



City of Pataskala *Legislative Report to Council*

Legislative Report

February 22, 2022 Council Meeting

Unfinished Business

A. Ordinances

➤ **ORDINANCE 2022-4411 – 3rd READING – AN ORDINANCE TO REDIVIDE WARDS WITHIN THE CITY OF PATASKALA, LICKING COUNTY, OHIO**

As prescribed in the charter the Wards and Bounds Commission met in November and December. That group now has voted and approved their recommendations. This ordinance references the map only as that is what needs to be sent to the Board of Elections. That map is now finished, so we have attached a comparison map and a map of how the new wards look to the legislation. Members of the commission will be on hand at the 2/7/2022 meeting to answer any questions. I have attached their report to the legislative report as well. This ordinance will have to be amended by substitution to include the maps at this second reading.

➤ **ORDINANCE 2022-4412 – 3rd READING – AN ORDINANCE CREATING AND ESTABLISHING A NEW POSITION WITHIN THE CITY OF PATASKALA PARKS AND RECREATION DEPARTMENT, TO WIT: SWIM LESSON INSTRUCTOR**

This is an ordinance to create a swim lesson instructor position within the parks and recreation department. The Pataskala Municipal Pool has been offering a swim lesson program for many years under previous operation with official instructors. The recreation department now would like to create an official position for the pool operations to allow for a streamlined approach to our summer pool operations. In the past guards were working as both an instructor and a guard which meant longer days and burnout. With this implementation we can now hire swim instructors and use guards with experience as substitutes or helpers if needed. This addition is going to bring many more swim lesson opportunities for the community residents including adults.

➤ **ORDINANCE 2022-4413 – 2nd READING - AN ORDINANCE TO CREATE A NEW POSITION OF EMPLOYMENT, UTILITY SERVICE TECHNICIAN, WITHIN THE CITY OF PATASKALA**

During the budget process for the 2022 Budget Cycle, a new position in the Utility Department was included. The Utility Service Technician position would be a member of the Utility Billing Team and would allow us to efficiently serve our customers while also allowing us to conduct more preventative maintenance than we

are currently able to.

The Utility Service Technician would be responsible for the following tasks: Turn On/ Turn Offs, Customer Service Calls, Meter Reading, Failed Meter Repairs, Water and Sewer Inspections and Covering the front desk. All of these are functions that the Systems Team currently performs, time that would be better spent conducting the necessary maintenance of our distribution and collection systems. The Utility Service Technician would also serve as general labor assistance to the Utility Department as a whole, wherever that labor may be needed.

This proposed position has already been vetted by the Administration, the PBR, the USW union and the Utility Committee. The position is an entry level position and would be compensated equally to our Field Technician 1 position.

I recommend approval of Ordinance 2022-4413.

B. Resolutions

New Business

A. Ordinances

➤ **ORDINANCE 2022-4414 – 1ST READING - IMPACT FEES FUND CREATION**

On August 16, 2021, City Council approved Ordinance 2021-4396 which created impact fees on development in the city. Contained in that legislation is a requirement to create a separate fund to receive and account for such receipts. We plan to encumber the deposits (e.g., issue a purchase order) to better manage the individual payments. To be able to issue a PO, however, the new fund requires approved appropriations. This request will add \$250,000 in appropriations and, at the same time, I will increase the revenue budget by \$250,000. There would, therefore, be a net \$0 financial impact to the city's bottom line. The PO's serve two purposes: (1) they can be used for future capital spending on infrastructure improvement as provided for by CO 1294; and (2) they can be used to issue refunds to the developer if the funds are not spent per the appropriate section of CO 1294. **We are requesting that Council hold the 1st reading of the legislation at the February 22nd meeting and would anticipate that the legislation would go through all three required readings. Once the legislation has been approved, it will be sent to the Ohio Auditor of State's office for final approval.**

➤ **ORDINANCE 2022-4415 – 1ST READING - SUPPLEMENTAL APPROPRIATION**

We have identified several adjustments to the 2022 budget which require additional appropriations. **We are respectfully requesting that Council hold the 1st reading of the ordinance at the February 22nd meeting. We would anticipate that this legislation will go through all three required readings.**

- *Section 1: Pataskala Safe Travel Plan* – The engineering and design for improved pedestrian facilities along Broad Street has been completed. Since the 2022 budget was developed last summer, material costs have increased significantly, and the project scope has expanded. The Public Service Director provides more details on this request in his report to Council. **We are requesting an increase in approved appropriations of \$75,000 from the Street Fund (201) in be able to pay the expenses related to these**

improvements.

- *Section 2: 2022 Street Improvement Program* – The engineering and cost estimates for the 2022 Street Improvement Program have been completed. The current engineer’s cost estimates for the program total approximately \$850,000. At the time the 2022 budget was developed, the total cost was estimated to be \$750,00 – a \$100,000 shortfall. The Public Service Director is requesting an increase in funding to cover the costs of the improvements. Complete details on the program and the additional costs can be found in the Public Service Director’s report to Council. **To be able to cover the increased costs of the 2022 street improvements program, we are requesting an increase in approved appropriations of \$100,000 from the Street (201) fund.**
- *Section 3: Grow Licking County* – City Council recently authorized the city to renew its’ membership with Grow Licking County. As this change was not anticipated at the time the budget was prepared, there was no funding designated for this membership. The annual cost of membership is \$12,500. **We are requesting an increase in approved appropriations in the General (101) fund of \$12,500 in order to remit payment to Grow LC.**
- *Sections 4 & 5: Emergency Interconnect* – It now appears that the total cost of constructing the water system emergency interconnect will be greater than the \$100,000 originally projected. At that time, the SWLCWSD provided \$50,000 and the city contributed \$50,000 to cover the project costs. Due to rising material costs, it now appears that the project will cost approximately \$28,000 more than originally estimated. This increase will be split 50/50 with the district. **We are requesting an increase in approved appropriations in the Water Capital Improvements (602) fund of \$14,000 and an increase of \$28,000 in the Construction Account (501) fund.**
- *Section 6 Impact Fees* – The creation of a new fund is being proposed by Ord. 2022-4414 (see above) to receive and account for all impact fees received by the city from developers. In order to more easily account for the funds, we are proposing to encumber the funds once they are received. This will allow us to more readily spend the funds on appropriate projects or refund the fees to the developer if improvements aren’t constructed. The appropriations will be matched against the revenue projections, and the net financial impact of both would be \$0. Please know that if we don’t receive the revenues, we wouldn’t be issuing purchase orders. **We are requesting an increase in approved appropriations of \$250,000 in the Impact Fees (226) fund.**

Consent Agenda

3. Motions



4. Resolution

➤ **RESOLUTION 2022-010 A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A MANAGEMENT CONSULTANT AGREEMENT WITH CLEMANS, NELSON & ASSOCIATES, INC.**

At the February 7th meeting council requested some changes to the agreement between Clemans-Nelson and the City of Pataskala. Changes were proposed and countered. The new version (version 3) contains the discounted rate for “special Projects” and an addition of adding Pataskala to their liability insurance package (General Liability \$2 million aggregate, \$1 million occurrence, Professional \$2 million each occurrence/aggregate) This new version will need to be amended by substitution.

➤ **RESOLUTION 2022-016 A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH VERDANTAS INC. (F.K.A. HULL & ASSOCIATES, LLC) FOR PROFESSIONAL ENGINEERING RETAINER SERVICES IN 2022**

The City of Pataskala has a continuing need for engineering services rendered by professional engineers for the purpose of infrastructure improvements. To date we are extremely happy with the work done by Hull Engineering. In January, Hull announced that they were merging with other firms to form a new firm Verdantas. The contract with Hull also expired on December 31, 2021. Our contacts from Hull are still on staff and Verdantas has indicated that those individuals will continue to be our points of contact and expertise in 2022. The City of Pataskala Administration believes it is in the City’s best interest to continue using the same engineers and therefor now needs to retain Verdantas Inc. to perform this work. The rates for 2022 are the same as the previous contract.

➤ **RESOLUTION 2022-017 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH VERDANTAS, INC. FOR THE 2022 PATASKALA GIS PROGRAM**

The City of Pataskala Utility, Public Service, and Planning and Zoning Departments utilize a GIS database and software program for tracking assets. Last year as in previous years Hull Inc. was selected to act as our GIS engineer. Their knowledge of our GIS systems and their expertise have been invaluable to Pataskala and all aspects of GIS. They interact with Planning Utilities and the Public service Department to track parcels, water lines, wastewater lines and road features. The Utility Budget includes funding for GIS consultant services in an amount not to exceed Twenty Thousand Dollars and No Cents (\$20,000.00) the Public Service Budget includes funding for GIS consultant services in an amount not to exceed Eight Thousand Five Hundred Dollars and No Cents (\$8,500.00) and the Planning and Zoning Budget includes funding for GIS consultant services in an amount not to exceed Eight Thousand Five Hundred Dollars and No Cents (\$8,500.00). Once again, Verdantas has agreed that our usual GIS contacts will remain the same. The rates for 2022 are the same as the previous contract.

➤ **RESOLUTION 2022-018 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH VERDANTAS INC. FOR CONSTRUCTION PLAN REVIEW SERVICES IN 2022**

The City of Pataskala requires a review of all construction plans submitted to it. However, the City utilizes the consulting services of an outside engineering firm to perform these reviews. Like the other 2 Verdantas contracts, Hull has previously performed this work and we have always been quite satisfied with their work product. The City of Pataskala does not use any of its own funds to pay for these engineering services. Instead, the City requires the entity, whose plans are being reviewed, to deposit an amount equal to the estimated cost of the construction plan review. If the deposit is insufficient to cover the total actual cost, the City requires additional funds be deposited before the construction plan review is completed. The Administration of the City of Pataskala believes it is in the City's best interest to hire Verdantas Inc. to perform this work in 2022. The rates for 2022 are the same as the previous contract.

➤ **RESOLUTION 2022-020 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR, OR HIS DESIGNEE, TO RETAIN R.E.M. COMMUNICATIONS INC. TO SUPPLY AND INSTALL THE EQUIPMENT NEEDED TO UPGRADE THE TWO-WAY RADIO SIGNAL AT THE POLICE STATION**

The City of Pataskala Division of Police has determined it necessary to upgrade the two-way radio signal at the Police Station. After evaluating several different companies, the P.D. identified R.E.M. Communications, Inc. as by far the cheapest to supply and install the necessary equipment to upgrade the two-way radio communications at the station. The City of Pataskala Division of Police budgeted for the cost of this upgrade as part of the 2022 budget.

➤ **RESOLUTION 2022-021 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT TO PURCHASE THE NEW WORLD RECORDS MANAGEMENT SYSTEM FROM TYLER TECHNOLOGIES.**

New World Records Management System from Tyler Technologies is a specialized system for law enforcement. The system is hosted by the Licking County Sheriffs Office and it allows officers to access real time data from other law enforcement agencies without making specialized requests via radio. This item is in our 2022 budget.

➤ **RESOLUTION 2022-022 - A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, OR HIS DESIGNEE, TO PURCHASE AN UPGRADEABLE 90-TERABYTE STORAGE SERVER, FROM AND HAVE IT INSTALLED BY, JOHN UDISCHAS.**

The City of Pataskala Division of Police determined it necessary to upgrade its records management system. Our police department is nearly out of server space and with the proliferation of body and dashcams we know there is a need for an expandable system (which this is) John Udischas has been the IT professional used by the police department since the building of the new station. He is experienced with our system (having installed it) and is the only person who has ever worked with IT within the new building. The City of Pataskala Division of Police budgeted for this purchase as part of the 2022 and 2023 budgets.

➤ **RESOLUTION 2022-025 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ADVERTISE, RECEIVE, AND REVIEW BIDS FOR CONSTRUCTION OF THE TAYLOR ROAD STORM SEWER IMPROVEMENT PROJECT**

Approval of this resolution would provide for American Structurepoint, Inc. to complete bidding services for the Taylor Road Storm Sewer Improvement Project. Bidding services include advertisement for, receipt, and review of bids, and is part of the Design Engineering Services, which is identified in the budget as part of Public Service Department project number SVC-16-013.

This project was originally bid out in 2020, per the CIP schedule at the time, but due to Covid, and the related market uncertainty, the project was never awarded. We are now re-bidding the project with the available budget in 2022 anticipated to be sufficient for the project.

Approval of Resolution 2022-025 is recommended.

➤ **RESOLUTION 2022-026 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT FOR LEGAL SERVICES WITH ISAAC, WILES & BURKHOLDER, LLC.**

In January 2020, the City of Pataskala renewed its agreement with the law firm of Isaac Wiles & Burkholder, LLC, and in particular, Attorney Brian M. Zets, to serve as its Law Director. That term was for 2020 and 2021. As this deadline went unnoticed, it became necessary to renew the contract for Isaac, Wiles & Burkholder to act as our Law Director and Mayors Court Prosecutor. Recalling that the agreement in 2020 included discussions of “re-bidding” for 2022 the Administration has crafted this agreement to be 1 year only. Council and the Administration can hold an executive session in the fall of 2022 to decide if they are happy with the current situation (Renew a 2 yr agreement) or whether they want to go back out to bid for legal services in 2023. The rates for 2022 are the same as the previous contract.