



City of Pataskala *Legislative Report to Council*

Legislative Report

August 5, 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.**

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 – SECOND 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 requesting that Council hold the 2nd reading of the legislation at the August 5th Council meeting and there have been no changes to the document since the 1st reading. We would anticipate the ordinance going through all 3 required readings.**

B. Resolutions

New Business

A. Ordinances

➤ **ORDINANCE 2024-4476 - FIRST 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 School Resource Officer position is the subject of Resolution 2024-056 and is on the Council Agenda. The additional position would give the Police Department 25 full-time officers.

➤ **ORDINANCE 2024-4478 – FIRST 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 – FIRST 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 – FIRST 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 1st reading of the ordinance at the August 5th meeting. We would anticipate that this ordinance will go through all three required readings.

- *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.

Consent Agenda

3. Motions

4. Resolution

- **RESOLUTION 2024-056 - A RESOLUTION AUTHORIZING AND DIRECTING THE CITY ADMINISTRATOR TO EXECUTE A SCHOOL RESOURCE OFFICER AGREEMENT WITH THE LICKING HEIGHTS LOCAL SCHOOL DISTRICT BOARD OF EDUCATION**

Approval of this resolution will provide for the Police Department to enter into an agreement with the Licking Heights School District for a School Resource Officer. The School District and The Police Department feel this position will be mutually beneficial and will help establish a safe, secure, and orderly learning environment for students, parents and teachers. The School District will be compensating the City for 75% of the SRO position.

- **RESOLUTION 2024-057 - A RESOLUTION TO ACCEPT AND CONFIRM INFRASTRUCTURE IMPROVEMENTS FOR THE HERON MANOR, PHASE 5 DEVELOPMENT FOR PUBLIC MAINTENANCE AND OPERATION BY THE CITY OF PATASKALA**

Approval of this resolution will indicate formal acceptance of infrastructure improvements for the Heron Manor, Phase 5 Development by The City of Pataskala. These improvements include utilities and roadway per plan and as platted for Alonzo Palmer Street and Waterlily Lane.

Full-time third-party inspection was present throughout construction of this project to verify materials and installation on behalf of the City, and all testing was verified to be completed successfully in accordance with all applicable construction and material specifications.

Once all items were complete and verified, a site walk-through was conducted on behalf of the Public Service Director and Utility Director to review the project and generate a punch-list of outstanding items. Accordingly, a Certificate of Substantial Completion has been executed, and indicates a date of July 23, 2024 as the beginning of the 2-year maintenance period.

In accordance with City requirements for acceptance, as-built plans, a 2-year maintenance bond in the amount of 10% of the value of the public improvements, and an executed stormwater maintenance agreement have all been submitted to the City by the Developer.

As the work has been certified to be substantially complete, and all the necessary steps have been completed, it is recommended that Resolution 2024-057 be approved.