



City of Gahanna

200 South Hamilton Road
Gahanna, Ohio 43230

Meeting Minutes Committee of the Whole

Jamie Leeseberg, Chair
Karen J. Angelou
Brian D. Larick
Nancy R. McGregor
Brian Metzbower
Stephen A. Renner
Michael Schnetzer

Kimberly Banning, Clerk of Council

Monday, May 22, 2017

7:00 PM

Council Committee Rooms

CALL TO ORDER

Chair Leeseberg called the meeting to order at 7:00 p.m.

UPDATES FROM THE FIRE DEPARTMENTS

- Mifflin Township - No report
- Jefferson Township - No report

UPDATE FROM THE DIRECTOR OF PUBLIC SAFETY

[2017-0117](#)

Director of Public Safety May 2017 Report

Thomas gave an update on the attached report; officers responded to over 6,000 calls; domestic reports were up; no fatal drug overdoses last month; 11 narcotics reports; 62 accidents; accidents on 270 were down last month; 90 arrests for OVI; sent fines in the amount \$4,500 for false alarms; detectives had 7 investigations; Larick asked if he could report on shared responses; he can get that information; Angelou asked if Harrison Pond parking issues at the soccer fields could be resolved; resident needs to call the police for enforcement; she said she'd contacted resident about the issue; Leeseberg said he could reach out to the resident; Angelou said even when flyers are on the windows and signs up; people still violate parking laws; Leeseberg asked if all officers are aware of the overdose of an officer handling narcotics; Thomas said yes and safety measures were discussed.

ITEM FROM THE CITY ADMINISTRATOR

Lean Gahanna Update

Teal said 20% of employees have attended Lean Boot Camp; Priestas said used lean process for permitting process; had some changes to make process more efficient; modifications were fee schedule, permit applications, redesign workspace; open office hours; implement technology; application was 11 pages now down to 4 pages; created flat fees and applications that can be submitted over the counter as opposed to a review period; everyone is keeping everything very tidy; clear of clutter and everything organized; all work space is color coded; identifies what action needs to take place; created open hours for Chief Building Official; permit applications can now be submitted electronically and on-line and track their own project; Larick asked the metrics for this process; Franey said will report back in August 1; Metzbower asked if any input was received from key players; Priestas and Franey said yes this will go out too; Council is very impressed.

Cochran said she also had a lean project; Seasonal Employee hiring; past fall decided needed to overhaul the entire process; was not getting optimal results; she thanked everyone that helped with the process; wanted higher quality recruiting; reduce hours; have positive process for the employees; reduce labor costs; used Affinity Diagram, Clock Diagram, Critical to Quality Characteristics; from that created a 14 item Action Register; used Process Mapping; now have Standard Operating Manual; easy to follow pay rate determinations, reduced touch points with a candidate; restructured interviews, eliminated duplicate tracking; used technology to make process more efficient; improved tools for candidate onboarding; have onboarding portal and incorporate all paperwork and orientation; can now stagger start date and span the work out over time; created process to verify completion and highlight face to face sessions about job duties, etc; Larick asked how many overtime hours were reduced; they will have data next week; as of now been able to eliminate all overtime; Larick asked how many hours have been reduced from supervisor standpoint; Angelou asked if aquatics team is ready to go; Barr said they are ready to go; City did all of the hiring; some snafus with scheduling, but everything is ready to go for the pools to open; Teal said heard from everyone in process that now everything is running smooth; some problems are outside of their control for seasonal employees; Barr said the stress has been reduced on the supervisors; can focus on other areas instead of the long recruiting process; Larick said effective reporting methodology and maintained over time; that is the end result of the process; Cochran said that they are still working on ways to streamline the process; Mayor Kneeland thanked his staff for all they have done; he doesn't intervene; they have really shown positive results; very

proud of them.

ITEMS FROM THE CITY ENGINEER

[ORD-0035-2017](#) TO AUTHORIZE THE EXECUTION OF THE OHIO PUBLIC WORKS COMMISSION (OPWC) CLEAN OHIO CONSERVATION FUND GRANT AGREEMENT FOR THE BIG WALNUT TRAIL SECTION 4 - MCKENNA CREEK DAM REMOVAL AND RESTORATION PROJECT.

Priestas requesting authorization for Big Walnut Trail Section 4 - McKenna Dam removal and Restoration for the OPWC Project Grant Agreement.

RECOMMENDATION: Consent Agenda.

[ORD-0036-2017](#) TO ACCEPT THE DEED OF EASEMENT FOR SANITARY SEWER AT 991 E. JOHNSTOWN ROAD; SA 1041.

Priestas said this is to accept the deed for FMC Medical Clinic - Sanitary Sewer Easement.

RECOMMENDATION: Consent Agenda.

[ORD-0037-2017](#) TO ACCEPT SANITARY SEWER INFRASTRUCTURE FOR 991 E. JOHNSTOWN ROAD; SA 1041.

Priestas said this is to accept the infrastructure for FMC Medical Clinic - Sanitary Sewer Easement.

RECOMMENDATION: Consent Agenda.

[ORD-0038-2017](#) TO AMEND THE BUILDING AND ZONING FEE SCHEDULE.

Priestas requesting to revise Building & Zoning fee schedule; easier for customers to calculate fees; flat fees; more efficient; Larick asked about the permit reinstatement fee; Priestas said there is a time frame that they pay that fee; Franey said usually when the plan has expired; Larick asked if there is a way to get a handle on projects that drag out; Franey said that is a hard thing to manage; Metzbower said he's impressed that 11 pages are now down to 4.

RECOMMENDATION: Consent Agenda.

[ORD-0039-2017](#) TO REMOVE SECTION 907.02, COPY OF CITY OF COLUMBUS STANDARD DRAWING ATTACHED TO BUILDING PERMIT, OF CHAPTER 907, DRIVEWAYS AND CURB CUTS, OF THE CODIFIED ORDINANCES OF THE CITY OF GAHANNA.

Priestas said this is a request to review 907.02 driveway and curb

cuts; Chief Building Official requirement to be removed to help expedite permit issuance; Larick asked if there is a risk; he said no risk; Priestas added Kayla Holbrook was very helpful in the process.

RECOMMENDATION: Consent Agenda.

ITEM FROM COUNCIL

Active Senior Advisory Committee (ASAC) By-Laws - Council Appointment

Banning said it was brought to Council's attention at the last Coffee with Council that the Active Senior Advisory Committee By-laws were amended and the Council appointment was removed as the appointing authority to the committee; Angelou said Council should have at the very least have been notified; she's not happy that they no longer have an appointment on the committee; McGregor concurred; believes the committee members need to be residents; Barr indicated that this happened last fall under different management; after discussion on the matter, Council asked that this be brought back at the next Committee of the Whole; Barr said he would do some research as it relates to how the change occurred and bring the information to the meeting.

DEPARTMENT REPORTS - no action required.

[2017-0116](#) Reports - Committee Meeting 5/22/2017

ADJOURNMENT

7:50 p.m.