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**To:** Gahanna City Council  
Clerk of Council

**From:** Joann Bury, Director of Finance  
Mayor Laurie A. Jadwin

**Cc:** Priya Tamilarasan, Esq., City Attorney  
Miranda Vollmer, Senior Director of Administrative Services

**Date:** April 6, 2026

**Re:** Department of Finance – Request for Council Action (April 6, 2026 Committee of the Whole)

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### ACTION ITEMS

#### Action Item #1 – Ordinance Amending Codified Ordinance 133.02 – Purchasing Procedures

The Administration and Council have agreed to various amendments to the procurement policy as identified in the recap below:

Original Changes Brought Forward January 26, 2026, and approved March 2, 2026:

- **133.02 (c) (2) Mico-Purchases** – Added - D The Mayor is authorized to execute any necessary contracts for micro-purchases, as approved as to form by the City Attorney.
- **133.02 (c) (3) Small Purchases** – Added – D – G For prequalification of engineering and architectural firms. Only prequalification for ranking the most qualified to perform certain services. Quotes to perform work would be obtained when projects arise starting with the most qualified.
- **133.02 (c) (3) Small Purchases** – Added – H The Mayor is authorized to execute any necessary contracts for small purchases, as approved as to form by the City Attorney.
- **133.02 (c) (4) Sealed Bids** - A. – Amended to include electronic notice as acceptable notice of bids to competing persons.
- **133.02 (c) (5) Competitive Proposals** - B. 1. – Amended to include electronic notice as acceptable notice of proposals to competing persons.
- **133.02 (d) (3) Retainage** – Added – B. To include the percentages to retain based on percent of work completed.

## Changes based on various discussions with Council on small purchase threshold pending approval

- 133.02 (c) (2) Mico-Purchases - A. Clean-up language to remove reference to federal uniform guidance as that amount is now \$15,000
- 133.02 (c) (3) Small Purchases - A. Amended small purchase from between micro-purchase threshold and \$250,000 to between micro-purchase and \$149,999
- 133.02 (c) (3) Small Purchases – D 2. Amended language to allow negotiation with any firm that has completed the pre-qualified process for greater flexibility.
- 133.02 (c) (3) Small Purchases – Added E. – Change order authorization if such change order would exceed the small purchase threshold.
- 133.02 (c) (4) Sealed Bids – Requires all purchases of \$150,000 or more to go through a competitive process and be brought forward to Council for authorization for Mayor to execute any necessary contracts as approved as to form by the City Attorney.
- 133.02 (c) (4) Sealed Bids – D – Added 9. to address change order authorization. Previously followed ORC 735 under sealed bids. Since we are no longer following ORC 735 needed to address change orders.
- 133.02 (c) (5) Competitive Proposals – Requires all purchases of \$150,000 or more to go through a competitive process and be brought forward to Council for authorization for Mayor to execute any necessary contracts as approved as to form by the City Attorney.
- 133.02 (c) (5) C Competitive Proposals – Added 7 to address change order authorization. Previously followed ORC 735 under sealed bids. Since we are no longer following ORC 735 needed to address change orders.

The administration is respectfully requesting Council approve the above pending amendments to City of Gahanna Codified Ordinance 133.02 – Purchasing Procedures.

### Requested Legislation and Funding

Legislation Needed:	Ordinance
Emergency/Waiver:	N/A
Vendor Name & Address:	N/A
Already Appropriated:	N/A
Supplemental/Transfer:	N/A

### Action Item #2 – Ordinance Supplemental Appropriations - Bond Interest

Bond proceeds for 825 are close to being fully spent on the project. While construction has been occurring, the bonds have been earning interest which have been posted to the capital improvement fund to be used for construction of the new civic center. Under arbitrage rules the interest earned on the bond proceeds is considered a part of the bond proceeds and must be spent under the same rules as the actual proceeds themselves. The estimated interest was not part of the original appropriations. Interest is slightly over \$2.9 million and upon final disposition it is estimated \$3 million will be earned.

The Administration respectfully requests a supplemental appropriation with waiver to spend \$3 million of interest earned on the bond proceeds for the construction of the new civic center in accordance with arbitrage rules.

Requested Legislation and Funding

Legislation Needed:	Ordinance
Emergency/Waiver:	Yes - waiver
Vendor Name & Address:	N/A
Already Appropriated:	N/A
Supplemental/Transfer:	\$3,000,000 from the unencumbered/unappropriated balance of the Capital Improvement Fund 3250 to 325.06.550.5505 – Capital Improvement Capital Project