

CITY OF GROVEPORT
REPORT TO MAYOR AND COUNCIL

June 11, 2018

ADMINISTRATION – Marsha Hall

Legislation

Res. 18-002 Resolution to Accept the Gateway Corridor Plan (2nd Reading)

Per Council's recommendation at your May 22 Committee of the Whole meeting. The acceptance of this plan will allow staff to begin any necessary modifications to our Zoning Code.

Ord. 18-030 Removing One of the PT Receptionist Positions and Creating the Position of Receptionist/Clerk (2nd Reading)

The municipal offices currently have two part-time Receptionists. One of the positions has been performing additional clerical duties for several of the building staff.

In addition, there are several other clerical duties that can be assigned to the Receptionist that are outside her current job duties. These include 1) assisting the Finance Department by entering vouchers, doing check runs, closing POs, entering new vendors, creating pay-in worksheets, and entering and filing pay-ins; 2) assisting the Clerk of Courts by scanning court files, setting up case folders, and creating a tracking system for voided tickets; 3) assisting the Clerk of Council by proofreading minutes and assisting with records retentions, and 4) assisting with researching vacant warehouses and entering them into Zoom Prospector, an economic development database for potential buyers.

The current Pay Scale includes PT Receptionist position as a Grade 1 and the PT Police Receptionist, FT Receptionist and Clerk positions as Grade 5. I am recommending that, if allowed, the PT Receptionist/Clerk position be upgraded to a Grade 3.

Ord. 18-031 Easement Agreement with Bob Ward Family LP for Private Force Main (1st Reading)

This is an easement request for a private force main running along the perimeter of our Parcel #185-002483 originating from the Ward Property on Hendron Road. The on-site system is at capacity and additional buildings cannot be added to the private system.

Miscellaneous

Small Cell Infrastructure in Municipal Right of Way

House Bill 478 was recently passed that sets guidelines for the deployment of small cell infrastructure in municipal public right of ways. The legislation is a compromise between the Ohio General Assembly, municipalities, and telecommunication providers after legislation was passed in 2017 followed by a lawsuit from several Ohio municipalities. The current legislation will be effective August 1, 2018, setting in place a series of rules which must be followed.

The Law Director, Engineer and I attended a workshop today (June 11) which will provide us with an overview of the bill's guidelines and sample municipal design guidelines. Staff will then begin modifying our codes to meet the requirements in the house bill.

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Aquatics Center

We are in the process of reducing the daily maximum to 800 patrons. Once this maximum is met, only season pass holders will be permitted to continue to enter immediately upon their arrival. These entries will be allowed to continue until we reach 1,000 patrons. At that point no one will be permitted to enter until other patrons leave.

Police presence will also be stepped up on weekends, especially on hot days.

The Law Director has provided a draft ordinance under “Other Business” for discussion should Council want to consider modifying daily rates.

SWACO Recycling Drop Off Containers

With our permission, SWACO has placed two recycling drop-off containers along the parking area west of the recreation center. I am currently working with SWACO for public announcement of this. We have no responsibilities for this program. SWACO will monitor the boxes daily for servicing to develop a proper service schedule so that the containers are not a nuisance.

Meetings; Events

Meetings/Events Attended

06/12 Interviews for Water System Asset Management Program Consultants
06/13 FOP Negotiations
06/14 Personnel Policy meeting
06/14 4th of July Committee meeting
06/18 Small Cell Infrastructure Training

Upcoming Meetings/Events

06/21 Drug Free Workplace Training
06/26 FOP Negotiations
06/26 Opiate Forum