

CITY OF GROVEPORT  
REPORT TO MAYOR AND COUNCIL

January 13, 2014

**ADMINISTRATION – Marsha Hall**

- Status of on-going projects
  - Town Center project – *construction has started; AT&T scheduled to move their line*
  - Safe Routes to School Travel Plan – ODOT to schedule engineer recommendation
  - Port Rd. reconstruction – *construction being bid*
  - Water Treatment Plant – *PTI comments returned to OEPA; Project bid as soon as OEPA approval is received*
  - Police Building/MB Improvements – *construction on schedule*
  - 173 Front St – *Closing being scheduled*
  
- Water Meter Project

This is my final report to you regarding this project’s installation. The latest bills were read through this system. When imported into CMI for the billing, only 5 of the meters needed some type of investigation. The system read the entire service area in less than 20 seconds. Amy has notified 6 customers regarding usage issues since the system became active; all were very appreciative of the notification. I can’t say enough about Amy’s initiative in this process. I think we can safely count this as a successful project.
  
- 2013 In A Glance

Below are some of the activities of 2013.

  - 173 Front St property – purchased for parking lot; lot split; house sold
  - Emergency Operations Plan – completed
  - Energy Program – audit completed; program contract ordinance in Council
  - Golf Course Concessions – new contract awarded
  - Golf Course Master Plan - completed
  - Long-term water tank maintenance contract – contract approved; work to commence Spring, 2014
  - Municipal Building interior/exterior work – completed
  - New business/expansions located to Groveport – approx. 900 – 1,000 new jobs
  - Police Building/Municipal Building Project – building purchased; work on police building in progress; work to be completed early 2014
  - Port Road reconstruction – grant received; work to commence Spring, 2014
  - Senior housing development – development plans approved; construction to commence in early 2014
  - Spiegel Drive reconstruction – grant received; work completed
  - SR 317 re-paving project – partnered with ODOT; completed
  - Town Center project – approved; work commencing January, 2014
  - Water Meter Installation – completed
  - Water Treatment Plant construction – engineering completed; work to commence Spring, 2014

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In addition to the above, several administrative items were completed.

City Engineer position created – position to be filled in early 2014

Director of Facilities Management position created and filled; position to supervise park maintenance staff effective January 1, 2014

City-wide janitorial services contract RFP approved – contract in early 2014

Grant process and application approved

Leadership training for Department Heads

Long range facilities planning

Vehicles out of rotation – process approved

- Customer Service in 2014

While I believe we generally provide very good customer service, we will be emphasizing EXCELLENT customer service that is proactive. We will review customer service procedures for each department to make sure that we are timely and provide correct and complete information. I have discussed this with the Department Heads to share with their staffs.

On a more immediate note, Jeff, Stephen and I are currently revamping our entire development and permitting process. We will be presenting this to Council at your January 27 meeting. We are excited about this and hope that you will be also when you hear our plans.

Meetings Attended

Dec. 16/17 Leadership Training

Dec. 27 Mtg. with AT&T re. Town Center project

Dec. 30 Mtg. re. Toy Road study

Upcoming Meetings

Jan. 16 Franklin County Public Health meeting

Jan. 17 meeting at Rickenbacker