

**Mayor's Report
City of Gahanna
Regular Council Meeting – December 7, 2020
Mayor Laurie A. Jadwin**

The following is respectfully submitted on behalf of the Mayor's Office for Monday, December 7, 2020:

General Information

- In response to Franklin County's recent designation as Level 4 in the Ohio Public Health Advisory System, and in response to the increasing rise in COVID cases, City Hall has again been closed to the public except by appointment only.
 - Those employees who are able to work remotely have been directed to work from home as much as possible, while field employees' schedules have been staggered to limit groups/gatherings of employees.
 - Park facility rentals have been cancelled through mid-January.
 - All meetings are being held virtually.

Department Updates

- *Gahanna Division of Police*
 - The Division welcomes its newest members – Brenda Johnson, a 2020 graduate of Tiffin University, and Douglas Reisinger, a 2008 graduate of Indiana University. Brenda and Doug will begin training as members of the Columbus Division of Police 135th Recruit Training Class on December 14, with a projected graduation date in July 2021. Both replace officers who retired in 2020.
 - The Ohio Department of Public Safety (ODPS) re-certified the Division's records management system in the electronic submission of all use-of-force reporting. GPD is one of 150 agencies in the State that are certified to submit use-of-force reports directly to ODPS.
 - The Division is completing its annual staffing allocation report and 2021 training plan. Reports will be released in the next few weeks.
 - By December 12, GPD members will have completed ten (10) hours of virtual training through the Police One Academy, covering topics such as anti-bias, de-escalation and reasonable use-of-force, Constitutional and community-based policing, and mental wellness. These virtual training hours are in addition to 32 hours of annual in-service training already conducted in 2020.
 - To date, Lt. Moffitt and Sgt. Choung have implemented 16 new procedures in the Division's online policy content management system. The procedures formalize a

number of non-policy related processes within the Division, such as entries into GPD's records management system, notification procedures for prosecutors, and evidence packaging instructions.

- Prepared and submitted to Mayor and Council a detailed Crash Analysis report for the month of November.
- The Division once again is partnering with Lions Locker to present its annual "Shop with a Cop" event, scheduled for December 10.
- ***Parks & Recreation***
 - Senior leadership working with FCPH on guidelines for holiday activities in light of surge in COVID cases
 - Working with local partner organizations and residents to reschedule and re-vision planned holiday activities based on guidance from FCPH
 - Arbor Team:
 - Removed 12 trees damaged from recent storm
 - Cleaned up 7 trees from storm damage
 - Submitted Tree City USA application
 - Conducted 8 zoning reviews
 - Responded to 7 resident inquiries
 - Engaged in post-season clean up of community gardens, preparing for 2021 season
 - Facilities Team:
 - Winterized Woodside Green, Academy Park, Creekside lagoon and water wall, Hanna Park Shelter, and community gardens
 - Built and installed "Bright Blocks" on Rotary Stage at Creekside, working in partnership with the Gahanna Area Arts Council to provide temporary art installations throughout Gahanna parks
 - Repaired lights on Creekside island
 - Began repairs at the golf course pro shop
 - Parks Team:
 - Installed snowplows and spreads on trucks, in preparation for winter season
 - Delivered and set up holiday houses to Creekside area, for residents to enjoy during the season
 - Installed holiday lights at Creekside and at City Hall
 - Trash removal, cleaning and sanitizing bathrooms daily at all facilities
 - Senior Center:
 - Have provided 2,520 meals to senior members YTD

- 382 participants in drive-in bingo (program currently on hold pending COVID status)
 - Developing alternate programming for seniors in new year, given COVID restrictions
 - Responding daily to member calls, assisting with resources and functioning as an outside source of contact for those who are homebound
- o Recreation Team:
- Programmed Outdoor Explorer events
 - 34 participants for initial Night Hike
 - Conducted a campaign for "Opt Outside" on Black Friday, which is a national program that was created to encourage residents to get outside and explore parks and trails.
 - With COVID restrictions emphasizing the need for and use of Gahanna's parks and trails, the Recreations Team implemented a new Candy Can Scavenger Hunt in conjunction with the Opt Outside promotion, to incentivize and enhance our residents' use of parks and trails. Each park has candy canes with a letter attached, scattered throughout the park. After all letters are found, the letters can be unscrambled to uncover a hidden word, which can be redeemed for a prize. The program will run thru December.
 - The following is an email received from a resident regarding his use of Gahanna parks during the pandemic:
 - *I just wanted to say thank you for such a great park system! I've been a resident of Gahanna for most of my life and raised 4 kids here and have always enjoyed the parks. This year they've been a lifesaver! Like many others, I have been working from home since mid March and sometime in mid July I realized that I was becoming a lump. I wasn't able to walk a mile without getting winded and I had gained ~25 pounds over those 4 months. I decided to see if walking 1 hour/day for ~5 days a week would make a difference and has it ever. I live near Gahanna Woods, so most of the time I'm hiking the trails in that park – I love that I can walk for several miles without having to see the same scenery.*

Today I was pleasantly surprised to see the scavenger hunt candy canes - what a fantastic idea. I ended up hiking 4.5 miles today, just so I could find all of the letters... I'm already making plans to head over to the other 3 parks to see what the rest of the word scramble is. Thank you!

- *Public Service & Engineering*
 - 2020 Street Program Update
 - Despite the pandemic and associated challenges and delays, we successfully completed the rebuild of Shepard and Walnut Streets prior to Thanksgiving.
 - Street crews conducted the 1st annual city-wide street light inspection. The inspection generated a repair list of 74 lights that either were out or cycling, including 12 operated by AEP. Jess Howard Electric will address the required repairs over the next few weeks.
 - Utility crews fixed two water breaks in the past week and one emergency water line break in the middle of the night.

- Street crews (aka "Snow Warriors") worked through the day and night on the first snow of the season.

- Private Development
 - Four (4) development projects are undergoing final engineering design and review
 - 18 projects are in the active construction stage

- 2020 Street Ratings/2021 Street Program
 - We have begun our 2020 Street Ratings in preparation of the 2021 Street Program. The street ratings are approximately 75% complete. Allowing for potential weather-related delays, we expect the ratings to be finalized by the end of January.

- 2020 Sewer Improvement Project
 - The contractor has prepped the sewer lines for the lining. Due to weather-related delays, we expect the lining to be completed in the 1st quarter of 2021.

- East Johnstown Bike Trail Extension
 - We have entered contract negotiations with Korda/Nemeth Engineering, Inc. for design of the East Johnstown Road Bike Trail between YMCA Place and Riva Ridge Blvd.

- We are finalizing Gahanna's proposed ADA Transition Plan for sidewalks and anticipate presenting a draft of the plan in

- City of Columbus Widening of Hamilton and Morse Roads
 - It appears that the City of Columbus and its contractor, Shelly and Sands, will meet the short term goal of having temporary pavement down before the end of 2020. This will allow traffic shift to provide room to work on public utilities throughout the winter.
 - Utility conflicts are still in progress of being resolved.

- A baseline schedule has not been approved yet, but the expected substantial completion date will be Summer 2023.
- o *Economic Development*
 - o Development:
 - Met with developer and Dept. of Public Service & Engineering to review proposed development of industrial/warehouse space in Gahanna's industrial area.
 - Continuing negotiations with developers regarding proposed Mill St. project
 - Working with CIC on opportunities for redevelopment within Creekside District
 - Review and evaluation of prior economic development incentives under existing compensation agreement with GJPS, as part of ongoing discussions with District
 - o Fiber:
 - Gahanna Net: Working with legal counsel, outside consultant and Dept. of Public Service & Engineering to review existing fiber contracts and develop an executable fiber strategy to promote economic development within the city
 - Working with GJPS and consultant to establish next steps for fulfilling GJPS request to install conduit and new fiber in support of new elementary school project
 - 5G: Assisted Dept. of Public Service & Engineering in engaging outside consultant for development of design guidelines for Gahanna's small cell initiative, with expected guidelines completion of project in 4-6 weeks.
 - o Business Retention, Recruitment and Expansion:
 - Conducted virtual business retention & expansion meetings with Mayor and several Gahanna businesses to discuss business plans, needs, and opportunities for City to assist/partner with businesses for future growth
 - Development team, Planning team and Mayor held virtual meeting with businessowner to discuss opportunities around locating new business within the City
 - Working with existing Gahanna business, Planning, and Public Service & Engineering to immediate needs for expansion
- o *Planning, Building & Zoning*

- With the online engagement survey complete, the review and rewrite of current Design Code is now in the next phase of processing the results and creating proposed standards based on feedback.
- A proposed change to Rezoning sign code was presented to and approved by Planning Commission at the November 18th meeting. This change will shift responsibility for posting sign of proposed rezoning to the City, to ensure that signs are posted timely and with accurate information for residents.
- Building Division:
 - 69 permits issued in period from 11/13 – 11/26
- 47 Code Enforcement:
 - 47 code enforcement inspections performed in period from 11/13 – 11/26
- Planning Commission:
 - Four (4) Planning Commission applications improved in November

Project	Number	Investment \$	Job Creation
New Build (Approved)	4	\$11.4 M	104
Expansion/Renovation (Approved)	7	\$4.63 M	55
New Build (Pending/Tentative)	10	\$103.6 M	720
Expansion/Renovation (Pending/Tentative)	2	\$1M	7

- *Human Resources*
 - Benefits
 - Finalized open enrollment for unclassified employees
 - Transferred data to health insurance vendors
 - Sent HSA account information to employees required to open accounts
 - Planning with Finance/Payroll for distribution of dollars on 1/15/2021
 - HRIS System Implementation
 - 12/2 meeting with Tyler Tech on performance evaluations
 - Working towards Q1 launch with training module
 - Wellness Program

- Worked with Marketing team on developing e-newsletter
- Scheduled 12/8 educational session with HelpNet EAP
- Finalized details for virtual training with outside vendor for December and January
- Labor Relations
 - Developing MOUR for Maintenance Workers and Steelworkers representative
 - Preparing for upcoming FOP labor relations meeting
- Recruitment and Hiring
 - Preparing for upcoming seasonal recruitment meetings
 - Met with Marketing & Communications team to discuss overall marketing plan for recruitment of officer/dispatcher
- Safety
 - Reviewing AEP replacement cycle to identify next phase of upgrades
- COVID Workforce Response
 - Participated in conference call with Central Ohio local government HR representatives to discuss Gahanna's response to COVID, and discussion of plans and policies related to anticipated vaccine
 - Working with Franklin County Public Health on new CDC guidelines for quarantine following an incident of exposure
 - Worked with individual Department Directors to establish remote work schedules where possible, and establish new reporting procedures for field employees to limit risk of exposure (such as rotating schedules, staggered start and lunch times, reassigning reporting locations for various groups to reduce number of employees in one area)
- *Finance*
 - 2021 Budget – Respond to budget questions for Finance Committee
 - Oversight of CARES Program – The Gahanna CARES Assistance Program Review Committee continues to review applications received for financial assistance. Total awarded through 11/30 (\$805,647):
 - \$513,303.70 awarded to Gahanna small businesses
 - \$292,343.30 awarded for residential assistance
 - We are closing out the program and more applications may still be processed pending approval of how to use the final distribution received of \$154,326.27 (received 11/30/20). The full amount would not be needed to finalize the program. Consultant is working on a close out figure.

- Working with the vendor selected for issuance of 1099 Forms related to the tax settlement to prepare for the deadline of January 31, 2021 for issuance.
- Continuing work on implementation of third phase of MUNIS. We began a dispute resolution over the time and attendance system. We have negotiated a timeframe to resolve and have established a new “go live” date of April 9, 2021. If the vendor is not able to resolve to our satisfaction, we will terminate for cause and will prepare an RFP for a new timekeeping and attendance system.
- Preparing for cutover to 2021 including loading the Council-approved appropriations.
- Departments are working on analyzing 2020 open POs and closing or reducing purchase orders to avoid carrying over encumbrances that are not needed for 2020 purchases or are not needed for continuing capital maintenance or improvements.
- Working on month-end reconciliations and closing Q3. The budget preparation and discussion has taken priority.
- *Information Technology*
 - COVID Impacts and Department Schedule
 - Work from home resources have been updated, redeployed, and/or addition requests satisfied
 - Working with Planning on the ability to take manual credit card payments from home
 - Virtual Computing Environment Refresh
 - IT is operating from new clustered environment, and old virtual environment has been decommissioned
 - This replaces end-of-life equipment while reducing cost of operation and overall technology footprint
 - Phase II of this project will be to move and rebuild our Failover and Disaster Recovery at new Communications Center
 - City Council Livestream Technology Assessment
 - Met with President Leeseberg & Council Clerk to discuss equipping Chambers with more effective camera system
 - Awaiting updated pricing options from vendor to explore cost efficiencies
 - IT assumed responsibility for managing livestreaming of Council & Committee meetings; working to address minor issues that have arisen (i.e. Teams Crashes when presenting)

- New Communications Center:
 - Fiber splicing between City Hall and Fleets facility was completed week of 11/23. This creates a two redundant fiber paths between City Hall and the new facility.
 - Connections will be tested early next week.
- Facilities Master Plan:
 - Meeting held with consultant and Mayor to discuss finalizing draft of short term and long term building needs
 - Meetings being held with departmental breakout groups between 12/2-12/9
 - At Mayor's request, consultant met with GJPS representatives on 12/1 to explore potential for collaboration in aligning facility needs
 - Anticipate final plan to be completed by February 2021
- *Marketing & Communications*
 - Created and published monthly newsletters for both the City and the Department of Parks & Recreation (sent 12/1)
 - Team is undergoing Granicus platform training in preparation for new communications tool that will allow residents to quickly receive updates and alerts from the City in specialized areas of interest. Platform is expected to roll out by the end of the year.
 - Weekly COVID updates are posted every Thursday on Gahanna.gov, unless a significant change occurs. Staff continues to participate in weekly calls with FCPH for updates and news.
 - Working with the Department of Public Service & Engineering on implementation of detailed communication plans for upcoming programs, including the sidewalk program and the new monthly utility billing program, expected to roll out at the end of 1st Quarter 2021. Initial communications on this change are expected to be sent out this month.
 - In an effort to encourage more online payments in light of COVID-19, we have created separate portals on Gahanna.gov to accept utility billing and court fee payments, making the site more user-friendly and accessible.
 - Creating overall plan for marketing of development opportunities within the City.

- Working with GLHS Fab Lab on several projects, including signage for new arboretum at Creekside (40 signs total), signage for front of City Hall to direct residents to payment drop off location.
- Finalizing arrangements for publication of city-wide magazine to keep residents informed and updated on upcoming projects, recreational and service programs, and city-related news
- Upcoming/ongoing projects: Finalizing 2021 communications and marketing plans for sidewalk program, preparing a budget overview (explaining and providing detail to residents regarding city budget), creating video recap of 2020 street program, assisting with refresh of strategic plan, and rollout of Smart 911.
- *Mayor's Office*
 - Participated in virtual meeting with COMMA (Central Ohio Mayors and Managers Association) and MORPC, and MORPC's monthly Commission meeting
 - Attended virtual Sunshine Law Training presented by Ohio Attorney General's office
 - Ongoing meetings with Directors to discuss areas for potential reduction in budget requests
 - Ongoing work on facilitation discussions with senior leadership team to refresh strategic plan and develop internal roadmap for project prioritization
 - Held virtual meetings with staff and developers regarding potential projects, pending projects, and new opportunities for development in Gahanna
 - (Virtually) met with consultant to identify next steps for finalizing facilities assessment, and conducted follow-up meeting with individual departments to review department needs
 - Held virtual meetings with existing Gahanna businesses and Development team to discuss impact of COVID, ongoing business initiatives
 - Developed application and instructions for boards and commissions to use for mayoral appointments
 - Ongoing communications with representatives from Governor's Office and FCPH regarding COVID-19 trends and response
 - Working on draft legislation for unsolicited mail/print materials

- Working with City Attorney on draft legislation to update noise and mobile food vendor ordinances
- Researching potential and need for updated urban deer hunting program that would comply with code requirements and limit liability exposure for city and participants
- Met virtually with representatives of Gahanna Area Arts Council to discuss plans for 2021, opportunities for future funding, ongoing partnership with Dept. of Parks & Recreation on Bright Blocks art installation, and opportunities for collaboration on new projects
- Working with Creekside District Alliance to align efforts and strategies for business attraction to area