

CITY OF GROVEPORT

REPORT TO MAYOR AND COUNCIL

November 20, 2017

ADMINISTRATION – *Marsha Hall*

Legislation

Add Positions

As recommended in the 2018 Appropriations, we are requesting three ordinances. The first is to create the position of Part-time Human Resources Clerk as a Grade 5 which is the current grade for the full-time Clerk position. The second is to add the position of Building Maintenance Technician in the Department of Parks and Facilities Maintenance. The third is to delete the position of Part-time Property Maintenance Inspector and create the position of Property Maintenance Inspector/Code Compliance Officer. The position will be full-time and remain as a Grade 11.

Entering into a Lease Agreement with Huntington Public Capital Corporation for Various Purchases

As recommended in the 2018 Appropriations, ordinances are being requested for the lease of the following capital purchases:

Two (2) Police Cruisers with Ancillary Equipment for the Police Department

61-inch Scag Mower for the Parks Department

Pick-Up Truck with Blade for the Parks Department

Two (2) Pick-Up Trucks for the Public Works Department

Range Picker for the Golf Department

Sidewinder Rough Mower for the Golf Department

Authorizing the Purchase of Two (2) Police Cruisers with Ancillary Equipment by Bid or Through State Contract

As recommended in the 2018 Appropriations. This legislation is required due to cost of the equipment.

Authorizing a Contract with Dynamix for the Rehabilitation of the Police Building HVAC System

As recommended by the 2018 Appropriations. This will waive competitive bidding since the system is part of the City's Energy Program, with Dynamix being a single source vendor.

Authorizing a Contract with Dynamix for the Rehabilitation of the Municipal Building HVAC System

As recommended by the 2018 Appropriations. This will waive competitive bidding since the system is part of the City's Energy Program, with Dynamix being a single source vendor.

Solicit Bids and Enter into a Contract for the 2018 Street Maintenance Program

As recommended by the 2018 Appropriations.

Solicit Bids and Enter into a Contract for the Hanstein Addition Water Main Improvements

As recommended by the 2018 Appropriations.

Solicit Bids and Enter into a Contract for Miscellaneous Water Service Replacements

As recommended by the 2018 Appropriations. The CIP designated this on Front Street; however, upon further investigation the age of the larger water line is such that this work would not be beneficial. There

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are other city-wide replacements, such as College Street, that will be substituted for Front St. at this time. Service replacements for Front Street will be included in a future water line replacement project in our 2019 CIP.

Solicit Bids and Enter into a Contract for the Glendening Sanitary Sewer Rehabilitation Project

As recommended by the 2018 Appropriations.

Solicit Bids and Enter into a Contract for the Hendron Ditch and Pump Station Improvement Project

As recommended by the 2018 Appropriations.

The Establishment of the Golf Course Recovery Fund

As recommended in the 2018 Appropriations. 3% of golf course revenue will be set aside annually to be used in the event of a natural disaster when the disaster is not covered by the City's property or liability insurance. The fund will be capped at \$250,000.

The Establishment of the State Training/Police Fund

As recommended in the 2018 Appropriations. The fund will be funded from monies received from the State of Ohio to the Police Department to be used for police training and education only.

Solicit Proposals and Enter into a Contract for an Arborist

As recommended in the 2018 Appropriations. The Arborist will assist the Trees and Decorations Committee with technical advice on an as-needed basis.

Modification to 143.15 – Leave Donation Program

The current leave donation program indicates that earned time off can be used to donate to another employee as part of the leave donation program. This means both sick leave and earned vacation. The form used does not provide the employee with this option and most employees are under the understanding that it is only sick leave that can be donated. Donations of leave are recorded in the order of their submission. This means that a person's leave donation may not be used for several weeks or even months. Using vacation as the donated leave may run into issues when dealing with vacation carryover. This is very hard to administer. We are recommending that "earned leave" be changed to "sick leave".

Secondly, the current donation program allows a maximum of 32 hours to be donated. It appears that this was decided by an employee who is no longer here. Since our normal work week is 40 hours, we are recommending that the donation maximum be changed to 40 hours instead of 32 hours.

Accept a Waterline Easement from Roger W. and Patricia Adams for Hanstein Addition Water Main Improvement Project

We will need an easement for the project for the Hanstein Addition looped water main that will cross the Adams' properties on Elm Street.

Miscellaneous

Thanksgiving

The offices will be closed November 23 and 24 in observance of Thanksgiving.

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Meetings; Events

Meetings/Events Attended

11/13 Trees and Decorations Meeting

Upcoming Meetings/Events

11/28 MORPC Southeast Group

11/29 CIC meeting