

May 1, 2025

SERVICE COMMITTEE

May 5, 2025

Council Chambers

Following Finance Committee

Committee and Council Meetings can be viewed by accessing YouTube

AGENDA

1. Consider **Resolution No. 25-34** A RESOLUTION AUTHORIZING AND DIRECTING THE DIRECTOR OF PUBLIC SERVICE TO NEGOTIATE AND ENTER INTO CONTRACT WITH LAYTON INC., FOR OFF-SITE ROAD IMPROVEMENTS (ROADWAY WIDENING OF WEST MAIN STREET FROM COFFMAN ROAD TO WEST OF BUILDERS DRIVE) AS A RESULT OF THE PROPOSED TRAILHEAD VISTA APARTMENT DEVELOPMENT AND WAIVING COMPETITIVE BIDDING AND DECLARING AN EMERGENCY
2. Consider **Ordinance No. 25-17** AN ORDINANCE CHANGING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY, GENERALLY DESCRIBED AS 170 OBANNON AVENUE, CITY OF NEWARK, LICKING COUNTY, OHIO, PARCEL TAX ID #054-198390-00.000 AND PARCEL TAX ID#054-198396-00.000 FROM THAT OF LC LIMITED COMMERCIAL ZONING DISTRICT TO LI LIMITED INDUSTRIAL ZONING DISTRICT, ZONING CODE OF THE CITY OF NEWARK, OHIO.
3. Consider **Resolution No. 25-35** A RESOLUTION AUTHORIZING AND DIRECTING THE DIRECTOR OF PUBLIC SERVICE OF THE CITY OF NEWARK, OHIO TO NEGOTIATE AND ENTER INTO CONTRACT, SUBJECT TO THE APPROPRIATION OF FUNDS, FOR PROFESSIONAL SERVICES TO REPLACE THE UTILITY BILLING SYSTEM FOR THE WATER DIVISION. PURSUANT TO ARTICLE 10.02 (D) OF THE CHARTER OF THE CITY OF NEWARK, THIS CONTRACT FOR PROFESSIONAL SERVICES DOES NOT REQUIRE COMPETITIVE BIDDING.
4. Other items at the discretion of the Chair

BY: _____

A RESOLUTION AUTHORIZING AND DIRECTING THE DIRECTOR OF PUBLIC SERVICE TO NEGOTIATE AND ENTER INTO CONTRACT WITH LAYTON INC., FOR OFF-SITE ROAD IMPROVEMENTS (ROADWAY WIDENING OF WEST MAIN STREET FROM COFFMAN ROAD TO WEST OF BUILDERS DRIVE) AS A RESULT OF THE PROPOSED TRAILHEAD VISTA APARTMENT DEVELOPMENT AND WAIVING COMPETITIVE BIDDING AND DECLARING AN EMERGENCY

WHEREAS, as a result of the proposed Trailhead Vista Apartment development, the City required Vista Residential Partners, LLC (“developer”) to construct roadway improvements including a turn lane into the development, to accommodate the increased traffic at that location; and,

WHEREAS, for many years, the City has planned for improvements to West Main Street, from Coffman Road to Thornwood Drive, to promote better traffic flow to the Thornwood Drive corridor as it develops; and,

WHEREAS, the roadway work will improve an existing sight distance issue on West Main Street west of Builders Drive; and,

WHEREAS, the opportunity to advance these improvements in this area, in conjunction with the developer’s requirements, have resulted in a Development Management Agreement; and,

WHEREAS, it is estimated that the planned developer’s work would be 50% of the entire project, while the remaining 50% would be the City’s responsibility; and,

WHEREAS, the developer’s contractor, Layton Inc., is currently working on the apartment site adjacent to this portion of roadway, and is planning to construct the required development roadway improvements; and,

WHEREAS, for workflow and consistency purposes it makes sense to engage Layton Inc. to build the City’s desired improvements at the same time, rather than looking for outside bidders; and,

WHEREAS, by constructing the roadway improvements now, the City will not have to revisit roadway improvements in this specific area in the near future, and can work west toward Thornwood Drive; and,

WHEREAS, the City has other projects in the area that will benefit from coordinated construction scheduling with one contractor in this specific project area, in

order to keep main routes and detour routes from being under construction at the same time; and,

WHEREAS, based upon the benefits incurred from coordinated construction scheduling with one contractor on the project, it is in the best interest of the City to directly enter into contract with Layton Inc., without competitive bidding, for Off-Site Road Improvements as a result of the proposed Trailhead Vista Apartment development; and,

WHEREAS, an emergency exists in that to preserve the public peace, health, safety, or welfare, of the residents of the City of Newark, the Director of Public service must be authorized to negotiate and enter directly into contract with Layton Inc. and that competitive bidding be waived to minimize the delay of the project, to promote better traffic flow, and to reduce the impact to traffic flow during construction in the project area.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE
CITY OF NEWARK, COUNTY OF LICKING AND STATE OF OHIO,
THAT:**

Section 1: The Director of Public Service is hereby authorized to negotiate and enter directly into contract with Layton Inc., for Off-Site Road Improvements as a result of the proposed Trailhead Vista Apartment development, subject to the appropriation of funds.

Section 2: It is in the best interest of the City and its residents that competitive bidding not be required in this matter and the same is hereby waived pursuant to Article 10.02 of the Charter of the City of Newark, Ohio.

Section 3: This Resolution shall become immediate upon approval as an emergency for the reasons as stated herein pursuant to Article 4.07 of the Charter of the City of Newark, Ohio.

Passed this _____ day of _____, 2025

President of Council

Attest: _____
Clerk of Council

Date Filed with Mayor: _____

Date Approved by Mayor: _____

Mayor

Form Approved: _____
Director of Law

ORDINANCE NO. 25-17

BY: _____

AN ORDINANCE CHANGING THE ZONING CLASSIFICATION OF CERTAIN REAL PROPERTY, GENERALLY DESCRIBED AS 170 OBANNON AVENUE, CITY OF NEWARK, LICKING COUNTY, OHIO, PARCEL TAX ID #054-198390-00.000 AND PARCEL TAX ID#054-198396-00.000, FROM THAT OF LC LIMITED COMMERCIAL ZONING DISTRICT TO LI LIMITED INDUSTRIAL ZONING DISTRICT, ZONING CODE OF THE CITY OF NEWARK, OHIO.

WHEREAS, an application for zoning classification has been filed with Council; and

WHEREAS, pursuant to Article 4.12 of the Charter of the City of Newark, Ohio, this ordinance shall be referred to the Planning Commission immediately after its first reading; and

WHEREAS, the Planning Commission shall hold a public hearing upon such application and the Clerk of Council shall cause notice of such hearing to be publicized one time at least seven (7) days prior to the date of such public hearing; and

WHEREAS, upon the return of the ordinance to Council by the Planning Commission, council shall cause a second reading to be made of this ordinance and shall take such action as is appropriate pursuant to Article 4.12 of the Charter of the City of Newark, Ohio.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING, AND STATE OF OHIO, THAT:

Section 1: The zoning map as established by Ordinance 08-33 (A) is hereby revised by changing the zoning classification for the following described property from LC LIMITED COMMERCIAL ZONING DISTRICT TO LI LIMITED INDUSTRIAL ZONING DISTRICT, ZONING CODE OF THE CITY OF NEWARK, OHIO.

SEE EXHIBIT "A" FOR LEGAL DESCRIPTION

Section 2: Pursuant to Article 4.12(C) of the Charter of the City of Newark, Ohio, a vote of at least six (6) members shall be necessary to adopt or defeat the ordinance in the event the Planning Commission has recommended approval or has made no recommendation. An affirmative vote of at least seven (7) Council members shall be necessary to adopt a zoning ordinance that the Planning Commission has recommended against approval.

Section 3: The Newark Planning Commission is hereby authorized and directed to make the change described herein on the aforementioned zoning map.

Section 4: This ordinance shall become effective at the earliest time permitted by Section 4.07 of the Charter of the City of Newark, Ohio.

Passed this _____ day of _____, 20____.

PRESIDENT OF COUNCIL

ATTEST: _____
Clerk of Council

DATE FILED WITH MAYOR: _____

DATE APPROVED BY MAYOR: _____

MAYOR

FORM APPROVED: 
Director of Law

DESCRIPTION APPROVED: _____
Brian Morehead, Engineer

Prepared by the Office of the Director of Law

DESCRIPTION APPROVED
WILLIAM C LOZIER
LICKING COUNTY ENGINEER
APPROVED BY
7-14-15 JW

TRANSFERRED
Date July 14, 2015
Michael L. Smith
Licking County Auditor
SEC. 319.202 COMPLIED WITH
MICHAEL L. SMITH, AUDITOR
BY: Kyle G. G. G.



02111201400000029100

Fiduciary Deed

201507140014633
Pgs: 1 \$28.00 T20150016431
07/14/2015 4:20PM BXMG8 BOX
Bryan A. Long
Licking County Recorder

Know all Men by these Presents

That Connie K. Westbrook, fka Connie K. Richard, Executor of the Estate of Donna M. Stack, Deceased, for valuable consideration received, grants with fiduciary covenants to Connie K. Westbrook, whose tax mailing address is 5670 Linnville Road SE, Newark, Ohio 43056, the following described real estate:

Situated in the County of Licking in the State of Ohio and in the City of Newark and bounded and described as follows:

Being Lot Numbers Four (4) and Five (5) in Bellevista Annex, to the City of Newark, Ohio, a subdivision of land in Licking County, Ohio, according to a Plat of the same recorded in Vol. 3, pages 277 and 278 of the Plat Records in the Recorder's Office, Licking County, Ohio.

SEE BELOW

Except for real estate taxes and special assessments, if any, which shall be prorated to the date of the delivery of the deed after which the Grantor assumes and agrees to pay.

Subject to all legal highways, all limitations of access to public roads or highways, leases and rights of way, zoning regulations, easements of record and restrictive covenants.

Property Address: 170 O'Bannon Avenue, Newark, Ohio 43055

Permanent Parcel Nos.: 054-198390-00.000 and 054-198396-00.000

Prior Reference: Volume 387, Page 971, Official Record, Licking County, Ohio

SEE ESTATE OF DONNA MAE STACK AKA DONNA M STACK 2006-0389, LICKING COUNTY PROBATE COURT

Executed this 7th day of October, 2014.

Connie K. Westbrook
Connie K. Westbrook, fka Connie K. Richard, Executor of the Estate of Donna Mae Stack, Deceased

STATE OF OHIO
COUNTY OF LICKING, ss:

Before me, a Notary Public, in and for said County and State, personally appeared the above named Connie K. Westbrook, fka Connie K. Richard, Executor of the Estate of Donna M. Stack, Deceased, personally known by me to be the person executing the foregoing instrument who acknowledged the signing of the same to be her free and voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal, at Newark, Licking County, Ohio, this 7th day of October, 2014.



James R. Cooper, Attorney At Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date
Sec. 147.03 R.C.

James R. Cooper
Notary Public

THIS INSTRUMENT PREPARED BY: MORROW, GORDON & BYRD, Ltd., Attorneys at Law, 33 West Main Street, P.O. Box 4190, Newark Ohio 43058-4190, (740) 345-9611

***ALSO ANY AND ALL RIGHT, TITLE AND INTEREST IN THE VACATED ALLEY PER ORDINANCE 47-101 LYING EAST OF THE CAPTION REAL ESTATE.



02111201403277005000



02111201403277004000

Discretionary
APPROVED
BY Donna M. Stack
Div. of Engineering
City of Newark, Ohio

BY: _____

A RESOLUTION AUTHORIZING AND DIRECTING THE DIRECTOR OF PUBLIC SERVICE OF THE CITY OF NEWARK, OHIO TO NEGOTIATE AND ENTER INTO CONTRACT, SUBJECT TO THE APPROPRIATION OF FUNDS, FOR PROFESSIONAL SERVICES TO REPLACE THE UTILITY BILLING SYSTEM FOR THE WATER DIVISION. PURSUANT TO ARTICLE 10.02 (D) OF THE CHARTER OF THE CITY OF NEWARK, THIS CONTRACT FOR PROFESSIONAL SERVICES DOES NOT REQUIRE COMPETITIVE BIDDING.

WHEREAS, the City of Newark operates a water, wastewater and storm utility that requires customer billing for services rendered; and,

WHEREAS, the City’s current Utility Billing System will no longer be supported in 2027 and needs replacement; and,

WHEREAS, due to the highly specialized and technical nature of the work needed, the Division of Water and Wastewater is requesting that the Service Director be authorized and directed to negotiate and enter into contract, subject to the appropriations of funds, with a firm to provide professional services to the City in order to implement the project; and,

WHEREAS, Section 10.02(D) of the City Charter explicitly exempts contracts for professional services from the competitive bidding process; and,

WHEREAS, the Service Committee of the Newark City Council met on the 5th day of May, 2025 and voted to forward this legislation to full Council for its further consideration.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NEWARK, COUNTY OF LICKING, AND STATE OF OHIO, THAT:

Section 1: The Director of Public Service is hereby authorized and directed to negotiate and enter into contract, subject to the appropriation of funds, for consultation services relative to the replacement of the Utility Billing System.

Section 2: This resolution shall become effective at the earliest time permitted in accordance with Article 4.07 of the Charter of the City of Newark, Ohio.

Passed this _____ day of _____ 2025.

PRESIDENT OF COUNCIL

ATTEST: _____
CLERK OF COUNCIL

DATE FILED WITH MAYOR: _____

DATE APPROVED BY MAYOR: _____

MAYOR

FORM APPROVED: _____
DIRECTOR OF LAW

Prepared by the Division of Water and Wastewater

❧DIVISION OF WATER & WASTEWATER❧

Brandon Fox
Water Administrator
740-670-7945

34 South 5th Street
P. O. Box 4100
Newark, Ohio 43058-4100

MEMORANDUM

TO: Jeff Rath, Chairman
Public Service Committee

FROM: Brandon Fox
Water Administrator

SUBJECT: Service Committee Agenda

DATE: May 30, 2025

COPIES: Mayor, Service Director, Clerk of Council, Dustin Neely, Bill Cost, Jr., Beth Bline and Bradley Chute, file

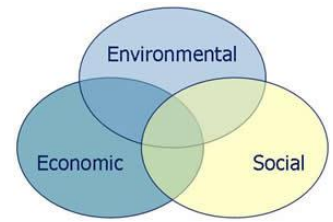
I would appreciate some time on the next Service Committee agenda to present the following resolution.

A RESOLUTION AUTHORIZING AND DIRECTING THE DIRECTOR OF PUBLIC SERVICE OF THE CITY OF NEWARK, OHIO TO NEGOTIATE AND ENTER INTO CONTRACT, SUBJECT TO THE APPROPRIATION OF FUNDS, FOR PROFESSIONAL SERVICES TO REPLACE THE UTILITY BILLING SYSTEM FOR THE WATER DIVISION. PURSUANT TO ARTICLE 10.02 (D) OF THE CHARTER OF THE CITY OF NEWARK, THIS CONTRACT FOR PROFESSIONAL SERVICES DOES NOT REQUIRE COMPETITIVE BIDDING.

Department of Public Service

Division of Water and Wastewater

Request for Legislation



Project Title: Utility Billing Software Replacement

A RESOLUTION AUTHORIZING AND DIRECTING THE DIRECTOR OF PUBLIC SERVICE OF THE CITY OF NEWARK, OHIO TO NEGOTIATE AND ENTER INTO CONTRACT, SUBJECT TO THE APPROPRIATION OF FUNDS, FOR PROFESSIONAL SERVICES TO REPLACE THE UTILITY BILLING SYSTEM FOR THE WATER DIVISION. PURSUANT TO ARTICLE 10.02 (D) OF THE CHARTER OF THE CITY OF NEWARK, THIS CONTRACT FOR PROFESSIONAL SERVICES DOES NOT REQUIRE COMPETITIVE BIDDING.

Background/Purpose:

The City of Newark, Water, Wastewater and Stormwater Utilities is in need of upgrading its Utility Billing System (UBS). The City's current billing system was originally purchased in 2006 and has been maintained since, however in 2027 Tyler Technologies will stop supporting the software. Additionally, the billing needs of the Division have outgrown the current system and improved options for staff and customer user interfaces are available, newer reports, and options for more efficient operations are available with newer softwares.

Scope of Work:

The Division of Water and Wastewater is requesting approval to submit Request for Proposals to evaluate and select a firm to provide professional services for the evaluation of our current UBS, implementation of a new UBS and training for staff during the implementation based on current and future needs of the Division.

Justification/Urgency:

The current UBS is almost 20 years old, is outdated, and will no longer be supported by Tyler Technologies in 2027. The Water, Sewer and Stormwater Utilities continue to evaluate current business practices and there is a need to improve our customer interface, improve the user interface for Customer Account staff, ensure the UBS is functional for the next 10-15 years, and improve internal efficiencies for staff.

Anticipated Costs and funding source:

The budgeted estimate for this project is \$200,000. Funding for this project would come from the water, sewer and stormwater budget in 2026.

Schedule or Term of Contract:

Request for Proposals will be posted in June, evaluation and selection of firm is expected in August and expected to have Contract in place by end of 3rd quarter 2025. Implementation of new UBS is expected to take 9-12 months and be completed by end of 2026.

Current Contract(s):

There is currently no open contract on this project.

Governance:

Legislation is need to enter into an services agreement.

Infrastructure Sustainability:

The current UBS is stable but long-term planning and replacement of the system is needed to ensure the systems are functional for current and future customers and plans are in place for continuous improvement.