



TO: Members of Council, Mayor & Staff  
FROM: Kimberly McWilliams, CMC, Clerk of Council  
DATE August 5, 2016  
RE: Report to Council, August 8, 2016

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**ACTION ITEM #1** – Request to appoint Tom Weber to the Community Reinvestment Area Housing Council (CRAHC) Board.

*RECOMMENDATION:* Motion Resolution to appoint Tom Weber to the CRAHC Board to fill an unexpired term ending June 30, 2018.

**ACTION ITEM #2** – Request to appoint John Hicks to the Gahanna Community Urban Redevelopment Corporation (CURC) Board.

*RECOMMENDATION:* Motion Resolution to appoint John Hicks to the CURC Board to fill an unexpired term ending December 31, 2018.

**ACTION ITEM # 3** – Paceline Partners, LLC, dba MOD Pizza, 333 S. Hamilton Rd., applied for a new D5 liquor permit, to sell Spirituous liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed containers, until 2:30am. Chief Murphy has no objection to this permit.

*RECOMMENDATION:* Motion Resolution that Council has no objection to the new permit.

**ITEM #4** – Request to make a change to Chapter 101 – Codified Ordinances, to allow automatic codification of Ordinances. Council office respectfully request the ability to codify the legislation as it becomes effective in order to keep code current on our website. The updated code will be a convenience to both our residents and staff and will incur no additional cost. Per our normal procedures, I am requesting waiver and emergency to bring our code into conformity with State code as soon as possible to facilitate administration, daily operation and avoid practical and legal issues.

The following addition to our code would be necessary:

#### 101.03 – AMENDMENTS AND SUPPLEMENTS

The City of Gahanna City Codes, 1970, may be amended or supplemented at any time and, when any amendment or supplement is adopted in such form as to indicate the intention of council to make the same a part thereof, such amendment or supplement shall be incorporated in, and deemed a part of, the city codes, so that a reference to the city codes shall be understood and construed as including the City of Gahanna City Codes, 1970, and any and all such amendments and supplements.

*RECOMMENDATION:* An Ordinance to codify legislation as it becomes effective and will not require additional legislation by Council. Requesting waiver and emergency.

#### **ITEM #5 - COUNCIL UPDATE – City-Wide Digital Footprint**

We've been working closely with Administration on the City's digital footprint. Please find the progress report attached, which outlines the movement of each department.

I've highlighted below the progress in Council office so far this year.

In the past year we have:

- \* Worked with Fireproof to update and maintain an online inventory of records
- \* Disposed of approximately 400 boxes
- \* Organized, relabeled & sorted boxes in the records area
- \* Approved a revised city-wide retention schedule
- \* Overhauled and updated department retention schedules
- \* All record requests are up-to-date
- \* Worked with departments to streamline the records process
- \* Council has digitized over 75% of Planning Commission files for retrieval in Intellivue
- \* HR is preparing to send boxes to be scanned by Intellivue this week
- \* Revised & updated the records policy & fee schedule (now available online)
- \* Created an online form for submitting records requests
- \* Updated the records page on the website
- \* Updated and created fillable forms for disposal for each department
- \* Created a central location for departments to access record related documents
- \* Attended the Gahanna Historical Society meeting and discussed organization and submission of historical documents and plan to stay active in this organization
- \* Preparing a city-wide records training program next year and assigning a records liaison to each department for additional training

We are excited to continue to move forward in this city-wide effort.

**ITEM #6 DISCUSSION ITEM – Opt-Out Notification – Placeholder for discussion.**