

**Mayor's Report
City of Gahanna
Regular Council Meeting – December 6, 2021
Mayor Laurie A. Jadwin**

The following is respectfully submitted on behalf of the Mayor's Office for the month of November 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.
- All City facilities will be closed the following days in December in observance of holidays: Thursday, December 23; Friday, December 24; and Friday, December 31.

Staffing Updates:

- Department of Parks & Recreation:
 - **Cole Hetman** has transitioned into the vacant position of Recreation Coordinator II (Preschool & Youth Programming), creating a vacancy in the position of Aquatics Recreation Supervisor.
- We welcome the following individuals who are joining the City of Gahanna staff:
 - **Officer Ian White** (a CPD lateral hire) was sworn in as a new member of the Gahanna Division of Police during the Regular Council meeting held on November 15.
 - **Officer Josh McMasters** (a Charleston, WV lateral hire) was sworn in as a new member of the Gahanna Division of Police during the Regular Council meeting held on November 15.
 - **Officer James Gillespie** (a CPD lateral hire) will be sworn in as a new member of the Gahanna Division of Police prior to the Committee of the Whole meeting on December 13.

Department Updates

Gahanna Division of Police

- Staffing:
 - Officer Ian White is rapidly progressing through an amended Police Officer Training Program. Upon successful conclusion of the program, he will be assigned to independent patrol duties.

- Following successful completion of the Division's internal field training program, Officer Brenda Johnson and Officer Doug Reisinger have been released to independent patrol duties with post-training program evaluations due in January.
 - Officer Josh McMaster is undergoing a training audit by the Attorney General's Office of his West Virginia State Police Academy records to transition to Ohio certification.
 - Dispatcher Seth Meadows continues to progress through the Dispatcher Training Program, with anticipated completion in early January.
 - Four new recruit officers joining CPD's 137th Academy Class will be sworn in on 12/20.
 - Interviews for open dispatcher positions will occur the week of 12/6.
- Reports
 - The Division's annual Workload-Based Staffing Assessment was released on 12/2.
 - Community Engagement:
 - The annual *Shop with a Cop* will occur on Thursday, 12/9 at 6p.m. at the N. Hamilton Road Meijer. This event is held in coordination with GLHS's Lion's Locker.
 - Planning is underway for the 2022 Citizen Police Academy which is expected to begin in early February.
 - The next monthly Chief's meeting will be held on Thursday, 1/27 at 7p.m.
 - Communications Center:
 - The "go-live" of the new Communications Center for the Division is scheduled for 2pm on Monday, 12/6.
 - The move of the MECC's dispatching operations will occur on or about 12/20.
 - It is anticipated that the Division's detectives will move to the new Communications Center building during the week of 12/13.
 - Investigative Services Subdivision:
 - Announcements regarding the progress (indictments and other actions) in several cases of note will be released over the next month.

Department of Public Service & Engineering

- 2020 Residential and Industrial Street Programs (**Concluded**)
 - Staff has worked with Decker Construction and Strawser Paving over the past few months to address any warranty repair items, and all items have been addressed. The 2020 Residential Program was closed in November. We are working through final pay applications and change orders for the 2020 Industrial Program and expect to close it out this month.
- 2021 Street Ratings/ 2022 Street Program (Ongoing)
 - Rating of streets is underway for the 2022 Street Program. Every street is assessed each year. Ratings will occur over the next few months.
 - Proposals have been received for detailed design of streets where existing conditions prevent a "typical" rebuild process. A request to authorize a

contract for those services will be presented at an upcoming Committee of the Whole meeting.

- Private Development (Ongoing)
 - 21 development projects are undergoing preliminary or final engineering design and review.
 - 24 development projects are in the construction stage.
- Granville St Traffic Signal Repairs (Ongoing - Update)
 - Miller Cable Company has been contracted for work on the signals at Flint Ridge/Granville, Lincoln Circle/Granville, and Mill St./Granville.
 - Continued delays in material delivery have pushed the expected start of work to the week of 12/6. Construction will continue into March 2022.
- Annual Traffic Signal Conflict Monitor Testing (New/Concluded)
 - Testing confirmed that all of the City's conflict monitors are working properly. Conflict monitors prevent traffic signals from showing opposing colors. For example, they prevent north and southbound traffic from having a green light at the same time that east and westbound traffic have a green light. Conflict monitors are tested yearly to confirm that they are working properly.
- Street Sweeping Contract (New)
 - The current street sweeping contract expires at the end of this year.
 - The contract was competitively bid, and bids were opened in November. Following a review of the bids, we expect to request permission to enter into contract at the next Committee of the Whole meeting.
- Local Waste Refuse Collection Contract (Ongoing - Update)
 - 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.
 - Collection days for the City have been set, and informational mailers were sent to residents the last week of November.
 - As part of the City's overall communication plan around this transition, updates and information also will be published in upcoming water bills, on social media platforms, and on the City's website.
- 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.
- McCutcheon Rd Fiber Replacement (Ongoing - Update)

- The City's fiber management company has identified damage to the fiber optic lines on McCutcheon Rd., likely the result of rodents. Staff is working with the management company on a replacement plan for the damaged line.
 - Fiber optic supply also has been affected by the national supply chain shortages and increased pricing. Staff is working with the management company on the most economical replacement given the industry challenges
- Western Gahanna SSES (Ongoing - Update)
 - Smoke testing has been completed.
 - Dye testing work will be underway through December, weather permitting.
- Creekside Garage (Ongoing - Update)
 - The City is working under a corrective action plan that has been submitted to FEMA, identifying actions already taken as well as next steps to address identified issues.
 - Pursuant to the corrective action plan, a request to authorize a contract with Fishbeck for flood mitigation services was presented at the Committee of the Whole on 11/22.
- 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.
 - A request to authorize contracts for general engineering services will be presented at an upcoming Committee of the Whole meeting.
- Water Meter Reading Software Update (Ongoing - Update)
 - 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.
 - Staff is working with Sensus, the software provider, to schedule the upgrade on various "back-end" components supporting the meter reading software. Once the back-end components have been upgraded, transition will begin on the "front end" software conversion.
- ADA Transition Plan (Ongoing – No Update)
 - 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.
- 2021 Sidewalk Program (Ongoing - Update)
 - Informational mailers on the program currently are being finalized and will be delivered in December to residents within the 2021 sidewalk program area.

- EMHT personnel will begin inspecting walks within the program area in December, weather permitting.
- Havens Corner Waterline Replacement (Ongoing)
 - 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.
 - The City's application has been forwarded to the Ohio Department of Development to determine if the project receives funding.
 - Of the 80 applications Franklin County received for this grant, this project ranked #7 on their priority list.
 - A decision on funding is expected in the next few months.
- Utility Rate Study (Ongoing)
 - Update: Stormwater rates are currently being reviewed. Once this review is completed, water and sewer rates will be evaluated.
 - 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 – No Update)
 - 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 – No Update)
 - IBI Group is finalizing drawings for drainage improvements along East Johnstown Road near Larry Lane.
- SCADA Update (Water and Sewer Management System) (Ongoing - Update)
 - The new SCADA server is active and is running concurrently with the old system while testing is performed. Transition to the new server will be made once testing is complete.
 - Currently is in fina phase of testing.
- Cherry Bottom Road Stabilization (Ongoing)
 - Construction drawings for the project are currently under review.
 - Construction is expected to begin by the end of 1st quarter of 2022.
 - The Administration is exploring alternative funding sources for this project to reduce the need to expend local funds.
- Taylor Station/Claycraft Road Intersection (Ongoing)

- Design is underway. EMHT and their subconsultants have completed preliminary soil testing and survey.
 - Concept drawings, cost estimates, and preliminary right of way documents have been received. Final Engineering is expected to begin in late December.
- Big Walnut Trail Section 8 (Ongoing – No Update)
 - 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.
 - Crews are working on storm north of Thompson Rd. 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.
 - Minor work will continue through the winter that will not be affected by the weather.
- Fleet Division (New)
 - Snow and Ice equipment has been installed and inspected and is ready for the winter months.
 - Fleet is coordinating closely with GIS for this snow season to be the pilot program for outward facing snow and ice mapping.
- Streets and Utilities Divisions
 - Snow and ice training has been scheduled for union employees who are able to assist during snow and ice. The training will provide guidance to employees who may not regularly operate a plow truck but could be asked to assist with operations.

- Utility Billing Division
 - Utility Billing has been working hard to make the transition to Local Waste as seamless as possible. As anticipated, the transition has resulted in an increase in call volume from customers.

- Asset Management and Work Order System
 - Working with IT in the implementation of the Asset Management and Work Order system for Public Service. The initial discovery phase has been completed, and the integration phase was the focus throughout November.
 - Wolpert is currently building templates out of the information provided in discovery meetings.

Department of Parks & Recreation

- Projects
 - Splash pad: Vortex equipment has arrived at the Gahanna Swimming Pool. Approval of the Ohio Department of Health was received on 11/23/21.
 - Playgrounds: Woodside Green is complete and open to the community. A play structure appropriate for ages 2 – 5 will be included to the Woodside Green playground in January 2022. Headley Park playground installation is 90% complete, with one more structure still to be installed upon delivery to the vendor.
 - Price Road Renovation: The lower level of the structure has been identified to be within the 100-year floodplain; therefore, additional floodproofing will need to occur. Alternative funding has been requested for the renovation project from the Land and Water Conservation Fund grant as well as State Capital Grant funding.
 - Parking lots: The Woodside Green parking lot draft will be presented to Planning Commission in January for review. The Trapp Park design has been revised due to complications meeting ADA requirements with abutting sidewalks. Construction will be pushed to 2022.
 - Headley Park Drainage: Soccer fields were surveyed, and drainage structures have been staked in order to design a profile for drainage improvements.

- Recreation
 - End of season numbers for the 2021 Aquatic operations were presented to the Parks & Recreation Board in November.
 - Staff attended two career fairs (one in person, one virtual) at Gahanna Lincoln High School for seasonal employment opportunities.
 - National "Take-a-Hike" Day was held on 11/17. A hike at Gahanna Woods offered attendees two length options: a 1.25 mile hike and a .75 mile hike, and was promoted on social media for residents.
 - Approximately 50 Senior Center members celebrated Thanksgiving with a traditional turkey dinner during Bingo on 11/17. The event was sponsored by Debbie McNichols – Re/Max Connection, Ashford on Broad Senior Living and Taylor Springs Health Campus.

- Gahanna Parks & Rec staff assisted with event set-up and tear down for the Holiday Lights Celebration, presented by Visit Gahanna on 11/21. The Department supported the event by coordinating the overall logistics plan for the event, including the processional and tree lighting. Staff also worked games and activities provided at a Parks & Rec booth during the event.
 - Staffing Update: Cole Hetman has transitioned to our previously vacant Recreation Coordinator II (Preschool & Youth Programming) opening our Aquatic Recreation Supervisor role. We are in the process of filling both this position and the Administrative Assistant (City Hall Front Desk) role
- Parks & Facilities
 - Weekly grounds and parks maintenance
 - Trash/bathrooms/cleaning
 - Responded to seven (7) resident questions or concerns
 - Began winterization of the Golf Course, including shutdown of the irrigation system
 - Applied snow mold application on greens
 - Installed holiday lights/decorations at Creekside Park
 - Updated electronic door lock times on all park doors
 - Arbor
 - Trees planted: 29
 - Trees pruned: 29
 - Trees removed: 6
 - Trees resident/contractor calls: 20
 - Trees resident/contractor meetings: 2
 - Trees zoning application reviews: 10
 - Hazard tree inspections: 1
 - Participated in Sustainability Advisory Committee meetings
 - Attending bi-monthly Columbus Tree Subcommittee meeting
 - Harvested plant material and installed winter/holiday planters and bridge baskets

Department of Economic Development

- Development Marketing
 - 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.
 - Staff has received initial draft and provided feedback to contractor related to development-focused promotional videos and aerial photos.
 - Staff anticipates that this project will be completed with finished products available by the end of the year.

- Business Retention
 - Continuing to meet with local employers to evaluate return to work/office needs as well as general growth trends.
 - Small Business Engagement
 - Department team members spearheaded Small Business Saturday wherein nearly 20 local small businesses provided promotions to encourage residents to “Shop Small” this year.
 - Partnerships with Chamber & Visit Gahanna
 - Development Staff is also collaborating with our EconDev partners to promote small businesses by facilitating a holiday door decorating contest
 - Economic Based Engagements
 - Staff continues to meet regularly with larger local employers to understand key drivers and needs into the new year to promote businesses, attract new workforce, and sustain/grow operations here in Gahanna.
 - Groundbreaking
 - A ceremonial groundbreaking is scheduled for Tuesday, 12/7 at 3:30 PM related to Project Gaul.
 - Final State-Level incentives will be reviewed by the State’s Tax Credit Authority (TCA) on Monday, 12/6.
- Business Attraction
 - Crescent
 - The Petition for the creation of the New Community Authority remains on hold due to a recent health issue of one of the parties (delay in obtaining necessary signatures for the Petition).
 - Activity remains robust on the site with additional buildings/leases being signed or explored.
 - Staff anticipates new announcements in the coming weeks/months on additional phases of development.
 - Work continues with LeVeck Construction on their speculative project Taylor Road and Eastgate Parkway.
 - Staff continues to work with Scannell Companies as they explore a possible development.
 - Speculative Development
 - Work continues with LeVeck Construction on their speculative project Taylor Road and Eastgate Parkway.
 - Staff continues to work with Scannell Companies as they explore a possible development.
 - The Company’s legal counsel has reached out about expanding the CRA to a full 15 years but with a proposed PILOT arrangement with the City and GJPS.
- Other Development Activities
 - Residential/Mixed Use

- Workshop is planned for Monday, 12/6 with Metropolitan Holdings and the Gahanna City Council to review the proposed project and related Development Agreement that Council is currently considering.
- Other Initiatives
 - Staff, in conjunction with the Mayor's Office, engaged M+A Architects in the development of a private development-focused strategy for the Creekside area of the City.
 - Staff continues to finalize financing options with a selected local institution
 - City team members hosted a "Fam Tour" with local stakeholders and members of Council to review/evaluate/discuss various themes associated with the M+A work.
 - Staff intends to begin the formal public engagement process related to this strategy in the coming weeks.
 - Staff continues to await response from GJPS on updating the interagency compensation agreement.
 - Began implementation of an EconDev-based CRM, focused on streamlining activities and reports for local stakeholders.

Department of Planning

- Zoning Code:
 - Review of working draft is complete. Consultant has provided comments and edits based on staff's initial review. Next steps are for staff to review edits and setup a meeting with the consultant to discuss.
 - Discussion of options for strategic citizen engagement in code rewrite.
 - Evaluating topics for citizen engagement.
 - Ongoing discussion being held 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
 - Temporary signs
- Building Division:
 - 139 permits issued in month of November
 - Average permit issuance: 14 days (includes processing, review, and resubmittals; State allows 30 days per submittal)
 - 184 inspections performed in month of November
- Code Enforcement:
 - 497 inspections conducted in month of November
 - 180 new cases: 78% proactive, 22% citizen-driven
 - Working with IT Department and software provider 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

- 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
 - Full-time administrative assistant to started 11/4
 - Planning Commission applications are in review for:
 - Auto body shop at 4550 N Hamilton Rd
 - Rezoning near intersection of Johnstown Rd and Hamilton Rd for 52 apartments – 12/15 Planning Commission hearing
 - 11 Planning Commission applications are currently in review

- 2021 Projects Approved:

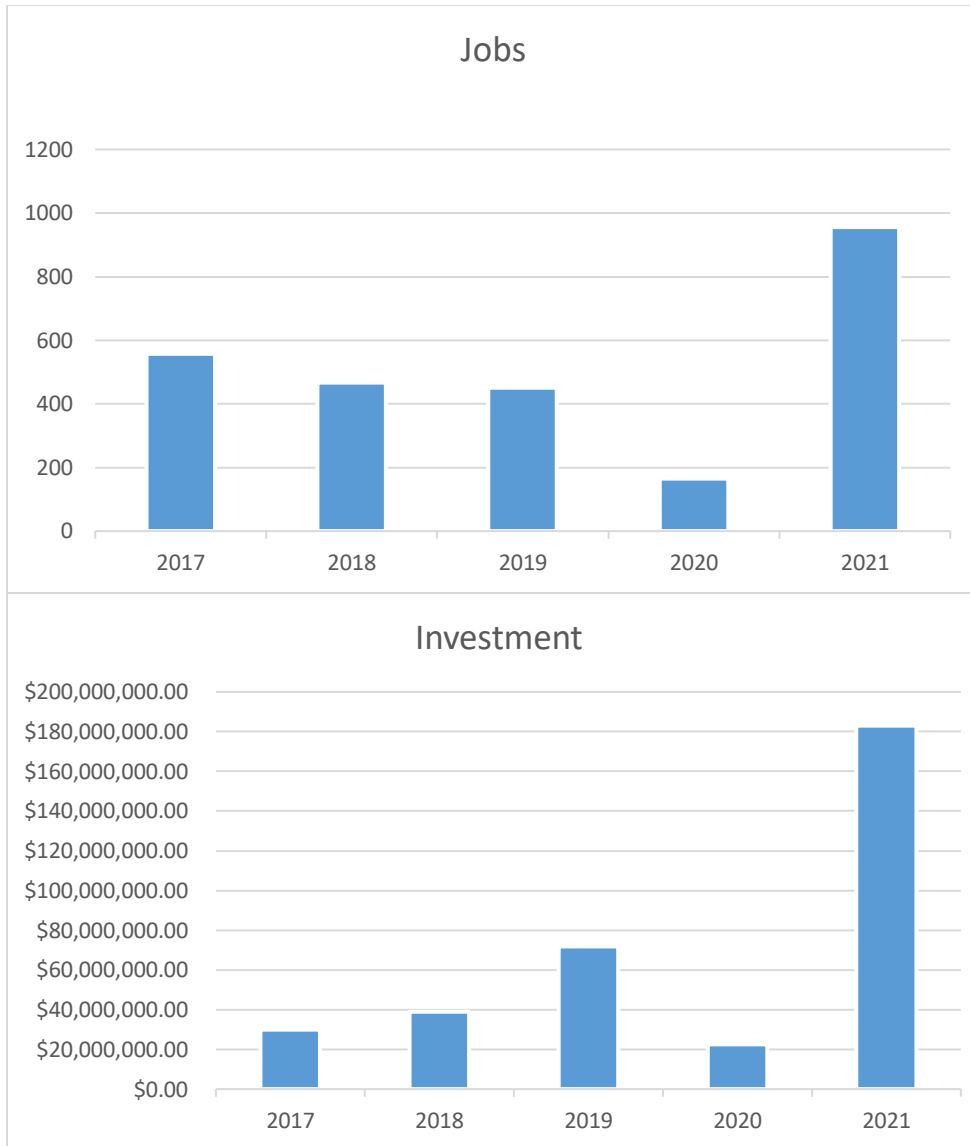
Project	Number	Investment \$	Job Creation
New Construction (Approved)	11	\$170M	926
Expansion and Renovation (Approved)	5	\$13M	30

- 2021 Projects Pending:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	9	\$66M	277
Expansion/Renovation (Pending/Tentative)	1	\$5.2M	93

- 5-year development data for jobs and capital investment. Data for 2021 is through 12/2/21:

	2017	2018	2019	2020	2021
Jobs Created/Retained	558	468	450	165	956
Capital Investment	\$29.8M	\$38.9M	\$72.8M	\$22.6M	\$183M



Department of Human Resources

- Wellness Program
 - De-clutter challenge closed 11/30
 - Coordinating 1st quarter 2022 wellness events
 - Coordinated with Parks & Rec Dept. on "Take a Hike" Day
- COVID response
 - Working to schedule COVID review for Parks & Recreation offices in City Hall
 - Coordinating vaccine booster clinic with Mifflin Township Community Paramedic
 - Continuing to monitor employees on quarantine and positive test results
- Labor Relations
 - FOP Negotiations are ongoing
 - OLC Negotiations starting mid-December

Employee Development and Training

- Working to coordinate training for supervisors
 - Senior Leaders completed PRADCO Management Development Program
 - Mid-level supervisors started the PRADCO Management Development Program
 - Video training recordings in progress for Employee Evaluation electronic process
- Munis HRIS
 - 2022 Open Enrollment complete
 - Auditing employee data/updating records as necessary for proper system reporting functions
 - Performance Evaluation forms complete/rolled out to employees
 - UKG Time and Attendance
 - Build review of system completed, testing in progress
 - Working on creation of Training Guides for employees
 - HR/Finance completed UKG system training
 - Go live date for UKG Ready planned for 1st quarter 2022
 - 2021 Employee Recognition and Awards Program
 - Program to be held on December 1
 - Awards recipients were as follows:

Customer Service	Jeanie Hersey, Streets Tasha Rutan, Police
Exceptional Service	Donna Harper, Utility Billing
Heart of the City	Deb Stemen, Finance
Innovation	Julie Predieri, Parks
Leadership	Lt. Chad Cohagen, Police
Outstanding	Amy Money Penny
Outstanding Team 911 Dispatcher Team	Kathrine Teeter Kara Shriner Ryan Miller Louise Jones Jennifer Slee Miranda Chavarria Cale Baine Amber Ramsey Seth Meadows Angie Collins
Mayor Awards	Kevin Schultz, IT
	Shuynne Dunlap, Parks

	Brian Reynolds, Planning
	Kyle Whalen, Planning
	Michael Blackford, Planning
	Amanda Parker, Court
	Joe Hebdo, Parks

- Years of Service Recognition

Last Name	First Name	Current Job Class Title	Milestone
COLLIN	JOSEPH	GIS ADMINISTRATOR	5
FRAVEL	JOSEPH	MAINTENANCE WORKER	5
GILL HUSTON	BRIAN	RECREATION SUPERINTENDENT	5
GONCHAR	KRYSTAL	CLERK OF COUNCIL	5
JACKSON	MELISSA	HUMAN RESOURCES ADMINISTRATOR	5
JOHNSTON	KRISTA	RECREATION COORDINATOR II - FT	5
KOLAR	JOSEPH	TEAM MEMBER I	5
LITTLE	ALAN	MANAGER PROJECTS	5
MCCONKEY	DAVID	POLICE OFFICER	5
TURNER	BRIAN	POLICE OFFICER	5
WALKER	RICK	POLICE OFFICER - PT	5
BALLENGER	NANCY	HUMAN RESOURCES ASSISTANT	10
CRAWFORD	DAVID	DIRECTOR OF PUBLIC SERV & ENG	10
GUTHRIE	ZACHARY	PARKS FAC SUPERINTENDENT	10
KEMP	JEREMY	EQUIPMENT OPERATOR	10
MCKNIGHT	JACOB	EQUIPMENT OPERATOR	10
MILLER	RYAN	POLICE RADIO DISPATCHER	10
PARKER	AMANDA	DIRECTOR OF COURT SERVICES	10
FERGUSON	JAMES	PARKS REC PARKS FOREMAN	15
FLAUTT	ANDREW	EQUIPMENT OPERATOR	15
FREY	MICHAEL	BUILDING AND HEATING INSPECTOR	15
FULTZ	KENNETH	CHIEF BUILDING OFFICIAL	15

JODON	ANN	POLICE OFFICER	15
PARRISH	JEFFREY	SERGEANT - PATROL	15
PIZZURRO	JOHN	PARKS SERVICE COORDINATOR I	15
RIPLEY	PAMELA	DEP CLERK OF COUNCIL	15
SHRINER	KARA	POLICE RADIO DISPATCHER	15
WILLIAMS	FREDENA	BUILDING AND ZONING SPECIALIST	15
GRAY	MICHAEL	SERGEANT - PATROL	20
HARPER	MADONNA	SR UTILITY BILLING SPECIALIST	20
LONG	DAVID	EQUIPMENT OPERATOR	20
POWER	JOHN	POLICE OFFICER	20
REYNOLDS	BRIAN	CODE ENFORCEMENT OFFICER	20
SWARTZ	RALPH	FLEET TECHNICIAN	20
WEBB	JILL	ENGINEERING PROGRAM TECHNICIAN	20

- HR Policy Review
 - Final edits are being made to the Alternative Work Arrangement Policy and Drugfree Workplace Policy
 - Employee Handbook is under review
 - Compensation Study and Pay Plan are finalized and incorporated into the 2022 budget proposal
- Performance Evaluations for City Staff and PD
 - Completed transition to Munis for performance evaluations
 - Supervisor Training scheduled for January
 - Peer evaluation training completed 11/18
- 2022 seasonal hiring
 - Job postings for 2022 season positions begin 12/1/21
- Telestaff
 - Discovery Document submitted for building of the program
 - Training has been started while waiting for the program to be built
 - Discovery document working for USW to be sent by 12/15
 - Tentative “go live” date of mid-March 2022
- Open Enrollment
 - Preparing communications
 - Open Enrollment is the first part of November

o Recruitment and Hiring

Position	Employee Type	Department	Application Dates	Status
Police Officer	Full Time	PD	Eligible List established	Academy starting Dec 27 for 4 new recruits Paul Michel Michael Collins Matthew Eader Jacob Rigsby
911 Dispatcher	Full Time	PD	Eligible List established	Chief's interview set up for first week of December
Lateral Police Officer (1)	Full Time	PD	Closed	Ian White started November 15 Josh McMaster started November 16 James Gillespie starting December 13
911 Dispatcher	Full Time	PD	Closes 11/30/2021 11:59 PM	Critical Testing (civil service testing) in process
Lateral Police Officer (2)	Full Time	PD	Closed	Background process
Compliance and Program Administrator	Full Time	PD	Closed	Conditional offer pending
Team Member	Part Time	Streets	Re-opening	Re-opening because candidate selected was non-responsive
Administrative Assistant (City Hall Front Desk)	Full Time	P&R / Service	Closed	Conditional offer accepted. Working on start date and pre-employment
Parks Coordinator I	Part Time	Parks	Closed	Offer declined. Reaching out to another applicant.
<u>Seasonal Recreation Positions</u> Camp Coordinator Camp Counselor Camp Manager	Seasonal	P&R	12/1/2021 - 6/5/2022	Posted

Camp Program Specialist Event Coordinator Event & Paddle Boat Crew Seasonal Pro-Shop				
Aquatics Supervisor	Full Time	P&R	Closed	Scheduling Interviews

Department of Finance

- Time keeping and scheduler – currently working through testing. The timekeeping system should be operational by the end of December and the scheduler should be operational by the end of the 1st quarter of 2022.
- 2022 Budget – Addressed Council questions; awaiting final comments from Council.
- ARPA Funds – The 2022 budget request includes projects identified for 2022. There is a four-year window to use the funds, and requests for appropriations will be made annually. It is the goal of the Administration to thoughtfully and strategically use this funding to meet the overarching purpose which is to spur economic recovery and assist those most impacted by the pandemic.
- Staffing – Working with Human Resources to determine a succession plan for potential retirements and the appropriate level of staffing for the Finance Department, as there have been many changes since 2016 when staffing levels were last set for the Department.
- Procurement Policy – With the City's receipt of federal funds during COVID, Staff is working with Rae and Associates to provide an updated procurement ordinance to Council. This updated policy incorporates federal requirements located in the Uniform Guidance for expending federal funds. This will provide assurance the City is expending federal funds in accordance with the requirements identified in the Uniform Guidance.
- Providing financial information to Baker Tilly for the Utility Rate Study. (See update under Department of Public Service & Engineering for more information.)
- Third Quarter report to Council is being prepared. With the implementation of payroll in the new system in July, Finance encountered a problem with the set up for the GL. This subsequently is delaying the process as we work through reconciliations to assure that all activity for payroll has been properly posted to the General Ledger.
- End of Year – End of year procedures have begun to ensure the City is ready to close out 2021 timely. This will be a tricky year to close out, as the last payroll of the year is on December 31st - which will leave very little time to reconcile, close the year, and issue tax documents by the required deadlines.

- Start of New Year – Opening up the new year will begin once appropriations are passed by Council. The appropriations will be loaded into the system to allow departments to begin entering requisitions. This ensures a smooth transition into the new year and with the processing of vendor payments. No funds will be obligated until the effective date of the appropriation ordinance or January 1, 2022.
- Audit/CAFR – The City's audit has been outsourced by the Ohio Auditor of State, which means that an independent firm will conduct the City's audit rather than the Ohio Auditor of State. The Auditor's office conducts the RFP process as required by Ohio Revised Code. The City has limited involvement, which includes an open session with the independent firms interested to ask questions, a review of the scoring and rationale for the scoring applied by the Auditor's Office, and the ability to assign minimal preference points.
- CARES Act – Final expenditures will be made and the grant will be closed out as required by 12/31/21.

Department of Information Technology

- Access Controls Upgrade
 - Equipment necessary to complete this project is on back order and impeding progress.
 - Work has begun to secure the Police Department front door after hours with the pending move of the dispatchers to the new facility.
 - The first phase of this implementation is to address the panic button & fire alarm monitoring do by our dispatchers.
 - Phase 2 will be to upgrade the existing access control system to a new software product giving us greater integration potentials.
 - This upgrade project is being funded as part of the ARP revenue recovery request.
- New Communications Center
 - We have a cut over date of 12/6 established and all critical components for this cut have been met.
 - Once we have deemed the cut successful, back room radio assets will be moved into the facility. This is scheduled for 12/13.
 - IT will continue to closely manage the technical aspects of the move until dispatch has been moved to support by the 911 vendor.
 - Mission Critical Partners has continued to prove to be a valuable asset to the success of this project.
- Asset & Workorder Management System with Citizen Engagement
 - Discovery workshops findings have been delivered from the vendor and discussed with the project stakeholders.
 - System Ecosystem assessment was conducted to identify potential integration points into and out of the system.
 - These identified items will be prioritized and budgeted for future implementations.

- User should have the ability to access the system by the end of January after base configurations are completed.
- Verizon to T-Mobile Cellular Plan
 - It has been determined that transitioning the City's Cellular Plan to AT&T First Net will not produce a significant cost savings.
 - Staff will continue to work with Verizon to recognize a formal bill credit beginning in 2022.
- Phone System Contract Review
 - Council authorized the Administration to move forward with new contract on 11/1. The new contract was signed on 12/1
 - Planning for phone system transition is underway, following approval.
 - We anticipate implementation of the new system to take approximately 60 days.
 - We are targeting an early February transition.
- Facilities Master Plan
 - Facilities Plan was presented to Council on 10/11 & hard copies distributed.
 - A series of 5 workshops were moved and tentatively scheduled for January 2022.

Marketing & Communications

- Uniquely Gahanna was mailed week of 11/22. Digital link was sent out in City newsletter in the beginning of December.
- Prepared stories for *ThisWeek News* on Small Business Saturday, Police/Dispatch recruiting, and story on two new officers sworn in on 11/22.
- Completed Police Staffing Assessment report. 20-page report explaining staffing requests, and roles assigned to staff for maximum efficiency and response time.
- Met w / Department Directors for bi-monthly touch points on [upcoming communications/marketing issues](#)
- Worked with Development team for upcoming groundbreaking, other entities involved in the project. Coordinated with local media for coverage, reviewed press release and arranged photography/videography, for event.
- Created graphics for development team for social media, opportunity of the week and business spotlights. Used on website and social media
- Created videos and power point presentations for employee recognition luncheon.
- Attended ED 101 in council chambers to provide communications support.
- Met with internal team on Parks & Rec recruiting, Police recruiting needs and

videos for recruiting campaigns. Developed marketing materials for Parks & Rec recruiting.

- Attended GACC board meeting as representative of Mayor's Office.
 - Attended GLHS Veteran's Day ceremony.
 - Attended Mayor's Q/A at Chapelfield Elementary.
 - Completed communications for Local Waste transition, including finalizing written communications to be sent to residents to inform of change
 - Shadowed police dispatch shift.
 - Attended and reviewed implementation plan for asset management system.
 - Reviewed branding implementation plan.
 - Participated in FCPH COVID update meetings.
 - Created two videos for social media (Promo video for Parks & Rec Game Nights in January & March with Columbus Blue Jackets; Promo video for Parks & Rec #OptOutside campaign)
 - Met with Engineering team to identify communication needs on upcoming capital projects
 - Worked with Engineering team to complete brochure on new Sidewalk Program and generated town hall invite
 - Worked with Engineering Team and EMH&T in developing communication letter for residents within the approved Sidewalk Program area
 - Reviewed communications policy draft, researched other municipalities for best practices
- **Engagement Stats, 11/1 – 11/30/2021:**
 - The City currently has 12 social media platforms, in addition to the City's website and YouTube channel
 - Gained 97 followers (fans) on Facebook, 1 follower on twitter, 34 followers on Instagram, and 17 followers on LinkedIn.
 - Year to date: Increased followers by 7% on Facebook, 13.5% on Instagram and approximately 18% on LinkedIn – across all city managed accounts.

- Year to date impressions (number of times City posts appeared on a user's screen):
 - Facebook: 2,451,279
 - Instagram: 101,000
 - Twitter: 34,830
 - LinkedIn: 35,697

- City YouTube channel:
 - The City's channel currently has 181 subscribers (gained 19 in November). 4 livestreams and 2 uploaded videos were published.
 - Gained 3 subscribers in the month of October.
 - There were 2,227 views of the City's channel in November, representing a **249% increase** in views. 114 hours of watch time was tracked for November. The top viewed video was the trash can promo video, followed by City Council meetings on 11/2 and 11/9.

- Overall engagement is highest on Facebook, with over 3700 engagements on all posts for November. Facebook platforms are used the most often for City, Police and Parks & Rec.

- Instagram is the City's second most popular platform for engagement, with 339 engagements in the month of November.

- Ongoing/Recurring Projects:
 - Updates and addition of new content to website
 - Respond to media inquiries, particularly with public safety
 - Respond to resident questions and inquiries on social media
 - Write and distribute weekly "Senior Spotlight" e-newsletter
 - Create multiple graphics for social media posts, events and signage
 - Write and distribute monthly City e-newsletter
 - Write and distribute monthly Parks & Rec e-newsletter
 - Assist Council office with promotion of upcoming public hearings and announcements

Office of the Mayor

- Development:
 - Participated in multiple meetings with Director of Public Service, City Engineer, City Attorney, and outside legal counsel regarding outstanding sewer issue related to ongoing condo development; prepared letter for Council, outlining the Administration's position on the ongoing sewer analysis
 - Participated in meetings with Director of Economic Development and representatives of Metropolitan Holdings to finalize resolution of outstanding issues related to Mill St. project
 - Met with Directors of Economic Development, Planning, Public Service & Engineering, and City Engineer to discuss options for resolution of issue related to pending industrial project

- Continued work with Director of Economic Development, City Engineer, Director of Parks & Recreation, Director of Public Service & Engineering, Director of Planning, and representatives of M&A Architects on private development-focused strategy for the Creekside District
 - Working with Development Department, organized and hosted a “Fam Tour” with local stakeholders and members of Council to review/evaluate/discuss various themes associated with the M+A work.
 - Working with internal and external team members on scheduling of upcoming public engagement opportunities in January to discuss/review strategy
 - Worked with Development and Communications & Marketing teams on planning for groundbreaking ceremony for new HQ and manufacturing facility; developing communications related to same
 - Worked with Development Department in organizing an “Economic Development 101” town hall, to inform and educate residents and stakeholders on economic development within Gahanna and the Region; participated in town hall event held on 11/9 (available for viewing on City’s YouTube channel)
 - Attended grand opening/ribbon cutting ceremony for Walnut Trace, a new \$20M investment in the City of Gahanna by National Church Residences, offering a new and modern housing option for senior members of our community
- 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 and City Attorney to review and finalize proposed fees for new Rental Registration Code, as well as fees for appeals related to new Property Appeals Board
 - Attended Planning Commission meeting on 11/17
 - Worked with Code Enforcement regarding resident concerns
 - Public Service:
 - Met with Director of Public Service, City Engineer and consultant re final evaluation of selection for Creekside Flood Mitigation project
 - Worked with Director Crawford and Operations Manager Wilson in researching other opportunities for yard waste, etc., given inability to safely maintain dump site
 - Met with consultant (Jennifer Syx) to discuss grant funding opportunities for infrastructure projects, and updates from departmental meetings re identification of city projects for potential consideration
 - Met with Communications Manager to review plans for resident communications related to change in trash pickup
 - Public Safety:
 - Continued work with Gahanna Division of Police and City Attorney in development of a Memorandum of Understanding to outline and solidify interests and responsibilities between the City and Mifflin Township with regard to new Communications Center project

- Met with Chief Spence and City Attorney to finalize draft of proposed revisions to Noise Ordinance
 - Met with Chief Spence and Becky Whittington to plan for tour of new Communications Center with Council and Directors
- Parks & Recreation:
 - Met with Director Ferrell, representatives of the Parks Division, and several residents in Rathburn Woods to discuss options for clearing of designated conservation area and pond maintenance
 - Worked with Director Ferrell and consultant Jennifer Syx in finalizing paperwork for submission of grant application related to Price Road House project
 - Arranged for and participated in individual calls with State Senator Tina Maharath, State Representative Mary Lightbody, Director Ferrell, Director Strum, and Jennifer Syx to solicit support for grant funding for the Price Road House project
- Finance
 - Met with Department Directors to review questions raised by Council regarding budget, gather information in response to questions, and prepare supporting documents to provide in response as needed
 - Met with Directors Vollmer and Bury to discuss development of new procurement policy in light of federal requirements, given receipt of federal relief dollars during pandemic
- IT
 - Met with IT Manager Schultz and representatives of Wolpert to discuss and review overall approach to implementation of Asset Management System and needs/goals of the City with regard to improving resident interface and streamlining operations
- Strategical Planning:
 - Facilities Assessment:
 - Consultant presented final results of assessment to Council on Oct. 11; workshops previously scheduled for Nov./Dec. will be held in January, to align with work on development of long-term capital improvement plan
 - Refresh of 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 after first of the year
 - Capital Improvement Plan:
 - Participated in call with consultant (Jennifer Syx/Insite Advisory Group) to discuss work on long-term Capital Improvement Plan and identify next steps to guide prioritization of future capital projects

- Regional Representation:
 - Attended monthly meeting of COMMA (Central Ohio Mayors and Managers Association)
- Community Engagement:
 - Participated in virtual meeting with owners of Creekside Development and several Directors to update on projects within the Creekside District, and discuss opportunities for further redevelopment in the area, upcoming holiday events, impact of summer events on Creekside businesses, and maintenance issues regarding Creekside Park & Plaza
 - Attended Veterans Day Ceremony at Gahanna Lincoln High School on 11/10
 - Attended Veterans Day Ceremony at VFW Memorial Park on 11/11
 - Met with Third Graders at Chapelfield Elementary to discuss role of local government
 - Met with representatives of Make Gahanna Yours, Director Ferrell, Parks Superintendent Zac Guthrie, City Arborist Julie Predieri, and Horticulturist Tim Fleischer to discuss coordination of initiatives between MGY and Parks & Recreation
 - Met with Chief Spence, Director Crawford and Chief Spence regarding requests of MGY related to Farmers Market and discuss and evaluate options for support
 - Attended the celebration of Diwali at BAPS Mandir, meeting with Gahanna residents and businessowners
 - Participated in community tree lighting ceremony
 - Prepared proclamations for long-time staff member retirement and monthly recognitions
 - Working with City Attorney on pending projects, including revisions to Mobile Food Vendor Code, review and evaluation of drainage code, evaluation of housing-related legislation, resident inquiries, nuisance code, development projects, etc.
- Ongoing:
 - Held regular meetings with individual Department Directors to receive updates and provide direction on ongoing projects
 - Sustainability Committee: Internal staff and resident volunteer are continuing work on Sustainability Task Force; outlining steps for launch of external-facing committee