

CITY OF GROVEPORT
REPORT TO MAYOR AND COUNCIL

December 15, 2014

ADMINISTRATION – Marsha Hall

- **Legislation**

Emergency legislation related to roof repairs at the Recreation Center – There are three pieces of emergency legislation that will allow us to make the necessary replacements to the recreation center metal and membrane roof system at the recreation center. We are at a point that this legislation is now critical to move forward with this necessary work.

The **first** emergency ordinance is to authorize me to advertise for bids and enter into a contract for the recreation center metal and membrane roof system replacement. The **second** emergency ordinance authorizes me to sign a contract with Mays Consulting & Evaluation Services, Inc., a sole source provider, for design and administration services for the replacement. The **third** ordinance allows the use of \$1,000,000 of the Rainy Day Fund to pay for the work being done. The costs and use of Rainy Day Fund are included in our 2015 Appropriations.

The ordinances below authorize us to bid and contract for the following Capital Projects that are included in the 2015 Appropriations and require Council approval:

Ord. 14-055 2015 Street Maintenance Program

Ord. 14-056 Wirt Road Phase I Pedestrian Bike Path

Ord. 14-057 Sanitary Sewer project for the Links at Groveport

Ord. 14-058 Seek Requests for Qualifications from engineering firms – *Line item for Engineering Contract Services in the 2015 Appropriations is \$115,000. This is a reduction from 2014 Appropriations, which was \$125,000. This line item will be used for such things studies, design services, GIS information, etc. The process will be to advertise for qualifications, select firms we believe have an expertise in various fields (water, infrastructure, inspection services), then negotiate with the firm(s) for set charges **should we ever need their services.***

The ordinances below authorize us to purchase those capital purchases (by lease and through the state cooperative purchasing program) that are included in the adopted 2015 Appropriations and require Council approval:

Ord. 14-059 (2) police cruisers with radio equipment

Ord. 14-060 Stake body truck for Public Works Department

Ord. 14-061 7 deck, 4 wheel drive finishing mower for Parks Department

Ord. 14-062 Create position of Part-time Property Maintenance Inspector – The creation of this position is included in the adopted 2015 Appropriations and was recommended at the Committee of the Whole meeting

Ord. 14-063 Add and Move Certain Positions within the Organization Chart – All of the recommended moves and additions are included in the adopted 2015 Appropriations and were recommended at the Committee of the Whole meeting. These changes include the following:

Addition of one (1) part-time receptionist in the Police Department

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Addition of one (1) Equipment Maintenance Technician in the Facilities Management Department

Move one (1) Equipment Maintenance Technician from the Recreation Center to the Facilities Management Department

Sharing of the Public Works Administrative Assistant with the Facilities Management Department

- Vacation

I will be on vacation the following days: 12/17pm, 12/18 through 12/23, and 12/26. As always I will be available by email or phone.

- Holiday

The office will be closed December 24 and 25 for observance of Christmas.

Meetings Attended:

Dec. 9 Meeting re. social media program

Dec. 10 Webinar re. responding to water disaster (Toledo disaster used as example)

Dec. 11 Pre-mtg prior to Dec. 16 meeting with Columbus re. water contracty

Dec. 15 Preservation Committee meeting

Upcoming Meetings:

Dec. 16 Meeting with Columbus and Farst re. water contract