



City of Pataskala *Legislative Report to Council*

Legislative Report

February 20, 2018 Council Meeting

Unfinished Business

A. Ordinances

➤ ORDINANCE 2018-4308 – 4TH READING – SUPPLEMENTAL APPROPRIATION

We have identified several significant adjustments which are needed to be made to the budget since Council approved it in November, 2017. Currently, three specific areas have been identified and are covered below. **We are respectfully requesting that Council hold the 4th reading of the ordinance at the February 20th meeting. Because we made changes to the legislation at the 3rd reading, it is a charter requirement for the ordinance to have a 4th reading. No changes have been made to the legislation since its 3rd reading. We are requesting that Council have a 4th and final reading of the ordinance and approve it.**

- *Section 1: Police Station* – The 2018 budget included debt issuance and appropriations of \$4.5 million of the construction of the new Police station. At the December 4th meeting, Council authorized the project (including cruiser shed) at a total cost of \$4,579,910 – a nearly \$80,000 budget shortfall. We are requesting an increase in approved appropriations of \$100,000 (bringing the total to \$4.6 million), in order to cover the increased costs.
- *Sections 2-6: 2017 Employee Health Insurance Claims Runout* – We were notified that the result of leaving the OPEC-HC plan effective January 1, 2018, is that the plan will cease paying on any 2017 claims received in 2018, or those received prior to January 1st, but for which payment was not yet processed. In the insurance industry, these claims are known as ‘runout claims’. While the total financial exposure is not known at this time, the plan’s actuaries have estimated the cost to be approximately \$130 thousand. In addition to the claims costs, we are also responsible for paying the costs of a third-party (Medical Mutual) to administering the runout claims. This expense is anticipated to be approximately \$12-15 thousand. In total, we are requesting an increase of \$150,000 to cover the potential costs.

- *Sections 7-17: Employee Health Insurance Premium Budget* – When the 2018 health insurance budget was developed, we included those employees that were currently enrolled in the city’s coverage (and at the same level of coverage), and set the city-funded portion of the deductible at the 2017 levels. Since that point in time, the city-funded portion of the deductibles was increased and a number of employees (who were not previously enrolled) elected to participate or increased their level of coverage for 2018 (e.g., from Employee and Spouse to Family coverage). As a result, the approved budget for health insurance premiums was slightly understated. Where possible, we’ve offset much of the increased appropriations in one area with savings in other areas. The net financial impact of these changes is a total full-year increase in the health insurance budget of \$22,000 – with \$1,000 of the increase coming from the governmental funds, and the remaining \$21,000 from the utility funds.

➤ **ORDINANCE 2018-4307 – 2ND READING**

The property is currently split-zoned as R-20 – Medium Density Residential on the south eastern portion and M-1 – Light Manufacturing for the remainder of the property. The applicant has recently combined three parcels to create the new 3.5-acre lot in order to develop the property.

Since the property is split-zoned between residential and manufacturing, it can create problems with developing the property due to the different regulations. In addition, the Law Director has previously stated that split-zoning is “technically illegal”. Therefore, the applicant is taking the necessary steps to correct the issue before developing the property.

➤ **ORDINANCE 2018-4310 – 2ND READING- EMPLOYEE HANDBOOK & POLICY MANUAL**

The city’s *Employee Handbook & Policy Manual* had its last major update in 2016. Since that time, we have adopted three new collective bargaining agreements. Throughout the course of those negotiations, we sought consistency between the terms in each, and now need to bring the non-union employee guide in line with those contracts. The existing policy manual was provided to our labor legal counsel, Jeff Stankunas, for his review, and most of his recommended changes were related to language clarification and clean-up. Some of the changes for consistency and standardization include:

- *Sec. 5.13: Compensatory Time*
 - Comp time to be taken in 15 minute increments. Previously minimum increment was not specified.
 - Clarifies comp time cashout process, and enables employees to request multiple cashouts during the year.
- *Sec. 6.10: Uniform, Clothing & Attire*
 - Added a new uniform and clothing section for non-union employees. Currently, no provision for non-union employee uniforms and clothing.
- *Sec. 8.01: Group Insurance Program*
 - Streamlined the medical insurance information to eliminate specific details, of the program (e.g., deductible, wellness credits, etc.),

eliminating the need to update the section of the handbook whenever benefits change.

- *Sec. 8.05: Vacation*
 - Clarifies accrued vacation time cashout process, including employee cashout requests made during the 4th quarter of the year.
- *Sec. 8.06: Sick Leave*
 - Removed the 960 hour accrual limit to align policy with collective bargaining agreements.
- *Sec. 8.08 – Other Paid Leaves*
 - Updated military leave language to comply with current federal regulations.
- *Sec. 14.12 – Investments and Deposit of Funds*
 - Cleaned-up language in the investment policy to reflect current regulatory environment.

The legislation had its' first reading at the February 5th Council meeting. We are respectfully requesting that the legislation have its' second reading at the February 20th Council meeting.

New Business

A. Ordinances

➤ **ORDINANCE 2018-4312 – 1ST READING**

The current regulations in Chapter 1113 – Procedure for Subdivision Approval were adopted in 2002 and address the procedure and submittal requirements for subdivisions and lot splits. During the course of applying these regulations to incoming subdivisions and lot splits, staff felt that there were improvements that could be made to make the regulations more comprehensive and concise and more clearly delineate the subdivision approval process. The Planning and Zoning Department worked in conjunction with the Public Service Director to overhaul Chapter 1113.

Chapter 1113 was amended to focus on “Major Subdivisions”, which involve the creation of more than six (6) lots and the opening or widening of a street or road. Because Chapter 1113 was revised to focus on Major Subdivisions, Chapter 1115 had to be added to address Minor Subdivisions. Essentially, a Major Subdivision is a traditional subdivision and a Minor Subdivision is a lot split.

B. Resolutions

- #### ➤ **RESOLUTION 2018-006 - A resolution authorizing and directing the City Administrator to execute a contract to purchase a 2019 International, model 4300 SBA, two-wheel drive, single axle dump truck from Rush Truck Centers through the State of Ohio Competitive Purchasing Program**

Approval of this resolution would provide for the Public Service Department (PSD) to purchase a new single axle dump truck. One of the existing dump trucks is at the end of its useful life and is in need of replacement. The purchase of a new single axle dump truck is a PSD Capital Improvements project as identified in the approved 2018 budget as project number SVC-17-011.

The new truck will be outfitted with computer equipment that will control the amount of salt applied to the roads. This will be an improvement as it relates to operator control and ease, but it will also result in increased efficiency of salt use, which will yield long term savings by reducing the amount of salt required. Approval of this resolution is recommended.

- **RESOLUTION 2018-008 - A resolution authorizing and directing the City Administrator to execute a contract to purchase a bed and plow accessories package from Ace Truck Equipment that includes all necessary equipment to fully outfit a 2019 International, model 4300 SBA, two-wheel drive, single axle dump truck.**

Approval of this resolution would provide for the Public Service Department (PSD) to purchase a bed and plow accessories for the new single axle dump truck that is proposed in Resolution 2018-006. The purchase of plow accessories is included in the PSD Capital Improvements project for a single axle dump truck with plow accessories as identified in the approved 2018 budget as project number SVC-17-011.

The dump truck as proposed in Resolution 2018-006 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. Approval of this resolution is recommended.

- **RESOLUTION 2018-013**

A resolution authorizing and directing the City Administrator to execute a contract with Jobes Henderson and Associates for the Water Reclamation Facility Phosphorus Reduction Improvement Project. The department received four quotes for this project. Jobes provided the most competitive design quote at a cost of \$43,500. The project includes design improvements achieve the pending 1mg/l phosphorus effluent limit.