



City of Pataskala *Legislative Report to Council*

Legislative Report

March 1, 2021 Council Meeting

Unfinished Business

A. Ordinances

➤ **ORDINANCE 2021-4383 SUPPLEMENTAL APPROPRIATION – 2ND READING**

There have been a number of corrections and adjustments to the 2021 budget that have been identified and which require additional appropriations. **We are respectfully requesting that Council hold the 2nd reading of the ordinance at the March 1st meeting. Since the 1st reading of the legislation by Council, we have identified an additional item to be included in the ordinance. Changes to the legislation from the 1st reading are highlighted in bold below. We are requesting that Council amend the legislation by substitution. It is anticipated that this legislation will go through all three readings, with approval requested at the 3rd reading.**

- *Sections 1-3: Jefferson Street Waterline OPWC Project* – The Jefferson Street waterline improvements project was initially included in the 2021 budget at a total cost of \$290,000 with a local match of \$72,500 and grant/loan funding of \$217,500. Since that time, it has been determined that it would be in the best interests of the city to replace the road surface after the replacement waterline construction has been completed. This would increase the total project cost by \$124,117. In addition, it appears that the city could enhance the possibility of being awarded the grant by increasing the local match by \$100,000 for a total project cost increase of \$224,117. The local match would be increased by \$181,735 and the OPWC funding would be increased by \$42,382. There are two components of this appropriation request with the first being a transfer of \$181,735 from the Water Capital Improvements (602) fund to the Water OPWC (606) fund. The second component is the combined increase in project costs of \$224,117. We are requesting an increase in approved appropriations of \$181,735 from the Water Capital Improvements (602) fund and \$224,117 from the Water State Issue II (OPWC) fund (606) in order to cover the estimated costs for the additional infrastructure improvements including road surface replacement.
- *Sections 4-5: Seasonal Groundskeepers* – The original 2021 budget request for seasonal groundskeepers included two seasonal employees with a limit of 1,000 hours per employee during the season. As the pandemic continued during the

budget review process, this number was reduced to 750 per employee. At this time, the Administration is comfortable increasing the number of authorized hours to 1,000 per employee. These wages and related expenses are split between the General and the Recreation funds. We are requesting an increase in approved total appropriations of \$8,000 to cover the estimated costs of the additional seasonal groundskeeper hours.

- **Section 6: Public Service Engineering** – During the budget development process a number of budget reductions (via project eliminations) were done to ensure an appropriate year-end carryover balance in the fund. When the projects were eliminated, we also inadvertently eliminated the general engineering dollars that were included in the same budget line as the eliminated projects. As a result, the final budget did not include the core funding for non-retainer general engineering-related services. We are requesting a total increase in approved appropriations of \$60,000 to restore the budget back to its originally proposed amount.
- **Section 7: Infrastructure Improvements** – The Public Service Director is requesting additional funding to expand the 2021 RAMP program and to widen the Cable Road bridge. In the RAMP program, there are several alternates in the bid document which the city would like to perform. Adding the additional funding would provide the opportunity to construct those improvements. As for the Cable Road bridge widening, the bridge needs significant repairs due to its' poor condition, and it also needs widening to support increased traffic due to the construction of the new high school. The total cost of the project is estimated to be \$315,000 with \$130,000 already included in the 2021 budget, leaving \$185,000 in additional required appropriations. The school district has informally committed to providing the city with up to \$110,000 in funding for the project, leaving the remaining \$75,000 as the city's responsibility. We are requesting a total increase in approved appropriations of \$485,000 (\$300,000 for RAMP and \$185,000 for Cable Road bridge improvements) to provide the necessary funding for the identified projects. Based upon the current 5-year forecast (and with these additional appropriations included), the fund would be projected to end 2021 with a carryover balance of \$2.12 million, or 55.15% of expenditures. It would end 2025 (the end of the 5-year forecast period) with a carryover balance of \$1.03 million, or 28.16% of appropriations. Although at the lower end, this ratio is within the 25-35% target range.
- **Section 8: Amazon Grant** – The Parks Manager worked with Amazon to secure grant funding from the company to support recreational programming for the community. We recently received \$15,000 from Amazon which has been earmarked for technology-related recreational activities. To spend the funds, however, they must first be appropriated by Council. We are requesting an increase in approved appropriations of \$15,000 in the Recreation (206) fund to provide the additional funding for such programming.

New Business

A. Ordinances

➤ **ORDINANCE 2021-4384 – 1ST READING - AN ORDINANCE TO AMEND SECTION 925.01(WATER REGULATIONS) RULE 1, RULE 4 AND RULE 15.**

During a review of the water codified ordinances (Chapter 925), I discovered some language that needed to be updated to reflect our current methods of operation. Those changes are described below.

- 925.01, Rule 1: Adding language that clarifies that the drinking water system is under the control of the Director of Utility Services
 - This will allow the Director to present any water theft cases to Mayor's Court. Without this language, these cases would have to be presented by the police department on behalf of the city, which is not the most effective method. Adding this language would cause this portion of the water ordinance to mirror the language that already exists in the sewer ordinance
- 925.01, Rule 4: Removing language that allows for one service line to feed multiple buildings
 - This is something that was allowed in the past but provides difficulties operationally. The Utility Department does not allow any new builds to share service lines. Removing this language will bring the ordinances in line with our operational practices
- 925.01, Rule 15: Changing the language to allow unauthorized use of Utility Department infrastructure to be a fineable offense
 - The existing language only covers use of unmetered water, but does not cover unauthorized operation of city owned valves, hydrants, etc. The proposed language change will cover both types of violations. The penalty will be defined as not to exceed \$1,000. The magistrate will analyze each situation individually and apply an appropriate fine.

Approval of Ordinance 2021-4384 is recommended.

➤ **ORDINANCE 2021-4385 – 1ST READING - AN ORDINANCE TO AMEND SECTION 921.02 BY ADDING LANGUAGE TO SPECIFICALLY IDENTIFY THE PROPERTY OWNER AS THE INDIVIDUAL/ENTITY TO BE INVOICED.**

During a review of the sewer codified ordinances (Chapter 921), I discovered some language that needed to be updated to reflect our current methods of operation. That change is described below.

- 921.02 (e): Adding language that clarifies all sewer rates are charged against the property, not the property owner.
 - This is language that already exists in our water ordinances, but to eliminate any possible confusion, I recommend we add this language to the sewer ordinances to bring the ordinances inline with our operational practices.

Approval of Ordinance 2021-4385 is recommended.

B. Resolutions

➤ **RESOLUTION 2021-012 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT TO PURCHASE A 2021 POLARIS 570 ATV WITH PLOW MOUNT AND ACCESSORIES.**

The Utility Department operates two water treatment plants and one water reclamation facility. Those properties are large, with WTP1 covering 12.7 acres, WTP2 covering 35.75 acres, and the WRF covering 55.36 acres.

The Utility Department must collect samples at various locations on each of these properties, often multiple times a day, to remain in compliance with our EPA permit requirements. The Utility Department is also responsible for property maintenance of these locations. Currently, the city uses an outside contractor to conduct snow removal operations at these locations. This purchase would not only provide adequate transportation to the remote sample locations but would also allow us to conduct our own snow removal operations, which will save money out of the annual budget.

The Utility Department collected three quotes for this purchase. The Toy Store quoted \$16,927.00; Valley ATV quoted \$16,866.00; and Polaris quoted \$16,953.90. Although The Toy Store quote was not the cheapest, the difference in quote is minimal and The Toy Store is significantly closer to Pataskala than the others. For that reason, we have selected The Toy Store's quote. The department has budgeted \$17,000 for this purchase in the 2021 CIP budget.

Approval of Resolution 2021-012 is recommended.

➤ **RESOLUTION 2021-013 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT TO PURCHASE A BED AND PLOW ACCESSORIES PACKAGE, THROUGH THE STATE OF OHIO COMPETITIVE PURCHASE PROGRAM, FROM BROWN EQUIPMENT COMPANY AND TO EXECUTE CAPITAL LEASE AGREEMENT FOR THE PROCUREMENT OF THIS EQUIPMENT**

Approval of this resolution would provide for the Public Service Department (PSD) to purchase a bed and plow accessories package for the new tandem axle dump truck that was approved in Resolution 2021-010. The purchase of plow accessories is included in the PSD Capital Improvements project for a tandem axle dump truck with plow accessories as identified in the approved 2021 budget.

This is the revised resolution wherein the equipment will be purchased through the State Bid Program. Note that this package price is higher than the original Resolution, 2021-011, to procure this equipment through Ace Truck Equipment, for the following reasons: 1. Additional equipment being available through this vendor. 2. Inclusion of a hitch in the accessories package that was originally with the truck; this cost will be deducted from the cost of the truck. 3. Due to heavy use this winter, a new plow is now needed, which was not included in the original package, but is available through this vendor at a fair price and is now included.

The dump truck as proposed in Resolution 2021-010 does not come equipped with a bed, hydraulics, or plowing accessories. This Resolution would provide all items necessary for the dump truck to be fully outfitted and functional for snow removal operations. The total project cost, for the fully outfitted truck is approximately \$10k less than budgeted. Approval of this resolution is recommended.