

**Mayor's Report
City of Gahanna
Regular Council Meeting – June 7, 2021
Mayor Laurie A. Jadwin**

The following is respectfully submitted on behalf of the Mayor's Office for Monday, June 7, 2021:

General Information

COVID Update:

- As of June 2, all state public health mandates have been lifted, 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.

- In light of the updated public health mandates, we have modified our Workplace Guidelines as follows:
 - City Hall Hours are 8am – 5pm.
 - The building is closed for lunch from 1-2pm.
 - Visitors to city facilities who are fully vaccinated (i.e., two weeks after receiving a second dose of the Moderna or Pfizer vaccine or two weeks after receiving the single-dose Johnson & Johnson vaccine) are not required to wear a facial covering.
 - Unvaccinated visitors to city facilities are required to wear a facial covering. Facial coverings will be provided upon request.

- Vaccination Updates:
 - For FAQs or to sign up vaccinations, go to [GetTheShot.coronavirus.ohio.gov](https://www.gettheshot.com/coronavirus/ohio)

City Announcements:

- We are excited to announce the return Fourth of July festivities in 2021.
 - Fireworks will be held on Saturday, July 3 at 10 pm.
 - The traditional Fourth of July parade will be held on Sunday, July 4, with a *new* start time of 12 pm.
 - Information on Fourth of July events can be found at [Gahanna.gov](https://www.gahanna.gov).

- The Gahanna Senior Center will reopen with in-person programming on July 15.

- Gahanna Swimming Pool and the Hunter's Ridge Pool are now OPEN. Lifeguards are still NEEDED. Open interviews will be held at GSP on Wednesday, June 9 from 4 to 6 pm.

Staffing Updates:

- Welcome to the following new Gahanna team members:
 - Kim Mahaney will begin her employment with the City as a Utility Billing Specialist on Friday, June 11. She joins us from the City of Dublin and has over 25 years of public service experience.

Department Updates

○ *Gahanna Division of Police*

○ General Updates

- Officer Carl Schmueckle, a 32-year veteran of the Division, announced his early retirement. Officer Schmueckle's last day on duty will be this Friday, June 11.
- 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 Chief's monthly community meeting was held via teleconference on Thursday, May 27. Malissa St. Clair, educator with Columbus Public Schools and founder of Mothers of Murdered Columbus Children, spoke to the group on the organization's mission, history and objectives.
- The Division is finalizing their annual report for 2020. We anticipate that the Report will be published and available in late July.
- Chief Spence participated in a series of community meetings, representing the Franklin County Chiefs Association. The goal of these meetings is twofold – to reduce juvenile crime and to address fractured community/police relationships.

○ *Department of Public Service & Engineering*

○ 2020 Street Ratings/2021 Street Program

- Strawser Paving has started construction on the southeast portion of the Street Program.
- The first set of street rebuilds began June 1 and is expected to be reopened June 17, 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.

○ Private Development

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

- 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.
 - We plan to bid the repairs immediately following Council approval of permission to bid and supplemental appropriation
- Monthly Utility Billing
 - The third and final monthly billing transition will be mailed this week. All customers will now be receiving monthly bills. We will spend the next few months finalizing software changes.
- 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.
 - FHWA is reviewing the draft ADA Transition Plan and will provide any necessary feedback.
- 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.
 - Draft code for the proposed program was presented to Committee of the Whole on May 24. Additional discussion is expected at the June 14 Committee of the Whole meeting.

- Creekside Garage
 - A river gauge located at the Granville Street Bridge has been successfully installed. 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 identifies 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 conclude this month.

- 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.
 - The streetlight work has been completed and is waiting for AEP to energize the lines. AEP is experiencing a backlog of work.

- 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)
 - Software is being updated, 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.
 - The new SCADA server is active and running concurrently with the old system while we perform testing. Once testing is completed, we will move over to the new server.

- 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.

- 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 has shifted Morse Rd. traffic to the temporary pavement. Gahanna has modified the traffic signal operation at Morse and Underwood/Trellis to help facilitate the flow of traffic. Morse Rd. will likely experience construction delays due to the temporary construction zone at Hamilton and Morse.
 - 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
 - A streetlight painting program has been on the radar for a number of years. Almost all of the City's streetlights have not been consistently maintained since their installation decades ago. Thanks to funding from Issue 12, we now have funds available to start working on this long-deferred maintenance.
 - Martin Painting has been hired to complete this first year of painting. The first area to be painted is the Creekside District, which will also double as a smaller pilot area. Following successful completion, the project will be broadened into the other areas. Under the current program, lights are repainted every ten years, aligning with typical paint life.

- Fleet Division
 - We currently have an opening for a new Fleet Mechanic. The job posting closed on June 4.

- Streets and Utilities Divisions
 - The annual street sign replacement program is in full swing. Our goal this year is to replace all signs in poor or very poor condition. We have replaced 177 signs so far and have about 158 to go. Having street sign maintenance program is required by Federal Highway Administration (FHWA).

- *Department of Parks & Recreation*
 - Projects
 - Splash pad: Vortex equipment has been ordered. OHM has verified various utility locations required to complete the construction documents. Notice to bidders has been drafted and is ready for advertisement.
 - Playgrounds: Woodside Green installation has begun ahead of schedule. The traditional park will be closed for three weeks during construction. The nature playground will remain open during this time. Headley Park playground replacement will be scheduled late June.
 - Price Road Renovation: M&A has provided multiple designs for staff to review. The preferred design is being evaluated by the Building Division to assess all code requirements.
 - Parking lots: The Structurepoint contract has been initiated for the design and engineering for Price Road House parking lot, Woodside Green parking lot and Trapp Park walking path.
 - 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. Trail heads have been identified in an

effort to establish trail service areas and detect deficiencies in accessibility for any residential areas.

o Recreation

- Hunter's Ridge and the Gahanna Swimming Pool opened on Monday May 31.
 - 441 passes have been sold to date
- Due to updated health guidelines, adjustments were made to the Aquatics operations:
 - Reservations no longer are required prior to entry.
 - Time blocks are no longer required.
 - Both pools are now open M-F 11:45am – 8pm and Sat./Sun. 11am-8pm
- Swim lesson registrations are now open for Hunters Ridge and the Gahanna Swimming Pool. See, Gahanna.gov for registration link.
- Summer camp began Tuesday, June 1 at Hannah and Friendship Park.
 - Due to guidance from the American Camp Association (in which both Camp Hannah and Camp Friendship are accredited) and the CDC recommendations, many COVID planned protocols remain in place.
- The Senior Center will reopen on July 15 for in-person programs and activities. Outdoor activities such as a walking club, golf league, gardening club and parking lot bingo, are actively in progress.
- Headley Park will host a series of four (4) drive-in movies throughout the summer, beginning June 4. The concert series begins on June 12 at Headley Park. The concerts then will move to Friendship Park starting July 10.
- Creekside Glow Run is back on the evening of June 19! The "glowing" 5k is available for all levels of runners and walkers. Go to Gahanna.gov for registration.
- Paddle Boats and Kayaks are open for reservation at Creekside as well as Friendship Park.

o Arbor

- Installed 80 bridge baskets
- Planted 6 planters at Creekside
- Continued mowing/trimming Community Gardens
- Continued tree and flower watering
- Managed poison hemlock at Gahanna Woods/BWT
- Checked trails at Gahanna Woods
- Certified prairies at Brookhill and Wally Field as Certified Wildlife Habitats – installed signs
- Identified golf course ash trees for treatment
- Assessed vegetation regrowth at Woodside Green South

- Trees planted: 21
- Trees pruned: 10
- Trees resident/contractor calls: 18
- Trees zoning application reviews: 4
- Hazard tree removals: 2
- Storm damage clean-up: 3

- o Parks & Facilities

- Routine mowing and park cleaning schedules have begun
- Prepared pools for start-ups
- Drained millrace and patched waterfall at Creekside Park
- Installed new shrubs and perennials in rectangle bed at City Hall front entrance
- Installed speakers at front pool and fixed speakers in the back pool.
- Added playground mulch around slides & swings at GSP
- Renovated bed and cleared sites at Academy Park
- Power-washed shelter at Friendship Park
- Removed 3 hangers near the front of the State Park side path at Gahanna Woods
- Removed perennials and shrubs from bed at GSP (splash pad)
- Installed Certified Wildlife Signs Wally Field and Brookhill
- Removed limbs hanging over Woodside baseball field and added wood chips to low area behind backstop
- Took camera images of bio-swale at Sunpoint Park to identify cause of drainage issues
- Renovated Creekside perennial beds
- Working with Geroux Herb Garden Volunteers and Master Gardner Volunteers every Wednesday from 8-10am, beginning June 9. Thanks to Kathi Kemper for assisting with organizing and oversight.
- Prepared and delivered Make Gahanna Yours planters to predetermined park locations
- Installed playground and shelter shades at Sunpoint Park
- New trees planted on southwest end of golf course
- Installed sunshade at HRP & Umbrella's at GSP
- Rebuilt filter pit circulation divider at GSP
- Removed and replaced pool gutter at GSP
- Cleaned gutters and downspouts on the carriage house & drying shed of the Herb Center
- Cleaned up flood debris, reinstalled rails at Creekside
- Responded to 18 resident requests or concerns

- o *Department of Economic Development*

- o Projects

- Announcement of Nuvik (dba Crocodile Cloth) expanding their manufacturing operations in Gahanna was made on May 24. Company plans to hire in 40+ employees and invest over \$1M into equipment and

machinery here in Gahanna. Development team worked with JobsOhio to secure incentives to attract business headquarters.

- Staff continued negotiations with regard to the proposed Mill Street project. Correspondence was sent on June 1, outlining concerns over new requests as well as remaining issues related to the proposed project.
 - Staff continues to meet with various local brokerages to fully understand the available sites/spaces in Gahanna as well as to assist in any targeted marketing campaigns
 - Members of the Development Department, Department of Planning, Department of Public Service & Engineering and Mayor's Office are now meeting regularly with the Crescent at Central Park development team to review needs across all facets of city operations.
 - Met with developer's outside counsel to review status of the legislation to establish the New Community Authority. We anticipate receipt of the draft legislation for review in the coming days.
 - Team members continue to review/evaluate proposals for the Creekside Master Development Plan RFQ. Staff anticipates finalizing evaluation and selection in the next two weeks.
 - Continued work on negotiations related to the school compensation agreement, including coordination with and evaluation by outside counsel.
- o Business Retention & Expansion (BRE) efforts
 - o Met with major employer in Gahanna to review operations and evaluate future opportunities
 - o Following conversation, extended discussions to other departments to review mobility options to better serve the company's employees.
 - o Met with a local company exploring expansion in the City.
 - o Follow-up will include leading the coordination with other city departments on due diligence needs, as well as direct conversations with proposed developers and the business.
 - o Note: This is a competitive situation with at least one other municipality exploring accommodating the company's needs.
 - o Continuing to build out BRE platform to better engage and track engagements with the business community

- Marketing
 - Partnering with the Communications & Marketing team 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.
 - Collaborated with the Com/Marketing team on an upcoming ad for *Columbus Business First*, highlighting a handful of the City's large to small companies and noting our value-added proposition in the marketplace.
- Misc.
 - Staff continues to meet with various elected, appointed, and other stakeholders including members of Council, local non-profit entities, developers, real estate professionals, workforce partners, and other partners building or furthering relationships with the City.
- *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 90 permits in last two weeks
 - Average permit issuance: 5 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 167 inspections in last two weeks
 - 58 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:
 - 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 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
 - 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)
 - 22 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)	3	\$3.6M	30

- 2021 Projects Pending:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	8	\$81M	288
Expansion/Renovation (Pending/Tentative)	0	N/A	N/A

- *Department of Human Resources*

- Benefits
 - Continue to work with Delta Dental and Munis rep on 834 file – electronic file transfer, resolving errors

- Attended COHCC meeting
- HRIS
 - Three day parallel payroll with Munis (May 24-26)
 - Two day parallel payroll scheduled June 7 & 9
 - Making corrections to employee data found during the parallel
 - Drafting communication for supervisors regarding changes to requesting time off
 - Drafting Performance Evaluation guides
 - Migrating FMLA tracking into the Munis system
 - Created "how to" guides for inputting time in ESS
 - Planned employee communication for payroll system implementation
 - Followed up on the Case Management project for digital files transfer to Tyler Content Manager. Moved project into final completion phase.
 - Time and attendance project is expected to kick-off in July 2021
- Wellness Program
 - Draft and distributed out June newsletter
 - June water challenge is underway. All participating employees will receive a water bottle from the wellness program
 - Participated in meeting with ExpressMed Wellness Center, PD and HR to discuss Athletic Trainer program for employees
- Civil Service Hiring Updates
 - 911 Dispatcher: Background investigation process continuing
 - Police Officer: Polygraphs completed and background investigation process beginning
 - Utility Billing Specialist: Civil service examination completed. Eligible list established. Conditional offer of employment accepted.
 - Maintenance Worker: Conditional offer of employment accepted. New hire starting June 14, 2021.
 - Fleet Technician: Applications were accepted through June 4, 2021. HR and Division of Fleet are working on civil service examination and scheduling.
- Unclassified Hiring Updates
 - Recreation Office Support (part-time): Re-posting to accept applications
 - Economic Development Coordinator: Accepted applications through June 6, 2021. Working on reviewing applications and scheduling interviews.
 - Communicating with Columbus Academy summer interns for HR
 - Communicating with OSU and Department of Planning to facilitate interns
 - Planning and Zoning Administrator: Completed interviews and conditional offer of employment was accepted. New hire starting June 28, 2021.
 - Administrative Coordinator P&R: Reviewed applications and scheduling interviews.
 - Team member 1 Public Service: Completed interviews and issued conditional offer of employment for two candidates

- Summer Recreation Seasonal positions
 - Completed three seasonal orientations
 - Sent conditional offers to candidates
 - Entered employees into payroll
 - Collected payroll paperwork and processing new hires
 - Printed badges for new hires
 - 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
 - Conducted monthly leave management meeting
 - Completed follow-up with employees on FMLA and ADA
 - Assisted supervisors in various departments with employee leave issues
- Labor Management
 - Met with FOP to discuss MOU for body worn cameras and discipline
 - Working with Parks Superintendent to finalize call-in and overtime policy for USW employees
- Training
 - HR team attended half day workshop on ADA Interactive Process during COVID
 - Set up management training for senior leaders with consulting company
- Other
 - Started planning process for refresh of onboarding and orientation for new employees
 - Completed diversity, equity and inclusion training
 - Reviewed compensation study preliminary results with the City's consultant
 - Worked with Chief Spence to draft new civil service language to allow lateral police officer applications.
- *Department of Finance*
 - The 2020 audit is in the final stages. Please respond to any audit inquiries as soon as possible. If you have any questions or need assistance, please contact Director Bury.
 - The 2020 CAFR has been filed with the Auditor of State and will be posted to the City's website once the audit is completed.
 - The new timekeeping and scheduler upgrade have been initiated with a requested October go-live date. This will be confirmed once our implementation team is assigned.

- 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 and 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.
- The Capital Needs Assessment for 2022-2026 kicked off on May 25 and is underway.
- Continue monitoring for updated guidance for the American Rescue Plan. The US Treasury has provided Interim Rules and a fact sheet. The next OBM webinar will be held on June 24. The State requested their portion including the amount to distribute to non-entitled governments but as of the last webinar, which was May 18, they had not received the funding. The State also has to accomplish some items before distribution to local governments can occur including appropriating the funds and establishing a reporting mechanism for local government budgets. We are not anticipating that the City will receive funds until late July or August.
- The 2022 Tax Budget is due to the County on July 20, 2021 to allow the County to make a determination that the City needs all inside millage assessed. As in previous years, this will be pulled from the City's 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 to Council no later than July 12.
- *Department of Information Technology*
 - City Council Livestream Technology Assessment
 - Installation is scheduled for the week of June 14. Installation, testing and training are expected to be completed in early July.
 - IT is planning to utilize the system for the first meeting in July.
 - Parks & Recreation Point-of-Sale Upgrade
 - POS System is fully functional with only minor adjustments being necessary at the pool and golf courses.

- Credit card readers and payment reconciliation has been reviewed with P&R and Finance staff.
- Awaiting deployment at the Senior Center
- Surveillance Camera Continuity Planning & Strategy
 - Cameras configurations in Milestone generated issues with our existing assets and resolution is being sought.
 - New recording server is being stood up to address the problems created.
- New Communications Center
 - IT is anticipating being in testing in the middle of July 2021
 - IT is participating in weekly status meeting regarding all aspects of the project(s).
 - New CAD workstations should arrive for deployment next week.
 - There are lots of activities related to the daily management of this project.
- Asset & Workorder Management System with Citizen Engagement
 - The preferred vendor has revised the scope of works based on the committee's comments.
 - Demonstration for the Citizen Engagement functionality has been scheduled for next Wednesday.
- *Department of Marketing & Communications*
 - Working with Parks & Recreation Department staff in recruiting efforts. Channel 10 interview conducted on Friday, June 4 to help get the word out about onsite interviews at GSP.
 - Support of Department of Economic Development:
 - Highlighted expansion of Crocodile cloth (Nuvik USA) into Gahanna
 - Attended ribbon cutting for RC Crickets
 - Attend monthly Chamber meeting
 - Photographed local businesses, available land, leasing space to use in promotion of city for business attraction
 - Developing press releases for Wright-Patt Credit Union and The Superior Group
 - Developed artwork for ad to *Columbus Business First* for economic development issue, highlighting Gahanna
 - Met w/SWACO and Department of Public Service and Engineering to discuss current service delays
 - Attended monthly Civic association meeting.
 - Attended ribbon-cutting for new Lincoln Elementary

- Filmed video w/Mayor for Kids Voting Ohio and submitted for their Meet Ohio Leaders video library.
- Met with Chamber, Visit Gahanna and GAAC to discuss promotion of Bright Blocks
- Met with 614 Media Group to finalize topics and identify deadlines for July issue
- Contacted community members to discuss being featured in Uniquely Gahanna magazine
- Prepared announcement on July 4th activities and published via website, social media, *ThisWeek News*. Updated website.
- Made multiple changes to website content
- Created multiple graphics for GLHS proclamation and public safety announcements
- Assisted Director of Public Service and Engineering in preparing for Zoom interview w/Channel 4 and SWACO regarding sustainability initiatives and Street on the Feet program
- Assisting Creekside District Alliance with proposed Mid-Week at the Creek proposed event
- Partnered with Mifflin Township on gathering information for press release related to new Communications Center
- Worked on publication of RFP for Public Service and Engineering (Claycraft waterline replacement)
- Revised and published GPD's monthly community report
- Met w/Parks and Rec team members on prioritizing promotions of events/programs.
- Updated goals and objectives for Communications and Marketing related to the overall strategic plan development
- 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.

- o *Office of the Mayor*

- o 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.
- o Held internal meetings with Department Directors to discuss relocation of employees within City Hall to better align departments and job functions
- o Participated in 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.
- o Continued work with City Attorney, Department of Public Service & Engineering, Department of Parks & Recreation, and Communications & Marketing team to finalize terms and presentation of proposed Sidewalk Program, including interplay with street trees, review of proposed code and ancillary documents, and communications to residents to educate and inform on program once adopted.
- o Held multiple internal meetings with Departments of Public Safety, Parks & Recreation, and Public Service to discuss options for Fourth of July festivities in light of public safety concerns, available staff resources and existing contract; Worked with Communications & Marketing team on development of press release and announcement for finalized activities
- o Met with regional developer regarding opportunities in Gahanna
- o Met with consultant to discuss facilities assessment and next phase
- o Held meeting with Franklin County Engineer Cornell Robertson and members of his leadership team, and the members of the City's Department of Public Service & Engineering to discuss pending and future projects within the City and opportunities to align and collaborate with the FCEO.
- o Met with local business owner to discuss needs for support in City

- Participated in meeting with members of the Crescent at Central Park development team and members of the Departments of Public Service & Engineering, Planning and Economic Development to discuss next phases for the project
- Held internal meeting with several department directors and senior leaders to discuss current drainage code and evaluate need and options for updating code to better reflect existing needs and impact to residents
- Working with Development and Planning Departments on review and evaluation of proposals for creation of an overall Creekside Master Development Plan, with goal of engaging a consultant by end of June, project to begin in July and be completed by year end
- Working with Development Department on options for retention of an existing Gahanna business, including site evaluation and relocation options
- 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.
- Toured Clark Hall facility with Superintendent Barrett, Business Development Manager Scott Lofton, and IT Manager Kevin Schultz
- Continuing work on negotiation of school compensation agreement with Development Department, Council Finance Chair, Finance Department, and members of Gahanna Jefferson School District
- Attended ribbon cuttings for RC Crickets Grand Slam and new Lincoln Elementary School
- Met with City Attorney on pending projects, including code writing and updates, resident inquiries, Sidewalk program, potential resolution of existing residential sidewalk issue, ongoing and proposed development projects, etc.
- Participated in Charter Review Commission meetings to discuss proposed changes to Charter and to clarify proposed language to resolve existing conflicts in Charter

- Attended monthly meeting of Gahanna Community Improvement Corp.; worked with Real Estate Committee on development of long-term real estate acquisition strategy to support city's development efforts

- Attended (virtually) monthly meeting of the Central Ohio Mayors and Mayors Association (COMMA)
- Attended (virtual) monthly meeting of COMMA

- 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.