



## City of Pataskala *Legislative Report to Council*

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### Legislative Report

#### April 4, 2022 Council Meeting

#### Unfinished Business

##### A. Ordinances

##### ➤ ORDINANCE 2022-4415 - 3<sup>rd</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 3<sup>rd</sup> reading of the ordinance at the April 4<sup>th</sup> meeting and approve it at that time. The legislation is unchanged from the 2<sup>nd</sup> reading of the ordinance.**

- *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 \$100,000 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 \$825,000. At the time the 2022 budget was developed, the total cost was estimated to be \$750,00 – a \$75,000 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 \$75,000 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) escrow 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.
- *Sections 12-14: Swimming Pool Concession Stand* – The PRA recently notified the city that they would no longer operate the concession stand at the municipal swimming pool. Since this notification came well after the 2022 budget was approved, no revenue or appropriations were included in the 2022 budget. It is estimated that operating the stand will generate \$12,000 in revenues and will cost \$26,000 for a projected net loss of \$14,000 in 2022. We are requesting an increase in appropriations of \$26,000 in the Recreation (206) fund, and an increase of \$14,000 in the General (101) fund. The General fund appropriations are in the form of interfund transfers to provide the net funding amount required to maintain a positive fund balance. Section 14 provides the authorization from Council to make the interfund transfers.
- *Section 15: Park Security Monitoring* – The proposed 2022 CIP document originally included \$15,000 in funding from the General fund to install security monitoring systems in city parks. Due to an oversight which

occurred during the budget development process, this request was not included in the final budget as approved by Council. We are requesting an increase of \$15,000 in appropriations in the General (101) fund to cover the cost of installing such monitoring systems in the parks.

➤ **ORDINANCE 2022-4416 – 3<sup>rd</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.

➤ **ORDINANCE 2022-4418 – 2<sup>nd</sup> READING - AN ORDINANCE AMENDING SECTION 929.08 OF THE CODIFIED ORDINANCES OF THE CITY OF PATASKALA (WATER SERVICE RATES) AND THEREBY CREATING AND ESTABLISHING A BULK WATER POINT RATE**

The Utility Department is working to install a Bulk Water Point at Water Treatment Plant One. This Bulk Water Point will be used to sell water to contractors for various purposes, pool fills and construction activities for example. Contractors will use a credit card machine to purchase water through the Bulk Water Point. There currently is no established rate for selling bulk water.

We consulted with neighboring communities and decided on a bulk water rate that is \$3.25 higher than the currently established Out-Of-Town water rate. That will put our rate near the middle of the surrounding communities. The bulk water rate will not be susceptible to either the minimum bill of 3,000 gallons or the Capital Improvement Rate of \$3.00 per 1,000 gallons.

This concept was presented to the Utility Committee on March 7. At that meeting the committee made a motion to recommend these changes to Council.

Approval of Ordinance 2022-4418 is recommended.

B. Resolutions



**New Business**

A. Ordinances

➤ **ORDINANCE 2022-4419 – 1<sup>ST</sup> READING – AN ORDINANCE CREATING AND ESTABLISHING A NEW POSITION WITHIN THE CITY OF PATASKALA PARKS AND RECREATION DEPARTMENT, TO WIT: PARKS MAINTENANCE COORDINATOR**

The ordinance creates a full-time maintenance worker within the Parks and Recreation Department. Currently the parks department maintains 4 large parks and 3 passive parks in the city of Pataskala.

As council knows, there has always been (1) full-time employee in the parks department. The original duties of the position included oversight of temporary

maintenance employees (2) and the oversight of all aspects of the youth soccer program which includes volunteer coaches, referees, baseball/softball program usage and project management for past park improvements.

With an addition of the pool in 2020 the duties of the parks manager increased. More of his time was diverted to aquatic operations. The Parks Manager is now a licensed lifeguard instructor for the city along with being a certified Aquatic Facility Operator. These additional professional credentials were obtained to ensure that our Pataskala facilities can train and retain its own employees to avoid turnover. In 2022 the concession stand oversight will be added to the task duties of the Parks Department.

The City Administrator and Parks Manager to evaluated where a full-time employee could do the most good. The department can be broken into three main categories: Parks, Recreation and Aquatics which were all evaluated. At this time, the only section of the parks department that justifies a full-time employee is the parks section. This is mostly due to the seasonal nature of the recreation and aquatic divisions. We feel, however that there is more than enough to do late spring through early Fall in the parks along with winter work. In the winter months the full-time employee would be doing the following: Woods clearing/management, organizing garage, vehicle maintenance, park bench rehabilitation, park project planning for spring/summer.

We have included 2 documents as attachments. Attachment A is the Position Description as approved by PBR. Attachment B is the document presented during the budget process to justify the position. It has been modified to include samples of the typical work week during the busiest times of the year.

➤ **ORDINANCE 2022-4420 – 1<sup>ST</sup> READING - AN ORDINANCE CREATING AND ESTABLISHING A NEW POSITION WITHIN THE CITY OF PATASKALA PUBLIC SERVICE DEPARTMENT, TO WIT: ASSISTANT CITY ENGINEER**

During the planning process for the 2022 Budget Cycle, a new position in the Public Service Department was included. This position is proposed to be the Assistant City Engineer and will provide office and field assistance to the Public Service Director. Addition of this position will allow for the Public Service Department to be both more efficient, by having a second person in the office to remove some burden from the Public Service Director, and more effective, by performing lower-level tasks that will allow the Public Service Director more time to focus on higher level tasks.

The current staffing in the office side of the Public Service Department is one person that is ultimately responsible for drainage, roadways, plowing, public relations, traffic, bridges, right-of-way management, management of the Department and associated facilities and equipment, management of consultants, development plan reviews and construction administration, developing CIP budget and projects, and finding funding for them, and acts as an integral part of the planning and decision making team for the City, among other things. The volume of these responsibilities in our growing City are already too much for one person to effectively manage on their own. To keep schedules moving, items from falling through the cracks, and to meet the expectations of Council, residents, developers, utility providers, the administration, and the Public Service Department, additional personnel resources are needed.

The Assistant City Engineer position will assist in several areas within the Department, including public relations, planning and development, CIP efforts, right-of-way management, and general administrative duties.

Public relations efforts are anticipated to include public notifications, public outreach, and being the 1<sup>st</sup> step in addressing resident concerns. Pending many factors, and especially the weather, the Public Service Department may receive up to 25 calls per week for drainage, plowing, construction, traffic, development, and/or general complaints about anything that is inside, and several things outside of, the right-of-way.

Planning and development responsibilities will primarily be management of construction on development projects. This task includes coordination with the inspector and construction administrator, tracking project status, and maintaining project files and schedules for walk-throughs and maintenance. In time, they will also assist with development plan reviews.

CIP efforts will include assistance with project identification, development, and planning, budgeting, finding funding opportunities, and completing funding applications.

Right-of-way management has taken on a life of its own with the number of annual permits doubling, from about 100 in 2017, to over 200 per year by 2020. Some of these have large plan reviews tied to them, they regularly have construction issues associated with them, and we currently do not have inspection set up for observation during construction. The Assistant City Engineer will review permits, coordinate with utilities for plan review, bonding, inspection fees, and scheduling, as well as coordinate for inspection and restoration of disturbed facilities as needed.

General administrative tasks are numerous and all encompassing. Filing of plans and documents prior to 2016 is scattered and incomplete at best; accordingly, the Assistant City Engineer will work to find, organize, and digitize existing plans and documents. They will also be tasked with developing standard construction drawings, specifications, and documents, which have been on the to-do list since 2016. They will generally help keep many projects moving that otherwise have, or will, stall with the current and expected workload.

In summary, the Assistant City Engineer will assist the Public Service Director with any, and all, current and future efforts of the Department. Most poignantly, without this position the Public Service Department will not be able to maintain the current CIP schedule and projects will be delayed. Similarly, review of development construction plans will slide even further from the already delayed schedule of about 3 months per application. In short, the addition of this position is critical to the operational health and welfare of the Public Service Department, as it is not possible to meet current expectations with the lack of resources, let alone meet the future expectations of our rapidly developing City.

This proposed position has already been vetted by the Administration, the PBR, and the Streets Committee. The outline justification that has been provided to, and discussed with, the Streets Committee is included in the Public Service Director's Council report, and the Position Description is attached to the Ordinance. The position would be compensated in the range indicated on the job description and based on their level of experience.

Approval of Ordinance 2022-4420 is recommended.

## Consent Agenda

### 3. Motions



### 4. Resolution

➤ **RESOLUTION 2022-038 – A RESOLUTION AUTHORIZING PARTICIPATION IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2022**

This Resolution is to authorize participation in the annual ODOT Road Salt Bid and Contract. The language of the Resolution has been provided by ODOT, and needs approved exactly as provided for participation in the salt bid program. The Public Service Department plans to request 1800 tons of Road Salt, 200 tons less than 2021, as the salt barns are full due to using less salt during the 2021-2022 snow removal season. Approval of this resolution is recommended such that the City can move forward with participation in the ODOT Contract for Road Salt.

➤ **RESOLUTION 2022-039– A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH THE LICKING COUNTY HEALTH DEPARTMENT FOR CITYWIDE MOSQUITO TREATMENT FOR THE CALENDAR YEAR 2022**

Resolution 2022-039 will authorize the City Administrator to enter into an agreement with the Licking County Health Department to provide mosquito treatment throughout the City. This is an annual agreement with the Licking County Health Department, for them to trap and conduct counts to assess mosquito populations, coordinate with the City for treatment areas and times, and to treat the areas in need to help control mosquito populations.

Approval of this Resolution is recommended.

➤ **RESOLUTION 2020-040 – A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH PRIME CONSTRUCTION MANAGEMENT & SURVEY, INC. TO PROVIDE CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES FOR THE TAYLOR ROAD STORM SEWER IMPROVEMENT PROJECT**

Approval of this resolution will authorize the City Administrator to enter into an agreement with Prime Construction Management & Survey, Inc. to provide Construction Administration and Inspection services for the Taylor Road Storm Sewer Improvement project. 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 of Construction Administration and Inspection Services for the Taylor Road Storm Sewer Improvement project is included in the 2022 budget as part of PSD CIP Project SVC-16-013.

Approval of this resolution is recommended.