

**Mayor's Report  
City of Gahanna  
Regular Council Meeting – January 19, 2021  
Mayor Laurie A. Jadwin**

The following is respectfully submitted on behalf of the Mayor's Office for Tuesday, January 19, 2021:

**General Information**

- Given the current advisories and orders in place, City Hall will remain open to the public by appointment only through February 5. 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 through February 5 as well. Operations and facilities are continuously being reevaluated based on information available.

**Department Updates**

- *Gahanna Division of Police*
  - GJPS returned to the hybrid learning model on Tuesday, January 5. All three SROs are deployed to the schools, including Officer Hixson's replacement, Officer Adam Buchman.
  - The Division's annual staffing assessment has been completed and published. The assessment is available for viewing on Gahanna.gov.
  - Completed policy submissions (including required updates) to the Ohio Collaborative Law Enforcement Agency Certification (OCLEAC), and received notice of compliance and continued certification
  - Recruit Morgan Millikan (hired as a replacement officer) is scheduled to graduate from CPD's 134<sup>th</sup> Academy Class in February.
  - Law enforcement officers currently are excluded from the CDC's Tier 1 COVID vaccine protocol. Efforts are underway to petition the Governor to extend vaccination opportunities to law enforcement agencies across the state.
  - The Division's annual recruiting/hiring plan and timeline have been published. The application period for police officers and dispatchers is February 1-28. The Division has an immediate Police Officer vacancy that we hope to fill from the existing civil service list. The new application period and hiring process will

establish an eligibility list for (unplanned) vacancies that occur this year and for 2022. The Dispatcher hiring process will fill a 12<sup>th</sup> position that was included and approved in the 2021 budget.

- In coordination with the Departments of Human Resources and Communications & Marketing, marketing efforts focusing on minority applicants have been produced and are underway for distribution and publication, including hiring brochures, flyers, and a digital media campaign via Sinclair Broadcasting.
- First quarter in-service training will occur January 18-22. One segment will include training on new civil disturbance guidelines and protocols (led by Lt. Moffitt), as we focus on meeting Ohio's new standards for law enforcement engaged in civil disturbance response.
- The first Civic Association meeting of the year will be held on Thursday, January 28 at 7 p.m. by conference call.
- 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.
- Lt. Ethan Moffitt will present his capstone project to evaluators from the Ohio Association of Chiefs of Police on January 22. Lt. Moffitt will graduate in February with CLEE Class 25, earning his Certified Law Enforcement Executive title. Lt. Moffitt also is a graduate of Northwestern University's School of Police Staff and Command.
- The Division currently is working on its 2020 Annual Report, expected to be finalized by the end of 1<sup>st</sup> quarter.
- *Department of Public Service & Engineering*
  - 2020 Street Ratings/2021 Street Program
    - The street ratings are roughly 99% complete. The engineer's estimate for the 2021 street program is 90% complete. We expect to have permission to add the 2021 street program on the next committee meeting agenda.
  - Private Development
    - Five (5) development projects are undergoing final engineering design and review.
    - 18 projects are in the active construction stage.
  - East Johnstown Bike Trail Extension
    - We have entered into contract negotiations with Korda/Nemeth Engineering, Inc. for design of the East Johnstown Road Bike Trail between YMCA Place and Riva Ridge Blvd.

- 2020 Sewer Improvement Project
  - The contractor has begun lining the sewer main. We expect the lining operation to be completed in February.
- 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
  - We issued a request for proposals to seek design of slope stabilization measures for two areas along Cherry Bottom Road.
- ADA Transition Plan & Sidewalk Program
  - We are working with our outside consultant and outside counsel to finalize the proposed ADA Transition Plan for the City of Gahanna and anticipate a presentation to Council in the coming weeks.
  - We submitted our 4<sup>th</sup> Quarter ADA compliance action plan update to FHWA on December 29, 2020. We are working with FHWA to schedule our next quarterly meeting to review and discuss the update.
- Creekside Garage
  - We met with FEMA to review the final engineering report on the Creekside garage and are working with them to identify our course of action going forward.
- City of Columbus Widening of Hamilton and Morse Roads
  - The contractor, Shelly & 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 within the next two (2) months.
  - A baseline schedule has not been approved yet, but the expected substantial completion date will be Summer 2023.
- *Department of Parks & Recreation*
  - Projects:
    - Currently seeking qualifications for architect(s) for Price Road renovations
    - Researching and identifying utility and floodway issues in preparation for installation of splash pad at GSP
  - Parks Team:
    - Provided snow removal and trail maintenance during winter weather
    - Removed and replaced split rail fence at Headley Park and McCorkle Park
    - Removed and replaced old boiler at Gahanna Swimming Pool
    - Replaced worn playground equipment at Academy Park
    - Continuing daily trash removal, cleaning and sanitizing bathrooms at all facilities

- Facilities Team:
  - Provided snow removal and maintenance during winter weather
  - Prepped and painted Golf Course Clubhouse
  - Conducted repairs and improvements at Golf Course Pro Shop
  - Began process of taking down holiday decorations at City Hall, Creekside Park and behind Herb Center (holiday houses)
  
- Arbor Team:
  - Assisted with snow removal during winter weather
  - Conducted removal of invasive species along Big Walnut Trail
  - Pruned trees at Hannah Park and Sunpoint Park
  - Conducted three (3) hazard tree inspections
  - Conducted two (2) zoning application reviews
  
- 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
  - Developing spring break "camp crate" program
  - Participating in training on RecTrac and Tyler finance software
  - Completed American Camping Company (ACC) review, a required certification to conduct and hold summer camps
  - Working with Departments of Human Resources and Communications & Marketing to begin recruiting for open positions (FT, PT and SE)
  - Holding virtual fitness programs for all ages through month of January
  
- *Department of Economic Development*
  - Mill Street project: Currently in review of developer's latest executive summary proposal
  
  - Assisting a Gahanna business with securing a larger location in the area that would allow for expansion of operations
  
  - Working with developer on a new \$30 million project that would entail construction of 3-4 buildings in the industrial zone
  
  - Working with an existing Gahanna business in partnering with a developer to assist in constructing a facility that would accommodate expansion of its business
  
  - 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 in creation of an overall strategical plan for development marketing for the City, to include printed materials, enhancement of online presence, and collaborating with existing Gahanna businesses to highlight attractiveness of City for operations

- *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: We are working on a rough draft of the table of contents and holding high level discussions to prioritize areas of the code for review and rewrite.
  - Building Division:
    - Issued 44 permits in last two weeks
    - In-home inspections temporarily suspended due to COVID-19 cases
    - Worked with team to identify performance goals for 2021, including improved customer service and identifying areas for process improvement
  - Code Enforcement:
    - Conducted 106 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 with LAMA regarding changes to permitting portal
  - Planning/Zoning:
    - Pending projects below:

| Project                                     | Number | Investment \$ | Job Creation |
|---|--------|---------------|--------------|
| New Build<br>(Pending/Tentative)            | 9      | \$123M        | 720          |
| Expansion/Renovation<br>(Pending/Tentative) | 1      | \$320k        | 7            |

- *Department of Human Resources*
  - Benefits
    - HSA program was completed and city contributions were issued to employees.
    - Updated both payroll systems for benefits and HAS
  - HRIS System Implementation
    - Document acknowledgement program set-up completed
    - Planning for remainder of Human Resources Information System (HRIS) implementation. Programs to be implemented include: grievance/discipline tracking, injury/accident processing, leave

management, substance testing, training, employee certifications, case management

- Performance evaluations are on track for implementation in Q1
  - Processing personnel actions in new system for police
  - Prep work to roll out Training/Certifications tracking. Using the HRIS system will improve wellness participation tracking and create an efficiency for the HR team.
- o Wellness Program
    - Biometric result letters were sent to employees
    - 16 employees participated in the Maintain Don't Gain challenge over the holidays
    - Continued planning for 2021 wellness program
  - o Safety
    - Planning and researching options for 2021 safety training
  - o COVID Response
    - Vaccine survey sent out to all employees.
  - o Recruitment and Hiring
    - Interviews completed for the following positions: HR Administrator, Parks Superintendent, Assistant City Engineer, Project Inspector
    - Upcoming interviews include: Water Resources Engineer
    - Recruiting and advertising with Sinclair Broadcasting for non-safety jobs went live, including banner ads and a commercial on streaming devices
    - Seasonal jobs are drafted and ready to be posted the week of January 18, 2021
    - The following jobs were posted and applications are being accepted:

| <b>Position</b>   | <b>Application Dates</b> |
|---|--------------------------|
| Seasonal/Part-time Golf Pro Shop- Rec Crew Member       | Closes 2/28/2021         |
| Maintenance Worker (4 vacancies)                        | 1/13/2021 – 1/30/2021    |
| Horticulturist  | 1/13/2021 – 1/30/2021    |
| Code Enforcement Officer                                | 1/13/2021 – 1/30/2021    |
| Facilities Maintenance Coordinator – Parks & Recreation | 1/13/2021 – 1/30/2021    |
|   |                          |

- o *Department of Finance*
  - o Successfully closed 2020 and opened 2021.
  - o Working on W-2s, 1099s and ACA forms to be delivered by 1/31/21.

- 2020 audit is currently in the planning stages and preliminary audit requests have been delivered.
- Required 2021 budgetary information has been filed with the County.
- Working with a third-party vendor to process the 1099s for the income tax lawsuit. Proofs have been approved and should be in the mail before 1/22/21 before the cost of postage goes up.
- 2020 year-end report to Council is being completed and the presentation to Council is planned for 1/25/21.
- Began the 2020 CAFR process
- Timekeeping system is still pending a successful response to our dispute resolution. If it is successful, go-live is planned for the first pay in April.
- Reviewing procurement codes and processes to provide clarity and efficiencies
- *Department of Information Technology*
  - City Council Livestream Technology Assessment
    - The first organizational meeting and committee meetings have been successfully streamed to YouTube.
    - Still awaiting Council feedback on potential solution and direction they would like to see our online presence take.
    - If we are to meet July implementation timeline decisions will need to be made in the next couple weeks.
  - New Communications Center:
    - Networking equipment is being configured and it is anticipated the network will be up by mid-February.
    - New 911 trunk lines are being installed the last week of January.
    - Team is working on a finer timeline for setting up consoles, moving the Investigative Unit and installing the voice recorder.
  - Facilities Master Plan:
    - All meetings regarding the programs have concluded with the exception of the Community Center needing to be presented for comment.
    - Potential site locations are being investigated by Pizzuti with priority being given to the Service Center and Justice Center.
    - The new schedule anticipates the project wrapping up in early February.
  - Virtual Computing Environment Refresh

- Servers need to update the Failover site located at 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.
  - A 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.
- Asset & Workorder Management System with Citizen Engagement:
    - The standard portion of the RFP language is being drafted and will be completed by the end of next week.
    - Draft system requirements are in development and meeting will be held with stakeholder groups in the coming weeks.
- Rental Registration Online Application & Permitting through LAMA
    - GIS produced a map detailing all of the Rental Registration properties registered as part of the county program.
    - IT is still awaiting finalized information (cost schedule, process information, documents, etc.) from Planning Dept.
    - Additional conversation have been held with LAMA to discuss implementation of the new legislation.
- E-Recycling Program and IT Asset Auctions
    - IT Participated in the e-cycling event last week and older no value items we discarded.
    - IT storage room has been organized and lose inventory made.
    - 5 Asset auctions will conclude this week and they are anticipated to generate over \$7,500 in revenue.
- *Department of Marketing & Communications*
    - New GovDelivery rollout: Social media promotion to begin next week for new communications platform. Every current newsletter/email subscriber in our current system will receive 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 will also be 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. These posts will be moved to Wednesdays for the next two holiday weeks.
    - Utility Billing Updates: Working with the Department of Public Service & Engineering on ongoing communications plan for transition to monthly utility billing. Designed inserts for mailings, graphics, social media posts, website updates, and water bill inserts; working with *ThisWeek* news on story to share information on monthly billing.



- Working with multiple departments on development of promotional materials for job postings and recruitment efforts.
- Held first creative planning meeting for new *Gahanna* magazine; first edition expected to be published in April
- Attend weekly meetings with Parks & Rec team for planning purposes, write and distribute weekly "Senior Spotlight" e-newsletter, and wrote and distributed monthly "Parks & Recreation" newsletter.
- Working with IT Department and supporting Council through development of graphics for City Council meetings, as well as making Council updates to website for public hearings and Charter Review Commission
- Working with Mayor's Office and Development team to devise an overall marketing plan/toolbox for development
- Designed and edited "Workload-based Staffing Assessment" for Gahanna Division of Police, which will be added to Gahanna.gov by the end of the month and distributed internally.
- Finalizing overall communications plan for city
- Upcoming/ongoing projects:
  - Working closely with Public Service & Engineering on plans for public engagement regarding the ADA Transition Plan and Sidewalk Maintenance Program
  - Due to the ongoing COVID pandemic, State of the City will be in video format. Held initial planning meetings with Mayor to outline approach to SOTC and engaged vendors for photography and video support
- *Office of the Mayor*
  - Participated in virtual meeting with COMMA (Central Ohio Mayors and Managers Association)
  - Participated in MORPC's monthly Commission meeting
  - Met virtually with consultant regarding ongoing work on refresh to strategic plan, including timeline for engagement with Council

- Held multiple virtual meetings with staff, business representatives and developers regarding opportunities for business location in Gahanna
- Participated in virtual meetings with consultant, Kevin Schultz and senior leadership team to identify next steps for finalizing facilities assessment
- Participated in multiple organizational meetings with various boards and commissions
- Held interview and continued recruitment for open Director position; participated in second interviews for posted positions
- 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
- Communications with Governor's Office and FCPH regarding vaccination priorities and pursuing vaccinations for law enforcement personnel
- Working with City Attorney to finalize draft of legislation for unsolicited mail, updates to noise ordinance, updates to mobile food vendor code
- Held individual meetings with Directors to establish departmental and professional goals for the year and for each quarter of 2021
- Research Ohio Revised Code requirements for community improvement corporations; worked with Board members on proposed revisions to organizational bylaws to ensure legal compliance
- Working with City Planner & Zoning Administrator on operations of Code Enforcement Division, identifying areas for new and updated processes and policies
- Hold regularly-scheduled weekly touchbase meetings with each department director to update and provide direction on ongoing projects