



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

City Administrator Report to Council
BJ King, City Administrator
November 8, 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. The amendments will be discussed during the November 15th Committee of the Whole meeting. Tom Walker will attend the Committee meeting to answer any questions about the proposed new rates. We will request that the exhibit be amended at the 3rd reading.

- 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. Seth Bower will attend the November 15th Committee of the Whole meeting to discuss this ordinance.

- Ord. 2021-058 – OPBA Contract – Lieutenants

Approval of this ordinance would authorize the execution of the collective bargaining contract with the Police Department Lieutenants, as represented by the Ohio Patrolman's Benevolent Association (OPBA). If approved, the terms of the agreement would be retroactive to July 1, 2021 when the previous agreement expired. This new agreement would cover the period July 1, 2021 thru June 30, 2024. There is a request to approve this ordinance as an emergency so it can become effective immediately.

- 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 should be referred to the November 15th Committee of the Whole meeting.

Town Hall 648 Main Street, Groveport, OH 43125
Groveport Recreation & Aquatic Center 7370 Groveport Road, Groveport, OH 43125
Public Works Facility 7400 Groveport Road, Groveport, OH 43125
Groveport Municipal Golf Course 1005 Richardson Road, Groveport, OH 43125
Police Department 5690 Clyde Moore Drive, Groveport, OH 43125

- **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 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 should be referred to the November 15th Committee of the Whole meeting.

- **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



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

ordinance should be referred to the November 15th Committee of the Whole meeting. Mr. Bower will attend the November 15th Committee meeting to answer any questions.

Administrative items

- **Personnel Director interviews**

Interviews for the vacant Personnel Director position were conducted on Monday, November 1st and Friday, November 5th. A total of five candidates were interviewed. Staff that conducted the interviews are Jason Carr, Susan James, Kevin Shannon and myself. We will compare notes and determine the best candidate to proceed to background checks and references. I'll keep Council updated on the progress. Once hired, the Personnel Director will be invited to a Council meeting to be introduced.

- **Director of Technology**

Interviews for our first Director of Technology will occur later in November when the schedules of staff who will be involved in the process can align. The plan is to have the Director of Technology begin employment with the City in early 2022.

- **Job Descriptions**

Some general cleanup of the position descriptions for the Community Affairs Director and the Municipal Building Front Desk Clerks was completed. Specifically, the position descriptions were amended to reflect that the Clerks now report to the Community Affairs Director instead of the Public Relations Coordinator.

Attended Meetings and Events

- November 1 – Personnel Director interviews
- November 1- Planning & Zoning Commission
- November 5 – Personnel Director interviews

Upcoming Meetings and Events

- November 8-12 – Out of office

Town Hall 648 Main Street, Groveport, OH 43125
Groveport Recreation & Aquatic Center 7370 Groveport Road, Groveport, OH 43125
Public Works Facility 7400 Groveport Road, Groveport, OH 43125
Groveport Municipal Golf Course 1005 Richardson Road, Groveport, OH 43125
Police Department 5690 Clyde Moore Drive, Groveport, OH 43125