

## CHAPTER 123

### Administrator

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### CROSS REFERENCES

- Appointment, tenure - see CHTR. §6.01
- Powers and duties - see CHTR. §6.02
- Acting Administrator - see CHTR. §6.03

#### **123.01 PURCHASING AGENT; REQUISITIONING OF SUPPLIES.**

(a) The Administrator is hereby designated as the purchasing agent for all Municipal offices, departments, divisions, boards and commissions and he shall make all contracts, purchase supplies or materials and provide for any work of the Municipality in the manner provided by Ohio R.C. 731.141.

(b) The Administrator is hereby authorized to promulgate written rules and procedures to be followed by all Municipal officers and employees relative to the requisitioning of supplies, materials and work for their respective offices, departments, divisions, boards or commissions. Such rules and procedures shall not conflict with any of the provisions of the ordinances of the Municipality. (Ord. 32-69. Passed 11-24-69.)

#### **123.02 ZONING OFFICER.**

The Administrator is hereby given the additional duties as Zoning Officer for the Municipality and all the attendant powers and responsibilities. (Ord. 5-70. Passed 3-23-70.)

#### **123.03 USE OF TOWN HALL.**

(a) Usage fees for the Town Hall be and are hereby set as follows:

(1) Town Hall may be reserved at no cost to any resident, local civic organization or person employed within the City.

(2) Town Hall may be reserved by any non-resident of Groveport for the following cost:

A. Auditorium, second floor (115 Capacity)

eighty dollars (\$80.00) first hour, twenty dollars (\$20.00) each additional hour

B. Third floor, either room (50 Capacity)

thirty-five dollars (\$35.00) first hour, fifteen dollars (\$15.00) each additional hour

(3) A security deposit of one hundred dollars (\$100.00) shall be required for custodial care and repairs. Contract holder shall assume financial responsibility for cost of repairs which exceed security deposit.

(4) A rental fee of fifteen percent (15%) of total receipts will be required from any profit-motivated activity.

(5) Security may be required at an additional expense, depending on the nature of the event, at the discretion of the Administrator.

(b) A signed contract shall be required for use in accordance with the general purposes of the building (e.g. meetings, receptions, social events, classes.) All applicants must be 18 years of age or older.

(c) Private duty police officers may be required according to the nature of the event. Two off-duty Groveport police officers are hired directly by the contract holder. Officers patrol both the interior and exterior of the building for the duration of the event.

(d) "Profit-motivated activity" includes yoga, karate, aerobics, church services, sale of merchandise and theatre performance.

(e) Security deposits and full payment must be received one week prior to event. Security deposits are retained if policies are disregarded or if there is damage to the facility.

(f) Convenience fees for credit/debit card transactions processed through manual terminals or on-line payments located at Town Hall shall be a fixed fee percentage of three percent (3.0%).

(g)

(Ord. 2001-051. Passed 8-13-01.)

#### **123.04 ASSISTANT ADMINISTRATOR/ECONOMIC DEVELOPMENT DIRECTOR.**

(a) There is hereby created an Assistant Administrator/Economic Development Director position.

(b) The position description for the Assistant Administrator/Economic Development Director, which is attached to Ordinance 92-98 and made a part hereof by reference, is hereby accepted. (Ord. 92-98. Passed 1-25-99.)

#### **123.05 POWER TO ESTABLISH PROGRAM FEES FOR CITY-SPONSORED PROGRAMMING.**

The Village Administrator is hereby authorized to establish program fees for City-sponsored programming.

(Ord. 2003-004. Passed 2-24-03.)

#### **123.06 RETAIL PRICES FOR THE SALE OF MERCHANDISE AT CITY FACILITIES AND/OR EVENTS.**

The Administrator is hereby authorized to establish retail prices for the sale of merchandise at City facilities and/or events.

(Ord. 2005-017. Passed 2-14-05.)

#### **123.07 DISPOSAL OF SURPLUS PROPERTY.**

(a) Personal property no longer needed for a Municipal purpose may be disposed of by the Administrator in the following manner.

- (1) Transfer to another department (in need);
- (2) Trade- in on a new purchase of the same or similar items;
- (3) Sealed bid sale;
- (4) By public auction;
- (5) Conveyance to another governmental agency/authority;
- (6) Internet/On-Line auction, without formal advertising or notice;
- (7) Donation to a non-profit organization exempt from Federal income taxation; pursuant to prior approval of the Council; or
- (8) Sold as scrap metal at a salvage yard.

(b) Notice of the Municipality's intent to conduct and/or participate in a public auction shall be advertised for two (2) consecutive weeks in a newspaper of general circulation within the Municipality and said notice shall include a list of the property to be auctioned.

(c) Items to be sold by sealed bid and valued at ten thousand dollars (\$10,000.00) or more shall be advertised for two (2) consecutive weeks in a newspaper of general circulation in the Municipality. Items valued at less than ten thousand dollars (\$10,000.00) shall be advertised at the discretion of the Administrator.

(d) Competitive bidding shall not be required if conveyance, grant or permit to use of municipally-owned property is to be made to the United States of America, State of Ohio, or any political subdivision, taxing district, department, commission, board, institution, authority, or other agency of either.

(Ord. 2020-058. Passed 1-25-21.)

#### **123.08 AUTHORITY TO SET AND/OR MODIFY FEES FOR THE RENTAL OF ALL CITY FACILITIES AND/OR GROUNDS.**

The Administrator is hereby authorized to set and/or modify fees for the rental of all City facilities and/or grounds after consultation with Council thereby avoiding the need for future legislative action in regards to this administrative issue.

(Ord. 09-013. Passed 4-27-09.)

#### **123.09 PERSONNEL DIRECTOR.**

The Administrator or his/her appointee shall be the Personnel Director of the City.

The Administrator or his/her appointee, in exercising the duties of Personnel Director shall have those duties set forth in the City's Code of Personnel Practices and Procedures previously adopted by Council in Ord. 11-019, passed May 9, 2011, in order to carry out the mandates of Sections 8.01 (B) and (C) of the Groveport Charter.

(Ord. 11-023. Passed 6-27-11.)