



**TO:** Thomas R. Kneeland  
Members of Council  
City Attorney

**FROM:** Dottie A. Franey  
Director of Public Service and Engineering

**DATE:** October 13, 2017

**SUBJECT:** Report to Council, October 23, 2017

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#### **ACTION ITEMS FROM THE CITY ENGINEER**

**ACTION ITEM #1 – Building Personal Services Contract Renewals** – To maintain certification by the State of Ohio Board of Building Standards, the City of Gahanna Building Department is required to have in its employ or under contract, alternate personnel to serve in the event of a conflict of interest or the unavailability of the building official, plans examiner or inspector. Therefore, the Department requests City Council pass ordinances to authorize the Mayor to enter into the following agreements which are attached for your review.

- A one-year personal services contract with Toole & Associates for back-up Ohio Certified Residential Building Official, back-up Residential Plans Examiner, back-up Residential Building Inspector, back-up Ohio Certified Building Official, back-up Ohio Certified Plans Examiner, and back-up Ohio Certified Building Inspector services. No increase in fees is requested.
- A one-year personal services contract with Meacham & Apel Architects, Inc., dba M+A Architects, for back-up Ohio Certified Residential Building Official, back-up Ohio Certified Building Official, and back-up Ohio Certified Plans Examiner services. An increase in fees is being requested, which is comparable with the other consultants, and the industry.
- A one-year personal services contract with Feinknopf Macioce Schappa Architects, Inc., for back-up Ohio Certified Residential Building Official, back-up Ohio Certified Building Official, and back-up Ohio Certified Plans Examiner

services. An increase in fees is being requested, which is comparable with the other consultants, and the industry.

- A two-year personal services contract with William Conroy for Ohio Certified Electrical Inspector in accordance to the Residential Code of Ohio (RCO), and the Ohio Building Code (OBC). No increase in fees is requested.

We are respectfully requesting an ordinance to allow the mayor to enter into contract with Toole and Associates, Meacham and Apel Architects, Inc., Feinknopf Macioce Schappa Architects, Inc., and William Conroy for Personal Services. (Personal Services Contracts and RCA's attached.)

**ACTION ITEM # 2 – D06 Guardrail End Treatments FY18, PID 104166 – Consent Legislation** – The Ohio Department of Transportation will be replacing guardrail end treatments on Hamilton Road in the vicinity of I-270. The existing end treatments are non-compliant, so this work will upgrade the existing end treatments to current standards.

We are respectfully requesting an ordinance to provide consent to the Ohio Department of Transportation to allow for this work to move forward. Due to the States schedule, they have requested an emergency. (ODOT Consent Legislation and RCA attached.)

**ACTION ITEM #3 – Water Quality Lab Testing Service (2018 and 2019):** Currently the City of Gahanna contracts with the City of Columbus Water Quality Assurance Lab to perform Ohio EPA required quarterly water quality tests for total Trihalomethanes (TTHM) and Haloacetic Acids (HAA5). The current rate is \$125/sample which includes collecting and analyzing the samples quarterly. We are requesting to renew and enter into contract with the City of Columbus for 2018 and 2019 to maintain these services. There is no cost increase for the continued testing services.

We are respectfully requesting legislation authorizing the Mayor to enter into contract with the City of Columbus for water quality lab testing services for 2018 and 2019. Sufficient funds will be available in the 2018 water budget. (Water Quality Lab Testing Contract and RCA attached).

## **ACTION ITEMS FROM THE DIRECTOR OF PUBLIC SERVICE**

**ACTION ITEM #1 – Fleet Program Auction Proceeds Supplemental Appropriation:** When we created our current fleet program, we tried to design it to encourage efficient behaviors and discourage waste. One specific issue that had plagued us was what we refer to as “fleet creep.” One negative to fleet creep is when departments acquire equipment that requires regular preventive maintenance even though it is not often used and should actually be rented when needed.

In an effort to encourage each department to “right-size” their fleet, the fleet program includes the caveat that the proceeds from the sale of equipment would be held for future equipment purchases by the department that sold the equipment. For this piece of the program to work, Council action is required to supplementally appropriate the money from the sale of equipment to the proper expense line items so that the funds can be encumbered and spent on future equipment. We perform this action on a quarterly basis. We are currently bringing forward the auction proceeds from 3<sup>rd</sup> quarter 2017.

We are respectfully requesting supplemental appropriations as noted in the table below and the RCA is attached:

<b>3<sup>rd</sup> Quarter 2017, Auction Proceeds (July-Sept)</b>			
<b>Department (Current Fund)</b>	<b>Revenue Acct. No. (where revenue is currently located)</b>	<b>Expense Acct. No. (where revenue needs appropriated)</b>	<b>Total Auction Proceeds</b>
Police (General Fund)	101.140.4641	101.211.5515	\$3,880
Streets (Streets Fund)	220.330.4641	220.330.5515	\$18,185

**ACTION ITEM #2 – Insurance Claim Proceeds Supplemental Appropriation:**

When damage occurs to City property (vehicle, streetlight, fire hydrant, etc) the repairs are paid out of our current appropriations. Our appropriations are tight and do not necessarily have enough money to cover damage from unforeseen accidents. When we receive the insurance payments, we ultimately want those funds to end up in the expense accounts that paid for the repairs. We perform this action on a quarterly basis. We are currently bringing forward the insurance claims proceeds from 3<sup>rd</sup> quarter 2017.

We are respectfully requesting supplemental appropriations as noted in the table below and the RCA is attached:

<b>3<sup>rd</sup> Quarter 2017, Insurance Claim Proceeds (July-Sept)</b>			
<b>Department (Current Fund)</b>	<b>Revenue Acct. No. (where revenue is currently located)</b>	<b>Expense Acct. No. (where revenue needs appropriated)</b>	<b>Total Insurance Proceeds</b>
Vehicle Repairs (General Fund, All Depts)	101.141.4634	101.512.5317.001	\$2,239

Equipment and Repairs (Water Fund)	651.350.4634	651.350.5416	\$11,949
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**ACTION ITEM #3 – Water Meter Proceeds Supplemental Appropriation:** For each new build/new development the City charges developers a water meter fee. This fee reimburses the City the cost of purchasing the new water meters that are required to be installed. When we receive reimbursement for such purchases, we ultimately want those funds to end up in the expense accounts that paid for the new water meters. We would, therefore, like to perform the same quarterly supplemental process for water meters as we are doing with auction proceeds and insurance settlements.

We are respectfully requesting supplemental appropriations as noted in the table below and the RCA is attached (since this has not been done in the past, we are shifting money from first through third quarter of 2017):

1 <sup>st</sup> thru 3 <sup>rd</sup> Quarter 2017, Water Meter Proceeds (Jan-Sept)			
Department (Current Fund)	Revenue Acct. No. (where revenue is currently located)	Expense Acct. No. (where revenue needs appropriated)	Total Auction Proceeds
Water Meters (Water Fund)	651.350.4405	651.350.5332	\$24,989

**ACTION ITEM #4 – Code Modifications:**

**CHAPTER 135 – DEPARTMENT OF PUBLIC SERVICE AND ENGINEERING**

**Section 135.04 Purchasing Requirements**

- Added a statement that contractors and vendors are not entitled to interest earned on retainer that we are holding until the contract has been satisfied.

**CHAPTER 136 – CITY ENGINEER**

**Section 136.02 Cost of Inspection, Supervision**

- Changed the words “storm sewer systems” to simply be “systems”
- Removes the limitation for inspection charges from only applying to dedicated infrastructure
- Makes clear that the 5% street light maintenance escrow only applies to public street lights

- Allow the option for a more equitable charge for review and approval of dedicated infrastructure improvement plans, specifications, project supervision, etc.

## **TITLE ONE – STREET AND SIDEWALK AREAS**

### **CHAPTER 903 – SIDEWALK CONSTRUCTION**

#### **Section 903.99 Penalty**

- Changed the fine to double the permit fee

#### **Section 907.02 Copy of Columbus Standard Drawing Attached to Building Permit**

- Removed the requirement to attached a copy of Columbus' Standard Drawing to the building permit

#### **Section 909.03 Driveway Pipe Requirements**

- Clarifies that driveway pipe maintenance is the responsibility of the property owner

#### **Section 909.04 Fees**

- Changed to reference the Building and Zoning Fee Schedule instead of Development

## **CHAPTER 921 – SANITARY SEWR CONNECTIONS AND RENTAL RATES**

#### **Section 921.05 Sewer Footage Fees**

- Modified the wording to make the calculation of sewer footage fees more clear

#### **Section 921.11 Sewer Rental Rates**

- Sanitary Sewer Operational Rate: \$7.15/1,000 gal (was \$7.01/1,000 gal in 2017)
- Sanitary Sewer Capital Improvement Rate: \$1.08/1,000 gal (was \$1.02/1,000 gal in 2017)
  - FYI - The City of Columbus continues to offer a pass-thru 20% low income discount.
- Columbus Consent Order (CCO): The city of Columbus is under a consent order with the Environmental Protection Agency (EPA) to separate their combined storm and sanitary sewers. Because the satellite communities utilize Columbus' sewer system, we are all responsible to contribute to these projects. The revenue that we collect for this consent order is passed-thru to Columbus and Gahanna does not keep any of this money. CCO Rate: \$8.10/ERU/qtr (was \$7.98/ERU/qtr in 2017)

## **CHAPTER 925 – SURFACE WATER DRAINAGE**

#### **Section 925.99 Penalty**

- Noted that the penalty would be charged per day, per violation

## **CHAPTER 927 – STORM SEWERS**

### **Section 927.24 Illicit Non-Stormwater Discharge and Illegal Connection to the Storm Sewer System**

- Changed the words “storm water” to “stormwater”

## **CHAPTER 929 – WATER CONNECTIONS AND RATES**

### **Section 929.01 Definitions**

- Clarify the definition of “fixture”

### **Section 929.03 Water Tap Charge**

- Modified the wording to make the calculation of water footage fees more clear

### **Section 929.10 General Provisions**

- Clarify the portion of the service connection that is the property owner’s responsibility to maintain

### **Section 929.12 Water Rates**

- Water Operational Rate: **\$7.31/1,000 gal** (*increased from \$7.01/1,000 gal in 2017*)
- Water Capital Improvement Rate: **\$0.27/1,000 gal** (*lowered from the rate of \$0.38/1,000 gal in 2017*)

### **Section 929.13 Unpaid Bills**

- Minor change of wording for clarification purposes

### **Section 929.15 Private Fire Protection Service**

- Upgraded unmetered fire line rate

### **Section 929.17 Special Charges**

- General cleanup of the chart
- Wording changes for clarification purposes
- Increased the per month cost of a hydrant permit from \$25 to \$50
- Added a project water use agreement
- Added a \$500 penalty for “Trip to turn off service as a result of fraud or illegal diversion of water, unauthorized turn on of water, meter tampering, bypass of meter, or other violation of the rules and regulations of the Director of Public Service.”

## **CHAPTER 933 – BACKFLOW PREVENTION**

- Change the word “pollutional” to “pollution” throughout the chapter

## **CHAPTER 941 – GARBAGE AND RUBBISH COLLECTION**

### **Section 941.01 Definitions**

- Add a definition for “rubbish”

### **Section 941.03 Placement of Garbage, Rubbish and Receptacles**

- Wording changes for clarification purposes
- Requires garage/rubbish receptacles to be stored appropriately within 24 hours of pickup
- Restricts the accumulation of rubbish/garbage

### **Section 941.00 Service of Notice**

- Wording changes for clarification purposes

### **Section 941.12 Failure to Comply; Remedy**

- Wording changes for clarification purposes

### **Section 941.16 Payment Schedule**

- Wording changed so that we can stop billing for refuse collection in advance

## **CHAPTER 943 – SANITARY REGULATIONS**

### **Section 943.05 Enforcement**

- Removing the requirement for the “Clerk of the City” to keep one copy of Franklin County’s Sanitary Regulations and all amendments in their office

## **CHAPTER 945 – WEEDS AND GRASS**

### **Section 945.01 Definitions**

- Updated the definition of “Noxious”
- Tied the definition of “Noxious weed” to the definition in Ohio Revised Code
- Updated the definition of “Weed”

### **Section 945.06 Noxious Weeds or Grass**

- Updated the example list of noxious weeds

## **CHAPTER 1301 – BUILDING CODE**

### **Section 1307.03 Powers, Duties and Qualifications of Chief Building Official**

- Removed “Zoning Regulation” from the duties of the Chief Building Official

### **Section 1311.01 Definitions**

- Better clarified the definition of “Remodeling work”
- Add the definition of a “General contractor”

### **Section 1311.02 Contractor Registration Required**

- Add requirement for General Contractors to register with the City

### **Section 1311.03 Application Fee and Insurability**

- Better clarified the paragraph regarding fees

#### **Section 1311.04 Qualifications of Applicants**

- Adds applicant's Ohio license(s) as a factor to be considered in the qualification process

#### **Section 1311.05 Registration Renewal**

- Removes the bonding requirement for contractor registration

#### **Misc. Sections Throughout the Chapter**

- Changes the Building and Zoning Fee Schedule code section reference from "148.12" to "135.10"
- Changes the name of the fee schedule from "Development Fee Schedule" to "Building and Zoning Fee Schedule"