

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

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

**General Information**

**Facilities:**

- The Gahanna Senior Center reopened to in-person programming on Thursday, July 15.
- City Hall is open to the public as follows:
  - City Hall Hours are 8am – 5pm.
  - The building is closed for lunch from 1-2pm.
  - For the safety of staff and visitors, masks will be required for any person who is not vaccinated.

**Staffing Updates:**

- We welcome the following new Gahanna team members:
  - **Courtney Thraen** will join the Department of Economic Development on July 20 in the role of Economic Development Manager. A native of the Central Ohio area, Courtney most recently has worked in the Boston area, spearheading small business development. She will focus on small business programming and support.
  - **Christian Braswell** will start as a new Utility Billing Specialist on July 26. Christian, comes to Gahanna from Mount Carmel Health System, where she was a Health Services Audit Specialist.
  - **Jessica Hruby** and **Seth Meadows** have accepted Dispatcher positions with Gahanna Division of Police. They have completed all pre-employment processes and will enter the Division's six-month long training program for the Dispatcher role.
- The City is currently accepting applications as follows:
  - 911 Dispatcher through July 31
  - Team Member (Services Facilities) through August 30
  - Seasonal Laborer (Parks) through August 31
  - Team Member (Parks Part-time) through August 31
  - Team Member 1 (Public Service) through September 30

**Upcoming Community Events:**

- Shred It and E-Recycling Event: *This* Saturday, July 24, 9am – 12pm, City Hall
- Vettes, Rods & Classics: Saturday, August 7, 12 – 7pm, Creekside District
- Midweek at the Creek: Every Wednesday, 6 – 8pm, Creekside Plaza

## Department Updates

### ○ *Gahanna Division of Police*

#### ○ General Updates

- On Friday, July 16, Officer Doug Reisinger and Officer Brenda Johnson graduated from the CPD's Training Academy (135<sup>th</sup> Class). They will enter the Division's Police Officer Training (PTO) Program this week for an additional four months of training.
- The Division is in the process of formulating an eligibility list for the position of Police Officer, including the evaluation of applicants who submitted through the recently approved lateral entry process.
- Interviews will be conducted for the position of Program Compliance Manager (CALEA Accreditation) the week of July 19<sup>th</sup>.
- The next Chief's community meeting will be held in the Police Conference Room on Thursday, July 29, at 7 p.m.
- The deployment of all body-worn cameras to the Division's officers is complete. The additional Computer Aided Dispatch (CAD) integration process is underway with an expected completion in a matter of weeks, well in advance of the previously expected period of several months.
- Over the next two weeks, additional training will be held on the body-worn camera system's redaction and records management process.
- Representing the Franklin County Chiefs Association, Chief Spence participated in a community roundtable on juvenile crime in Whitehall on Thursday, July 15. The goal of the meetings was twofold – to reduce juvenile crime and to address fractured community/police relationships. An executive summary of outcomes and action plans from these community meetings will be shared in the coming weeks.

### ○ *Department of Public Service & Engineering*

#### ○ 2020 Street Ratings/2021 Street Program (Ongoing)

- Strawser Paving has completed roughly 70% of the Street Program's resurfacing citywide. Asphalt resurfacing is expected to be completed within the month, weather permitting. Pavement marking work and restoration is ongoing.
- The rebuilds of Nob Hill, Baywood, Rocky Fork Ct, and Denwood Ct have all reopened ahead of schedule. Asphalt and restoration work are underway.
- The rebuild of Dunchurch is expected to begin this week.
- The rebuild of Diven Lane and Diven Court has been delayed a few weeks due to outstanding utility conflicts. We expect the rebuilds to start within a month.
- Notification mailers were sent to residents whose streets will be maintained this year. An additional door hanger will be provided approximately one week before start of construction.
- Overall, work is proceeding on schedule and according to plan.

- Private Development (Ongoing)
  - 7 development projects are undergoing final engineering design and review.
  - 16 projects are in the active construction stage.
- Granville St Traffic Signal Repairs (Ongoing)
  - We are working with our consultant to prepare bid documents for the repair work of the signals at Flint Ridge/Granville, Lincoln Circle/Granville, and Mill St./Granville. Bid documents will be finalized this week. Advertisements will run late July and early August, with a bid opening in mid-August.
- US EPA Water Infrastructure Needs Survey and Assessment (Ongoing)
  - The US EPA has once again selected Gahanna to participate in the 2021 Survey, which is intended to capture the infrastructure needs of the utility and report those needs to Congress. The results of the survey will help to determine funds allocated to the Federal Drinking Water State Revolving Fund (DWSRF) in Ohio. The City will work with the OEPA throughout the year to provide needed information.
  - We met with representatives from the OEPA last week to review data gathered thus far. Some follow up data will be gathered over the next few weeks. OEPA expects to share their report with the USEPA's consultant within the next few months.
- Big Walnut Fiber Redundancy Loop (Ongoing)
  - Preliminary construction plans are being finalized for a redundant fiber connection across the Big Walnut. This will utilize existing fiber conduit installed as part of Big Walnut Trail Section 4 and will connect back to the existing network. The new line will create redundancy for city services, safety services, and businesses utilizing the fiber network.
- Western Gahanna SSES (Ongoing)
  - Late spring, we received two small-medium intensity storms. The flow monitors recorded a response in sewers in the Royal Manor and Brentwood Estates neighborhoods during these events indicating that rainwater and groundwater was making its way to the sewers.
  - Monitoring is ongoing for the other areas until a higher intensity storm occurs.
  - A virtual town hall meeting is being planned for sometime in August, to provide updates on the project to residents within the study area.
- Water Model Update (Ongoing)
  - CT Consultants has reviewed the system for adequate flows and noted that we have a strong water distribution system that is performing well.
  - We are using the updated model to analyze the Claycraft waterline replacement to help determine the appropriate replacement waterline size.

- Water Meter Reading Software Update (Ongoing)
  - The software that performs the wireless water meter readings has reached the end of its useful life and no longer will be supported in the near future.
  - We are working with Sensus, our software provider, to upgrade the various "back end" components supporting the meter reading software, and to create an addendum to our current software as a Service Agreement (SAAS), covering the update/upgrade to the new software.
- ADA Transition Plan (Ongoing)
  - The presentation and draft Transition Plan can be accessed on the City's website. Input and feedback may still be submitted via email to [ada@gahanna.gov](mailto:ada@gahanna.gov).
  - FHWA has provided feedback, which we are working to incorporate it into the Transition Plan. Once updated, the Plan will be sent to FHWA for final review.
  - The 2021 2<sup>nd</sup> Quarter Update was provided to FHWA on July 1.
- Sidewalk Program (Ongoing)
  - An RFP was prepared and published to engage an engineering firm to assist with implementation of program. A preferred consultant has been selected and contract negotiations are underway.
  - Upon selection and engagement with an engineering firm to assist in the administration of the program, a program area will be presented to Council for adoption.
- Creekside Garage (Ongoing)
  - A corrective action plan has been submitted to FEMA that identifies actions already taken as well as next steps to address identified issues.
  - We are in the process of writing the scope for an RFP to design the necessary improvements to the structure.
- General Engineering Services
  - 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)
  - The final cart tagging took place on June 22. A final survey was sent to all who participated in the initial survey.
  - A final report is expected to come out in September.
- Utility Rate Study RFP (Ongoing)
  - After a review of proposals, we have entered into an agreement with BakerTilly municipal advisors to conduct the rate study. A kickoff meeting was held last week laying out the approach to the study.

- Over the next few weeks, requested data will be gathered and provided to the consultant for use in the study.
  - 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 (US 62).
  - East Johnstown Drainage Improvements (Ongoing)
    - IBI Group is finalizing drawings for drainage improvements along East Johnstown Road near Larry Lane.
  - 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.
  - Wynne Ridge Culvert Rehabilitation (Ongoing)
    - American StructurePoint is in contract with Gahanna to design rehabilitation options for this culvert.
    - Field survey has been completed.
  - Cherry Bottom Road Stabilization (Ongoing)
    - We are in contract with S&ME, Inc's for the design of stabilization measures. Soil borings have been completed.
    - Laboratory testing of soils in the area is ongoing.
    - Mapping of wetlands and streams in the work area is underway.
  - Taylor Station/Claycraft Road Intersection (Ongoing)
    - Design is underway. EMHT and their subconsultants have completed preliminary soil testing and survey.
    - Following a review of the preliminary design, EMHT is preparing concept drawings, cost estimates, and right of way documents.
  - Big Walnut Trail Section 8 (Ongoing)
    - The Engineering Division is coordinating with the Parks and Recreation Department and American StructurePoint to select a design alternative for Big Walnut Trail Section 8 over I-270.

- A concept review meeting between staff and ODOT District 6 was generally positive. Parties are working together on next steps to advance the project. Development of this next trail section is intended to align with ODOT's planned work on the Hamilton Road bridge.
- 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.
  - Columbus and the contractor are still working through a few outstanding utility conflicts. Approved schedule delays are expected due to the ongoing utility conflicts.
  - The contractor has encountered rock while installing the storm on Hamilton Rd on the northern end, which has caused some minor delays.
  - Crews are working on preparing the road subgrade for paving on Hamilton Rd between Morse and Thompson Rd.
  - North of Thompson, Crews are working on storm 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.
- Streetlight Painting Program (Ongoing)
  - Streetlight painting began on July 12 in the Creekside District. Painting is currently underway on Granville St. from Shull Rd. to Mill St.
- Fleet Division
  - Implementation of the new fleet management software (Dossier) is currently underway. New user training is scheduled for August 11-12, which will be the "go live" days.
- Utility Billing Division
  - With the transition to monthly billing, Utility Billing has been handling a much higher call volume as well as increased foot traffic in the office.
- 2021 Shred and E-Recycle Event
  - The City will host a Shred and E-Recycle Day on Saturday, July 24, from 9am to 12pm in the City Hall parking lot.
  - The event is open to Gahanna residents only.
  - Ohio Mobile Shredding (OMS) will provide paper shredding services.
  - Resale Technologies (who ran January's e-recycling event) will provide electronic recycling services.
  - Details regarding the event can be found at [Gahanna.gov](http://Gahanna.gov).

- Streets and Utilities Divisions
  - The annual street sign replacement program is in full swing. The 2021 goal is to replace all signs in poor or very poor condition. Having a street sign maintenance program is required by Federal Highway Administration (FHWA).
  - The annual hydrant painting program is underway. Over 180 fire hydrants have been painted to date.
  - To date, crews have responded to over 20 citizen requests in the month of July.

- *Department of Parks & Recreation*

- Projects
  - Splash pad: Vortex equipment will be delivered by July 20. Bid opening occurred on Friday July 9.
  - Playgrounds: Woodside Green is complete and open to the community. Headley Park playground rebuild has been delayed due to a fire that occurred in the distribution center's warehouse. The installation has been pushed to September.
  - Price Road Renovation: M&A has provided multiple designs for staff to review. A code review has been completed with city staff. Mechanical, electrical and plumbing designs are now being completed.
  - Parking lots: The project kickoff has begun with StructurePoint for the design and engineering for Price Road House parking lot, Woodside Green parking lot and Trapp Park walking path. Surveyors have been out to each site.
  - Big Walnut Trail Section 8: The application for the RAISE grant has been submitted in coordination with Franklin County and MORPC.
  - Community Wide Trail Plan: MORPC intern from the Easton Future Vision Fellows has been working with the Department to assess the impact and feasibility of current trail concepts as well as identifying disparities within the trail system throughout the City. A survey was released for public feedback regarding current and future trails.
- Recreation
  - The Senior Center reopened on July 15 for in-person programs and activities. Event was well-attended.
  - A celebration of life of long-time resident and community partner, Steve Nye, will be held at the Gahanna Swimming Pool on August 14.
  - The Gahanna Parks and Recreation Foundation has dedicated \$10,000 to converting the tennis court at Friendship Park into four (4) Pickleball courts for Gahanna residents to use and enjoy.
  - Moonlight paddling experiences are available for registration. The evening kayaking adventures provide a Paddling SmartStart introduction to paddling, required equipment and instruction from certified instructors. Info and registration can be found at [Gahanna.gov](http://Gahanna.gov).

- 645 pool passes have been sold to date
- Working with Visit Gahanna and Creekside District Alliance in supporting Midweek at the Creek event
- Continuing presentation of summer concert and drive-in series
- Parks & Facilities
  - Weekly mowing, string trimming & grounds maintenance at all parks and facilities
  - Replaced plumbing to outside shower units at HRP pools
  - Installed gravel drive from GSP back pool pump house to access drive
  - Installed additional lighting and outlet in HRP pump room.
  - Installed new drinking fountain between bathroom entrance at Academy Park and Woodside Green
  - Trimmed trees at City Hall
  - Removed and replaced broken booster pump for the irrigation system at the golf course.
  - July 4th Cleanup
  - Installed fencing and gate at the golf course
  - Flood response – Removed and replaced rails on Creekside bridge
  - Responded to 27 resident questions or concerns
  - Assisting outside organizations in logistical planning and support for upcoming events
- Arbor
  - Weekly watering of trees, flowers and baskets planted in spring 2021
  - Cleaned downed tree on Sycamore Run
  - Attended the Bi-monthly Tree Subcommittee meeting
  - Coordinated Memorial tree at Creekside
  - Review of Code 913 for recommended updates and revisions
  - Conducted storm clean-up
  - Mowed and trimmed community gardens
  - Cut back poison Ivy at Gahanna Woods
  - Trees pruned: 6
  - Trees removed: 11
  - Trees resident/contractor calls: 22
  - Trees resident/contractor meetings: 5
  - Trees zoning application reviews: 16
  - Hazard tree inspections: 6
  - Storm damage clean-up: 5
- *Department of Economic Development*
  - Development Marketing
    - Continuing to explore solutions related to promotion of the City's resources and opportunities to attract and expand business opportunities.



- Met with members of JobsOhio, Ohio Department of Development (formerly ODSA), and the brokerage community to understand updated resources available to local businesses. Met with Communications team to share changes with a goal of developing a campaign to help retain and grow small businesses in the City.
  - Continuing to evaluate the development of eco-system based marketing resources to support existing industries while growing opportunities in the City.
- Business Retention
  - Continuing to meet with local employers to evaluate return to work/office needs as well as general growth trends.
    - A recent meeting included non-economic/retail expansion needs and the need to a diversification of the City's available retail spaces to support a variety of uses.
    - Participated in meeting focused on workforce development needs and available training/hiring opportunities to fill existing (and future needs).
      - Future meetings continue to focus on building local and regional partnerships to support existing business needs to support growth and opportunity.
  - Communicated with multiple businesses regarding their intention to expand operations in the City.
    - Connecting with the companies to fully understand their expansion plans including capital commitments, job commitments, timing, and general needs for support.
- Business Attraction
  - Tax Increment Financing related to the Crescent Development was presented at the Council's Committee of the Whole meetings on 6/28 and 7/12, and was presented for first reading on on 7/7. TIF legislation is scheduled to be presented for second reading on 7/19.
    - Legislation for creation of the New Community Authority is on-hold due to a recent health development by one of the parties (delay in obtaining necessary signatures for the Petition).
    - Due to recurring inclement weather issues, the groundbreaking ceremony for the new Walnut Creek Surgical Suites has been put on hold for the most recent phase of development. The Development Team is exploring an alternative event to support and celebrate this investment in the City.
- Other Initiatives
  - Staff, in conjunction with the Mayor's Office, has engaged M+A Architects in the development of a private development-focused strategy for the Creekside area of the City.

- A kickoff meeting was held on July 16, with future stakeholder engagements planned for the immediate future.
- Continued work on engaging with additional City team members and members from the GJPS on review and renegotiation of the existing school compensation agreement.
  - Anticipate presenting a proposed agreement to GJPS for review in the next two weeks.

## ○ *Planning, Building & Zoning*

- Zoning Code:
  - Received a rough draft of the proposed Zoning Code from consultant. As this is an initial draft, it is too preliminary for public discussion. Review of the draft is underway, and a meeting with consultant is being scheduled to discuss the draft. Next steps include additional edits prior to stakeholder engagement.
  - Continuing discussion with consultant regarding recommended best practices and options for strategic citizen engagement in code rewrite.
  - Evaluating topics for citizen engagement.
- Building Division:
  - 43 permits issued in last two weeks
  - Average permit issuance: 8 days (includes processing, review, and resubmittals; State allows 30 days per submittal)
  - A department-wide virtual software training is scheduled for July 26. The main focus of training will be troubleshooting of customer challenges with permit submittal and training/retraining of staff on functionality and capabilities of software.
- Code Enforcement:
  - 206 inspections conducted in last two weeks
  - 87 new cases: 45% proactive, 55% citizen-driven
  - Working with IT Department on implementation of new Rental Registration Code, including digital accessibility, development of forms, payment processing
  - Reviewing 2018 SOPs with goal to update to improve consistency and timeliness
- Planning/Zoning:
  - Cross training staff to better assist department needs/workload
  - Working with Gahanna Division of Police, Department of Parks & Recreation, Department of Public Service & Engineering, and Mayor's Office on updates to Mobile Food Vendor Code
  - Working with Department of Public Service & Engineering and City Attorney's office on review of drainage code requirements

- Reviewing various City website pages to identify information to be updated regarding department activities, emails, phone numbers, fee schedule, code links, etc.
- Working with permitting software to improve automated responses related to permits
- 33 Planning Commission applications are currently in review by the Department
- Planning Commission applications are in review for:
  - multifamily development located in the Crescent at Central Park
  - multifamily development located on W. Johnstown Rd near Stygler Rd.
  - multifamily development located on Morrison Rd and Waterbury Ct
- Planning Commission approved new library at their July 14 meeting.
  - [Link to library application](#)
- 2021 Projects Approved:

Project	Number	Investment \$	Job Creation
New Construction (Approved)	6	\$63 M	629
Expansion and Renovation (Approved)	3	\$3.6M	30

- 2021 Projects Pending:

Project	Number	Investment \$	Job Creation
New Build (Pending/Tentative)	10	\$107M	407
Expansion/Renovation (Pending/Tentative)	0	N/A	N/A

#### ○ *Department of Human Resources*

- Benefits
  - Continue to work with Delta Dental and Munis rep on 834 file, resolving errors
  - Entered benefits for newly hired employees
- HRIS
  - Live with new payroll system for the July 2<sup>nd</sup> paycheck

- Migrated FMLA tracking into the Munis system
- Continual work with Tyler to migrate data
- Working with UKG for Kronos implementation
- Inactivated exempt employees in FinPlus, moved to Munis
- Wellness Program
  - Coordination with ExpressMed Wellness Center, PD and HR to discuss Athletic Trainer program for employees in process
  - Continuing to plan Employee Health Fair
  - Vendor coordination for Employee Health Fair
  - Wellness at Work set up for July and August and September
  - Arranged Self Defense classes with Lt Kissel for July
- Civil Service Hiring Updates
  - 911 Dispatcher: position re-posted July 13- 31 to fill one vacancy.
  - Police Officer: background investigation continuing with home interviews
  - Police Officer lateral process: Eligible List established. Background investigation phase started and physical fitness test scheduled
- Unclassified Hiring Updates
  - Offer accepted for Team Member 1 (Parks); waiting on start date
  - Reviewing applications for Front Desk Assistant at Senior Center
  - Completed interview process for Economic Development Manager
  - Posted position for Compliance and Program Administration posted; interviews scheduled for next week
  - Interviews for PT office support worker for Senior Center completed July 13
- New Hires and Open Applications
  - See list on page 1 of this Report
- Leave Management
  - Conducted monthly leave management meeting
- Labor Management
  - Conducting investigations with seasonal employees
  - Assisted with employee issues and discipline
  - Participated in grievance hearing
- Training
  - Working to coordinate training for supervisors
  - Senior leaders completed first coaching session as part of ongoing management training
- Other
  - Reviewed compensation study project with consultant

- *Department of Finance*

- We have initiated the new timekeeping and scheduler upgrade and project kick off meetings have been scheduled. The timekeeping system will be operational in the fall, followed by the scheduler early in 2022.
- Working with Mayor's Court on banking relationships.
- The Capital Needs Assessment for 2022-2026 will be presented to Council at the Regular Meeting on July 26.
- Continued monitoring for updated guidance for the American Rescue Plan. The US Treasury has provided Interim Rules and a fact sheet. The next OBM webinar will be held on July 29. We will begin working on updating procurement policies and procedures to align with the Uniform Guidance required for federal funding disbursements. Funding has been requested through the Ohio Office of Budget and Management and notification of distribution is pending.
- The 2022 budget kick off will be in early August.

- *Department of Information Technology*

- City Council Livestream Technology Assessment
  - All equipment is installed configured and fully functional.
  - Meeting workflows that support Council, Planning Commission, and General Meeting use are in development.
  - Enhancements to the Extron touch panel have been requested.
  - These enhancements are the last remaining items before project will be considered closed.
- New Communications Center
  - City CAD workstations and new radio consoles are up and fully functional.
  - City will continue with smaller configurations, i.e. FutureCom phones, voice recorder, while we wait for prerequisites to be completed on the 911 network side.
  - City IT is assisting with finding a vendor to replace Specturm to provide connectivity between the Center and WOW DC downtown.
  - Full building UPS has shipped and is awaiting delivery and installation (anticipated July 24<sup>th</sup>)
- Asset & Workorder Management System with Citizen Engagement
  - Contract(s) & Supplemental were approved by Council and are awaiting signature.
  - We are anticipating a mid-August to early September kickoff of the project.
- Facilities Master Plan

- Public Service has reviewed and commented on the Space Program and overall document.
- Information exchange continues with GJPS regarding various projects each agency is working on and square footage needs at Clark Hall
- Presentation of plan document and critical next steps, to Council, is anticipated July 26.
- Verizon to T-Mobile Cellular Plan
  - Switching cellular providers will be at considerable cost savings to the City.
  - 5G equipment will be acquired for existing City cell phone users.
  - Mobile Device Management will be implemented, giving IT greater control over the devices.
  - Review of equipment needs is underway with each department.
- Security Awareness Training - **Closed**
  - Cyber Security Awareness Training Campaign closed in mid-July.
  - Non-compliant users have been notified and IT & HR are working with supervisors for compliance.
  - All users with a City email address are required to take the training.
  - Over 80% of users have completed the training.
  - Phishing Test and additional security awareness materials will be distributed monthly.
- *Department of Marketing & Communications*
  - Working with Parks & Recreation Department staff in recruiting efforts, updating website, and generating social media posts.
  - Prepped stories for *ThisWeek News*
  - Assisted Department of Public Service & Engineering on communications to residents regarding Water Sampling
  - Met w/ Department Directors for bi-monthly touch points on up-coming communications/marketing issues
  - Prepared City Staff for Library Groundbreaking, attended, took photos/videos
  - Coordinated w/PD on Annual Report social media postings; Revised Annual PD report for 2020. Set to be finalized in July.
  - Attended city council meetings to monitor new livestreaming process and respond to resident inquiries

- Met w/MORPC, 614 Media Group, Gahanna Area Chamber of Commerce, for ongoing project updates, providing city information
- Implemented multiple changes and updates to website content
- Conducted status meetings/research on upcoming communication strategies needed for various projects
- Promoted and attended re-opening of Senior Center; took photos/videos and social media updates on same
- Published and mailed first print version of 2021 Senior Spotlight (digital version is sent weekly)
- Worked w/ intern on upcoming video projects for promotion of Parks and Recreation
- Met w/Communications & Marketing team to review budget for 2022, including staffing coverage for all departments
- Held follow up meetings on ongoing projects, including branding refresh
- Managed and responded to calls from local and national media regarding inquiries concerning Columbus Academy
- Ongoing/recurring projects:
  - Respond to resident questions and inquiries on social media
  - Attend weekly meetings with Parks & Recreation staff
  - Write and distribute weekly "Senior Spotlight" e-newsletter
  - Creation of multiple graphics for social media posts for announcements and events
  - Write and distribute monthly City and Parks and Rec e-newsletters
  - Sending out eblasts as needed for job recruiting. Most often Parks and Rec, to help with staffing for summer season.
  - Attended council meetings
- *Office of the Mayor*
  - Met with Departments of Development, Planning and Public Service & Engineering, and developer to discuss construction plans for the Crescent at Central Park

- Continuing work with Director of Planning on review of proposed code changes, as well as code enforcement processes and permitting processes, to identify opportunities for improvements and streamlining
- Worked on plans for groundbreaking ceremony for new medical office building at the Crescent at Central Park
- Participated in multiple meetings with Department of Public Service & Engineering, City Attorney, regarding ongoing efforts to resolve outstanding sewer issue in pending development project
- Met with Chief Spence and Director Winn to discuss community engagement opportunities for Gahanna PD, status of Comm Center and identification of outstanding issues
- Participated in call with Communications & Marketing team and consultant to review preliminary recommendations on marketing messaging for city, and discussion of next steps
- Continued holding meetings with Gahanna businesses and Development Director to discuss plans for growth and expansion and how City can best support efforts
- Continued work with IT Manager Kevin Schultz and consultant on finalizing facilities assessment; continuing discussions with representatives of GJPS on opportunities for collaboration on facilities of mutual interest and benefits
- Held meeting with department directors, developer, and architect and engineer team of developer regarding potential project in Gahanna, to preliminary discuss timelines, permitting process, code requirements, infrastructure needs
- Working with City Attorney on pending projects, including code writing and updates, resident inquiries, Sidewalk program, development projects, etc.
- Working with Department of Economic Development to finalize private development-focused strategy for redevelopment of Creekside District; participated in project kickoff meeting with team
- Met with Dept. of Public Service & Engineering, Communications Manager, and City Attorney to review comments from FHWA regarding ADA Transition Plan and identify updates to Plan based on feedback



- Met individually with Directors to review proposed Capital Needs Assessment requests and projected timelines for long-term planning purposes
- Met virtually with MORPC and Director Ferrell to review preliminary results of Rapid 5 project
- Attended groundbreaking for new Gahanna branch of CML
- Attended re-opening of the Gahanna Senior Center
- Attended graduation of new Gahanna Officers Doug Reisinger and Brenda Johnson of the 135<sup>th</sup> CPD Academy; attended Planning Commission
- Ongoing projects:
  - Held weekly touch base meetings with each department Director to receive update and provide direction on ongoing projects
  - Continue work on strategic plan refresh, code development/updates, development marketing plan, code enforcement updates in operations
  - Working with resident volunteer on creation of Sustainability Task Force