

CITY OF GROVEPORT

REPORT TO MAYOR AND COUNCIL

May 29, 2018

ADMINISTRATION – Marsha Hall

Legislation

Ord. 18-26 Amend Park Rules to Authorize the Administrator to Permit Food Trucks to be Present at City-sponsored Events in City Parks (3rd Reading)

We are requesting that Council adopt legislation to amend the Parks Rules to allow food trucks at City-sponsored events in City parks.

** Request for May 29 meeting – Kyle Lund requested in a May 23 email that, although his original request would not require emergency language, Council consider emergency language for this legislation at tonight's meeting so that 1) he can secure food trucks for a July 20 Movie in the Park, and 2) Councilman Dildine asked Kyle to obtain some food trucks occasionally for the outdoor pool. **

Ord. 18-027 Updating the List of Classified and Unclassified Employees (2nd Reading)

This legislation updates the list of unclassified employees, as defined in the City Charter, to include the Personnel Director, Engineer, Director of Transportation, and interns.

Ord. 18-029 Licensing Agreement with Orchard Grove Apartment Complex LLC (2nd Reading)

The sign for this apartment complex was damaged and had to be removed during the Hendron Road project. At that point it was determined that the sign sat partially in the right-of-way. They would like for the new sign to be installed in the same location as the previous sign.

** Additional information will be provided at the third reading for this ordinance. **

Res. 18-002 Resolution to Accept the Gateway Corridor Plan (1st Reading)

Per Council's recommendation at your May 22 Committee of the Whole meeting.

Ord. 18-030 Removing One of the PT Receptionist Positions and Creating the Position of Receptionist/Clerk

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.

CITY OF GROVEPORT
REPORT TO MAYOR AND COUNCIL

Miscellaneous

Meetings; Events

Meetings/Events Attended

05/23 Quarterly Staff Planning meeting
05/24 CIC Market Analysis strategy meeting
05/24 Bixford Green Trail public meeting
05/29 Personnel Policy review meeting

Upcoming Meetings/Events

05/30 Meeting with Van Trust
05/31 Water System Asset Management Plan meeting