



MUNICIPAL BUILDING
655 Blacklick St.
Groveport, OH 43125
614.836.5301
www.groveport.org

City Administrator Report to Council
BJ King, City Administrator
November 22, 2021

Legislation

-Ord. 2021-055 - Increase to golf rates

Approval of this ordinance would increase greens fees and cart rental rates at the golf course. The exhibit attached to the ordinance outlines the proposed new rates. This ordinance should be referred to the November Committee of the Whole meeting. There are some amendments that need to be made to the exhibit attached to this ordinance. This ordinance was discussed during the November 15th Committee of the Whole meeting, and was recommended for approval. There will need to be a motion to amend the exhibit attached to this ordinance.

- Ord. 2021-056 – Outdoor Aquatics amended rates

This legislation proposes increases to the non-resident rates for the outdoor aquatics center. The exhibit attached to the ordinance outlines the proposed increases. This ordinance should be referred to the November Committee of the Whole meeting. This ordinance was discussed during the November 15th Committee of the Whole meeting, and was recommended for approval.

- Ord. 2021-059 – West Street – No Parking on fire hydrant side of street

There is an ongoing issue of multiple vehicles being parked on both sides of West Street, making it difficult for snow plows, leaf cleanup trucks, and delivery trucks to maneuver on the road. Additionally, cars are being parked on the side of the street where fire hydrants are located, creating a safety issue. This ordinance was discussed during the November 15th Committee of the Whole meeting, and was recommended for approval.

- Ord. 2021-060 – Community Affairs Executive Assistant and abolish Public Relations Coordinator Position

The findings of the compensation study that was completed in late 2019/early 2020 recommended that certain positions of employment be reclassified due to the nature of the work they perform. Additionally, a recommendation was made to retitle a few of the positions recommended for reclassification. However, these recommendations were not enacted in early 2020 due to the unknown impact that Covid-19 would have on the City's finances. Earlier in 2021, several of the recommendations were implemented, which included the renaming and reclassification of the Administrative Assistant Engineering to

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Engineering Coordinator, reclassifying the part-time Human Resources Clerk, and reclassifying the Director of Transportation. The recommendation to change the title of the Administrative Assistant at Community Affairs to Executive Assistant and reclassify from paygrade 7 to paygrade 10 was not implemented due to the staffing transition that was to occur due to the retirement of the Community Affairs Director. The decision to wait to implement this change was made to let the transition to a new Community Affairs Director occur prior to renaming and reclassifying the Administrative Assistant. At this time, the Administration recommends implementing the recommendation from the compensation study to retitle the Administrative Assistant Community Affairs to Executive Assistant Community Affairs and reclassify the position from paygrade 7 to 10. The current Administrative Assistant has untapped skills and has taken classes for programs to create digital marketing pieces. These skills will be beneficial to market the expanded programs and events that will be offered by the Community Affairs Department.

Additionally, this ordinance would abolish the Public Relations Coordinator position, which became vacant with the promotion of Jessica Reeves to Community Affairs Director. This ordinance was discussed during the November 15th Committee of the Whole meeting, and was recommended for approval.

- **Ord. 2021-062 – Creating Aquatics Supervisor position and abolishing the Assistant Aquatics Manager position**

Seth Bower attended the September Committee of the Whole meeting to present his recommendations for changes at the Aquatics Center. Part of the presentation was related to simplifying the staffing structure for the Aquatics Facility to eliminate confusion about titles and duties. Mr. Bower recommended renaming the Assistant Aquatics Manager position to Aquatics Supervisor and changing a few of the basic requirements to serve in the position. Additionally, due to duties that are assigned to this position, it is recommended that this the Aquatics Supervisor position be placed at paygrade 6. This ordinance was discussed during the November 15th Committee of the Whole meeting, and was recommended for approval.

- **Ord. 2021-064 – Purchase of two new vehicles for the Transportation Program**

The approved 2022 budget includes funding for the purchase of two new vehicles for the City's transportation program. Approval of this legislation would authorize the purchase of the two vehicles. The vehicles will be purchased thru the State of Ohio Competitive Bidding process.



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Attended Meetings and Events

- November 15 – Committee of the Whole
- November 17 – Madison Township breakfast
- November 17 – Community Improvement Corporation
- November 17 – GMSD re: parking options in the downtown
- November 18 – Heritage Holiday planning meeting
- November 18 – July 4th planning meeting

Upcoming Meetings and Events

- November 22 – City Council
- November 24 – Bi-weekly meeting with Public Services Director
- November 24 – Bi-weekly managers meeting
- November 25 – Thanksgiving – City offices closed
- November 26 – City offices closed

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