

# CITY OF BLUE ASH

## Interoffice Memo – City Manager's Office

**TO:** City Council  
**FROM:** City Manager and Department Directors  
**SUBJECT:** Agenda Items for the December 13<sup>th</sup> Council Meeting  
**DATE:** December 11, 2018  
**COPIES:** Department Directors, Press, Clerk of Council, Solicitor

---

This memo offers a brief description of the topics included on the December 13<sup>th</sup> Council agenda.

### **8.a.1. Ordinance No. 2018-12 modifying Council ward boundaries**

Ordinance No. 2018-12 modifies the boundaries of Blue Ash wards to more evenly distribute Blue Ash's population among the five wards. Option A, Phase 1 (from the December 5<sup>th</sup> memo) is included as the Ordinance attachment. It impacts 4 wards in the first part of a two-step process with the second step to be completed once the residential components of the Neighborhoods at Summit Park are complete. At the request of the Board of Elections, a slight adjustment, which has no impact on residents, was made – the ward boundaries continue to rely on Reed Hartman and not Watson Way as the latter is not yet recognized by the census. Original options A, B, and C are included for reference. Should City Council choose to move forward at this time, the revised wards would be in place for the next municipal election – November 2019.

Please direct questions regarding this ordinance to the City Manager.

### **8.a.2. Resolution No. 2018-57 – 2018 budget amendments**

Resolution No. 2018-57 provides for the following 2018 budget modifications:

#### **Budget Amendments that will Increase or (Decrease) Budget**

- The City contracts with National Inspection Corporation for plan review and zoning official services. Permit activity in 2018 has exceeded the City's original budget amounts. To finish out the year, this budget amendment increases both revenue collections and the related expense to NIC for contracted services by \$65,000.

#### **Budget Amendments Made by Transfer of Appropriations (Within Budget)**

- An additional \$5,000 in Community and Economic Development salaries is needed resulting from an unexpected retirement earlier this year not included in the 2018 budget.
- Two departments require additional budget to cover utility costs through the end of the year. Parks Department requires an extra \$11,000 which is funded by a transfer from their operating supplies account and Cooper Creek's utility account is increased by \$10,000 by way of budget transfer from the Golf Course utility account.
- The 2018 original budget included capital funding of \$40,000 for an auxiliary HVAC blower to insure continuous heating and cooling needs during Cooper Creek events. Current cost estimates associated with this purchase are higher than initially obtained in

late 2017. Additional funding is provided by transferring \$3,000 from Cooper Creek's operating supplies account to the capital equipment account.

Please direct any questions regarding this resolution to the Treasurer or the City Manager.

### **8.a.3. Resolution No. 2018-58 – adopting 2019 budget**

A presentation of the 2019 Budget was made to Council at the Budget Study Session held on November 26, 2018. The City Manager detailed the framework of the budget, provided a graphical overview which illustrated the City's anticipated operating results, and offered some guidance regarding current and future trends.

Resolution No. 2018-58 formally adopts the City's 2019 Budget as presented to Council on November 26<sup>th</sup> and includes the same revenue and expenditure budget contained in the budget document provided at that meeting. Please refer to that document for more detailed budget information however here are a few key highlights:

- General Fund balance is estimated at \$37,236,488 at the end of the current fiscal year. Starting with that estimated fund balance and assuming collection of all budgeted revenues and expensing of all budgeted expenditures, General Fund balance is expected to decrease by approximately \$2M by the end of the 2019 fiscal year.
- Projected 2018 gross income tax collections total \$35,700,000 representing a -1% decrease from 2017 actual collections. Taking the loss of P&G into account, the 2019 estimates for withholding and net profit collections are reduced by almost 6% to \$33,600,000.
- The 2019 budget for all City funds, include \$52,151,501.15 in revenues and \$54,250,497.87 in expenditures (both net of transfers and advances).

In the past, a preliminary budget was approved in December with a final in January. However, no significant changes are expected between December and January therefore this budget will serve as the City's final 2019 budget. Of course, modifications to the City's budget are inevitable throughout the year and said budget amendments will be presented to Council via resolutions.

Administration will provide information to Council after the first of the year that will include actual income tax collections and final end of year fund balances.

Please direct any questions regarding this resolution to the Treasurer or the City Manager.

### **8.a.4. Resolution No. 2018-59 – adopting 2019 pay plan**

Resolution No. 2018-59 authorizes the 2019 Position Classification Plan and the 2019 Annual Pay Plan as provided for in Resolution 2017-63 - Administrative Rules and Regulations related to pay classifications and pay schedules of non-bargaining personnel. The 2019 Position Classification Plan and the 2019 Pay Plan were recently approved by the Civil Service Commission.

The following is a summary of the adjustments:

- 1.25% cost of living increase for all non-bargaining full-time and permanent part-time employees effective with the 2019 pay plan year beginning on December 15, 2018.
- Required changes were made to part-time permanent and seasonal starting pay ranges to reflect the State minimum wage of \$8.55.
- Deletions of some classifications that are obsolete.

- Changes to the Community and Public Relations Coordinator including a title change (Communications Coordinator) and adjustment to the pay range, based on salary comparisons.
- Changes to the Fire Captain position including changes to FLSA status, number of positions and salary. These changes support possible changes to the current operating structure in the Fire Department. There will be no change to full time position count as a result of these changes.
- General maintenance and clean-up including corrections of duplications and overall renumbering for simplification.

Please direct questions related to this resolution to the Treasurer/Administrative Services Director or City Manager.

#### **8.a.5. Resolution No. 2018-60 – authorizing a contract with Cincinnati Bell**

Administration sought competitive quotes for citywide phone, network connections, and internet services. Based upon pricing and the City's positive experience with Cincinnati Bell, its current provider, Administration recommends continuing with Cincinnati Bell. It is anticipated that the City will see a cost reduction of approximately \$2,000 per month due to the competitive pricing and, removal of certain service lines no longer needed, and previously installed infrastructure.

This resolution authorizes the City Manager to enter into a three-year contract with Cincinnati Bell for citywide phone, network connections, and internet services not to exceed \$65,000 annually.

Please direct questions regarding this Resolution to the Treasurer/Administrative Services Director.

#### **8.a.6. Resolution No. 2018-61 – amending professional legal service fees**

The Solicitor has requested legislation to authorize a change in the hourly legal fee schedule beginning in 2019. Resolution No. 2018-61 seeks authorization to increase the hourly rates by \$10 effective January 1 – resulting in the following hourly rates: \$250 per hour for attorney services, and \$190 per hour for paralegal services. Legal fees have not been increased since January 2016.

Please direct questions regarding this resolution to the Solicitor.

#### **8.b.1. Resolution No. 2018-62 – awarding bid for Blue Ash Recreation Center Partial Roof Replacement Project**

Bids for the Blue Ash Recreation Center Partial Roof Replacement Project were advertised in the November 14, 2018 *Northeast Suburban Life-Press*. Four bids were received and publicly opened and read aloud on Wednesday, November 28, 2018. Administration is recommending Council authorize an award to AEQ, LLC d/b/a Ace Exteriors for unit prices as shown on the bid summary. Staff recommends the award include bid package A & B.

This project is to address leaks associated with the original roof – not the roof installed during the 2009 renovation project.

Please direct any questions regarding this resolution to the Public Works Director.

**8.c.1. Motion setting a Public Hearing for 7:05 PM, Thursday, January 10, 2019, to consider a final development plan for a new hotel and site development for a Residence Inn in the Summit Park Subdivision**

Summit View Development is proposing to build a 4-story, 126-unit Residence Inn on the east side of Summit Place in the Neighborhoods at Summit Park development. The proposed hotel is on the same site as was proposed in the preliminary development plans for the overall project. The approximately 115,000 square foot building would extend from the Park's edge to the roundabout and includes an area that is set aside for future development of a 5,000 square foot restaurant.

Planning Commission considered the proposed plan at its December 6, 2018 meeting and recommended approval to City Council.

Please direct any questions to the Community Development Director.

**8.c.2. Motion setting a Public Hearing for 7:10 PM, Thursday, January 10, 2019 to consider a Conditional Use Permit for an outdoor dining area at 9290 Kenwood Road in the Downtown Zoning District**

The applicant is planning to redevelop this existing site into a restaurant with an outdoor eating area on the Kenwood Road side of the building. The plans include removing the two-story house from the building, constructing an addition in its place, and upgrading the entire structure to satisfy the architectural regulations. The proposed land use and site configuration are permitted in the Downtown zoning district, but the Zoning Code requires a Conditional Use Permit for an outdoor eating area more than 10-feet in width.

Planning Commission considered the proposed plans at its December 6, 2018 meeting and recommended approval to City Council.

Please direct any questions to the Community Development Director.

**8.c.3. Motion setting a Public Hearing for 7:05 PM, Thursday, February 14, 2019, to consider a zoning text amendment to allow a drive-through for a restaurant use**

Chick-fil-A proposed an amendment to the Zoning Code that would allow drive-through uses for restaurants. The proposal is not limited to a specific zoning district, but does include a list of additional criteria that would limit the number of properties and the attributes of a site that could satisfy the proposed regulations.

Planning Commission considered the proposed amendment at its November 1 and December 6 meetings and recommended denial to City Council. State Law requires a minimum 40-day waiting period after advertising a public hearing, resulting in a February hearing.

Please direct any questions to the Community Development Director.

**8.c.4. Resolution No. 2018-63 – authorizing an economic development agreement with Truepoint Wealth Counsel**

Truepoint Wealth Counsel is a wealth management and financial services advisory firm. The company, currently based in Blue Ash, plans to expand and relocate its headquarters to 9999 Carver Road. Truepoint will create an additional 37 jobs by 2025, increasing its annual payroll by \$8 million, resulting in \$100,000 in new annual earnings tax for the City of Blue Ash. This agreement will provide the company a \$100,000 forgivable loan.

Please direct any questions regarding this resolution to the Economic Development Director.

**8.c.5. Resolution No. 2018-64 – approving a final plat for Park Manor**

This Phase 3 Plat allows Park Manor to subdivide part of the property into 10 single-family lots along the Cooper Lane side of the development. Planning Commission approved a minor amendment to the plan in October that replaced three 12-unit condominium buildings that would have been in the same area. About half of the homes will have driveway access to Cooper Lane; the others will have access from the internal Park Manor driveways. The proposed plat does not include any new public right-of-way. This will be the final phase of the Park Manor development. Final Plat approval does not require a public hearing.

Planning Commission considered the proposed subdivision at its November 1 meeting and recommended approval to City Council.

Please direct any questions to the Community Development Director.

**8.d.1. Resolution No. 2018-65 – authorizing professional engineering service fees**

In late 2017, Council approved a five-year contract with the City's long-standing engineering firm, CT Consultants, for general engineering services. The contract requires annual review and approval of the fee schedule for each calendar year. The attached 2019 fee schedule for engineering services has been reviewed by the Administration, and approval has been recommended to City Council.

Please direct questions regarding this resolution to the Public Works Director.

**8.e.1. Resolution No. 2018-66 – electing members to the Volunteer Fire Fighters' Dependent Fund Board**

This resolution is presented each year to City Council for approving the continuation of a State-required Volunteer Fire Fighters' Dependents Fund Board. The resolution selects the Councilperson designated as the chairperson of the Public Safety Committee and the City Manager to serve on this Board, as well as two other members nominated by the Fire Department. Resolution No. 2018-65 provides appointees to the Board for calendar year 2019. This fund, administered through the State of Ohio, provides the surviving spouse or dependents of a part-time/volunteer firefighter killed while discharging the duties of a firefighter, or who dies from exposure or injury received in the discharge of duty, monetary benefits to supplement the Ohio Public Employees Retirement System (OPERS). (Only full-time firefighters can belong to the Ohio Police & Fire Pension system.) Therefore, in order to comply with State regulations, approval of this resolution is recommended.

Please direct questions regarding this resolution to the Fire Chief.

**8.e.2. Resolution No. 2018-67 – authorizing purchase and disposal of a fire engine**

Resolution No. 2018-66 authorizes the purchase of a 2019 Freightliner Pumper from Finley Fire Equipment through the State's Cooperative Purchasing program via Contract # 800721 for an amount not to exceed \$300,000. That amount includes a trade-in value of \$10,000 for the Fire Department's 2002 fire engine that has been recently taken out of service due to extensive corrosion.

The Fire Department desires to purchase this equipment in January pending Council's approval of the 2019 Budget in which funding was included.

Please direct questions regarding this Resolution to the Fire Chief.