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

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

**DATE:** September 30, 2016

**SUBJECT:** Report to Council, October 11, 2016

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### **ACTION ITEM FROM THE CITY ENGINEER**

**ACTION ITEM #1 – Building Inspection 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 for calendar year 2017 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. No increase in fees is requested.
- 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 of approximately 6% is being proposed, which would be comparable with the other consultants.

We are respectfully requesting an ordinance to allow the mayor to enter into contract with Meacham and Apel Architects, Inc., Feinknopf Macioce Schappa Architects, Inc., and Toole and Associates for Personal Services. (Personal Services Contracts 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 have begun performing this action on a quarterly basis. We are currently bringing forward the auction proceeds from 2nd and 3rd quarter 2016.

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

<b>2<sup>nd</sup> and 3<sup>rd</sup> Quarter 2016, Sale of Assets (Apr-Sept)</b>			
<b>Department</b> (Current Fund)	<b>Revenue Acct. No.</b> (where revenue is currently located)	<b>Expense Acct. No.</b> (where revenue needs appropriated)	<b>Total Auction Proceeds</b>
Parks and Rec (General Fund)	101.140.4641	101.512.5515.003	\$6,200
Police (General Fund)	101.140.4641	101.211.5515	\$5,500
Water (Water Fund)	651.350.4641	651.350.5515	\$677

**ACTION ITEM #2 – Insurance Claims 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 have begun performing this action on a quarterly basis. We are

currently bringing forward the insurance claims proceeds from 2nd and 3rd quarter 2016.

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

<b>2<sup>nd</sup> and 3<sup>rd</sup> Quarter 2016, Insurance Claims Proceeds (Apr-Sept)</b>			
<b>Department</b> (Current Fund)	<b>Revenue Acct. No.</b> (where revenue is currently located)	<b>Expense Acct. No.</b> (where revenue needs appropriated)	<b>Total Insurance Proceeds</b>
Streetlights (General Fund)	101.141.4634	101.140.5214	\$13,210
Creekside Park Repairs (General Fund)	101.141.4634	101.359.5249	\$29,017
Vehicle Repairs (General Fund, All Depts)	101.141.4634	101.512.5317.001	\$13,352
Vehicle Replacement (General Fund, Police)	101.141.4634	101.211.5515	\$34,404
Labor (Streets Fund)	220.330.4634	220.330.5117	\$171
Equipment (Streets Fund)	220.330.4634	220.330.5306	\$205
Fire Hydrants (Water Fund)	651.350.4634	651.350.5333	\$5,749

### UPDATES

**Mid-Ohio Regional Planning Commission (MORPC) Transportation Advisory Committee** – In 2015, MORPC appointed City Engineer Rob Priestas as a member of the Transportation Advisory Committee (TAC). TAC reviews the various phases of transportation planning processes and preparation of the Transportation Improvement Program, and advises and assists MORPS’s staff in implementation of transportation plans and programs. Recently, the Chair Nominating Committee nominated Rob to the position of Vice Chair of TAC which will be in effect beginning January 2017.

**Hamilton Rd Central** - Shelly and Sands has completed all storm sewer and waterline installation as well as tie-ins on Hamilton Road.

Paving operations are also expected to begin for the completion of all remaining curb and base pavement on Hamilton Road and the relocation of Carpenter Road.

Motorists should continue to expect delays throughout the construction zone, and are encouraged to consider other routes if they wish to avoid a possible delay in their travels.