

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

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

General Information

- City Hall will continue limited public access through March 31, as vaccines continue to roll out around the region. Staff continues to work remotely from home wherever possible. Until vaccines can be obtained for field staff and City hall members, staff will continue to work on rotational and staggered schedules to reduce contact.

- Earlier today, Governor DeWine announced the following updates to the vaccination schedule:
 - Phase 1C begins this week, including people who are: living with type 1 diabetes, pregnant, bone marrow transplant recipients, Living with ALS.

 - Occupations covered: childcare services workers, funeral services, law enforcement and corrections officers.

 - Priority groups we've identified to be part of Phase 1C of Ohio's vaccination program. This includes certain professions and those with certain medical conditions not covered in previous phases.

 - The entire 1C vaccination group can begin their vaccinations on Thursday, March 4. Also beginning March 4th, Phase 2 of our vaccination program will begin, with a lowering of age eligibility to 60 years of age.

- Staffing Updates:
 - Jim Turner, PE, joined the City of Gahanna team on Thursday, February 25, in the position of Water Resources Engineer. Jim returned to Central Ohio to work for the City after working as the Senior Project Manager for the Pittsburg Water and Sewer Authority. He brings more than 20 years of engineering experience to the City of Gahanna.

 - Effective today, Miranda Vollmer will begin the role of Director of Administrative Services, overseeing HR, IT and Finance Departments.

Department Updates

- *Gahanna Division of Police*
Staffing Updates
 - Following graduation from CPD's 134th Recruit Class, Officer Morgan Milliken entered Division's Police Training Officer (PTO) program. She is currently training on First Shift Patrol with Officer Terry Goulden.

- Officer Kaylea Pertz will be returning to the Division on April 1st following a nine (9) month military deployment. Officer Pertz is a commissioned officer in the U.S. Army Reserve.
- Officer James “Mitch” Gordon is transferring to a detective vacancy from Third Shift Patrol. He will assume duties as a detective focusing on property crimes, effective Monday, March 1.

Support Services

- Smart 9-1-1 technology is now operational in the Communications Center. The Division is working with the Communications & Marketing Division to develop information to share with residents once the program is ready to roll out.
- Construction continues on the new consolidated Communications Center. Dispatcher workstations have been installed, and electrical and network infrastructure work continues. We anticipate the bulk of the technology installation will begin the second week of March.

General Operations

- The Division’s hiring process is underway for vacancies in both police officer and dispatcher positions. The posting for these positions closed on February 28.
- The monthly civic association meeting was held by teleconference on Thursday, February 25.
- Sergeant Kyle Parrish (Field Services) was accepted into next Police Executive Leadership Course (PELC), which begins this fall.
- Work continues of formalizing processes around the Division’s peer-to-peer assistance team, with Sergeant Sheasby (Third Shift Patrol) and Officer Adam Buchman (SRO) completing nationally recognized training.
- *Department of Public Service & Engineering*
 - 2020 Street Ratings/2021 Street Program
 - 2020 Street ratings are complete. Bids are currently being accepted for the 2021 Street Program.
 - A Bid opening will take place on March 5.
 - Private Development
 - 7 development projects are undergoing final engineering design and review.
 - 18 projects are in the active construction stage.
 - Utility Billing Residential Leak Detection
 - Utilizing our advanced meter reading infrastructure (AMI) and the new water meters, staff identified a substantial leak inside a vacant home. The

leak used upwards of 740 gallons per hour or 17,000 gallons a day. Staff immediately responded to the resident's home and turned off the water service.

- ADA Transition Plan
 - Working with outside consultant, City Attorney, Mayor's Office and Communications Department to finalize the City's proposed ADA Transition Plan and an overall communications plan for a public input session to be scheduled later this month. We anticipate a presentation to Council in April, following a public input session.
- Sidewalk Program
 - Holding weekly meetings with the Mayor's Office, Communications Department, and City Attorney to discuss plans to share and gather public information in combination with the ADA Transition Plan.
 - Working on draft code for the proposed program, to be presented to Council after soliciting public input.
- Creekside Garage
 - A river gauge located at the Granville Street Bridge has been authorized for construction. This gauge will automatically alert critical staff of real-time river levels and flood risks.
 - We are working with FEMA on submission of a corrective action plan that will identify actions already taken as well as next steps to address identified issues.
- East Johnstown Bike Trail Extension
 - Finalized and executed contract with Korda/Nemeth Engineering, Inc. for the design of the East Johnstown Road Bike Trail between YMCA Place and Riva Ridge Blvd. Design work has begun and is expected to be completed in Summer 2021.
 - Field Survey is underway, and residents should be on the lookout for crews in the area.
- East Johnstown Drainage Improvements
 - IBI Group is preparing construction drawings for drainage improvements along East Johnstown Road near Larry Lane.
 - Field Survey is underway, and residents should be on the lookout for crews in the area.
- SCADA Update (Water and Sewer Management System)
 - We are currently in the process of updating our software, 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.

- Wynne Ridge Culvert Rehabilitation
 - We are in contract negotiations for the design of rehabilitation measures for a culvert under Wynne Ridge Court.
- Cherry Bottom Road Stabilization
 - We are in contract negotiations for the design of slope stabilization measures for two areas along Cherry Bottom Road.
- Taylor Station/Claycraft Road Intersection
 - Preliminary design is underway.
- 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.
- The Fleet Division has completed 117 Repair Orders and 23 Service Requests so far in the month of February.
- City of Columbus Hamilton and Morse Rd Widening
 - 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.
- *Department of Parks & Recreation*
Projects
 - Splashpad: Three (3) vendors have provided designs and presented available features for the Splash Pad. A firm has been selected for engineering services.
 - Playgrounds: Four (4) vendors were contacted to request features, design and installation estimates for Headley and Woodside Green playgrounds. 3 of 4 vendors have submitted designs for both parks.
 - Price Road Renovation: Two of three proposals have been received for the design and engineering of the project.
 - Parking lots: RFP is being drafted for the replacement of Woodside Green and Price Rd. House parking lots, and Trapp Park Bike route. The intent is to bid all three projects together.

Recreation

- Staff participated in the Central OH Aquatics Roundtable and Summer Camp to discuss the 2021 summer operations along with the continued challenges with COVID-19.

- Staff have held over 30 interviews for open seasonal positions. Offers for the positions will not be extended until an operations plan for summer services is finalized.
- Staff participated with the Chamber's virtual career fair with GLHS.
- 3,625 meals have been provided to seniors within the Gahanna community since the onset of COVID.

City Support/Resident Response

- 2 foreman assisted Street department with plowing 2/15
- 2 staff assisted in hauling salt from Columbus salt barn to Gahanna barn
- Cleared icy trail paths from Academy to Woodside
- Received a complaint of excessive dog waste at Woodside Green. Resident is requesting dog bags. A model similar to Pizzuro Park will be implemented with two (2) stations and educational signage.

Arbor

- Assisted with snow removal through February
- Removed all dead trees marked on Golf Course
- Pruned all parks for mower clearance
- Removed willows from pond banks, swales at Hannah Park; cleared parking lot drains of plants and debris
- Evaluating tree installs and locations for spring planting
- Planning for Arbor Day event on May 8
- Evaluating options for improving nature trails and wet areas in Gahanna Woods
- Conducted tree trimming and stump removal at Stonegate Cir.; cut stump down to the ground and trimmed tree line away from street trees
- Organizing volunteer group from Columbus Academy to adopt Academy Park; group will focus on landscaping, invasive removal and litter clean-up
- Till/frost seed new prairies at Wally Field and Brookhill/Cherry Bottom
- Review landscape agreement for Spring
- Trees pruned: 20
- Trees removed: 3
- Trees resident/contractor calls: 6
- Trees zoning application reviews: 4

Parks

- Snow removal on trails and in parks through February
- Trash and bathroom cleaning and sanitation daily
- Installed new cabinets in office area
- Cleared overgrowth around Price Rd
- Installed new signs on recycled benches
- Organized and washed trucks from winter use

Facilities

- Snow removal on trails and in parks through February

- Removed old shelving, reorganized tools and woodshop area in Parks Garage
- Replaced heater in Sunpoint Park bathroom
- Working with IT Department to research security options for Price Road House
- Replaced Creekside circulation pump
- Re-routed electric to replace lighting in Creekside bathrooms
- Repaired bypass switch for Headley furnace
- Removed cabinet in kitchen at Ohio Herb center, repaired/painted wall; arranged for and managed electrical work by Countryside Electric.
- Cleaned and painted bathrooms at HRP
- Installed/replenished playground mulch
- Remove old signs with COVID restrictions; clean-up residue; evaluate what needs done to clean up shelters for use.

Golf Course

- Snow removal
- Part-time GC staff working with facilities crew until course opening
- Fill pump-Replace parts
- Installed new shelving in office

○ *Department of Economic Development*

- Working with a regional industrial broker/developer on the construction of a 100,000 sf building on land off Morrison Rd
- Working with engineering and planning on roadway improvement project (Leavitt Service Road)
- Finalized round one of interviews for Development Director
- Working with a local developer to overcome utility hurdles in order to construct 4 new flex – industrial buildings at Eastgate
- Engaging with ODOT Jobs and Commerce to discuss funding of certain roadway projects
- Finalizing the Crescent Development Agreement, developing the documents for the NCA and TIF
- Mill Street project: Continuing negotiations with Developer on latest executive summary proposal
- Working with a broker to secure a new business interested in locating in an existing Gahanna facility

- Working with a developer on a new \$30 million project that would entail construction of 3-4 buildings in the industrial zone
- Assisting an existing Gahanna business in partnering with a developer to construct a facility that would accommodate expansion of its business
- Engaged in ongoing communications with a large business regarding interest in locating in Gahanna, including exploration of available incentives (locally and statewide)
- 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: 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 60 permits in last two weeks
 - Average permit issuance: 11 days (includes processing, review, and resubmittals; State allows 30 days per submittal)
 - Review of customer permitting portal
 - approximately 50% of permits are submitted online
 - looking for areas of improvement, reduction in incomplete or multiple submissions of permits
 - streamlining of information
 - Review of permit applications to simplify and reorganize forms; goal is to avoid errors, improve accuracy of information, reduce submittals, improve customer experience
 - Contractor registration, gas piping, and miscellaneous permit applications are being revised
 - Code Enforcement:
 - Conducted 151 inspections in last two weeks

- Furloughed PT Code Enforcement Officer returned February 22
 - 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
 - Reviewing 2018 SOPs with goal to update to improve consistency and timeliness
 - Working with software provider to investigate concerns around complaints that are not visible from website; developer is assessing the cause and working to identify a permanent solution
- o Planning/Zoning:
 - Review and streamlining of fence, shed, and zoning certificate applications to reduce confusion and errors, improve accuracy of information reduce submittals, improve customer experience
 - Website updates
 - can now be used for online submittals of fences, sheds, signs, zoning certificates
 - online payments now available
 - eliminates need for in person/paper submittals
 - allows customers options of in person or online submittals
 - 2021 Projects Approved:

Project	Number	Investment \$	Job Creation
New Construction (Approved)	2	\$25 M	425
Expansion and Renovation (Approved)	2	\$3.3M	5

- 2021 Projects Pending:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	8	\$98M	294
Expansion/Renovation (Pending/Tentative)	0	0	0

- *Department of Human Resources*
 - Benefits
 - Reconciled and paid February benefits – Delta Dental, VSP, Standard Life Insurance
 - Scheduled benefits meetings for new employees and employees enrolling in benefits
 - Attended February meeting of the COHCC
 - Working with UMR to transfer employee dollars from HRA to HSA accounts
 - HRIS
 - Setting up/troubleshooting performance evaluations in Munis
 - Working with PD on entering personnel actions for those moving shifts or changing to SRO, etc.
 - Updating position control for job changes
 - Evaluating using the case management tool in Munis for use of restricted duty tracking
 - Set up case management tracking for ADA accommodations and injury tracking
 - Set up grievance tracking
 - Discussed using discipline tracking with PD for discipline
 - Reviewed FMLA tracking to determine if program will be useful
 - Recruitment and Hiring
 - The City is currently accepting applications the following applications:
 - Police officer and 911 dispatcher through February 28.
 - Team Member (part-time) through May 30.
 - Finalized validation process for CriteCall. This will be used to administer the civil service test for dispatcher.
 - Seasonal positions are posted and interviews are being conducted by the Recreation Team
 - Conditional offers of employment were extended to three candidates for Pro Shop Attendant.
 - The first phase of civil service testing, which included written examination, was completed for Code Enforcement Officer, Maintenance Worker, Facilities Maintenance Coordinator and Horticulturist. The second phase consists of an oral interview examination, which is scheduled for the first two weeks of March.
 - Held focus group call with BGSU-IPRA to discuss civil service exam for Utility Billing Specialist II
 - Completed job descriptions for Utility Billing Specialist II and Planning & Zoning Administrator
 - Coordinating background checks and first day at work for new employees
 - Held interviews for Director of Economic Development. Second round interviews are currently being scheduled.
 - Scheduling interviews for part-time team member with

- Leave Management
 - Regular weekly leave management and working with supervisors on temporary restrictions and return to work
 - Worked with employees on their return to full duty.
 - Continued to monitor employees out on long-term medical leave
- Safety
 - Completed recordable injury logs for two injuries
 - Working to finalize edits to the City's DOT policy
- Labor Management
 - Discussed MOU with United Steelworkers union rep to add a new classification for Utility Billing Specialist II
- COVID response
 - Meeting held with Recreation Division to discuss facial coverings and other COVID precautions for seasonal employees
 - Continued to monitor employees on quarantine
- Training
 - Scheduled employees for New Supervisor Series with the City of Columbus. The series consist of 8 classes, including communication skills, learning to manage, conflict resolution and employee engagement
- Other
 - Continued work with consultant on job audits and compensation review
 - Notifying employees of unemployment fraud
- *Department of Finance*
 - The 2020 audit plan is being finalized and audit requests continue to be delivered.
 - Preparation of the 2020 CAFR is underway.
 - Implementation of the timekeeping system is still pending, with issues remaining outstanding with the vendor's software. We have initiated the dispute resolution process under the contract and are working with the City Attorney, Mayor's Office and the IT Department to define next steps for bringing this matter to closure and resolution.
 - Working with Mayor's Court on banking relationships.
 - Prepared revised Investment and General Fund – Fund Balance policies and have delivered to the Mayor and City Attorney for review. These will be coming before Council for approval and adoption in the coming weeks.

- *Department of Information Technology*
 - Facilities Master Plan:
 - Draft plan has been received and is being reviewed internally.
 - City Council Livestream Technology Assessment
 - We have been successfully livestreaming to YouTube since the beginning of the year.
 - A formal quote to equip Council Chambers for in person meetings is being generated.
 - It is anticipated the vendor will need approximately 90-120 days to fully implement the designed solution.
 - New Communications Center:
 - Meetings held to discuss implementation and upgrade of the Voice Recording solution.
 - New 911 trunk lines are in place and are waiting additional progress on our side before being finalized.
 - Asset & Workorder Management System with Citizen Engagement:
 - The standard portion of the RFP language is complete with some minor edits needed after comment.
 - The draft system requirements have been developed and will be presented to Service & Parks & Rec in the coming weeks.
 - We are anticipating publication the RFP by mid-March.
 - E-Recycling Program and IT Asset Auctions
 - 5 Asset auctions were concluded with one of them needing reposted for non-payment.
 - 5 additional auctions have been sent to Service 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 Fleet Facility have arrived and are being configured.
 - 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 through LAMA
 - Held additional conversations with LAMA to discuss implementation of the new legislation.
- *Department of Marketing & Communications*
 - GovDelivery, is up and running. Two emergency alerts were sent via the email distribution list in the last two weeks. Text message capability was tested on February 24.

- Smart 911: Information will be rolled out beginning the week of March 1 on Gahanna.gov and social media channels. Press release is being finalized. Met with Gahanna Division of Police on overall marketing and communication plan.
- Updates to the website are underway, with primary focus on ensuring up-to-date and accurate content. The team is currently reviewing the 100s of pages on the website for needed content updates.
- Preparation of the 2021 State of the City is underway, with filming of videos and interviews. Final script and outline for the SOTC video presentation are being finalized. SOTIC will be published online at the end of March.
- Finalizing development of an overall city-wide communications strategy and policy; meetings are scheduled to be held over the next two weeks with larger departments, to identify individual department-specific needs.
- Continuing work with the Development Department to devise an overall marketing plan and toolkit to support the Development Department and development initiatives; quotes are being obtained from consultants to assist in devising an overall marketing strategy. Final meeting to obtain a quote has been set for beginning of March.
- Continuing work with 614 Magazine on publication of new Gahanna magazine, which not only will provide programming information for the Department of Parks & Recreation, but also will provide information on city-wide projects and initiatives to keep residents informed and up-to-date. Interviews for the first edition of the new Gahanna magazine have been completed; expect to review draft with publisher week of March 1. First edition is scheduled for publication and distribution in April.
- Creating artwork for signage for the Creekside Arboretum to send to Fab Lab; goal is to have some signage completed and installed for use in upcoming magazine photos.
- Prepared press releases and responded to media inquiries regarding development projects in Gahanna, including The Crescent at Central Park, BillGO, and new surgical center
- Working with Department of Public Service & Engineering, City Attorney and Mayor's Office on plans for public engagement regarding the ADA Transition Plan as well as the Sidewalk Maintenance Program

- 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.
- Ongoing/recurring projects:
 - Respond 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
 - Write and distribute monthly City and Parks and Rec e-newsletters (sent out March 1)
 - Published monthly PD bulletin on Gahanna.gov and Facebook.
- *Office of the Mayor*
 - Met virtually with MORPC Executive Director William Murdock, Membership Director Eileen Leuby, and MORPC Chair Karen Angelou to discuss opportunities for partnership between MORPC and City, to assist in and align growth plans for Gahanna with projected regional growth
 - Attended MORPC Regional Housing Strategy presentation on February 19, and meeting of Environmental Sustainability Forum on February 25
 - Met virtually with Gahanna resident and environmental consultant to discuss opportunities for sustainable planning and implementation, including next steps and timeline for formation of Sustainability Task Force
 - Met virtually with Interim Development Director Jennifer Syx and potential buyer of established Gahanna restaurant to explore opportunities for City to support ownership and new opening, and to discuss vision for Creekside District
 - Met virtually with members of the development committee for the Gahanna Parks & Recreation Foundation to discuss plans and vision for growth of Parks & Recreation Department and opportunities to align Foundation initiatives to support vision for Department
 - Held virtual meeting with Interim Development Director and representative of established Gahanna business to discuss owner's plans for business growth and expansion, and opportunities within Gahanna to expand
 - Ongoing communications with representatives of Kroger to discuss resident concerns regarding concerns of ongoing noise issues and opportunities to mitigate impact to surrounding neighborhoods

- Held multiple (virtual) meetings with M. Blackford to discuss Code Enforcement operations, status of operational review, and continued evaluation of current processes; work on preparation of presentation on operations of Code Enforcement for Council; finalized proposed job description for new Planning & Zoning Administrator position
- Continued communications with representatives of the Governor's office to advocate for the vaccinations of law enforcement officers and dispatchers.
- Working with Development team and outside legal counsel on evaluation of incentives for proposed development agreement(s)
- Held discussions with Chief Spence, Chief Kauser and Mifflin Township Trustee Lynn Stewart to review development of new Communications Center and discuss approach to short-term and long-term plans for memorializing shared location and services
- Held several (virtual) meetings with individual local business owner to discuss development initiatives within the City and opportunity for partnership
- Virtually met with representative of Ohio Dominican University and Director of Human Resources to discuss opportunities for program collaboration
- Working with Parks & Rec staff on development of special events policy, to provide clarity and streamline expectations for community partner and outside organizations
- Met (virtually) with Visit Gahanna and internal city department representatives to discuss approach to plans for summer events in light of COVID and pending limitations
- Held regularly scheduled weekly touchbase meetings with each department director to update and provide direction on ongoing projects
- Continued work on ongoing initiatives:
 - development of sidewalk program
 - finalization of ADA transition plan
 - Facilities Assessment
 - refresh of Go Forward Gahanna (Grow Forward Gahanna)
 - pending development projects
 - draft legislation for unsolicited litter, noise and mobile food vendor