



CITY OF GROVEPORT REPORT TO MAYOR AND COUNCIL

December 9, 2013

ADMINISTRATION – *Marsha Hall*

- Status of on-going projects
 - Town Center project – *see below*
 - Safe Routes to School Travel Plan – ODOT to schedule engineer recommendation
 - Port Rd. reconstruction – Stakeholder meeting held
 - Water Meter Project – *Project substantially completed*
 - Water Treatment Plant – *PTI comments returned to OEPA; Bids in December*
 - Police Building/MB Improvements – *construction to commence December 4*
 - 173 Front St – *Bid received; CIC to approve at Dec. 12 meeting*
- Aquatics Coordinator and Building Maintenance Technician Positions

These two positions were discussed during the 2014 Budget Workshop. An analysis of the need for these two positions are enclosed. Both positions are included in the proposed 2014 Budget legislation currently under consideration by Council.

While it is a new position, the Building Maintenance Technician position will just flip a Parks Maintenance employee to the rec center. That position will then assist Parks Maintenance as time permits. Should additional Parks Maintenance personnel be needed, it would be a seasonal employee. There basically is no cost to this re-organization of duties.

The cost for the Aquatics Coordinator position is relatively low, since the position will fill in for voids in lifeguarding duties, etc.

- RFP for Janitorial Services

Emergency legislation will be introduced at the Dec. 16 Council meeting authorizing me to accept RFPs for janitorial services for all City buildings. We believe having one contract for these services will save us money. Tom Byrne and Department Heads have been working on this. I apologize for the emergency legislation; this was an oversight on my part not to have the legislation introduced several meetings ago.
- Energy Program

We met with Dynamix to begin planning for the energy program. We will introduce legislation at the Dec. 16 Council meeting for first reading to enter into a contract with them while we work through some possible customization of their program to integrate it with a Public Works work order program and RecTrac.



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- Water Meter Project

The project is substantially completed. A few lingering meter installations remain; all but one occupied residence is scheduled. I am working with last one. There are a few vacant properties; water has been shut off and new meters will be installed when new resident asks to turn on water. I can't say enough about the job Amy Hartung did on this. She was the point person who coordinated everything on our end. On the contractor's side, they were very complimentary of our Groveport resident and how they were treated.

We will work on a new set of water rules and regulations, including billing changes, to bring to you in early 2014.

- Leaf Pick-up and Street Sweeping

I was asked to check into these two items at the last Council meeting.

Leaf pick-up is performed every work days this year between October 10 and December 10, unless an issue arises that must be handled. (They were not able to pick up leaves last Thursday or Friday due to other responsibilities.) They do not have a set schedule of which areas are handled each day. They start at one end and just continue where they leave off – then start over again.

The street sweeping contract was halted during the budget cuts several years ago, and was never started up again. That contract called for the sweeping of all streets with curbs three times a year. I will discuss this with Dennis.

- Town Center project

The contractor is still waiting on AT&T to finish their relocation. Considering that we began meeting with utilities last December, the length of time taken for the relocations have been unacceptable. AT&T should be finished within a few weeks and the contractor should be on site the first of January. Some changes in the fill procedures have been changed to compensate for the cold weather.

- Performance Evaluations

Department Heads and myself have completed performance evaluations for 2013. As I was doing this I became aware that this year **NO EMPLOYEE** had a merit increase reduced due to unexcused sick leave occurrences.

- Park Maintenance Supervision

Mark DiGiando and the Park Maintenance Department will begin reporting to Tom Byrne instead of Kyle Lund effective January 1, 2014.



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- Sign Donation

I just wanted to update you that the sign Council approved for donation went before BZA for a variance at their last meeting. The variance was approved with two conditions that the neighbor had requested – no additional lighting other than what is currently there and that the sign be placed perpendicular to Main Street.

Meetings Attended

Nov. 26 Mtg. re. energy program
Dec. 5 Ohio Municipal League board meeting

Upcoming meetings

Dec. 9 Mtg with LOHO re. operations
Dec. 12 CIC meeting
Dec. 16/17 Leadership Training