

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

The following is respectfully submitted on behalf of the Mayor's Office for the month of October 2021:

**General Information**

Facilities:

- City Hall is open to the public as follows:
  - City Hall Hours are 8am – 5pm.
  - The building is closed for lunch from 1-2pm.
  - At this time, for the safety of staff and visitors, masks are required for any person who is not vaccinated. We are continuing to monitor CDC recommendations and will update if processes are revised.
- City Hall will be closed Wednesday and Thursday, November 25 and 26, in observance of the Thanksgiving holiday.

Staffing Updates:

- We welcome the following individuals who are joining the City of Gahanna staff:
  - **Matthew Messbarger** began his new role as a full-time Code Enforcement Officer, effective October 19. Matt is a Gahanna resident and a former police officer who brings his enforcement experience to his new role.
  - **Crystal Jolley** joined the Public Service Department in the role of Utility Billing Specialist, effective October 27. Crystal previously worked with both the Franklin County Auditor's Office and the Franklin County Treasurer's Office.
  - On November 4, **Kelsey Bartholomew** officially joined the staff as a full-time Administrative Coordinator in the Department of Planning.
  - **Brannon Williams** has been hired as a part-time member of the Streets crew (start date pending).

**Department Updates**

*Gahanna Division of Police*

- An update presentation was provided at Council's Committee of the Whole meeting on Monday, November 8.

*Department of Public Service & Engineering*

- 2020 Street Ratings/2021 Street Program (Ongoing)
  - Strawser Paving has completed this year's street program on time and under budget. Their crews will continue to be visible for the next couple of months as they make repairs and touch up any outstanding minor work.

- 2021 Street Ratings/2022 Street Program (Ongoing)
  - Rating of streets is underway for the 2022 Street Program. Every street is assessed anew each year. Ratings will occur over the next few months.
  - Proposals are being sought for detailed design of select streets where existing conditions prevent a "typical" rebuild process. Contract negotiations for that design work is underway.
- Private Development (Ongoing)
  - 9 development projects are undergoing final engineering design and review.
  - 21 projects are in the active construction stage.
- Granville St Traffic Signal Repairs (Ongoing)
  - Miller Cable Company has been contracted for work on the signals at Flint Ridge/Granville, Lincoln Circle/Granville, and Mill St./Granville.
  - Construction is expected to begin this week and will continue into March 2022.
- Local Waste Refuse Collection Contract (Ongoing)
  - Working with Marketing and Communications team and Local Waste to create and distribute resident notifications that will update residents on changes in service.
- McCutcheon Rd Fiber Replacement (New)
  - The City's fiber management company has identified damage to the fiber optic lines on McCutcheon Rd., likely as a result of rodents. The Department is working with the management company on a replacement plan for the damaged line.
- Western Gahanna SSES (Ongoing)
  - Smoke testing has been completed.
  - Dye testing work will be underway through November, weather permitting.
- Creekside Garage (Ongoing)
  - The Administration is in the process of finalizing contract negotiations following review of RFP responses and identifying the most qualified consulting team.
  - It is anticipated that a contract will be presented to Council for review and approval later this month.
- General Engineering Services (Ongoing)
  - An RFP was issued to seek consulting firms to streamline the process for acquiring professional services for smaller projects and to provide supplemental review of right of way permits and development projects.
  - Responses have been received and contract negotiations with qualified firms are underway.

- Recycling Cart Tagging Program (Concluded)
  - Director Crawford was one of three panelists invited to present their community's respective sustainability projects at MORPC's Summit on Sustainability on Oct. 15. His presentation focused on the City's partnership with SWACO and The Ohio State University on the recent cart tagging program and the program's success in Gahanna.
  
- Utility Rate Study RFP (Ongoing)
  - The Rate Study is expected to be finalized by the end of 3<sup>rd</sup> quarter in 2022.
  - The study will provide a comprehensive review of utility rates to ensure that charges are reasonable, competitive, and sufficient to meet the needs of the utility (including necessary maintenance and rehabilitation of infrastructure).
  - Industry best practices dictate that such a study be conducted every five to ten years. Gahanna last conducted a utility rate study more than ten years ago.
  
- East Johnstown Bike Trail Extension (Ongoing)
  - City staff and Korda are working with ODOT to finalize design concepts. As this is a federal route, ODOT has reviewing authority over portions of East Johnstown Road.
  
- SCADA Update (Water and Sewer Management System) (Ongoing)
  - The new SCADA server is active and is running concurrently with the old system while we perform testing. Once testing is complete, we will transition to the new server.
  - A few issues have been identified during the testing phase. Our IT team has been working with the vendor to resolve these issues.
  - We have entered the final phase of testing and anticipate being able to finalize the project in the next few weeks.
  
- Wynne Ridge Culvert Rehabilitation (Ongoing)
  - American StructurePoint is in contract with Gahanna to design rehabilitation options for this culvert.
  - Preliminary design for the culvert is underway.
  - Gahanna has applied for grant funds through ODOT's Municipal Bridge Program. Engineering staff presented the City's application to ODOT's selection committee on September 28. A response is expected later this year.
  
- Cherry Bottom Road Stabilization (Ongoing)
  - Construction drawings for the project are currently under review.
  - Construction is expected to begin by the end of 1st quarter 2022.
  - The Administration is exploring alternative funding sources for this project to reduce the need to expend local funds.
  
- City of Columbus Hamilton and Morse Rd Widening (Ongoing)
  - 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.

- Crews are working on preparing the road subgrade for paving on Hamilton Rd between Morse and Thompson Rd.
  - Crews are working on storm in the area north of Thompson Rd. and will soon start various water line lowering.
  - 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.
- Fleet Division
    - Dossier Fleet software upgrade has been completed.
    - In October, Fleet completed 82 work orders on 73 separate pieces of equipment.
    - Mechanics have begun prepping salt and plow trucks for the winter season.
  - Streets and Utilities Divisions
    - The annual street sign replacement program will be wrapping up this fall. The 2021 goal was to replace all signs in poor or very poor condition. Having a street sign maintenance program is required by Federal Highway Administration (FHWA). This year, crews have replaced 195 signs with roughly 100 signs left to go.
    - The annual hydrant painting program is 100% complete. In total, just under 600 hydrants were painted this year.
  - Utility Billing Division
    - The transition to monthly billing has already generated a positive result, as delinquency rates already have decreased to one-third of what they were for quarterly billing.
  - Asset Management and Work Order System – CityWorks (New)
    - The initial discovery phase has been completed; working through the integration phase throughout November.

### *Department of Parks & Recreation*

- The Parks & Recreation Department held a multiple day staff training and workshop. Topics covered included customer service, working relationships and personal styles, the mission of the Department, teamwork, and future opportunities.
- Projects
  - Splash pad: Vortex equipment has arrived at the Gahanna Swimming Pool. Excavation is complete. The surge tank has been installed and the installation of the pump system has begun.
  - Playgrounds: Woodside Green is complete and open to the community. A play structure appropriate for ages 2 – 5 will be included to the Woodside Green playground in January 2022. Headley Park playground installation is in progress.

- Price Road Renovation: The lower level of the structure has been identified to be within the 100-year floodplain; therefore, additional floodproofing will need to occur. 3D renderings of the site are forthcoming.
  - Parking lots: The Woodside Green parking lot draft will be presented to Planning Commission in November for review. The Trapp Park design has been revised due to complications meeting ADA requirements with abutting sidewalks. Construction will be pushed to 2022. Pathway security lighting has been purchased to improve the safety of the trail connection.
  - Headley Park: Soccer fields were surveyed, and drainage structures have been staked in order to design a profile for drainage improvements.
- Recreation
- The New Albany High School sent 50 students to Friendship Park for an on-site field trip. Students participated in a kayak experience and stream study. The Department partnered with a representative from Franklin County Soil and Water Conservation District in an enviro-scape lesson to learn about water quality and human and environmental impact.
  - The Senior Center's Fireside Feast was held at Hannah Park on Oct 15. Over 65 seniors joined staff for a meal, s'mores, pumpkin painting, and a hayride around the park. Thank you to Ashford on Broad & Taylor Springs and Debbie McNichols with ReMax Connection for sponsoring the events.
  - The Recreation division has refocused the programming responsibilities of staff to allow all service areas specific to particular demographics to expand offerings.
  - The Great Gahanna Goblin Trail was held on Oct 21 & 22. 797 tickets for vehicles were sold for this family friendly Halloween event. 735 vehicles and an estimated 2,600 people attended between the two nights.
  - The Recreation division is working to fill two (2) current vacancies within the division: Recreation Coordinator II (Pre-School & Youth Programming) and an Administrative Assistant (City Hall Front Desk).
- Parks & Facilities
- Weekly mowing, string trimming & grounds maintenance
  - Weekly park maintenance trash/bathrooms/cleaning
  - Goblin Trail logistics, planning, set-up and tear down
  - Added greenery for winter planters/baskets
  - Added extra milkweed, goldenrod and ageratum donated by Sue Hair to Wally Field prairie.
  - Redesigned and installed fall-focused perennial bed in Cafe Creekside Wedge.
  - Senior Center bed prep - Remove/Transplant/Till
  - City lot shrub removal and dispose of taxus
  - Identified golf course ash trees for treatment
  - Responded to 12 resident questions or concerns

- Arbor
  - Mowed/trimmed community gardens and emptied compost bins
  - Staff attended the MORPC Summit on Sustainability
  - Trees pruned: 19
  - Trees removed: 32
  - Trees resident/contractor calls: 34
  - Trees resident/contractor meetings: 1
  - Trees zoning application reviews: 13
  - Hazard tree inspections: 2
  - Storm/emergency clean-up: 3
  - Stumps ground: 34

### *Department of Economic Development*

- Development Marketing
  - Ecosystem-based marketing resources to support existing industries while growing opportunities in the City.
    - Design needs for this initiative have been inserted into the Department's CNA request for 2022.
  - Initial draft of aerial photos and video from contractor are due any day and will be reviewed by internal staff prior to publication and distribution/utilization.
  - A townhall (ED-101) was held on Tuesday, November 9. Guest speakers included:
    - Dr. Kerstin Carr, Director of Planning and Sustainability for MORPC
    - Justin Bickle, Managing Director for Client Services and Project Management for One Columbus
 -Topics included growth trends, tools in the economic development toolbox, and the City's responsiveness to opportunities.  
 -The workshop was livestreamed and can be viewed on the City's YouTube channel.
- Business Retention
  - Continuing to meet with local employers to evaluate return to work/office needs as well as general growth trends.
    - Continue to meet with employers and engage the business community. Topics and recurring themes include:
      - Workforce
        - Availability and Compensation
        - Training
      - Supply Chain concerns
      - General Expansion opportunities
  - Working with an existing employer on active expansion needs

- Business Attraction
  - Crescent
    - The Petition for the creation of the New Community Authority remains on hold due to a recent health issue of one of the parties (delay in obtaining necessary signatures for the Petition).
    - Activity remains robust on the site with additional buildings/leases being signed or explored. The Developer has inquired about expanding the CRA opportunity to the south of Tech Center Drive to support continued growth.
      - This area was carved out by an agreement between GJPS and City due to the implementation of the new TIF (a number of years ago). Staff is exploring the timeline of repayment re the TIF terms and if this is feasible.
  - Speculative Development
    - Continue to work with LeVeck Construction on their speculative project Taylor Road and Eastgate Parkway
      - A stumbling block has occurred with permitting from the Franklin County Engineer's Office. Senior staff members are actively working on resolving the issue.
    - Received a CRA request from Scannell Companies as they explore a speculative industrial development on Deffenbaugh Ct.
      - Coordinating with the GJPS on possible next steps.
- Other Development Activities
  - Small Business Development
    - Continuing to engage the small business community highlighting opportunities from the Ohio Department of Development (ODOD) supporting small businesses as well as potential JobsOhio funds supporting WBE/MBE/DBE businesses located in Gahanna.
    - Residential/Mixed Use
      - Engaging a development team on a proposed residential development to be located along Mill Street.
- Other Initiatives
  - Staff, in conjunction with the Mayor's Office, engaged M+A Architects in the development of a private development-focused strategy for the Creekside area of the City.
    - Meetings are ongoing re: masses of sites and possible areas for targeted redevelopment.
    - Conducted 8 meetings with members of the private development community in October. Suggestions will be folded into the final neighborhood strategy for economic development.
    - Staff has engaged 4 financial institutions to evaluate options to aid the CIC in possible funding associated with the proposed activity.
  - Transmitted proposed school compensation agreement to GJPS for their review and are awaiting response.
  - Finalizing plans re: the implementation of a EconDev based CRM, focused on streamlining activities and reports for local stakeholders.

## *Planning, Building & Zoning*

- Zoning Code:
  - Review of working draft is complete. Feedback provided to consultant. Draft at this stage is too preliminary for public discussion/engagement. Meeting with consultant forthcoming to discuss draft. Follow up steps will be additional edits prior to stakeholder engagement.
  - Discussion of options for strategic citizen engagement in code rewrite.
  - Evaluating topics for citizen engagement.
  - Ongoing discussion being held with Planning Commission regarding reoccurring issues they face and how the Zoning Code rewrite can address these issues. Recently discussed topics include:
    - Sheds
    - Residential accessory structures
    - Temporary signs
- Building Division:
  - 169 permits issued in month of October
  - Average permit issuance: 12.5 days (includes processing, review, and resubmittals; State allows 30 days per submittal)
  - 179 inspections performed in month of September
- Code Enforcement:
  - 257 inspections conducted in month of September
  - 67 new cases: 39% proactive, 61% citizen-driven
  - Working with IT Department and software provider on implementation of new Rental Registration Code, including digital accessibility, development of forms, payment processing
  - Identifying properties that may be candidates for compliance via the nuisance code
  - Identifying appropriate fees for nuisance code appeals and rental registration
  - New full-time code enforcement officer started October 18<sup>th</sup>
- 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
  - Full-time administrative assistant to start November 4<sup>th</sup>
  - Planning Commission applications are in review for:
    - Auto body shop at 4550 N Hamilton Rd
    - Rezoning near intersection of Johnstown Rd and Hamilton Rd for 52 apartments
  - 20 Planning Commission applications are currently in review



- 2021 Projects Approved:

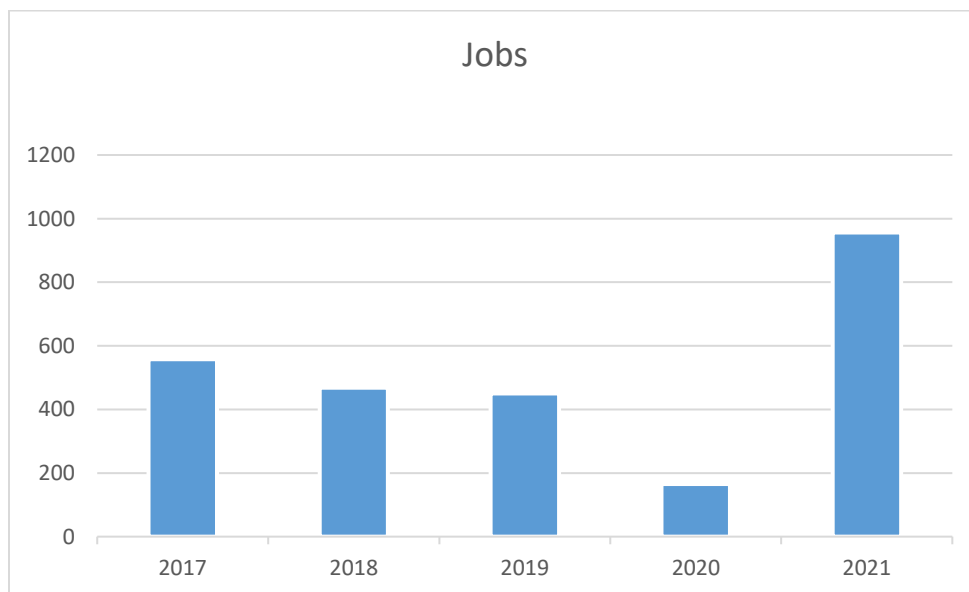
Project	Number	Investment \$	Job Creation
New Construction (Approved)	11	\$170M	926
Expansion and Renovation (Approved)	3	\$3.6M	30

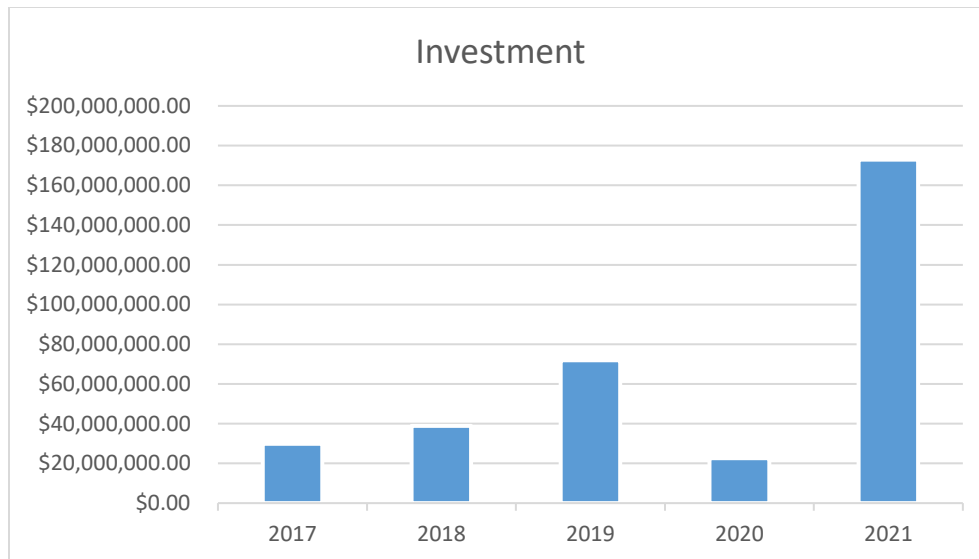
- 2021 Projects Pending:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	9	\$50M	204
Expansion/Renovation (Pending/Tentative)	1	\$5.2M	93

- 5-year development data for jobs and capital investment. Data for 2021 is through October 28:

	2017	2018	2019	2020	2021
Jobs Created/Retained	558	468	450	165	956
Capital Investment	\$29.8M	\$38.9M	\$72.8M	\$22.6M	\$173





### *Department of Human Resources*

- Wellness Program
  - 2021 Health and Wellness Fair was held October 13
  - Biometrics were scheduled the week of October 18
  - Setting up 2022 schedule for Wellness calendar and challenges
  - Adding new wellness challenges for the end of the year
- COVID response
  - Rolled out updated Guidance document
  - Continuing to monitor employees on quarantine and positive test results
- Labor Relations
  - FOP Negotiations to begin the first week of November
  - OLC Negotiations – working to schedule first session
- Employee Development and Training
  - Working to coordinate training for supervisors
  - Senior Leaders completed PRADCO Management Development Program
  - Mid-level supervisors started the PRADCO Management Development Program
  - Video training recordings in progress for Employee Evaluation electronic process
- Munis HRIS
  - Preparing 2022 Open Enrollment for employees to access electronically
  - Auditing employee data/updating records as necessary for proper system reporting functions
- UKG Time and Attendance
  - Build review of system completed, testing in progress
  - Scheduled for all City hourly employees to double punch beginning in November
  - HR/Finance completed UKG system training

- 2021 Employee Recognition and Awards Program
  - Program to be held on December 1
  - Awards committee is being assembled
- HR Policy Review
  - Mayor signed Controlled Substance and Alcohol Policy for DOT Drivers; supervisors trained, employees trained the week of October 25
  - Final edits are being made to the Alternative Work Arrangement Policy and Drugfree Workplace Policy
  - Employee Handbook is under review
  - Compensation Study and Pay Plan are finalized and incorporated in to the 2022 budget proposal
- Performance Evaluations for City Staff and PD
  - Preparing communication and roll out plan; Supervisor Training scheduled for January
- 2022 seasonal hiring
  - Working with Recreation Team to create hiring timelines and recruitment strategies
- Telestaff
  - Discovery Document submitted for building of the program
  - Training has been started while waiting for the program to be built
- Open Enrollment
  - Preparing communications
  - Open Enrollment is the first part of November
- Recruitment and Hiring

Position	Employee Type	Department	Application Dates	Status
Administrative Assistant	Part Time	Planning	CLOSED	Interviews complete
Police Officer		PD	Eligible List established	Psychological in process
911 Dispatcher		PD	Eligible List established	Background process
Parks Coordinator I	Part Time	Parks	CLOSED	11/1 Interviews
Lateral Police Officer	Full Time	PD	CLOSED	PT tests in progress

Compliance and Program Administrator	Full Time	PD	CLOSED	Offer rescinded, offer being extended to next candidate
Administrative Assistant (City Hall Front Desk)	Full Time	P&R / Service	10/26 - 11/7	Posting Drafted

### *Department of Finance*

- Time keeping and scheduler – currently working through testing. The timekeeping scheduler became operational in the fall; scheduler is anticipated to be operational in early 2022.
- 2022 Budget - Delivered the 2022 budget request to Council as planned the last committee in October.
- ARPA Funds – The 2022 budget request includes projects identified for 2022. There is a four-year window to use the funds and requests for appropriations will be made annually. It is the goal of the Administration to thoughtfully and strategically use this funding to meet the overarching purpose which is to spur economic recovery and assist those most impacted by the pandemic.
- Staffing – Working with Human Resources to determine a succession plan for potential retirements and the appropriate level of staffing for the Finance Department, as there have been many changes since 2016 when we last reset staffing levels for the Department.
- Procurement Policy – Working with Rae and Associates to provide an updated procurement ordinance to Council. This updated policy incorporates federal requirements located in the Uniform Guidance for expending federal funds. This will provide assurance the City is expending federal funds in accordance with the requirements identified in the Uniform Guidance.
- Providing financial information to Baker Tilly for the utility rate study.
- Following submission of the budget to Council, now beginning the preparation of the Third Quarter report to Council.

### *Department of Information Technology*

- Access Controls Upgrade
  - This upgrade project is being funded as part of the ARP revenue recovery request.
  - The first phase of this implementation is to address the panic button & fire alarm monitoring do by our dispatchers.

- Phase 2 will be to upgrade the existing access control system to a new software product giving us greater integration potentials.
  - Phase 1 is anticipated to be completed in time for the Dispatchers to be functional in the new center.
- New Communications Center
    - Installation of the Solacom 911 servers and positions is underway but taking longer than anticipated.
    - Mission Critical Partners has largely assumed the Project management roll and is performing daily oversight of all aspects of the installation.
    - Radio assets are anticipated to be moved closer to the Thanksgiving week.
    - All Administrators and GPD Dispatchers have been trained.
- Asset & Workorder Management System with Citizen Engagement
    - Discovery workshops were conducted the week of October 11 (2.5 Days)
    - Division workflows and needs were discussed in detail and a discovery memo, for review, was revived this week.
    - System Ecosystem Assessment is scheduled for week of November 15
    - User should have the ability to access the system by the end of November after base configurations are completed.
- Verizon to T-Mobile Cellular Plan
    - With T-Mobile being unable to meet our customer service expectations we have stopped pursuing this option.
    - Will continue to engage with AT&T First Net to see what the cost savings may be if we moved service to them.
    - PDs transition to First Net has gone very smoothly and will be taken into consideration when evaluating the potential move.
    - Verizon has indicated approximately \$200 per month bill credit is the best option they have to retain our business.
- Phone System Contract Review
    - Council authorized the Administration to move forward with new contract on 11/1
    - Planning for phone system transition is underway, following approval.
    - Anticipating a signed contract in early December.
- Facilities Master Plan
    - Facilities Plan was presented to Council on 10/11 & hard copies distributed
    - A series of 5 workshops were tentatively scheduled, with the first being 11/15. Workshops will be rescheduled until after the first of the new year
    - A short presentation was given to the Parks Foundation regarding the plan and Community Center portion of the plan.
    - Conversation with the GJSD continued with Clark Hall looking like less of an option. There is still interest in pursuing a joint service garage.

## Marketing & Communications

- Completed final revisions for Uniquely Gahanna Magazine, to be mailed week of 11/15.
- Prepared stories for *ThisWeekNews* on medical marijuana moratorium discussed in Council meetings, in response to media inquiry
- Met with *Columbus Business First* to discuss promotional/marketing needs and opportunities in 2022.
- Met w/ Department Directors for bi-monthly touch points on upcoming communications/marketing needs
- Worked with Development team on messaging strategy for townhall meeting in November, overall department strategy for resident communications.
- Developed recruitment graphics and posts for promotion of open positions at City.
- Engaged with local organizations regarding upcoming events and cross-promotional opportunities
- Attended crisis communications seminar (archive social)
- Met with engineering team on upcoming capital projects, prep for Council
- Reviewed communications policy draft, researched other municipalities for best practices
- Engagement Stats, 10/1 – 10/29/2021:
  - The City currently has 12 social media platforms, including the City website and City YouTube channel
    - Among those platforms, the City gained 191 followers on Facebook, 1 follower on Twitter, 52 followers on Instagram and 12 followers on LinkedIn.
    - City YouTube channel:
      - Currently has 162 subscribers. 4 livestreams and 2 uploaded videos were published. Gained 3 new subscribers in the month of October.
      - There were 608 views of the City's channel, and 82.5 hours of watch time on the channel.
      - The top viewed video was the Great Gahanna Goblin Trail promotional video, followed by the Planning Commission 10/27/2021 livestream, and Committee of the Whole 10/25/2021 meeting livestream.
    - Overall engagement is highest on Facebook, with 5,683 engagements on all posts for October. Facebook platforms are most often used for City, Police and parks/rec
    - Instagram is the City's second most popular platform for engagement, with 567 engagements in the month of October.
- *Ongoing/recurring projects:*
  - Updates and addition of new content to website
  - Respond to media inquiries, particularly with public safety

- Respond to resident questions and inquiries on social media
- Write and distribute weekly "Senior Spotlight" e-newsletter
- Creation of multiple graphics for social media posts, events and signage
- Write and distribute monthly City and Parks and Rec e-newsletters

### *Office of the Mayor*

- Mission, Vision, Values
  - Final survey completed. The final survey was sent to all City employees, Division of Police members and City Council.
  - 115 of 245 employees were returned or 47%.
  - The final review of the report and recommendations from Murphy Epson are being reviewed and will be presented to Council in the new year
- Development:
  - Continued work with Director of Public Service, City Engineer, City Attorney, and outside legal counsel regarding outstanding sewer issue related to ongoing condo development
  - Continued meetings with Development Director to discuss approach to resolution of outstanding issues related to Mill St. development
  - Met with Directors of Development, Planning, Public Service & Engineering and City Engineer to discuss options for resolution of issue related to pending industrial project
  - Participated in meeting with Development team and Communications & Marketing team to discuss creation of overall strategy for marketing of city for development purposes
  - 
  - Ongoing work with Director of Economic Development, City Engineer, Director of Parks & Recreation, Director of Public Service & Engineering, Director of Planning, and representatives of M&A Architects on private development-focused strategy for the Creekside District
  - Work with Development team on identifying funding and incentive opportunities to finalize expansion plans for business to add new HQ and manufacturing facilities to city
  - Participated in Bricklaying Ceremony for 3<sup>rd</sup> medical office building to be added to the Crescent at Central Park
- Planning:
  - Working with Director of Planning on code enforcement processes and permitting processes to identify opportunities for improvements and streamlining
  - Met with Director of Planning, Planning & Zoning Administrator, City Engineer to discuss code clarifications regarding driveway requirements
- Public Service:
  - Met with Director of Public Service, City Engineer and consultant re final evaluation of selection for Creekside Flood Mitigation project
  - Met with consultant (Jennifer Syx) to discuss grant funding opportunities for infrastructure projects, and updates from departmental meetings re identification of city projects for potential consideration

- Met with Communications Manager to review plans for resident communications related to change in trash pickup
- Public Safety:
  - Continued work with Gahanna Division of Police and City Attorney in development of a Memorandum of Understanding to outline and solidify interests and responsibilities as new Communications Center project moves forward
- Finance
  - Participated in individual meetings held with Department Directors, and Director of Finance, Director of Administrative Services to review budget requests, and evaluate for impact both in 2022 and with regard to long term planning
  - Met with Director of Finance and Councilman Schnetzer, Finance Chair, to review and discuss proposed capital projects and use of ARP funds
  - Participated in webinar hosted by MORPC to discuss impact of State Capital Budget on local governments
  - Participated in webinar hosted by OEDA on impact to municipalities on changes in municipal income tax
- Strategical Planning:
  - Facilities Assessment:
    - Continued work with DAS Miranda Vollmer and IT Manager Kevin Schultz and consultant to finalize facilities assessment; final assessment presented to Council on Oct. 11
  - Refresh of City Strategic Plan
    - Working with Director of Administrative Services and consultant in finalizing evaluation and recommendation of updated mission, vision and values statement, and on finalizing proposed updates to Strategic Plan
    - Anticipate presentation to Council for discussion and input after first of the year
  - Working with consultant (Jennifer Syx/Insite Advisory Group), Director of Finance, Director of Administrative Services, and Councilman Schnetzer, Finance Chair, on development of first-ever long-term Capital Improvement Plan, to guide prioritization of future capital projects
- Regional Representation:
  - Attended MORPC Commission & Transportation Policy meeting
  - Attended MORPC Summit on Sustainability
  - Attended monthly meeting of COMMA (Central Ohio Mayors and Managers Association)
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- Community Engagement:
  - Met with representatives of Creekside District Alliance and Visit Gahanna to discuss location of Creekside Blues & Jazz Festival, impact to local businesses, and opportunities to relocate or adjust for future events



- Joined Councilwoman Angelou in meeting with local business to establish relationship and discuss opportunities for small business support offered by the City
  - Prepared proclamations for resident and monthly recognitions
  - Attended grand opening of new business
  - Attended Chief's monthly Civic Association meeting
  - Working with City Attorney on pending projects, including finalizing updates to noise ordinance, revisions to Mobile Food Vendor Code, review and evaluation of drainage code, evaluation of housing-related legislation, resident inquiries, Sidewalk program, development projects, etc.
- Ongoing:
- Held regular meetings with individual Department Directors to receive updates and provide direction on ongoing projects
  - Sustainability Committee: Working with internal staff and resident volunteer to create Sustainability Task Force; working with internal team for launch of committee