

TO: Mayor Stefan C. Densmore
Members of Village Council

FROM: Terrence M. Donnellon

RE: Legislative Agenda – February 22

DATE: February 19, 2021

The following legislation is on the Agenda for the February 22, 2021 meeting of Village Council:

1. Ordinance No. 2021 - 2

An Ordinance Establishing The Position And Compensation For Code Enforcement Officer And Declaring An Emergency

This legislation establishes the position of Code Enforcement Officer to bolster our enforcement of the Village Building Code, Zoning Code and Property Maintenance Code which now is being handled through the Police Department. Each of these separate Codes identifies a Code Official who would have authority to investigate and issue citations.

2. Ordinance No. 2021 - 3

An Ordinance To Amend Appropriations For Current Expenses And Other Expenditures Of The Village Of Golf Manor For The Fiscal Year Ending December 31, 2021

This is the second amendment to the appropriations Ordinance for fiscal year 2021. The Ohio Auditor has recommended that we make these amendments periodically to keep the books and records in balance rather than making the amendments at the end of the year as has been traditionally done in many communities. Adjusting the appropriations throughout the year enables the Administration and particularly Village Council to monitor the budget.

3. Resolution No. 2021 - 2

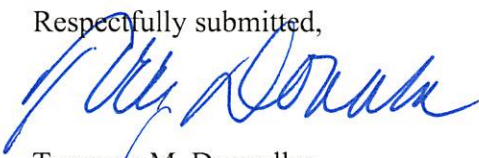
A Resolution Accepting A Bid And Authorizing The Village Administrator To Enter Into A Contract With Adleta Construction For The Vera Avenue, Elbrook Avenue And Vera Service Drive Roadway Project

This Resolution authorizes the Village Administrator to execute a contract accepting the bid of Adleta Construction for the Vera Avenue, Elbrook Avenue and Vera Service Drive Roadway Project.

A substantial portion of the project is being funded by the Ohio Public Works Commission. The project also includes updating the water line with the Greater Cincinnati Water Works which will be paying part of the construction cost. The total bid, \$1,520,705.20, is allocated \$818,549.55 to the roadwork and \$702,155.65 to the waterline replacement. The bid includes an appropriate contingency.

Under the OPWC Grant and Loan Program, the Village would be obligated to pay \$47,749.55 of this total contract price. The Village received five responses to its request for bids ranging from this low bid awarded to Adleta Construction to a high bid of almost \$1.7 Million Dollars.

Respectfully submitted,



Terrence M. Donnellon,
Village Solicitor

TMD/lld

Enclosures

cc: Ron Hirth, Village Administrator
Andy Lanser, Asst. Village Administrator

ORDINANCE NO. 2021 - 2

AN ORDINANCE ESTABLISHING THE POSITION AND COMPENSATION FOR CODE ENFORCEMENT OFFICER AND DECLARING AN EMERGENCY

WHEREAS, upon a recommendation of the Village Administrator, with the concurrence of the Finance Committee, Council does desire to create the position of Code Enforcement Officer to maintain and grow the economic vitality of the business and commercial districts within the Village and to monitor and sustain a vibrant residential community; and

WHEREAS, with the creation of the position of Code Enforcement Officer, it is necessary to establish the compensation for such position and the reporting structure of such position.

NOW THEREFORE, Be It Ordained by the Council of the Village of Golf Manor, Hamilton County, Ohio, that:

SECTION I. There is hereby created the position of Code Enforcement Officer, and compensation for the position shall be as follows:

Experience Guideline	Base		Mid		Top	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0-3	41,600.00	20.00	44,100.00	21.20	46,600.00	22.40
3-5	41,600.00	20.00	45,350.00	21.80	49,100.00	23.61
5-8	41,600.00	20.00	49,100.00	23.61	51,600.00	24.81
8-10	41,600.00	20.00	52,850.00	25.40	54,100.00	26.01
10+	41,600.00	20.00	54,725.00	26.31	56,600.00	27.21

SECTION II. The Village Administrator is authorized to appoint the Code Enforcement Officer. The Village Administrator shall supervise and direct the work of the Code Enforcement Officer. The Village Administrator is authorized to set a probationary period for the initial appointment for a period not to exceed Six (6) months, and to set performance guidelines during that probationary period.

SECTION III. The Village Administrator is authorized to set the initial salary of the Code Enforcement Officer within the above range based upon the appointee's qualifications and experience. After the first year of employment, and every year thereafter, any salary adjustment shall be made within the above salary ranges after an evaluation of the Code Enforcement Officer by the Village Administrator. The formal evaluation shall be based upon measurable goals articulated at the beginning of and during the evaluation period, and performance shall be based upon achieving such goals during the evaluation period. The Code Enforcement Officer must achieve a rating equivalent to

Meets Expectations or better to be eligible for merit-based salary adjustments. Salary adjustments after each annual evaluation shall be set by the Village Administrator within the established ranges and subject to the additional appropriations for merit-based compensation as established by Village Council.

SECTION IV. In addition to the above salary compensation, the Code Enforcement Officer will be reimbursed, consistent with IRS regulations, for any mileage incurred in the use of a personal vehicle for the business of the Village. Written reimbursement shall be based upon a written report submitted on a periodic basis to the Village Administrator and approved for payment.

SECTION V. In addition to the above salary compensation and reimbursement of expenses, the Code Enforcement Officer shall be entitled to all other benefits of employment as an employee of the Village of Golf Manor.

SECTION VI. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed.

SECTION VII. The Village has advertised for, and the Village Administrator has interviewed and recommended the hiring of, a Code Enforcement Officer. Since that initial employment review has been completed and a recommendation has been made to fill the position, Council does desire to fill the position as quickly as possible to support the administration of the Village. Therefore, Council declares this Ordinance to be an emergency measure necessary to the public health, safety and welfare of the community, and as a result this Ordinance shall take effect immediately as allowable by law.

PASSED this _____ day of _____, 2021.

Mayor Stefan C. Densmore

ATTEST:

Anna Gedeon, Assistant Clerk

APPROVED AS TO FORM:



Terrence M. Donnellon, Solicitor

ORDINANCE NO. 2021 - 3

**AN ORDINANCE TO AMEND APPROPRIATIONS FOR CURRENT EXPENSES
AND OTHER EXPENDITURES OF THE VILLAGE OF GOLF MANOR
FOR THE FISCAL YEAR ENDING DECEMBER 31, 2021**

WHEREAS, Council previously did adopt Ordinance 2020-12 to appropriate funds for the fiscal year commencing January 1, 2021 and ending December 31, 2021; and

WHEREAS, Council previously enacted Ordinance 2021-1 to balance such appropriations; and

WHEREAS, the Administration has recommended and Council does desire to amend such 2021 appropriations to balance monies carried forward from 2020 and funding received for pandemic relief.

NOW THEREFORE, Be It Ordained by the Council of the Village of Golf Manor, Hamilton County, Ohio, that:

SECTION I. Effective immediately, in order to provide for the ongoing expenses and other expenditures of the Village of Golf Manor for fiscal Year 2021, the sums detailed on the attached schedule are hereby appropriated as if such schedule is fully set forth herein.

SECTION II. This Ordinance shall take effect the earliest opportunity as allowable by law.

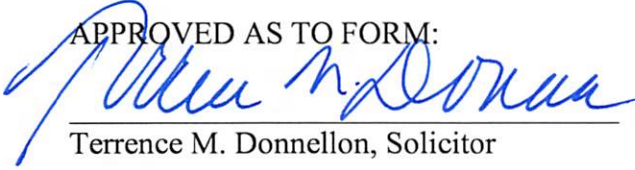
PASSED this _____ day of February, 2021.

Mayor Stefan C. Densmore

ATTEST:

Anna Gedeon, Assistant Clerk

APPROVED AS TO FORM:



Terrence M. Donnellon, Solicitor

RESOLUTION NO. 2021 - 2

**A RESOLUTION ACCEPTING A BID AND AUTHORIZING THE VILLAGE
ADMINISTRATOR TO ENTER INTO A CONTRACT WITH
ADLETA CONSTRUCTION FOR THE VERA AVENUE, ELBROOK AVENUE
AND VERA SERVICE DRIVE ROADWAY PROJECT**

WHEREAS, the Village has advertised for bids for the Vera Avenue, Elbrook Avenue and Vera Service Drive Roadway Project, OPWC Grant & Loan numbers CB28X and CB29X; and

WHEREAS, the Village has received a bid from Adleta Construction which the Administration and the Village Engineer have determined to be the lowest and best bid, and which the Administration recommends Council accept; and

WHEREAS, the project has been approved for funding by the Ohio Public Works Commission in cooperation with the Greater Cincinnati Water Works to efficiently repair the roadway, and to repair and replace a waterline within such roadways.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Golf Manor, Hamilton County, Ohio, that:

SECTION I. The bid received from Adleta Construction for the Vera Avenue, Elbrook Avenue and Vera Service Drive Roadway Project and waterline replacement, OPWC Grant & Loan numbers CB28X and CB29X, in the total amount of \$1,520,705.20, which includes appropriate contingencies and the related waterline repair/replacement, is hereby determined to be the lowest and best bid received in response to an advertisement for the same.

SECTION II. The bid is hereby accepted and the Village Administrator is authorized and directed to enter into a contract with Adleta Construction in accordance with the terms described in the specifications in an amount up to \$1,520,705.20, which includes an appropriate contingency for the project. The Village Administrator is authorized to execute any additional documentation necessary to accept and process grant funding for this project and cost sharing of the project with the Greater Cincinnati Water Works, which portion of the project cost is allocated at \$702,155.65.

SECTION III. This Resolution shall take effect the earliest opportunity as allowable by law.

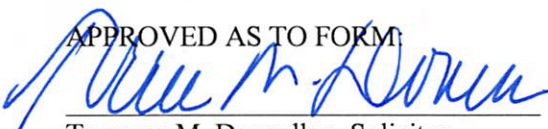
PASSED this _____ day of _____, 2021.

Mayor Stefan C. Densmore

ATTEST:

Anna Gedeon, Assistant Clerk

APPROVED AS TO FORM:



Terrence M. Donnellon, Solicitor