

**Mayor's Report
City of Gahanna
Regular Council Meeting – February 15, 2021
Mayor Laurie A. Jadwin**

The following is respectfully submitted on behalf of the Mayor's Office for Monday, February 15, 2021:

General Information

- City Hall will continue limited public access through early March, as vaccines continue to roll out around the region. Staff continues to work remotely from home wherever possible. Until vaccines can be obtained for field staff and city hall members, staff will continue to work on rotational and staggered schedules to reduce contact.

- Welcome to the following new staff members:
 - Officer Morgan Milliken, who graduated as a member of the 134th Recruit Class on Friday, Feb. 12. Officer Milliken begins the GPD's Police Training Officer Program today, Feb. 15.

 - Crystal Chitwood begins her employment with the City today, Feb. 15, in the role of HR Administrator. Crystal previously worked as an HR Analyst with the City of Columbus and is a Master Sergeant with the Air National Guard.

Department Updates

- *Gahanna Division of Police*
Academy Updates
 - Deputy Chief Lawless and Director Winn attended the CPD 134th Recruit Class badge pinning ceremony for Morgan Millikan on Thursday, February 11.
 - Chief Spence and Mayor Jadwin attended the 134th Recruit Class graduation ceremonies on Friday, February 12.
 - Officer Morgan Milliken will enter the Division's Police Training Officer (PTO) program on Monday, February 15.
 - Recruit Douglas Reisinger was selected by his peers as the 135th Recruit Class Vice President – an honor for a suburban officer and an example of his leadership abilities.

Investigative Services

- Detectives continue to process evidence to conclude last week's Brookhill Drive homicide investigation.
 - The Division was aided in this investigation by the Ohio Attorney General's Office (BCI), New Albany Police Department, Ohio State Highway Patrol, Huber Heights Police Department, and the Franklin County Coroner's Office.

- Detectives are working with area agencies on a series of catalytic converter thefts involving a group of known suspects. Third Shift Patrol officers made a stop of one known suspect in the Industrial Park in possession of criminal tools (used to remove converters quickly from vehicles) and a catalytic converter.
- Detectives are conducting a “trace-back investigation” into the source of fentanyl suspected in last week’s death of a 22 year old northside Gahanna resident.

Support Services

- Smart 9-1-1 technology is now operational in the Communications Center. The Division is working with the Department of Communications & Marketing to develop information to distribute to residents once the program is ready to roll out.
- Construction continues on the new consolidated Communications Center.

General Operations

- Hiring process is underway in coordination with the Human Resources Department for vacancies in police officer and dispatcher positions.
- Lt. Moffitt is working with the Department of Human Resources to implement an Employee Early Warning System (EWS) – a best practice in law enforcement, designed to provide intervention early on in situations where an employee exhibits behaviors such as patterned absenteeism, courtesy complaints, minor policy violations or other early signs of problem conduct.
- Deputy Chief Lawless is overseeing data collection and analysis in preparation of the Division’s second Annual Report for 2020. The Report is expected to be finalized by the end of Q1.

○ *Department of Public Service & Engineering*

- 2020 Street Ratings/2021 Street Program
 - 2020 Street ratings are complete. The 2021 Street Program bid advertisement will be published this week with a bid opening on March 5.
- Private Development
 - 5 development projects are undergoing final engineering design and review. 18 projects are in the active construction stage.
- East Johnstown Bike Trail Extension
 - Finalized and executed our contract with Korda/Nemeth Engineering, Inc. for design of the East Johnstown Road Bike trail between YMCA Place and Riva Ridge Blvd. Design work is expected to be completed in Summer 2021.
- Wynne Ridge Culvert Rehabilitation
 - We are in contract negotiations for design of rehabilitation measures for a culvert under Wynne Ridge Court.

- Cherry Bottom Road Stabilization
 - We are in contract negotiations for design of slope stabilization measures for two areas along Cherry Bottom Road.
- 2020 Sewer Improvement Project
 - The sewer lining project has been completed. The lining has extended the sewers life by 50+ years.
- ADA Transition Plan
 - Working with outside consultant, City Attorney, Mayor's Office and Communications Department to finalize the City's proposed ADA Transition Plan, including developing a communications plan for seeking public input. We anticipate a presentation to Council in the coming weeks.
- Sidewalk Program
 - Holding weekly meetings with the Mayor's Office, Communications Department, and City Attorney to discuss plans to gather public input and potential for combining with ADA Transition Plan.
 - Working on draft code for the proposed program, to be presented to Council after soliciting public input.
- 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.
- Taylor Station/Claycraft Road Intersection
 - Preliminary design is underway
- City of Columbus Hamilton and Morse Rd Widening
 - The contractor Shelly and Sands have been working on the road widening as weather permits.
 - Utility conflicts are still in progress of being resolved. Columbus plans to issue a legal notice to utilities who have not relocated.
 - A baseline schedule has not been approved yet, but the expected substantial completion date will be summer 2023.
- Fleet Division has started preliminary discussions with Dossier on the new fleet management software.
- The Water Division repaired six (6) water main breaks in the first two weeks of February.
- In the first two weeks of February, the Streets and Utilities division has answered 12 after hour emergency calls and handled seven (7) snow and ice events.

- *Department of Parks & Recreation*

- Projects

- Splashpad: Three (3) vendors have provided designs and presented available features for the Splash Pad. These were presented to the Parks and Recreation Board for input on February 10.
 - Playgrounds: Four (4) vendors have been contacted to request features, design and installation estimates for Headley and Woodside Green playgrounds.
 - Price Road Renovation: One of three proposals have been received for the design and engineering of the project.
 - Parking lots: RFP is being drafted for the replacement of Woodside Green and Price Rd. house parking lots.

- Recreation

- Following the promotion of Zac Guthrie to Parks Superintendent, the responsibilities of his previous Recreation Supervisor position will be disbursed among existing staff members. Matt Moser has been promoted to a full time Recreation Coordinator II and will take on athletic field coordination with affiliates and field users. Josh Latzko has been promoted to a full time Recreation Coordinator II and will take on special events and paddle boats. This move will provide an overall cost savings to the Department while also allowing the team to build upon the skill sets of existing employees.
 - 3,298 meals have been provided to seniors within the Gahanna community since the onset of COVID.

- City Support/Resident Response

- 3 foreman assisted Street Division with snow plowing on February 2
 - Addressed concerns related to sidewalk snow clearing near Academy Park
 - Assisted Street Dept. with lane closure due to water main break
 - Responded to resident concern of dead deer at Hannah Reserve
 - Responded to resident concern of dead coyote at SW Flood Plain
 - Removed deer stand at Gahanna Woods

- Arbor

- Snow removal
 - GIS street tree collection completed for total of 6,159 street trees (location data only)
 - Scheduling student volunteer projects with Columbus Academy
 - Trees pruned: 57
 - Trees removed: 20
 - Trees resident/contractor calls: 11
 - Trees zoning application reviews: 10

- Parks

- Snow removal
 - Trash and bathroom cleaning and sanitation daily
 - Finished Parks Office updates in preparation for incoming staff

- Clearing overgrowth around Price Rd House
- Added woodchips to muddy areas at Pizzuro Park
- Install Camp's recycled benches at Hannah and Friendship Parks

Facilities

- Snow removal
 - Finished Parks Office updates in preparation for incoming staff
 - Park shop - Replaced existing light fixtures with LED, installed additional lighting to improve safety and security
 - Parks bathroom - installed new toilets, sinks, countertop
 - Herb Center – Checked basement sump pump, furnace and extra heater
 - Replaced light bulbs going down southside concrete steps at golf course
 - Replaced circulation pump at Creekside
 - Creekside vacuum motors - remove & send off to Mid Ohio Electric to have rebuilt
 - Repaired Creekside toilet
 - Sunpoint Park - West bathroom heater not working. Repaired/Replaced as needed
 - Installed/replenished playground mulch
 - Golf course staff reassigned to assist Facilities Division until course start-up begins (March)
 - Preparing golf course equipment for Spring start up
- *Department of Economic Development*
 - Mill Street project: Continuing negotiations with Developer on latest executive summary proposal
 - Working with a broker to secure a new business interested in locating in an existing Gahanna facility.
 - Working with developer on a new \$30 million project that would entail construction of 3-4 buildings in the industrial zone
 - Assisting an existing Gahanna business in partnering with a developer to assist in constructing a facility that would accommodate expansion of its business
 - Engaged in ongoing communications with a large business regarding interest in locating in Gahanna, including exploration of available incentives (locally and statewide)
 - Participated in virtual meeting with Mayor's Office and GJPS representatives to discuss opportunities for partnership in development of future facilities

- Continued work with Finance Department and outside legal counsel on evaluation of school compensation agreement and ongoing negotiations with GJPS to move toward an updated agreement that is easier to understand and calculate
- Supporting Gahanna CIC in identifying and determining strategy and roadmap for 2021 and beyond, to align with City's development initiatives

- 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 strategical 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*
 - Design Review Code: Consultant is in the process of writing the code based on standards from existing code and feedback received from stakeholder engagement. We anticipate receiving a first draft of the code in the next few weeks.

 - Zoning Code: Reviewing consultant's proposal for potential format and design of code; held general discussion regarding organization of code, need for pictures, tables, and charts

 - Building Division:
 - Issued 46 permits
 - Worked with team to identify performance goals for 2021, including improved customer service and identifying areas for process improvement
 - In-home inspections resuming with COVID protocols in place

 - Code Enforcement:
 - Conducted 67 Inspections in last two weeks
 - Team is working with IT on implementation of new rental registration code, including digital accessibility, development of forms, payment processing
 - Developing 2021 performance goals for team
 - Working on permitting portal for improvements to customer service

 - Planning/Zoning:
 - Pending projects below:

Project	Number	Investment \$	Job Creation
Approved (New Construction and Renovation)	3	\$26M	404
Pending (New Construction and Renovation)	9	\$100M	320

- *Department of Human Resources*

- Benefits

- Processed COHCC invoice
- Scheduled benefits meetings for new employees and employees enrolling in benefits

- HRIS

- Wellness credits are now being tracked in employee self-service (ESS) in Munis
- Scheduled a session with Tyler Munis to discuss injury/accident tracking, leave management and substance abuse testing tracking and reporting
- Continuing to work with Munis and the City's health insurance vendor UMR on the 834 report. This report transfers employee data from the HRIS system to UMR electronically.
- Started exploring Munis Tasks for onboarding and necessary paperwork
- New Hire benefit enrollment set up/troubleshooting
- Personnel actions clean-up/finalizing set up

- Wellness Program

- February wellness newsletter was created and sent out to all employees
- Scheduled March/April workouts with Invictus Fitness
- 2021 Incentive Database Created in ESS (for employees and spouses)

- Recruitment and Hiring

- New HR Administrator Crystal Chitwood will start February 15. Crystal is a Master Sergeant in the Air National Guard and most recently served as an HR Analyst with the City of Columbus.
- The City is currently accepting applications for police officer and 911 dispatcher through February 28.
- Seasonal positions are posted and interviews are being conducted by the Recreation Team
- Worked with Marketing and Communications Team in advertising for police officer and 911 dispatcher via city's social media

- Civil service testing is being scheduled for Code Enforcement Officer, Maintenance Worker, Facilities Maintenance Coordinator and Horticulturist
 - Assisted Director of Parks & Recreation with staffing realignment due to vacancy from promotion of Zac Guthrie
 - Held meeting with Department of Planning and Mayor's Office to discuss vacancies and organization of the Department
 - Conditional offer of employments issued and accepted for the positions of Water Resources Engineer and Assistant City Engineer
 - Coordinating background checks and first day at work for new employees
 - Scheduled interviews for Director of Economic Development
- o Leave Management
 - Regular weekly leave management and working with supervisors on temporary restrictions and return to work
 - o Safety
 - Completed annual SI-40 submission to BWC (for self-insured information)
 - o COVID response
 - City's health insurance provider, UMR released a vaccine portal for employees to find a vaccine when they are eligible.
 - Continued to monitor employees on quarantine
 - o Other
 - HR Team attended the Ohio Public Employer's Labor Relations Association (OHPELRA) virtual annual training conference
 - Director Vollmer was reappointed to the Board of Directors for OHPELRA
 - Continued work with consultant on job audits and compensation review
 - Regular bi-weekly review topics with payroll for employee leaves/hours/other individual circumstances for paycheck accuracy
 - o *Department of Finance*
 - o W-2s, 1099s and ACA forms were finalized and will be mailed on or before 2/1/21.
 - o The 2020 audit is in the planning stages, and preliminary audit requests have been delivered.
 - o Preparation of the 2020 CAFR is underway.
 - o Implementation of the timekeeping system is still pending, with issues remaining outstanding with the vendor's software. We have initiated the dispute resolution process under the contract and are working with the City Attorney, Mayor's Office and the IT Department to define next steps for bringing this matter to closure and resolution.

- *Department of Information Technology*
 - Parks & Recreation Point-of-Sale Upgrade
 - IT is in the process of finalizing the proposed POS solution which will be implanted at all P&R facilities.
 - GSP, HRP, Senior Center, Golf Course are all taken into account in this solution.
 - Mobile event process (i.e. camp registrations events) are also addressed.
 - Systems like these need proper lifecycle planning documented
 - Facilities Master Plan
 - Draft plan has been received and is being reviewed internally
 - Meeting held with Mayor's Office and GJPS to discuss potential partnership opportunities on future facilities
 - City Council Livestream Technology Assessment
 - Quotes for procurement and installation of camera equipment have been received.
 - We continue to work with Council President on identifying needs and refining the project.
 - Meeting will be held next week to discuss potentially upgrading the video equipment in Council Chambers.
 - It is anticipated the vendor will need approximately 90-120 days to fully implement the camera designed solution.
 - New Communications Center
 - Kickoff meeting with the vendor and stakeholders was held to discuss the implementation and upgrade of the Voice Recording solution.
 - Discussions continue about wiring the console furniture (network, power, and other IT resources).
 - New 911 trunk lines are in place and are waiting additional progress on our side before being finalized.
 - Asset & Workorder Management System with Citizen Engagement:
 - The standard portion of the RFP language is complete and is being reviewed with Service & P&R. Legal review has been completed.
 - The draft system requirements have been developed and will be presented to Service & Parks & Rec in the coming weeks.
 - We are anticipating publication the RFP by the end of February.
 - E-Recycling Program and IT Asset Auctions
 - 5 additional auctions have been sent to Service for posting.
 - IT storage & server room has been organized and lose inventory made.
 - Rental Registration Online Application & Permitting through LAMA
 - IT is awaiting finalized information (cost schedule, process information, documents, etc.) from Planning Dept.

- Additional conversations have been held with LAMA to discuss implementation of the new legislation.
- o *Department of Marketing & Communications*
 - o The new communications platform, GovDelivery, has officially rolled out. Information will begin to be sent via the new distribution lists on March 1.
 - o Smart 911 is preparing to go live. Communications & Marketing team is preparing community signboards and media plan to share information with the community on the new program. Updates regarding the new program are being made to Gahanna.gov.
 - o Current job openings are highlighted on social media and on Gahanna.gov throughout February and beyond as needed. Postings for police and dispatch opportunities will continue through February 28.
 - o As we begin 2021, we are focusing on updating content on the City's website to provide the most accurate and up-to-date information. The team is currently reviewing the 100's of pages on the website for needed content updates.
 - o Prepared and issued press release on new business addition to Creekside, worked with *Columbus Business First* and *This Week* newspaper re same; provided information in response to media inquiries regarding BillGO, Crescent project and other matters.
 - o Preparation of the 2021 State of the City is underway, with filming of videos and interviews. Given ongoing COVID restrictions, the SOTC will be a video presentation, to be released at the end of March.
 - o Development of an overall communications strategy and policy are in process; meetings to be held in the next two weeks with larger departments.
 - o Work continues with Development Department and Mayor's Office to develop an overall marketing plan and toolkit to support the Development Department and development initiatives; quotes are being obtained from consultants to assist in devising an overall marketing strategy.
 - o Weekly COVID updates are posted every Thursday on Gahanna.gov, unless a significant change occurs. Vaccination information, including listing of providers, continues to change daily. For latest information, please visit coronavirus.ohio.gov.

- Holding weekly creative meetings related to development of new, citywide magazine. The first edition is slated to be published in April 2021.
- Working with the Development Department and Mayor's Office to develop an overall marketing plan and toolbox for business attraction and retention; currently securing quotes from consultants to assist in marketing efforts
- Working with Department of Public Service & Engineering, City Attorney and Mayor's Office on plans for public engagement regarding the ADA Transition Plan as well as the Sidewalk Maintenance Program
- Ongoing projects:
 - Responded to resident questions and inquiries on social media
 - Working with the Department of Human Resources, Department of Parks & Recreation, and Gahanna Division of Police on development of promotional materials for job postings and recruitment efforts
 - Attend weekly meetings with Parks & Rec team
 - Write and distribute weekly "Senior Spotlight" e-newsletter
 - Working with IT Department and supporting Council with information on upcoming Council meetings, as well as making Council updates to website for public hearings and Charter Review Commission
- *Office of the Mayor*
 - Participated in the (virtual) Solar Week presentations with MORPC to explore opportunities for sustainability within the City
 - Held virtual meeting with representatives of SWACO to discuss opportunities for sustainability programs within the City
 - Met virtually with GJPS representatives and several Directors to discuss opportunities for collaboration between the City and schools on future facilities
 - Attended graduation ceremony of Officer Morgan Milliken
 - Held multiple virtual meetings with representatives of Kroger and Casto to discuss resident concerns regarding concerns of ongoing noise issues and opportunities to mitigate impact to surrounding neighborhoods
 - Met with Department of Human Resources and current City Planner & Zoning Administrator to discuss proposed organizational structure for new Department of Planning
 - Participated in virtual meeting with COMMA (Central Ohio Mayors and Managers Association)

- Held multiple virtual meetings with staff, business representatives and developers regarding business and development opportunities in Gahanna
- Engaged in communications with representatives of the Governor's office to advocate for the vaccinations of law enforcement officers and dispatchers.
- Working with Development team, City Attorney and outside legal counsel to evaluate legal options for addressing Council concerns regarding pending campus development project in Crescent at Central Park

- Held discussions with representatives of One Columbus and MODE to discuss opportunities for development in Gahanna and identify both external and internal areas of focus to enhance business attraction

- Held conference call with Development team and resident interested in opening a business within the Creekside District, to explore options and offer assistance
- Met virtually with Ty Marsh of SWACO to explore opportunities for increasing the City's sustainability efforts and opportunities for partnership with SWACO

- Working with Department of Public Service and City Engineer, Department of Communications & Marketing, and City Attorney to finalize Sidewalk Maintenance Program, as well as ADA Transition Plan; held virtual meeting to include Department of Parks & Recreation to discuss interplay between Street Tree Program and potential Sidewalk Program

- Working with Parks & Rec staff on development of special events policy, to provide clarity and streamline expectations for community partner and outside organizations

- Held multiple virtual meetings with Code Enforcement team, including City Planner & Zoning Administrator, to discuss and review operations of Code Enforcement Division, identifying areas for new and updated processes and policies

- Met virtually with residents to discuss concerns regarding code enforcement and steps being taken by Administration to rebuild and update the division's operations

- Held regularly scheduled weekly touchbase meetings with each department director to update and provide direction on ongoing projects