



City of Pataskala *Legislative Report to Council*

Legislative Report

July 15, 2024 Council Meeting

Unfinished Business

A. Ordinances

- **ORDINANCE 2024-4475 – SECOND READING - AN ORDINANCE IMPLEMENTING SECTIONS 3735.65 THROUGH 3735.70 OF THE OHIO REVISED CODE, ESTABLISHING AND DESCRIBING THE BOUNDARIES OF COMMUNITY REINVESTMENT AREA IN THE CITY OF PATASKALA, DESIGNATING A HOUSING OFFICER TO ADMINISTER THE PROGRAM, AND CREATING A COMMUNITY REINVESTMENT HOUSING COUNCIL AND A TAX INCENTIVE REVIEW COUNCIL.**

This ordinance would create the Northwest Innovation District CRA in the northwest corner of the City in line with the recommendations of the Comprehensive Plan. The Northwest Innovation District CRA is bounded by Clark State Road/City Limits to the north, Summit Road to the east, Graham Road to the south and Dixon Road/City Limits to the west. At their June 25, 2024 meeting, the Development Committee recommended the Northwest Innovation District CRA proceed to Council for adoption.

B. Resolutions

New Business

A. Ordinances

- **ORDINANCE 2024-4477 – FIRST READING - AN ORDINANCE TO AMEND THE FINANCIAL POLICIES & PROCEDURES MANUAL FOR PUBLIC EMPLOYEES OF THE CITY OF PATASKALA**

The city's *Financial Policies & Procedures Manual* had its last major update in 2020. Since that time, a number of operational processes have changed, including the payroll process. In the past, this manual was included along with the *Employee Handbook*. However, it was bifurcated in 2022 and was never reissued as a standalone manual. This manual covers the various policies and procedures managed by the Finance department and is intended to maximize control over the processes and minimize the risk of loss by the city. I have placed copies of the Manual for each Council member on the dais. **We are requesting that Council hold the 1st reading of**

the legislation at the July 15th Council meeting. We would anticipate going through all 3 required readings.

Consent Agenda

3. Motions

4. Resolution

➤ **RESOLUTION 2024-054 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH 2LMN, INC. TO PERFORM STAGE 1 ENGINEERING DESIGN FOR THE HAVENS CORNERS ROAD AND TAYLOR ROAD INTERSECTION IMPROVEMENTS PROJECT**

As derived from the 2019 Intersection and Capacity Study, coordinated with the Street Committee, and prioritized through the budget process, the intersection of Havens Corners Road and Taylor Road has been identified as the next project on the list of intersection improvements. Through this process, a 3-legged roundabout has been acknowledged as the preferred alternative for the proposed improvements and the project will also include roughly 1,500' of storm sewer improvements to the east of the intersection to replace an old, failing field tile under the edge of the road.

While roundabouts are a great long-term investment, the short-term cost makes this type of project somewhat of a hurdle to work into the budget. Accordingly, the intent is to apply for OPWC funding to augment City funding for the project. It is also recognized that the funding criteria for OPWC gives preference to projects where the applicant can show that they have invested in the project prior to the application. To show investment, and increase our chances for funding, our intent is to complete a roughly 40 to 50% design, and to make as much progress as possible with right-of-way acquisition prior to application submittal. Then, once funds are identified, design and right-of-way acquisition will be completed.

In January of 2024, the PSD advertised for a project specific RFQ and received 6 submittals. 2LMN was the top ranked firm with scoring completed by the PSD, City Administrator, and Asst. City Engineer. 2LMN was notified in March, and the City has been engaged in negotiations with them since. The first proposal was higher than anticipated, and 2LMN worked with the City to cut any unnecessary scope and reduce effort where warranted. The second proposal, while still higher than hoped for, is believed to be fair and reasonable. Note that the Licking County TID and American Structurepoint were consulted to validate the proposed fees.

The proposed Stage 1 fee is \$139,812, and will provide a roughly 40 to 50% design, along with all information needed to acquire right-of-way. This proposal also locks in the cost of the remainder of the design, which will cost an additional \$105,655 for a total value of \$245,467. A second Resolution will come to Council to authorize final plans, once the City has identified funds and is ready to proceed.

Approval of Resolution 2024-054 is recommended.

➤ **RESOLUTION 2023-055 - A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN EXTENSION OF THE CURRENT CONTRACT WITH THE INDEPENDENT PUBLIC AUDITING (IPA) FIRM OF JULIAN & GRUBE, INC. FOR THE**

PROVISION OF FINANCIAL AUDIT SERVICES FOR THE PERIOD JANUARY 1, 2024 THROUGH DECEMBER 31, 2024.

The conclusion of the 2023 audit also wrapped up the 1-year contract extension with the city's auditors, Julian & Grube. Normally, the Auditor of State (AOS) at this point would require the city to issue an RFP for audit services. However, the AOS recently authorized an additional 1-year extension for the 2024 audit. I am certain that this will be our final extension with J&G, as 10 consecutive years is typically the longest time period that the AOS will allow a public entity to remain with the same audit firm (this would make our 11th year with J&G). As far as cost goes, their proposal for 2023 reflects no rate increase from the 2023 rates of an average of \$65 per hour. The total number of hours for the engagement, however, were reduced from 330 to 310 hours. That reduction represents a savings of \$1,300 from the 2023 audit. The advantage to extending the contract now is that it will result in maintaining continuity of the audit team for next year leading to a reduced amount of time and effort required by city staff to educate front-line auditors on the city's finances and fund structure. **We are requesting that Council approve the resolution at the July 15th Council meeting and authorize the City Administrator to execute the necessary documents for the audit extension agreement.**