

**Mayor's Report
City of Gahanna
Regular Council Meeting – February 1, 2021
Mayor Laurie A. Jadwin**

The following is respectfully submitted on behalf of the Mayor's Office for Tuesday, February 1, 2021:

General Information

- Given the current advisories and orders in place, City Hall will remain open to the public by appointment only through February. Staff continues to work remotely from home wherever possible, with field staff and city hall staff working on rotational and staggered schedules to reduce contact.
- The Senior Center will remain closed for in-person programming through February. Operations and facilities are continuously being reevaluated based on information available.
- After an extensive series of interviews with both internal and external candidates, Zac Guthrie was promoted to the position of Parks Superintendent in the Department of Parks & Recreation. During his tenure with the City, Zac has demonstrated strong leadership as well as an ability to forge relationships not only within his department but also throughout the community. I look forward to working with him in his new capacity.

Department Updates

- *Gahanna Division of Police*
 - The Division members completed eight (8) hours of in-service training during the week of January 18.
 - The Division's sworn officers completed two (2) hours of training on responding to civil disorders, adopting the State's new policy recommendations.
 - Lt. Cohagen entered Class 493 of Northwestern University's School of Police Staff and Command (SPSC). Chief Spence, Deputy Chief Lawless, Lt. Moffitt, Lt. Kissel and Sgt. Millenbaugh are all graduates of SPSC.
 - Recruit Morgan Millikan (hired as a replacement officer) is scheduled to graduate from CPD's 134th Academy Class on February 12.

- Lt. Moffitt presented his Certified Law Enforcement Executive capstone project on employee early intervention systems to evaluators from the Ohio Association of Chiefs of Police during the week of January 25. The Division will be working with the Department of Human Resources to adopt the Early Intervention System developed by Lt. Moffitt.
- Division members attended the funeral of Toledo Police Officer Brandon Stalker on Tuesday, January 26. Officer Stalker was killed during a barricade situation on January 18.
- The Communications Center staff and IT Department will be deploying SMART 9-1-1 technology to Gahanna in the coming weeks.
- Division members participated in The Ohio State University's virtual job fair on January 27.
- In coordination with the Departments of Human Resources and Communications & Marketing, marketing efforts focusing on minority applicants were produced and ran via a digital media campaign via Sinclair Broadcasting.
- The first Civic Association meeting of the year was held on Thursday, January 28 by conference call.
- Director Winn met with representatives of One Church in response to a speaker invitation to address issues of public safety. The engagement will be scheduled in the coming weeks.
- Significant construction of the communications center space at 400 W. Johnstown Road is underway, with the installation of dispatcher workstations expected to take place the first week of February.
- The Division currently is working on its 2020 Annual Report, expected to be finalized by the end of 1st quarter.
- Director Winn and Chief Spence met virtually with representatives from local business, Director of Public Service Engineering, City Planner & Zoning Administrator, and Mayor to discuss resident concerns regarding noise levels related to business operation and to explore options for mitigating impact
- *Department of Public Service & Engineering*
 - 2020 Street Ratings/2021 Street Program
 - 2020 Street ratings are complete. Following Council approval, we plan to bid the 2021 Street Program by the end of February.

- Private Development
 - Six (6) development projects are undergoing final engineering design and review. Seventeen (17) projects are in the active construction stage.

- East Johnstown Bike Trail Extension
 - We have 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 issued a Request for Proposals to seek design of rehabilitation measures for a culvert under Wynne Ridge Court.

- Cherry Bottom Road Stabilization
 - A Request for Proposals was issued to seek design of slope stabilization measures for two areas along Cherry Bottom Road.
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- 2020 Sewer Improvement Project
 - Sewer lining is proceeding as planned. The work is roughly 50% complete. The lining operation is expected to be completed by the end of February.

- ADA Transition Plan
 - We are working with our outside consultant and outside counsel to finalize the proposed ADA Transition Plan for the City of Gahanna, including developing a communications plan for seeking public input. We anticipate a presentation to Council in the coming weeks.

- Sidewalk Program
 - Held a meeting with Communications Department and Mayor's Office 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
 - We met with FEMA to review the final engineering report on the Creekside Garage and are working with FEMA to define our course of action going forward.

- Taylor Station/Claycraft Road Intersection
 - Preliminary design of the intersection improvements has begun. A virtual meeting was held with the EMH&T, Public Service & Engineering Department, Communications Department, Development Department, and Mayor's Office to review preliminary approach to design and overall plan for communications with area businesses.

- City of Columbus Hamilton and Morse Rd Widening
 - The contractor, Shelly and Sands, has 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 January.

- Fleet completed 108 repair orders in January.

- Within the last two weeks, the Streets and Utilities Division has responded to 14 after-hour emergency calls, including four (4) snow and ice events.

- *Department of Parks & Recreation*
 - Projects:
 - Price Road: Currently seeking qualifications for architect(s) for Price Road renovations
 - Splash Pad: Seeking qualifications from engineers for project build on new Gahanna Swimming Pool splash pad. Concept designs have been received from vendors.
 - Big Walnut Trail: Received preliminary review of trail alignment study for Big Walnut Trail Section 8

 - Parks Team:
 - Provided snow removal and trail maintenance during winter weather
 - Removed tires and excess debris from Pizzuro Park, Academy Woods to Morse Road, and along Coldwell Court
 - Continuing daily trash removal, cleaning and sanitizing bathrooms at all facilities
 - Cleaned and reorganized storage facility at Gahanna Woods
 - Clearing overgrowth along Price Road
 - Distributed woodchips in muddy areas at dog park

 - Facilities Team:
 - Provided snow removal and maintenance during winter weather
 - Completed improvements at the Golf Course Clubhouse
 - Conducted repairs and improvements at Creekside bathrooms
 - Replaced playground mulch
 - Repairing speakers at Creekside

 - Arbor Team:
 - Assisted with snow removal during winter weather

- Removed 7 trees (Golf Course/Fleet Run)
 - Installed deer guards on young trees
 - Conducted three hazard tree inspections
 - Conducted three zoning application reviews
 - Responded to five (5) resident calls
- o Recreation Team:
 - Undergoing planning and evaluation for 2021 pool operations in light of COVID, as well as camp and special event operations for the season
 - Registration for Spring Break Camp Crates will open in February
 - Working with Departments of Human Resources and Communications & Marketing to begin recruiting for open positions (FT, PT and SE)
 - Conducted survey for Senior Center members to identify continued interest in virtual programming opportunities, as well as a survey for summer day camp families to gauge interest in modified programs for the 2021 summer season
 - Senior meals continued to be served to Gahanna senior residents, thanks to partnership with The Ashford on Broad. To date, 3,285 meals have been served. The drive-in meals provide not only a healthy meal for seniors, but also an opportunity to engage and connect with the most vulnerable and most isolated in our community.
- o *Department of Economic Development*
 - o Mill Street project: Continuing negotiations with Developer on latest executive summary proposal
 - o Working with a broker to secure a new business interested in locating in an existing Gahanna facility.
 - o Working with developer on a new \$30 million project that would entail construction of 3-4 buildings in the industrial zone
 - o Assisting an existing Gahanna business in partnering with a developer to assist in constructing a facility that would accommodate expansion of its business
 - o Engaged in ongoing communications with a large business regarding interest in locating in Gahanna, including exploration of available incentives (locally and statewide)
 - o Participated in virtual meeting with outside consultant and members of Department of Public Service & Engineering, Communications Department and Mayor to discuss approach to design of Taylor Station/Claycraft Roads intersection as evaluation of impact to businesses in area before and after construction

- 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:
 - Permits (Jan. 13 – 17)
 - 60 issued
 - Average of seven (7) days turnaround
 - Updates
 - Review of external customer portal – Staff conducting a deep dive to review external customer experience and to identify opportunities for improvement in service (reducing confusion and errors, minimize steps, improve accuracy of information submitted)
 - In-home inspections temporarily suspended due to COVID-19 cases
 - Code Enforcement:
 - Inspections (Jan. 13 – 17)
 - 170 inspections performed
 - Updates
 - Review of inspection types, researching need for interdepartmental coordination on complaints
 - Investigated issues with LAMA regarding display of complaint and violation information (Issue was related to update to software that triggered a default in the system to make information private. After contacting LAMA, the company reset the default to make all information again public.)
 - Team is working on documents related to implementation of new rental registration code, including digital accessibility, development of forms, payment processing

- Planning/Zoning:
 - Pending projects below:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	9	\$123M	720
Expansion/Renovation (Pending/Tentative)	2	\$520k	5

- *Department of Human Resources*
 - HRIS System Implementation
 - Time and attendance system purchased is not calculating overtime correctly, nor is it performing as stated in the contract. Departments of HR and Finance are working with the Mayor's Office and the City Attorney to define resolution of issue and next steps.
 - Staffing
 - Job audit interviews were conducted by the City's consultant. As previously shared during budget discussions last year, the audit is being conducted as part of the City's overall compensation review to ensure that employees are classified in the appropriate positions and pay grades.
 - Results are expected in February.
 - COVID Response
 - An updated vaccine survey was sent out to all employees.
 - Recruitment and Hiring
 - Police officer and 9-1-1 Dispatcher job positions are up and running from February 1-28. Applications should be directed to Gahanna.gov to apply.
 - Recruitment campaign with Sinclair Broadcasting is concluding for Parks & Recreation positions and positions in Public Service & Engineering. To date, 45,000 digital impressions have been received.
 - Sinclair Broadcasting recruitment campaign for Police Officer and 9-1-1 Dispatcher positions will run through the month of February. A segment will air on *Good Day Columbus* on February 4.
 - Members of the Parks team and Code Enforcement Officers held meetings with BGSU-IPRA to begin civil service test writing.

- The Department of Parks & Creation and Gahanna Division of Police participated in a virtual job fair on January 26. A second virtual job fair is scheduled with the University of Dayton in the next two weeks.
- o *Department of Finance*
 - o W-2s, 1099s and ACA forms are being 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 1099s related to settlement of the tax lawsuit have been delivered, generating many questions from residents. In the period from January 19-24, the Finance Department received 1,160 calls in addition to 462 voicemails, the large majority of which related to questions regarding the 1099s. (By comparison, during the period from January 1 – 18, the Department received a total of 20 calls.)
 - 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 and the IT Department to define next steps for bringing this matter to closure and resolution.
- o *Department of Information Technology*
 - o Facilities Master Plan
 - A draft plan was received from the consultant late last week and is being reviewed internally.
 - Meeting with Pizzuti is scheduled for the week of February 8 to discuss the City's feedback and comments, including identifying action items for 2021 and beyond.
 - o City Council Livestream Technology Assessment
 - Given video challenges in livestreaming through the website in 2020, we have begun to livestream Council meetings through YouTube. This has greatly increased the quality of video and audio for the meetings, making it easier for residents to follow and listen, and enhancing the closed captioning option.
 - A formal quote to equip Council Chambers for in-person meetings is being generated.
 - Once a quote is obtained and equipment is ordered, it is anticipated the vendor will need approximately 90-120 days to fully implement the designed solution.

- New Communications Center
 - Meetings were held with GPD, as well as with PD, Finance Department and Mayor's Office, to discuss the implementation and upgrade of the Voice Recording solution.
 - Networking equipment is being configured and it is anticipated the network will be stood up by mid-February.
 - New 911 trunk lines are in place and progressing towards being finalized.
- Asset & Workorder Management System with Citizen Engagement:
 - Draft system requirements have been developed and will be presented to impacted departments in the coming weeks to seek input for finalizing revisions to the RFP.
 - We are anticipating publication of the RFP by the end of February.
- E-Recycling Program and IT Asset Auctions
 - 5 Asset auctions conducted, with one of them requiring reposting due to non-payment.
 - 5 additional auctions have been sent to the Public Service Department for posting.
 - IT storage & server room has been organized and lose inventory made.
- Virtual Computing Environment Refresh
 - Servers needed to update the failover site located at the fleet facility have arrived and are being configured.
 - It is anticipated that this move to the new Communication Center will take place by the end of February.
 - An overall storage strategy for both our primary (City Hall) and failover site will be formalized, and backup and recovery strategy will be adjusted to accommodate a more complete strategy.
- Rental Registration Online Application & Permitting
 - Additional conversations have been held with LAMA to discuss implementation of the new legislation.
 - Once finalized information is received from the Planning Department (cost schedule, process information, documents, etc.), documents will be uploaded and integrated into LAMA for implementation.
- *Department of Marketing & Communications*
 - The new communications platform, GovDelivery, officially rolled out on Friday, Jan. 29. Every current newsletter/email subscriber in our current system received a "welcome letter" directing them to the subscriber's portal, where residents can choose exactly what type of alerts/news they want to receive, and how they would like to receive it (email/SMS text message). There also are several places on Gahanna.gov to sign up for this service, so we can widen our reach in the community.

- 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.
- Several current job postings currently are highlighted on the City's social media platforms and on Gahanna.gov. Postings for Police and dispatch began on Monday, Feb. 1.
- Finalizing development of an overall Communication & Marketing strategy and plan for the City. Expected to roll out to internal team within the next two weeks.
- Holding weekly creative meetings related to development of new, citywide magazine. The magazine, which will replace *The Current* (formerly known as *The Gateway*), will provide stories and information on Gahanna news in addition to information on Park & Recreation programming. 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
- Designed and edited Gahanna Division of Police's Civic Association monthly newsletter
- Participated in the Division's monthly Civic Association meeting, sharing information on the new communications platform
- 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, and wrote and distributed monthly "Parks & Recreation" newsletter and monthly City 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

- Upcoming/ongoing projects:
 - Working closely with Department of Public Service & Engineering and Mayor's Office on plans for public engagement regarding the ADA Transition Plan as well as the Sidewalk Maintenance Program
 - Due to the ongoing COVID pandemic, State of the City will be in video format. Planning meetings have occurred, and additional photography, interviews and content outline is being developed
 - Participated in media training on Friday, Jan. 29
- *Office of the Mayor*
 - Participated in the (virtual) Annual Meeting of the Gahanna Area Chamber of Commerce on Tuesday, Jan. 26, outlining City's activities in 2020 as well as what is ahead in 2021
 - Met (virtually) with board member of the Creekside District Alliance to discuss initiatives for 2021 and how City and CDA can align efforts in development of Creekside District
 - Participated in virtual meeting with COMMA (Central Ohio Mayors and Managers Association) and MORPC
 - 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. Currently, law enforcement officers are excluded from the CDC's Tier 1 COVID vaccine protocol.
 - Working with Development Team and City Attorney to evaluate legal options for addressing Council concerns regarding pending campus development project in Crescent at Central Park
 - Attended (virtual) annual meeting of the Mid Ohio Development Exchange
 - Held discussions with representatives of One Columbus, MODE, ODEA and other members of the development community 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 Director of Public Service and City Engineer on finalizing Sidewalk Maintenance Program, as well as ADA Transition Plan
- Working with Parks & Rec staff on development of special events policy, to provide clarity and streamline expectations for community partner and outside organizations
- Working with City Attorney to finalize draft of legislation for unsolicited mail, updates to noise ordinance, updates to mobile food vendor code
- 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 outside consultant and Directors from Department of Public Service & Engineering, Development Department, and Communications & Marketing Department, to discuss approach to design of Taylor Station/Claycraft Road intersection, including communications plan for surrounding businesses
- Met virtually with representatives from local business, Chief Spence, Director of Public Safety, Director of Public Service Engineering, City Planner & Zoning Administrator, and Mayor to discuss resident concerns regarding noise levels related to business operation and to explore options for mitigating impact
- Participated in media training on Friday, Jan. 29
- Held regularly scheduled weekly touchbase meetings with each department director to update and provide direction on ongoing projects