

INTERNAL MEMORANDUM

Office of the City Administrator

Springdale, Ohio

November 29, 2013

To: Mrs. Marjorie Harlow
President
Springdale City Council

From: Derrick Parham
City Administrator

Re: Report on Pending and Future Legislation

Item I

A Resolution Commending Tony Potts For His Dedication And Service To the City of Springdale

During the month of October, Civil Service Commission member Tony Potts notified City Council that he and his family had relocated their residence outside of the City of Springdale. As a result of this new development, Mr. Potts was required to resign his position on the Civil Service Commission. Mr. Potts served on the Springdale Civil Service Commission since 1995. For many of those years, he served as the Chairman of the Commission. During his years of serving on the Civil Service Commission, Mr. Potts' hard work, dedication, and commitment to the Springdale community has contributed to the City developing a professional and talented workforce. A resolution commending Tony Potts for his dedication and service to the City of Springdale will be before City Council at the **12/04/2013** meeting.

Item II

Three (3) Separate Resolutions Confirming the Mayor's Appointments to the Board of Health

In the City of Springdale Charter, the Mayor of the City is responsible for appointing the members of the Springdale Board of Health, and the legislative body (City Council) is to confirm those appointments. At the November 20, 2013 City Council meeting, Mayor Doyle Webster indicated his intentions to appoint Mr. Scott Garrison, Ms. Lynn Jones, and Mr. George Kellner to continue serving on the Board of Health. Three (3) separate resolutions confirming Mayor Webster's appointment of Mr. Scott Garrison, Ms. Lynn Jones, and Mr. George Kellner are scheduled to be before Council at the **12/04/2013** meeting.

Item III

A Resolution Appointing a Member to the Springdale Charter Revision Committee

The term of Mr. James Bush Jr. on the Springdale Charter Revision Committee is scheduled to expire on 12/31/2013. Prior to the expiration of the term, Council will need to make an appointment to fill the expiring term. The term is a five-year period and will expire on **12/31/2018**. A resolution appointing a member to the Springdale Charter Revision Committee will be before Council at the **12/04/2013** meeting.

Item IV

A Resolution Appointing a Member to the Springdale Civil Service Commission

The term of Mr. Thomas Goines on the Springdale Civil Service Commission is scheduled to expire on 12/31/2013. Prior to the expiration of the term, Council will need to make an appointment to fill the expiring term. The term is for a three-year period and will expire on 12/31/2016. A resolution appointing a member to the Springdale Civil Service Commission is scheduled to be before Council at the **12/04/2013** meeting.

Item V

An Ordinance Authorizing the Mayor and Clerk of Council/Finance Director to Amend the Agreement With Wood & Lamping LLP For Legal Services To the City of Springdale and Declaring An Emergency

Wood & Lamping has submitted a request to amend their current fees for legal services with the City of Springdale effective January 1, 2014. The request is to increase the annual retainer from \$27,000 to \$28,000 per year (4% increase); the rates for litigation and labor negotiation matters from \$200 to \$204 per hour (2% increase); and the hourly rates for time spent by partners, associates, paralegals, and law clerks for all other matters from \$183 to \$187 (2% increase). The request was sent to the Council Finance Committee for consideration. At the Finance Committee meeting on Monday, November 25, the decision was to recommend accepting Wood & Lamping's request for a fee adjustment.

The last adjustment made to the Wood & Lamping fee schedule took place in December 2008 effective January 1, 2009. An ordinance, with an emergency clause, authorizing a fee increase for Wood & Lamping will be before Council for consideration at the **12/18/2013** meeting.

Item VI

An Ordinance Setting the Compensation For The Elected Mayor For Calendar Year 2014 and Declaring an Emergency

In recognition of the Mayor performing nuptial services, Council increased the compensation of the Mayor's position for calendar year 2013 from \$21,000 to \$25,000 effective January 1, 2013. In return, the Mayor was expected to perform a certain number of nuptial ceremonies and submit all associated payments related to said nuptial services to the City of Springdale.

At the Finance Committee's November 25 meeting, Mayor Doyle Webster presented a report to the committee providing an update of the number of nuptial ceremonies performed and amount of revenue generated to date. In addition, the Mayor shared information on the number of future ceremonies currently scheduled. Following the Mayor's report, the Finance Committee recommended keeping the Mayor's salary for 2014 at the current 2013 rate.

An ordinance, with an emergency clause, setting the compensation for the elected Mayor for calendar year 2014 will be before City Council at the **12/18/2013** meeting.

Item VII

Adopting the Final Appropriation and Transfer Ordinance for 2013

This ordinance is adopted each December in order to balance out all departments in the General Fund and to insure we balance within all funds at the end of the year. This is accomplished by either moving funds already appropriated or by adopting additional appropriations to cover actual expenses. An appropriation ordinance does not require an emergency clause and will go into effect immediately after adoption by Council and execution by the Mayor.

The 2013 final appropriation ordinance will be presented for Council's consideration at its meeting on **12/18/2013**.

Item VIII

Adopting A Temporary Appropriations Ordinance for the Period January 1, 2014 until the Fiscal Year 2014 Appropriations Permanent Ordinance is Adopted by City Council

The first Council Meeting of the New Year falls on January 1, 2014. At the November 20 meeting, the decision was made to hold the first meeting of January 2014 on Wednesday, January 8. To provide for City operations until the Annual Appropriations Ordinance is adopted on January 8, a Temporary Appropriations Ordinance will need to be adopted by City Council. The adoption of this ordinance is an annual practice of the City.

A Temporary Appropriations Ordinance will be presented for Council's consideration at the meeting of **12/18/2013**. Because this is an ordinance dealing with financial matters, it may take effect on 01/01/2014 without an emergency clause.

Item IX

An Ordinance Setting the Employee Pay Rates for 2014 and Declaring an Emergency

As a part of this year's budget process, the City Administration will present a recommendation for Council to authorize a modest wage increase for all non-union full-time City employees and part-time firefighters. The pay ordinance would be designed to go into effect on 12/15/2013, meaning the employees will receive the benefit of the pay increase on the first pay for 2014 (January 2, 2014).

Members of the City's Police bargaining units (Patrol Officers and Supervisors) are currently negotiating with the City's bargaining team. They will not be considered for a wage increase until the negotiation process has been concluded.

An ordinance, with an emergency clause, setting pay rates for full-time City employees not covered by a collective bargaining agreement, as well as part-time firefighters, is scheduled to appear before City Council at the **12/18/2013** meeting.

Item X

An Ordinance Adopting the Annual Appropriations/Estimated Receipts for Fiscal Year Ending December 31, 2014

This ordinance, scheduled for the **01/08/2014** meeting, authorizes the approval of appropriations for current expenses and other potential expenditures of the City of Springdale, Ohio, for the fiscal year ending December 31, 2014. It also adopts the estimated receipts the City anticipates on collecting in the fiscal year ending December 31, 2014. The appropriations and receipts are consistent with the 2014 budget scheduled to be presented at the December 4, 2013 Council meeting. The appropriations ordinance does not require an emergency clause and will go into effect immediately after adoption by Council and execution by the Mayor.

Item XI

A Resolution Authorizing the Investment of Municipal Funds

Article III, Section G, Paragraph 6, (i) of the Charter requires the Clerk of Council/Finance Director shall "Invest any such funds as Council, by resolution, declares are not needed for any Municipal purpose for more than ninety (90) days." At the beginning of the year, it has been Council's long-standing practice to adopt a blanket resolution authorizing the Clerk to invest those funds she determines not to be needed for more than 90 days. Such a resolution for the year 2014 will be before City Council on **01/08/2014**.

Item XII

A Resolution Requesting Advance Payment from the County Auditor

At its first meeting each year, Council adopts a resolution requesting the County Auditor "pay to the Clerk of Council/Finance Director of the City of Springdale all funds currently available for distribution to said City of Springdale." If we fail to adopt such a resolution, the County will hold our property tax settlements as long as they can in order to derive the interest from the investment of such funds. As a result of this resolution, the County must distribute our property tax settlements as soon as the money is collected and available. The resolution covering 2014 will be before Council at the **01/08/2014** meeting.

Item XIII

Other Items of Interest:

1. The Council Swearing-In Ceremony is scheduled for Sunday, December 1, 2013 at 5:00 pm;
2. The 2014 Tree Lighting Ceremony is scheduled for Monday, December 2, 2013 at 7:30 pm;
3. The presentation of the 2014 Budget is scheduled for the December 4, 2013 City Council meeting.

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