

INTERNAL MEMORANDUM

Office of the City Administrator

Springdale, Ohio

November 10, 2017

To: Mr. Thomas Vanover
President
Springdale City Council

From: Derrick Parham
City Administrator

Re: Report on Pending and Future Legislation

Item I

An Ordinance Authorizing an Agreement with Capital Electric Line Builders, Inc. in the Amount of \$52,651.70 for the State Route 747 North Mall Mast Arm Replacement Project and Declaring an Emergency

In March of this year, there was a single car accident heading southbound on State Route 747. The vehicle crashed into the City's traffic signal and mast arm that is located in the center of SR 747 at the northern entrance to Tri-County Mall (often referred to as the Macy's entrance). As a result of the accident, the City's traffic signal pole was destroyed. Since that time, the southbound left turn movement into this entrance has been operational with the use of a temporary traffic signal.

The City's traffic engineer, TEC, requested proposals from several contractors to make the repairs. In response, two contractors submitted proposals with costs of \$48,572 and \$75,000. Due to possible complications with the project which may increase the overall cost to exceed the \$50,000 bid threshold, the decision was made to proceed with a formal public bid.

A bid opening was held on October 23 with only one proposal being submitted. That proposal was submitted by Capital Electric Line Builders, Inc. in the amount of \$52,651.70. The City is very familiar with the work of Capital Electric since they perform the great majority of the City's traffic signal work.

An ordinance, with an emergency clause, authorizing an agreement with Capital Electric Line Builders, Inc. in the amount of \$52,651.70 for the State Route 747 North Mall Mast Arm Replacement Project is scheduled to be before Council at its **11/15/2017** meeting for consideration.

Item II

An Ordinance Providing for the Issuance of not to Exceed \$1,320,000 Real Estate Acquisition Bond Anticipation Notes by the City of Springdale, Ohio in Anticipation of the Issuance of Bonds, Providing for the Pledge of Revenues for the Payment of Such Notes and Declaring an Emergency

A year ago, the City re-issued/renewed the Bond Anticipation Notes that were used to provide for the purchase of and subsequent demolition of the former Sheraton Hotel located at 11911 Sheraton Lane. The City has completed both tasks (purchasing the hotel and demolishing the structure), and now the only remaining task is to sell the property to a developer who will redevelop it into a functioning, productive, revenue-generating asset for the community.

The existing \$2,640,000 Bond Anticipation Notes are scheduled to be paid off by December 1, 2017. Since the property has not been sold and will not be sold prior to the December 1 date, the City anticipates reissuing new Notes for an additional twelve-month period. The new Notes will not be renewed for the entire \$2,640,000; instead, they will be reissued at 50% of the original or \$1,320,000 with Huntington Bank at a rate of 3.32%. Through this process, the City's intent is to eliminate half of the debt.

An ordinance, with an emergency clause, authorizing the issuance of Bond Anticipation Notes in an amount not to exceed \$1,320,000 for the purchase and demolition of the former Sheraton Hotel will be before Council for consideration at the **11/15/2017** meeting.

Item III

Three (3) Separate Ordinances Authorizing Annual Contracts with the Mayor's Court Magistrate, Prosecutor, and Public Defender with Emergency Clauses

Each year, the City contracts for legal services required to operate our Mayor's Court. The positions involved are those of Magistrate, Prosecutor, and Public Defender. The terms of the annual contracts run from 12/1 through 11/30. In an effort to maintain the Court's efficient and effective operations, the Mayor will need to make the appointment of these three positions and Council adopt legislation authorizing the contracts by no later the second meeting in November.

Three (3) separate ordinances, with emergency clauses, will be before Council for consideration at the **11/15/2017** meeting.

Item IV

Several Resolutions Either Confirming Mayoral Appointments and/or Council Appointments to Various Boards, Commissions, and Committees

A quick review of the Boards and Commissions document (dated 6/22/2017) reveals the terms of several members of the various boards and commissions expire near or at the end of the calendar year.

Below are a number of board or commission members, according to the document, with terms expiring this year: Board of Zoning Appeals – Mr. Dave Nienaber (**11/30/2017**); Charter Revision – Mrs. Julie Matheny (**12/31/2017**); Civil Service Commission – Mrs. Kathy Nienaber (**12/31/2017**); Tax Review Board – Mr. Roy Mitchell (**12/31/2017**); and all members of the Volunteer Fire Fighters' Dependents body (**12/31/2017**).

Item V

Two (2) Separate Resolutions of Appreciation Honoring both Mrs. Marjorie Harlow and Mr. Robert Diehl for Their Many Years of Service on the Springdale City Council

Mrs. Marjorie Harlow has served on Springdale City Council for twenty years, including several years as President of Council. Mr. Robert Diehl has served on Springdale City Council for ten years. For many of those years, Robert has served as the Chair of City Council's Finance Committee. The resolutions recognize both Marjorie and Robert for their dedicated service to the Community.

Resolutions honoring both Mrs. Marjorie Harlow and Mr. Robert Diehl will be before Council for consideration at the Friday, **12/01/2017** meeting.

Item VI

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. Mayor Doyle H. Webster has indicated his intentions to appoint Mr. Scott Garrison, Mrs. Lynn Jones, and Mr. Jim Squires to serve on the Board of Health.

Three (3) separate resolutions confirming Mayor Webster's appointments of Mr. Scott Garrison, Mrs. Lynn Jones, and Mr. Jim Squires are scheduled to be before Council at the **12/06/2017** meeting.

Item VII

An Ordinance Authorizing an Agreement with the Contractor with the Best Bid for the Beacon Hills Subdivision/Kenn Road Rehabilitation Project and Declaring an Emergency

The Beacon Hills Subdivision and Kenn Road Rehabilitation project (Beacon/Kenn project) incorporates the entire Beacon Hills Subdivision as well as Kenn Road from Interstate 275 to the Fairfield corporation line. The work scheduled to be performed under the Beacon/Kenn project will consist of full curb replacements, catch basin repairs and/or adjustments, manhole adjustments, sidewalk repairs, ADA ramps in several locations, pavement repairs, the application of a sealant process to preserve the pavement throughout the Beacon Hills Subdivision, and asphalt resurfacing on Kenn Road. In addition, some minor storm sewer repairs are planned on Brookston Drive and Kenn Road. As has been the City's practice during previous projects, residents whose drive aprons and/or driveways are determined to be below City standards will be required to repair/replace the drive apron and/or driveway at their expense. As always, the resident will have the ability to pay for this improvement up front, in installments, or have the cost of the improvement added to their taxes.

The estimated construction cost for this improvement is \$2,449,616. The City will be responsible for the entirety of the project costs. Bids for the project will be opened on Tuesday, November 21. It is anticipated that a contract will be awarded at Council's **12/20/2017** meeting with construction scheduled to begin in the spring of 2018. The project is to be completed during the fall of the same year.

An ordinance, with an emergency clause, authorizing an agreement with the contractor with the best bid for the Beacon Hills Subdivision/Kenn Road Rehabilitation Project is planned to be before Council at its **12/20/2017** meeting.

Item VIII

An Ordinance Authorizing the 2018 Fee Schedule with CT Consultants, Inc. for Engineering Services and Declaring an Emergency

CT Consultants has submitted a request to amend their fee schedule with the City for 2018. The last adjustment made to their fees was approved by Council at the **12/07/2016** meeting. That adjustment reflected an overall 1.85% average rate increase for 2017.

CT's proposed 2018 rate increase would have an overall average of 1.75% over the 2017 current rates. The increases to the various positions range from 0.72% to 2.25%. In no case do any of the categories increase by more than three dollars. If approved, the new rates would not go into effect until January 1, 2018.

An ordinance, with an emergency clause, authorizing an adjustment to the CT Consultants fee schedule will be presented for Council's consideration on **12/20/2017**.

Item IX

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, 2018. The request is to increase the annual retainer from \$28,600 to \$29,200 per year (2.1% increase). The hourly rate for all Extra Services not included under the retainer is currently \$199.00. The proposed hourly rate increase for the Extra Services would be at \$203.00. This represents approximately a 2.0% increase.

An ordinance, with an emergency clause, authorizing a fee increase for Wood & Lamping will be before Council for consideration at the **12/20/2017** meeting.

Item X

An Ordinance Setting the Employee Pay Rates for 2018 and Declaring an Emergency

As a part of this year's budget process, the City Administration is recommending that Council 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 December 24, 2017, meaning the employees will receive the benefit of the pay increase on the first pay for 2018 (January 11, 2018).

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 **12/20/2017** meeting.

Item XI

Adopting the Final Appropriation and Transfer Ordinance for 2017

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 either by 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 2017 final appropriation ordinance will be presented for Council's consideration at its meeting on **12/20/2017**.

Item XII

Adopting a Temporary Appropriations Ordinance for the Period January 1, 2018 until the Fiscal Year 2018 Appropriations Permanent Ordinance is Adopted by City Council

The first Springdale City Council meeting of 2018 falls on Wednesday, January 3, 2018. To provide for City operations until the 2018 Annual Appropriations Ordinance is adopted on January 3, 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 **12/20/2017**. Because this is an ordinance dealing with financial matters, it may take effect on January 1, 2018 without an emergency clause.

Item XIII

An Ordinance Adopting the Annual Appropriations/Estimated Receipts for Fiscal Year Ending December 31, 2018

This ordinance, scheduled for the **01/03/2018** 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, 2018. It also adopts the estimated receipts the City anticipates collecting in the fiscal year ending December 31, 2018. Generally, the appropriations and receipts will be consistent with the 2018 Budget document which is scheduled to be presented to Council at the 12/06/2017 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 XIV

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 2018 will be before City Council on **01/03/2018**.

Item XV

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 2018 will be before Council at the **01/03/2018** meeting.

Item XVI

Other Items of Interest

1. The 2017 Tree Lighting Ceremony is scheduled for **Monday, November 27, 2017 at 7:00 pm;**
2. The Council Swearing-In Ceremony is scheduled for **Friday, December 1, 2017 at 6:30 pm;**
3. The Presentation of the 2018 Budget is scheduled for the **12/06/2017** City Council meeting.

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