



CITY OF GROVEPORT
REPORT TO MAYOR AND COUNCIL
June 10, 2013

ADMINISTRATION – *Marsha Hall*

- Below is a status of on-going items requested by Council:
 - Bixby Rd. middle striping – Work is scheduled for this Spring
 - “No Parking” issues Tallman and Green - Reviewing
- Heritage Society Computer Donation
I want to make you aware that the society already obtained a computer and our donation is not required for their oral history project.
- Studley Stormwater Appeal
After reviewing our action and Mr. Studley’s rationale in asking for exemption from all stormwater fees, the Stormwater Appeals Board voted to affirm my action in requiring that the fees be paid.
- Facilities Planning Work Session
The staff and I have been reviewing facilities needs based on staffing and services. We believe we will be able to provide you with information to allow you to make some long range decisions. The session will include a short presentation on the needs we have developed, then we can get into specifics as to facility alternatives. We will ask that the discussion regarding facility locations and possible land acquisition take place during a lengthy executive session.
- Ohio Environmental Education Fund Grant
We have received a \$43,800 grant from OEPA toward our stormwater program. The money will be spent on a rain barrel program, education and workshops, and the installation of rain gardens. All of these items are included in our stormwater MS4 program required by OEPA. The majority of our expenses will be in-kind services. The rain barrel program will begin in August, 2013. The grant schedule runs from July 15, 2013 to July 1, 2015. We will be requesting legislation at the next Council meeting to amend the appropriations to account for the \$50,000 grant.

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- Sidewalk Program

I am researching the sidewalk program discussed by Mr. Rarey at the last Committee of the Whole meeting. As soon as I complete this, I will provide information to Council.

- Vehicles Taken Out of Rotation

Council asked that I provide you with a process when removing vehicles from use. I have drafted the system below. The Police Chief has reviewed and agrees that this process should be used for police vehicles also.

City-owned personal property that is no longer needed is disposed of in one of seven methods according to page 4 of the *City of Groveport Purchasing and Financial Policy*. The policy does not provide a system of which of the seven methods are to be used. Council has requested that a system be developed for disposal of vehicles taken out of rotation.

Below is the recommended system for disposal of vehicles, as recommended by the City Administrator and Police Chief for all City-owned vehicles.

1. Review maintenance records and have vehicle inspected to determine condition.
2. If useable and recommended for use by another department; with approval by Council
3. If not useable, City Administrator to determine disposal in the following order:
 - a. Trade-in for new vehicle
 - b. If value is below \$2,000 and trade-in is not feasible:
 1. Conveyance to another government agency/authority
 2. Donation to a non-profit organization exempt from Federal income taxation; with approval by Council
 - c. If value is between \$2,000 and \$9,999.99 and trade-in is not feasible:
 1. Internet auction
 2. Public auction (if auction is to be held within 3 months of vehicle disposal)
 3. Conveyance to another government agency/authority
 4. Sealed bid
 - d. If value is \$10,000 or more and trade-in is not feasible:
 1. Internet auction
 2. Public auction (if auction is to be held within 3 months of vehicle disposal)
 3. Sealed bid (following procedure outlined in Salvage Section, Item (d) of *Purchasing and Financial Policy*)

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- Legislation

As discussed at the May COTW meeting, the following legislation has been recommended for passage on June 10. *We are currently in the counter-offer stage for the municipal parking property and I would ask that Council go into executive session for land acquisition PRIOR to the reading of Ordinance 13-021.*

Ord. 13-019 – Note rollover for golf course improvements.

Ord. 13-020 – Note rollover for Lesleh Avenue waterline improvements.

Ord. 13-021 – Issuance of bonds for land acquisition needed for municipal office parking.

Ord. 13-022 – Issuance of bonds for the town center project construction.

Ord. 13-023 – Issuance of bonds for the Lesleh Avenue street project.

Meetings attended:

05/30 Mtg re. downtown project

05/30 Stormwater Appeals Board meeting – Studley stormwater utility fee appeal

06/04 Apple Butter Day Committee meeting

Upcoming meetings:

06/13 4th of July committee meeting

06/20 Spiegel Drive reconstruction project bid opening

06/20 Kick off meeting for water meter project

06/26 Council Facilities Planning work session

HUMAN RESOURCES – Brenda Lovell

May 28

Tina Elliott from Ohio Bureau of Workers' Compensation provided our Department Heads with a one hour training session for Transitional Work Guidelines and the importance of using this program to stay in compliance with our Safety Grant Program in the event of a work place accident, injury, or illness. The Department Heads were given the opportunity to discuss the program and ask any needed questions regarding the procedures.

May 29

Two sessions of Drug Safety was provided for all our full time employees to get them familiar with our drug free workplace program