

# INTERNAL MEMORANDUM

Office of the City Administrator

Springdale, Ohio

July 10, 2015

To: Mr. Thomas Vanover  
President  
Springdale City Council

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From: Derrick Parham  
City Administrator

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Re: Report on Pending and Future Legislation

## Item I

### **An Ordinance Assessing Property Owners for Improvements Made Related to Their Drive Aprons for the Ashmore Court and Woodvale Court Rehabilitation Project and Declaring an Emergency**

As the City has been getting back into the neighborhoods making improvements by upgrading our streets, curbs, catch basins, and other infrastructure features, the City has adopted a policy of requiring residents to repair/replace their drive aprons. Not all drive aprons are automatically included in this requirement. Only those drive aprons meeting the following criteria are required to make the improvements: *1) if more than 1 inch of vertical separation exists between the apron and any adjoining concrete (apron, curb, or sidewalk); 2) if there is deterioration of more than 50% of the apron's surface; or 3) if there is a crack or cracks greater than ½ inch in width in the surface of the apron.*

As a part of the Ashmore Court and Woodvale Court Rehabilitation project, eleven of the twenty-three property owners were required to make improvements under the policy. As of the printing of this memorandum, all but five property owners have fulfilled their financial obligation. Of that total, two properties are on Ashmore Court, and the remaining three are on Woodvale Court. If this ordinance is passed by Council, we will send a letter to each of the remaining property owners notifying them of the legislation and their ability to avoid the assessment.

An ordinance, with an emergency clause, assessing property owners for improvements made to their drive aprons for the Ashmore Court and Woodvale Court Rehabilitation project is scheduled before City Council at the **07/15/2015** meeting.

## **Item II**

### **An Ordinance Authorizing the City to Fund the Employees' Health Savings Accounts in 2015 and Declaring an Emergency**

Since the City joined the Center for Local Government Benefits Pool (CLGBP) to provide medical insurance coverage for all full-time employees, the City has funded a portion of the employees' Health Savings Accounts (HSA). During the first year of the program, the City funded the accounts at 100%. Since that initial period, the City has contributed 50% of the employees' deductible for medical coverage. The medical deductibles for Springdale employees are \$2,000 for single coverage and \$4,000 for family coverage. The City's 50% contribution made to the employee's account was \$1,000 for single coverage and \$2,000 for family coverage.

The City Administration is recommending Council continue to fund each employee's HSA account at the 50% rate for 2015, not to exceed \$1,000 for singles and \$2,000 for families. Contributions made to the accounts of new full-time employees will continue to be prorated based upon the schedule found on Exhibit A attached to the ordinance.

An ordinance, with an emergency clause, authorizing the funding of HSA accounts for all full-time City employees on the City's Health Insurance Plan, will be before Council at the **07/15/2015** meeting.

## **Item III**

### **An Ordinance Authorizing the Mayor and Clerk of Council/Finance Director to Approve Various Change Orders Related to the Relocation of Several Metropolitan Sewer District Laterals in the Amount of \$61,854.02 to Increase the Contract of Ford Development Company for the West Kemper Road Rehabilitation Project and Declaring an Emergency**

During the upgrade to the storm sewer system on the West Kemper Road Rehabilitation Project, a number of conflicts with Metropolitan Sewer District (MSD) sanitary sewer laterals were experienced. Because MSD was unable to properly identify the location of the laterals, it became necessary for the contractor (Ford Development Company) to dig and search in order to determine the location of the sanitary sewer laterals. This was something we did not anticipate, and as a result, the work performed by the contractor generated an additional cost of \$61,854.02. Because MSD did not properly locate the laterals in their original sign-off of the plans, it is the City's position that MSD is partially responsible for the cost of this additional work. The City will once again entertain discussions with MSD to recover some of this cost.

An ordinance, with an emergency clause, authorizing the approval and payment of change orders in the amount of \$61,854.02 to Ford Development Company will be before Council at the **07/15/2015** meeting.

## **Item IV**

### **Introduction of New Violations Bureau Clerk (Police Department) Chris Knittel**

Christopher J. Knittel, Violations Bureau Clerk, is filling a vacant position created by the retirement of former Violations Bureau Clerk Peggy Meyer during the fall of 2014. Chris began his employment with the City on June 15, 2015 and is scheduled to be introduced to Council and the general public at the **07/15/2015** meeting.

**Item V**

**An Ordinance Reducing Special Assessments Levied for the Purpose of Constructing Certain Improvements at Pictoria Island and Declaring an Emergency**

Under the terms of the Tax Incentive Cooperative Agreement entered into between the City of Springdale, the Greater Cincinnati Port Authority, and MEPT in August 2006, a special assessment district was established to levy an assessment fee on the ten-story office building at the Pictoria Island development. Under the terms of the TIF agreement, the special assessment amount may be reduced or increased annually based on the amount of funds collected through TIF service payments in the previous year. The purpose is to set the special assessment payments at an amount that will meet the debt service payments in the upcoming year.

An ordinance, with an emergency clause, to reduce the amount of the special assessment levied on the office building at Pictoria Island for the next twelve months is scheduled to be before Council on **08/19/2015**.

**Item VI**

**A Resolution Authorizing the City Administrator to File an Application with the Hamilton County Engineer's Office for Municipal Road Funds (MRF) for Road Improvements on W. Sharon Road in the City of Springdale**

In 2012, the City submitted an application to the Ohio Public Works Commission (OPWC) for State Capital Improvement Program (SCIP) funds to rehabilitate W. Sharon Road from Springfield Pike to the City's western border at the City of Forest Park. The total estimated construction cost for the project was \$347,300. Once receiving the news that the project would not be funded, staff began to explore other options to address the many concerns on Sharon Road. Unfortunately, the City's finances could not at that time and can not currently absorb paying 100% of the cost for a major renovation to the road. Instead, staff believes if we invest roughly \$44,000 in pavement repairs and crack sealing repairs, we should be able to extend the life of the road for a few more years before being at a critical point of needing to perform the major renovation.

In an effort to pay for all or a large portion of the abovementioned repairs, the City applied for Municipal Road Funds (MRF) through the Hamilton County Engineer's Office for the total estimated cost of \$44,000. Although we have been successful with other MRF projects in the past, this time the City's 2014 MRF application was not successful. Staff believes there is still time remaining before this street reaches its critical point, and as a result, the plan is to reapply for MRF funds to repair W. Sharon Road. This year's deadline to submit an application for MRF funds is Friday, August 28, 2015.

A resolution authorizing the City Administrator to file an application with the Hamilton County Engineer's Office for MRF funds for road improvements on W. Sharon Road will be presented for Council's consideration at the **08/19/2015** meeting.

## **Item VII**

### **An Ordinance Renewing an Agreement with NextStep Networking for Technical Support Services for the City's Local Area Network and Declaring an Emergency**

The City's current three-year agreement with NextStep Networking is scheduled to expire on August 31, 2015. This was the second three-year agreement between the City and NextStep Networking, the City's IT consultant. The new proposed agreement submitted by NextStep would reflect a 3.6% (\$200) increase over the expiring agreement.

It has been brought to our attention that NextStep is in the process of making a number of personnel changes, including the NextStep employee who services the City's account. To date, the company has not provided the City with notice of these scheduled changes. Until the Administration is comfortable with the new NextStep employee assigned to our account as well as the direction and future of NextStep, a one-year contract is preferred at this time, instead of committing to an additional three-year period.

NextStep has been the City's long-time service provider and has guided our organization through the development of the City's overall computer network and communication system. They have been effective in their service delivery and their familiarity with our system has been a real asset.

An ordinance, with an emergency clause, authorizing the renewal of the agreement with NextStep Networking for technical support for the City's Local Area Network is scheduled to be before Council at the **08/19/2015** meeting.

## **Item VIII**

### **Proposed 2015 Annual Summer Street Improvement Program Presentation**

On Wednesday, June 24, the Capital Improvement Committee of Council met with the City Administration to review the City's proposed 2015 Annual Street Improvement Program. The Annual Street Improvement Program typically focuses on improving the City's infrastructure primarily in the residential neighborhoods. Due to financial constraints in recent years, the program has been reduced to only a few hundred thousand dollars. In the City's better financial days, the budget for the program exceeded \$1 million. This year the program has a budget of \$410,000.

A presentation on this year's proposed program will be made to Council at the **07/15/2015** meeting. If Council is in agreement with the proposed program, staff will immediately begin advertising for competitive bids for the project. An ordinance, with an emergency clause, accepting a bid and authorizing a contract with the lowest and best bidder for the 2015 Annual Street Improvement Program will be before Council at the **09/02/2015** meeting.

**Item IX**

**An Ordinance Authorizing the Mayor and Clerk of Council/Finance Director to Enter Into an Agreement with Advanced Data Processing, Inc. dba Intermedix, for Ambulance Billing and Related Professional Services and Declaring an Emergency**

For over twenty years, in fact since 1993, Medicount Management, Inc. provided life support services billing for emergency runs made by City personnel. Due to a new ownership at Medicount as well as a reduction in the quality of service, the City entered into an agreement with Advanced Data Processing (Intermedix) in June 2011. At that time, the amount of revenue generated by the City's life support services had been declining drastically. In comparing the City's 2010 paramedic services revenue collection to the 2014 collections, there has been an increase of 42% in this revenue line item from \$356,253 to \$505,042.

The agreement with Intermedix authorized in 2011 appears to have expired during 2013, and since then, we have been operating under the terms of that agreement. Assistant City Administrator Jerry Thamann and Fire Chief Michael Hoffman have been working with representatives of Intermedix to draft a new agreement. According to Mr. Thamann, Intermedix is proposing very few adjustments to the existing agreement. It seems the primary change is to the fee schedule associated with the use of Intermedix's equipment that the department currently uses.

Unfortunately, the appropriate language for our new agreement with Intermedix has not been concluded. As a result, the legislation will not appear at the next City Council meeting. Once both parties have agreed to the proposed agreement, an ordinance, with an emergency clause, authorizing the City to enter into an agreement with Intermedix for ambulance billing services will be presented for Council's consideration perhaps at the **09/02/2015** meeting.

It is anticipated that the agreement (Exhibit A) will exceed twenty pages in length, and therefore a copy will not be included with the legislation when distributed. However, once the agreement is finalized and ready for Council's consideration, a copy will be available for review in the Clerk of Council/Finance Director's office.

Mayor  
Clerk of Council / Finance Director  
City Council  
Assistant City Administrator  
Law Director  
City Engineer  
Department Directors  
Recording Secretary  
Reading File