

CITY OF GROVEPORT
REPORT TO MAYOR AND COUNCIL

March 9, 2015

ADMINISTRATION – *Marsha Hall*

- Legislation

Creation of College Intern Position – this is a program initiated by MORPC for a 12 hour per week, 10 week intern program. Initially during the time MORPC was considering the position it was set up for the intern to receive a stipend of approximately \$1,000. In the final form, the intern will actually be a part-time seasonal employee.

Amending the Pay Scale – adds the College Intern position as a Grade 1 part-time position; adds part-time Receptionist as Grade 1 (we have had this position for several years, position was inadvertently left off the Pay Scale).

Traffic Code Emergency Legislation – we are recommending two pieces of emergency legislation that will increase substantially the fine for violations related to through truck and trucks making illegal turns. It is our intent to substitute our current truck related traffic signs with larger signs using multiple language and showing fines for truck related offenses. Coupled with strict enforcement, this should help curb truck offenses within the city.

Transportation Department and Positions – we are working on the establishment of the Workforce Transportation Program discussed with you at previous meetings. Our intent is for the program to be operational by September 1st. In order to achieve this goal, it is important to take some initial first steps. We have met with 1) Groveport businesses needing this program, New Albany officials to review how their program was set up, and 3) a representative of the company that New Albany uses. They found using a vendor to provide the drivers to be the most economical and to provide the best service.

Jeff and I have discussed at length, and believe forming a Department of Transportation with the creation of a Director of Transportation is needed. Moving the Senior Transportation Program to this department from Recreation is well served. This will enable the Senior Transportation Coordinator (to be re-titled Transportation Coordinator) to assist the Director with operations and handle in the Director's absence. Should we ever decide that we would be better served by employing our own drivers, this would also enable our current drivers to be shared by both programs.

In order to create the department and director position, we need legislation authorizing this. The pay grade for the director is recommended to be Grade 14, the same as our Director of Facilities Management.

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As we move forward with implementing the workforce transportation program, other legislation will be needed – contracting with the drivers supplier, amending appropriations, etc.

While I try not to request emergency language or rush the legislation approval process, we are on a strict schedule to meet our Sept. 1st timeline. To that end, I would ask Council to consider three readings at tonight's meeting. Once the legislation would become effective in 30 days, we will still need to advertise for and select the position.

- Fighting Fish Update

Per the Mayor and Council's request I spoke with Mrs. McGraw the day following the last Council meeting. After a lengthy conversation we came to the understanding that not every parent is probably going to be happy about the new procedures put into place. I agreed to update her with any changes. I also spoke to Kyle and he indicated that he had receive two other complaints as a follow-up to the memo sent from the head of the organization to its members. The memo told the members to contact Kyle if they had concerns. The only other option I could come up with in talking to Mrs. McGraw was to follow Canal Winchester's lead and require all Fighting Fish members/parents to have a reduced membership. We both agreed that since less than 40% of last year's members had a membership this would create a concern for more of their members.

- Statewide Tornado Drill

The drill was postponed from March 4 to March 6 due to potential inclement weather. All City buildings participated in the drill.

- Hirings

We are currently holding interviews for the following positions: Police Department Receptionist, Building Maintenance Technician, and part-time Property Maintenance Inspector. We will soon be holding interviews for a part-time Receptionist for the Municipal Building. Deloris Bessegato has given a month's notice of her intent to resign her position to spend more time with her grandchildren. We have known for some time of her plan to resign, but will miss her smiling face.

- Customer Service Program

Again, congratulations to Kathi Wilson for being honored as the January Employee of the Month in recognition of excellent customer service. Each month we will be doing something special to highlight good customer service. This month I provided free donuts to all employees as a thank you. In April the board area in the MB reception area will be highlighting good customer service.

Meetings Attended:

• Marsha Hall, Administrator • Kevin C. Shannon, Law Dir. • Ralph Portier, Chief of Police •
• Jeff Green, Assistant Administrator/Finance. Dir. • Kyle Lund, Parks and Recreation Dir. • Stephen Moore, Chief
Building Official • Tom Walker, Dir. of Golf • Patty Storts, Community Affairs Dir. • Dennis Moore, Public Works Supt. •

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Feb. 19	Mtg. re. Toy Rd issues
Mar. 5	Mtg. re Workforce Transportation Program
Mar. 6	Mtg. at Franklin County EMA
Mar. 9	Mtg. with Rep. Bishoff

Upcoming Meetings:

Mar. 12	MORPC mtg.
Mar. 19	Toy Road issues mtg.
Mar. 23	Preservation Committee mtg.
Mar. 26	Mtg. at SWACO re residential trash contract