

# INTERNAL MEMORANDUM

Office of the City Administrator

Springdale, Ohio

November 15, 2013

To: Mrs. Marjorie Harlow  
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 Authorizing a Contract with Adleta, Inc. for the Ashmore Court and Woodvale Court Rehabilitation Project and Declaring An Emergency**

In 2013, the City filed an application for SCIP funds listing both Ashmore Court and Woodvale Court for consideration as a single project. Presently, in the 2013 Budget, each street is accounted for separately. When the City was notified by OPWC the projects would not be funded, the City decided to include them in the 2013 Annual Street Improvement Program. Unfortunately, these improvements would only involve intermediate repairs as opposed to the complete rehabilitation of both streets as was presented in the SCIP application. After the Street Improvement Program was awarded, the City was unexpectedly notified by the Hamilton County Engineer's Office we would receive the requested \$165,033 in SCIP funding (\$82,223 - Ashmore Court & \$82,810 - Woodvale Court). The City's estimated share for the two (2) streets is \$85,580 (51%) for Ashmore Court and \$86,190 (51%) for Woodvale Court for a total estimated cost of \$171,770.

In addition to the two (2) streets above, the bid also included paving Elm Alley and the small City parking lot on Osborn Way. The Municipal Building parking lot was also included as an alternate bid. Staff's estimate during the spring of 2013 for the additional work was as follows: Elm Alley (\$8,251), small parking lot (\$8,619.10), and the Municipal Building Parking lot (\$41,511).

Bids were opened on Tuesday, November 5 with eight (8) bidders participating. Although Welsh Excavation submitted a lower overall base bid (\$296,467) for the project, it was determined that the bid of Adleta Inc. (\$301,537) was the best bid for the

City. Overall, Adleta's bid was \$5,070 higher than Welsh. However, when the OPWC funding is taken into consideration, Adleta's bid becomes more favorable. Under the Adleta bid, the City would be entitled to \$131,777 in SCIP funding and would pay \$169,759 for its share of the overall project cost. Under the Welsh bid, the City would be entitled to only \$124,083 in SCIP funding and our out-of-pocket cost would total \$172,384. As a result of this development, the City Administration is recommending Adleta Inc. as the best bid for the Ashmore Court and Woodvale Court Rehabilitation project.

An ordinance, with an emergency clause, authorizing a contract with Adleta, Inc. for the Ashmore Court and Woodvale Court Rehabilitation Project will be before Council at the meeting of **11/20/2013**.

### **Item II**

#### **An Ordinance Declaring Police Department Property as Surplus Property and Authorizing the City Administrator to Donate the Property to the Vineyard Church for a Two-Year Period and Declaring an Emergency.**

Over time the Police Department collects bicycles that may have been lost, stolen, confiscated, etc. This property is stored by the Police Department until it can be properly disposed. The Police Department has obtained a court order, providing approval for the disposal of the bicycles as surplus property. The Department has also made arrangements to donate the bicycles to the Vineyard Church in an "as is" condition. When the church receives these bikes, their congregation makes any necessary repairs and then the bicycles are distributed to the poor. This would be the sixth time since 2004 in which the City has donated these surplus bicycles for such an opportunity.

An ordinance, with an emergency clause, authorizing the City Administrator to donate the surplus bicycles to the Vineyard Church will be before Council at the meeting of **11/20/2013**.

### **Item III**

#### **Two (2) Resolutions appointing members to the Springdale Civil Service Commission**

The term of Mr. Thomas Goines 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. A resolution appointing a member to the Springdale Civil Service Commission is scheduled to be before Council at the **11/20/2013** meeting.

In addition, Civil Service Commission member Mr. Tony Potts and his family have relocated their residence outside of the City of Springdale and as a result, Mr. Potts has resigned his position on the Commission effective October 31, 2013. Mr. Potts' term on the Commission is scheduled to expire on 12/31/2014. A resolution appointing a member to complete Mr. Potts' term until 12/31/2014 will be before City Council at the **11/20/2013** meeting.

**Item IV**

**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 from his position. Mr. Potts has served on the Springdale Civil Service Commission since 1995. For many of those years, Mr. Potts served as the Chair for 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 **11/20/2013** meeting.

**Item V**

**A Resolution Appointing A Member to the Springdale Board of Zoning Appeals**

The term of Mr. Dave Nienaber is scheduled to expire on 11/30/2013. Prior to the expiration of the term, Council will need to make an appointment to fill the expiring term. The term is a four-year period. A resolution appointing a member to the Springdale Board of Zoning Appeals will be before Council at the **11/20/2013** meeting.

**Item VI**

**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 VII**

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

The first Council Meeting of the New Year falls on January 1, 2014. The Administration has discussed with the President of Council the feasibility of re-scheduling the first meeting of the year to the following Wednesday (January 8). Should Council concur with this recommendation, this ordinance will need to be adopted in order to provide for City operations until the Annual Appropriation Ordinance is adopted on January 8. The adoption of the temporary appropriation ordinance is an annual practice of the City.

A temporary appropriation 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 VIII**

**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 IX**

**Several Resolutions Confirming the Mayor's Appointments to the Board of Health and A Resolution for Council to Appoint a Member to the Charter Revision Committee**

A quick review of the Boards and Commissions document (dated 1/15/2013) reveals the terms of several members of the various boards and commissions expire either prior to or at the end of the calendar year.

The current Board of Health members and the Charter Revision Committee member whose terms are scheduled to expire this year are: Board of Health – Mr. Scott Garrison, Ms. Lynn Jones, and Mr. George Kellner (12/31/13); Charter Revision Committee – Mr. James Bush Jr. (12/31/13).

**Item X**

**An Ordinance Adopting the Annual Appropriation/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 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. An appropriation 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 presentation of the 2014 Budget is scheduled for the December 4, 2013 City Council meeting;
2. The introduction of the City’s new Fire Captain;
3. The introduction of a new Firefighter.

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