

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 9, 2010 Council Meeting
DATE: December 5, 2010
COPIES: Department Directors, Press, Clerk of Council, Solicitor

The following offers a brief description of the topics included on the December 9 Council agenda:

9.a.1. Ordinance No. 2010-66 - Adopting the 2011 Proposed Budget

This legislation is considered to be an interim appropriations ordinance for consideration by Council, so that the 2011 Proposed Budget presented at the November 29, 2010 Budget Study Session can be utilized for operations until the year-end fund balances are known, and other possible changes to the budget, are finalized at one of the January 2011 meetings.

The Proposed Budget, as presented by the City Manager, and reviewed and discussed by Council at that November meeting, exactly matches the content of the attachments to this legislation. The entirety of the budget document, including comments by Council, the City Manager, and by staff, is included in the minutes of the meeting, the approval of which appears earlier on the Agenda for this meeting. The Proposed Budget document (as presented at that meeting) is posted on the city's website at this time, and the minutes will also be reflected there as well, once approved by Council.

As the end of the year approaches, the Finance Team will be working to pay all invoices that may be outstanding, address any seemingly outdated or problematic purchase orders, balance all accounts, provide all necessary transfers to other funds, and focus on making the end of year process as clean and concise as possible. Once the books have been balanced following the final day of business for 2010, the year will be "closed" and the final financial outcome for 2010 will become known, as to total revenues, expenses, variances with the values expressed in the Proposed Budget, etc. The closing process will also provide final (actual) end of year fund balances in the city's General Fund, Issue 15 component, reserves, unappropriated balances, and values in all other fund areas.

The Deputy Treasurer/Tax Commissioner will incorporate the actual fund balances into the starting values for the 2011 budget, review with the appropriate staff or the City Manager items that have arisen since the preparation of the Proposed Budget, and work on a Final Budget that will closely parallel the appropriations shown on the attachment to this ordinance. The Final Budget will be prepared, and presented to Council in January 2011, including explanations for any changes, additions, updates, or changes in revenue projections.

The Proposed Budget and the Final Budget for 2011, will both reflect the commitment of this organization to staying "on track" toward sustained fiscal sustainability. Revenue enhancement through continued investment in economic development and business retention, potential fee adjustments, and a continued focus on efficiency and operating cost containment are not temporary accommodations for the current economic times. Such must be our path for years to come, so that the City of Blue Ash can continue to provide great services to our business and residential citizens, yet also generate adequate resources to purchase regular/replacement capital, retire debt, and also to have the funding and capacity to address upcoming major capital improvements.

Should there be any questions about the Proposed Budget as presented at the Budget Study Session on November 29, 2010, feel free to contact the City Manager or the Treasurer.

9.a.2. Ordinance No. 2010-67 - Transferring funds

The final transfer ordinance for 2011 is thankfully a very short and simple one-involving only two issues.

The first relates to the appropriation of general fund revenue of \$4,000 to increase funding within the Fire Department's equipment maintenance account. The funding is needed to pay the cost of an unexpected problem with a transmission on one of their larger vehicle transmissions. The good news is that the revenue used was from the "savings" earned by the Blue Ash Fire Department and other departments in the Collaborative by combining their mandatory ladder testing, reducing the overall cost. Thus, this expense was covered by savings picked up via collective "purchasing" as previously mentioned by the Fire Chief. Blue Ash paid for the testing, with the other members paying us their share.

The other item represents the need to transfer funding from Contingency (\$20,000) to increase professional services expenditure capacity in the Community/Economic Development area to pay for permit inspections with NIC. Activity has picked up in the permit area during 2010, requiring the appropriation of general fund (permit) revenue, and the corresponding need to increase funding from which we pay NIC for inspections on a contractual basis.

Please direct questions regarding this transfer to the Treasurer.

9.a.3. Ordinance No. 2010-68 - Approving the 2011 pay plan and related amendments

Ordinance No. 2010-68 addresses the annual compensation adjustment for the 2011 pay plan, as well as related issues affecting Chapters 131 and 133 of the Code. The recommended changes are brief this year and include a recommended wage rate adjustment of 1% for management staff and 2% for line staff, an expansion in the number of steps in grade within the Pay Plan, and amendments of section 133.08 and 133.09 of the Code of Ordinances regarding the Pay Plan administration. Also, information is included about separating our part-time staff into "permanent" and "seasonal" part-time categories, two new part-time job descriptions, and permitting part-time fire personnel to qualify for partial vacation accrual once a certain number of hours have been worked.

At their meeting on December 2, 2010 the Civil Service Commission reviewed the proposed amendments to the pay plan regarding a compensation adjustment of 1% for management staff and 2% for line staff. They also reviewed the proposed expansion of the number of steps in a grade on the Pay Plan. Upon careful assessment and evaluation, the Commission has recommended the proposed increases and changes in the Pay Plan for adoption by City Council.

- The first recommendation affects Section 131.07-1 and provides for annual changes to the City's Pay Plan and related code sections. The annual wage rate adjustment as proposed by the Administration is 1% for non-bargaining full-time management staff and 2% for non-bargaining line staff and permanent part-time non-bargaining unit employees. Both AFSCME and BAPOBA Patrol units are currently in negotiations, and agreements on wages for 2011 have not yet been reached. Firefighters, Fire Lieutenants and Dispatchers are anticipating a 2.5% increase for 2011, while FOP Sergeants were granted a 1.5% through binding conciliation.
- The second recommendation affects sections 131.07-1, 131.07-2(a), 133.18-1, 133.18-2(a) of the Code of Ordinances. This proposal expands the structure of the Pay Plan from four (4) steps, A through D, to six (6) steps A through F. The wage increase between steps was reduced allowing for an expansion that does not change the range of pay. For example, current step D has become the new step F, thus the top range of pay has not been reduced for any position. However, the time it will take to progress from step A to step F is greater, while the wage increase from step-to-step has been decreased. These amendments will allow the City to continue to

competitively compensate employees while slowing down the impact on the personnel budget from year to year. The same changes have been made to the part-time pay scale. There is only one full-time employee (out of 139) who may be affected by this expansion – all other full-time non-bargaining employees are currently at step D and will not be affected.

- The third recommendation relates to the part-time Pay Plan. A new section has been added 133.18-2(c). This new section allows the City to differentiate between permanent part-time employees and seasonal employees in regards to pay levels and adjustments. It will make any changes in pay or other benefits more easily managed in the Finance software.
- Given the potential for a retirement of a full-time dispatcher in 2011, discussions have been held as to the use of a part-time dispatcher to supplement staffing in lieu of hiring a full-time replacement. Such a part-time classification has been created as shown in the attachment. Selected rates of pay are consistent with similar part-time positions elsewhere. A copy of the new job description is also attached.
- Additionally, a part-time (supervisory) position is proposed in the Facilities Maintenance area to serve as a response to the full-time vacancy created by the late 2010 retirement of Pat Van Horn. Again, information is presented on the attachment including a copy of the job description.
- Finally, language has been modified so that staff may progress from step-to-step within a given grade based on performance, not automatically as has been the case in the past. Serious work difficulties warranting the extension of probation would have been necessary to preclude a step progression under the previous language.

Please address questions regarding this ordinance to the Treasurer.

9.a.4. Ordinance No. 2010-69 - Authorizing payment for computer-related services throughout 2010

The first portion of Ordinance No. 2010-69 authorizes amendment to a previous ordinance (No. 2010-24) relating to professional computer related services provided by Blue Ash based InTrust Group (formerly LAN Solutions). Ordinance No. 2010-24 authorized an amount not to exceed \$43,000, with this ordinance extending that threshold an additional \$3,500, making the new threshold for this vendor in 2010 \$46,500. The purchases throughout the year included work associated with the upgrade to the E-mail server, general technical support, and software and support licensing, affecting all City departments and divisions. Because of more than anticipated technical support required from InTrust Group, the original threshold was exceeded.

The second portion of this ordinance authorizes payment for computer related services provided by Active Network, Inc. for an amount not to exceed \$49,000 in 2010. These expenditures related to annual software support, upgrades, and additional software licensing to support the expanded operations at the Recreation Center.

The third portion of this ordinance authorizes payment for computer related services provided by Creative Microsystems, Inc. for an amount not to exceed \$43,000 in 2010. These expenditures included annual software support, licensing, and the purchase of the DocuScan Program from Creative Microsystems which allows the Tax office to convert tax documents into electronic files, reducing costs of filing and retrieval.

Please direct questions regarding this ordinance to the Treasurer.

9.a.5. Ordinance No. 2010-70 - Authorizing a multi-year contract for professional governmental relations services associated with the airport reconfiguration and future park project

Ordinance No. 2010-70 represents the Administration's recommendation to continue the contract with The Colwell Group for professional governmental relations services in 2010 and 2011.

Colwell has been assisting the City for the past several years in its efforts to follow through with projects related to the passage of Issue 15 in November 2006. The ordinance authorizes the same monthly fee of \$3,500 for both 2011 and 2012 to assist in securing state and federal funds for relocation of the airport facilities, as well as the pursuit of funds associated with the future performing arts and conference center (PACC) to be built upon a portion of the future 130 acre park. The Administration has been pleased with Colwell's performance since 2007, including securing of a \$150,000 State capital improvement grant, and therefore recommends continuation during these next crucial years associated with this project.

Please direct questions regarding this ordinance to the City Manager.

9.a.6. Ordinance No. 2010-76 - Amending professional legal service fees

The Solicitor has requested legislation to authorize a change in the hourly legal fee schedule beginning in 2011. Ordinance No. 2010-76 increases the hourly amounts by \$10 effective January 1 – resulting in the following hourly rates: \$210 per hour for attorney work, and \$150 per hour for paralegal employees.

Please direct questions regarding this ordinance to the Solicitor.

9.b.1. Ordinance No. 2010-71 - Authorizing a framework for the administration of recreational events in 2011

At a late 2003 Council meeting, Parks & Recreation Director Chuck Funk presented to Council a proposed change in the way the City and the Parks & Recreation Department plans, organizes, and financially administers the City's major special events. He recommended that all such events be organized and administered through the City of Blue Ash, including the utilization of the City's Finance Division for all receipting of revenues, for the tracking of contracts, and for recording expenditures for each event.

This new framework was utilized beginning with the 2004 through 2010 seasons with significant success, and the City Manager, Parks & Recreation Director, and Treasurer are recommending this practice be continued in future years. Ordinance No. 2010-71 acknowledges and confirms that the City's major special events, including the Fourth of July (Red, White & Blue Ash) and Taste of Blue Ash are City events, and thus should be fully planned, organized, and administered by the City Manager through the Parks & Recreation Department.

Beginning in the 2004 event season, no sponsors or other groups or agencies were utilized for contractual, financial, operational, or decision making purposes. All event revenues, irrespective of source, were and will be deposited within an event-specific revenue account established within the City's accounting structure. All expenditures relating to each event will continue to be made through the City's Finance Division, and will be tracked utilizing an event-specific expenditure account as well. It is clear that the utilization of the City's financial and accounting systems, as well as the related annual review by the State Auditor's office, has improved accountability and reportability regarding these events.

As these efforts centralize event responsibility within the City Administration, the ordinance seeks Council's authorization for the Administration to execute and administer contracts of all types and amounts affecting these events. It is recommended that all contracts in excess of \$10,000 be signed by both the Parks & Recreation Director and the City Manager, while

contracts of a lesser amount may be signed by the Parks & Recreation Director under a written designation of authority from the City Manager.

There are many types of services or contracts that are necessary for the successful presentation of these larger events. Examples would include professional sound, back-line, and lighting services; promotional services; event power services; pyrotechnical (fireworks) displays; entertainment coordination services; audio-visual services; multi-media services; equipment rental and concession/beverage arrangements; clean-up; special event insurance; and site security. Others would include restaurant participation, event performer agreements, agent contracts, staging services, housing and transportation arrangements, printing, and others. The ordinance seeks authorization for the City Manager and a specified designee to be able to enter into these contracts, and for the City to move forward with the managerial and financial administration of those contracts utilizing the City's staff and financial reporting capabilities.

In 2011 as in the future as well, the Parks & Recreation Director will be performing (in house) all entertainment coordination services for all national level acts offered at events in 2011. This was the framework (for the first time) in 2009 for selected events, and 2010 was the first year these services were performed in house for all events. The process worked well, and will be continued.

Where appropriate, informal quotations will be requested from providers to secure the best price, terms, and service for the event and for the City. An example of this process was the solicitation of proposals for an agreement for concessionaire services for the major special events. This concessionaire's bid began with 2007 services, which was a two-year contract plus two-year optional extension (City's option). When it was determined that SummerBration was to be cancelled, this in effect negated the 2010 year of that contact, and a new three-year contract was awarded. Beginning with the 2013 special event season, proposals will be again sought for concessionaire services.

No contractual categories are expected to be formally bid for these special events. It is expected that the Parks & Recreation Department will continue to rely upon, and involve, citizen input groups and support, such as the Recreation Board, in the administration of these events. The Parks & Recreation Director for the larger activities may appoint steering committees or subcommittees as well.

The Parks & Recreation Director anticipate that a report on the City's 2010 events will be included in the City Manager's 2011 annual report to Council early in the year. The Administration was pleased with this framework throughout the past four years as it offered greater coordination, better controls, more accurate financial reporting, and greater awareness than in past years, especially for the Taste of Blue Ash formerly overseen via alternative arrangements. As recommended by Council in last year's review of this framework, adjustments have been made so it provides authority for more than one year.

Please direct questions regarding this ordinance to the Parks & Recreation Director.

9.b.2. Ordinance No. 2010-72 - Amending Section VIII of Ordinance No. 2010-59 regarding HVAC related work at the new Golf Clubhouse/banquet facility

Ordinance No. 2010-72 addresses the need to secure performance of the work associated with Bid Category #11 (Building Automation Controls) of the Golf Clubhouse/Banquet Facility project. Bids were solicited this fall covering all categories of work associated with this project, and as Council may recall, the decision was made to reject the sole bid received (from Point-to-Point Systems) for work in this category. The Project Team believed that the bid was noncompetitive and wanted to evaluate alternatives. Since that time, negotiations resulted in this same contractor submitting a bid through Peck Hannaford Briggs, the contractor selected to perform work under Category #9 (HVAC), for essentially the same control package in the original specifications (with minor revisions), representing a \$14,000 savings to the City. Ordinance No. 2010-72 amends Section VIII of 2010-59 to add this work to the existing Peck Hannaford Briggs

contract for an additional amount not to exceed \$128,500.

Please direct questions regarding this ordinance to the Parks & Recreation Director.

9.b.3. Ordinance No. 2010-77 - Authorizing professional management services associated with the new banquet facility at the Golf Course

As Council is aware, the Recreation team has been evaluating various methods for the management of the new banquet facility currently under construction at the golf clubhouse. A request for proposals was prepared and sent out, with the City receiving three proposals. After review of these proposals, the team is recommending that the City enter into a professional management services arrangement with Catering Adventures, Inc. (an affiliate of Vonderhaar Catering) to provide such services for 2011 and 2012.

Please refer to the enclosed memo from the Parks & Recreation Director providing more details about this arrangement.

9.b.4. Resolution No. 2010-13 - Annual updating of Recreation related fees for 2011

This resolution represents an annual updating of Recreation-related fees (though not affecting general Recreation Center membership rates or structure). A summary of the proposed changes is presented below:

- The limit on the number of business memberships has been increased. For individual memberships, the threshold was increased from 500 to 800 and for business family memberships, the limit has been increased from 750 to 800. Currently the Rec Center is close (or slightly over) on the existing business membership levels, and rather than create a waiting list for these important taxpayers, the recommendation is to extend the existing limits (which would not create an overcapacity issue or inconvenience for existing members).
- Recreation Center guess pass system is being simplified to accommodate all classifications of memberships. All single memberships receive one guest card (with five passes), and all family memberships receive one guest card (with ten passes). The opportunity for all to purchase additional guest cards at reasonable prices is maintained.
- Changing the annual locker rental fee from \$12 to \$25 per year.
- Elimination of the ability to rent the pool after hours. This will help eliminate staffing issues and will benefit our insurance exposure.
- Revision of Sports Center usage guidelines by adding the local colleges/universities as well as City sponsors or tournament affiliates to the "Level III" fee level.
- Adjusting field rates for levels 3 and 4 team/patrons who want to rent Crosley Field or another baseball field. For level 3 users, the rate for Crosley is being increased from \$60 to \$75 per game and the rate for other baseball fields is being increased from \$35 to \$50 per game. Level 4 rates for Crosley are being changed from \$75 to \$100 per game and other baseball fields is being increased from \$50 to \$75 per game.
- Fee structure adjustments for rental of the Hazelwood Center includes elimination of the no fee policy for non-profits. Non-profits wanting to rent the center will pay the same rate as residents and Blue Ash businesses (\$20 per hour, with a \$50 deposit).
- With the anticipated change later this year in golf course food and beverage operations, the word "beer" is being changed to "alcohol," since expanded availability is anticipated with the new facility.

Please address questions regarding this resolution to the Parks & Recreation Director.

9.c.1. Ordinance No. 2010-73 - Awarding a contract (bid) for waste collection and recycling services

The current Solid Waste and Recycling Contract expires on March 1, 2011. An invitation for bids was advertised on October 13th and sealed bids for these services were opened and publicly read on December 1, 2010. Please refer to the memo from the Public Works Director for an analysis of these bids and a recommendation for the award of a new contract commencing on March 1, 2011.

9.c.2. Ordinance No. 2010-74 - Authorizing payment for traffic signal parts, repair services, and upgrades throughout 2010

Ordinance No. 2010-74 authorizes payment for routine purchase of parts, maintenance, upgrades, and repair of traffic signals provided throughout 2010 with Capital Electric Line Builders for an amount not to exceed \$125,000 (the same threshold as in 2009). The City has a favorable long-term relationship with this vendor, formerly known as Wager-Smith, for these types of services, and these items were included within the 2010 Final Budget. The items include routine maintenance and parts, as well as the upgrades (to LED lights) made throughout the year and the addition of uninterruptable power backup systems (UPS) at main intersections.

Please address questions regarding this ordinance to the Public Works Director.

9.d.1. Ordinance No. 2010-75 - Authorizing contract for professional electrical inspection services for 2011

Ordinance No. 2010-75 authorizes a one-year contract with Inspection Bureau, Inc. (IBI) for professional electrical inspections, including plan reviews, for 2011. The rates for 2011 would be based upon IBI's standard governmental schedule, and fees are paid by those contractors or builders requiring inspections.

While we have been considering contracting with NIC as an alternate provider for code enforcement services, we were not in a position at this time to recommend such a change. However, the City's options will continue to be evaluated and consideration of a change may be presented to Council in the future.

Please address questions regarding this ordinance to the Assistant Community Development Director (745-8528, or djohnson@blueash.com) or to the City Manager.

9.e.1. Resolution No. 2010-14 - Electing members to the Volunteer Fire Fighters' Dependents 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. 2010-14 provides appointees to the Board for calendar year 2011. 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 or Treasurer.