



Doug Joseph, President
Caleb Skinner, Ward 1
Brett Luzader, Ward 2
Marshall Spalding, Ward 3
Mel Clemens, Ward 4
Barth Cotner, At-Large
Stacie A. Baker, At-Large
Kristin J. Bryant, At-Large

CITY COUNCIL

Committee Meetings Regular Council Meeting

7232 E. Main St
Reynoldsburg, OH 43068
www.ci.reynoldsburg.oh.us

April Beggerow
614-322-6836

Monday, January 14, 2019

Council Chambers

PUBLIC SERVICE AND TRANSPORTATION COMMITTEE MEETING

1. CALL TO ORDER - ROLL CALL

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

- a. Public Service and Transportation Committee – Committee Meeting – December 17, 2018

4. NEW LEGISLATION/DISCUSSION ITEMS

- a. Election of Chairman; Appointment of Vice Chairman
- b. MOTION THAT REYNOLDSBURG CITY COUNCIL DOES HEREBY CONFIRM MAYORAL APPOINTMENT OF ALEX FURST TO SERVE ON THE PLANNING COMMISSION WITH A TERM BEGINNING JANUARY 1, 2019 AND ENDING DECEMBER 31, 2021.
- c. MOTION THAT THE COUNCIL OF THE CITY OF REYNOLDSBURG DOES HEREBY APPOINT TONY RETTKE TO SERVE ON THE BOARD OF ZONING & BUILDING APPEALS WITH A TERM BEGINNING JANUARY 1ST, 2019 AND ENDING DECEMBER 31, 2021.

- d. RESOLUTION AUTHORIZING THE CITY OF REYNOLDSBURG TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM; AND DECLARING AN EMERGENCY.

5. LEGISLATION FOR EMERGENCY ADOPTION

- a. ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT WITH EMH&T FOR THE ENGINEERING, PLANS, AND PREPARE BID DOCUMENTS FOR THE 2019 STREET PROGRAM, APPROPRIATING FUNDS THEREFORE, AND DECLARING AN EMERGENCY. (First Reading 12/17/2018).

6. LEGISLATION FOR THIRD READING

- a. ORDINANCE OF THE REYNOLDSBURG CITY COUNCIL TO PROVIDE FOR THE REGISTRATION OF RESIDENTIAL RENTAL HOUSING LOCATED WITHIN THE BOUNDARIES OF THE CITY OF REYNOLDSBURG (Held 11/26/2018) (Second Reading 12/17/2018).

MINUTES COMMITTEE MEETING
 REYNOLDSBURG PUBLIC SERVICE AND TRANSPORTATION COMMITTEE
 December 17, 2018

Ward 2 Councilmember Brett Luzader called the meeting to order at 7:46 PM

Call to Order - Roll Call

PRESENT: Luzader, Baker, Bryant, Skinner, Joseph

ABSENT:

Approval of Agenda

Motion by Councilman Luzader to add legislative file item 2019 Street Program as item 7a

Second by Councilwoman Bryant

All voted affirmative by voice vote.

Motion Carries- item added as item 7a

Approval of Minutes

- a. Public Service and Transportation Committee – Committee Meeting – December 10, 2018

RESULT:	ACCEPTED
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LEGISLATION FOR EMERGENCY ADOPTION

121-18

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO AN AGREEMENT WITH CITY OF COLUMBUS, FOR THE 2019-2021 WATER SAMPLING SERVICES AND DECLARING AN EMERGENCY. --- Luzader. Public Service and Transportation Committee.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/17/2018 7:34 PM
MOVER:	Brett Luzader, Ward 2 Councilmember	
SECONDER:	Stacie Baker, At-Large Councilmember	
AYES:	Luzader, Baker, Bryant, Skinner	

122-18

ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE SOLID WASTE AUTHORITY OF CENTRAL OHIO (SWACO) TO ACCEPT A COMMUNITY RECYCLING CART GRANT; AND DECLARING AN EMERGENCY. (REQUESTS EMERGENCY ADOPTION UPON 3RD READING) --- Luzader. Public Service and Transportation Committee.

Minutes Acceptance: Minutes of Dec 17, 2018 7:32 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
REYNOLDSBURG PUBLIC SERVICE AND TRANSPORTATION COMMITTEE
December 17, 2018

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/17/2018 7:34 PM
MOVER:	Brett Luzader, Ward 2 Councilmember	
SECONDER:	Caleb Skinner, Ward 1 Councilmember	
AYES:	Luzader, Baker, Bryant, Skinner	

LEGISLATION FOR SECOND READING

ORDINANCE OF THE REYNOLDSBURG CITY COUNCIL TO PROVIDE FOR THE REGISTRATION OF RESIDENTIAL RENTAL HOUSING LOCATED WITHIN THE BOUNDARIES OF THE CITY OF REYNOLDSBURG (HELD 11/26/2018) --- Bryant. Public Service and Transportation Committee.

Ms. Bryant: Thank you Mr. Luzader. Since this was initially brought forth as first reading there have been some amendments to the ordinance. A vastly improved ordinance from the first reading. I'd like to send this onto Council tonight for second reading.

Mr. Hood: Do you want to move to amend to the redraft date of this evening before you move it forward to Council?

Ms. Bryant: That would be great. Move that we amend it and move it onto Council tonight for second reading.

Motion to move as amended by voice, second by Councilman Baker.

RESULT:	REFERRED TO COUNCIL AS AMENDED [UNANIMOUS]	Next: 12/17/2018 7:34 PM
MOVER:	Kristin Bryant, At-Large Councilmember	
SECONDER:	Stacie Baker, At-Large Councilmember	
AYES:	Luzader, Baker, Bryant, Skinner	

LEGISLATION FOR THIRD READING

ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO: AMENDING SECTION 154.03 DIRECTOR DUTIES AND RESPONSIBILITIES OF CHAPTER 154 DEPARTMENT OF DEVELOPMENT; SECTIONS 160.02(C) DEPARTMENT OF DEVELOPMENT AND 160.02 (G)(2) BUILDING DEPARTMENT OF CHAPTER 160 EMPLOYEE COMPENSATION; SECTION 1541.03 USE AND STORAGE OF CHAPTER 1541 LIQUEFIED PETROLEUM GAS; SECTIONS 1701.01 DEFINITIONS AND 1701.08 ABATEMENT OF A PUBLIC NUISANCE BY THE BOARD OF NUISANCE ABATEMENT OF CHAPTER 1701 GENERAL PROVISIONS; AND SECTION 1711.02 AMENDMENTS, DELETIONS AND MODIFICATIONS TO THE INTERNATIONAL PROPERTY MAINTENANCE CODE OF CHAPTER 1171 GENERAL PROVISIONS. --- Baker. Public Service and Transportation Committee.

Minutes Acceptance: Minutes of Dec 17, 2018 7:32 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
 REYNOLDSBURG PUBLIC SERVICE AND TRANSPORTATION COMMITTEE
 December 17, 2018

Mr. Baker: Thank you Chairman Luzader. I have nothing new to add. Just I would like for it to pass onto Council for its final reading. I know its at the end of the road so I don't want to hold it up anymore.

RESULT:	REFERRED TO COUNCIL [3 TO 1]	Next: 12/17/2018 7:34 PM
MOVER:	Stacie Baker, At-Large Councilmember	
SECONDER:	Kristin Bryant, At-Large Councilmember	
AYES:	Baker, Bryant, Skinner	
NAYS:	Luzader	

NEW LEGISLATION/DISCUSSION ITEMS

ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT WITH EMH&T FOR THE ENGINEERING, PLANS, AND PREPARE BID DOCUMENTS FOR THE 2019 STREET PROGRAM, APPROPRIATING FUNDS THEREFORE, AND DECLARING AN EMERGENCY.
 --- Luzader. Public Service and Transportation Committee.

Mr. Sampson: Thank you Chairman Luzader, members of Council. The 2019 Street Maintenance Program will include a detailed evaluation, cost estimates, program exhibits, specifications and bidding services for the following street segments. Resurfacing curb replacements projects include Kingsley Drive, Rocky Den Road, Birchview Road, Elmbrook Lane, Oak Valley Road, Leighton Drive and Briarcliff Drive. Also included are Pinion Place, Brent Court, Feather Court, Laretta Court and Anne Court and Lancaster Avenue from Main to Broad Alley. Resurfacing of the JFK park asphalt trail and finally signal modification design for the intersection East Main Street and Jackson to put in a turn signal and timing for that signal adjustment. The anticipated total cost for these improvements in \$1,825,000.00. Our goal is, you know the Mayor has an enviable task of coming up with a budget and we just got our budget last week finalized, at least to a comfort level that we wanted to move forward with a Street program recommendations. These will be in addition to Palmer Road and the turn lane at Main and Taylor. Our goal is to, is to get the wheels turning quickly so that we can bid these out into the Spring to get the best possible price from our asphalt contractors.

Mr. Luzader: I told Mr. Sampson I would be happy to put this on tonight's agenda. That way it gives up approximately four weeks before our next meeting to go over any questions we may have, get with Mr. Sampson, get with the Mayor, whomever and see if we can make sure we get this rolling. Because as Bill says, the earlier we can get this out and make it look good to perspective bidders, the better prices we get. And the better bidders we get.

Mr. Sampson: And again I'll be in next week, week after. Please feel free to reach out, I'll be happy to come, come to my office or I'll come with you and we can talk about it.

Mr. Clemens: Bill, could you get us a copy on what is going to be...

Mr. Sampson: Certainly.

Minutes Acceptance: Minutes of Dec 17, 2018 7:32 PM (Approval of Minutes)

MINUTES COMMITTEE MEETING
 REYNOLDSBURG PUBLIC SERVICE AND TRANSPORTATION COMMITTEE
 December 17, 2018

Mr. Luzader: Any other questions? If not, I'd like to keep this moving, I'd like to make a motion that we send this onto Council for its first reading tonight.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 12/17/2018 7:34 PM
MOVER:	Brett Luzader, Ward 2 Councilmember	
SECONDER:	Kristin Bryant, At-Large Councilmember	
AYES:	Luzader, Baker, Bryant, Skinner	

Minutes Acceptance: Minutes of Dec 17, 2018 7:32 PM (Approval of Minutes)

City Council**Doug Joseph****7232 E. Main Street****Reynoldsburg OH 43068****Phone****MOTION REQUEST**

DATE: January 14, 2019**TO: Public Service and Transportation Committee****RE: Election of Chairman; Appointment of Vice Chairman**

Approval:

Brad McCloud	Jed Hood	Stephen Cicak
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Development Department**Andrew Bowsher****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6831 Phone****MOTION REQUEST**

DATE: **January 14, 2019****TO:** **Public Service and Transportation Committee****RE:** MOTION THAT REYNOLDSBURG CITY COUNCIL DOES HEREBY
CONFIRM MAYORAL APPOINTMENT OF ALEX FURST TO SERVE
ON THE PLANNING COMMISSION WITH A TERM BEGINNING
JANUARY 1, 2019 AND ENDING DECEMBER 31, 2021.

Approval:

Completed Brad McCloud	Jed Hood	Stephen Cicak
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Development Department**Andrew Bowsher****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6831 Phone****MOTION REQUEST**

DATE: **January 14, 2019****TO:** **Public Service and Transportation Committee****RE:** Motion that the Council of the City of Reynoldsburg Does Hereby
Appoint Tony Rettke to Serve on the Board of Zoning & Building Appeals
with a Term Beginning January 1St, 2019 and Ending December 31St,
2021.

Approval:

Completed Brad McCloud	Jed Hood	Stephen Cicak
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Service Department**Bill Sampson****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6884 Phone****RESOLUTION REQUEST****DATE: January 14, 2019****TO: Public Service and Transportation Committee**

RE: RESOLUTION AUTHORIZING THE CITY OF REYNOLDSBURG TO PARTICIPATE
IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM; AND
DECLARING AN EMERGENCY.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

The State of Ohio requires that the resolution be passed and sent to them prior to use of contract.
This contract will allow departments to utilize the state bid on various items.

The State of Ohio requires that the resolution is passed and sent to them before use of the
contract. This contract will allow departments to utilize the state bid on various items.

AUTHORIZING the **City of Reynoldsburg** TO PARTICIPATE
IN THE State of Ohio COOPERATIVE PURCHASING PROGRAM

WHEREAS, Ohio's Cooperative Purchasing Act. (AM. Sub. H.B. No. 100), as signed into law
on December 4, 1985; and

WHEREAS, effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the
opportunity for counties, townships, municipal corporations, regional transit authorities, regional
airport authorities or port authorities and school districts, conservancy districts, township park
districts and park districts and other authorities, to participate in contracts distributed by the state

Service Department

Bill Sampson

7232 E. Main Street

Reynoldsburg OH 43068

614-322-6884 Phone

of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials; now therefore,

BE IT ORDAINED BY THE **City of Reynoldsburg**

Section 1. That the **City Auditor, Stephen M. Cicak** hereby requests authority in the name of the **City of Reynoldsburg** to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. That the **Mayor of the City of Reynoldsburg** is hereby authorized to agree in the name of the **City of Reynoldsburg** to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of **City of Reynoldsburg** participation in the contract. Further, that the **Mayor of the City of Reynoldsburg** does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the **Mayor of the City of Reynoldsburg** is hereby authorized to agree in the name of the **City of Reynoldsburg** to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the **Mayor of the City of Reynoldsburg** does hereby agree to directly pay the vendor.

RESOLUTION/ORDINANCE MUST BE APPROVED, DATED AND FILED WITH THE OFFICE OF COOPERATIVE PURCHASING PRIOR TO USE OF A CONTRACT. ADDITIONALLY, **THE PAYMENT OF THE APPROPRIATE ANNUAL FEE MUST BE MADE PRIOR TO CONTRACT USE.**

Signed _____ Dated _____



Office of
Procurement Services
Cooperative Purchasing Program

PROGRAM ENROLLMENT FORM

Dear Potential Ohio DAS Cooperative Purchasing Member and/or Renewal Participant;

Thank you for your interest in the Ohio Department of Administrative Services (DAS) Cooperative Purchasing Program. Please check one (1) of the following Political Divisions to determine your eligibility in the program. For political subdivision reference, please review Ohio Revised Code (ORC) 125.04.

- | | |
|--|---|
| ☐ Airport Authority | ☐ Private Fire Company |
| ☐ Chartered Non-Public School | ☐ Public Fire District |
| ☒ City | ☐ Public Library District |
| ☐ Community School | ☐ School District |
| ☐ Conservancy District | ☐ State Institution of Higher Education |
| ☐ County | ☐ Township |
| ☐ County or City Hospital per <u>ORC 339.01</u> | ☐ Transit Authority |
| ☐ Education Service Center | ☐ Village |
| ☐ Metropolitan Housing Authority | ☐ Regional Water and Sewer District |
| ☐ Park District | ☐ Other political subdivision as described |
| ☐ Port Authority | in the Revised Code: |
| ☐ Private EMS District | (name) _____ |

This program is intended for political subdivisions named in the ORC. Please contact us if you have political subdivision questions prior to completing the entire enrollment, resolution and payment process. Should the Ohio DAS Cooperative Purchasing Program determine your status as ineligible, we will contact you.

Very Sincerely,

Tonya Prickett, CPPO
Procurement Manager

Service, Support, Solutions for Ohio Government



Office of
Procurement Services
Cooperative Purchasing Program

PROGRAM ENROLLMENT FORM

All prospective members of the Ohio DAS Cooperative Purchasing Program are requested to complete this Enrollment Form with accurate information, so that we can quickly communicate important information and program developments to you. Return this completed form with your Resolution, payment for the appropriate membership fee, and check the appropriate political subdivision box on the program enrollment form on page 1. (Please type or print clearly.)

Name of Political Subdivision: City of Reynoldsburg

Contact Person: Stephen Cicak Title: Auditor

Street Address: 7232 Main St P.O. Box _____

City/Village/Township: Reynoldsburg County: Franklin Zip Code: 43068

Phone: 614-322-6801 Fax: 614-6857 Email: scicak@ci.reynoldsburg.oh.us

Please return to:
DAS Office of Finance
c/o Cooperative Purchasing Program
Ohio Department of Administrative Services
L-3686
Columbus, OH 43260-3686

Please make checks payable to:
Treasurer, State of Ohio

Service, Support, Solutions for Ohio Government



Office of
Procurement Services
Cooperative Purchasing Program

PROGRAM ENROLLMENT FORM

Dear Potential Ohio DAS Cooperative Purchasing Member and/or Renewal Participant;

Thank you for your interest in the Ohio Department of Administrative Services (DAS) Cooperative Purchasing Program. Please check one (1) of the following Political Divisions to determine your eligibility in the program. For political subdivision reference, please review Ohio Revised Code (ORC) 125.04.

- | | |
|--|---|
| ☐ Airport Authority | ☐ Private Fire Company |
| ☐ Chartered Non-Public School | ☐ Public Fire District |
| ☒ City | ☐ Public Library District |
| ☐ Community School | ☐ School District |
| ☐ Conservancy District | ☐ State Institution of Higher Education |
| ☐ County | ☐ Township |
| ☐ County or City Hospital per <u>ORC 339.01</u> | ☐ Transit Authority |
| ☐ Education Service Center | ☐ Village |
| ☐ Metropolitan Housing Authority | ☐ Regional Water and Sewer District |
| ☐ Park District | ☐ Other political subdivision as described |
| ☐ Port Authority | in the Revised Code: |
| ☐ Private EMS District | (name) _____ |

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Very Sincerely,

Tonya Prickett, CPPO
Procurement Manager

Service, Support, Solutions for Ohio Government



Office of
Procurement Services
Cooperative Purchasing Program

PROGRAM ENROLLMENT FORM

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Name of Political Subdivision: City of Reynoldsburg

Contact Person: Stephen Cicak Title: Auditor

Street Address: 7232 Main St P.O. Box _____

City/Village/Township: Reynoldsburg County: Franklin Zip Code: 43068

Phone: 614-322-6801 Fax: 614-6857 Email: scicak@ci.reynoldsburg.oh.us

Please return to:
DAS Office of Finance
c/o Cooperative Purchasing Program
Ohio Department of Administrative Services
L-3686
Columbus, OH 43260-3686

Please make checks payable to:
Treasurer, State of Ohio

Service, Support, Solutions for Ohio Government

Service Department**Bill Sampson****7232 E. Main Street****Reynoldsburg OH 43068****614-322-6884 Phone****ORDINANCE REQUEST****DATE: January 14, 2019****TO: Public Service and Transportation Committee**

RE: ORDINANCE AUTHORIZING MAYOR TO ENTER INTO CONTRACT WITH EMH&T FOR THE ENGINEERING, PLANS, AND PREPARE BID DOCUMENTS FOR THE 2019 STREET PROGRAM, APPROPRIATING FUNDS THEREFORE, AND DECLARING AN EMERGENCY.

Approval:

Completed Brad McCloud	Completed Jed Hood	Completed Stephen Cicak
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Emergency/Suspension: Emergency

Reason For Emergency: Financial needs of the City's government

Statement of necessity: WOULD LIKE PASSAGE AFTER THE SECOND READING. THIS WILL ALLOW ENGINEERING TO BE DONE AND GO OUT TO BID AT THE SAME TIME AS THE MAIN STREET/TAYLOR ROAD TURN LANE AND PALMER ROAD PROJECTS.

EMH&T will provide survey, engineering design and assistance with bidding for the 2019 Street Maintenance Program. The proposal and estimated probable construction cost is attached.

Requesting \$53,851.00 from unappropriated Capital Improvements Fund (410) and appropriated to

is 410.000.0167.5651 Street Resurfacing.

December 13, 2018

Mr. William J. Sampson
Director of Public Service
City of Reynoldsburg
7232 East Main Street
Reynoldsburg, OH 43068

**Subject: 2019 Reynoldsburg Street Maintenance Program
Proposal for Engineering and Bidding Services**

Dear Mr. Sampson:

EMH&T is pleased to submit our proposal for engineering and bidding services for the City's upcoming Street Maintenance Program. The 2019 Street Maintenance Program will include detailed evaluation, cost estimates, program exhibits, specifications, and bidding services for the street segments that have been identified by the City.

Based on our previous discussions with the Service Department Staff, we anticipate including the following items in the 2019 Program:

- Resurfacing and Curb Replacement Projects – Base Bid: Kingsley Drive, Rocky Den Road, Birchview Road, Elmbrook Lane, Oak Valley Road, Leighton Drive, and Briarcliff Drive
- Resurfacing and Curb Replacement Projects – Additional Bids: Pinion Place, Brent Court, Feather Court, Lauretta Court, Anne Court, and Lancaster Avenue (Main to Broad Alley)
- JFK Park Asphalt Trail Resurfacing
- Signal Modification Design for the Intersection of East Main Street and Jackson Street

The anticipated total cost for the base improvements is \$1,515,000 and the total anticipated cost with the additional (optional) bid items is \$1,825,000.

SCOPE OF SERVICES

The Scope of Services for this improvement will be broken up into the following two parts:

1. Street Resurfacing Program
 - a. Conduct kick-off and progress meetings with the City throughout the design phase.
 - b. Gather necessary field data and measurements to create an estimate of quantities and cost estimate for each street.
 - c. Assess the curb ramps on candidate streets for ADA compliance and evaluate the costs associated with curb ramp replacement.
 - d. Perform pavement cores on candidate streets to assess their current thickness and condition (subconsultant service, DHDC, Inc.).
 - e. Prepare engineering quantity and cost estimates for the City's review and approval.
 - f. Develop street program exhibits for bidding purposes.
 - g. Prepare detailed construction specifications.

2. Park Improvements

- a. Conduct field assessments on the asphalt leisure path in JFK Park to include evaluation of surface cracking, full depth repair areas, tree root damage, etc.
- b. Prepare preliminary cost estimates and exhibits for the proposed trail rehabilitation project.
- c. Submit preliminary exhibits, resurfacing plan, and cost estimate to the City for review and feedback.
- d. Prepare final exhibits and bid specifications and incorporate City feedback into final design.

3. Traffic Signal Modification

- a. Detailed design services for the modification of the existing signal at E. Main St. and Jackson St. to include a left hand turn phase from
- b. Design modifications to existing traffic control cabinet to accommodate the additional left-turn signal.
- c. Prepare a plan showing the location of the left-turn signal head on the existing span wire, with wiring details.
- d. Prepare signal timing modification to incorporate the left turn signal phase.
- e. Prepare traffic control plans for the intersection modification.

4. Bidding Services

- a. Prepare 15 sets of bidding documents and publish the notice to contractors
- b. Respond to any requests for information from bidders during the bidding process
- c. Attend bid opening
- d. Prepare bid tab, award recommendation and conformed copies of the contract documents

EXCLUSIONS:

1. Topographic survey. The street program will be characterized and bid using GIS exhibits with an aerial photo background.
2. Subsurface evaluations besides the pavement thickness cores.
3. Construction phase services. A follow-on proposal for construction administration and on-site representation will be prepared and submitted to the City following bidding.

SCHEDULE

We are prepared to begin work identified in this proposal immediately upon receipt of Authorization to Proceed from the City of Reynoldsburg. Assuming authorization is granted in January of 2019, we anticipate that the project can be bid in April or May of 2019.

FEE

These services will be provided as per the conditions of our Professional Services Agreement and the associated Time Rates for the City. Fees for the work described within the Scope of Services shall not exceed the amount shown in the Fee Summary table, below, without prior authorization from the City. Invoices will be submitted monthly and based on the progress of the work and are payable upon receipt.

EMH&T SERVICES FEE SUMMARY

Description of Service/Task	Fee
Part 1 (Engineering Services)	
1. Resurfacing Program	\$36,788.00
2. Park Improvements	\$8,648.00
3. Traffic Signal Modification	\$4,500.00
4. Bidding Services	\$3,915.00
PROJECT TOTAL FEE	\$53,851.00

If this description and estimated fee meet with your approval, please authorize with your signature below.
If you should have any questions regarding this proposal, please do not hesitate to contact me at (614) 775-4555.

Respectfully submitted,



Ryan M. Andrews, PE

cc: Keith Kundtz, Street Superintendent

Acceptance and Authorization to Proceed:

Authorized Signature/Date

PO Number/Date

Print Name

Attachment: Proposal-2019 Street Maintenance Program 12.13.18 (2019 Street Program)

City Council**Kristin Bryant****7232 E. Main Street****Reynoldsburg OH 43068****614-893-2299 Phone****ORDINANCE REQUEST**

DATE: **January 14, 2019****TO:** **Public Service and Transportation Committee****RE:** Ordinance of the Reynoldsburg City Council
to Provide for the Registration of Residential Rental Housing Located
Within the Boundaries of the City of Reynoldsburg

Approval:

Completed Brad McCloud	Completed Jed Hood	Stephen Cicak
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See Attached Documentation

**AN ORDINANCE OF THE REYNOLDSBURG CITY COUNCIL
TO PROVIDE FOR THE REGISTRATION OF RESIDENTIAL RENTAL HOUSING
LOCATED WITHIN THE BOUNDARIES OF THE CITY OF REYNOLDSBURG**

WHEREAS, the City of Reynoldsburg (“City”) is a community in the State of Ohio which is facing the challenges of providing safe, available and affordable housing for current and future residents; and

WHEREAS, the growth of the City has increased the pressure on neighborhoods and housing in the City; and

WHEREAS, the Reynoldsburg City Council recognizes the need for an organized residential rental registration program for program for residential rental units within the City to provide an efficient system of code enforcement for the welfare of all residents of the City; and

WHEREAS, the Reynoldsburg City Council desires that all residential rental units within the City be registered with the Department of Development; and

WHEREAS, the Reynoldsburg City Council authorizes the Department of Development to develop a rental registration application and administrative procedures and policies for the purpose of registering appropriate buildings with residential rental units; and

WHEREAS, it is the desire of the Reynoldsburg City Council to adopt enforcement measures and penalties to encourage compliance with this ordinance for the health, safety and welfare of the all residents of the City of Reynoldsburg; and

WHEREAS, the Reynoldsburg City Code contains a Property Maintenance Code in Chapter 1711 to protect the health and safety of all residents, to promote the public welfare, and to place standards of maintenance upon property owners that protects the beauty and health of our City.

NOW, THEREFORE, BE IT ORDAINED BY THE REYNOLDSBURG CITY COUNCIL THAT CHAPTER 1721 OF THE REYNOLDSBURG CODE OF ORDINANCE SHALL BE CREATED TO REQUIRE REGISTRATION OF RESIDENTIAL RENTAL HOUSING AS FOLLOWS:

CHAPTER 1721 – RENTAL PROPERTY REGISTRATION

1721.01	Purpose
1721.02	Definitions
1721.03	Registration required
1721.04	Designated agent; Notice and Service of process
1721.05	Exempt rental dwelling units
1721.06	Registration application form
1721.07	Registration term and renewal
1721.08	Fees
1721.09	Inspections
1721.10	Maintenance standards
1721.11	Responsibility of designated agent
1721.12	Refused access to the property
1721.13	Retaliatory Eviction Prohibited
1721.14	Notice of Violations
1721.15	Appeals
1721.16	Failure to Remediate
1721.17	Disclaimer of liability
1721.18	Saving clause
1721.19	Validity
1721.99	Penalties

§1721.01 Purpose.

It is the purpose of this chapter to protect the public health, safety and welfare of the residents of Reynoldsburg by establishing minimum standards governing the maintenance, appearance, and condition of all rental housing properties, to impose certain responsibilities and duties upon owners and operators; to authorize and establish procedures for the inspection of rental housing properties; to provide for the issuance of rental certification; to establish a fee schedule for inspection; to authorize the vacation or condemnation of dwelling structures that are unsafe or unfit for human habitation; and to fix penalties for violations of this chapter. Rental housing with code violations are a risk to new development, housing stock, property values, public health, safety, and welfare in the City of Reynoldsburg. This chapter is hereby declared to be remedial

and essential for the public interest, and it is intended that this chapter be liberally construed to effectuate the purposes as stated herein.

§1721.02 Definitions.

As used in this chapter, the words and terms below shall have the following meanings respectively prescribed to them in this chapter:

- A. “Appeal” means a written notice to be filed with the City Board of Zoning and Building Appeals challenging a Notice of Violation. Such appeal must be filed within 14 days of the date of the Notice of Violation.
- B. “City” means the City of Reynoldsburg.
- C. “Designated City Official” means the Director of Development and/or designee of the Director of Development.
- D. “Designated agent” means a business entity located in or an individual person eighteen (18) years or older residing in the State of Ohio with an address other than a post office box and named by an owner as a secondary point of contact regarding the use or condition of land and the occupancy and physical condition of structures on a platted lot or parcel of land.
- E. “Dwelling” means any building or portion of a building that contains one or more residential dwelling units used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that is occupied for residential purposes.
- F. “Dwelling unit” means a space within a dwelling that provides complete, independent living facilities for one or more persons, which includes permanent provisions for sleeping, eating, cooking and sanitation. A “dwelling” may consist of one or more “dwelling units.”
- G. “Lease” means the written or oral agreement that sets forth any and all conditions concerning the use and occupancy of rental units.
- H. “Notice of Violation” means a notice issued by the Designated City Official, or the Code Enforcement Officer to the owner of real property or to their designated agent that there has been a violation of a provision of this chapter or any other applicable section of the *Reynoldsburg City Code*, ordinance, rule or regulation concerning the occupancy or condition of a premises that is leased or for lease, vacant or occupied.
- I. “Premises” means a real property parcel of land and the structures on that parcel containing at least one (1) residential dwelling unit or one (1) commercial or industrial business space, including lots in manufactured home parks or platted lots or parcels outside a manufactured home park where a mobile home, manufactured home or industrialized unit may be located.

- J. "Owner" means any person who, alone or jointly or severally with others, shall have the legal or equitable title to a property, and shall include executors, administrators, trustees or guardians of the estate of the owner, and any purchaser or assignee under a certificate of sale pursuant to a mortgage foreclosure. The term "owner" shall also include partnerships and other unincorporated associations. Any individual owner, regardless of whether he or she shares ownership responsibility with any other person, any general partner of a partnership, and any officer of a corporation or unincorporated association, shall have direct and personal responsibility and liability for compliance with the provisions of this chapter.
- K. "Person" means an individual, corporation, limited liability company, limited partnership, business trust, estate, trust partnership or association, two or more persons having a joint interest or any other legal or community entity.
- L. "Property manager" means a person other than the owner that has managing control of a rental unit.
- M. "Rent" means the offering, holding out or actual leasing of rental property to an occupant other than the owner and generally involves the payment of a rental amount although other forms of consideration may be involved or no consideration at all may be involved.
- N. "Rental Dwelling Unit" means any dwelling unit rented or leased by a person or persons other than the owner for residential purposes. Rental dwelling units may also be known as a rental dwelling, rental unit, dwelling unit, or housekeeping unit and may be a mobile home, manufactured home, or industrialized unit.
- O. "Tenant" means any person who rents or leases a dwelling unit with the consent of the owner. "Tenant" does not include any person who rents or leases space within a dwelling unit from an owner who occupies or shares the dwelling unit with that person.
- P. "Rental Inspector" means a person hired by the Designated City Official, who is qualified to conduct exterior and interior inspections of rental properties within the City.

§1721.03 Registration required.

- A. All rental dwelling units within the City of Reynoldsburg owned for rental purposes or occupied by a party other than the owner for a period of more than six months during any single calendar year, shall be registered with the City. No owner of a rental dwelling unit shall lease, rent, or cause said rental unit to be occupied until first registering with the Designated City Official for that specific dwelling unit.
- B. Any owner of a rental dwelling unit that is occupied as of the Effective Date of this Chapter shall, within 90 days of the Effective Date, register each occupied rental dwelling unit with the City.

- C. Any owner of a rental dwelling unit who fails to register with the City in accordance with this section shall be subject to the penalties set forth in Section 1721.99.

§1721.04 Designated agent; Notice and Service of process.

- A. Every owner of a rental dwelling unit shall designate an agent who resides within sixty (60) miles of any registered rental unit who shall be responsible for operation of the unit and who may accept service of process and official notices on behalf of the owner. An official notice or service of process issued to a designated agent shall be deemed as served or delivered upon the owner of record. Each owner or designated agent shall maintain a list of the name and number of tenants in each rental unit and advise the tenants of all known applicable City regulations regarding occupancy and premises conditions. Failure to maintain a property or to maintain any requirements regarding registration shall be grounds for revocation of an existing certificate or denial of issuance of a renewal certificate of registration.
- B. Any and all notices required under this Chapter shall be served by the Designated City Official upon an owner or agent by personal service or certified mail with a returned receipt as evidence of service.

§1721.05 Exempt rental dwelling units.

The following dwelling units are exempt from the requirements of this Chapter:

- A. Owner-occupied single-family homes;
- B. Owner-occupied multi-family dwellings if the total number of occupants is equal to or less than ten (10) persons;
- C. Hotels and motels without continuous occupancy by the same tenant for more than thirty (30) days;
- D. Bed and breakfast inns without continuous occupancy by the same tenant for more than thirty (30) days.
- E. Any single-family home without continuous occupancy by the same tenant for more than thirty (30) days.
- F. Nursing homes or residential care facilities as defined by Ohio Revised Code 3721.01.

§1721.06 Registration application form.

- A. Application for registration of rental dwelling units shall be on forms provided by the Designated City Official and shall include, at a minimum, the following:

- (1) Name, address, telephone, and e-mail address, if applicable, of an individual owner, sole proprietor or a corporate officer or business representative of a corporation, trust or other entity capable of holding title; and
 - (2) Name, address, telephone number, and e-mail address, if applicable, of a company or designated agent of an owner; and
 - (3) Parcel identification number and date of building construction; and
 - (4) Address of each rental dwelling unit; and
 - (5) Number of detached structures on the lot or parcel and number of units per structure; and
 - (6) Number of parking spaces on the lot or parcel used for dwelling purposes.
- B. No post office boxes shall be accepted as a legal address for purposes of this chapter.
 - C. Registrations shall be retained by the City as a public record.
 - D. Every person required to register a rental dwelling unit shall complete a new application upon amendment or change of any required information.
 - E. Upon sale or transfer of the premises, the new owner or any residential dwelling unit submit a new rental registration form within thirty (30) days of sale or transfer.
 - F. Upon construction of a building that contains one or more rental dwelling units or conversion of existing building space not previously used for residential purposes, an owner shall complete and submit a rental registration form for each residential dwelling unit.

§1721.07 Registration term and renewal.

Registration shall be made within ninety (90) days of the enactment of this Chapter. The term of the registration shall be valid so long as all of the original information and all annual fees established by this Chapter are current. Sale or transfer of property shall cause the registration to expire and be no longer valid. Any new owner shall make new application for registration for each dwelling unit prior to closing so as to maintain a continuous record of ownership in case of damage, vandalism, premise condition or other requirement necessitating public notification to the owner, but in no case more than thirty (30) days after sale or transfer.

§1721.08 Fees.

- A. The following application and registration fees shall be remitted to the City:

(1) Single-family or two-family rental dwelling unit – seventy-five dollars (\$75.00) for each dwelling unit.

(2) Multi-family rental dwelling unit – seventy-five dollars (\$75.00) for each of the first four dwelling units in one building structure and (\$50.00) for each additional dwelling unit in that building structure.

- B. The fees shall be submitted to the Designated City Official by the date established by the City for each rental dwelling unit and renewed each year. Any original or renewal rental registration submitted more than ten (10 days) after the due date shall be assessed a late fee of an additional twenty-five dollars (\$25.00) per unit.
- C. A re-inspection fee of twenty-five dollars (\$25.00) per unit shall be assessed for any additional inspections needed on a per unit basis if violations are not corrected within the amount of time given by the Designated City Official.
- D. Fees assessed and collected in accordance with this Section shall be maintained as a separate line item and will be dedicated solely to reimbursing the costs actually incurred by the City related to the enforcement of this Chapter. Any excess funds not used for the enforcement of this Chapter may revert to the general fund of the City with the authorization of City Council by majority vote.

§1721.09 Inspections.

- A. The Designated City Official shall designate at least one (1) Rental Inspector to conduct inspections of rental dwellings units and premises registered under this Chapter in order to enforce existing or future ordinances related to clean, safe and sanitary premise conditions, including the Property Maintenance Code establish by Chapter 1711. The salary of the Rental Inspector(s) shall be paid through the fees collected through the registrations outlined in §1721.08.
- B. Inspections shall be conducted on the premises upon presentation of proper credentials. Nothing in this Chapter shall be construed to require an occupant, operator, or owner to consent to a warrantless inspection of an occupied rental dwelling unit unless otherwise permitted by law.
- C. Any exterior or interior common area, which is open to the public, of any building containing more than one residential dwelling unit may be inspected at any time.
- D. Interior inspections of residential dwelling units may be performed at the request or consent of an owner, occupant, or agent of an owner of a rental dwelling unit.
- E. If the owner, occupant, or agent thereof does not consent to the proposed inspection, the Designated City Official may appear before any judge in a court of competent jurisdiction and seek an administrative search warrant to allow an inspection. Any such application shall be made within ten (10) calendar days after the non-consent. The

application for the warrant shall specify the basis upon which the warrant is being sought and shall include a statement that the inspection will be limited to a determination whether there are violations of the code provisions identified in this section. The court may consider any of the following factors along with such other matters as it deems pertinent in its decision as to whether a warrant shall be issued:

1. Eyewitness account of violation;
2. Citizen complaints;
3. Tenant complaints;
4. Plain view violations;
5. Violations apparent from city records;
6. Property deterioration;
7. Age of property;
8. Nature of alleged violation;
9. Condition of similar properties in the area;
10. Documented violations on similar properties in the area;
11. Passage of time since last inspection;
12. Previous violations on the property.

- F. If a warrant is issued, no owner, occupant, or agent thereof shall fail or neglect, upon presentation of a warrant, to properly permit entry therein by the code official or his/her duly authorized designee for the purpose of conducting a rental inspection and examination pursuant to this section and consistent with the terms of the warrant. If the court declines to issue a warrant, or if no warrant is sought, the rental inspection shall be limited to such areas as are in plain view.
- G. Interior inspections of residential dwelling units shall be requested by the Designated City Official as follows:
1. Upon the completion of the construction of any new building containing one or more residential dwelling units; or
 2. Upon the vacancy of any residential dwelling unit at the expiration of a lease period, by eviction, or by abandonment of the unit by a tenant(s) and before the unit may be occupied by a new tenant(s) if the residential dwelling unit has not been inspected for more than one (1) year. The owner of a residential dwelling unit shall notify the Designated City Official upon any vacancy subject to inspection under this section; or
 3. If a dwelling has not been inspected for more than two (2) years, the Designated City Official shall send a letter to the occupant(s) advising said occupant(s) of their right to have an inspection with instructions on how to make that request to the Designated City Official; or
- H. No criminal penalty, or any penalty or fine under this Chapter shall attach, nor shall any solely by reason of the owner's, occupant's or agent's refusal to consent to a full inspection.

§1721.10 Maintenance Standards.

Every owner, agent or person in charge of a rental dwelling unit shall be responsible for the maintenance thereof in good repair and safe condition in compliance with the requirements of this Chapter and the requirements established the Property Maintenance Code contained in Chapter 1711. The owner shall also be responsible for maintaining in a safe and sanitary condition the shared or common areas of the premises. In addition to any requirements specified within this section of the codified ordinances, all applicable regulations provided for within the Codified Ordinances of the City of Reynoldsburg shall apply and shall be subject to enforcement.

§1721.11 Responsibility of designated agent.

Designation of an agent by an owner shall cause the agent to be an additional responsible party for purposes of this chapter and other chapters that may apply regarding the operation of the premises. All official notices of the City may be issued to the designated agent as well as the owner and in such case as a notice is served upon a designated agent such notice issued shall be deemed as having been served upon the owner of record.

§1721.12 Refused access to the property.

- A. Where the Designated City Official or his or her agent is refused access or is otherwise impeded or prevented by the owner, operator, or agent from conducting an inspection in accordance with Section 1721.09, such person shall be in violation of this chapter and subject to the penalties hereunder.
- B. In addition to the provisions of division A of this section, the Designated City Official may, upon affidavit, apply to the County Municipal Court in which the premises are located for a search warrant, setting forth the factual basis for probable cause for believing that a nuisance or violation of this chapter exists on the premises. If the Court is satisfied as to the matter permitting access to and inspection of that part of the premises on which the nuisance or violation exists, a warrant for access may be issued by the Court. Nothing in this Chapter shall be construed to require an operator or owner to consent to a warrantless inspection of an occupied rental dwelling unit.

§1721.13 Retaliatory Eviction Prohibited

It shall be a violation of this Chapter if a court of competent jurisdiction determines that any owner of a rental dwelling unit or his or her agent brought or threatened to bring an action for possession of a rental unit for the purpose of retaliating against a tenant for requesting the assistance of the Designated City Official with an alleged violation of this Chapter or the Property Maintenance Code set forth in Chapter 1711.

§1721.14 Notice of Violations

- A. The Designated City of Official, or his or designee, shall have the power to enforce all provisions of this Chapter.
- B. The Designated City Official, or his or her designee, shall have the responsibility to issue to the owner of a rental dwelling unit or designated agent of an owner of a rental dwelling unit a Notice of Violation of any part of this Chapter, the Property Maintenance Code provided in Chapter 1711, or any other applicable section of the City ordinances.
- C. The Notice of Violation shall include the applicable code section the owner is alleged to have violated, a brief statement of the factual basis for the alleged violation, and instructions to the owner of the right to appeal under Section 1721.15.

§1721.15 Appeals.

The Board of Zoning and Building Appeals (the “Board”) shall have jurisdiction to hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Designated City Official in the enforcement or administration of this chapter.

Any person affected by any Notice of Violation which has been issued in connection with the enforcement of any of the provisions of this chapter may request and shall be granted a hearing on the matter by filing an appeal.

The person shall file, in the office of City Council, an appeal with a written request for the hearing and shall set forth the name, address, and phone number of the appellant and a brief statement of the grounds for the hearing and appeal from any Notice of Violation of this chapter. Requests shall be filed within 14 days of the date of the Notice of Violation. On receipt of the appeal, the Clerk of Council shall set a time and place for a hearing before the Board. The hearing shall be held within a reasonable time after a request has been filed. At the hearing, the appellant shall be given an opportunity to be heard and to show cause why the notice and order should be modified or dismissed, or why a variance should be granted. The failure of the appellant or his representative to appear and present his position at the hearing shall be grounds for dismissal of the request.

Any party entitled to appeal a decision of the Board may appeal to a court of competent jurisdiction.

§1721.16 Failure to Remediate

- A. If, after expiration of the time to file an appeal of a Notice of Violation or upon the affirmance by the Board and exhaustion of further appeals, the owner fails to remediate

the violation, the Designated City Official shall have the power to issue a criminal or civil citation to the owner.

- B. Any citation issued under Section (A) shall be filed in the Reynoldsburg Mayor's Court, in the Franklin County Municipal Court, Environmental Division, or in the appropriate county municipal court which shall have jurisdiction over the address where the violation occurred.

§1721.17 Disclaimer of liability.

A certificate of registration is not a warranty or guarantee that there are no defects in a rental dwelling unit and the City shall not be held liable to any person for the condition of the property.

§1721.18 Saving clause.

All proceedings pending and all rights and liabilities existing and acquired or incurred at the effective date of this chapter are saved and may be consummated according to the law in force when they were commenced.

§1721.19 Validity.

Should any section, clause, or paragraph of this chapter be declared invalid by a court of competent jurisdiction, the same shall not affect the validity of the chapter as a whole or any part thereof other than the part declared invalid.

§1721.99 Penalties.

- A. Whoever violates or fails to comply with any of the provisions of this Chapter is guilty of an unclassified misdemeanor that shall be punishable by up to one-thousand dollars (\$1000.00) in fines. Each separate violation shall constitute a separate offense, and a separate offense shall be deemed committed for each day during or on which a violation or non-compliance occurs or continues.
- B. The penalty provisions of this Chapter shall supersede the penalty provisions provided in Section 1711.99 of the Reynoldsburg Code of Ordinances solely as it relates to owners of rental dwelling units subject to this Chapter.
- C. The imposition of any penalty shall not preclude the City from instituting any appropriate action or proceeding in a court of proper jurisdiction to prevent an unlawful repair or maintenance; to restrain, correct or abate a violation; to prevent the occupancy of a dwelling, building, structure or premises; or to require compliance with the provisions of

this chapter of other applicable laws, ordinances, rules or regulations or with the orders or determination of the Designated City Official.