

**Mayor's Report
City of Gahanna
Regular Council Meeting – October 4, 2021
Mayor Laurie A. Jadwin**

The following is respectfully submitted on behalf of the Mayor's Office for Monday, October 4, 2021:

General Information

Facilities:

- City Hall is open to the public as follows:
 - City Hall Hours are 8am – 5pm.
 - The building is closed for lunch from 1-2pm.
 - At this time, for the safety of staff and visitors, masks are required for any person who is not vaccinated. We are continuing to monitor CDC recommendations and will update if processes are revised.

Staffing Updates:

- We are pleased to announce that **Corey Wybensinger** will join the City of Gahanna staff as our new Finance Manager, effective Monday, October 18. Corey currently serves as the Deputy Director of Finance for Franklin County Department of Jobs & Family Services, where he was worked for five years. He and his family are long-time Gahanna residents.
- Long-time employee **Brenda Wilson** retired from her job with the City, effective Friday, October 1. Brenda served the residents of Gahanna for more than 20 years in the Utility Billing Division. We thank her for her service and wish her well in her retirement!

Upcoming Community Events:

- Coffee with a Cop – Wednesday, Oct. 6, 9 – 11 am; Kroger Marketplace, Hunter's Ridge
- Great Gahanna Goblin Trail – Thursday, Oct. 21 and Fri., Oct. 22, 6 – 9:30pm. Tickets available at Gahanna.gov
- Prescription Drug Drop-off – Saturday, Oct. 23, Kroger Marketplace, Hunter's Ridge Plaza
- Monthly Civic Association Meeting – Wednesday, Oct. 27, 7 pm
- City of Gahanna Trick or Treat – Thursday, Oct. 28, 6 – 8 pm

Department Updates

- *Gahanna Division of Police*
 - General Updates
 - Installation of new 9-1-1 system for the Communications Center begins this week. It is anticipated that installation will take one week, to be followed by a week of training, all in preparation for a larger consolidation co-location schedule.
 - 4th Quarter training for Division officers begins the week of October 18. Once completed, every officer of the GPD will have received 32 hours of in-

person classroom training throughout the year, in addition to 18 hours of online training per officer. This means that each officer in Gahanna will have received 40 hours of training for the year

- The Division's newest officers, Officer Johnson and Officer Reisinger, are in their third phase of field training. In November, they will conclude their internal training and will receive regular assignments as members of the Division.
 - Officer TY Anderson was selected by the Franklin County Sheriff's Office to receive the STAR Award, recognizing selflessness, teamwork, accountability and respect. He will receive the award from the Sheriff's Office on Friday, Oct. 15
 - Officer Todd Huffman received his Master SRO Certification from the Ohio School Resource Officer Association, which is the highest level of certification that can be obtained in the state.
 - The last Civic Association meeting for th year will be held on Wednesday, Oct. 27 at 7 p.m. in the PD Conference Room. The meeting date has been changed so as not to conflict with Trick or Treat on Thursday, Oct. 28.
 - The Division is currently compiling data to compose their annual staffing allocation report, which uses data from 9/1/20-9/1/21. The Report is anticipated to be published in next few weeks. Previous year reports are available for viewing online at Gahanna.gov, under Division of Police.
 - Coffee with a Cop will be held this Wednesday, Oct. 6, from 9-11am at Kroger Marketplace in Hunters Ridge. Another date will be added before the end of the year. All are welcome to attend.
 - An offer of employment has been extended for the position of Compliance & Program Administrator. This position will assist the Division in the administration of their CALEA certification and ensuring recording compliance with all elements of the program.
 - The Division conducted interviews today (Oct. 4) for police officer lateral candidates.
- o *Department of Public Service & Engineering*
 - o 2020 Street Ratings/2021 Street Program (Ongoing)
 - Strawser Paving has completed this year's street program on time and under budget. T

- Strawser crews will continue to be visible for the next couple of months as they make repairs and touch up any outstanding minor work.
- o 2021 Street Ratings/ 2022 Street Program (Ongoing)
 - Rating of streets is underway for the 2022 Street Program. Every street is assessed anew each year. Ratings will occur over the next few months.
 - Proposals are being sought for detailed design of select streets where existing conditions prevent a “typical” rebuild process. Proposals are due October 14.
- o Private Development (Ongoing)
 - 9 development projects are undergoing final engineering design and review.
 - 18 projects are in the active construction stage.
- o Granville St Traffic Signal Repairs (Ongoing)
 - Miller Cable Company has been contracted for work on the signals at Flint Ridge/Granville, Lincoln Circle/Granville, and Mill St./Granville.
 - Construction is expected to begin the first week of November and will continue into March 2022.
- o Local Waste Refuse Collection Contract
 - Local Waste has been working over the past month to establish driver routes. As part of this process, they are documenting any challenging or unique circumstances that may require extra attention during collection.
 - Local Waste is also working with the Department to determine defined areas within Gahanna for collection days.
 - Working with Marketing and Communications team and Local Waste to create and distribute resident notifications that will update residents on the changes in service.
- o US EPA Water Infrastructure Needs Survey and Assessment (Concluded)
 - The US EPA once again selected Gahanna to participate in the 2021 Survey, which is intended to capture the infrastructure needs of the utility and report those needs to Congress. The results of the survey help to determine funds allocated to the Federal Drinking Water State Revolving Fund (DWSRF) in Ohio. The City worked with the Ohio EPA throughout the year to provide needed information.
 - Met with representatives from the Ohio EPA to review gathered data and provided additional data to close out the needs survey. Ohio EPA expects to share their report with the USEPA's consultant within the next months. The final report will then be shared with Congress.
- o Big Walnut Fiber Redundancy Loop (Ongoing)
 - Preliminary construction plans are being finalized for a redundant fiber connection across the Big Walnut. This will utilize existing fiber conduit installed as part of Big Walnut Trail Section 4 and will connect back to the

existing network. The new line will create redundancy for city services, safety services, and businesses utilizing the fiber network.

- Western Gahanna SSES (Ongoing)
 - A virtual town hall meeting was held on September 14 to provide updates to residents on the project to residents within the study area. The meeting is available to view on the City's YouTube channel.
 - City Council voted on September 20 to authorize the Administration to work with EMHT for Smoke and Dye Testing of sanitary sewers in the Royal Manor and Brentwood neighborhoods.
 - Testing will identify sources of rainwater inflow to Gahanna's sanitary sewers.
 - EMHT mailed notifications to residents the week of September 27 to inform them of the program. Members of the City's Engineering team will be available to answer resident questions throughout the program.
 - Smoke testing is scheduled to begin on Wednesday, October 6, weather permitting.
- High Point Elementary and Middle School East Rectangular Rapid Flash Beacon (RRFB) (New)
 - A new RRFB was installed on Venetian Way at the crosswalk connecting the two schools.
 - The RRFB will provide increased notification to commuters that pedestrians are crossing the road.
- Tri-Annual Lead and Copper Testing (Concluded)
 - All samples that were collected met EPA guidelines.
 - The City's triennial application was submitted and approved by the OEPA. This means that the City will continue with triennial monitoring and will perform lead and copper testing again in 2024.
- Water Meter Reading Software Update (Ongoing)
 - The software that performs the wireless water meter readings has reached the end of its useful life and no longer will be supported in the near future.
 - We are working with Sensus, our software provider, to schedule the upgrade the various "back end" components supporting the meter reading software. Once the backend components have been upgraded, we will begin work on the "front end" software conversion.
- ADA Transition Plan (Ongoing)
 - The presentation and draft Transition Plan can be accessed on the City's website. Input and feedback may still be submitted via email to ada@gahanna.gov.
 - FHWA has provided feedback, which we are working to incorporate it into the Transition Plan. Once updated, the Plan will be sent to FHWA for final review.

- The 2021 3rd Quarter Update was provided to FHWA on October 1.
- o Sidewalk Program (Ongoing)
 - An RFP was prepared and published to engage an engineering firm to assist with implementation of program. EMH&T was selected as the most qualified firm to assist the city.
 - Council authorized the Mayor to enter a professional services contract with EMH&T to aide in administering the 2021 Sidewalk Program.
 - On September 20, Council adopted the Administration's proposed 2021 Sidewalk Program Area by Resolution.
- o Creekside Garage (Ongoing)
 - A corrective action plan has been submitted to FEMA that identifies corrective actions already taken as well as next steps to address identified issues.
 - An RFP to identify and design the necessary improvements to the structure was advertised on July 26. Multiple firms requested more time to submit proposal. An addendum was issued to extend the due date until September 13.
 - The Administration reviewed the received proposals and is in contract discussions with the most qualified consulting team.
- o Havens Corner Waterline Replacement (Ongoing)
 - o The Havens Corner Waterline Replacement project was selected by the Franklin County Engineer's office to be prioritized for grant funding through House Bill 168.
 - o The City's application has been forwarded to the Ohio Department of Development to determine if the project receives funding.
 - o Of the 80 applications Franklin County received for this grant, this project ranked #7 on their priority list.
- o General Engineering Services (Ongoing)
 - An RFP was issued to seek consulting firms to streamline the process for acquiring professional services for smaller projects and to provide supplemental review of right of way permits and development projects.
 - Responses have been received and contract negotiations with qualified firms are underway.
- o Recycling Cart Tagging Program (Concluded)
 - The final cart tagging took place on June 22. A final survey was sent to all who participated in the initial survey.
 - A final report is expected to be issued by SWACO in October.
 - Director Crawford will be one of three panelists presenting their communities' respective sustainability projects at MORPC's Summit on Sustainability. The City's presentation will focus on the cart tagging program and its success in Gahanna.

- Utility Rate Study RFP (Ongoing)
 - A kickoff meeting was held last week with Baker Tilly to lay out the approach to the study.
 - Over the next few weeks, requested data will be gathered and provided to the consultant for use in the study.
 - The Rate Study is expected to be finalized by the end of 3rd quarter in 2022.
 - The study will provide a comprehensive review of utility rates to ensure that charges are reasonable, competitive, and sufficient to meet the needs of the utility (including necessary maintenance and rehabilitation of infrastructure).
 - Industry best practices dictate that such a study be conducted every five to ten years. Gahanna last conducted a utility rate study more than ten years ago.

- East Johnstown Bike Trail Extension (Ongoing)
 - City staff and Korda are working with ODOT to finalize design concepts. As this is a federal route, ODOT has reviewing authority over portions of East Johnstown Road (US 62).

- East Johnstown Drainage Improvements (Ongoing)
 - IBI Group is finalizing drawings for drainage improvements along East Johnstown Road near Larry Lane.

- SCADA Update (Water and Sewer Management System) (Ongoing)
 - The new SCADA server is active and is running concurrently with the old system while we perform testing. Once testing is complete, we will transition to the new server.
 - A few issues have been identified during the testing phase. Our IT team has been working with our vendor to resolve these issues. Testing resumed last week. We expect to move to the new system by the end of the month.

- Wynne Ridge Culvert Rehabilitation (Ongoing)
 - American StructurePoint is in contract with Gahanna to design rehabilitation options for this culvert.
 - Preliminary design for the culvert is underway.
 - Gahanna has applied for grant funds through ODOT's Municipal Bridge Program. Engineering staff presented the City's application to ODOT's selection committee on September 28. A response is expected by mid-November.

- Cherry Bottom Road Stabilization (Ongoing)
 - Preliminary testing and surveying is complete. S&ME is moving forward with design of sheet pile retaining walls.
 - Construction drawings for the project are currently under review.

- Taylor Station/Claycraft Road Intersection (Ongoing)
 - Design is underway. EMHT and their subconsultants have completed preliminary soil testing and survey.
 - Following a review of the preliminary design, EMHT is preparing concept drawings, cost estimates, and right of way documents.

- Big Walnut Trail Section 8 (Ongoing)
 - The Engineering Division is coordinating with the Parks and Recreation Department and American StructurePoint to select a design alternative for Big Walnut Trail Section 8 over I-270.
 - A concept review meeting between staff and ODOT District 6 was generally positive. Parties are working together on next steps to advance the project. Development of this next trail section is intended to align with ODOT's planned work on the Hamilton Road bridge.

- City of Columbus Hamilton and Morse Rd Widening (Ongoing)
 - Traffic has been shifted to the temporary pavement to allow the contractor to construct the opposite side of the street. Columbus expects this traffic plan to be in place for the majority of 2021.
 - Columbus and the contractor are still working through a few outstanding utility conflicts. Approved schedule delays are expected due to the ongoing utility conflicts.
 - The contractor has encountered rock while installing the storm on Hamilton Rd on the northern end, which has caused some minor delays.
 - Crews are working on preparing the road subgrade for paving on Hamilton Rd between Morse and Thompson Rd.
 - North of Thompson, Crews are working on storm and will soon start various water line lowering.
 - A baseline schedule has been approved, and the expected substantial completion date will be summer 2023. Absent unforeseen delays, a majority of the work is expected to be completed by the end of 2022. It is too early in the project to provide hard dates.

- Fleet Division
 - Dossier Fleet software upgrade has been completed is live.
 - In September, Fleet completed 79 work orders on 64 separate pieces of equipment.

- Streets and Utilities Divisions
 - The annual street sign replacement program will be wrapping up this fall. The 2021 goal was to replace all signs in poor or very poor condition. Having a street sign maintenance program is required by Federal Highway Administration (FHWA).
 - This year, crews have replaced 195 signs within Gahanna. There are less than 100 signs to go to complete.

- The annual hydrant painting program is 97% complete. In total, 579 hydrants have been painted, with only 18 hydrants remaining.

- o *Department of Parks & Recreation*

- o Projects

- Splash pad: Vortex equipment has arrived at the Gahanna Swimming Pool. Excavation and installation has begun.
 - Playgrounds: Woodside Green is complete and open to the community. An additional play structure, appropriate for ages 2 – 5, will be included in the Woodside Green playground this fall. Headley Park playground rebuild has been delayed due to a fire that occurred in the distribution center's warehouse.
 - Price Road Renovation: M&A has provided multiple designs for staff to review. A code review has been completed with city staff as well as with Mifflin Fire. Additional surveying is being completed to determine if the structure's lower level is in the 100 year flood way. The scope of survey will also include planning to address stormwater issues with rear service road and sanitary alignment for sewer service to the building.
 - Parking lots: The project kickoff has begun with StructurePoint for the design and engineering for Price Road House parking lot, Woodside Green parking lot and Trapp Park walking path. Trapp Park will be completed this fall. The potholes and damaged drive were repaired at Gahanna Woods.
 - Big Walnut Trail Section 8: An application for the RAISE grant has been submitted in coordination with Franklin County and MORPC.

- o Recreation

- The Royal Manor 3rd grade class partnered with the Department to expand outdoor education. The classes took a tour of the Creekside Arboretum with the City Forester and Horticulturist, learned about water quality, and explored the creek with Recreation Supervisor Sarah Mill and Recreation Coordinator Karlin Wolfe.
 - Middle School South participated in adventure days at Hannah Park. Students were given the opportunity to fish and kayak lead and organized by recreation staff.
 - The Goblin Trail will return to Academy park from 6:00 – 9:30 pm October 21 and 22. Tickets went on sale starting October 1.
 - The Senior Center will host its annual Fall Fireside Feast at Hannah Park on October 14 at 12pm.

- The Gahanna Parks and Recreation Foundation hosted the 7th annual Creekside Hops and Vines event on Saturday October 2 at the Creekside Park and Plaza.
- Parks & Facilities
 - Weekly mowing, string trimming & grounds maintenance
 - Weekly park maintenance trash/bathrooms/cleaning
 - Purchased new trail cameras for remote sites. Installed at Upper McCorkle.
 - Creekside Blues & Jazz Festival set-up/planning/logistics
 - Hops & Vines logistics and operations planning
 - Prepped the Senior Center flower beds for renovation
 - Contracted Suburban Steel to weld rear pool gutters at Gahanna Swimming Pool
 - Purchased feeder fish to stock ponds at Hannah and Rice Ave. parks
 - Sprayed and removed weeds and perennials at Geroux Herb Garden
 - Redesigned and installed fall-focused perennial bed in Cafe Creekside Wedge
 - Planted Creekside planters in partnership with Make Gahanna Yours volunteers
 - Assembled and installed new dugout benches for Academy Park
 - Assembled and installed new furniture for Creekside
 - Cleaned and repaired damages from vandalism at McCorkle Park, Sunpoint Park, Academy Park and Friendship Park
 - Responded to 22 resident questions or concerns
- Arbor
 - Community garden maintenance
 - Creekside Arboretum field trip with Royal Manor
 - Ordered fall trees/shrubs
 - GIS collection for 2022 sidewalk program area
 - Trees pruned: 66
 - Trees removed: 6
 - Trees resident/contractor calls: 47
 - Trees resident/contractor meetings: 3
 - Trees zoning application reviews: 14
 - Hazard tree inspections: 7
 - Storm/emergency clean-up: 9
- *Department of Economic Development*
 - Development Marketing
 - Staff continues to work with the Communications & Marketing team focused on three key areas:
 - Website Improvement
 - Catalyst-supported commercial real estate (CRE) is now live on the City's website

- Efforts to continue to streamline/update resources on the city's website are ongoing
 - Quarterly Newsletter production/distribution
 - Template is complete with content being finalized the first week of October for distribution.
 - Ecosystem-based marketing resources to support existing industries while growing opportunities in the City.
 - Design needs for this initiative have been inserted into the Department's CNA request for 2022.
- Additional programming in this space includes the Department engaging a drone photographer/videographer to update imagery for the City's key areas and development of a marketing baseline to promote opportunities in the City.
- A townhall (ED-101) is being planned for November. Staff is working on a Save the Date as well as lining up guest speakers.
 - Based on current trends in development, Staff is anticipating a focus on the growing need around availability of housing to support economic growth as the underlying theme.
- Business Retention
 - Continuing to meet with local employers to evaluate return to work/office needs as well as general growth trends.
 - Staff continues to meet with employers and engage the business community. Topics and recurring themes include:
 - Workforce
 - Availability and Compensation
 - Training
 - Supply Chain concerns
 - General Expansion opportunities
 - Staff is finalizing a letter of support for a Woman Owned Business (WOB) in support of a JobsOhio Inclusion Grant to support their expansion efforts.
 - Staff is finalizing necessary ordinances and resolutions to support growth plans of an existing business in Gahanna with a goal of bringing the project formally to Council in mid-October.
- Business Attraction
 - Crescent
 - The Petition for the creation of the New Community Authority remains on hold due to a recent health development by one of the parties (delay in obtaining necessary signatures for the Petition).

- Commercial Development
 - High Bank Distillery announced their planned expansion on the City's northeast side – near the corner of E. Johnstown Road & Morse Road.
 - Plans are being reviewed by the Planning Department with a goal of opening in 2022.
- Speculative Development
 - Staff continues to work with LeVeck Construction on their speculative industrial project Taylor Road and Eastgate Parkway
 - A groundbreaking is expected in the coming weeks/month.
 - Staff is coordinating with Scannell Companies as they explore a speculative industrial development on Deffenbaugh Ct.
- Other Development Activities
 - Small Business Development
 - Staff continues to engage the small business community, highlighting opportunities from the Ohio Department of Development (ODOD) supporting small businesses as well as potential JobsOhio funds supporting WBE/MBE/DBE businesses located in Gahanna.
 - Residential/Mixed Use
 - Staff continues to engage a development team on a proposed residential development to be located along Mill Street.
- Other Initiatives
 - Staff, in conjunction with the Mayor's Office, has engaged M+A Architects in the development of a private development-focused strategy for the Creekside area of the City.
 - Meetings are ongoing re possible areas for targeted redevelopment.
 - Staff anticipates engaging the private development community next month to explore market validation re proposed development.
 - Staff has transmitted proposed school compensation agreement to GJPS for their review.
 - Staff is finalizing plans re the implementation of a EconDev based CRM, focused on streamlining activities and reports for local stakeholders.
- *Planning, Building & Zoning*
 - Zoning Code:
 - Review of working draft of zoning code is ongoing. Draft at this stage is too preliminary for public discussion/engagement.

- Meeting with consultant forthcoming to discuss draft. Follow up steps will be additional edits prior to stakeholder engagement.
 - Discussion of options for strategic citizen engagement in code rewrite.
 - Evaluating topics for citizen engagement.
 - Ongoing discussion with Planning Commission regarding reoccurring issues they face and how the zoning code rewrite can address these issues. Recently discussed topics include:
 - Sheds
 - Residential accessory structures
- Building Division:
 - 142 permits issued in month of September
 - Average permit issuance: 11.5 days (includes processing, review, and resubmittals; State allows 30 days per submittal)
 - 192 inspections performed in month of September
 - Code Enforcement:
 - 297 inspections conducted in month of August
 - 100 new cases: 40% proactive, 60% citizen-driven
 - Working with IT Department on implementation of new Rental Registration Code, including digital accessibility, development of forms, payment processing
 - Identifying properties that may be candidates for compliance via the nuisance code
 - Two part time officers resigned. Filling vacant positions with one full time officer.
 - Planning/Zoning:
 - Working with Gahanna Division of Police, Department of Parks & Recreation, Department of Public Service & Engineering, and Mayor's Office on new Mobile Food Vendor code
 - Conducted interviews for vacant administrative coordinator and part time administrative assistant positions
 - Reviewing Planning Commission advertising policies with Clerk of Council Office and Mayor's Office with goal of streamlining process, enhancing resident reach, and improving cost efficiencies
 - Planning Commission applications are in review for:
 - Rezoning on Taylor Rd for four lot subdivision
 - Rezoning near intersection of Johnstown Rd and Hamilton Rd for 52 apartments
 - 15 Planning Commission applications are currently in review

- 2021 Projects Approved:

Project	Number	Investment \$	Job Creation
New Construction (Approved)	10	\$135M	682
Expansion and Renovation (Approved)	3	\$3.6M	30

- 2021 Projects Pending:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	9	\$80M	448
Expansion/Renovation (Pending/Tentative)	1	\$5.2M	93

- 5- year development data (approved projects) for jobs and capital investment (2021 data is January through September 30):

	2017	2018	2019	2020	2021
Jobs Created/Retained	558	468	450	165	712
Capital Investment	\$29.8M	\$38.9M	\$72.8M	\$22.6M	\$138.6M

o *Department of Human Resources*

o Munis HRIS

- Continuing to work through health insurance vendor electronic transfer of information from Munis to vendor
- Auditing employee data/updating records as necessary for proper system reporting functions
- Preparing system for Open Enrollment

o Wellness Program

- 2022 Health and Wellness Fair will be held October 13, 2021
- Biometrics are scheduled the week of October 18, 2021
- Coordinating with Children's Hospital for Covid Relief training and resiliency
- Developing 2022 schedule for Employee Wellness programs and activities

- Employee Development and Training
 - Coordinating managerial training for supervisors
 - Senior Leaders completed second workshop as part of the ongoing management training. One-on-one coaching sessions were held during the month of September
 - Members of HR team and Supervisors are attending training on mental health, ADA, employee performance and discipline
 - HR Team attended the OHPELRA Fall Training - Together Again, Facing Today's HR Challenges
 - Video training recordings in progress for Employee Evaluation electronic process
- UKG Time and Attendance
 - Time clocks configured for installation; installation scheduled for Oct. 4
 - Build review of system completed; testing scheduled to begin Oct. 11
 - HR/Finance completing UKG system training
- 2021 Employee Recognition and Awards Program
 - Program to be held on December 1, 2021
- HR Policy Review
 - Mayor signed Controlled Substance and Alcohol Policy for DOT Drivers
 - Final edits are being made to the Alternate Work Arrangement Policy and Drugfree Workplace Policy
 - Employee Handbook is under review for needed updates
 - Compensation Study and Pay Plan updates are in final stages of review by the City's consultant
- COVID Response
 - Updated and distributed Guidance document
 - Continuing to handle positive COVID cases, contact tracing and quarantines for employees
- Performance Evaluations for City Staff and PD
 - Testing workflow for City Staff
 - Training PD on new system
- 2022 seasonal hiring
 - Working with Recreation Team to create hiring timelines and recruitment strategies
- Telestaff
 - Discovery document being developed
- Open Enrollment
 - Preparing communications and documents
 - Working with vendors on updates for 2022

- Recruitment and Hiring

Position	Employee Type	Department	Application Dates	Status
Administrative Assistant	Part Time	Planning	Open until September 12, 11:59pm (CLOSED)	Interviews complete
Administrative Coordinator	Full Time - Unc	Planning	Open until September 12, 11:59pm (CLOSED)	Interviews complete
Code Enforcement Officer	Full Time - USW	Planning	Eligible List established	Offer made
Police Officer		PD	Eligible List established	Pre-Employment Process
911 Dispatcher		PD	Eligible List established	Background process to begin
Parks Coordinator I	Part Time	Parks	Open until October 3, 11:59pm	Posted
Lateral Police Officer	Full Time	PD	Open until October 11	Posted
Compliance and Program Administrator	Full Time	PD	Closed	Offer accepted
Utility Billing Spec	Full Time	Public Service	Eligible List Established	Scheduled interviews

- *Department of Finance*

- Time keeping and scheduler: Currently working through the building phase. The timekeeping system will be operational in the fall, followed by the scheduler early in 2022.
- Mayor's Court: Providing support to Mayor's Court to prepare for the New Albany transition.

- 2022 Budget: Department budget meetings have begun, and we are working through adjustments identified. Delivery of the 2022 budget request to Council is planned for the last committee in October.
- ARPA Funds: Continuing to reevaluate guidance and identify eligible projects. There is a four-year window to use the funds, and requests for appropriations will be made annually. The goal of the Administration is to work with Council to thoughtfully and strategically use this funding to meet the overarching purpose of the funding.
- Payroll/HR transition to MUNIS: Successfully processed 7 pay periods, and continue to address issues as they arise and are identified
- Staffing: Working with Human Resources to determine a succession plan for potential retirements, as well as the appropriate level of staffing for the Finance Department, as there have been many changes since 2016 when we last reset staffing levels for the Department.
- *Department of Information Technology*
 - Access Controls Upgrade *(New)*
 - This upgrade project is being proposed for funding as part of the ARP revenue recovery request.
 - Project is anticipated to start prior to the move of the Communications Center.
 - This would accommodate the monitoring the panic button and fire alarm system over at the new Center and would upgrade the entire access control platform with the current system being end of life.
 - New Communications Center
 - Installation is scheduled to begin on Sept. 27 with training to follow on or around Oct. 18.
 - Secondary fiber connection continues to be a risk to installation, but we are optimistic that that will be completed by Sept 24.
 - Mission Critical Partners was onsite last week to kick off the overall Program Management for all the various technical projects that must come together prior to go-live.
 - A December 1 Police Department cutover to the new center is anticipated.
 - Asset & Workorder Management System with Citizen Engagement
 - A kickoff was held on Sept. 13
 - Discovery is scheduled for the week of Oct. 4 (2.5 Days)
 - System Ecosystem Assessment is scheduled for week of Oct. 11
 - Phone System Contract Review

- Existing contract expired on Aug. 31
 - A Request for Quotation was published to select vendors on August 20, 2021
 - Quotations were evaluated by a committee comprised of 5 City Staff.
 - Brief system demonstrations were held. Evaluation of responses is underway and it is anticipated that a recommendation will be presented to Council in the coming weeks.
- City Council Livestream Technology Assessment
 - Additional configuration to the Extron touch panel are underway and should wrap up by mid-September
 - This will provide a simpler workflow for the live meetings environments.
 - These enhancements are the last remaining items before project will be considered closed.
 - References are being requested by iVideo for us to showcase our implementation. We will accommodate when possible.
 - Facilities Master Plan – **No Changes**
 - Public Service has reviewed and commented on the Space Program and overall document.
 - Information exchange continue with the School District regarding various projects each agency is working on.
 - Clarification with School District were made this week regarding the sq footage needs at Clark Hall.
 - Presentation of plan document and critical next steps, to Council, is anticipated July 26.

Department of Marketing & Communications

- Developed Fall Programming Guide for Parks & Recreation Department; mailed to Gahanna residents week of August 30.
- News Media Outreach:
 - Prepared stories for *ThisWeek News* on Finance Department awards
 - Worked with High Bank Distillery on creation, promotion and distribution of press release and announcement of expansion plans for 2022
- Met w / Department Directors for bi-monthly touch points on upcoming communications/marketing issues
- Created and published Gahanna Division of Police Monthly Bulletin
- Created new recruiting flyers for dispatch and officer openings within Division of Police
- Attended and supported SGT day, Creekside Blues and Jazz Festival, Mill St. Market, and Creekside Hops and Vines; worked with presenting organizations to cross-promote events and drive traffic

- Created social media posts for the Great Gahanna Goblin Trail, as well as graphics for website, community sign boards to promote event
- Working with Development team on messaging strategy for townhall meeting in November.
- Developed recruitment graphics and materials for promotion of open positions at the City to recruit qualified candidates
- Engaged with local organizations regarding upcoming events and cross-promotional opportunities
- Working with Department of Public Service & Engineering on development of materials for SSES project
- Developed video to share with residents, providing details and information on new services related to Local Waste Management
- Conducted weekly meetings with 614 Media Group to plan for November issue of *Uniquely Gahanna*
- Held weekly team meetings on strategy for long-term projects, including equipment needs, and overall timing and strategy
- Ongoing/recurring projects:
 - Updates and addition of new content to website
 - Respond to resident questions and inquiries on social media and website
 - Attend weekly meetings with Parks & Recreation to plan for promotional needs
 - Write and distribute weekly "Senior Spotlight" e-newsletter
 - Manage and create social media promotional materials
 - Write and distribute monthly City and Parks & Recreation e-newsletters
- *Office of the Mayor*
 - Development:
 - Continued meetings with developer of the Crescent at Central Park to discuss and support new medical users for northern property, as well as arrangements for bricklaying ceremony for third medical office building
 - Participated in multiple meetings with Director of Public Service, City Engineer, and City Attorney regarding resolution of outstanding sewer issue for ongoing condo development
 - Continue meetings with project team members of Mill St. project and Development Director in effort to resolve outstanding issues in order to move project forward
 - Participated in team project meetings for private development-focused strategy for the Creekside District

- Work with Development team on identifying funding and incentive opportunities to finalize expansion plans for business to add new HQ and manufacturing facilities to city
- Participated in Bricklaying Ceremony for 3rd medical office building to be added to the Crescent at Central Park
- Met with local church representative to discuss plans for expansion and available space within city

- o Planning:
 - Working with Director of Planning on code enforcement processes and permitting processes to identify opportunities for improvements and streamlining
 - Met with Director of Planning, Planning & Zoning Administrator, City Engineer to discuss code clarifications regarding driveway requirements

- o Public Service:
 - Worked with Director of Public Service, City Engineer and Communications Manager to finalize plans for SSES Town Hall presentation
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- o Public Safety:
 - Working with Gahanna Division of Police and City Attorney in development of a Memorandum of Understanding to outline and solidify interests and responsibilities as new Communications Center project moves forward
 - Met with leadership of Gahanna Division of Police and representatives of GJPS

- o Strategical Planning:
 - Facilities Assessment:
 - Continuing work with IT Manager Kevin Schultz and consultant to finalize next phase of facilities assessment;
 - Continued discussions with Superintendent re opportunities for collaboration between GJPS and City on facilities of mutual interest and benefits
 - Anticipate presentation of Assessment to Council on Oct. 11
 - Update to City Strategic Plan:
 - Working with Director of Administrative Services and consultant in finalizing evaluation and recommendation of updated mission, vision and values statement, and on finalizing proposed updates to Strategic Plan
 - Anticipate presentation to Council for discussion and input by year end
 - Working with consultant and Council Finance Chair on development of first-ever long-term Capital Improvement Plan, to help prioritize and guide future capital projects
 - Budget Meetings: Participated in departmental meetings to review budget requests for 2022

- Held meetings with department directors to discuss individual department long-term planning
- o Regional Representation:
 - Attended MORPC Commission & Transportation Policy meeting
 - Attended monthly meeting of COMMA (Central Ohio Mayors and Managers Association)
- o Community Engagement:
 - Prepared proclamations for resident and monthly recognitions
 - Attended Chief's monthly Civic Association meeting
 - Attended neighborhood community meeting to discuss public safety concerns
- o Working with City Attorney on pending projects, including finalizing updates to noise ordinance, revisions to Mobile Food Vendor Code, review and evaluation of drainage code, evaluation of housing-related legislation, resident inquiries, Sidewalk program, development projects, etc.
- o Ongoing projects:
 - Held regular touch base meetings with each department Director to receive update and provide direction on ongoing projects
 - Sustainability Committee: Working with internal staff and resident volunteer to create Sustainability Task Force; working with internal team for launch of committee