



City of Pataskala
Mr. BJ King, City Administrator
Administrator's Report to Council

➤ **2016 PROJECTS AND INITIATIVES PLAN UPDATE**

Attached to this report is the 3rd quarter update to the 2016 Projects and Initiatives Plan that was provided to Council earlier this year. The items highlighted in yellow are those that have been accomplished or have commenced. A final report update will be provided to Council late this year/early next. I have started on the creation of the 2017 Projects and Initiatives Plan.



2016 PATASKALA PROJECTS AND INITIATIVES PLAN

JANUARY 19, 2016

Updated March 21, 2016

COMMITMENT TO
EXCELLENCE IN SERVICE
DELIVERY

Benjamin King
City Administrator



City of Pataskala
Mr. BJ King, City Administrator
2016 Initiatives Plan

CITY ADMINISTRATION

Objective : Personnel development

Initiatives:

- ❖ Performance evaluations – Implement annual performance evaluation process for all staff
- ❖ Human Resources staff – Work with the Human Resources Committee to determine human resources needs for the organization. Implement human resources staff member as determined appropriate
- ❖ Union negotiations – Negotiate new collective bargaining agreements with the FOP, OPBA, and USW. Current contracts expire at the end of 2016.- Underway
- ❖ Staff development - Encourage all staff members to pursue training and professional development opportunities

Objective : Economic development

Initiatives:

- ❖ Pataskala Corporate Park - Continue to respond to leads for the Pataskala Corporate Park. Utilize marketing materials to inform developers of the Pataskala Corporate Park. Complete compensation agreements with school districts for the Community Reinvestment Area tax incentive program.
- ❖ Service industry development – Pursue development of service industries (i.e. restaurants, retail) throughout the City. Utilize marketing materials to contact developers. Focus on developments along the SR16 and SR310 corridors.
- ❖ Community Reinvestment Areas – Market the City’s CRA areas (Old Village, Summit Station, Columbia Center) for both residential and commercial investment/reinvestment.
- ❖ Business outreach program – Initiate a business outreach program to visit current business owners to discuss aspects of their operations/business and how the city can assist.

Objective : City facilities

Initiatives:

- ❖ *City Administration Building* – Complete removal of wallpaper in common areas in the City Administration Building and paint the walls in these areas
- ❖ *Office space utilization* – Continue reorganization of City office space for optimal use and professional appearance
- ❖ *Police Station construction* – Work in conjunction with the Buildings and Grounds Committee to work toward design, and ultimately construction, of a new Police Station
- ❖ *Old Town Hall* – Work in conjunction with the Buildings and Grounds Committee to identify uses for the Old Town Hall (if a new Police Station is constructed)

Objective : Community outreach

Initiatives:

- ❖ *Community partnerships* – Continue to foster strong relationships with community partners including school districts, fire districts, development community, COTC and other community stakeholders.
- ❖ *City Administrator blog* – Launch a City Administrator blog as part of the City’s new website. The blog will be used to update residents on projects, events, and to answer questions submitted by the community.
- ❖ *Homeowner’s associations* – Strengthen relationships with active homeowner’s associations. Attend association meetings and use contacts to disseminate City related information.
- ❖ *Local School Districts* – Partner with our local school districts to utilize their resources related to broadcast journalism and media courses to conduct additional video interviews of City officials. Potentially implement a business showcase program with videos highlighting local small businesses.
- ❖ *Ribbon Cutting Ceremonies* – Continue to hold ribbon cutting ceremonies for all businesses that open in the City. Work in tandem with local Chamber of Commerce to highlight these businesses.

PLANNING AND ZONING DEPARTMENT

Objective : Zoning code amendments

Initiatives:

- ❖ Amend Planned Development District regulations to provide greater flexibility and more creativity in development
- ❖ Create Corporate Park zoning district to provide greater flexibility to companies seeking to develop in the park
- ❖ Complete Commercial Corridor plan for SR310 and SR16
- ❖ Change the Transportation Corridor Overlay District to the Commercial Corridor Overlay District and incorporate the recommendations of the Commercial Corridor Plan
- ❖ Revise the sections of the Pataskala Code that pertain to rubbish, junk, etc...
- ❖ Revise swimming pool regulations to address portable swimming pools
- ❖ Update regulations for accessory buildings
- ❖ Revise notification distance for Planning and Zoning cases from 200' to or two parcels to 300'
- ❖ Update the regulations for political signs to match the State of Ohio requirements
- ❖ Amend the subdivision regulations to include an expiration date for Final Plans
- ❖ Create a zoning classification for cemeteries

Objective : Planning and Zoning Department operational improvements

Initiatives:

- ❖ Continue work on a policies and procedures manual for the Planning and Zoning Department
- ❖ Update the Pataskala Zoning Map to assure accuracy and present for adoption by City Council
- ❖ Establish a checklist of items that must be completed for pre-construction meetings

- ❖ Revise Planning and Zoning Department application forms
- ❖ Better utilize GIS system in day-to-day Planning and Zoning activities
- ❖ Continue to provide excellent customer service
- ❖ Scan old permits and applications and create a searchable database consisting of these files
- ❖ Organize/arrange the office to provide a more professional atmosphere
- ❖ Have the City of Pataskala's Planning and Zoning Department be known as the most professional, efficient, and helpful department in central Ohio
- ❖ Issue permits within 24 to 48 hours of submission if complete application packet is submitted
- ❖ Inspections completed within 24 to 48 from time of request
- ❖ Organize "community cleanup" especially in areas where residents may need assistance in correcting long standing code issues
- ❖ Keep the number of Mayor's Court hearings for code and zoning violations as low as possible by personal contact and working with any resident, property owners and business owners to resolve issues without the need for court
- ❖ Provide a data base accessible to all departments and employees where they can track the status of pending code violations and track repeat offenders

Objective : Community outreach and development

Initiatives:

- ❖ Become more active with Columbus 20/20 and GrowLickingCounty
- ❖ Become more familiar with the Community Reinvestment Areas in the City to help new residents and businesses
- ❖ Provide community with code and zoning information on a quarterly basis through the quarterly news publication

UTILITIES DEPARTMENT

Objective : Community outreach and education

Initiatives: Implementation and education on utility department programs

- ❖ Backflow Prevention Program - Increased focus and attention on our Backflow Prevention Program. The department will assign an employee to assist in the execution and management of the program. This will include education and inspection of the relevant customers.
- ❖ Fats, Oils, and Grease Program - Increased focus on the 'Fats, Oil, and Grease' (FOG) program. The department will assign an employee to assist in the execution and management of the program. This will include education and inspection of the relevant customers.
- ❖ General Utilities Department community education - Continue to focus on education and outreach to residents on all functions of the Utility Department. Increased level of information in bills, monthly brochures, etc. Utilize the Website and Facebook to its full potential in outreach and education. Potentially schedule plant tours for community groups, students, and residents.
- ❖ Source Water Protection Plan - Continual implementation and efforts in the Source Water Protection Task Force. Practical community events to protect the water supply.
- ❖ Career partnerships - Pataskala to become a regular host for SEOWEA, AWWA, OTCO meetings/tours or another State Operator Education and Training Committees.
- ❖ Rate structure - Internal review of the Utility Rate Structure. Work with the Utilities Committee, Finance Director and City Administrator to evaluate utilities rate structure for the next 5, 10, 15 years to evaluate needs for capital improvement project and funds to support improvement initiatives. The current rate strategy is in place through 2016.

Objective : Personnel development

Initiatives: Provide training opportunities for staff

- ❖ Workplace safety program - Continual efforts in the safety program. Continue to create applicable policy and equipment support in the daily mission of a safe workplace.
- ❖ Training hours for OEPA certified staff – Provide in house contact hour training for OEPA certified staff. Implementation of at least 4 lesson plans for contact hour approval through the OEPA and utilize on an alternating year basis.
- ❖ Utilities Billing Office - Evaluate Billing Department for future considerations; evaluate technology as it relates to customer service efforts, and daily duties of the Billing Department.

WATER RECLAMATION DEPARTMENT

Objective : Water reclamation system improvements and maintenance

Initiatives – Improvements and upgrades to the water reclamation system

- ❖ Annual water meter and ERT replacement – ongoing efforts to replace aged water meters (15-20 years old) and ERTS (Electronic Radio Transmitters) to accurately bill for customer usage. The approved 2016 budget includes \$20,000 from in the sewer fund for this project. The \$20,000 budgeted represents half of the project cost.
- ❖ River Forest Lift Station Upgrade Project – reinvest in the aged River Forest Lift Station to update the pump system with submersible pumps, upgrade the electrical controls, and plan for future growth that will be served by this portion of the system. The approved 2016 budget includes \$250,000 to fund this project.
- ❖ Water Reclamation Facility Scum Removal Pump Station – install a scum removal station at the water reclamation facility to improve operational quality control. This station would allow for the operational scum byproducts to be delivered directly to the digester for treatment instead of recirculating. The approved 2016 budget includes \$250,000 to fund this project.
- ❖ Water Reclamation Facility lagoons - Study and investigate cleaning/dredging both lagoons at the WRF, possible abandonment of lagoons, or study if one of the lagoons could be utilized for another purpose.
- ❖ Sewer main lines cleaning - Continue sewer main preventative maintenance cleaning program. Actions include continual monthly contractual services for cleaning and preventative maintenance efforts.
- ❖ Biosolids disposal program - The new biosolids storage building and management program will result in significant cost savings in disposal costs. Cost savings will provide funds to purchase more equipment for the management program.

Objective : Water reclamation department technology

Initiatives – Continued improvements to Water Reclamation Facility technology

- ❖ Sewer System GIS Updates – Continuation of GIS mapping and system creation of the sanitary sewer system infrastructure. The approved 2016 budget includes \$20,000 to fund this project. This represents half of the cost of this program in 2016.

Objective : Water reclamation department vehicle fleet upgrades

Initiatives – Replace aged vehicles in the Water Reclamation Department fleet

- ❖ Pickup truck replacement – Replace the of the 1989 Dodge Dakota truck that is used every day by staff of the Water Reclamation Department. Purchase will be made through the State of Ohio Competitive Bid/Purchasing Program. The approved 2016 budget includes \$30,000 to fund this purchase.

WATER DEPARTMENT

Objective : Water system improvements

- ❖ Annual water meter and ERT replacement – Ongoing efforts to replace aged water meters (15-20 years old) and ERTS (Electronic Radio Transmitters) to accurately bill for customer usage. The approved 2016 budget includes \$20,000 from in the water fund for this project. The \$20,000 budgeted represents half of the project cost.
- ❖ System maintenance - Continue annual water main, service line, valve, and hydrant replacement and repair efforts due to failure.

Objective : Water Department technology

- ❖ Water System GIS Updates – Continuation of GIS mapping and program creation of the water system infrastructure. The approved 2016 budget includes \$20,000 to fund this project. This represents half of the cost of this program in 2016.

PUBLIC SERVICES DEPARTMENT

Objective : Roadway paving and maintenance

Initiatives: Annual roadway paving and maintenance program

- ❖ 2016 roadway paving program – In early 2016, have engineering design completed, project bid, and contract awarded for the 2016 roadway paving program. Roads approved for paving, as part of the 2016 budget, are Hollow Road, Enos Loomis Street, Isaac Tharp Street, and Cypress Street.
- ❖ SR310 Paving – Submit City’s portion to ODOT for the SR310 paving project. Project will commence in summer of 2016. Will result in entire stretch of SR310 within the City being repaved.

- ❖ Roadside berm maintenance – Dedicate significant time during spring/summer to berm road shoulders. In fall of 2015, berm was installed on all roads that needed the treatment. The City's roads will be inspected in the spring to determine additional efforts that are required.
- ❖ Alley maintenance program- Grade, install gravel and spray for grass/weeds on all alleys, as needed. Trim brush and trees along alleys, as needed.
- ❖ Pavement Markings Maintenance – This includes re-establishing worn pavement markings on City streets.
 - Crosswalks, school zones, and railroad crossings
 - Roads to be inspected and striping to be determined in spring of 2016
- ❖ Right-of-way mowing- Five rounds of City-wide right-of-way mowing were completed in 2015, the same maintenance will be applied in 2016.
- ❖ Roadside vegetation/sign visibility program- City-wide tree/vegetation trimming/spraying where needed to assure clear vision to all traffic and street signs. Will also include treatments of all guardrails.
- ❖ Street sweeping – In 2014, the City initiated a street sweeping program. The sweeping is completed twice per year. This program will continue in 2016. Sweeping will also be a reportable action for our NPDES program as it relates to keeping debris out of the storm sewer system.

Objective : Facility improvements

Initiatives: Facility Maintenance

- ❖ Mink Street Service Facility
 - Connect to domestic water service to replace well that does not provide potable water or pressure
 - Install lighting on all three salt storage facilities
 - Investigate replacement of ceiling installed furnace in garage area
 - Investigate painting main facility building to match storage building constructed in 2014
- ❖ Creek Road Service Facility
 - Remove large tree trunks and debris that has been stored at the facility for many years
 - Re-gravel driveway and parking areas as needed
- ❖ City Administration Building
 - Install mulch in planting beds
 - Trim bushes and trees around the building and parking areas
 - Investigate plantings between City Building and Conine Village
 - Re-gravel south parking lot as needed

Objective : Tree maintenance

Initiatives: Maintenance of City owned trees

- ❖ Inspect City owned trees and determine those that are dead/diseased/damaged and schedule for removal
- ❖ Continue inspections of subdivisions to determine need to trim street trees
- ❖ Periodic inspections of the City's waterways to determine if any trees need removal to prevent water flow blockages

Objective : Storm drainage system

Initiatives: Maintenance of City owned storm drainage system

- ❖ Annual program to cleanout storm water drainage ditches in rights-of-way
- ❖ Inspect all drainage ditches and culverts to determine the works and create schedule of priorities for repair/maintenance