

**Mayor's Report
City of Gahanna
Regular Council Meeting – May 17, 2021
Mayor Laurie A. Jadwin**

The following is respectfully submitted on behalf of the Mayor's Office for Monday, May 17, 2021:

General Information

COVID Update:

- Last week, Governor DeWine announced that the State's public health orders would be rescinded as of June 2, other than those pertaining to nursing homes, assisted living facilities, and similar operations.
 - Per the Governor, Ohio will follow CDC guidelines regarding mask mandates.
 - Under the CDC guidelines:
 - Masks are recommended for anyone in a healthcare setting, while traveling on public transportation (including airplanes), and when they are in a business or with an employer that chooses to require masks.
 - Businesses may choose for themselves whether they will require masks in their places of business.
 - Individuals who have not been vaccinated should continue to wear masks.

- We currently are evaluating the impact that the significant change in CDC and State guidelines have on our operations. Until changes in protocols are evaluated and implemented, City Hill will remain open to the public with limited access as follows:
 - City Hall Hours are 8am – 5pm.
 - The building is closed for lunch from 1-2pm.
 - All persons entering the building must comply with COVID protocols, including wearing a mask, signing in, and temperature checks.

- Vaccination Updates:
 - Children age 12 and up are eligible to be vaccinated. Pfizer is the recommended vaccine for children.
 - FAQs for the vaccine and children under 18 can be found at coronavirus.ohio.gov.
 - To sign up for vaccinations, or for more information on vaccination locations, go to: GetTheShot.coronavirus.ohio.gov

 - Community Paramedic, Kenny King, of the Mifflin Township Fire Department (MTFD), has been designated as a state-authorized COVID-19 vaccination provider. If you or anyone you know are unable to leave home to receive a COVID-19 vaccination, please contact Mr. King at vaccinations@mifflin-oh.gov to make arrangements for an in-home vaccination. Mr. King will compile a list of those in need in order to request the needed number of vaccinations from FCPH.

Staffing Updates:

- Promotions:
 - **Donna Harper** was promoted to Senior Utility Billing Specialist, effective May 17, 2021.
- Welcome to the following new Gahanna team members:
 - **Nate Strum** officially joined the leadership team as Director of Economic Development on Monday, May 10.
 - **Tim Fleischer** began his new role as Horticulturist on Monday, May 10. Prior to joining the Gahanna team, Tim served as Assistant Horticulturist for the City of Dublin. Tim and his family are long-time Gahanna residents.
 - **Jordan Parker** started his employment with Gahanna as a full-time Code Enforcement Officer on May 3.
- The City is currently accepting applications as follows:
 - Seasonal positions through May 30
 - Team Member (part-time) through May 30
 - Parks Team Member (part-time) through May 30 (4 total vacancies)
 - Utility Billing Specialist through May 19

Department Updates

- *Gahanna Division of Police*
 - General Updates
 - Officer TJ Lohr, a seven-year veteran of the Division and former Hickory NC officer, submitted his resignation to pursue employment opportunities outside of law enforcement.
 - Officer Carl Schmueckle, a 32-year veteran of the Division, announced his early retirement, effective mid-June.
 - The process to formulate an eligibility list for the position of Police Officer is ongoing. There are approximately 20 applicants remaining moving into the review panel portion of the hiring process.
 - There are six remaining applicants for the position of Dispatcher moving into the background investigation portion of the dispatcher hiring process.
 - The next Chief's community meeting will be held via teleconference on Thursday, May 27.
 - The City and Mifflin Township completed an agreement for the planned upgrade of our shared 9-1-1 system, which will be deployed to the new joint Communications Center by mid-July. The other 9-1-1 system partner agencies – Whitehall, Bexley and New Albany – will have their 9-1-1 software upgraded once the new Center is deployed.
 - A presentation by Judge Gill (Lead Juvenile Judge) and Subha Lembach [Director – Juvenile Detention Alternatives Initiative (JDAI)] on the impact of detention on recidivism, drug and alcohol use and school dropout rates

among juvenile offenders, was sent to Division members. The presentation included information for officers on the documentation that is needed to support the screening tool used in making juvenile detention decisions.

- Chief Spence is participating in a series of five community meetings, representing the Franklin County Chiefs Association. Held each Tuesday in May, the meetings are hosted by Dr. Victor Davis of Trinity Baptist Church (St. Clair Avenue, Columbus). The goal of these meetings is twofold – to reduce juvenile crime and to address fractured community/police relationships.

- o *Department of Public Service & Engineering*

- o 2020 Street Ratings/2021 Street Program

- Strawser Paving has started construction on the southeast portion of the Street Program.
 - The first street rebuild is tentatively planned to begin June 1, weather dependent.
 - Notification mailers were sent to residents whose streets will be maintained this year. An additional door hanger will be provided roughly one week before start of construction.

- o Private Development

- 4 development projects are undergoing final engineering design and review.
 - 18 projects are in the active construction stage.

- o Refuse Collection Delays/Challenges

- The City of Gahanna is part of a refuse collection consortium of Central Ohio communities (Westerville, Reynoldsburg, Dublin, New Albany, etc.) who jointly seek collection services. The consortium members met last week to discuss repeated delays in pickups, as many communities have been experiencing similar or greater delays. We continue to work closely with Rumpke and the Consortium to reduce the delays.
 - Delays in collection are attributed to a few factors, including increased trash, increased yard waste, a shortage in available labor, and DOT restrictions on the number of hours permitted to operate a vehicle per week. The shortage in available workforce appears to be the largest issue at this time.
 - Rumpke, among other haulers and other industries, is experiencing the effects of a lack of labor. They are diligently working to invest in the current workforce by doubling its advertising campaign for recruiting efforts, offering signing bonuses and providing bonuses and raises for existing employees.

- Granville St Traffic Signal Repairs
 - The signals at Flint Ridge/Granville, Lincoln Circle/Granville, and Mill St./Granville require maintenance and repair work. Temporary traffic signals are being installed at these intersections, which should be in place for several months. Status updates will be posted on the City's website and via social media outlets.
- Monthly Utility Billing
 - The second monthly bill was mailed last week for roughly two-thirds of the City. By June, all City of Gahanna residents will be on a monthly billing schedule.
- ADA Transition Plan
 - 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.
- Sidewalk Program
 - A virtual public presentation was held on Wednesday, April 7 to gather input. The presentation can be accessed through the City's website. Input and feedback should be submitted via email to ada@gahanna.gov.
 - We are finalizing draft code for the proposed program, which we anticipate will be presented to Council on May 24.
- Creekside Garage
 - A river gauge located at the Granville Street Bridge has been authorized for construction. This gauge will automatically alert critical staff of real-time river levels and flood risks.
 - A corrective action plan has been submitted to FEMA that will identify actions already taken as well as next steps to address identified issues.
- Recycling Cart Tagging Program
 - Gahanna is partnering with SWACO, The Ohio State University, The Recycling Partnership, Good Land, and the Ohio EPA on the "Feet on the Street" program. The program will audit recycling carts and recycling trucks to find items that are not appropriate for recycling. "OOPS" tags will be placed on recycling carts to educate residents on items that are not recyclable. The goal of the program is to impact our community by educating residents on recycling and increasing the quality of our recycling.
 - The cart tagging program began in April and will continue through June.
- Utility Rate Study RFP
 - We have re-advertised the Utility Rate Study RFP. Proposals were originally sought in 2019, but the project was placed on hold due to staffing

shortages and then the pandemic. The study will provide a comprehensive review of utility rates. The project is expected to be complete in 2022.

- We received 6 proposals and will evaluate them over the coming weeks.
- US62 and Cherry Bottom Street Light Install
 - Work is underway to install three (3) new streetlights at the intersection of US62 and Cherry Bottom. The streetlights will provide increased lighting for the pedestrian crossings as well as the intersection. The work is expected to be completed by the end of June.
- Taylor Rd (west of Rice Rd) Trail Crossing/ Rectangular Rapid Flash Beach (RRFB)
 - The RRFB has been installed ahead of schedule and will be completed following a final inspection.
- East Johnstown Bike Trail Extension
 - Design work has begun and is expected to be completed in Summer 2021.
 - Field Survey is completed. Staff is reviewing preliminary design concepts with Korda.
- East Johnstown Drainage Improvements
 - IBI Group has submitted preliminary drawings for drainage improvements along East Johnstown Road near Larry Lane.
- SCADA Update (Water and Sewer Management System)
 - We are updating our software, which includes moving to a new virtual server. The updates will ensure safe and reliable management of the water and sewer network, including increased security. We expect the upgrade to be completed within the next month.
- Wynne Ridge Culvert Rehabilitation
 - Contract negotiations are underway for the design of rehabilitation measures for a culvert under Wynne Ridge Court.
- Cherry Bottom Road Stabilization
 - We are in contract with S&ME, Inc's for the design of stabilization measures.
 - Mapping of wetlands and streams in the work area is underway.
- Taylor Station/Claycraft Road Intersection
 - Preliminary design is underway. EMHT and their subconsultants are completing soil borings and utility spotting in the roadway.
 - Preliminary layout has been submitted and is under review.
- Big Walnut Trail Section 8
 - 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 on next steps to advance the project.
- o City of Columbus Hamilton and Morse Rd Widening
 - 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 is addressing concerns over numerous potholes and temporary pavement quality. The contractor will be inspecting and repairing the pavement daily and has added a layer of asphalt in problem areas.
 - The City of Columbus is evaluating the traffic signal timing within the work zone for any opportunity to improve traffic flow.
 - The contractor is planning to switch Morse Rd traffic to temporary pavement later this month, weather dependent.
 - 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.
- o In the first quarter this year, the Water and Utilities Division:
 - Inspected over 1000' of sanitary sewer lines
 - Cleaned over 3000' of sanitary sewer lines
 - Treated over 13,504' of sewer lines root control
 - Inspected 600' of storm sewer lines
- o In April, the Utility Billing Division received 1385 calls—with an average wait time of less than 15 seconds.
- o *Department of Parks & Recreation*
 - o Projects
 - Splash pad: Pump room design and orientation has been finalized. OHM is wrapping up bid documents for the project to be advertised by the end of May.
 - Playgrounds: Midstates Recreation has been selected for the designs of the playground replacements at Headley Park and Woodside Green.
 - Price Road Renovation: M&A has been selected for the design and engineering of the property. A 3D scan has been conducted of the interior to determine current floor plan and square footage. An initial concept has been presented and reviewed by staff. The building has been secured with cameras.
 - Parking lots: StructurePoint has been selected for the design and engineering for Price Road House parking lot, Woodside Green parking lot and Trapp Park walking path. A request for the Mayor to enter into contract has been presented to Council.

- Big Walnut Trail Section 8: StructurePoint has presented multiple alignments to be considered. Staff has engaged with ODOT to discuss the preferred alignment in coordination with the bridge replacement.
 - Community Wide Trail Plan: MORPC intern from the Easton Future Vision Fellows has begun working with the Department to assess the impact and feasibility of current trail concepts as well as identifying disparities within the trail system throughout the City.
- o Recreation
 - Pool memberships went on sale March 15.
 - 325 passes have been sold to date.
 - Summer camp registration opened on March 22.
 - Camps Hannah and Friendship are sold out.
 - A waitlist is available for interested families pending evaluation of current COVID protocols.
 - The meal program for the Senior Center members has ended. A special thank you to Ashford on Broad for the coordination and care of serving 4,390 meals to seniors within the Gahanna community since the onset of COVID.
 - Arbor Day celebration occurred on Saturday May 8. Volunteers helped to pick up litter within parks and to plant trees on the Johnstown Rd. property that abuts Sycamore Run Park.
 - The Senior Center hosted its annual Spring Fling at Hannah Park on May 12. 60 participants enjoyed a meal, arts and crafts and live music. The activity adhered to all COVID requirements.
 - The kickoff to seasonal orientation took place on April 27 and May 6, with two more scheduled in the coming weeks. The orientation covers a variety of areas including: Parks & Rec Department overview, HR topics, customer service expectations, diversity and inclusion, and general safety and policy updates for all team members.
 - American Red Cross Aquatic Certification courses are underway, including: Lifeguarding, Water Safety Instructor, & Lifeguard Instructor Trainer.
 - o Arbor
 - Engaged in Columbus Academy mulching and tree planting event
 - Worked on trail restoration at Gahanna Woods
 - Conducted clean up in Geroux Herb Garden
 - Conducted GIS inventory of street trees on Highmeadow for sidewalk program
 - Trees planted: 52
 - Trees resident/contractor calls: 13
 - Trees resident/contractor meetings: 1
 - Trees zoning application reviews: 14
 - Hazard tree evaluations: 4

- Storm damage clean-up:
- Development site inspections: 2
- Parks & Facilities
 - Routine mowing and park cleaning schedules have begun
 - Drained and cleaned front and back pools at Gahanna Swimming Pool (GSP)
 - Repaired conduit at GSP and replaced cables damaged during electrical trenching.
 - Prepared sites for Arbor Day and Herb Day events
 - Installed new Bright Block artwork at Hannah Park and Woodside Green, in partnership with Gahanna Area Arts Council program
 - Added two new outlets and breakers for security system at Price Rd. House
 - Picked up flowers for spring bridge baskets, planters, beds
 - Cleaned pots for spring planting
 - Sprayed baseball infields at Woodside and Academy Park
 - Replaced pond aerators at Woodside Green
 - Opened large area of Pizzurro Dog Park
 - Responded to 10 resident questions and concerns
- *Department of Economic Development*
 - Met with an existing Gahanna business to discuss needs for new space given expansion plans.
 - Spoke/met with several developers interested in opportunities in Gahanna, identifying potential areas for land development and redevelopment within the City.
 - Spoke with developer with ongoing project who expressed concerns over recent Council comments questioning development incentives.
 - Working with State of Ohio in finalizing incentives for new business location in Gahanna, which will be first business location in the U.S.; Working with State on press release to announce selection of Gahanna as location.
 - Working with Larry Canini to connect several businesses interested in developing office space within the Crescent at Central Park development.
 - Working with outside counsel and counsel for the developer on documentation needed to establish NCA and TIF for the Crescent project; anticipate bringing legislation to Council for approval and adoption in June.
 - Assisting an existing Gahanna business and developer to find suitable land for expansion project.

- Received proposals in response to the RFQ for the Creekside Master Development Plan project. Proposals will be reviewed and scored, which will be followed by interviewing finalists before selection.
- Worked with Mayor's Office to hold Economic Development event geared to commercial realtors, brokers and developers, to introduce City's development team and to discuss vision and approach for development and redevelopment in Gahanna, changes and updates to internal processes for development projects, as well as available land/properties.
- Continuing work on negotiations for school compensation agreement, including calculation of monies paid to District and evaluation and consideration of potential new terms to propose. Internal meetings have already begun.
- Met with new tenant at 1015 Taylor, who has 281,000 square feet under lease; working with company on formal press release to announce location in Gahanna.
- Partnering with engineering and planning on roadway improvement project to enhance business attraction.
- Partnering with Department of Communications & Marketing to redesign the development page of City's website to provide needed information in a more user-friendly approach and define a call to action. As part of an overall strategic plan for development marketing for the City, the Development Department is working with the Communications & Marketing Department to develop a program for video testimonials from existing Gahanna businesses.
- *Planning, Building & Zoning*
 - Zoning Code:
 - Consultant continues to work on design districts, residential zone districts, and commercial districts; evaluating the need to consolidate zone districts
 - Discussion of options for strategic citizen engagement in code rewrite.
 - Evaluating topics for citizen engagement.
 - Building Division:
 - Issued 75 permits in last two weeks
 - Average permit issuance: 16 days (includes processing, review, and resubmittals; State allows 30 days per submittal)
 - Reviewing City website permitting portal to understand why some permits are submitted multiple times and/or why there are unfinished permit submittals; goal is to reduce applicant confusion.
 - Anticipate July virtual meeting with software provider for department-wide training

- Code Enforcement:
 - Training new full-time officer
 - Conducted 235 inspections in last two weeks
 - 90 new cases: 36% proactive, 64% citizen-driven
 - 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
 - Anticipate presentation to Council on June 28 to discuss code enforcement updates, including hiring, training, SOP update, policy revisions, etc.

- Planning/Zoning:
 - Participated in meeting with Charter Review Commission to review proposed changes; Discussed and reviewed proposed changes with Planning Commission
 - 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
 - Working with contractors, homeowners, etc., to educate on new ability to submit certain permits online
 - Reviewing various City website pages to identifying 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
 - Planning Commission applications are in review for:
 - multi-family development located in the Crescent at Central Park
 - new library at 310 Granville St.
 - new Moo Moo Car Wash at 455 Morrison Rd (former location of Big Boy restaurant)
 - 26 Planning Commission applications are currently in review

 - 2021 Projects Approved:

Project	Number	Investment \$	Job Creation
New Construction (Approved)	4	\$55 M	550
Expansion and Renovation (Approved)	2	\$3.3M	5

- 2021 Projects Pending:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	8	\$81M	288
Expansion/Renovation (Pending/Tentative)	1	\$350K	25

- o *Department of Human Resources*

- o Benefits
 - Continue to work with Delta Dental and Munix rep to resolve errors
 - Completed new employee orientation
- o HRIS
 - Scheduled go-live date for new platform is July 2, 2021
 - Held demo of Police Scheduler (Kronos Telestaff) with Division of Police
- o Wellness Program
 - Wellness Calendar completed and distributed to employees
 - Held Herb Garden clean up event on May 6
 - Water Challenge set up in Benovate
 - Scheduled new hire/promotion biometrics with Mt. Carmel
 - May is Mental Health Awareness Month. Finalizing materials to distribute to employees on mental health awareness.
- o Civil Service Hiring Updates
 - 911 Dispatcher: Polygraphs completed
 - Police Officer: Oral boards complete; working to establish eligible list
 - Senior Utility Billing Specialist: Interviews completed; promotional offer was accepted
 - Utility Billing Specialist: Position has been posted. HR is preparing to administer a civil service examination
 - Fleet Technician: Worked with Director and Operations Manger in Public Service to identify proper position to backfill a vacancy; job description is being reviewed for posting before the end of May
- o Unclassified Hiring Updates
 - Planning & Zoning Administrator – Second interviews are being scheduled
 - Recreation Office Support – Position will be reposted
 - Assisted Council office on filling of Deputy Clerk of Council position
 - Working with Department of Parks & Recreation to identify functions needed in filling vacancy created by Pam Ripley
 - Summer Recreation Seasonal positions -
 - Preparing for the next Orientation on May 19

- Sent conditional offers to candidates
 - Collecting payroll paperwork and entering new hires into payroll, OPERS
 - Continuing to update seasonal hiring checklists
 - Seasonal candidates are coming to City Hall during designated days/times to complete the pre-employment process.
- Leave Management
 - Completed ADA accommodations for two employees
 - Completed regular check-ins
- Labor Management
 - Processing an employee transfer
- Training
 - Coordinating management training for senior leaders
 - Registered HR team for ADA and leave management training
- *Department of Finance*
 - The 2020 audit is in progress. Please respond to any audit inquiries as soon as possible. If you have any questions or need assistance, please let me know.
 - Preparation of the 2020 CAFR is in progress. We are on schedule to provide the draft to the Auditor of State by May 30 as required by Ohio Revised Code.
 - Discussions are underway with vendor regarding cost of the timekeeping and scheduling upgrade.
 - Identified a temporary solution to begin processing payroll in MUNIS while implementation of the upgrade takes place. Testing is underway, with an anticipate move of payroll to MUNIS now expected in July. This was changed from June to avoid going live at the end of a quarter to alleviate any issues with quarterly state and federal reporting out of the new system.
 - Working with Mayor's Court on banking relationships.
 - Once MUNIS is fully implemented and the upgrade with Kronos is complete for timekeeping and scheduling, the City will be able to fully recognize the savings associated with the new system. There already have been a number of efficiencies and savings with the processes already converted to MUNIS.
 - Planning is underway for the preparation of the Capital Needs Assessment for 2022-2026.

- Continue monitoring for updated guidance for the American Rescue Plan. The US Treasury has provided Interim Rules and a fact sheet. An OBM webinar will be held on May 18. An initial plan for 2021 will be presented to Council, with a longer-term plan for the remaining funds to be discussed and determined during the 2022 budgeting process.
- The 2022 Tax Budget is due to the County on July 20, 2021 to allow the County to make a determination that the City does need all inside millage assessed. As in previous years, this will be pulled from our 2021 five-year forecast, as the actual budget process for 2022 appropriations will be done later in the year. This typically is adopted by resolution and will be brought forward no later than July 12.
- *Department of Information Technology*
 - City Council Livestream Technology Assessment
 - Met with the Project Manager and technicians to discuss wire paths and overall project plan.
 - Hardware is on order and we are awaiting confirmation of delivery dates, some equipment is backordered.
 - Installation is scheduled for the week of June 14. Installation, testing and training are expected to be completed in first week of July.
 - Parks & Recreation Point-of-Sale Upgrade
 - POS Systems has been deployed to both GSP & HRP
 - Some final configurations and setups will be ongoing.
 - Staff to be trained week of May 17.
 - Credit Card Readers have been configured and are ready to be deployed.
 - Golf Course and Senior Center will be deployed once pool facilities are deemed functional by P&R.
 - Surveillance Camera Continuity Planning & Strategy
 - The physical camera installation is complete at Price Road and Parks Maintenance garage.
 - Camera configurations in Milestone generated issues with existing assets and resolution is being sought.
 - New Communications Center
 - We are in discussions re adding additional fiber assets to our system to accommodate requirements from Solacom.
 - A kickoff meeting with Solacom is schedule for week of May 17 to discuss the implementation and upgrade of our existing 911 solution.
 - Consoles continue to be setup and configured in the new Com Center
 - Network cabling is nearly complete in the Investigative & shared office spaces.

- Asset & Workorder Management System with Citizen Engagement
 - The project committee has selected a preferred vendor, and revisions to the scope of work have been requested.
- *Department of Marketing & Communications*
 - Working with Parks & Recreation Department staff in recruiting efforts. Additional social media posts/advertising was initiated for a final push before orientation/training is completed toward the end of May.
 - Support of Department of Economic Development:
 - Completed video interview w/CEO of Donatos, Tom Krouse; additional interviews scheduled
 - Edited videos for website
 - Worked with Mayor's Office and Development Department in organizing Economic Development event on May 13; attended event
 - Photographed local businesses, available land, leasing space to use in promotion of available properties for business attraction/development
 - Met with marketing team of local business to discuss collaborative support through cross-promotion of spring events
 - Participated in multiple meetings with SWACO to finalize promotion and communication of cart-tagging program, attend a recap meeting every Wednesday morning.
 - Developing overall communications plan and guides for city.
 - Finalized letter of agreement w/ *Columbus Monthly* on highlight article featuring City of Gahanna
 - Met with Director Winn, Chief Spence and PD leadership to discuss communications plan for social media (part of ongoing meetings)
 - Updated social media w/announcements and events (including Police Week proclamations, Light Ohio Blue)
 - Worked with consultant on marketing for City, identity, etc.; met with stakeholders, conducting driving tours and interviews.
 - Working with Department of Public Service & Engineering and Mayor's Office on ADA plan and Sidewalk Program updates, communications strategy/plan.
 - Met with 614 Media Group to discuss article ideas for July issue of *Uniquely Gahanna*; sent out digital version to all contributors in April issue, and posted online version on website and social media

- Attended Arboretum ribbon-cutting and livestreamed event on Parks and Rec FB.
- Attended GACC monthly board meeting as representative of City; discussed connecting new businesses w/the Chamber for ribbon-cuttings, etc.
- Met w/ new local business owner to discuss promotional opportunities
- Filmed demonstration of sidewalk repairs for consideration in sidewalk program
- Ongoing/recurring projects:
 - 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
 - Write and distribute monthly City and Parks and Rec e-newsletters
 - Sending out eblasts as needed for job recruiting. Most often Parks and Rec, to help with staffing for summer season.
- *Office of the Mayor*
 - Met (virtually) with new business moving into an existing facility in Gahanna to welcome to City, to discuss resources and support available as well, and to discuss future plans for growth.
 - Met with consultant to discuss approach to marketing of Gahanna to businesses, residents and visitors; met with group of community stakeholders to seek feedback on City's brand/identity.
 - Met (virtually) with representative of Gahanna Area Arts Council to discuss plans for commemorating the City's history regarding the Big Walnut Country Club with a memorial marker, as well as options for potential future honorariums within city park.
 - Participated in Charter Review Commission meeting on May 4 to discuss the Administration's proposed changes to Planning Commission section.
 - Represented City of Gahanna at graduation ceremony for new Mifflin Township Firefighters on May 5.
 - Participated in multiple webinars on the American Rescue Plan to understand potential use of funds in order to develop proposed plan for addressing

backlogged infrastructure projects in city, as well as opportunities to provide support within the community.

- Continuing work with City Attorney, Department of Public Service & Engineering, Department of Parks & Recreation, and Communications & Marketing team to finalize terms of proposed Sidewalk Program, interplay with street trees, review of proposed code and ancillary documents, and communications to residents to educate and inform on program once adopted.
- Working with City Attorney, City Engineer, Assistant City Engineer, and Communications Manager to finalize ADA Transitions Plan FAQs.
- Worked with Arbor team in Parks Division as volunteer to plant trees during Arbor Day celebration; issued Proclamation for Arbor Day and opening of Arboretum; Attended ribbon cutting for opening of new Level 1 Arboretum at Creekside.
- Held monthly touch base meeting with Superintendent Steve Barrett, to update on events and projects at City and within GJPS, as well as opportunities for collaboration and support.
- Met with City Attorney on pending projects, including code writing and updates, resident inquiries, Sidewalk program, development projects, etc.
- Engaged with residents as well as representative of developer to update on status of sidewalk installation project.
- Worked with Departments of Economic Development and Communications & Marketing to plan and present Economic Development event on May 13.
- Hosted virtual meeting of the Central Ohio Mayors and Mayors Association (COMMA), and presented an update of ongoing projects within the City.
- Attended (virtual) MORPC Commission and Transportation Policy Board Meeting.
- Participated in interviews for Planning & Zoning Administrator position.
- Held weekly touch base meetings with each department Director to receive update and provide direction on ongoing projects; Continue work on ongoing/pending initiatives: strategic plan refresh, code development/updates, development marketing plan, school compensation agreement evaluation and negotiations, code enforcement updates in operations.