

Mayor's Report
City of Gahanna
Regular Council Meeting – August 2, 2021
Mayor Laurie A. Jadwin

The following is respectfully submitted on behalf of the Mayor's Office for Monday, August 2, 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:

- Welcome to the following new Gahanna team member(s):
 - **Michael Murphy** joined the Department of Parks & Recreation on July 29, 2021 as a PT Parks Member I.
- The City is currently accepting applications as follows:
 - 911 Dispatcher through July 31
 - Seasonal Laborer (Parks) through Aug 31
 - Team Member (Parks part-time) through Aug 31
 - Team Member 1 (Services Facilities) through Aug 30
 - Team Member 1 (Public Service) through September 30

Upcoming Community Events:

- Vettes, Rods & Classics: Saturday, August 7, 12 – 7pm, Creekside District
- GRIN Back-to-School Backpack Distribution: Saturday, August 7, 1 – 2:30pm, GLHS
- Pelotonia in Gahanna: Saturday, August 7, 7am – 2pm (Rest Area at Columbus MEPS, Taylor Road)
- Midweek at the Creek: Every Wednesday, 6 – 8pm, Creekside Plaza

Department Updates

- *Gahanna Division of Police*
 - General Updates
 - Officer Doug Reisinger and Officer Brenda Johnson have entered Phase A of the Division's Police Officer Training (PTO) program, with Officer Reisinger deployed to Second Shift Patrol (SSP) and Officer Johnson to First Shift Patrol (FSP).

- The Division's annual report was released on July 28th in advance of the monthly civic association/community meeting. A copy of the Report is available for viewing online at Gahanna.gov.
- The process to formulate an eligibility list for the position of Police Officer is ongoing including applicants through the recently approved lateral entry process. We anticipate approximately 10 candidates from both the traditional and lateral entry processes will advance to the Chief's interview.
- Interviews were conducted for the position of Program Compliance Manager (CALEA Accreditation) the week of July 19th. A condition offer to a candidate was extended by HR on July 29.
- Seth Meadows and Jessica Hruby will begin the Dispatcher Field Training Program the week of August 2nd.
- Through arrangement with the International Association of Chiefs of Police (IACP), and at no cost to the City, Charlotte-Mecklenburg Captain Lucas Veith and Dr. David Englert will conduct in-person training with the Division's Peer Support Team on mental wellness and employee support systems, August 3-4 at the Gahanna Golf Course.
- 2021 National Night Out in Gahanna will be held at Sunpoint Park (670 McCutcheon Road) on Tuesday, August 3, from 5:30 to 8pm.

- o *Department of Public Service & Engineering*

- o 2020 Street Ratings/2021 Street Program (Ongoing)
 - Roughly 70% of the Street Program's resurfacing citywide is completed. Asphalt resurfacing is expected to be completed within the month, weather permitting. Pavement marking work and restoration is ongoing.
 - The rebuilds of Nob Hill, Baywood, Rocky Fork Ct, and Denwood Ct have all reopened ahead of schedule. Asphalt and restoration work are underway.
 - The rebuild of Dunchurch began last week and is expected to be completed next week.
 - The rebuild of Diven Lane and Diven Court has experienced delays due to outstanding utility conflicts. The rebuild of these streets will not occur until 2022 to provide additional time for utilities to relocate their lines.
 - The rebuild of Rocky Fork Drive requires additional design work to incorporate new sidewalks into the existing right of way. It is tentatively scheduled to occur in 2022 while streetscape alternatives are considered.
 - Notification mailers were sent to residents whose streets will be maintained this year. An additional door hanger will be provided approximately one week before start of construction.
- o Private Development (Ongoing)
 - 6 development projects are undergoing final engineering design and review.
 - 17 projects are in the active construction stage.

- Granville St Traffic Signal Repairs (Ongoing)
 - Bidding opened last week for the repair work of the signals at Flint Ridge/Granville, Lincoln Circle/Granville, and Mill St./Granville.
 - Sealed bids will be opened on August 12.
- US EPA Water Infrastructure Needs Survey and Assessment (Ongoing)
 - The US EPA has 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 will help to determine funds allocated to the Federal Drinking Water State Revolving Fund (DWSRF) in Ohio. The City will work with the OEPA throughout the year to provide needed information.
 - We met with representatives from the OEPA late last month to review data gathered thus far. Some follow up data will be gathered over the next few weeks. OEPA expects to share their report with the USEPA's consultant within the next few months. The final report will then be shared with Congress.
- 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)
 - Late spring, we received two small-medium intensity storms. The flow monitors recorded a response in sewers in the Royal Manor and Brentwood Estates neighborhoods during these events indicating that rainwater and groundwater was making its way to the sewers.
 - Monitoring is ongoing for the other areas until a higher intensity storm occurs.
 - A virtual town hall meeting is being planned for later in August, to provide updates on the project to residents within the study area.
- Tri-Annual Lead and Copper Testing
 - The EPA requires the City to perform Lead and Copper testing every three years.
 - Staff is working with Marketing and Communications to coordinate with 34 resident volunteers to partake in the testing. The testing does have specific requirements about age of the house. Last week we collected the samples from the volunteers and sent it to the lab for testing.
- Water Model Update (Concluded)
 - CT Consultants has reviewed the system for adequate flows and noted that we have a strong water distribution system that is performing well.

- We are using the updated model to analyze the Claycraft waterline replacement to help determine the appropriate replacement waterline size.
 - The water model update has been completed and will be periodically updated as any major changes occur to the distribution system and its operation.
 - The City will use this model to analyze capacity and flows of our water distribution for a variety of scenarios such as development/redevelopment, high users, waterline replacement projects, and more.
- Water Meter Reading Software Update (Ongoing – No Changes)
 - 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 upgrade the various "back end" components supporting the meter reading software, and to create an addendum to our current software as a Service Agreement (SAAS), covering the update/upgrade to the new software.
- ADA Transition Plan (Ongoing – No Changes)
 - 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 2nd Quarter Update was provided to FHWA on July 1.
- Sidewalk Program (Ongoing – No Changes)
 - An RFP was prepared and published to engage an engineering firm to assist with implementation of program. A preferred consultant has been selected and contract negotiations are underway.
 - Upon selection and engagement with an engineering firm to assist in the administration of the program, a program area will be presented to Council for adoption.
- Creekside Garage (Ongoing)
 - A corrective action plan has been submitted to FEMA that identifies actions already taken as well as next steps to address identified issues.
 - An RFP to design the necessary improvements to the structure was advertised on July 26. Proposals are due August 23.
 - An update of the project was presented to Council at the July 26 meeting.
- General Engineering Services
 - 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 Utility Rate Study RFP (Ongoing – No Changes)
 - 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).
- o 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).
- o East Johnstown Drainage Improvements (Ongoing)
 - IBI Group is finalizing drawings for drainage improvements along East Johnstown Road near Larry Lane.
- o 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 the vendor to resolve these issues. Testing resumed last week. We expect to move to the new system by the end of the month.
- o Wynne Ridge Culvert Rehabilitation (Ongoing)
 - American StructurePoint is in contract with Gahanna to design rehabilitation options for this culvert.
 - Field survey has been completed.
 - Currently researching grant opportunities to assist in project funding.
- o Cherry Bottom Road Stabilization (Ongoing)
 - We are in contract with S&ME, Inc's for the design of stabilization measures. Soil borings have been completed.
 - Laboratory testing of soils in the area is ongoing.
 - Mapping of wetlands and streams in the work area is underway.
- o 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)
 - 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 in 2023.

- 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.

- Streetlight Painting Program (Ongoing)
 - Streetlight painting began on July 12 in the Creekside District.
 - The project has moved forward ahead of schedule. All shorter decorative poles have been completed. The contractor is now focusing on the tall poles on Granville St and US62. We expect the work to be completed early to mid August.

- Fleet Division
 - Implementation of the new fleet management software (Dossier) is currently underway. New user training is scheduled for August 11-12, which will be the "go live" days.
 - In July, Fleet completed 140 repairs on 104 pieces of equipment.
 - Fleet is in the process of setting up a remote work area at the Service Complex to handle small repairs more efficiently onsite.

- 2021 Shred and E-Recycle Event
 - The City hosted the Shred and E-Recycle Event on Saturday, July 24.
 - Ohio Mobile Shredding (OMS) provided paper shredding services. A total of 21,801 pounds of paper were shredded.
 - Resale Technologies (who ran January's e-recycling event) provided electronic recycling services. A total of 6,429 pounds of electronics were recycled.

- GRIN received \$3,175 in cash donations and 908 pounds of canned goods, non-perishable food and toiletries through their partnership in the event.
- o Streets and Utilities Divisions
 - Having a street sign maintenance program is required by Federal Highway Administration (FHWA). This year, crews have replaced 188 signs within Gahanna.
 - The annual hydrant painting program is underway. Over 200 fire hydrants have been painted to date.
- o *Department of Parks & Recreation*
 - o Projects
 - Splash pad: Vortex equipment will be delivered by August 26, due to a delay in shipping. Astro Pool Company has been selected to enter into contract for the construction to begin this fall.
 - Playgrounds: Woodside Green is complete and open to the community. Headley Park playground rebuild has been delayed due to a fire that occurred in the distribution center's warehouse. Installation has been pushed to September.
 - Price Road Renovation: M&A has provided multiple designs for staff to review. A code review has been completed with city staff. Mechanical, electrical and plumbing designs are now being completed.
 - Parking lots: The first design and opinion of cost has been received for Woodside Green Parking lot.
 - Big Walnut Trail Section 8: The application for the RAISE grant has been submitted in coordination with Franklin County and MORPC.
 - Woodside Green: The concrete around the restroom building was replaced to repair a damaged walkway.
 - Rapid 5: The Rapid 5 project was released to the public by MORPC on July 21. The project presents an overall vision for the entire Central OH region. The project provided the City with concepts to incorporate into existing initiatives along with creating new inspiration for future park designs.
 - o Recreation
 - The Muddy Miler return on August 15. 258 people have registered to date for the messy fun.
 - The Glow Run has been rescheduled for October 9.
 - We are proud to continue the partnership with the Gahanna- Lincoln High School and the CML Gahanna branch for a new Story Trail at Friendship Park. The story has been installed and will be virtually introduced in August.
 - Staff have partnered with Make Gahanna Yours to place 29 beautiful, planters in multiple locations around the community (Hannah Park, Friendship Park, Creekside Park & Plaza, Golf Course. HRP and GSP)

- Working with Visit Gahanna and Creekside District Alliance in supporting Midweek at the Creek event
- A celebration of life of long-time resident and community partner, Steve Nye, will be held at the Gahanna Swimming Pool on August 14.
- Continuing presentation of summer concert and drive-in series
- o Parks & Facilities
 - Weekly mowing, string trimming & grounds maintenance at all parks and facilities
 - Installed new aerator pump at Hannah Park
 - Tilled & seeded McKenna Creek
 - Repairs to restroom facilities at Academy Park
 - Ground Stumps @ McKenna Creek
 - Galaxy Digital volunteer software training (online)
 - Ordered fall 2021 trees
 - Removed crabapple and evergreens in Geroux Herb Center
 - Senior Center bed renovation-Removed two trees - replaced one, removed Taxus
 - Trimmed herb garden hedge letters
 - Resurface playground mulch at Rathburn Woods and Rice Ave.
 - Remove dock at Freindship Park that broke loose due to flooding
 - Order fall annuals for planters and bridge baskets
 - Removed dead tree by Rice Ave pond
 - Event support and planning (CBJF, Rec events)
 - Responded to 10 resident complaints/concerns
- o Arbor
 - Weekly watering of trees, flowers and baskets planted in spring 2021
 - Conducted storm clean-up
 - Mowed and trimmed community gardens
 - Trees pruned: 15
 - Trees removed: 9
 - Trees resident/contractor calls: 13
 - Trees resident/contractor meetings:
 - Trees zoning application reviews: 5
 - Hazard tree inspections: 3
- o *Department of Economic Development*
 - o Development Marketing
 - Continuing to explore solutions related to promotion of the City's resources and opportunities to attract and expand business opportunities.
 - Collaborated with Marketing & Communications on e-blast and social media posts related to availability of state-supported business resources included equity and inclusion grants, COVID-related grants, & small business expansion grants.

- Continuing to evaluate the development of eco-system-based marketing resources to support existing industries while growing opportunities in the City.
 - Staff is currently reviewing various website redesign layouts for future redesign of economic development – related webpages.
 - Met with Columbus Regional Airport Authority to review CRAA initiatives for business attraction and expansion as well as explore where the City can support or expand any initiatives.
- Business Retention/Expansion
 - Continuing to meet with local employers to evaluate return to work/office needs as well as general growth trends.
 - A recent economic-based meeting with an employer focused on the availability of workforce and attracting workforce into their operation. Arranged for representatives from the City, Workforce Development Board of Central Ohio, and One Columbus to participate in discussion with employer.
 - As an immediate deliverable, staff will provide information re the State's "Tech Cred" program to aid in the Company's upskilling needs while working with the WDBCO on workforce availability/a basic salary analysis/possible COTA engagement.
 - Additional meetings are planned with employers in the food production space, education sector, and non-economic base small business
 - Continuing to engage a developer and business regarding proposed expansion plans.
- Business Attraction
 - Crescent
 - Legislation for 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).
 - We expect to have the petition in the coming week to 10 days – at which point, we will work with Council office to schedule a public hearing and to coordinate any required public notices.
 - Staff continues to engage project developer related to ongoing leads for the site and meeting with prospective end-users in hopes of encouraging continued development of the site.
 - Scheduled meeting with non-economic base company exploring expansion opportunity into the Gahanna marketplace
 - Project would serve as an expansion in the City's food/beverage industry and would aid in continuing the City's competitive advantage for return to work initiatives, as it would further attract workers back into the marketplace.

- BillGo
 - o Met with the local leadership team and toured their offices, located at Creekside.
 - o Company plans to hold a grand opening in early fall and are currently finalizing a phase in for workforce to move into the offices over the coming months.
 - o Company officials shared their excitement in opening their offices in Gahanna and connecting with the local community.
- o 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 District.
 - Weekly engagement meetings are ongoing, with plans for stakeholder conversations to be scheduled in the coming weeks.
 - Continuing to engage stakeholders around the Mill Street apartment project, including meeting with members of the project team as well as with members of the Creekside District Alliance to review the status of the project
 - The annual meeting of the Tax Incentive Review Commission (TIRC) is slated for August 23. Staff is finalizing reporting information to the County Auditor's office as well as transmitting the agenda and other data items to Commission members.
 - Note: this will be in-person at the County Offices.
 - Engaging with regional experts regarding municipal fiber optic systems to understand best practices in their operation and management, with a goal of sharing this information with the City's provider as well as focusing on next phase of opportunity with GahannaNet.
 - Continued work on engaging with additional City team members and members from the GJPS on review and renegotiation of the existing school compensation agreement.
 - Anticipate presenting a proposed agreement to GJPS for review in the coming week.
- o *Planning, Building & Zoning*
 - o Zoning Code:
 - Received a rough draft of the proposed Zoning Code from consultant. As this is an initial draft, it is too preliminary for public discussion. Review of the draft is underway, and a meeting with consultant is being scheduled to discuss the draft. Next steps include additional edits prior to stakeholder engagement.
 - Continuing discussion with consultant regarding recommended best practices and options for strategic citizen engagement in code rewrite.
 - Evaluating topics for citizen engagement.
 - o Building Division:
 - 77 permits issued in last two weeks

- Average permit issuance: 8 days (includes processing, review, and resubmittals; State allows 30 days per submittal)
 - Working with permitting software provider to link “work without permit” violations to building permits to ensure accurate fees are assessed
- o Code Enforcement:
 - 192 inspections conducted in last two weeks
 - 79 new cases: 62% proactive, 38% citizen-driven
 - 6 citations issued
 - Working with IT Department on implementation of new Rental Registration Code, including digital accessibility, development of forms, payment processing
 - Reviewing 2018 SOPs with goal to update to improve consistency and timeliness
 - Working with permitting software provider to link “work without permit” violations to building permits to ensure accurate fees are assessed
- o Planning/Zoning:
 - Cross training staff to better assist department needs/workload. Focusing on process streamlining and organization
 - Working with Gahanna Division of Police, Department of Parks & Recreation, Department of Public Service & Engineering, and Mayor’s Office on updates to Mobile Food Vendor Code
 - Working with Department of Public Service & Engineering and City Attorney’s office on review of drainage code requirements
 - Reviewing various City website pages to identify information to be updated regarding department activities, emails, phone numbers, fee schedule, code links, etc.
 - Working with permitting software to improve automated responses related to permits
 - Working with permitting software on department wide training topics and coordinating follow ups
 - 26 Planning Commission applications are currently in review by the Department
 - Planning Commission applications are in review for:
 - multifamily development located in the Crescent at Central Park
 - multifamily development located on W. Johnstown Rd near Stygler Rd.
 - multifamily development located on Morrison Rd and Waterbury Ct
 - Sort and Pack expansion
 - New auto repair facility at 4550 N. Hamilton Rd
 - Planning Commission approved new library at their July 14 meeting
 - [Link to library application](#)

- Next Planning Commission meeting is August 11. Projects include the following:
 - Golf Depot parking/food truck applications
- 2021 Projects Approved:

Project	Number	Investment \$	Job Creation
New Construction (Approved)	7	\$86 M	679
Expansion and Renovation (Approved)	3	\$3.6M	30

- 2021 Projects Pending:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	10	\$107M	357
Expansion/Renovation (Pending/Tentative)	1	\$5.2	93

- *Department of Human Resources*

- Benefits
 - Continue to work with Delta Dental and Munis rep on 834 file, resolving errors
 - Entered benefits for newly hired employees
 - Attended COHCC meeting and Benefits Committee meeting
- HRIS
 - Continual work with Tyler to migrate data
 - Working with UKG for Kronos implementation
 - Held discovery call with UKG for Telestaff implementation
- Wellness Program
 - Continuing to plan Employee Health Fair
 - Vendor coordination for Employee Health Fair
 - Held session from the Wellness at Work program
 - Held Self Defense class with Lt. Kissel
- Civil Service Hiring Updates
 - 911 Dispatcher: position re-posted July 13- 31 to fill one vacancy. Working to schedule civil service examination
 - Police Officer: background investigation continuing with home interviews

- Police Officer lateral process: Eligible List established. Background investigation phase started and physical fitness test scheduled.
- Utility Billing Specialist process completed
- Unclassified Hiring Updates
 - Front Desk Assistant at Senior Center: conditional offer of employment accepted
 - Compliance and Program Administration PD: conditional offer of employment pending
- New Hires and Open Applications
 - See list on page 1 of this Report
- Leave Management
 - Conducted monthly leave management meeting
 - Held meeting with OLC regarding change in workweek and overtime scheduling
- Labor Management
 - Conducting investigations with seasonal employees
 - Assisted with employee issues and discipline
- Training
 - Continuing to coordinate training for supervisors
 - Senior leaders completed first workshop as part of ongoing management training
- COVID Response
 - Updated Workplace Guidance and issued new guidance effective June 2, 2021
- Other
 - Drafted, reviewed and finalized a new Alternative Work Arrangement Policy
 - Reviewed and finalized Controlled Substance and Alcohol Policy for DOT drivers
 - HR Team attended OHPELRA summer workshop
 - Started planning for Employee Recognition Awards
- *Department of Finance*
 - We have initiated the new timekeeping and scheduler upgrade and project kick off meetings have been scheduled. The timekeeping system will be operational in the fall, followed by the scheduler early in 2022.
 - Working with Mayor's Court on banking relationships.

- The Capital Needs Assessment for 2022-2026 was presented to Council at the Regular Meeting on July 26. Questions and input will be received from Council through the end of September.
- The 2022 budget kick off will be in early August.
- *Department of Information Technology*
 - City Council Livestream Technology Assessment
 - All equipment is installed configured and fully functional.
 - Meeting workflows that support Council, Planning Commission, and General Meeting use are in development.
 - Enhancements to the Extron touch panel have been requested.
 - These enhancements are the last remaining items before project will be considered closed.
 - New Communications Center
 - City CAD workstations and new radio consoles are up and fully functional.
 - City will continue with smaller configurations, i.e. FutureCom phones, voice recorder, while we wait for prerequisites to be completed on the 911 network side.
 - City IT is assisting with finding a vendor to replace Spectrum to provide connectivity between the Center and WOW DC downtown.
 - Asset & Workorder Management System with Citizen Engagement
 - Contract(s) & Supplemental were approved by Council and are awaiting signature.
 - We anticipate a mid-August to early September kickoff of the project.
 - Facilities Master Plan
 - Public Service has reviewed and commented on the Space Program and overall document.
 - Information exchange continues with GJPS regarding various projects each agency is working on and square footage needs at Clark Hall
 - The plan document and critical next steps will be presented to Council in the next several weeks.
 - Verizon to T-Mobile Cellular Plan
 - Switching cellular providers will be at considerable cost savings to the City.
 - 5G equipment will be acquired for existing City cell phone users.
 - Mobile Device Management will be implemented, giving IT greater control over the devices.
 - Review of equipment needs is underway with each department.

- *Department of Marketing & Communications*
 - Working with Parks & Recreation Department staff regarding changes in processes for promotional and marketing projects for next year.
 - Prepped stories for ThisWeek News, including updates on City Council items and development projects
 - Met w/ Department Directors for bi-monthly touch points on upcoming communications/marketing issues
 - Assisted Gahanna Division of Police in editing, finalizing and publishing 2020 GPD Annual Report
 - Met w/ 614 Media Group, for debrief on Uniquely Gahanna editing process and discussion of best practices for magazine
 - Held weekly team meeting on strategy for long-term projects, including staffing needs, equipment needs, and overall timing and strategy
 - Met with Westerville communication teams to discuss best practices, policies, new communication tools, etc.
 - Assisted Department of Finance in communication strategy for CNA items
 - Attended Fire Chiefs Conference at new Communications Center and photographed event and location for city
 - Produced and published promotional video for Parks and Rec month
 - Ongoing/recurring projects:
 - Updates and addition of new content to website
 - Respond to resident questions and inquiries on social media
 - Attend weekly meetings with Parks & Recreation staff
 - Write and distribute weekly "Senior Spotlight" e-newsletter
 - Creation of multiple graphics for social media posts for announcements and events, as well as graphics for signage
 - Write and distribute monthly City and Parks and Rec e-newsletters
 - Attended council meetings
- *Office of the Mayor*
 - Development:

- Met with Development Director and developer of the Crescent at Central Park to discuss recruitment of potential new medical users for northern property, as well as arrangements for groundbreaking ceremony for third medical office building; discussion of projected construction timeline for northwest property in light of CNAs and impact to city-related needs
 - Participated in multiple meetings with Director of Public Service, City Engineer, and City Attorney regarding resolution of outstanding sewer issue for ongoing condo development
 - Attended several meetings with Development team and local businesses to tour facilities, discuss expansion plans
 - Met with project team members of Mill St. project and Development Director to discuss status of project and opportunities to move project forward
 - Met with two local businessowners regarding interest in expanding operations
 - Participated in team project meeting for private development-focused strategy for the Creekside District, outlining mission and scope of project
 - Joined Development team in meeting with representatives of Columbus Regional Airport Authority to review CRAA initiatives for business attraction and expansion as well as explore where the City can support or expand any initiatives
 - Continued negotiations with existing Gahanna business regarding COVID-impacted strategies
- o Planning:
 - Continuing work with Director of Planning on review of proposed zoning code changes, as well as code enforcement processes and permitting processes, to identify opportunities for improvements and streamlining
 - Continued work with Director of Planning on implementation of rental registration program
- o Public Safety:
 - Met with Director Winn and Mifflin Township Trustee Lyn Stewart to discuss status of new Comm Center and alignment of interests and responsibilities as project moves forward
- o Participated in call with Communications & Marketing team and consultant to review preliminary recommendations on marketing messaging for city, and discussion of next steps
- o Strategical Planning:
 - Continued work with IT Manager Kevin Schultz and consultant on finalizing facilities assessment; continuing discussions with representatives of GJPS on opportunities for collaboration on facilities of mutual interest and benefits

- Working with Director of Administrative Services and consultant in finalizing review and evaluation of mission, vision and values statement; outlining next steps for presentation and input re same, as well as next steps in development of updated strategical plan
 - Met individually with Directors to review CNA requests, working to identify long-term strategies for each department
 - Attended virtual meeting on State of Homelessness Briefing and tour of Community Shelter Board
- o Community Engagement:
 - Attended meeting of Creekside District Alliance to discuss initiatives to grow activity and development within the area
 - Attended Union Bank Family Day event
 - Prepared proclamations for resident and monthly recognitions
 - Attended Chief's monthly Civic Association meeting
- o Working with City Attorney on pending projects, including code writing and updates, resident inquiries, Sidewalk program, development projects, etc.
- o Ongoing projects:
 - Held weekly touch base meetings with each department Director to receive update and provide direction on ongoing projects
 - Working with resident volunteer on creation of Sustainability Task Force