



City of Pataskala

Legislative Report to Council

Legislative Report

August 19, 2024 Council Meeting

Unfinished Business

A. Ordinances

- **ORDINANCE 2024-4475 – THIRD 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. TABLED 8-5-24**

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.

- **ORDINANCE 2024-4477 – THIRD 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. **We are respectfully requesting that Council hold the 3rd and final reading of the ordinance and approve the legislation at the August 19th meeting. There have been no changes to the ordinance since the 2nd reading.**

- **ORDINANCE 2024-4476 - SECOND READING - AN ORDINANCE CREATING AND ESTABLISHING AN ADDITIONAL POSITION OF EMPLOYMENT (FULL-TIME POLICE OFFICER) WITHIN THE CITY OF PATASKALA DIVISION OF POLICE**

Approval of this ordinance would provide for the Police Department to add to its current staffing level of 24 full-time officers to accommodate a School Resource Officer in the Licking Heights School District. The additional position would give the Police

Department 25 full-time officers. **We respectfully request that the Council waive the 3rd reading requirement so we can replace the officer that has been placed in the position of School Resource Officer.**

➤ **ORDINANCE 2024-4478 – SECOND READING - AN ORDINANCE TO IMPOSE A MORATORIUM ON THE ISSUANCE AND PROCESSING OF PERMITS THAT WOULD ALLOW THE CULTIVATION, PROCESSING, AND RETAIL DISPENSING OF ADULT USE CANNABIS WITHIN THE CITY OF PATASKALA**

This ordinance would establish a moratorium on the issuance of permits for the cultivation, processing and retail dispensing of adult use cannabis within the City. The moratorium would expire on July 1, 2025. Council has the ability to extend or repeal the ordinance at their discretion. The Ohio Division of Cannabis Control has until September 7, 2024, to implement rules and regulations for the adult use cannabis program. The moratorium would allow time for review of the state regulations, study how cannabis businesses might affect the community, and revise the zoning code accordingly.

➤ **ORDINANCE 2024-4479 – SECOND READING - AN ORDINANCE UPDATING AND AMENDING THE CITY OF PATASKALA EMPLOYEE HANDBOOK & POLICY MANUAL**

The City of Pataskala Employee Handbook & Policy Manual governs the expectations, permissions, and requirements of its employees. For the employees that are in a union, the handbook covers everything that the contract(s) remain silent on. For the employees who are not in a union, the handbook is the governing document.

The administration updates the handbook periodically as needed. The intent of the Administration is to ensure that, whenever practical, the employee handbook and the collective bargaining agreements (CBA) are as close to a mirror image of one another as possible. This ensures that employees not in a union receive the same benefits as the employees in a union.

There are several proposed changes to the handbook this year. The addition of the requirements set forth in the Federal Pregnant Workers Fairness Act, as well as protections for breast feeding mothers are two of the major changes. There are also additions that cover how “on call” work is performed and compensated that mirror the language in the United Steel Workers CBA. This is to provide the same level of permissions and compensation to the non-union employees as the union employees when they are performing the “on call” duties for their departments. We have also made numerous grammatical corrections throughout the document.

A clean version of the proposed changes to the handbook is included with Ordinance 2024-4479 as “Exhibit A”. To make a review of the changes easier to see, a “tracked changes” version showing all the changes proposed is available upon request.

➤ **ORDINANCE 2024-4480 – SECOND READING - SUPPLEMENTAL APPROPRIATION**

We have identified several adjustments to the 2024 budget which require modifying the existing approved appropriations. **We are respectfully requesting that Council hold the 2nd reading of the ordinance at the August 19th meeting and amend by substitution. We would anticipate that this ordinance will go through all three required readings. Any changes to the legislation since its’ 1st reading are highlighted in bold below.**

- *Sections 1-2: WFR Expansion Design* – When the 2024 operating and capital budgets were developed, it was anticipated that we would be issuing 1-year bond

anticipation notes (BANS) to provide the necessary funding to design the WFR expansion improvements and expansion. Based upon the nature of those expenses and source of funding, these appropriations were included in the Sewer Bond Improvements (653) fund. Since that time, the city was awarded a Water Pollution Control Loan Fund (WPCLF) loan for the costs of design. As such, we won't be issuing any debt and need to more appropriately book these revenues and expenses in the Sewer Capital Improvements (652) fund. We are requesting that Council reduce the \$1.5 million in appropriations from the 653 fund and increasing the 652 fund by the same amount. This request has a net \$0 impact on the budget.

- ***Sections 3-6: Income Tax Collection Fees & Refunds*** - Income tax collections continue to track better than the original budget estimates. During August, the income tax projections were increased to reflect the improved trend. Unfortunately, one of the consequences resulting from increased collections is that the costs of collections have also risen proportionally. In addition, the value of taxpayer refunds in 2024 has also increased. These sections represent the increases necessary to cover those expenses.
- ***Section 7: Refugee Road Intersection Improvements*** – OPWC awarded the city a total of \$400,000 (\$300,000 in grant funds and a \$100,000 20-year loan) for intersection improvements (roundabout) to the Refugee Road and Etna Parkway intersection. Construction costs have now been incurred by the Licking County Transportation Improvements District (LCTID) for that intersection improvement and will be submitting a pay application to OPWC for payment. Due to the anticipated timing of this project, it was not originally included in the 2024 budget. Along with the \$400,000 in expenses, we will also be recognizing \$400,000 in the State Issue II – OPWC (303) fund resulting in a net \$0 impact to the fund balance.
- ***Section 8: Mink Street Garage Improvements*** – It now appears that the costs to design and construct the Mink Street garage facility will cost more than originally projected. The Administration is requesting the transfer of \$300,000 in engineering-related appropriations (Contractual Services budget category) from the Broad Street Corridor Improvements project to the construction line (Capital Outlay budget category) in the Mink Street Garage project. As both lines are in the Street (201) fund, it will result in a net \$0 impact to the fund balance.

B. Resolutions

New Business

A. Ordinances

Consent Agenda

3. Motions

A motion by the Pataskala City council to endorse the Licking County Transportation Improvement District's August 7, 2024, e-mail to ODOT including the prioritization of the intersections below and the proposed improvements of the routes associated with those intersections.

This prioritization includes:

- 1. SR 310/Refugee Rd- Possible turn lanes all around**
- 2. SR 310/USR 40 (Main St)- North bound left turn addition**
- 3. SR 16 (Broad St)/Etna Parkway**

The Licking County TID has been working with Etna, Pataskala, the Licking County Engineer and ODOT to identify intersections and routes that might require upgrades ahead of the Intel opening. At ODOTs request, the projects must fit in the 0–5-year range. After several meetings Etna Twp. Pataskala and the TID identified 3 intersections for ODOT to prioritize. Bill Lozier asked both Pataskala and Etna Twp to pass a motion or resolution in support of these intersection improvements. This is what this motion does. I have attached a PDF of Mr. Lozier's e-mail to the ODOT consultant as reference.

4. Resolution