



# **Sept 2024 Week 9<sup>th</sup>-13<sup>th</sup>**

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# **Executive Summary**

The City of Waycross is integrating and training staff to enhance customer service and increase capability, while collecting and utilizing data driven analytics to drive future decision making. Additionally, the city is reassessing all procedures, processes, and programs to ensure proficiency & compliance and is adequately postured to better serve the community.

The City of Waycross is reevaluating the Capital Improvement plan to ensure it better aligns with the Operating budget to meet future requirements and deliverables as outlined in the Strategic Business Plan (working). Additionally, the Commission's priorities are to ensure safety, create a prosperous business climate, and to govern with transparency and effective communication.



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# **Priorities**

The City's priorities remain connected to enhancing customer service and communication, community engagement & development, and economic growth.



https://www.facebook.com/p/City-of-Waycross-Government-100069328174806/

### Week's Priorities:

- 1. Continuous evaluation of city processes and systems that lead to better efficiency and customer service.
- 2. FY25 Budget execution.
- 3. Community interaction/engagement (5).

Funding Updates: None.

Mayor, Commission, City Manager Travel & Training: None. Projects: None.

Decision Required: None.

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### Miscellaneous: City updated Priorities, Vision, and Mission.

#### Service Delivery:

#### Infrastructure: Quality of Life:

- Effective Communication
- **Customer Service**
- Efficiency & Proficiency
- Business Models & Practices •
- Data Driven

- Streets and Roads Buildings
- **Overpass & Bridges** 
  - Canals & Alleys
  - Retainment Ponds & Stormwater
- Affordable Housing
- Job Creation
- Recreation Programs 
   Morale
- Outreach Programs
- Community engagement & Partnership
- Development

City Workforce:

- Pay
- Training
- Promotion

### Vision:

The city of Waycross is a dedicated workforce enhancing quality of life while driving service excellence in support of its citizens and communities.

### **Mission:**

To provide open, honest, and fiscally responsible quality public services to the citizens of Waycross.



### **City Manager weekly focal point**

#### **Priorities of work**

- Emergencies
  - immediately to 24hrs response time
  - Danger to Life/Limb/Equipment/Property/infrastructure/transport
  - Some examples include; identified potholes, downed trees/powerlines, water leaks (loss of service/maneuver),fire, accidents etc.
- Functionality/Operations
  - Weekly/by-weekly response time
  - Routine and scheduled maintenance/cleaning/collection
  - Some examples include; funded service & maintenance routes, trash/vegetation/debris cleaning & removal, code enforcement etc.
- Aesthetics
- 15-30 days response time
- Unscheduled maintenance/cleaning/collection
- Outside of city work scope
- Some examples include; unfunded trash/vegetation/debris cleaning & removal, water leaks (no loss of service or maneuver) etc.
- Projects small (short term)
  - 60-120 days response time
    - Any request/requirement over 10K
  - District scope
  - Requires Commission concession
  - Some examples include; projects w/o easement requirement or contractor/engineer support.
- Projects medium (near term)
  - 120-365+ days response time
  - Any request/requirement over 10K
  - District (multi) scope
  - Requires Commission concession
  - Some examples include; projects w/ easement requirement &
  - contractor/engineer/GDOT support.
- Projects large (long term)
  - 180-365+ days response time
  - Any request/requirement over 100K
  - City wide scope
  - Requires Commission concession
  - Some examples include; projects w/ easement requirement & contractor/engineer/GDOT support, public vote.

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## This Week's Featured Additions.

- 1. Municipality Budget 101-Finance Department.
- 2. Special Collection Calendar-Public Works Department.
- 3. Dashboard & District vegetation maintenance schedules-Public Works Department.
- 4. Mowing Truck routes-Public Works Department.



# **Marc Hawkins Community Improvement Director**



https://www.waycrossga.gov/community-development.php

Week's Priorities: Animal Shelter at full capacity. Seeking Building Code Inspector. Planning Commission 12 September execution. Directorate Policy update execution. Funding Updates: None. Travel & Training: None. Projects: None. Decision Required: None. Miscellaneous: None.



Director weekly focal point.

Week of - 08/30/2024 - 09/05/2024

**Building Permit (turned in / pending approval)** 

N/A

### **Building Permit (approved)**

Commercial Location: 500 Walnut Ave / Ware Manor Apts - Renovations (2ND Renewal) Contractor: Whitestone Construction Group Job Valuation: \$4,320,000.00 Permit Fee: \$ 9675.00

**Residential** Location: 1014 Satilla Blvd Contractor: Freedom Forever Georgia LLC Job Valuation: \$ 51,214.67 Permit Fee: \$ 383.00

### Code/Ordinances of the week

Sec. 38-68.-Parking of trucks, tractor trailers, and similar vehicles... https://library.municode.com/ga/waycross/codes/code of ordinances?nodeId=PTIICOOR CH3 8TRVE ARTIIISTSTPA S38-68PATRTRTRSIVEHOBOJESKSIWAREDI

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### Pets Looking to be adopted!



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# Patrick Simmons Business Integration & Information Systems Director



https://www.waycrossga.gov/business-integration-information-systems.php

### Week's Priorities:

Tyler Tech Development meeting execution. MyCivic (Tyler Tech App) meeting execution. Okefenokee Partnership meeting execution. Podcast Production execution. DFACS Region 11 Board meeting execution. Livestreams Broadcast execution. Tourism Website execution. Funding Updates: None. Travel & Training: None. Projects: District Dashboard.

Server Replacement.

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Wi-Fi Upgrade. September Job Fair. September 10<sup>th</sup> Rise and Shine host. **Decision Required:** None. **Miscellaneous:** 

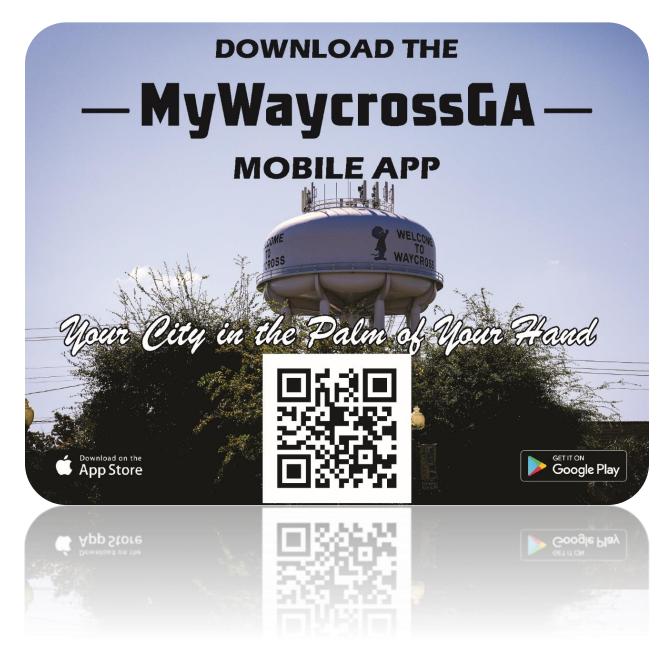
We wanted to inform you that our app, MyWaycrossGa, has a companion app that enhances the "Report an Issue" function, *Workforce Mobile*. Please download Workforce Mobile at your earliest convenience. Please share with your staff who are currently receiving issue notifications.

https://apps.apple.com/us/app/workforce-mobile/id1216887220

https://play.google.com/store/apps/details?id=com.staffapp&pcampai gnid=web\_share



### Director weekly focal point.



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# **David Eddins Protective Service (Fire) Chief**



https://www.waycrossga.gov/fire-department.php

Week's Priorities: Annual Maintenance execution. New Hire interviews execution. Funding Updates: None. Travel & Training: None Projects: Hydrant inspections. Decision Required: None. Miscellaneous: None.



### Director weekly focal point

Type of Incident	June	Year To Date
Structure Fire	2	14
Vehicle Fire	0	10
Brush & Other Outside Fire	3	25
Medical Assist	51	233
Vehicle Wrecks, Other	16	97
Hazardous	10	27
Service Call	19	135
Good Intent	9	81
False Alarm	19	101

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District	June	Year To Date
District 1	18	118
District 2	33	126
District 3	20	152
District 4	39	183
District 5	16	127
Mutual Aid	3	18

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# **Tommy Cox Protective Services (Police) Chief**



https://www.waycrossga.gov/police-department.php

Week's Priorities:

WPD Community Clean-up & National Faith and Blue weekend execution.

Major Case review execution.

New hire process execution.

Funding Updates: 20K First Responder Grant execution.

Travel & Training: None.

**Projects:** 

Special Operations Renovation execution.

Decision Required: Lieutenants hourly employees.

Miscellaneous: None.



### Director weekly focal point

Current month
7
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299
345
237

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# Marissa Hendrix Human Resources Director



https://www.waycrossga.gov/human-resources.php

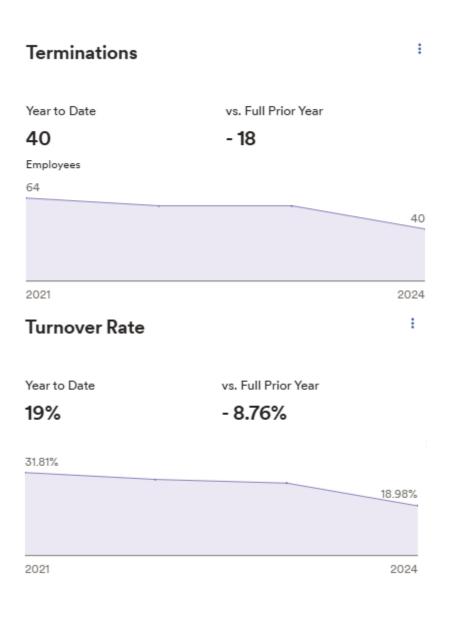
### Week's Priorities:

Onboarding (Public Works) execution. Job Postings: Building and Codes Inspector, Laborer I, Cemetery, Infrastructure Laborer execution. Fire Fighters interviews execution. Workforce Customer Service training execution. HB 451 execution. HB 451 execution. Funding updates: None. Traveling and Training: None. Projects: None. Decision Required: None. Miscellaneous: None.

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### Director weekly focal point



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#### Average Age

Year to Date

vs. Full Prior Year

- 0.1

**41.6** Years

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40 Yrs 11 Mos

2021

2024

41 Yrs 6 Mos

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# **Greg Smith Finance Director**



https://www.waycrossga.gov/finance.php

### Week's Priorities:

Future Projects cost estimate execution.
Water meter improvement execution.
Cost reduction and revenue increase execution.
FY25 Budget execution.
Funding updates: None.

### Traveling and Training: None.

### Projects:

Line of Credit research execution.

City Credit card execution.

Meter replacement software execution.

Audit FY24 execution.

Water study execution.

Water/Sewer project execution.

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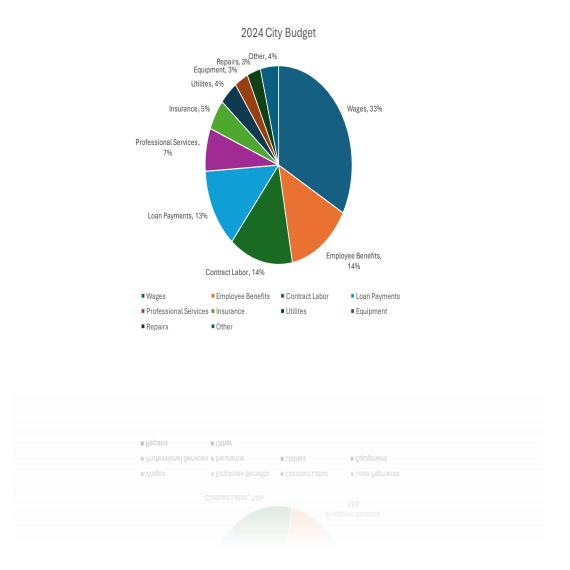
Accounting software execution. **Decision Required**: None. **Miscellaneous**: None.

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### Director weekly focal point.

### 2024 City Budget breakdown



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### Budget 101

A city's operating budget fulfills several important functions. It is a tool for financial management, a plan for providing services, a way to rationalize how tax dollars will be spent, and a mechanism for communicating policy preferences and goals to the public. This single document contains the city's financial, operational, and political plans for the next 12 months, making the budget one of the most important documents produced by a local government.

One overriding function of the budget is as a tool for communicating with the public. The budget communicates the city's fiscal and management policies and explains to residents how programs and services will be funded. Unlike privatesector organizations that are responsible for reporting profits and losses, public entities such as municipal governments are primarily responsible for accountability in spending public tax dollars. Public funds must be used as efficiently and effectively as possible to provide programs and services. The budget document is a statement of the city's priorities for providing the services that the public demands.



The budget cycle is a continuous process that requires the mission, values, goals, and priorities to be translated into programs and services. Budgeting requires the legislative body and executive branch to work together to decide on the most efficient and effective way to spend a city's revenues. The budget process involves conflict resolution, competition for scarce resources, and developing alternatives and compromises. Although each city has its own unique process for budget development, there are common elements in most budget processes. To better understand the budget process, it is important to be familiar with the terminology used in budgeting, the laws that govern the process, and the procedures that most cities in Georgia generally follow.

### <u>Please use the links below to review the budget process in</u> <u>detail</u>

https://www.gacities.com/Resources/GMA-Handbooks-Publications/A-Budget-Guide-for-Georgias-Municipalities/Conclusion-(1).aspx

https://library.municode.com/ga/waycross/codes/code\_of\_ordinances?nodeId=P TICHRELA\_SPACH\_S37REBUGE

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# T-SPLOST & SPLOST

### Waycross & Ware County 2024 T-SPLOST Proposal

# What is a Single County T-SPLOST?

 A Special Purpose Local Option Sales Tax (SPLOST) is a sale tax used to fund capital projects proposed by the county and city governments. The Transportation Investment Act (TIA) or T-SPLOST is a regional sales tax for transportation purposes ONLY.



• 100% of the funds that are collected by this initiative will be spent on transportation projects in THIS COMMUNITY.

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# How much money will be raised with a Single County T-SPLOST?

 Assuming the max rate of 1.0% is leveraged for 5 years, it is projected that Waycross and Ware County will generate approximately \$45 Million from April 2024 to March 2029.



• These funds will be shared equally (50/50) between Ware County and the City of Waycross.

### How can the money be spent?

Funds can only be spent on transportation purposes, which is defined in O.C.G.A. Section 48-8-260(5) as:

"...the tax are to be used in whole or part for capital outlay projects consisting of road, street, and bridge purposes, then authorized uses of the tax proceeds shall include: (A) Acquisition of rights of way for roads, streets, bridges, sidewalks, and bicycle paths; (B) Construction of roads, streets, bridges, sidewalks, and bicycle paths; (C) Renovation "The Regional crossroads and destination that offers small-town Charm while providing big-city opportunities"



and improvement of roads, streets, bridges, sidewalks, and bicycle paths, including resurfacing; (D) Relocation of utilities for roads, streets, bridges, sidewalks, and bicycle paths; (E) Improvement of surface water drainage from roads, streets, bridges, sidewalks, and bicycle paths; and (F) Patching, leveling, milling, widening, shoulder preparation, culvert repair, and other repairs necessary for the preservation of roads, streets, bridges, sidewalks, and bicycle paths..."

**Note:** A minimum of 30% of revenue generated must be consistent with the Statewide Strategic Transportation Plan.



# James Smart Public Works Director



https://www.waycrossga.gov/public-works.php

### Week's Priorities:

Mower crew/tractor weekly execution. Infrastructure weekly execution. Canal cleaning weekly execution. Potholes & Grates weekly execution. Flower & Shrub weekly execution. Tree cleaning weekly execution. **Funding Updates**: None. **Funding Updates**: None. **Travel & Training**: None. **Projects**: Storm Drain cleaning execution. Ossis Davis Home demolition execution. **Decision Required**: None. **Miscellaneous**: None.

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### **Public Works City Services**

### **Sanitation Services**

**Garbage:** Only the rollout may be used for disposal of residential garbage. If one container is not sufficient, the city will provide an additional container for residential, \$6.99, and commercial, \$11.13. Your container must be curbside the evening before your collection day. After the collection, the emptied container must then be removed from the curbside and returned to your storage area. Call City Hall at 912-287-2900.

**Yard Trash**: Yard trash should be placed on the curb or city right of way in one large pile (not on the street). Your yard trash must be ready for collection by 7:00 AM on your collection day. Limbs should be cut in 8-foot lengths and be no larger than 8 inches in diameter. Tree removal will not be collected; this includes limbs, tree trunks, stumps, or stump grindings. Do not place yard trash next to any immobile objects such as light poles, mailboxes, cars, etc. For further information, call the Public Works office at 912-287-2955.



**Household Special Pickups:** This refers to the removal of large bulky items such as appliances, mattresses, furniture, carpet, and other household items. Customers may call weekly by Thursday at noon to schedule a pickup of five items or fewer. Collections are Friday of each week. Call the Public Works office at 912-287- 2955 to schedule your pickup.

More than 5 Item Household Collections: Customers having larger loads may call and request a special pickup. A special pickup fee of: ¼ load \$36.23, ½ load \$77.63, and full load \$155.25 must be paid in advance to City Hall. You will then be issued a pickup date on Tuesday or Friday. Call the Public Works office at 287-2955 to schedule a pickup.

### **Mowing truck routes**

### <u>Truck #1</u>

Bazemore Park – 5.62 ACRES = 2 hrs Dorothy Street – 3,268 FT = .30 EE Moore Park – 3.39 ACRES = 2 hrs Northside Park – .37 ACRES = .30 ABC Ave – 1,712 FT = 1.30 hrs Colley Street – 9.09 ACRES = 4 hrs Tebeau Street – 17,920 FT = 1 hr

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Police Department – .56 ACRES = 1 hr Auditorium – .56 ACRES = .30 Downtown – 1,843 FT = 7 hrs <u>Truck #2</u>

Elizabeth Park – 5.56 ACRES = 2 hrs City Garage – .91 ACRES = .30 Tebeauville Park – .53 ACRES = .45 Garlington Park – 8.25 ACRES = 4 hrs Satilla Lane – .42 ACRES = 3 hrs Glenmore Ave – 5,152 FT = 1.50 Frances St = 1.50 Grove Street Park and Compound – 20 ACRES = 5 hrs Parnell Roberts Park – 3.44 ACRES = 3 hrs Armory – 20.88 ACRES = 3 hrs <u>Truck #3</u>

Monroe Park – 4.13 ACRES = 3 hrs Camilla Park – .44 ACRES = .45 Magnolia Park – .16 ACRES = .45 Screven Park – .28 ACRES = .45 Morningside Dr. – 8,782 FT = 1.5 hrs City Blvd. – 2,884 FT = 1.5 hrs

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Plant Park – 2.16 ACRES = 1.5 hrs Haines Ave. – 5,836 FT = 2 hrs Gilchrist Park – 6 ACRES = 3.5 hrs New Town Park – .23 ACRES = 1 hr Walters Park – .28 ACRES = 1 hr Truck 4

Memorial Dr – 28,298 FT = 8 hrs 520 – 24,510 FT = 5 hrs Plant Ave – 19,934 FT = 6 hrs Victory Drive – 9,432 FT = 3 hrs Knight Ave – 16,158 FT = 4 hrs Lee Ave – 1400 FT = .30

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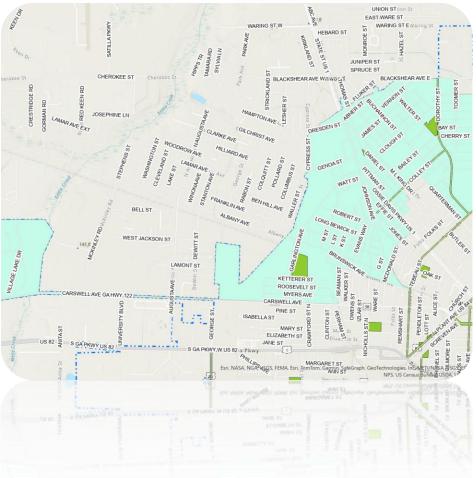


### **District Mowing Routes**

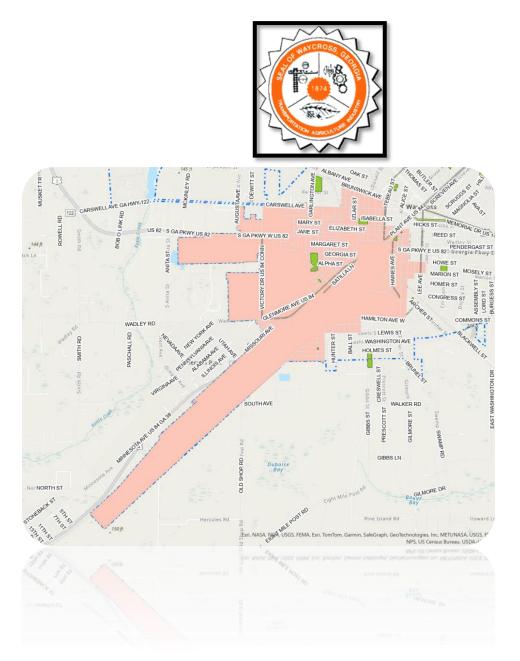


#### **District 1**





### District 2



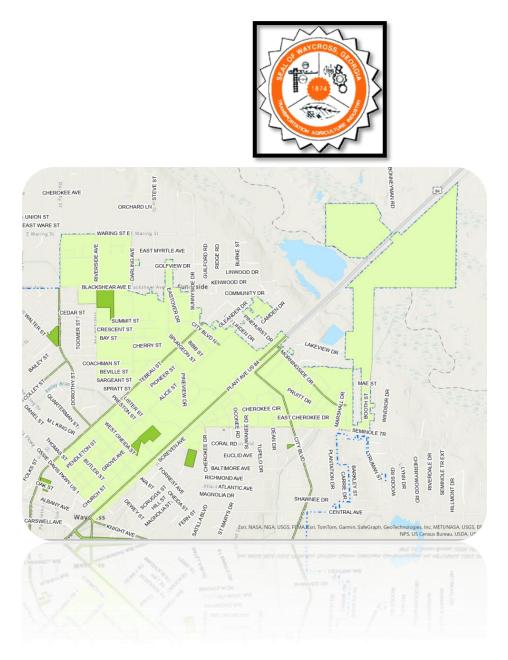
#### **District 3**

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#### **District 4**



#### **District 5**



### Director weekly focal point

#### Special Collection SEPTEMBER

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
DISTRICT #1 1	2	3	4	5	6	7
COMMISSIONER OPEN	EE MOORE PARK	EE MOORE PARK				
<b>DISTRICT #2</b> 8	9	10	11	12	13	14
COMMISSIONER BENNETT	ELIZABETH PARK	ELIZABETH PARK	ELIZABETH PARK	ELIZABETH PARK	ELIZABETH PARK	ELIZABETH PARK
<b>DISTRICT #3</b> 14	16	17	18	19	20	21
COMMISSIONER FELDER	GARLINGTON PARK	GARLINGTON PARK	GARLINGTON PARK	GARLINGTON PARK	GARLINGTON PARK	GARLINGTON PARK
<b>DISTRICT #4</b> 22	23	24	25	26	27	28
COMMISSIONER HOPKINS	MONROE PARK	MONROE PARK	MONROE PARK	MONROE PARK	MONROE PARK	MONROE PARK
29	30	1	2	3	4	5
DISTRICT #5 COMMISSIONER	OAKLAND CEMETERY	OAKLAND CEMETERY	OAKLAND CEMETERY	OAKLAND CEMETERY	OAKLAND CEMETERY	OAKLAND CEMETERY

ITEMS NOT COLLECTED TIRES, PAINTS AND SOLVENTS TREE REMOVAL, BUILDING MATERIAL, CHEMICALS, PESTICIDES, BRICKS AND BLOCK

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# Engineering

https://www.waycrossga.gov/engineering.php

### Week's Priorities:

Sweat Street & Ossie Davis repair execution.

Industrial Blvd & Fulford road backflow water leak execution.

## Funding updates: None.

Traveling and Training: None.

### **Projects:**

Ossie Davis sinkhole repair.

Water& Sewer utilities rate study.

LMIG 2024.

Paving Projects dirt roads.

Paving Projects resurfacing roads.

Parks Projects.

• Construction can be lengthy; we do our best to not inconvenience citizens but there may be delays.

Decision Required: None. Miscellaneous: None.



Your TIA, SPLOST, (L)TSPLOST, TSPLOST, and LMIG dollars in action over the last 10 years. Over one hundred miles of street pavement, Box & Culvert replacement, and Drainage replacement. 2014-Present Completed

#### **TIA 1-Paving**

Albany Ave

Knight Ave

#### \$2.5M

#### 2014 SPLOST-Paving, Powerline relocation, Box & Culvert

#### Replacement

Plant Ave

Hatcher Street

Gilmore Street

**Howe Street** 

**Buchanon Street** 

Seminole Street

Lee Ave

**Blackshear Ave** 

#### **Dewey Street**

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### \$3.7M

### 2018 TSPLOST-Paving, Drainage

Haines Ave

Screven Ave

**Tebeau Street** 

Jane Street

Hanover Street

**Richmond Street** 

**Crawford Street** 

**Beville Street** 

#### **\$2.4M**

### **Regional TSPLOST 2019-Paving, Culvert replacement**

**Brunswick Ave** 

<u>Riverside</u>

### \$500K

### LMIG 2019-Paving, Culvert replacement

**Daniel Street** 

**Striping Projects** 

Central Avenue

Morningside Drive

### \$550K



### **Currently under construction/survey/design**

### SPLOST 2014-Pavement

Greenwood

**Browns Alley** 

E. Hamilton

**Deputy Street** 

**Barbara Street** 

Johanna Street

Hamilton Street

**Boulevard Street** 

Satilla Lane

**Georgia Street** 

<u>Morehouse</u>

#### **TSPLOST 2018-Pavement**

Gilmore Street(N)

Kentucky Ave

Parkway Drive

Palmetto

Old Brunel Street

Nicholls Street

**Brunel Street** 

**Garlington Heights** 

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## LMIG 2023-Paving **Oak Street** Isabella Street SPLOST 2023-Pavement, Construction Albany Ave Overpass LMIG 2024-Paving **Parkway Drive Palmetto Drive TIA 2-Paving Oak Street Gilmore Street** Forrest Ave Grove Ave Myers & Roosevelt **Blackwell Street** Ware Street **Cherokee Circle** Scruggs Street

Archer Street

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# We are committed to providing our citizens with a safe and reliable water supply.

The Environmental Protection Agency (EPA) has established the Lead and Copper Rule (LCR) to protect public health and reduce exposure to lead and copper in drinking water. It is estimated that there are between 6 to 10 million lead service lines still in existence in our country. **The primary source of lead in drinking water, when present, is pipes.** 

To help us determine whether your home might have lead-containing plumbing materials and if further testing is recommended—<u>we need</u> <u>your help.</u> Simply scan the QR code below using your smartphone's camera or QR code reader app to particpate in a brief survey.

Your participation is greatly appreciated and your input is vitally important.



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nd your input is vitally importan



## Water and Wastewater

Week's Priority:

**Collections and Distribution** 

### WATER LEAKS

### MAINTENANCE

Weekly preventative maintenance task execution.

Lift station inspections and mowing execution.

### WWTP

Lab permit and process control samples execution.

Regulatory paperwork execution.

Belt Press execution.

### Water Plant

Normal daily operations and well inspections.

Funding Updates: None.

### Travel and Training: None.

### **Projects:**

WWTP Upgrades.

Sweat Street sewer rehab.

Primary sludge line rehab.

Ossie Davis Sewer rehab.

US1 Sewer main replacement.

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## **City Hall Meeting Community/Business Meetings**

These monthly meetings allow community members and local businesses to meet with the city manager and staff and discuss any concerns or ideas they may have. All interested parties are encouraged to attend these meetings, which will be held monthly. The meetings will be held in the commission chambers at City Hall and will provide an open forum for discussion.

- 1. Codes Information & Landlords/Realtors every 3<sup>rd</sup> Wednesday monthly at 12pm.
- 2. Business Development every 4<sup>th</sup> Tuesday monthly at 1pm.
- 3. Community/Faith Outreach every 3<sup>rd</sup> Thursday monthly at 12pm.
- 4. City update every 1<sup>st</sup> and 4<sup>th</sup> Thursday monthly at 12/6pm.