



# City of Pataskala

## *Legislative Report to Council*

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### Legislative Report

#### December 4, 2023 Council Meeting

#### Unfinished Business

##### A. Ordinances

##### ➤ **ORDINANCE 2022-4461 – SECOND READING - SUPPLEMENTAL APPROPRIATION**

As a part of our year-end review and closing process, we identified a number of needed adjustments to the 2023 budget which require additional appropriations. There are three (3) specific areas that are being addressed on this legislation, and which are covered below. Where possible, we have attempted to find offsetting reductions to cover any increases requested. **Due to the limited number of regular Council meetings remaining in 2023, we are requesting that this legislation go through only two (2) of the three (3) required readings, and that the 3<sup>rd</sup> reading be waived at the December 4<sup>th</sup> Council meeting. The updated version provided includes all of the approved changes made to the original version of the ordinance. We are respectfully requesting that Council hold the 2<sup>nd</sup> reading of the ordinance at the December 6<sup>th</sup> Council meeting, waive the 3<sup>rd</sup> reading and approve the ordinance at the December 6<sup>th</sup> meeting.**

- i. *Section 1: Public Service Projects* – The Public Service Director would like to transfer \$25,000 that is currently appropriated in the Capital Outlay budget category to the Contractual Services budget category. This amount has been identified as savings from capital projects in 2023 that will not be needed for those projects. He would like to use these savings on other smaller projects. Proper budgetary control and accounting would have those expenses properly classified in the Contractual Services category and this request would accomplish that.
- ii. *Section 2: City Hall Furnace Replacements* – As a result of an annual HVAC system inspection, the city was informed that the heat exchangers in three (3) of our furnace units in City Hall were cracked and could be leaking carbon monoxide. As a result they were ‘red tagged’ and turned off. The estimated cost to replace these units is around \$8,500. We are requesting a supplemental appropriation increase of \$10,000 to cover any unanticipated issues.

- iii. *Sections 3 – 15: Miscellaneous Year-End Budget Adjustments* – As we approach year-end, we performed an analysis of all budget lines to determine if they had enough funding to cover spending through December 31. As you will recall, the non-union employees received an 8% wage increase versus the 3% in the budget. Additionally, we had some employees terminate their employment with the city which resulted in cashing out any earned but unused compensatory time, vacation leave and/or sick leave. We also had a number of employees change their level of coverage from Employee Only or Employee and Spouse to Family coverage, resulting in a significant increase in the annual premium amount. In many cases, this has resulted in a projected budget shortfall through the end of the year. To the extent possible, we have attempted to identify budget surpluses and used them to offset the proposed increase. However, that was not possible in all cases.
  
- iv. *Section 16: Creek Road Lift Station Project Funding Reclassification* – Additional funding of \$500,000 is needed in order to issue a purchase order for the construction of improvements to the Creek Road Lift Station. Since we won't be needing the WRF Facility Expansion design funding of \$500,000 in the 2023 budget, we are requesting to transfer those funds to the Capital Outlay budget category. Funding for the WRF Expansion project were included in the 2024 budget recently approved by Council. This is a net \$0 impact to the EOY fund balance.

B. Resolutions



**New Business**

A. Ordinances



**Consent Agenda**

3. Motions



4. Resolution

➤ **RESOLUTION 2023-088 - A RESOLUTION AMENDING THE CLERK OF COUNCIL POSITION DESCRIPTION**

This resolution adopts the changes to the Clerk of Council position description that was discussed in the executive session on November 20, 2023. Essentially, it combines the job duties of the current Administrative Assistant for the city and the old Clerk of Council into a new position description. This resolution coupled with resolution 2023-089 paves the way for Ms. Cumbo to assume the new full-time duty of the Clerk of council.

➤ **RESOLUTION 2023-089 - A RESOLUTION TO AMEND THE 2024-2025 PAY MATRIX FOR THE NON-COLLECTIVELY BARGAINED EMPLOYEES FOR THE CITY OF PATASKALA, EFFECTIVE FOR THE PAY PERIOD BEGINNING ON JANUARY 7, 2024.**

This resolution amends the pay matrix for the 2024 calendar year to include the new salary of the Clerk of Council. No other changes are included with the new pay matrix. It has been designed so that the starting salary is equal to what was discussed in the executive session on November 20, 2023 as long as Council places her at the appropriate step for the salary discussed.

➤ **RESOLUTION 2023-090- A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH GLAUS, PYLE, SCHOMER, BURNS & DEHAVEN, INC. (GPD GROUP) TO PERFORM ENGINEERING DESIGN AND BIDDING SERVICES FOR THE 2024 STREET IMPROVEMENTS PROGRAM**

Approval of this resolution will authorize GPD Group for design and bidding services for the 2024 Street Improvements Program. Engineering Design and Bidding Services for the annual Street Improvements program is identified in the 2023 budget as Public Service Department project number SVC-16-022.

The purpose of this project is to design roadway improvements as needed throughout the City. The PSD will work with the Street Committee in early 2024 to finalize the streets that will be improved.

The proposed value for design and bidding services for this project is \$39,800. The total value for construction of this project, as identified in the proposed 2024 budget as project SVC-20-002, is \$1,000,000. The base bid will include improvements that are designed to fit within this budget. The design will also include alternate bids for work to be completed, if bids are low enough, and/or to be funded from savings in the 2023/4 budget, if available and desirable to Council.

Approval for bidding, then construction will be sought after the design is complete. Approval of Resolution 2023-090 is recommended.

➤ **RESOLUTION 2023-091- A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A SUPPLEMENTAL ROAD DEVELOPMENT AGREEMENT WITH RRIFI BUCKEYE I PROPERTY, LLC**

The original Road Development Agreement with Red Rock was developed using the TIS that was originally provided for the project. That TIS and RDA included access management improvements on Etna Parkway, as well as funding for improvements on Refugee Road to address impacts as part of the “global” TIS that included a number of developments occurring in the area at the time. That TIS, and the associated access management improvements, were based on anticipated uses of both buildings A and B.

Now that leasing has been completed for building A, it has been reported and acknowledged that the actual use will generate approximately twice as many trips as was originally anticipated. Accordingly, the administration worked with Red Rock to determine that improvements are now needed at the intersection of the private road and Mink St., with the improvement being a southbound left-turn lane on Mink St.

This Supplemental Road Development Agreement has been drafted to memorialize this additional roadway improvement requirement. Approval of this

Resolution, and execution of the Supplemental Road Development Agreement is recommended.

➤ **RESOLUTION 2023-092 - A RESOLUTION ACCEPTING 2.734 ACRES OF RIGHT-OF-WAY BEING DONATED BY COUGHLIN PROPERTIES OF PATASKALA, LLC AND CROWN EAST PROPERTIES, INC.**

In 2020, the City was awarded funding by ODOT to make traffic signal improvements at the intersection of Summit Road and Broad Street. Around that same timeframe, Coughlin expressed interest in developing property around that intersection. In working with both ODOT and Coughlin, the concept was developed to install the new signal such that it would accommodate future expansion of the intersection.

The concept being based on the idea that there would eventually be 5-lanes on Broad Street and 3-lanes on Summit Road. ODOT agreed to this concept, but all parties recognized that right-of-way would be needed before this concept could be enacted. Coughlin recognized that the project would be a benefit not only to the public, but to his future site improvements, and also recognized that it is typical for developments to be required to donate right-of-way as part of the development on roadways that need future improvements.

While ODOT is completing the traffic signal improvements on our behalf, as part of the recently approved TIF, Coughlin will be making improvements at the intersection including a 3-lane section on Summit Road and a 3-lane section on Broad Street as well. For the reasons stated above, as well as to accommodate these improvements, Coughlin is donating 2.734 acres of right-of-way to the City.

Such that the planning efforts can continue, and so ODOT can maintain the current schedule of the signal replacement occurring in 2024, it is recommended that Resolution 2023-092 be approved.

➤ **RESOLUTION 2023-093 – A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH THE MONTROSE GROUP, LLC TO PROVIDE ECONOMIC DEVELOPMENT ADVISORY CONSULTING SERVICES TO THE CITY OF PATASKALA.**

This resolution extends the service contract with the Montrose Group LLC for the 2024 calendar year. So far, the Administration is happy with the service and work that the Montrose Group has provided in the area of economic development and lobbying for funds from the State of Ohio. As they did in 2023 Montrose advises the administration on a wide variety of economic development questions, produces work products for the city, participate in weekly meetings with Pataskala Administrative staff, attends meetings of council and assists with efforts to secure funds from various state funding initiatives for the Utility and Parks departments. This contract is for the exact same amount as 2023's contract (\$5500/month).