



## City of Pataskala *Legislative Report to Council*

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### Legislative Report

#### March 16, 2020 Council Meeting

#### **Unfinished Business**

##### A. Ordinances

➤ **ORDINANCE 202-4359 – 3<sup>RD</sup> READING**

The purpose of Chapter 1287 – Off-Site Impacts is to protect uses in all districts from certain objectionable off-site impacts including, but not limited to, noise, vibration, glare and odors. As the Chapter is currently written there is no penalty section, thereby making the provisions of this chapter unenforceable. The amendment would add a penalty section referencing the standard penalties of Section 1209.99 of the Pataskala Code.

#### **New Business**

##### A. Ordinances

➤ **ORDINANCE 2020-4362- 1<sup>ST</sup> READING – AN ORDINANCE CREATING AND ESTABLISHING TWO (2) CREW LEADER POSITIONS WITHIN THE CITY OF PATASKALA PUBLIC SERVICE DEPARTMENT**

Approval of this resolution will provide for 2 Crew Leader positions within the Public Service Department. These positions will report directly to the Public Service Supervisor, be expected to complete tasks similar to other crew members, and have authority on job sites to direct crew members in the execution of assigned work. The creation of these positions has several benefits, including: clear chain of command, upward mobility and additional personnel.

Many of the tasks within the Public Service Department only require 1 to 3 personnel to complete; accordingly, personnel are regularly split up into crews to complete tasks. With the current staffing within the department being 1 supervisor and 7 crew members, this often leaves crews without a supervisor. While this is generally not a problem, issues have arisen in the form of who is doing what job and how the work gets done, since each crew member is an equal in the chain of command. Adding the crew leader positions will establish a clear chain of command in these situations and minimize the potential for this issue.

The Public Service Department has lost some good employee's, in part due to the lack of upward mobility. With the current staffing of just one supervisor, the options for upward movement within the Public Service Department are very limited, leaving aspiring employee's little option but to seek advancement elsewhere. Establishing these positions will open up avenues for advancement for high achieving employees who desire to stay in the City of Pataskala.

While approval of this Ordinance will provide for 2 new positions within the Public Service Department, there will only be one additional staff member added. One of the two following paths will be taken. Option 1, two internal candidates will be selected for the Crew Leader positions, and one of the crew member positions will be backfilled. Option 2, one internal and one external candidate will be selected. To further clarify, the proposed staffing will be 1 supervisor, 2 crew leaders, and 6 crew members instead of the current staffing of 1 supervisor and 7 crew members.

Efforts of the department to improve drainage and roadways, plow snow in a timely manner, respond to OUPS calls, and quick response to, and performance of myriad other tasks within the City are continual, and ever-increasing with increased construction and population. The addition of another staff member to the Public Service Department will help increase efficiency and effectiveness of the department, allow for quicker response time, and increase the volume of work able to be completed by the Public Service Department.

The pay scale for the Crew Leader positions has been calculated to be a 40% increase over the starting wages of a crew member. This allows for the starting wage of the Supervisor to remain above the top end of the Crew Leader and also allows for the starting wage of the Crew Leader to remain above the top end of the Crew Member (Maintenance Worker) position. The pay range for 2020 has been calculated to start at \$24.94/hr and top out at \$28.90/hr. This pay range is believed to be adequate for the increased duties and responsibilities of the Crew Leader above what is expected from the Maintenance Worker position.

This proposed staffing plan has been reviewed by the Union, and it has been agreed to by both the City and the Union that if approved by Council, that the addition will be included in the Steel Worker's Contract by way of a Memorandum of Understanding. The Personnel Board of Review approved the job description in February of 2020.

Approval of Ordinance 2020-4362 is recommended.

➤ **Ordinance 2020-4363 Supplemental Appropriation**

The City has been awarded several grants that were not included in the 2020 permanent budget, and which require additional appropriations in order to pay or record expenses related to the grants. In addition to the grant-related spending, some additional appropriation needs have been identified and are included in this ordinance. Several wage-related items related to the recently-approved collective bargaining agreements and non-union pay matrix (and which will require additional appropriations) have been identified, but not quantified at this time. Due to the significant amount of time and effort needed to appropriately identify and calculate these items, we are deferring the additional funding request for these items until a future supplemental planned to be presented to Council sometime mid-year. **We are respectfully requesting that Council hold the 1<sup>st</sup> reading of the ordinance at the March 16<sup>th</sup> meeting. It is anticipated that**

**this legislation will go through all three readings, with approval requested at the 3<sup>rd</sup> reading.**

- *Section 1: Street Improvement Program* – The Public Service Director has evaluated the streets and related infrastructure to be included in this year’s street improvement program. The originally approved budget for the program was \$650,000. He believes, however, that additional work can be performed at the same time using savings from the 2019 budget with the cost of the additional work estimated to be as high as \$200,000. At this time however, he hasn’t yet had the opportunity to vet this request through the Street Committee. **We are requesting an increase in approved appropriations of \$200,000 in order to cover the estimated costs for the additional infrastructure improvements.**
- *Section 2: Old Town Hall HVAC Improvements* – The city has been awarded a grant from the Ohio Facilities Construction Commission in an amount not to exceed \$200,000 for the installation of HVAC improvements (e.g., air conditioning) in the Old Town Hall. This is a reimbursement grant, and the city must first expend the funds and then seek reimbursement from OFCC. This item was not included in the 2020 CIP program and as a result, no appropriations were requested as a part of the 2020 permanent budget. It is important to note that this item will have no overall impact to the fund balance, as we will be increasing the revenue forecast to reflect the grant proceeds. **We are requesting an increase in approved appropriations of \$200,000 in order to cover the estimated costs of the facility improvements.**
- *Sections 3 & 4: Liberty Park improvements* - The city has been awarded an Ohio Department of Natural Resources *NatureWorks* grant for the Liberty Park Improvements project. This project was not included in the 2020 budget, as we hadn’t formally received notice of the award prior to development of the budget. The total amount of the supplemental will be \$122,104 (includes 5% contingency) which will come from the Capital Improvements (301) and Park Use (207) funds with funding of \$68,579 coming from ODNR. The remaining local match of \$53,525 will be split between the 2 funds. **We are requesting a total increase in approved appropriations of \$122,104 in order to cover the estimated costs of the park improvements.**
- *Section 5: Mayor’s Court Oversight* – The recent sudden resignation of the Mayor’s Court Clerk has left the city and the court in a situation where additional professional resources are needed to provide oversight and administration of the court. The court’s magistrate, Kip Kelsey, has been providing this service. The 2020 permanent budget did not anticipate this need for additional contractual services. In order to cover the additional costs, a budget transfer from the Salary & Related category to the Contractual Services category is being proposed. This would have a net \$0 impact to the court’s budget as the budget increase and decrease are equal. **We are requesting a decrease of \$8,000 in the Salary & Related category and an**

increase of \$8,000 in the Contractual Services category in order to cover the additional professional services cost.

B. Resolutions

➤ **RESOLUTION 2020-030 - A RESOLUTION TO ACCEPT AND CONFIRM INFRASTRUCTURE IMPROVEMENTS FOR THE BROADMOORE COMMONS, PHASE 5 DEVELOPMENT FOR PUBLIC MAINTENANCE AND OPERATION BY THE CITY OF PATASKALA**

Approval of this resolution will indicate formal acceptance of infrastructure improvements for the Broadmoore Commons, Phase 5 Development by The City of Pataskala. These improvements include utilities and roadway per plan and as platted for Shelter Cove Drive, Old Bay Drive and Halton Drive.

Full-time third-party inspection was present throughout construction of this project 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. Accordingly, a Certificate of Substantial Completion has been executed, and indicates a date of February 28, 2020 as the beginning of the 1-year maintenance period.

In accordance with City requirements for acceptance, as-built plans, a 1-year maintenance bond in the amount of 10% of the value of the public improvements, and an executed stormwater maintenance agreement have all been submitted to the City by the Developer.

As the work has been certified to be substantially complete, and all the necessary steps have been completed, it is recommended that Resolution 2020-030 be approved.

➤ **RESOLUTION 2020-031 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR, OR HIS DESIGNEE, TO ADVERTISE, RECEIVE, AND REVIEW BIDS FOR CONSTRUCTION OF PHASE 3 OF THE PATASKALA SAFE TRAVEL PLAN**

Approval of this resolution would provide for Hull & Associates, Inc. to complete bidding services for Phase 3 of the Pataskala Safe Travel Plan. Bidding is included in the Pataskala Safe Travel Plan, Phase 3 Design Engineering Services, which is identified in the approved 2020 budget as Public Service Department project number SVC-14-064.

The proposed cost for bidding services is \$5,250, which is consistent with expected values for these services for Phase 3 of the Pataskala Safe Travel Plan. Approval of Resolution 2020-031 is recommended.

➤ **RESOLUTION 2020-032 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH SUEZ ADVANCED WATER SOLUTIONS TO CONDUCT THE PATASKALA WATER TOWER MAINTENANCE PROGRAM**

The Utility Department operates and maintains 4 water towers as a part of our distribution system. These towers require routine maintenance, emergency repairs, washout services, visual inspections as well as exterior and interior surface coatings.

One of the four water towers (Headley's Mill) was recently repainted inside and out, and is in great condition. This tower will not be included in the tower maintenance program at this time.

Of the remaining three towers, all will need repainted within the next ten year window. One of those towers (Beechwood Trails 2) will have to be completely blasted down to the bare metal and repainted. The other two are able to be repainted without a complete blasting of the existing coating.

This maintenance program will include all interior and exterior surface coatings, annual visual inspections, washout services, emergency repairs, coordination with Verizon for antenna removals and reinstallation, and documentation of each service to use as a part of our EPA required asset management program.

The cost for this program from Suez is \$1,564,860 to be paid in 10 annual increments of \$156,486. For comparison purposes, an estimate to simply do the interior and exterior surface coatings for these three towers came in at \$1,537,000. This program allows us to more easily budget for the required tower maintenance that must be done. By spreading the cost out across 10 years, it also prevents any large expenditures from drastically affecting the fund balance for any one year.

In the 2020 Budget, \$300,000 was identified to be used to paint one of the towers. The same amount was forecasted for 2021.

I recommend approval of Resolution 2020-032.