

**Mayor's Report
City of Gahanna
Regular Council Meeting – December 21, 2020
Mayor Laurie A. Jadwin**

The following is respectfully submitted on behalf of the Mayor's Office for Monday, December 21, 2020:

General Information

- Last week, Franklin County Public Health extended its Stay at Home Advisory through January 2. This aligns with the State's recent Stay at Home extension of a business curfew and requests to limit travel, stay at home and work from home.
- Given the current advisories and orders in place, City Hall will remain open to the public by appointment only through January 18. Staff continues to work remotely from home wherever possible, with field staff and city hall staff working on rotational and staggered schedules to reduce contact.
- The Senior Center will remain closed through January 18 as well. Operations and facilities will be reevaluated at that time, based on information available.
- With the upcoming holidays, City Hall will be closed on Thursday, December 24; Friday, December 25; and Friday, January 1.

Department Updates

- *Gahanna Division of Police*
 - Completed the Comprehensive Annual Training Plan for 2021
 - Working closely with the Department of Human Resources and leadership team of Mifflin Fire to coordinate COVID-19 vaccine protocols and allocations for law enforcement staff and first responders
 - Completed data gathering for Annual Staffing Analysis Division; report currently being finalized
 - Newly-installed Officers John and Reisinger began training on Monday, Dec. 14 as members of the 135th Columbus Police Department's Academy Class.
 - Partnered with Gahanna Lions Locker to present 5th annual Shop with a Cop event at Meijer on Thursday, December 10, supporting families in need in Gahanna community

- Currently working on compliance with the Ohio Collaborative Community-Police Advisory Board's newly released recommendations pertaining to First Amendment assemblies and civil disturbance response
- Working with the Department of IT on the integration of Smart 9-1-1 technology with the Division's 9-1-1 call-taking platform (XT911). The connection between the systems and the AT&T 9-1-1 circuits should be completed this week.
- *Department of Parks & Recreation*
 - Parks Team:
 - Provided snow removal and trail maintenance during winter weather
 - Trash removal, cleaning and sanitizing bathrooms daily at all facilities
 - Power-washed all golf course equipment and moved into storage
 - Facilities Team:
 - Provided snow removal and maintenance during winter weather
 - Painted and installed new light fixtures in the Golf Course Clubhouse, taking advantage of inability to rent facility to prepare space for future rentals
 - Prepared and installed light fixtures to the newest section of boardwalk at Creekside Park, providing extra light for safety and use during winter months
 - Arbor Team:
 - Cleaned up five (5) trees from storm damage at Gahanna Woods
 - Conducted prairie mowing
 - Performed three (3) hazard tree inspections
 - Reviewed four (4) zoning applications
 - Planted nine (9) trees
 - Worked with GIS to identify and create inventory of street trees
 - Assisted with snow removal and trail clearance during winter weather
 - Recreation Team:
 - Members of the recreation leadership team participated in webinars focused on senior center operations during the pandemic, as well as programming and managing gender diverse campers and staff
 - Team is currently presenting virtual fitness classes for children and adults. Registration is available online. Classes will begin in January.
 - The popular "Rec Crates" are again being offered to Gahanna residents while indoor facilities are restricted for use. The Rec Crates provide home activities that normally may be experienced during in-person recreational programming
 - Despite challenges of COVID, the team has partnered with GLHS to present the annual tradition of a holiday program for members of the Senior Center. The event will be a drive through experience.

- *Department of Public Service & Engineering*
 - 2020 Street Ratings/2021 Street Program
 - We have begun our 2020 Street Ratings in preparation of the 2021 Street Program. The street ratings are roughly 90% complete. We expect the ratings to be finalized over the next month, weather dependent.
 - Street crews (aka snow warriors) worked through the day and night to clear streets during last week's snowfall
 - Private Development
 - Four (4) development projects are undergoing final engineering design and review.
 - 18 projects are in the active construction stage.
 - East Johnstown Bike Trail Extension
 - We have entered into contract negotiations with Korda/Nemeth Engineering, Inc. for design of the East Johnstown Road Bike Trail between YMCA Place and Riva Ridge Blvd.
 - 2020 Sewer Improvement Project
 - The contractor has prepped the sewer lines for the lining. Due to weather delays, we expect the lining to be completed in 1st quarter 2021. Engineering staff and field crews are working to secure access to the manholes in preparation of the work.
 - We are finalizing a proposed ADA Transition Plan and anticipate presenting a draft of the plan to Council by mid First Quarter 2021.
 - Creekside Garage
 - Received final report from DLZ engineering; met virtually with FEMA to review report and begin discussion of next steps
 - City of Columbus Widening of Hamilton and Morse Roads
 - Columbus and their contractor, Shelly & Sands, has met some of their short-term goals of having temporary pavement down before year end. Shelly & Sands will be working on Columbus public utilities through the winter.
 - Utility conflicts are still in the process of being resolved. Columbus plans to issue a legal notice to utilities who have not relocated within the next two months.
 - A baseline schedule has not been approved yet, but the expected substantial completion date remains Summer 2023.
 - 2020 Accomplishments and Statistics:
 - Resurfaced a record setting 4.7 miles of streets
 - Rebuilt a record setting 2 miles of streets
 - The engineering division had over 25 active capital improvement projects and over 40 private development projects.

- The department addressed 922 citizen requests
- Received 326 street light repair requests.
- We have subsequently replaced/upgraded 132 street lights with LED breaking our record of 112 set in 2019.
- Saved 15,023 Kilowatt hours per month by converting streetlights to LED
- Street crews conducted the 1st annual city-wide street light inspection. The inspection generated a repair list of 74 lights that were either out or cycling, including 12 operated by AEP.
- Received and reviewed 758 backflow test reports
- Public Service and Engineering processed and inspected an all-time record of over 300 right of way permits.
- As part of the CCTV program we inspected and cleaned over 14 miles of sanitary and 399 manholes
 - 15 sanitary manholes were rehabbed and lined
- Utility Crews
 - Responded to 1408 service calls and replaced 396 water meters.
 - Performed 226 citizen requests
 - Repaired 32 water line breaks/leaks
 - Completed 32 Curb inlet repairs
 - Responded and marked over 7281 OUPS tickets
 - Inspected 237 grease traps
 - Repaired 8 fire hydrants
 - Delivered 29 Loads of erosion control rock to residents.
 - Inspected over 2000 feet of Sanitary Sewer lines
 - Cleaned over 2000 feet of Sanitary Sewer lines
 - Raised over 30 sanitary manholes totaling 15ft of manhole risers
 - Unidirectional flushed 112,000 feet of water main and exercised 272 mainline valves, covering 1/3 of the city's water distribution system
- Street crews
 - Performed 464 citizen requests
 - Patched over 6400 potholes totally 96 tons of asphalt.
 - Replaced over 140 street signs
 - Replaced over 100 Galvanized signposts
 - Removed 105 dead animals from the road
 - Responded to 10 down street signs
 - Repaired 33 traffic light issues
 - Responded to 12 downed tree issues
 - Installed 37 new flags and poles
 - Installed over 300 small American flags in the medians on US62 and Hamilton Rd
- Utility Billing
 - Received 14,500 calls
 - Notified 735 residents of potential leaks which would have caused \$100s in unplanned usage if it was not addressed

- Started the transition to monthly utility billing
 - Processed over 40,747 payments
- Fleet Crews
 - Maintained over 460 pieces of equipment
 - Completed 653 Preventive Maintenance work orders
 - Completed 1547 General repairs
 - Fleet availability rate is 95% (i.e., out of 460 pieces of equipment, 437 were available at all times)
 - Completed 20 repair orders on outside entities, totaling \$7,700 in revenue.
- *Department of Economic Development*
 - Held virtual meetings with Gahanna businesses and Mayor to build business retention relationships and identify potential for expansion/future facility needs
 - Partnering with One Columbus on potential development opportunities for the City
- *Planning, Building & Zoning*
 - Design Review Code: Consultant is developing new code, assimilating standards from existing code and feedback received from customer engagement.
 - Met with consultant to begin framework of tasks associated with rewrite of Zoning Code; identified goals of code rewrite, including but not limited to updating provisions to reflect current needs, eliminating contradictory and ambiguous requirements
 - Building Division:
 - Issued 65 permits in last two weeks
 - Eight (8) day average issuance (from permit submittal to approval)
 - In-home inspections temporarily suspended due to COVID-19 cases
 - Code Enforcement:
 - Conducted 154 inspections in last two weeks
 - Working on application, fees, forms and paperwork related to new rental registration requirements
 - Working with LAMA regarding changes to permitting portal
 - Planning/Zoning:
 - 2020 numbers (approved projects):
 - 12 new buildings or expansions approved
 - \$22 million in new investment (estimated)
 - 160 new jobs created (estimated)
 - Pending projects below:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	10	\$103M	720
Expansion/Renovation (Pending/Tentative)	2	\$1M	7

- *Department of Human Resources*
 - Benefits and Wellness Program
 - Held 12/8 educational session with HelpNet EAP on stress management
 - Wellness Committee meeting held on 12/10 to plan for 2021 program
 - Recruitment and Hiring
 - Prepared and completed job descriptions for Assistant City Engineer, HR Administrator, Parks Superintendent, and Project Inspector, based on 12/14 Council discussion
 - Working with Recreation team to prepare for seasonal job postings
 - Safety
 - Completed audit for Ohio Bureau of Workers Compensation
 - Received approval to continue with self-insured status
 - COVID Response
 - Continued follow-up with positive and quarantined employees
 - Researched COVID vaccine protocols; met virtually with Mayor and Chief Spence to discuss need for administrative policy regarding vaccinations and policy options
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 - Labor Relations/Employee Relations
 - Arranged and purchased lunches for city staff and PD
- *Department of Finance*
 - 2021 Budget
 - Respond to budget questions for Finance Committee
 - prepare final appropriations based on 12/14 Council meeting
 - Oversight of CARES Program
 - Finalized distributions under the Gahanna CARES Assistance Program
 - Review pending applications for outstanding information
 - Working with City Attorney to confirm final arrangements for issuance of 1099 Forms related to the tax settlement.
 - Continuing work on implementation of third phase of MUNIS

- *Department of Information Technology*
 - Virtual Computing Environment Refresh
 - Phase II of this project will include moving rebuilding our Failover and Disaster Recovery at the new Communications Center
 - Additional capital equipment purchases will be made in January to effectuate next phase
 - Project will increase our capacity while reducing cost of operation and overall technology footprint.
 - City Council Livestream Technology Assessment
 - Presented immediate, short- and long-term solutions to virtual and in-person meetings to Council at 12/14 meeting
 - Awaiting Council feedback and direction on potential solutions and approach to take in online presence
 - IT has been successfully running Council and Committee meetings with only minor issues arising due to external factors (i.e., Teams crashes when presenting documents)
 - New Communications Center:
 - Networking equipment has been received; configuration will begin in January
 - IT equipment operating at Fleet facility is being updated and prepared for moving sometime in February
 - Fiber splicing between City Hall and Fleet facility was successfully tested
 - Facilities Master Plan
 - Held meetings with Pizzuti, Mayor and various department directors and senior leaders to review draft programs
 - Provided comments and final programming questions from Pizzuti to City for review and comment
 - Anticipate finalizing of plan by mid-February
 - Rental Registration Online Application and Permitting through LAMA
 - Began working on revised requirements for program that could be implemented through LAMA based on new code
 - All documents provided by Code Enforcement have been inventoried and remaining changes assessed.
 - Working with LAMA to complete necessary revisions by end of January
- *Department of Marketing & Communications*
 - Training on the new Granicus communications platform is underway. The new platform is expected to be introduced to the public by mid-January.
 - Weekly COVID updates are posted every Thursday on Gahanna.gov, unless a significant change occurs. These posts will be moved to Wednesdays for the next two holiday weeks.

- Working with the Department of Public Service & Engineering to develop a clear communication plan for transition to monthly utility billing. Preliminary communication will be sent in the next two weeks. The first cycle of utility bills, which will be mailed this week, will provide information about the upcoming billing change.
- An overall highlight of the 2021 budget will be printed in *This Week News* in the coming week.
- Partnering with the GLHS Fab Lab to create signs for the Creekside Arboretum project.
- Created a Parks and Rec video recap of 2020 activities; will be released via social media later this week
- Begin filming for a series of Public Service videos, focusing on the street program and overall department projects in 2020
- Worked with Gahanna Division of Police to finalize annual Comprehensive Training Plan
- Upcoming communications/marketing projects: Detailed communications on new sidewalk program, a budget overview (explaining and providing detail to residents regarding city budget), unveil of Smart 9-1-1 (slated for late January), development of a new citywide magazine, overall plan for development marketing and materials, and ongoing refresh of strategic plan.
- *Office of the Mayor*
 - Participated in virtual meeting with COMMA (Central Ohio Mayors and Managers Association)
 - Participated in MORPC's monthly Commission meeting
 - Ongoing work on facilitation discussions with senior leadership team to refresh strategic plan and develop internal roadmap for project prioritization
 - Held multiple virtual meetings with staff, business representatives and developers regarding opportunities for business location in Gahanna
 - Participated in multiple virtual meetings with consultant, Kevin Schultz and senior leadership team to identify next steps for finalizing facilities assessment

- Worked with Director of Public Service and City Engineer on finalizing details for Sidewalk Program, in preparation for presentation to Council
- Met with Gahanna Area Arts Council representative, Director of Parks & Recreation, Recreation Superintendent, and Communications Manager regarding potential memorial project for Big Walnut Country Club at Friendship Park
- Working with leadership staff on development of an internal events policy, to provide clarity and streamline expectations for community partner and outside organizations
- Received and reviewed application(s) for four (4) board and commission positions available for mayoral appointments
- Ongoing communications with representatives from Governor's Office and FCPH regarding COVID-19 trends and response
- (Virtually) met with consultant regarding potential for assistance in identifying/ applying for grant opportunities as additional revenue source