



## City of Pataskala *Legislative Report to Council*

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### Legislative Report

#### March 7, 2022 Council Meeting

#### Unfinished Business

➤ Ordinances

➤ **ORDINANCE 2022-4412 – 4<sup>th</sup> 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 – 3<sup>rd</sup> 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.

➤ **ORDINANCE 2022-4414 – 2<sup>ND</sup> 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 2<sup>nd</sup> reading of the legislation at the March 7<sup>th</sup> 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 – 2<sup>ND</sup> READING - SUPPLEMENTAL APPROPRIATION**

We have identified several adjustments to the 2022 budget which require additional appropriations. **We are respectfully requesting that Council hold the 2<sup>nd</sup> reading of the ordinance at the February 22<sup>nd</sup> meeting and amend it by substitution. We would anticipate that this legislation will go through all three required readings. The items that were changed from the 1<sup>st</sup> reading of the ordinance are highlighted below in bold.**

- *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. To more easily account for the funds, we are proposing to encumber the funds once they are received by the city. 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.
- **Sections 7-11: Human Resources Consulting** – The 2022 budget contemplated the hiring of a full-time employee to serve as the Human Resources Manager. Recently, Council authorized the City Administrator to enter into a contractual services agreement with Clemans, Nelson & Associates to provide human resources-related services to the Administration. To enable the Finance department to issue a purchase order for the agreement, however, the 2022 budget funding will need to be recategorized from the Salary & Related budget category to the Contractual Services category. It will have no net impact to any of the funds' budgets.

➤ Resolutions



## New Business

A. Ordinances

- **ORDINANCE 2022-4416 – 1<sup>ST</sup> READING - CREATING NEW AQUATIC FACILITY CONCESSION STAND POSITIONS**

This is an ordinance to create 2 new positions within the parks and recreation department. We are seeking to add Concession Stand Worker and an Assistant

Concessions Manager. The Pataskala Municipal Pool has been offering concessions for the patrons for many years and we would like to have this option in the future as we prepare to fully take over. The recreation department now would like to create official positions to solely operate this aspect of the Aquatic Division. The positions are not funded in the 2022 budget cycle

## Consent Agenda

### 3. Motions



### 4. Resolution

- **RESOLUTION 2022-019 - A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MONTROSE FORD (THROUGH THE STATE OF OHIO COMPETITIVE PURCHASING PROGRAM) TO PURCHASE A NEW PATROL UNIT POLICE CRUISER.**

**AND**

- **RESOLUTION 2022-023 - A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH MONTROSE FORD (THROUGH THE STATE OF OHIO COMPETITIVE PURCHASING PROGRAM) TO PURCHASE A NEW K-9 UNIT POLICE CRUISER.**

The Police Department is requesting to purchase two new and fully equipped Police Cruisers, 2022 Ford Interceptor SUV's, to effectively manage our fleet program. We will be retiring one cruiser, a 2012 Dodge Charger, due to high mileage and maintenance concerns. Another cruiser will be used as a spare K-9 car. One of the new Police Cruisers will be a K-9 car which would explain the additional equipment costs when compared to the second Police Cruiser. The Police Department would like to purchase the vehicles from Montrose Ford which holds the State Contract for competitive purchasing. The upfitting of the cruisers with equipment will be completed by Parr Public Safety. The total cost for the cruisers combined shall not exceed the budgeted amount of \$100,000.

- **RESOLUTION 2022-027 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A RENEWAL CONTRACT WITH AGRI-SLUDGE INC. FOR THE BIOSOLIDS PROGRAM**

The Utility Department produces Class B Biosolids as a by product of the wastewater treatment process. Those biosolids must be either land applied to approved fields or disposed of in approved landfills in accordance with Ohio EPA Regulations. We contract with Agri-Sludge to conduct our Biosolids Program and are very satisfied with the service that they provide.

Our original contract was for a term of two years, with three optional one-year renewals. The landfills have increased their fees by \$4.00, which is an increase of about 6%. The cost of fuel and labor has also gone up since the original contract with Agri-Sludge was signed in 2019.

The new contract includes a price increase of about 6% for land application services, landfill disposal services, and total expected annual costs. Land application is going from \$28.33/ wet ton to \$30.00/ wet ton. Landfill disposal services are going

from \$56.00/ wet ton to \$60.00/ wet ton. The annual not to exceed amount is moving from \$24,000 to \$25,500. I consider these cost increases to be reasonable and acceptable.

This concept will be presented to the Utility Committee on March 7.  
Approval of Resolution 2022-027 is recommended.

➤ **RESOLUTION 2022-028 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ADVERTISE, RECEIVE, AND REVIEW BIDS FOR CONSTRUCTION OF THE TWO-INCH WATERLINE UPGRADE PROJECT**

The Utility Department identified the two-inch waterlines in the area of Poplar, Denison and Willow Streets as being undersized and in need of replacement. These lines will be upgraded to a combination of six and eight inch lines to provide proper fire flow. The project will also eliminate a “dead end” section of the distribution system by making three new connections to the existing distribution system, providing better hydraulics to the system overall.

The cost of this project is expected to exceed the \$50,000 competitive bid threshold. This resolution will authorize the Utility Department to advertise, receive and review bids for the Two-Inch Waterline Upgrade Project as allowed under section 8.02 of the City Charter.

This concept will be presented to the Utility Committee on March 7.  
Approval of Resolution 2022-028 is recommended.

➤ **RESOLUTION 2022-029 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH STRAND ASSOCIATES, INC. FOR PRELIMINARY DESIGN SERVICES RELATED TO THE CREEK ROAD LIFT STATION UPGRADE PROJECT**

The Creek Road Lift Station is the main lift station transferring wastewater to the Water Reclamation Facility for treatment. It is the lift station that most of the undeveloped land in the Pataskala Utility Department service territory will flow to. It is also the overflow point in our existing collection system during wet weather events. After identifying the need to upgrade this system, the Utility Department followed the Request for Qualifications (RFQ) process to select a design firm.

Strand Associates, Inc. has presented a preliminary design study proposal in an amount not to exceed \$53,000. The preliminary design study would evaluate our existing infrastructure and possible upgrade options, while considering the potential for future development that would need to send its wastewater flow to this station. The preliminary design study is critical in ensuring that the most cost effective and efficient design options are identified for full design services.

The funds for the preliminary design services are available in the 2022 Budget. They will come from the American Rescue Act Plan (ARPA) funds that the City of Pataskala received.

This concept will be presented to the Utility Committee on March 7.  
I recommend approval of Resolution 2022-029.

➤ **RESOLUTION 2022-030 - A RESOLUTION TO ACCEPT AND CONFIRM INFRASTRUCTURE IMPROVEMENTS TO BROAD STREET, RELATED TO THE ZOOM CAR WASH DEVELOPMENT PROJECT, FOR PUBLIC MAINTENANCE AND OPERATION BY THE CITY OF PATASKALA**

Approval of this resolution will indicate formal acceptance of infrastructure improvements completed on Broad Street related to the Zoom Car Wash development project. These improvements include drainage and roadway widening per plan for Broad Street.

Full-time third-party inspection was present throughout construction of these improvements to verify materials and installation on behalf of the City, and all testing was verified to be completed successfully in accordance with all applicable construction and material specifications.

Once all items were complete and verified, a site walk-through was conducted by the Public Service Director to review the project and generate a punch-list of outstanding items. Substantial completion was achieved, and the 1-year maintenance period began on 11-10-2020. The 1-year maintenance period has expired with no maintenance items being required to be completed.

As the work has been certified to be substantially complete, and all the necessary steps have been completed, it is recommended that Resolution 2022-030 be approved.

➤ **RESOLUTION 2022-031 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT TO PURCHASE A 2022 JOHN DEERE 6110M CAB TRACTOR, A JOHN DEERE FC10R FLEX WING ROTARY CUTTER PULL BEHIND MOWER DECK, AND AN ALAMO RM 165 60' ROTARY HEAD ARM MOWER ATTACHMENT FROM AG-PRO COMPANIES THROUGH THE STATE OF OHIO COMPETITIVE PURCHASING PROGRAM, AND TO ENTER INTO A CAPITAL LEASE AGREEMENT FOR THE PROCUREMENT OF THIS EQUIPMENT**

Approval of this resolution would provide for the Public Service Department (PSD) to purchase a new mowing tractor along with an arm mower and pull behind mower deck that are compatible with the tractor. While the existing equipment is near the end of its' useful life, this set up will also make operations more efficient.

The existing tractor and arm mower set up can only be used with each other, and are not interchangeable with the other tractors and mower attachments. This often leaves the tractor and arm mower sitting idle, when otherwise the tractor could be used with a separate pull behind mower deck. This new set up will allow just that. The arm attachment can be removed and the pull behind deck hooked up, allowing us to get more use out of the equipment.

Note also that we will be trading in the existing tractor at a value of \$48,000. The project is included in the 2022 budget as PSD CIP project SVC-20-005.

Approval of this resolution is recommended.