms will be configured

to provide remote release via master stations.

3. The desktop master stations shall be provided at reception desks.
4. The system will be configured to ring a primary call group with failover to a secondary call group.
5. The system will include master station(s), door stations, and relay adapters for remote door release.

#### D. Duress Alarm System

1. Duress alarms shall be located at the reception desk and other “high priority spaces”, which will tie into the security system.
2. Alarms will be added under countertops or on the wall and will be accessible by the staff working at each location.
3. All required components and security wiring will be provided.

# Adventure Park Conceptual Engineering Design Narrative

*By: Korda/Nemeth Engineering*

*Issue 1*

*Korda File: 2024-0225*

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## I. INTRODUCTION

This version of the design narrative (Issue 1) is being written in the Master Planning phase. Hence, the information that exists at this point regarding the building size and configuration is both of a preliminary and general nature. Our team has assembled our recommendations for the MEP systems with the information provided to date. The final design may need to be adjusted if the final design of the building is not conducive to a design solution that is recommended in this narrative.

Although all aspects of the design are subject to Owner review and approval, there are some items that we would like to draw specific attention to. These might be items of a controversial nature, or simply items we believe deserve more detailed attention and discussion. **These items are presented in bold face in this document.**

**Also in bold face are items that go beyond the basic system requirements** and thus may be considered enhancements. While there can be many such “bells and whistles” we recommend

that the ones we included in this narrative be given serious consideration and be eliminated only if overriding financial considerations so require. We expect that this review will come at a later stage of the development of the project, when the team will be in a better position to weigh all budgetary considerations.

As the design develops, further versions of the narrative will be published and should be broadly reviewed by all the people who are involved in this project.

## II. CODES, REGULATIONS, AND DESIGN STANDARDS

All design will satisfy the applicable portions of the following codes, regulations and standards:

- A. IBC 2015, International Building Code
- B. International Plumbing Code
- C. International Mechanical Code
- D. International Fire Code (IFC)
- E. Local Code Amendments
- F. Guidelines for Design and Construction of Hospitals and Health Care Facilities (AIA/DHHS)
- G. Ohio Department of Health Requirements
- H. Joint Commission Requirements
- I. National Fire Protection Association (NFPA)
- J. NFPA 101, Life Safety Code
- K. ASHRAE Standards
- L. National Electrical Code (NEC)
- M. Illuminating Engineering Society Recommended Practice (IES)
- N. Underwriters Laboratories, Inc. (UL)
- O. National Sanitation Foundation (NSF)
- P. Factory Mutual (FM)

### III. FIRE PROTECTION SYSTEMS

#### A. Sprinkler Systems

1. The facility will be fully protected with a wet-pipe sprinkler system, with the exception of those areas that must be provided with a dry pipe sprinkler system, **or main electrical room that is exempted by OBC. Specific areas that would require a dry pipe system or frost proof heads (such as canopy overhangs with combustible items located underneath and unconditioned attics requiring sprinkler coverage) have yet to be developed, but will be provided with a dry sprinkler system.**
2. Telecommunication room closets will be provided with a smoke detector to provide early notification of a fire before the fusible link on the sprinkler head breaks.
3. A fire pump is not expected to be required.
4. All administrative and public spaces will be protected as Light Hazard Occupancy 0.10 gpm/ft<sup>2</sup> over the most remote 1500 ft<sup>2</sup>; the maximum sprinkler coverage will be 225 ft<sup>2</sup>/head. All storage, mechanical, electrical, and shell spaces will be protected as Ordinary Hazard I Occupancy 0.15 gpm/ft<sup>2</sup> over the most remote 1500 ft<sup>2</sup>; the maximum sprinkler coverage will be 130 ft<sup>2</sup>/head.
5. Semi-recessed quick response sprinklers will be used throughout the building in areas with ceilings. Brass upright quick response sprinklers will be used in all storage, mechanical, electrical and shell spaces. **Flexible sprinkler drops will be allowed.**
6. All wet piping less than 2" will be schedule 40 black steel with rolled grooved victaulic-type fittings. Schedule 40 piping shall be used for piping 2" and higher. All dry-pipe

system piping will be black steel with hot-dipped zinc (galvanized) coating.

B. Fire Alarm System/Sprinkler Piping Interface

1. Electronically supervised shutoff valves will be provided on all valves in the fire protection system. Electronically supervised shutoff valves and waterflow detection switches will be provided for each zoned sprinkler area on all floor connections between sprinklers and standpipes. Alarm signals from these devices, as well as from alarm valves, will be routed to the building fire alarm panel. The sprinkler system will be zoned to a maximum area of 50,000 square feet for each light hazard area.

#### IV. PLUMBING SYSTEM

A. Domestic Cold Water System

1. It is anticipated that the building will require a 2" or 2½" domestic water service. The exact size must be coordinated with the water use requirements of the vehicle wash bay and the number of public showers and restrooms available. The domestic water service will be provided with a meter and reduced pressure backflow preventer. **Additional reduced pressure backflow preventer assemblies will be provided as required for coffee machines, ice makers, and irrigation systems.**
2. A domestic water booster pump is not expected to be required.
3. Exterior wall hydrants will be provided at various locations along the perimeter of the building at a maximum of 250 feet apart. Roof

hydrants will be provided on the roof for rooftop equipment maintenance.

4. The domestic cold water will be distributed with type L copper piping with soldered wrought copper pipe fittings for piping 2" and less. 2½" and larger piping will be copper with brazed wrought copper fittings. **The use of press type fittings will be allowed for piping up to 3".** All domestic cold water piping will be insulated with fiberglass insulation with an all service jacket. Exposed piping below 8 feet will be covered with PVC jacket.
5. System isolation and shut-off valves will be provided at the main water service, all equipment connections, and each branched main serving group plumbing fixtures and departmental areas.
6. The water requirements of the wash bay will need to be coordinated with facilities staff.

#### B. Domestic Hot Water System

1. The domestic hot water will be generated by one or two gas fired tank type water heaters. A temperature regulating assembly will be provided to deliver 125°F water for distribution throughout the building to the plumbing fixtures that require hot water. Additional temperature regulation will be provided at public hand washing limiting temperature to a maximum of 105°F to comply with current codes.
2. A domestic hot water recirculation system will be provided.
3. Alternatively, two smaller gas fired water heaters may be provided in dedicated closets near each of the restroom groups. In this scenario, a domestic hot water recirculation system would not be required.
4. The domestic hot water will be distributed with type L copper piping

with soldered wrought copper fittings for piping 2" and less. 2½" and larger piping will be copper with brazed wrought copper fittings. **The use of press type fittings will be allowed for piping up to 3"**. All domestic hot water piping will be insulated with fiberglass insulation with an all service jacket. Exposed piping below 8 feet will be covered with PVC jacket.

C. Sanitary Waste and Vent System

1. The sanitary drainage system will be sized to serve the loads of the proposed facility. A system of sanitary waste and vent piping will be routed throughout the building to vent and collect the discharge from all of the plumbing fixtures and drains. The sanitary piping will be collected within the building and will be extended to 5 feet outside of the building separately for connection to the site sanitary sewer system. It is anticipated that the building will require a 4" sanitary main.
2. Floor drains will be provided in all large public toilet rooms and in all mechanical rooms. **Single restroom facilities will not have floor drains.** All floor drains will have a means of positive trap seal as required by code. Mechanical differential pressure type or barrier type will be provided.
3. The sanitary vent piping will be collected within the building and will be extended through the roof at various locations Vents will be located away from building and rooftop equipment fresh air intakes.
4. **At this time, it is assumed that there will not be a sewage ejector for the building.**
5. **All below and above grade sanitary waste piping will be either service weight cast iron or Schedule 40 PVC. All sanitary vent piping (not in areas of the building with a return air plenum) will be Schedule 40 PVC.**

D. Stormwater System (Flat Roof Areas Only)

1. The stormwater piping from the flat roof areas will be collected within the building and routed to 5 feet outside the building for connection to the site storm sewer system. Stormwater from the upper levels will be discharged to the site storm sewer system by gravity flow.
2. The secondary storm water system will be a completely independent system and collected by separate roof drains that to the exterior of the building where the piping is terminated above grade at the building façade as required by code. **This system is assumed to be piped from the roof drains to the first floor exterior wall about 30" above grade.**
3. **All below and above grade stormwater piping will be either service weight cast iron or Schedule 40 PVC (only in areas without a return air plenum). All horizontal**

**storm piping and all of the secondary storm piping will be insulated with fiberglass insulation with all service jacket.**

4. For sloped roofs, storm drainage will be handled via gutters and downspouts.

E. Plumbing Fixtures

1. Public water closets: Wall mounted, elongated bowl, white vitreous china, with open front self-closing elongated seat, manual flush valves/automatic dual flush (battery type will not be used). The water closet will be accessible, 16½" high.
2. Staff: Wall mounted, elongated bowl, white vitreous china with open self-closing seat, manual flush valve/automatic dual flush (battery type will not be used). The water closet will be accessible, 16½" high.

3. Urinals: Wall hung, white vitreous china, with sensor operated “ultra-low” flush valves.
4. Handwashing lavatories in public spaces: Wall hung, white vitreous china, with sensor or manually operated faucets.
5. Countertop sinks: Stainless steel drop in sink. Faucets will have laminar flow; wing handles and gooseneck spout.
6. Electric water coolers: Accessible, Wall hung, hi-low self-contained with bottle filler.
7. Service/mop sinks: Monolithic, floor-mounted with mixing valve faucet and wall protection.

F. Natural Gas Piping System

1. Natural gas will be supplied from the gas utility main. A gas service line will be stubbed out 5 feet from the building. A gas meter/regulator setting will be provided outside the building, extended into the building, and distributed to equipment as required. Gas regulators will be provided at individual pieces of gas fired equipment where required.
2. All natural gas piping will be Schedule 40 black steel with threaded, flanged, or welded fittings. **The use of press type fittings will be allowed for piping up to 4” for pressures less than 5 psig.**

## V. HEATING, VENTILATING, AND AIR CONDITIONING SYSTEM

### A. Design Conditions

#### 1. Outdoor Design Conditions:

Winter Dry Bulb	0°F
Summer Dry Bulb	94°F
Summer Wet Bulb (mean coincident)	74°F
Summer Wet Bulb (maximum value, independent of dry bulb)	78°F

#### 2. Indoor Design Conditions:

Winter Dry Bulb	70°F
Winter Minimum Humidity	Not Controlled
Summer Dry Bulb	74°F
Summer Maximum Humidity	60% RH

#### 3. Equipment Operating Temperatures:

Supply air (Rooftop Unit leaving air temperature)	55°F
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### B. Heating Hot Water Systems

1. The building is not anticipated to have a heating hot water system, but this can be explored as a means of

providing reheat at terminal boxes and heating in entry vestibules and other areas with high skin loss.

### C. Packaged Rooftop Units

1. The team recommends packaged rooftop units for the Adventure Park Building, which will require areas of flat roof to be available for proper mounting and service. If the size and layout of the building is not conducive to this design solution, grade mounted rooftop units should be explored.
2. It is anticipated that the building would ideally have three packaged rooftop units.
  - a. The first rooftop unit will be dedicated to the office portion of the building, which is anticipated to operate under normal business hours. This unit will be approximately 17.5 tons.

- b. The second rooftop unit will be dedicated to the public portion of the building, which may operate outside of normal business hours. This unit will be approximately 25 tons.
  - c. The third rooftop unit will be dedicated to the gymnasium, which will likely operate outside of normal business hours. This unit will be approximately 25 to 30 tons.
3. The commercial packaged DX cooling and gas heat rooftop units for the building will be located on the flat roof area. Placement will be coordinated with the architect to limit visibility. In general, the rooftop units will be high efficiency and variable volume, with DX cooling, an economizer section with enthalpy control, MERV 13 air filters, gas heat, and bottom discharge. The supply fans will be provided with variable frequency drives, or

will have electrically commutated motors, to modulate the air volume. The supply fan air volume will be varied to maintain a constant duct static pressure in the ductwork 2/3 of the way down the supply air main. The return fan air operation will be controlled by building pressure.

4. For the office and public rooftop units, main ducts will distribute cool air to the terminal boxes. The terminal boxes will house a volume damper and an electric reheat coil whose operation will be controlled by a thermostat mounted in the space served by the box. When cooling is required, the electric reheat will not operate and the volume damper will modulate the discharge cold air into the space at the rate to satisfy the temperature setting. When cooling is not required, the volume damper will modulate to a predetermined minimum airflow rate. Refer to Paragraph E, "Zone Control",

for information on thermal zoning via terminal boxes.

5. For the gymnasium unit, this will be a single zone system, and main ducts will distribute conditioned air directly to air devices within the space. Varying of air flow and temperature will be done directly at the rooftop unit without the use of terminal boxes.

#### D. Air Distribution

1. The air will be distributed throughout the building with high velocity (less than 2,300 FPM) supply ductwork. Generally, the ductwork will be single wall galvanized duct. The supply ductwork will have external insulation. The supply and return air ductwork for the first 30 feet (nominally) from the rooftop unit will be double wall ductwork with internal duct liner that is covered with a mylar sheet under the inner perforated metal wall. This is done to attenuate fan noise. All building exhaust air will be ducted. The

building will utilize a return air plenum, and this will be coordinated with the plumbing piping material installed within the ceiling spaces.

#### E. Zone Control

1. Zone control will be provided by Variable Air Volume (VAV) terminal boxes with electric reheat coils located throughout the building. **All corner rooms and large conference rooms will be provided with individual temperature control. Other than these, as many as four small interior rooms of similar function and load may be grouped into one zone.**
2. The controls for the terminal boxes will be DDC and will be connected into the Building Automation System (BAS) network.
3. Entry vestibules will be heated.
4. The main electrical room will have a ventilation system or a dedicated split

system cooling unit, depending on heat output from the equipment.

#### F. Special Heating Systems

1. Where high skin loss is anticipated (such as rooms with a significant amount of glass), baseboard electric heating will be provided.
2. The vehicle storage area will provided with gas fired infrared tube heaters.
3. It is recommended to use gas fired forced air heaters in the repair and wash bays due to the makeup air that will be required for the exhaust system needed in the bays, described in the paragraph below.

#### G. Exhaust Systems

1. Toilet rooms and janitor closets will be provided with continuous exhaust during occupied hours. The exhaust fans will be located on the discharge end of the system (on the roof), such that all ductwork is under negative

pressure to prevent leakage out of the exhaust ductwork.

2. Electrical rooms and closets will be ventilated to prevent overheating.
3. The vehicle storage area will be ventilated to provide air movement during the summer months. It is recommended to use one or two wall mounted exhaust fans located on one wall, and motor operated intake louvers located on the opposite wall.
4. The repair bay and wash bay will require an exhaust system that operates based on carbon monoxide and nitrogen dioxide levels in the space. The exhaust fans must be sized for a minimum of 0.75 CFM per square foot of floor area, which is 400 CFM per room based on the current proposed floor diagrams. CO/NO2 sensors must be placed in the bays to activate the exhaust fan as CO and NO2 levels rise. Makeup air must be also provided to the bays, and can be

accomplished through motor operated intake louvers.

5. The sign shop, weld shop, and carpentry shop will need specialized exhaust systems, which will need further coordination with the facilities staff.

#### H. Supplemental Cooling Systems

1. The telecommunications rooms will be cooled by dedicated split system cooling units.

#### I. Temperature Control Systems

1. **A Building Automation System (BAS) will be used to control all the HVAC equipment, interface with the fire alarm systems, the building lighting, and security. The system will be a web-based open protocol architecture, which will allow for multiple vendors' equipment to be connected to the system. Computer connections to the BMS system will be through**

**any personal computer (PC) that has access to the data network and has password rights to the control system. As well as monitoring and controlling equipment, the BMS system will also include the facility for remote electronic metering which will allow accurate assessment of energy consumption and prompt billing, and also identifies areas for efficiency improvement.**

2. **Control devices including terminal boxes and small valves located on the floors will be by low voltage electric actuation.**

## VI. ELECTRICAL SYSTEMS

### A. Site Utilities

1. The electrical service will be at either **480/277 volt or 208/120volt** 3 phase via a utility owned exterior pad mounted transformer and metered on the secondary side. **The choices of voltage should be weighed against the cost and lead time of equipment.**
2. Two 5" conduits in a concrete encased ductbank, will run from the utility company point of connection at the property line, to the location of the exterior utility owned pad mounted transformer near the building. This transformer will be located at least 20 feet away from any building wall or door and have 10 feet clear in front. The utility meter will be connected to the load side of the transformer.
3. The secondary voltage service lateral will consist of multiple 4" conduits encased in a concrete ductbank

running underground to the service switchboard in the main electrical room. The service conductors shall be aluminum alloy with high crimp compression connector lugs on the ends.

### B. Normal Power Equipment

1. The Main service switchboard will feed mechanical equipment at either 480volt or 208volt 3 phase, distribution panels at 480/277volt or 208/120volt 3 phase, lighting panels at 480/277 volt 3 phase, and outlet panels at 208/120volt 3 phase.
2. The main service switchboard will be standard NEMA 1 enclosure with bolted on covers, a main circuit breaker with single phase protection, and arc flash energy reduction maintenance bypass switch. The main circuit breaker will be a fixed mount insulated case type with full function electronic trip. A full function metering unit for owners' usage will be in the main section, that

can be monitored by the Building Management System

3. The branch distribution sections will have full size horizontal buss with circuit breakers that are molded case with electronic or thermal-magnetic trip depending on size. In general, circuit breakers larger than 225 amps shall have electronic trip sensors. Smaller circuit breakers shall have standard thermal-magnetic trip sensors. Branch circuit breakers larger than 1100amp shall have arc flash energy reduction maintenance switch to permit safe opening of live equipment.
4. Distribution panelboards shall have bolt-on branch circuit breakers and a door-in-door cover design for safe access.
5. Lighting panelboards will have bolt on thermal-magnetic trip molded case circuit breakers rated for switching duty.
6. Small appliance (power) panelboards will have bolt on thermal-magnetic trip molded case circuit breakers rated HACR for HVAC equipment. GFCI, shunt trip, circuit breakers for appropriate circuits as needed.
7. Bussing within switchboard and panelboards will be tin plated aluminum.
8. Motor controllers shall consist of combination fusible disconnect switch type with integral across-the-line magnetic starter with solid state overload relays with phase loss protection, H-O-A switch and control transformer with fusing and pilot lights.
9. Step-down transformers if needed will be air cooled dry type 80°C rise with 150°C insulation. Voltage will be 208/120volt 3 phase
10. Variable Frequency Drives will be provided by Division 23.

C. Normal Power Distribution

1. Distribution feeders run out from the switchboard shall be through schedule 40 PVC conduits where under slab, or within EMT conduit when overhead. Conduits coming down below 8 feet shall be rigid galvanized steel.
2. Feeder conductors shall be aluminum alloy for 100amp and greater run between electrical equipment only. All other feeders, to mechanical equipment, pumps, etc., shall be of copper conductors.
3. EMT conduits will use set screw connectors.
4. Rigid galvanized steel conduits will be threaded.

D. Branch Circuits and Conduits

1. All branch circuit wiring shall use stranded copper conductors (#12 and #10 awg may be solid).

2. Each branch circuit shall have separate full size neutral conductor; shared neutrals are not permitted.
3. Only 4 circuits shall be permitted together in one conduit.

E. Emergency Power System

1. **An emergency generator is not anticipated for this facility. However a small generator may be considered in lieu of using battery backup for emergency egress lighting.**

F. Grounding

1. The grounding electrode system shall consist of all of the following components exothermically bonded together: the main domestic water service pipe ahead of any meter, and within five feet of entry into the new building; two driven ground rods; Ufer rebar in footer; a bond to nearest steel column or reinforcing rod every 100 feet around building. Single Point

Ground Bus Bar — An insulated main grounding bus bar will be installed adjacent to the service entrance switchgear with each grounding electrode system component listed above bonded to it.

2. Telecommunication rooms shall have a grounding system extended to it sized in accordance with BISC standards.

G. Transient Voltage Surge Suppression

1. Transient voltage surge suppression devices (TVSS) will be placed in a multi-stage arrangement at the switchboard, and at selected panelboards. TVSS devices will utilize metal oxide varistors (MOV) in enclosed replaceable modules. Each TVSS unit will provide seven modes of protection consisting of each phase: line to neutral, each phase: line to ground and neutral to ground. Units located at switchboards will be rated at 150,000 Amperes per mode, and

units located at panelboards will be rated at 50,000 Amperes per mode.

H. Wiring Devices and Outlets

1. 20amp 120volt duplex receptacle outlets will be provided throughout the building as required for specific equipment, and for convenience.
2. GFCI outlets will be located in restrooms, break room, wash bay, repair bay, Sign shop, welding and carpentry shops, within 6 feet of sinks, for electric drinking fountains, vending machines, and exterior to the building.
3. GFCI type circuit breakers will be used on branch circuits where outlets located behind the appliance would be considered inaccessible.
4. Selected duplex outlets will have USB ports for convenience in recharging portable electronic devices.

5. Dedicated outlets will be used for designated equipment, such as in the sign welding and carpentry shops.
6. Recessed wall outlet boxes will be used behind wall mounted video monitors.
7. Floor recessed outlets in the slab-on-grade level for power and data devices will be located in conference and multi-purpose rooms.
8. Plates will be stainless steel.

I. Lighting System

1. The lighting system will consist of fixtures and controls to provide appropriate illumination levels for tasks, matching the architectural finishes and aesthetics, minimize glare, and having a long life expectancy with minimal maintenance.
2. All luminaires will have LED type light sources.

3. Light fixtures will be located in all areas within and around the building in quantities as necessary to provide light levels in accordance with IES Guidelines, Recommended Practice RP-29-16.
  - a. In general, average maintained light levels will be as follows:
    - i. Offices                    50 Footcandles
    - ii. Conference /Meeting Rooms  
   50 Footcandles
    - iii. Mechanical/Electrical Rooms  
   20 Footcandles
    - iv. Corridors/lobbies  
   20 Footcandles
    - v. Vehicle Storage/wash bay  
   20 Footcandles
    - vi. Utility and storage rooms  
   20 Footcandles
    - vii. Exterior Entries 5 Footcandles

- viii. Restrooms/lockers  
20 Footcandles
  - ix. Break Room 30 Footcandles
  - x. Reception Areas  
30 Footcandles
  - xi. Gym, dance, and fitness rooms  
50 Footcandles
  - xii. Sign, welding, and carpentry shops 70 Footcandles
  - xiii. Vehicle repair bay  
50 Footcandles
  - xiv. Parking Lot 2 Footcandles
  - xv. Emergency Egress Paths  
1 Footcandle Minimum
4. Exterior lighting is proposed as follows:
- a. Parking Lot pole mounted cut-off type fixtures on 20 to 30 foot tall poles (in accordance with zoning restrictions).
  - b. Walkway pole mounted decorative fixtures on 12- to 15-foot-tall poles
  - c. Surface or recessed fixtures in exterior canopies.
  - d. Wall mounted area fixtures around building for security
  - e. Wall mounted down lights over exterior egress doors
  - f. Flagpole lighting fixtures will be mounted to the pole
  - g. Signage fixtures will be ground mounted shielded type
5. Interior lighting throughout the building is proposed as follows:
- a. Ceiling recessed flat panel fixtures will be used in offices
  - b. Ceiling recessed contoured fixtures will be used in corridors, storage, workrooms.

- c. Suspended direct/indirect fixtures will be used in Multi-purpose, conference and meeting rooms.
  - d. Suspended open industrial type fixtures will be used in mechanical/electrical, utility rooms, sign shop, welding and carpentry shops, vehicle storage, repair bay.
  - e. Lobbies will have recessed can fixtures and suspended pendant type decorative.
  - f. Exit signs will have green letters on acrylic edge lit panels in lobbies and main areas, and aluminum face with plastic body in other areas.
  - g. Specialty lighting fixtures will be provided in selected areas TBD.
  - h. Ceiling recessed linear wall washers and mirror lighting fixtures in restrooms.
  - i. Wet location surface mounted fixtures in showers, lockers rooms, wash bay, and other wet areas
  - j. Suspended direct or ceiling recessed fixtures in fitness and dance rooms area
  - k. Suspended direct impact resistant high bay fixtures in gymnasiums
  - l. Art room to have special high CRI and tunable white color selectable recessed fixtures. Track lighting in display areas.
6. Dimmable fixtures are proposed as follows:
- a. Offices, Council chambers, conference, meeting
  - b. Parking lot pole fixtures (code required with motion sensor control)
  - c. Daylight harvesting areas (photosensor control).

7. All exterior fixtures will have 4000-degree Kelvin color temperature. Interior fixtures will have 3500-degree Kelvin.
8. Emergency egress lighting will be provided by dual head 12volt unit battery pack fixtures with 90 minute capacity (with nominal 24 hour recharge time) located in the egress paths. In selected areas such as lobbies where battery pack units are not desired, AC inverter units will be used to power selected normal fixtures to bypass lighting controls and make these emergency egress fixtures in a power outage. Exit sign fixtures will have integral 90 minute power supplies.
9. Emergency egress dual head 12-volt unit battery pack lighting fixtures will be provided in electrical, generator, large restrooms as code required
10. Lighting control shall be as follows:
  - a. A networked computer based low voltage control system will be provided with relay panels, sensors, and control units.
  - b. Lobbies, waiting areas, corridors and open spaces will be controlled via relay panels with automatic time clock on/off, and local switches for afterhours override.
  - c. Offices, smaller conference rooms and other private spaces will be controlled via vacancy sensor with integral dimmer.
  - d. Exterior security lighting generally will be controlled via relay panels controlled by roof mounted photocell with dusk to dawn operation.
  - e. Some exterior lighting fixtures will have integral photocell control for dusk to dawn operation.

- f. Parking lot pole fixtures will have integral photo sensor/ motion detector/dimmer, and will dim to 50% level when no motion is sensed beneath it.
- g. Conference/ meeting rooms will be controlled by a wall mounted scene controller with vacancy sensors.
- h. Daylight harvesting areas will be multilevel dimmed by local photo sensors upon levels of daylight present.
- i. Restrooms, storage, utility rooms will be controlled via ceiling mounted occupancy sensor.
- j. Electrical, mechanical, telecom rooms shall be switched at the door.

J. Fire Alarm System

- 1. A standalone, analog addressable fire alarm system will provide life safety protection and consist of the following:
  - a. Manual pull stations at all exit doors from a floor.
  - b. Duct mounted smoke detectors in air handling units return air side.
  - c. Smoke detectors at the main and remote panels
  - d. Duct mounted smoke detectors at each smoke damper to close upon detection.
  - e. Heat detectors in mechanical/ electrical rooms.
  - f. Audible/visual and visual alarm units (with synchronized flash rate) throughout the building meeting ADA requirements.
  - g. Waterflow and tamper switch supervision.
  - h. Monitoring of ERRS system.

- i. Vav terminal units will have duct mounted smoke detectors to shut down.
- 2. Remote monitoring of the fire alarm system will be necessary by a third party. The owner will have to subscribe to a service.
- 3. The fire alarm system will have a main control panel located in the electrical room, and booster panels in selected electrical closets.
- 4. A remote annunciator will be located at the fire department entrance to the building, and in the main office,
- 5. All air handling units and return air fans will shut down when smoke is detected by duct mounted smoke detectors. Remote test stations with visual indication and reset will be provided for all duct mounted smoke detectors.
- 6. Doors with magnetic holders or electro-mechanical closer holders

will be wired to the fire alarm system and will release doors on alarm or power failure. Door holders will be released locally by wiring them through auxiliary relays in smoke detector bases.

- 7. Fire Alarm System will monitor the Emergency Responder Radio Repeater ERRS system.
- 8. Visual alarm units will be located in restrooms, conference, and other public use spaces.

#### K. Lightning Protection System

- 1. A Lightning Protection System will be provided for a complete UL listed and labeled, certified Master Label "C" Lightning Protection System. It will be provided for the roof area(s) per UL Code 96A. System will include air terminals, cable connectors, down connectors, counterpoise ring, etc. Installation will have an "A" label on

each air terminal and “B” label at 10’-0” spacing along all conductors.

2. Each parking lot site lighting pole will have a supplemental driven ground rod installed in its base and bonded to the pole to divert lightning strikes to earth.

L. Emergency Responder Radio Antenna/ Repeater System (ERRS)

1. Upon substantial completion of the building, a signal strength survey shall be performed using an RF Spectrum Analyzer to determine if the signal strength of portable radios used by Emergency Responder Staff meets code. If required, a complete and operating Emergency Responder Radio Antenna/Repeater System will be provided and tested. An allowance will be provided for this work in the bid. This includes rough-ins and roof penetrations.

2. The system will consist of Roof antenna, bi-amplification equipment rack, 24-hour battery backup system, horizontal cabling above ceilings on all floors to antennas in ceilings and located in non-ceiling areas.
3. The system will support the Fire Department radio system and other first responders. The system is not intended to support cell phone carriers, the Owner’s private security, and maintenance personnel radio systems, now or in the future.

M. Rough-Ins for Low-Voltage Systems

1. The Division 26 Contractor shall provide outlet boxes, conduits, cable tray, and raceways for voice/data/audio/video/security low-voltage systems.
2. Three 4” conduits shall be provided from the property line to the Main Technology Room (MTR) for service

cables from the low voltage utility companies.

3. MTR and Technology Rooms shall be about 10' × 10' in size and located on each floor so that horizontal cabling shall not exceed 90 meters in length. The rooms walls will connect via cable tray and conduit sleeves through walls and floors.
4. Outlet boxes for data/voice cabling shall 4-11/16 square with 1 inch conduit stub ups to above ceiling.
5. Outlet boxes for audio/video cabling shall 4-11/16 square with 1¼-inch conduit stub ups to above ceiling.
6. Outlet boxes for security cabling shall 4-11/16 square with ¾ inch conduit stub ups to above ceiling.
7. Television and monitor locations shall use a recessed TV box for both power and low voltage, so there is a place to coil up excess cable.

8. Wire basket cable tray will be provided above corridor ceilings running from the telecom rooms to most areas of the building to route the low voltage cabling. In areas where there are few cables, j-hooks will be installed to support these cables.

N. Electric Vehicle Charging Equipment (EVSE)

1. Level 2 Electric Vehicle chargers will be provided in the parking lot, with at least one located at an ADA parking spot. Chargers will be rated 7.2Kw at 208volt 1 phase and can accommodate one vehicle at full charging capacity or two vehicles in a sharing arrangement.
2. A post mounted emergency power off EPO switch located in a Knox box will be located within 50 feet of the chargers for fire department use to turn off the power to all chargers. This switch will be wired to shunt trip type circuit breakers feeding the charging equipment.

3. Appropriate signage will be located to clearly indicate this emergency power off switch.
4. Each charger will have concrete filled steel bollards adjacent to it for vehicle impact protection.

## **VII.COMMUNICATIONS SYSTEMS**

- A. Data/Video/Voice Cabling Infrastructure
  1. A complete Structured Cabling System will be provided for all network cabling and infrastructure to support the low-voltage systems.
  2. System shall include Data Network backbone and horizontal cabling, connectivity outlets, and equipment racks. Data network infrastructure will include connectivity for all data outlets, phone outlets (phone system equipment by Owner), security cameras, door controllers, intercoms, and A/V equipment.

## VIII. AUDIO/VIDEO SYSTEMS

### A. Overhead Paging System

1. This system will include a public address system to be provided in the public areas, corridors, and staff work areas.
2. Speakers will be assigned to zones to allow for proper distribution of overhead pages (e.g., public areas, staff-only areas, or all-page). The system will be tied to the phone system to allow for paging from the phones.
3. The system will include all amplifiers, ceiling speakers, phone system paging adaptor, and cabling.

### B. Local Audio/Video Systems

1. Audio and video for local systems shall be provided in Council Chambers, conference and meeting rooms.

2. An HDMI wall plate input shall be installed to allow auxiliary video input. For large conference rooms, the audio from the system shall play through the distributed audio speakers in the ceiling of the room.
3. The system shall include all monitors and mounts, projectors and mounts, projection screens, cabling and signal transport devices, equipment storage racks/panels, A/V wall plates, A/V receivers, and speakers.

## IX. SAFETY AND SECURITY SYSTEMS

### A. Access Control System

1. An access control system will be provided
2. Credential Readers shall be provided at applicable doors for local control and access monitoring.
3. Hardwired access control doors to include the following locations:
  - a. Exterior Entries
  - b. Select Corridor Passage Doors
  - c. Storage Rooms
  - d. Staff Lounges

### B. Video Surveillance System

1. A Video Surveillance System with IP-based CCTV cameras will be provided.
2. The new cameras shall be IP cameras and located to provide appropriate coverage. Storage will be via Network Video Recorders.
3. All required components necessary for the Video Surveillance System shall be utilized including but not limited to the video management software (VMS), network video recorder (NVR), cameras, licensing, fiber optic cables and media converters (or Ethernet extenders) for all site cameras beyond 90 meters cable distance from the nearest TR, and integration with the Access Control System.



*Examples of well-designed building entrances*



## Landscape Standards Narrative

*by: MKSK*

### **BUILDINGS**

A well-designed building entrance serves as both a functional threshold and an essential component of a facility's public identity. Entrances communicate purpose, direct and support circulation, and establish a welcoming first impression. As Powell evaluates existing facilities and considers future improvements, several best-practice principles should guide the design of all public-facing entry points.

1. **A Clear and Legible Front Door:** Entrances should be immediately recognizable from primary approach routes, both vehicular and pedestrian. A defined architectural element such as a canopy or enhanced façade treatment helps establish the entrance as the

primary point of arrival. A strong, identifiable “front door” reduces confusion, establishes a civic presence, and ensures visitors intuitively understand where to enter upon arrival.

2. **Programming and Operational Support at Entrances:** For parks and recreation facilities, community centers, and other high-turnover public buildings, entrances should be designed to support daily operations. This includes dedicated areas for drop-off and pick-up, bicycle parking, seating, and clear interior views into lobbies or reception areas. These elements improve flow, enhance safety, and support long-term program participation and growth.
3. **Strong Relationship Between Building, Access Walkways, and Site Features:** Landscaping, pedestrian paths, lighting, and signage should work cohesively to guide visitors naturally toward the entrance from either the public Right-of-Way and/or supporting parking areas. Walkways and entrance plazas should be designed to handle day-to-day foot-traffic but also facilitate larger attendance events such as community meetings and public hearings.

Pavements should be of a limited palette and consistent across City buildings. Accent paving such as pavers or specialty concrete can elevate a space and help to identify primary entrances. Trees and plantings should frame the entryway and present a welcoming civic identity while maintaining clear separation between public and service circulation.

4. **Accessibility as a Core Principle:** Universal design must be fully integrated into the entrance experience. Accessible routes should be the primary routes, with appropriate slopes, turning radii, surface textures, door clearances, and lighting to ensure all visitors can reach the entrance with similar effort and dignity.



*Building lighting and wayfinding examples*



5. **Lighting and Security at Entrances:** Entrances should be well-lit with fixtures that provide visibility without glare. Lighting reinforces safety, supports evening programming, and strengthens architectural presence at night. Security elements, including cameras or controlled-access vestibules, and clear sightlines should be incorporated discreetly but intentionally.
6. **Intuitive Wayfinding from Roadway to Front Door:** Wayfinding should be consistent across all City facilities and communicate clearly which entrance serves functions related to public access, programming spaces, service deliveries, staff entry, or emergency access. Signage and environmental cues should begin at the roadway, continue through parking areas and pedestrian routes, and culminate at a clearly designated front door. Consistency in materials, symbols, and placement reinforces the city's identity and reduces visitor confusion across all municipal facilities.

## PARKING

A well-designed parking area serves not only as a functional support for a facility but also as a critical component of the site's overall organization and public experience. Parking influences access, circulation, safety, and the visual character of the property. As Powell evaluates existing facilities and plans for future improvements, several best-practice principles should guide the design of all parking areas to balance efficiency, safety, user convenience, and integration with the surrounding site.

1. **Minimize Footprint, Maximize Efficiency:**

Parking areas should be designed to accommodate the expected demand while minimizing impervious surfaces and overall site footprint. Efficient layouts reduce driving distances, improve maneuverability, and support sustainable stormwater management through permeable paving, bioswales, or other low-impact strategies.

2. **Manage Access, Minimize Curb Cuts:** Access points should be limited and strategically

located to reduce conflicts with through traffic. Minimizing curb cuts along public streets improves safety, reduces congestion, and maintains a stronger civic streetscape.

3. **Manage Users Effectively:** Where a site has multiple uses, such as recreation facilities, administrative offices, or public amenities parking should be organized to separate user groups and reduce conflicts. Dedicated zones for staff, visitors, program participants, and service vehicles improve efficiency, safety, and user experience.
4. **Ensure Clear Wayfinding:** Signage, pavement markings, and visual cues should clearly indicate parking zones, entry/exit routes, and connections to building entrances. Wayfinding should be intuitive from the roadway to the parking area and continue seamlessly to building entrances, helping all visitors navigate the site with minimal confusion.
5. **Incorporate Landscaping:** Trees, planting beds, and other greenery should be incorporated within and around parking areas to provide shade, reduce heat islands, and create a more



*Above: Incorporation of landscaping in parking lots*

*Right: Parking wayfinding and screening*



inviting environment. Landscape features should complement pedestrian circulation and maintain clear sightlines for drivers. Landscape should also be considered first as part of the overall stormwater management approach where feasible.

6. **Screening from Adjacent Uses:** Parking lots should be screened from neighboring properties using landscaping, berms, or fences, balancing visibility for safety with visual separation to protect residential and civic character. Screening can enhance aesthetics while reducing glare, noise, and visual impact.

## STORMWATER MANAGEMENT

A thoughtfully designed stormwater system supports both the functionality and environmental sustainability of a facility. Stormwater management requirements will vary from one public facility to the next as building size and site hardscape will vary. As a result, there is not a one-size fits all stormwater solution that can be recommended for new and/or retrofitted facilities. As Powell evaluates existing facilities and plans for future improvements, several best-practice principles should guide the integration of stormwater management into all site designs.

1. **Encourage On-Site Green Infrastructure:**

Where feasible, stormwater should be managed on-site and utilize an integrated and connected feature approach to reduce the need for large detention basins or below-grade storage features that can be costly. Examples include bioswales, rain gardens, permeable pavements, green roofs, and vegetated swales. These strategies reduce runoff, filter pollutants,

and improve the visual and ecological quality of the site while minimizing overall infrastructure costs.

2. **Safely Convey Stormwater Throughout the**

**Site:** Stormwater should be directed away from buildings, pedestrian areas, and parking lots using swales, curbs, or underground systems. Conveyance systems should be designed to handle both routine and extreme rainfall events, ensuring public safety and minimizing erosion or flooding while integrating visually with the overall site design.

3. **Integrate Stormwater Features with**

**Landscaping and Site Design:** Stormwater management elements should be thoughtfully incorporated into the site's landscape and circulation patterns. Plantings, pathways, and open spaces can work with bioswales and detention areas to create functional, attractive features that enhance site aesthetics, support habitat, and provide educational opportunities while maintaining accessibility and usability.

PREPARED BY

