

# CITY OF GROVEPORT REPORT TO MAYOR AND COUNCIL

**November 13, 2017**

## **ADMINISTRATION – *Marsha Hall***

### ***Legislation***

#### **2018 Appropriations (3<sup>rd</sup> Reading)**

We are available to answer any additional questions regarding the proposed Appropriations.

#### **Add Positions (1<sup>st</sup> Readings)**

As recommended in the 2018 Appropriations, we are requesting three ordinances. The first is to create the position of Part-time Human Resources Clerk as a Grade 5 which is the current grade for the full-time Clerk position. The second is to add the position of Building Maintenance Technician in the Department of Parks and Facilities Maintenance. The third is to delete the position of Part-time Property Maintenance Inspector and create the position of Property Maintenance Inspector/Code Compliance Officer. The position will be full-time and remain as a Grade 11.

#### **Entering into a Lease Agreement with Huntington Public Capital Corporation for Various Purchases (1<sup>st</sup> Reading)**

As recommended in the 2018 Appropriations, ordinances are being requested for the lease of the following capital purchases:

Two (2) Police Cruisers with Ancillary Equipment for the Police Department

61-inch Scag Mower for the Parks Department

Pick-Up Truck with Blade for the Parks Department

Two (2) Pick-Up Trucks for the Public Works Department

Range Picker for the Golf Department

Sidewinder Rough Mower for the Golf Department

#### **Authorizing the Purchase of Two (2) Police Cruisers with Ancillary Equipment by Bid or Through State Contract (1<sup>st</sup> Reading)**

As recommended in the 2018 Appropriations. This legislation is required due to cost of the equipment.

#### **Authorizing a Contract with Dynamix for the Rehabilitation of the Police Building HVAC System (1<sup>st</sup> Reading)**

As recommended by the 2018 Appropriations. This will waive competitive bidding since the system is part of the City's Energy Program, with Dynamix being a single source vendor.

#### **Authorizing a Contract with Dynamix for the Rehabilitation of the Municipal Building HVAC System (1<sup>st</sup> Reading)**

As recommended by the 2018 Appropriations. This will waive competitive bidding since the system is part of the City's Energy Program, with Dynamix being a single source vendor.

#### **Solicit Bids and Enter into a Contract for the 2018 Street Maintenance Program (1<sup>st</sup> Reading)**

As recommended by the 2018 Appropriations.

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Solicit Bids and Enter into a Contract for the Hanstein Addition Water Main Improvements (1<sup>st</sup> Reading)  
As recommended by the 2018 Appropriations.

Solicit Bids and Enter into a Contract for Miscellaneous Water Service Replacements (1<sup>st</sup> Reading)  
As recommended by the 2018 Appropriations. The CIP designated this on Front Street; however, upon further investigation the age of the larger water line is such that this work would not be beneficial. There are other city-wide replacements, such as College Street, that will be substituted for Front St. at this time. Service replacements for Front Street will be included in a future water line replacement project in our 2019 CIP.

Solicit Bids and Enter into a Contract for the Glendening Sanitary Sewer Rehabilitation Project (1<sup>st</sup> Reading)  
As recommended by the 2018 Appropriations.

Solicit Bids and Enter into a Contract for the Hendron Ditch and Pump Station Improvement Project (1<sup>st</sup> Reading)  
As recommended by the 2018 Appropriations.

The Establishment of the Golf Course Recovery Fund (1<sup>st</sup> Reading)  
As recommended in the 2018 Appropriations. 3% of golf course revenue will be set aside annually to be used in the event of a natural disaster when the disaster is not covered by the City's property or liability insurance. The fund will be capped at \$250,000.

The Establishment of the State Training/Police Fund (1<sup>st</sup> Reading)  
As recommended in the 2018 Appropriations. The fund will be funded from monies received from the State of Ohio to the Police Department to be used for police training and education only.

Solicit Proposals and Enter into a Contract for an Arborist (1<sup>st</sup> Reading)  
As recommended in the 2018 Appropriations. The Arborist will assist the Trees and Decorations Committee with technical advice on an as-needed basis.

Modification to 143.15 – Leave Donation Program (1<sup>st</sup> Reading)  
The current leave donation program indicates that earned time off can be used to donate to another employee as part of the leave donation program. This means both sick leave and earned vacation. The form used does not provide the employee with this option and most employees are under the understanding that it is only sick leave that can be donated. Donations of leave are recorded in the order of their submission. This means that a person's leave donation may not be used for several weeks or even months. Using vacation as the donated leave may run into issues when dealing with vacation carryover. This is very hard to administer. We are recommending that "earned leave" be changed to "sick leave".

Secondly, the current donation program allows a maximum of 32 hours to be donated. It appears that this was decided by an employee who is no longer here. Since our normal work week is 40 hours, we are recommending that the donation maximum be changed to 40 hours instead of 32 hours.

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#### Accept a Waterline Easement from Roger W. and Patricia Adams for Hanstein Addition Water Main Improvement Project (1<sup>st</sup> Reading)

We will need an easement for the project for the Hanstein Addition looped water main that will cross the Adams' properties on Elm Street.

#### Agreements re. Directional Signage on Properties (1<sup>st</sup> Reading)

We have been working with the property owners (which changed in the middle of the process) for some time to be able to position four directional signs directing truck traffic into businesses at the corner of Rohr and Pontius Roads. The signage is meant to assist directing trucks into the businesses so that trucks do not continue to come into the City proper. The signage and locations of the signage has now been approved. The property owners are requesting an agreement for this rather than formal easements. Because this has taken so long and it is a safety issue we are requesting passage at tonight's meeting.

We are currently holding the following legislation:

S. Hamilton Rd. and Firehouse Lane Intersection Improvements (holding for OPWC application decision)

W. Bixby Rd. Improvements Phase II (holding for OPWC application decision)

Senior Transportation Vehicle (holding for MORPC Application process)

Financing Note for Hanstein Addition and Miscellaneous Water Service projects (holding for cost estimates)

#### ***Miscellaneous***

##### INFRA Federal Highway Grant Program

ODOT is sponsoring a grant application for major roadway improvements to strengthen highway connections and reduce congestion to support continued economic growth in the Rickenbacker area. If obtained the federal grant would pay \$70M of the \$140M project. ODOT will pay \$35M, JobsOhio \$7M, and OPWC, MORPC, etc. \$18M. Local communities are being asked to contribute \$10M. The project includes \$35.2M to expand Alum Creek Drive. Of the \$10M portion Groveport is being asked to contribute \$450,000. This contribution will be spread over a three-year period, with \$150,000 contributed each year. I have provided a commitment letter for this project WITH a condition that our commitment is subject to Groveport City Council's approval both for being in the 2019, 2020 and 2021 Capital Budgets and the authorization to transfer/expend the funds for the project.

##### SWACO Recycling Drop-Off Program

SWACO asked for our assistance in locating additional recycling boxes within Franklin County in underserved areas, including ours. The program is managed by SWACO. They own the roll-off boxes, collection trucks, and their staff services the boxes as often as necessary (once per day or once per week, as needed). We will sign a site use agreement allowing them entry to the property to service the boxes. We have agreed on a site taking up 3 parking spaces in one of the parking lots west of the recreation center. The program should be in place by the end of November.

##### Thanksgiving

The offices will be closed November 23 and 24 in observance of Thanksgiving.

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***Meetings; Events***

**Meetings/Events Attended**

10/25 Hendron Road Ribbon Cutting  
10/25 Meeting with School Superintendent  
10/26 Wellness Fair  
10/30 Meeting with Columbus re. Columbus Southeast Plan  
10/31 Trick or Treat  
11/01-11/03 Ohio Municipal League Conference  
11/07 Meeting with Columbus Regional Airport Authority  
11/09 MORPC Meeting  
11/13 Trees and Decorations Meeting