

# ADMINISTRATOR'S REPORT

DATE: February 13, 2025  
TO: Mayor & Council  
FROM: Lukas Darling, Administrator

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## Parks

- Orchard Street Park will be closed in early spring while the Orchard Street Water Tower is demolished. GLC is set to begin mobilization on March 10.

## Streets / Service / Water

### **Water Audit & Water Loss Control Program**

- Verdantas has submitted a grant application to OEPA for a water audit and water loss control program.
- The total cost is estimated to be \$20,000.
- The grant from OEPA will cover 100% of the costs associated with this project.
- **No Update** – we are expecting a decision from OEPA approximately 90 days after the application was submitted.

### **Streetscape Phase III (CDBG 2025)**

- Improvement Area: High Street between Second and Third Streets; lighting upgrades in Veterans Memorial Park.
- Design: Design in this area will mirror Streetscape Phases I and II.
- CDBG funding will be applied for in Spring 2025. Funding will be awarded in Fall 2025, and construction projects can begin in Spring 2026.

### **Fifth Street Storm and Sanitary Improvements (2025)**

- GLC was awarded the contract at the January meeting.
- A preconstruction meeting has been scheduled for February 21 at 8:30am at Village Hall.
- The WPCLF loan is anticipated to be awarded in March.

### **New Fourth Street Storm and Sanitary Improvements (2025)**

- See: *Memo: New Fourth Street Storm and Sanitary Improvements (2025)* in packet.

### **Water Rate Study (2025)**

- The Village has enlisted the Ohio Rural Water Association (ORWA) to assist in our 2025 Water Rate Study. ORWA offers this service to their members at no cost.
- This will be the first formal water rate study since 2014.
- We are currently gathering additional data for the study.

## Zoning / Development

- **Cloud Permit implementation:**
  - o The Code Enforcement portal is live.
  - o The Licensing portal is in its testing phase. It is expected to go live at the end of February (we will only use this portal for Short-Term Rental Registration at this point, with plans to expand as we rework the vacant property and rental registration programs).

- **Assistant Zoning Inspector (PT)**
  - o Mark Timm has been hired as our PT Assistant Zoning Inspector position. Mr. Timm previously worked as a Zoning Inspector in Leroy Township.
  - o His normal schedule will be Tuesday to Thursday from 8a to 4p, and will have office hours on Tuesdays and Thursdays from 11a to 1p (other times are available by appointment).
  - o His email address is [Zoning@FairportHarbor.org](mailto:Zoning@FairportHarbor.org).
- **DORA**
  - o I am currently working on the DORA application. Most of the language is complete. I am working on maps and detailed information.
  - o The current draft extends from the Lighthouse Museum to The Pompadour, and includes Veterans Memorial Park.
  - o Signage and trash cans will need to be purchased prior to the DORA going into effect.
  - o We plan to release this prior to the March meeting, with an implementation timeline to be complete in June 2025.

## Benefits / Human Resources

- **Employee Health Insurance:**
  - o BBG will be at Village Hall on Thursday, February 20<sup>th</sup> for an *Employee Health Insurance Review* presentation. Employees can receive assistance accessing their coverage, using MMO's online portal to manage benefits, and better understand the benefits available to them.
  - o The Village has fully integrated with Medical Mutual of Ohio's COBRA platform. MMO will manage COBRA for us while we are a client.
- **Aflac**
  - o I have reached out to Aflac to set up a meeting with our regional representative. We would like to offer Aflac supplementary insurance to the employees. Cancer, critical illness, and hospitalization insurance are some examples of what Aflac offers, at no cost to the Village.
  - o Aflac has not responded, I have recently followed up with Aflac sales.
- **Employee Digital Security Awareness Training**
  - o CMH will begin rolling out a security awareness training program for new employees that will address phishing, social engineering, and artificial intelligence.
  - o We will continue our annual Security Awareness training program for all employees in October. This training includes information on phishing, social engineering, and artificial intelligence (new). We are planning to expand this to all users with email/computer access in 2025.

## Planning

- **Grand River to Lake Erie Corridor Active Transportation Plan**
  - o Lake Development Authority is the lead agency for this regional plan.
  - o We have not received an update on the submission.
- **Comprehensive Plan & Zoning Code Update**
  - o In 2025, we plan to apply for funding from the ODNR Office of Coastal Management (Coastal Management Assistance Grant) for the completion of a comprehensive plan update. Our current comprehensive plan was last updated in 2002 (23 years ago).
    1. This grant will require a 1:1 match.
    2. Pre-proposals are typically due in September each year.

- We are looking at submitting a second 2025 CDBG application for this project.

## Other

- I will be working with Andy Lubonovic to develop an informal capital improvement plan. This memo will detail our planned 4-5 years of projects, identify funding sources, and help all departments better plan for the future.
- **Hometown Heroes Phase I**
  - As of 2/13/25, we have received 28 of 28 application spaces.
  - We have received payment for 24 of those 28 applications, and have received payment for 1 sponsorship which we do not have an application for.
  - The portal will remain open until March 1 or 28 applications, whichever happens first.
- **NOPEC Grants / Sponsorships**
  - The Village has received a \$1,500 Sponsorship Award from NOPEC. These funds will be used towards the 2025 Harbor Holiday program.
  - The Village has received a 2025 NOPEC Energized Community grant for \$8,645. We have a balance of \$17,417.26, of which \$9,018.26 must be spent in 2025. These funds are restricted to energy/electricity related projects.
  - The 2025 NOPEC Energized Community grant acceptance resolution is included in the February regular meeting agenda.

## Upcoming Legislation

- Verdantas (f.k.a. CT Consultants) Master Service Agreement Approval (Q1 2025)
- Amendments to Personnel Code/Employee Handbook (Q1 2025)
- Amendments to Rental Registration Program (Q1 2025)
- Amendments to the Contractor Registration Program (Q1 2025)