

# 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 12<sup>th</sup> Council Meeting  
**DATE:** December 10, 2013  
**COPIES:** Department Directors, Press, Clerk of Council, Solicitor

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This memo offers a brief description of the topics included on the December 12<sup>th</sup> Council agenda.

### **9.a.2. Ordinance No. 2013-67 – transferring fees**

Ordinance No. 2013-67 signifies our final transfer for the year and provides for budget modifications to finish out 2013. Budget adjustments include:

- Close out of the Energy Improvement Fund 441 – In 2012, the City contracted with Ameresco through a Hamilton County energy efficiency improvement program to provide energy related improvements to several City facilities. The project is complete and the need exists to close out the construction fund which has \$13,974.47 of unused funds that are due back to the General Fund.
- Close out of the CCEC/Golf Course Construction Fund 447 – although the project was essentially complete in 2012 some residual costs were included in the 2013 budget. The transfer provides several budget transactions to clean up appropriations and to facilitate the repayment of Issue 15 related advances provided previously to the fund for construction purposes. The remaining balance of \$1,070,947.41 will be added back into the Issue 15 portion of General Fund balance.
- Summit Park bond anticipation notes and repayment of General Fund transfers – On December 4<sup>th</sup>, the City closed on \$9.9M in bond anticipation notes for the costs associated with Phase 1 of the Summit Park Construction Project. The transfer ordinance includes proper recording of that revenue. Earlier this year, we transferred \$10M from the General Fund into this construction fund to cover timing issues with construction payments until debt could be issued; however, the transfer ordinance only provides for repayment of \$8M. The remaining \$2M was left in the construction fund for audit purposes and will replace the need for proposed General Fund transfers in 2014. Ordinance No. 2013-68 adopting the 2014 Proposed Budget provides for an additional \$2M in General Fund transfers into this fund during next year but this transfer will be removed in the 2014 Final Budget presented to Council in January.
- Plainfield Bike path Project – The transfer for this project does not require additional funding but re-appropriates \$30,700.56 of unused funds from prior year encumbrances.
- Other Budget Adjustments – Several other minor adjustments are included to increase CCEC employee tip revenue budget and Recreation concessions revenue with offsetting expenditure appropriations related to those activities and reallocation of current budget within the Facilities Maintenance Department budget.

Please direct any questions regarding this ordinance to the Treasurer.

### **9.a.3. Ordinance No. 2013-68 – adopting 2014 proposed budget**

The 2014 proposed budget was completed and distributed on November 27<sup>th</sup> and was reviewed at the December 3<sup>rd</sup> Budget Study Session. The City Manager reviewed the framework of the budget as distributed and also provided a graphical overview which illustrated the City's

anticipated operating results and offered some guidance regarding future trends assuming that the economy stays “on track” and no “new” issues arise.

The budget document predicts the anticipated fund balances that the City should possess at the end of 2013, what revenues are anticipated for 2014, and those operating expenditures and capital costs which are planned during the upcoming year. Copies will be available upon request should the need arise. The Ordinance 2013-68 is structured around the budget as originally presented to City Council on December 3<sup>rd</sup>. There have been no changes to any of the numbers, revenues or expenses contained therein. Favorable consideration of this Ordinance by City Council will allow the Finance Division to move forward with loading the new 2014 interim appropriations after the 2013 accounting year is finalized December 31, 2013. The finance team will utilize these revenue and expenditure appropriations, along with the actual ending fund balances, to continue normal functions until a final budget is prepared and presented to City Council for approval. That final budget not only incorporates actual ending fund balances, but it also will be modified for any situations, new projects, or changed conditions which might arise between the preparation of the proposed budget and the final budget. Generally, only minor modifications are necessary through that effort. City Council will be asked to review and approve a final budget at the first or second meeting in January 2014.

Any questions relating to the Proposed Budget can be directed to the City Manager or the Treasurer.

#### **9.a.4. Ordinance No. 2013-69 – authorizing 2014 pay plan and related amendments**

Ordinance No. 2013-69 addresses the annual compensation adjustment for the 2014 Pay Plan, as well as related issues affecting Chapters 131 and 133 of the Code. The changes include a recommended wage rate adjustment of 2.0% for all non-bargaining full-time and permanent part-time staff. Also included is one updated job description and two new job descriptions.

At their meeting on December 5, 2013, the Civil Service Commission reviewed the proposed amendments to the Pay Plan regarding the cost of living adjustment and classification changes. After discussion, the Commission has proposed the following recommendations for adoption by City Council:

- The first recommendation affects Sections 131.07 and 133.18 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 2.0% for non-bargaining full-time staff and permanent part-time non-bargaining unit employees. BAPOBA Patrol Officers are currently negotiating their contract with the City, thus agreement on their wages for 2014 have not yet been reached. FOP Dispatchers will receive a 1.5% increase on December 20, 2013; FOP Sergeants will receive a 2% increase on March 3, 2014; and IAFF Firefighters will receive a 2% increase on February 22, 2014. A 2.0% increase helps to maintain parity between union and non-union employee pay increases over the past several years. Additional annual updates to the Pay Plan include the increase in Ohio Minimum wage.
- The second recommendation affects Sections of 131.07 and relates to a new position within the Fire Department. The department is not currently replacing the recent vacancy in one of the Assistant Fire Chief positions; however, a full-time person is still necessary to oversee the activity within the Life Safety Division. A job description for a Fire Marshal position is attached.
- The third recommendation affecting Section 131.07 relates to a new position at the Cooper Creek Event Center. The Sales and Events Coordinator was previously a part-time position but it has been determined that it would be beneficial to have a full-time person to be in this position to allow for more employee time devoted to promoting the facility for additional events. The position is a salaried position, not eligible for overtime or compensatory time. The position will; however, be eligible for a bonus as specified in the agreement with the City Manager and is similar to the pay arrangement for the Golf Professional. Because of the nature of the sales/banquet industry, a bonus structure allows Cooper Creek to remain competitive in the job market while not increasing the base rate of pay. A job description is attached. With

this addition of this full-time position, the part-time position with the same title has been removed.

- The fourth recommendation is also within Section 131.07 and relates to the Assistant Recreation Leader position at the Recreation Center. To help better define the responsibilities of this position, the job description has been updated to reflect the Events Supervision activities this position may be responsible for overseeing. The position is already allocated within the pay plan.
- Another recommendation within Section 131.07 involves the Administrative Clerk (part-time) position used within various departments throughout the City. A recommendation allows for the expansion of the the pay range/class to allow for greater flexibility when hiring employees and their job responsibilities.
- The final recommendation regarding Section 131.07 removes several unused classifications within the Part-Time Permanent Classification Schedule. The Fire Department has eliminated the classifications of Paramedic, EMT and Firefighter. With current industry demands, the Fire Department has not used these positions for several years and only employs personnel who can serve dual roles, such as Firefighter/EMT and/or Firefighter/Paramedic. To assist with proper pay for those classifications, the related pay grades have been expanded.
- Other miscellaneous changes include removing references to the Service Department Collective Bargaining Agreement that is no longer relevant after their decertification vote in 2013; removing references to specific memo dates for supplemental pay to allow for the most current policy/agreement with the City Manager to be in-place; and references regarding minimum wage pay have been updated.

Please direct any questions regarding this ordinance to the Treasurer/Administrative Services Director or City Manager.

#### **9.b.1. Resolution No. 2013-19 – annual updating of Parks and Rec Department related fees**

Resolution No. 2013-19 represents a proposed annual increase in Golf fees and rentals along with Recreation-related memberships for full-time City employees.

It is suggested that the Green Fees be increased a maximum of \$2 per 18 holes and \$1 for 9 holes. The purpose of the increase is to price the golf course according to the conditions and facilities currently offered to the golfers, while maintaining a high quality golf course for a very competitive price.

The Recreation center modified its membership fees for full-time City employees to provide for free family memberships. The purpose of the change is to promote health and wellness to our employees and offer the entire family a place to play and workout with no fees.

If Council approves such changes to the Golf Fees and the Recreation Center membership for full-time employees, the fee increase and membership will take effect on January 1, 2014.

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

#### **9.b.2. Ordinance No. 2013-71 – authorizing purchase of playground equipment for Summit Park**

Ordinance No. 2013-71 authorizes the City Manager to enter into an agreement with Service Supply Ltd., Columbus, Ohio for the purchase of custom play elements as well as 8,176 square feet of rubberized safety surfacing including installation for the Summit Park playground. The City is participating in the Houston-Galveston Area Council (H-GAC) which is a regional council of governments operating under the laws of the State of Texas which are made available to local governments nationwide through HGACBuy. The purchase amount of the equipment and installation is for an amount not to exceed \$432,000. This equipment is necessary to fulfill the design of the playground which was presented to council in October of 2013. Funding for this equipment was approved by City Council in the 2013 final budget.

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

**9.c.1. Ordinance No. 2013-72 – authorizing a multi-year contract for professional engineering services**

In late 2012, Council approved a five-year contract with the City’s long-standing engineering firm, Blue Ash based CDS Associates, for general engineering services. The contract requires annual review and approval of the fee schedule for each calendar year. The attached 2014 fee schedule for engineering services has been reviewed by the Administration, and approval has been recommended to City Council.

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

**9.c.2 Ordinance No. 2013-73 – amending Ordinance No. 2013-29 regarding Plainfield Road Bike Path Project**

Ordinance No. 2013-73 amends Ordinance No. 2013-29 relating to the Plainfield Road Bike Path Project. This change order addresses the need for additional work due to underground utility conflicts. The Sunesis Construction Co. was the successful bidder for the Plainfield Bike Path Project and the City has been pleased with the outcome of the project. Therefore, to maintain continuity with the City’s connectivity efforts and with the Sunesis Construction Co. still being on-site, it would be more cost effective to add the extra work due to underground utility conflicts to the scope of work. This project has been completed, and finalization of the project is underway.

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

**9.c.3. Ordinance No. 2013-74 – Amending Ordinance No. 2013-54 regarding the Carver Road Rehabilitation Project**

Ordinance No. 2013-74 amends Ordinance No. 2013-54 relating to the Carver Road Rehabilitation Project. This change order addresses the need to replace and install five existing fire hydrants due to the age and safety concerns; and Geogrid installation due to shallow utilities and the inability to lime stabilize. The Sunesis Construction Co. was the successful bidder for the rehabilitation of Carver Road and the City has been pleased with the outcome of the project. Therefore, to maintain continuity with the existing rehabilitation and with the Sunesis Construction Co. still being on-site, it would be more cost effective to replace the existing fire hydrants to meet the scope of work. The anticipated completion of the work is May, 2014.

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

**9.c.4. Ordinance No. 2013-75 amending Ordinance No. 2013-58 regarding Phase 1 Group B 1-03 Earthwork and Utilities for Summit Park**

The basis for the following change orders addressed in Ordinance No. 2013-75 is directly related to the Phase I construction of the Summit Park Project, Group B 1-03 Earthwork and Utilities. The expenses are fully covered by remaining unencumbered funds in the Summit Park Fund account and do not require additional funds from the General Fund.

Ordinance No. 2013-75 authorizes the adjustments and additional expenditures as follows:

Bulletin 8	Sanitary Sewer/Storm Sewer/Waterline	\$ 8,857.09
PLAYGROUND	General Conditions/Sanitary Sewer/Storm/Water Service	\$139,010.67

Bulletin 8 is for additional storm and sewer adjustments required for the Community Building loading dock, overflow pipe for borrow #2 and adding a sump to the meter pit at a cost of \$8,857.09.

PLAYGROUND allows for playground earthwork and the installation of utilities including sanitary sewer, ejector pump, storm drainage, and waterlines at a cost of \$139,010.67.

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

**9.d.1. Resolution No. 2013-20 – 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. 2013-20 provides appointees to the Board for calendar year 2014. 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, representing 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.