

CITY OF GROVEPORT

REPORT TO MAYOR AND COUNCIL

September 18, 2017

ADMINISTRATION – *Marsha Hall*

Legislation

Solicit Proposals and Enter into a Contract for Janitorial Services

The current janitorial contract is a two-year contract with an option to renew for two additional years. We will be at the end of this four-year period in February 2018. We are requesting that proposals be solicited for a new contract for these services.

Miscellaneous

MORPC Intern Program

We again this Summer participated in MORPC's intern program. There were four departments that initially requested to participate; however, the Parks Dept. intern quit shortly after beginning because of financial reasons (he moved from the area back with his parents). Below are the projects completed for each department:

Human Resources

Organized, boxed and scanned approx.. 800 terminated part-time/seasonal employee files (998 to 2015).

Revised forms and documents for new hire paperwork/process.

Entered data into CMI data base for current personnel files.

Created spreadsheet and entered data for tracking of employee training attendance.

Obtained driving abstracts for all employees who are required to drive as part of their positions.

Assisted Public Works by scanning all cemetery records to create a digital copy.

Assisted with updating current employee forms (I-9, emergency contact, life ins beneficiaries).

Building and Zoning

Assisted with revisions to the existing sign code, including reviewed and researched Supreme Court ruling on sign code, recommended changes, and assisted revising the language.

Reviewed and researched zoning map for errors or omissions; recommended revisions.

Assisted with records retention; pulled old files and boxed for destruction; placed site plans in zoning files.

Reviewed food truck regulations from surrounding municipalities for future use; created spreadsheet.

Assisted City Engineer intern posting notices at residents' homes during street projects.

Engineering

Inventoried and assessed curb ramps in the City, including researched ADA standards and legal requirements, and created a data collection sheet.

Worked on the Fats Oils and Greases education project; edited, finalized and delivered handouts for specific areas of the City for approximately 900 households.

Posted notices at residents' homes during street projects.

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Meetings; Events

Meetings/Events Attended

09/14 MORPC meeting

Upcoming Meetings/Events

09/19 Supervisor Training – Drug Free Workplace

09/22 On-boarding Session

09/22 Employee tailgate/picnic

09/27 Meeting with School Supt.

09/29 Ribbon cutting – Environmental Remediation