

INTERNAL MEMORANDUM

Office of the City Administrator

Springdale, Ohio

December 2, 2016

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 the Mayor and Clerk of Council/Finance Director to Enter Into an Agreement with Ascendum Solutions, LLC, Related to Job Creation and Retention Incentives and Declaring an Emergency

The City Administration has been engaged in discussions with Ascendum Solutions, LLC to relocate their business operations to the City of Springdale. Ascendum Solutions, LLC has requested financial assistance from the City to help defray their cost to purchase and ultimately furnish a very underutilized facility in Springdale. Ascendum Solutions, LLC proposes to initially bring approximately 185 jobs to Springdale, and then create an additional forty jobs over the next four to five years. As long as Ascendum Solutions, LLC is able to produce the identified jobs and retain them in the City for a minimum of ten years, the City Administration recommends providing them financial assistance under the City's Job Creation and Retention Incentive Program. The City and Ascendum Solutions, LLC are also working closely with the State of Ohio to provide financial assistance to help with the process.

An ordinance, with an emergency clause, authorizing an agreement related to job creation and retention incentives with Ascendum Solutions, LLC is scheduled for the **12/07/2016** meeting.

Item II

An Ordinance Authorizing the 2017 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 2017. The last adjustment made to their fees was approved by Council at the **12/16/2015** meeting. That adjustment reflected an overall 1.33% average rate increase for 2016.

CT's proposed 2017 rate increase would have an overall average of 1.85% over the 2016 current rates. The increases to the various positions range from 1.12% to 2.74%. 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, 2017.

An ordinance, with an emergency clause, authorizing an adjustment to the CT Consultants fee schedule will be presented for Council's consideration on **12/07/2016**.

Item III

Authorizing a Preliminary Ordinance with the State of Ohio Department of Transportation for the State Route 4 Urban Paving Project from Cameron Road to Interstate 275 and Declaring an Emergency

In 2013, the Ohio Department of Transportation (ODOT) notified the City that State Route 4 (SR 4) between Cameron Road and I-275 would be eligible to receive funding in 2017 under ODOT's Urban Paving Project (UPP). Under the UPP program, ODOT pays 80% of the paving portion of the project only. The City is responsible for paying the remaining 20% of the paving cost and must also cover all other costs associated with any other necessary improvements of the project. Typically after all costs are considered for the project, the funding breakdown often turns out to be a 50-50 split. Since ODOT's current construction estimate for the project is \$915,000, at this time each party anticipates being responsible for approximately \$457,500 in construction costs and another \$15,000 each for the construction engineering costs.

In an effort to avoid a gap consisting of old, worn pavement between the recently completed W. Kemper Road Rehabilitation project and the UPP, the City will incur an additional cost of \$21,000 to pave this area. Specifically, this work would take place on W. Kemper Road between SR 4 and Walnut Street. In addition, ODOT has agreed to substitute the use of microwave traffic detection devices in place of loops in the ground at the three major intersections along the project route with the City responsible for the cost differential of \$30,359. The intersections are SR 4 and Northland Boulevard, SR 4 and W. Kemper Road, and SR 4 and Glensprings Drive. The design engineering for the project in the amount of \$32,450 is the sole responsibility of the City.

When a local jurisdiction participates in the UPP program, they must enter into a preliminary agreement with ODOT committing to be responsible for their share of the project. In addition, they must cover all other required costs. Around April 2017, the City will be asked by ODOT to adopt a "Final Ordinance" further committing to participate in the project. At that time, the City will be required to pay its estimated share. The project is scheduled to commence and be completed in the fall of 2017.

An ordinance, with an emergency clause, authorizing a preliminary ordinance with the State of Ohio Department of Transportation for the State Route 4 Urban Paving Project is scheduled to be before Council for consideration at the **12/07/2016** meeting.

Item IV

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, 2017. The request is to increase the annual retainer from \$28,000 to \$28,600 per year (approximately a 2.1% increase). The hourly rate for all Extra Services not included under the retainer is currently \$195.00. The proposed hourly rate increase for the Extra Services would be at \$199.00. This also represents approximately a 2.1% increase.

Wood Lamping has not requested an adjustment to their rates since Council re-engaged them to continue serving as the City's legal services provider beginning in January 2015.

An ordinance, with an emergency clause, authorizing a fee increase for Wood & Lamping will be before Council for consideration at the **12/07/2016** meeting.

Item V

Several Resolutions Appointing Members to Various Boards, Commissions, and Committees

A quick review of the Boards and Commissions document (dated 9/19/2016) reveals the terms of several members of the various boards and commissions expire at the end of the calendar year. At the **11/16/2016** meeting, the President of Council indicated Council would address the various appointments to the City Springdale's Boards, Commissions, and Committees at the upcoming **12/07/2016** meeting.

Below are a number of board or commission members, according to the document, with terms expiring this year: Charter Revision – Mr. Daniel Jacobs (12/31/2016); Civil Service Commission – Mr. Mick Higgins (12/31/2016); Tax Review Board – Mr. Gregory D. Johnson (12/31/2016); and all members of the Volunteer Fire Fighters' Dependents Board (12/31/2016).

Item VI

Two (2) 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. Kevin Ketring and Mrs. Rita Hart to serve on the Board of Health.

Two (2) separate resolutions confirming Mayor Webster's appointments of Mr. Kevin Ketring and Mrs. Rita Hart are scheduled to be before Council at the **12/07/2016** meeting.

Item VII

An Ordinance Setting the Employee Pay Rates for 2017 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 25, 2016, meaning the employees will receive the benefit of the pay increase on the first pay for 2017 (January 12, 2017).

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 **12/21/2016** meeting.

Item VIII

Adopting the Final Appropriation and Transfer Ordinance for 2016

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 2016 final appropriation ordinance will be presented for Council's consideration at its meeting on **12/21/2016**.

Item IX

Adopting a Temporary Appropriations Ordinance for the Period January 1, 2017 until the Fiscal Year 2017 Appropriations Permanent Ordinance is Adopted by City Council

The first Springdale City Council meeting of 2017 falls on Wednesday, January 4, 2017. To provide for City operations until the 2017 Annual Appropriations Ordinance is adopted on January 4, 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 **12/21/2016**. Because this is an ordinance dealing with financial matters, it may take effect on January 1, 2017 without an emergency clause.

Item X

An Ordinance Adopting the Annual Appropriations/Estimated Receipts for Fiscal Year Ending December 31, 2017

This ordinance, scheduled for the **01/04/2017** 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, 2017. It also adopts the estimated receipts the City anticipates collecting in the fiscal year ending December 31, 2017. Generally, the appropriations and receipts will be consistent with the 2017 Budget document which is scheduled to be presented to Council at the 12/07/2016 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 2017 will be before City Council on **01/04/2017**.

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 2017 will be before Council at the **01/04/2017** meeting.

Item XIII

Other Items of Interest

1. A Proclamation Recognizing CORE, Inc. and Celebrating Their 30-Year Anniversary of Being in Business – **12/07/2016**;
2. Swearing-In/Introduction of New Employee: Garret Welander, Patrol Officer, Police Department – **12/07/2016**;
3. Presentation of the 2017 Budget – **12/07/2016**.

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