

INTERNAL MEMORANDUM

Office of the City Administrator

Springdale, Ohio

December 12, 2014

To: Mr. Thomas Vanover
President
Springdale City Council

From: Derrick Parham
City Administrator

Re: Report on Pending and Future Legislation

Item I

An Ordinance Setting the Employee Pay Rates for 2015 and Declaring an Emergency

As a part of this year's budget process, the City Administration has recommended that Council authorize a modest wage increase of two percent for all non-union full-time City employees and part-time firefighters. The pay ordinance would be designed to go into effect on December 28, 2014, meaning the employees will receive the benefit of the pay increase on their first pay for 2015 (January 15, 2015).

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 **12/17/2014** meeting.

Item II

An Ordinance Setting the Compensation for the Elected Mayor for Calendar Year 2015 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 would perform a specified number of nuptial ceremonies to accommodate the salary increase. All associated payments received by the Mayor related to said nuptial services would be submitted to the City of Springdale. As a result of this agreement, the determination of the Mayor's salary will be made on an annual basis. If passed, this legislation would establish the amount the Mayor will be compensated in 2015.

An ordinance, with an emergency clause, setting the compensation for the elected Mayor for calendar year 2015 will be before City Council at the **12/17/2014** meeting.

Item III

An Ordinance Accepting the Recommendation of City Council's Engineering Services Committee and Authorizing the Mayor and Clerk of Council/Finance Director to Enter into an Agreement with CDS/CT Consultants for Engineering Services Provided to the City of Springdale and Declaring an Emergency

In 2014, the City decided to re-evaluate its contract for City Engineering Services. The President of Council appointed three members of Council to serve as Council's Engineering Services Committee to perform the assessment. Presently, and for the past thirty-plus years, CDS Associates (now known as CDS/CT Consultants) have served the City as its City Engineer. The process was intended to insure the City is and has been receiving the best possible engineering services for the community and the City organization. The focus of the process was not necessarily to replace CDS/CT. However, if the committee would have determined that another engineering firm would provide a better service and product for the City, they would have recommended a change. At the **12/03/2014** meeting, the Engineering Services Committee recommended that Council retain CDS/CT Consultants as the City Engineer for 2015.

An ordinance, with an emergency clause, accepting the recommendation of the Engineering Services Committee and authorizing an agreement with CDS/CT Consultants for engineering services is scheduled for Council's consideration at the **12/17/2014** meeting.

Item IV

An Ordinance Accepting the Recommendation of City Council's Legal Services Committee and Authorizing the Mayor and Clerk of Council/Finance Director to Enter into an Agreement with Wood & Lamping LLP for Legal Services Provided to the City of Springdale and Declaring an Emergency

Just as with the engineering services, the City decided to re-evaluate its contract for Legal Services. The President of Council appointed three members of Council to serve as Council's Legal Services Committee to perform this assessment. Presently, and for the past thirty-plus years, Wood & Lamping has served the City as its Law Director. Once again, the intent of the process was to insure the City is receiving the best possible legal services for the community and the City organization. It should also be repeated that the focus of the process was not to necessarily replace Wood & Lamping. However, during the assessment, if another law firm was determined to have provided a better service and product for the City, a change would have been recommended. The Legal Services Committee, at the **12/03/2014** meeting, recommended that the City retain Wood & Lamping LLP as the City's legal counsel.

An ordinance, with an emergency clause, accepting the recommendation of the Legal Services Committee and authorizing an agreement with Wood & Lamping LLP for legal services is scheduled for Council's consideration at the **12/17/2014** meeting.

Item V

Adopting a Temporary Appropriations Ordinance for the Period January 1, 2015 until the Fiscal Year 2015 Appropriations Permanent Ordinance is Adopted by City Council

The first Springdale City Council meeting of 2015 falls on January 7, 2015. To provide for City operations until the 2015 Annual Appropriations Ordinance is adopted on January 7, 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 **12/17/2014**. Because this is an ordinance dealing with financial matters, it may take effect on January 1, 2015 without an emergency clause.

Item VI

Adopting the Final Appropriation and Transfer Ordinance for 2014

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 2014 final appropriation ordinance will be before Council for consideration at the **12/17/2014** meeting.

Item VII

An Ordinance Accepting the Dedication of Certain Lots as Public Right-of-Way as a Part of Tri-County Commons and Declaring an Emergency

During the mid-1990's when the Tri-County Commons Shopping Center was built, the owners of the development dedicated a number of lots to the City to be used as public streets. These lots are located on the Springdale streets now known as Kemper Commons Circle, Old Commons Drive, and Commons Drive. Unfortunately in the majority of these cases (lots 236, 244, 248, and 249), the City never officially adopted legislation to accept the dedication of the lots. However, in one case (lot 233 - the largest parcel), the City actually did adopt Ordinance No. 17-1995 to accept the dedication of this lot. Unfortunately, the Hamilton County Recorder's Office incorrectly recorded the acceptance of the lot with the wrong parcel. In order to correct this error, the City must now adopt legislation to have lot 233 properly recorded.

In an effort to clean up this situation with lot 233 and the other four lots, staff is recommending Council adopt legislation to accept all five lots so they can be properly recorded as City property and public streets. Since the completion of the development, the City street maintenance crews have been maintaining and clearing these streets.

An ordinance, with an emergency clause, accepting the dedication of lots 233, 236, 244, 248, and 249 as right-of-way as a part of Tri-County Commons is scheduled to be before Council for consideration at the **12/17/2014** meeting.

Item VIII

An Ordinance Accepting the Dedication Plat for Right-of-Way Along a Portion of Commons Drive and Declaring an Emergency

When the Target Store was proposed in its current location, it was determined that the building would have been too close to the west property line on Commons Drive. To allow the building to be constructed, it was recommended that the City accept two parcels, 226 (3B) and 231 (6B), located on Commons Drive as right-of-way. Accepting this plat comprised of the two parcels would have provided the building with the appropriate setback thereby bringing Target into compliance with the City's Building Code. The Springdale Planning Commission agreed with the recommendation. Unfortunately, after the Planning Commission approved this action, no further steps were taken to transfer the property to the City as right-of-way. The adoption of this ordinance will accept the dedication of the two parcels as right-of-way.

An ordinance, with an emergency clause, accepting the dedication plat as right-of-way along Commons Drive is scheduled for Council's consideration at the **12/17/2014** meeting.

Item IX

Two 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. This year, the terms of two members of the Board of Health will expire on December 31, 2014. The two members with expiring terms are Springdale residents Mrs. Rita Hart and Dr. Kevin Ketring. Mayor Doyle Webster plans to make the appointments and have Council confirm the appointments at the **12/17/2014** meeting.

Two separate resolutions confirming Mayor Webster's appointments to fill the expiring terms of Mrs. Rita Hart and Dr. Kevin Ketring are scheduled to be before Council at the **12/17/2014** meeting.

Item X

A Resolution Appointing a Member to the Springdale Civil Service Commission

The term of Mrs. Kathy Nienaber on the Springdale Civil Service Commission is scheduled to expire on December 31, 2014. 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 December 31, 2017. A resolution appointing a member to the Springdale Civil Service Commission is scheduled to be before Council at the **12/17/2014** meeting.

Item XI

A Resolution Appointing a Member to the Springdale Charter Revision Committee

The term of Ms. Sharon Conrad on the Springdale Charter Revision Committee is scheduled to expire on December 31, 2014. 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 December 31, 2019. A resolution appointing a member to the Springdale Charter Revision Committee will be before Council at the **12/17/2014** meeting.

Item XII

An Ordinance Adopting the Annual Appropriations/Estimated Receipts for Fiscal Year Ending December 31, 2015

This ordinance, scheduled for the **01/07/2015** 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, 2015. It also adopts the estimated receipts the City anticipates on collecting in the fiscal year ending December 31, 2015. The appropriations and receipts are for the most part consistent with the 2015 Budget which was presented to City Council at the **12/03/2014** 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 XIII

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 2015 will be before City Council at the **01/07/2015** meeting.

Item XIV

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 2015 will be before Council at the **01/07/2015** meeting.

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