

Mayor's Report & Comments
City of Gahanna
Regular Council Meeting – September 21, 2020
Mayor Laurie A. Jadwin

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

General Information

- Halloween/Trick or Treat
 - Late Friday afternoon, the State issued its recommended guidelines for Halloween events. Our local health department, Franklin County Public Health, shared that they anticipate announcing their own guidelines with municipalities sometime this week. FCPH has asked Central Ohio municipalities to collaborate and hold "Trick or Treat" on the same evening. Based on this discussion and MORPC's recommendations, Trick or Treat night will be held on Thursday, October 29, from 6 to 8 p.m. Once we have more information from FCPH regarding their recommended protocols, we will formulate our planned safety approach and share information with the community.

Staffing Updates

- Second interviews currently are being scheduled for the position of Management Analyst in the Finance Department. This position will fill the role vacated by Chance Shannan, who left the City in June after accepting a position with the Workforce Development Board of Central Ohio.

Department Updates

- *Gahanna Division of Police*
 - Third quarter in-service training of officers will conclude on 9/25. This session is the biennial training conducted on emergency first aid, including CPR, AED, casualty care, etc.
 - Lt. Chad Cohagen will complete his CIT certification this week.
 - The Department will issue its Division Awards this week. Awards include Officer of the Year, Detective of the Year, exceptional conduct awards, life-saving awards. Nominations come from within the rank itself.
 - Chief Spence's monthly Civic Association Meeting will be held by telephone this Thursday, September 24.
- *Parks & Recreation*
 - Resurfacing of Friendship Park playground has been completed.

- Parks staff is in the process of converting all park shelter lights, as well as lights at Creekside Park, to LED, enhancing service as well as cost and energy efficiency, and reducing need for maintenance.
- The Arbor team is in the process of installing educational signage for the arboretum project.
- The Parks & Rec team will continue to present its weekly “drive in” series through September and October to provide a “socially distant” amenity for residents. In order to expand access to the program throughout the City, the September and October events will be held at Sunpoint Park.
- With the new guidelines issued by the State of Ohio regarding the reopening protocols for Senior Centers, the team is working with FCPH and evaluating impact on operations and programming.
- *Public Service & Engineering*
 - Street Program Update
 - Columbia Gas is currently working to relocate its facilities on Walnut and Shephard Streets. Once Columbia Gas has cleared the site, we will begin rebuild of the street.
 - Rebuild of Research and Blatt Blvds. continues to progress and is on schedule. It is expected to be completed by mid October.
 - 2020 CCTV
 - This project is approximately 75% complete.
 - The contractor found a section of pipe that was beginning to back up. This was caused by a combination of factors, including roots, grease and wet wipes. To date, thanks to the CCTV program, we are not aware of any homes that have been negatively impacted.
 - Engineering Review/Private Development
 - 10 development projects are undergoing final engineering design and review.
 - 19 projects are in the active construction stage.
 - School Zone 20mph Replacement and Upgrades
 - Street crews have been working to replace and upgrade the 20mph flashers to current standards, including installation of LED bulbs. 75% of the lights have been upgraded thus far.
 - Annual Traffic Signal Conflict Monitor Testing
 - 100% complete
 - Each year, we test our conflict monitors to confirm that they are working properly. Conflict monitors prevent traffic signals from showing opposing colors. Testing confirmed that all conflict monitors are working properly.

- Western Gahanna SSES Phase 1
 - Sewer evaluation surveys were sent out last week to 3,100 properties. Thus far, more than 700 completed surveys have been returned.
 - Installation of flow meters is underway.

- *Economic Development*
 - New Director met individually with senior leadership team to discuss approach to departmental operations and identify opportunities to align efforts

 - Development Team and Mayor met with several local businesses to discuss opportunities for potential expansion and provide assistance and support as needed for current operations

 - Team and Mayor held meetings with several developers to discuss pending projects, potential new projects, and opportunities to increase Gahanna's attractiveness for development

 - Continuing research and discussions with GJPS regarding reevaluation of school compensation agreement to better position schools and city for development success

 - Working with CIC to plan strategical planning session, and assist CIC with subrecipient compliance related to Supporting Gahanna Together Small Business Assistance Program

- *Planning, Building & Zoning*
 - In period from 9/2 – 9/16, the following have been issued:
 - 52 building permits
 - 7 sign permits (permanent and temporary)
 - 9 fence permits (zoning)
 - 56 code enforcement inquiries/complaints have been addressed

 - Thus far in 2020:
 - Three (3) New Build projects have been approved, generating an overall investment of \$4.3M with 94 jobs created.
 - Five (5) expansion/renovation projects have been approved, generating a total investment of \$4.13M, with 55 jobs created.
 - There are three (3) New Build projects pending, and two (2) Expansion/Renovation projects pending.

- *Human Resources*
 - Continued work on implementation of new payroll and HRIS system
 - Onboarded new Director of Development and conducted screening interviews for Management Analyst position

- Organized Employee Recognition and Health Fair, which will be held for team members on October 14 at Friendship Park
- Arranged for mandatory public record management training for team members, which was held virtually on September 14. The training provided employees with helpful tips to manage public records, including emails, text messages, etc.
- *Finance*
 - Completed 2019 CAFR. It can be found on Gahanna.gov under “Financial Publications.” Council is encouraged to review, at a minimum, the Management Discussion & Analysis section, which provides a comparative summary of the financials.
 - 2019 Audit is completed and should be released soon. We received an unmodified, or “clean,” opinion, with no reportable items identified.
 - 2021 Budget – Departments are finalizing their operating requests this week, while the Director is working on general revenue projections, and salaries and benefits. Departmental budget meetings begin this week.
 - CARES Program – Worked with consultant to finalize guidelines and applications for Program.
 - Completed two phases of implementation of new accounting system. Working with HR and IT to resolve challenges regarding implementation of third phase, which impacts HR, payroll and timekeeping. Challenges will push back full implementation date.
- *Information Technology*
 - Began implementation of online system for organizing, tracking and prioritizing department projects and daily work items
 - In conjunction with Communications & Marketing Department and our outside consultant, finalized implementation of the Gahanna CARES Assistance Program online application
 - Researched platforms for video and image management and Identified an overall cost savings of \$11,500 by eliminating redundant services
 - Review and organization of the Facility Master Plan previously delivered by Pizzuti, to identify next steps and additional needs
- *Communications & Marketing*
 - Finalized and implemented overall communications and marketing plan for the Gahanna CARES Assistance Program, including:

- Preparation and distribution of press release (article subsequently published in *This Week* newspaper:
<https://www.thisweeknews.com/news/20200911/gahanna-starts-process-of-distributing-relief-funds-through-cares-program>
 - Build out and publication of webpage to promote Program and provide information: <https://www.gahanna.gov/gahanna-cares-assistance-program/>
 - Finalized online applications and program guidelines
 - Created, printed and distributed promotional flyers
 - Designed community sign boards to promote program
 - Designed postcards to be mailed to every Gahanna household
 - Implemented social media campaign to promote Program
- Developing promotional materials for Parks & Rec fall programming
 - Providing ongoing responses to resident concerns and questions on social media
 - Updates to website regarding COVID-19 information
 - Researched opportunities to streamline staff and cost efficiencies regarding publication of promotional programming materials in preparation for 2021 budget
- *Mayor's Office*
 - Continuing facilitation discussions with senior leadership team to create internal roadmap for project prioritization.
 - Budgeting plans for 2021 are underway in every department. This includes formalizing the reorganization of Development and Planning into two separate departments, as well as aligning HR, Finance and IT under a new "Department of Administrative Services."
 - The Gahanna CARES Assistance Program
 - The Program officially launched on Monday, September 14. Deadline for submitting applications is November 6.
 - Sunday, September 27, celebrates the 125th anniversary of The Gahanna Sanctuary, one of Gahanna's most beloved landmarks. A Proclamation issued today by the Mayor's Office (and included with the Agenda), declares Sunday as "Gahanna Sanctuary Day." Trustees for the Sanctuary have a full day planned of activities to honor this history and importance of this unique venue.
 - Working with the Creekside District Alliance to finalize plans for implementation of the DORA. Anticipated launch is early October.