



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

**City Administrator Report to Council
Council Meeting
BJ King, City Administrator
March 23, 2020**

Administrative items

Public Service Director interviews

Interviews for the Public Service Director position are scheduled to take place on March 19th. The interview panel will consist of me, Jeff Green, Sue Wadley, and Steve Farst. We received 17 applications and selected four to interview. I look forward to getting this important position filled.

Utilities Superintendent interviews

The Utilities Superintendent position was approved by Council on February 24th. The ordinance creating the position will become effective on March 25th. Upon becoming effective, our Human Resources Department will advertise the position and collect applications. I am hopeful to have the position filled within 30-days from advertising.

Pending Legislation

1st Readings

Ord. 2020-021 – 1st Reading – Purchase Property at 480 Main Street

The City has the opportunity to purchase the property at 480 Main Street. This property is adjacent to the City owned property at the corner of Main Street and College Street. The property at 480 Main Street is .19 acre. There is a 2,048 structure on it that will need demolished. If purchased, the property will be combined with the adjacent City owned property, making a larger lot for commercial development.

2nd Readings

Ord. 2020-016 – 2nd Reading – Amendment to Compensation Plan

The City adopted a Compensation Plan in 2012, which was subsequently amended in 2017. As part of the recently completed Wage Study, Clemans Nelson & Associates reviewed the City's current Compensation Plan. They made recommendations to amend the current plan structure to provide employees to progress through pay steps 1-3 on an annual basis (Traditional step increase process). After step 3/year 3, any pay increases would be based solely on a merit system. Information about this recommended amendment can be found in my memo to Council about the recommendations from the Wage Study.

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Ord. 2020-017 – 2nd Reading – Amendment to Pay Scale

Clemans Nelson & Associates recently completed the regularly scheduled Wage Study. Clemans Nelson reviewed the City’s current pay structure, positions, and Compensation Plan. Several recommendations came out of the recent study. Those recommendations are outlined in my Wage Study memo to Council.

Ord. 2020-018 – 2nd Reading – Amendment Groveport Cemetery Rates

The Cemetery Committee has recommended that the rates for the Groveport Cemetery be increased to be more aligned with rates for cemeteries in surrounding communities. Groveport’s rates are significantly lower than those for other cemeteries and have not been adjusted in many years.

The Cemetery Committee recommends adjusting the rates as follows:

	<u>Current Recommended</u>	
Lot for grave:	\$600	\$1,000
Opening/closing cost	\$500	\$1,000
Cremation burial	\$0	\$600
Weekends/holidays opening/ closing	\$0	\$1,250
Headstone foundations	\$0.57 Sq. Inch	\$1.50 Sq. Inch

Ord. 2020-019 – 2nd Reading – Pay Scale - Cost of Living Increase

A recommendation of the Clemans Nelson & Associates wage study was the application of a 2% cost of living increase across the wage scale. The COLA would apply to all pay grades on the wage scale.

3rd Readings

Ord. 2020-012- 3rd Reading - Enact collection of additional \$5.00 from vehicle registration fees

The passage of House Bill 62 by the State Legislation includes a provision that local governments can collect an additional \$5 tax on motor vehicle registrations. Estimates completed by MORPC show that Groveport could collect an additional \$59,000 if this tax was to be levied. In order to initiate this collection, Council would have to approve an ordinance to collection the additional \$5.00.

Ord. 2020-014 – 3rd Reading- Groveport Special Olympics charitable donations collection day

The Groveport Special Olympics has requested permission for their annual charitable donations collection day. The event is scheduled for Saturday, May 2, 2020 from 9:00 a.m. until 3:00 p.m. Collections will occur at the intersections of Main Street and Hendron Road, Main Street and College Street, Main Street and Front Street, and at the traffic light on Main Street at Kroger.

Attended Meetings and Events

- 3/9 – Trees & Decorations Committee
- 3/9 - City Council
- 3/12 – MORPC Commission (teleconference due to Covid-19)

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- 3/12 – Lunch at Senior Center
- 3/13 – Coffee with a Cop
- 3/20 – Moody's update conference call

Upcoming Meetings and Events

- 3/23 – City Council
- 3/26 – Meeting with IT support contractor
- 4/1 – Bi-weekly staff meeting

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