



## City of Pataskala *Legislative Report to Council*

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### Legislative Report

#### July 6, 2021 Council Meeting

#### Unfinished Business

##### A. Ordinances

##### ➤ ORDINANCE 2021-4395 - SUPPLEMENTAL APPROPRIATION – 3<sup>RD</sup> READING

We have identified a number of adjustments to the 2021 budget which require additional appropriations. **We are respectfully requesting that Council hold the 3<sup>rd</sup> reading of the ordinance at the July 6<sup>th</sup> meeting and approve it at that time.**

- *Sections 1-2: Bond Improvement Fund* – The Bond Improvements fund was used to account for the proceeds received from the bonds issued for the costs of design and construction for the Pataskala Police station. The fund currently has an unencumbered cash balance of \$42,021.96 which is no longer required for the project. ORC §5705.14(A) calls for any unexpended cash balance in a bond fund that is no longer needed for the project is to be transferred to the appropriate fund where the debt service on the bonds is paid. In this case, the appropriate fund is the Debt Service (401) fund. **We are requesting an increase in approved appropriations of \$42,030 from the Bond Improvements Fund (302) in order to transfer the remaining fund balance to the Debt Service (401) fund.**
- *Section 3: Police Station Fiber Connectivity* – The Police department was experiencing VPN connectivity issues with the fiber shared with City Hall. In order to eliminate the issues, the city contracted with Spectrum to run a dedicated fiber connection to the Police station. This new connection will cost approximately \$700 per month. **We are requesting an increase in approved total appropriations of \$6,300 to cover the estimated costs of the fiber connection for the remainder of 2021.**
- *Sections 4-8: Finance Manager Retirement* – Finance Manager Janice Smith has announced her retirement for August 6, 2021. Janice has been employed by the city for almost 26 years and has significant accrued paid leave (sick and vacation). Per the city's Employee Handbook, employees are paid out for each hour of unused vacation at the time of their retirement. In addition, employees are able to cash out a maximum of 960 hours of accrued sick leave at a 1:4 ratio. I have estimated the costs of the cash out as well as having a replacement hired and onboard prior to her retirement to be approximately \$24,000. These costs are

split between the: General fund (10%); Street fund (25%); Police fund (25%); Water fund (30%); and Sewer fund (30%). **We are requesting a total increase in approved appropriations of \$24,000 to fund the overlapping staffing and employee retirement cash out.**

- *Section 9: Recreational Programming* – The city’s Parks & Recreation department applied for, and was awarded, a \$6,000 Aquatic Education. Nearly 1/2 of the requested increase in Parks & Rec appropriations is related to grant-related spending which will be fully offset by the increased grant revenues. In addition, the department held a softball tournament in April which generated \$1,575 to benefit the city’s ‘Shop With a Cop’ program. The revenues have already been received but we need additional appropriations in order to distribute the net proceeds. Finally, the Administration is requesting an additional \$5,000 in appropriations due to the increased number of activities being held by the department. **We are requesting a total increase in approved appropriations of \$12,575 to pay recreational programming-related expenses.**
  - *Section 10: Foundation Park Shelter* - We currently have a shelter structure in storage that the Parks Board would like to see installed in Foundation Park. Foundation Park is our largest park location and lacks shelter for parents and residents during athletic events and day to day leisure. The Administration believes that installing the on-hand shelter this fall would provide the city with the ability to use the shelter in spring of 2022 and would be installed by an outside contractor in late-fall. They anticipate expenses to be in the range of \$10-15,000 and include concrete work (excavation to be done in-house) and construction labor. **We are requesting a total increase in approved appropriations of \$15,000 from the Park Use (207) fund to pay the costs associated of installing the existing shade structure in Foundation Park.**
- **ORDINANCE 2021-4397 – 2<sup>nd</sup> READING - AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR SIDEWALK IMPROVEMENTS UPON ADJACENT LOTS LOCATED ON THE EAST SIDE OF OAK MEADOW DRIVE**

The City of Pataskala undertook a storm water and roadway improvement project along Oakmeadow Drive. Part of that project included an asphalt path. Several residents came to council and requested that the path be replaced with a concrete sidewalk. It was decided that the additional cost of said sidewalk would be assessed to the property owners along which the sidewalk would be constructed via Resolution 2019-057.

An Assessment Equalization Board was organized to hear objections to the assessment. The City received one objection. After hearing the objection, the Assessment Equalization Board recommended that council move forward with the assessments.

This resolution is to implement said assessments. The city now knows the additional cost of the improvements. The figures included in Ordinance 2021-4397 “Exhibit A” reflect the overall cost of this project and the length in feet of concrete sidewalk installed for each property. The additional cost of the concrete sidewalk compared to the asphalt path (\$34,000) was divided by the total length of the sidewalk (1,786.6 ft) to get a cost per foot (\$19.0305628). That cost was then multiplied by the length of sidewalk installed on each property to deduce the amount that will be assessed to each property.

Approval of Ordinance 2021-4397 is recommended.

➤ **ORDINANCE 2021-4399 - FULL TIME POLICE CLERK POSITION – 2<sup>ND</sup> READING**

The Police department has requested to convert one of their approved part-time clerk positions to a full-time position. They have experienced turnover in the position and have had difficulty in attracting satisfactory candidates for a part-time position. In addition, they are proposing increasing the hourly rate of pay from \$14.00 per hour to \$20.00 per hour. This rate of pay is roughly comparable to the starting rate of pay for both the Utility Billing Clerk and the Planning & Zoning Clerk positions. In addition, the part-time rate will be increased to \$19.00 per hour and will be linked to the full-time rate less \$1. The part-time position would not receive steps over the years, but the full-time position would. **We are requesting that Council hold the second reading of the legislation of the July 6<sup>th</sup> Council meeting and would anticipate that this would go through all three of the required readings with approval requested at the 3<sup>rd</sup> reading.**

B. Resolutions

**New Business**

A. Ordinances

B. Resolutions

➤ **RESOLUTION 2021-026 - RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A ROAD DEVELOPMENT AGREEMENT WITH T.P.A VENTURES LLC**

From the earliest days of Red Rock and TPAs interest in obtaining a CRA for their properties the Administration has been working with them to look at their potential traffic impacts from a global perspective instead of an individual approach. As a result, both companies have pledged over 1 million dollars for road improvements to the Refugee Road area between Etna Parkway and Mink Street, including the intersections. Like the RDA with Red Rock the TPA agreement spells out donations by the developer to the Refugee Rd project. Unlike Red Rock TPA is significantly more dependent on the success of the future Refugee Rd upgrade. A significant number of negotiations took place making sure that the language in the agreement did not require the city to undertake or finish the project should the independent Refugee Rd project fail for some reason. Additionally, a new section was added to this agreement giving Pataskala access to TPAs donation of funds IF Pataskala decided to undertake a smaller project to simply upgrade the road if the Refugee Rd. project fails. Sections requiring TPA to apply to move this property into our JEDD and add access to their retention pond (for Refugee Rd frontage) were added. Our Administrative team, Law Director and Economic Development consultant worked on multiple drafts over multiple days to finalize the RDA. The final version still contains extra language that protects the City of Pataskala should the Public Groups (Etna Twp., Licking County TID, etc) or the Private Groups (TPA) suddenly pull out of the Refugee Road project.

➤ **RESOLUTIONS 2021-032 AND 2021-033 - OPERS PENSION PICKUP**

In order to comply with OPERS regulations, the city is required to adopt a resolution authorizing and establishing the pension pickup program. This was last done in 2017 via Resolution 2017- 001, and it established the program for the City Administrator and the Finance Director. Since the pickup rates will now be different for the Administrator and Finance Director, OPERS requires separate resolutions be adopted for each. **We are requesting that Council approve the resolution at the July 6<sup>th</sup> meeting.**

➤ **RESOLUTION 2020-034 – A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH PRIME CONSTRUCTION MANAGEMENT AND SURVEY TO PROVIDE CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES FOR THE 2021 ROADWAY IMPROVEMENTS PROGRAM**

Approval of this resolution will authorize the City Administrator to execute a contract with Prime Construction Management and Survey to provide Construction Administration and Inspection services for the 2021 Roadway Improvements Program. Construction administration services include review of shop drawings, pay application and change order review and preparation, and daily administration of the contract including coordination with the inspector. Construction Inspection services will include an inspector being on-site full-time during project operations, who will observe, document, and report construction activities. Both services are needed to ensure successful implementation of the plans in accordance with the specifications.

Funding for Construction Administration and Inspection Services for the 2021 RAMP are included in the Public Service Department CIP project SVC-17-022. Note that the proposed contract value of \$46,300 is above the budgeted amount of \$25,000. The additional cost is due to the additional work that was added to this years' program and the additional funds are available in the budget as appropriated in Supplemental Ordinance 2021-4383 as requested for engineering and inspection services. Approval of this resolution is recommended.