



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: January 26, 2026

Re: Department of Finance – Request for Council Action (January 26, 2026, Committee of the Whole)

ACTION ITEMS

Action Item #1 – Ordinance Capital Projects Supplemental Appropriations

The Administration respectfully requests an Ordinance authorizing supplemental appropriations for capital improvement projects. This request was discussed during the 2026 budget presentations in Quarter 4 of 2025 to ensure compliance with the City's Procurement Policy and Capital Improvement Plan, as adopted by City Council. To support transparency, approved 2025 capital projects that had unencumbered funds at the close of 2025 were returned to the appropriate fund. These funds are now being requested to be reallocated to the 2026 capital budget. The Administration is respectfully requesting an ordinance for supplemental appropriations as identified in the table below for capital projects. A waiver of second reading is requested as this is a re-appropriation of previously approved projects and to avoid delays and increased costs.

Requested Legislation and Funding

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

Fund	Org	Object	Project	Amount
3250 – Capital Improvement Fund	325.06.550 – Capital Improvement	5510	EQ-25-01- Electric Vehicle Charging Stations	\$17,725
3250 – Capital Improvement Fund	325.06.550 – Capital Improvement	5510	EQ-25-02 – 911 Dispatcher Workstations	\$160,000
3250 – Capital Improvement Fund	325.06.550 – Capital Improvement	5505	PK-22-01 – Big Walnut Trail Section 8	\$94,000
2240 – TIF Fund	224-11-070 – Hamilton Rd TIF	5505	PK-22-01 – Big Walnut Trail Section 8	\$50,000
3250 – Capital Improvement Fund	325.06.550 – Capital Improvement	5505	PK-23-01 – Link to Literacy Trail	\$965,000
3220 – State Capital Grant Fund	322.08.500 – Natureworks Grant	5505	PK-25-08 – Academy Park Improvements	\$175,000
3250 – Capital Improvement Fund	325.06.550 – Capital Improvement	5505	PK-25-08 – Academy Park Improvements	\$1,540,830
3250 – Capital Improvement Fund	325.06.550 – Capital Improvement	5510	PK-25-201 – Friendship Park Play & Shade	\$750,000
6620 – Sewer Capital Improvement	662.11.000 – Sewer Capital	5505	SS-22-02 - Sanitary Pump Station Improvements	\$280,000
6620 – Sewer Capital Improvement	662.11.000 – Sewer Capital	5505	SS-24-01 – Gahanna Lincoln Capacity Improvements	\$268,956
6620 – Sewer Capital Improvement	662.11.000 – Sewer Capital	5505	SS-24-02 – Gahanna Middle School E Capacity Improve	\$210,000
6620 – Sewer Capital Improvement	662.11.000 – Sewer Capital	5505	SS-25-01 – Serran Dr Sanitary Sewer Replacement	\$203,620
6620 – Sewer Capital Improvement	662.11.000 – Sewer Capital	5505	SS-25-02 – West Gahanna Relief Sanitary Sewer	\$420,000
6620 – Sewer Capital Improvement	662.11.000 – Sewer Capital	5500	SS-CM-01 – Sanitary System Rehab	\$287,918
6620 – Sewer Capital Improvement	662.11.000 – Sewer Capital	5500	SS-CM-02 – Sanitary CCTV Program	\$604,945
3250 – Capital Improvement Fund	325.06.550 – Capital Improvement	5505	TR-24-02 – Stybler-Agler US 62 Improvements	\$405,723

3250 – Capital Improvement Fund	325.06.550 – Capital Improvement	5505	TR-25-01 – Gateways; Entryways; Wayfinding	\$125,000
2240 – TIF Fund	224.11.020 – Eastgate Pizzutti TIF	5505	WA-24-01 – Taylor Road Waterline Replacement	\$350,001
6520 – Water Capital Fund	652.11.000 – Water Capital	5500	WA-CM-01 – Waterline Replacement	\$620,254
6520 – Water Capital Fund	652.11.000 – Water Capital	5500	WA-CM-02 – Fire Hydrant Replacement Program	\$200,000

Total supplemental appropriations by fund:

Row Labels	Sum of Amount
2240 – TIF Fund	\$400,001
3220 – State Capital Grant Fund	\$175,000
3250 – Capital Improvement Fund	\$4,058,278
6520 – Water Capital Fund	\$820,254
6620 – Sewer Capital Improvement	\$2,275,439
Grand Total	\$7,728,972

Action Item #2 – Ordinance Supplemental Appropriations

The Administration has identified three supplemental appropriation requests and respectfully requests Council action.

1. Central Park TIF Supplemental Request of \$664,474: The Crescent development agreement included the issuance of a State Infrastructure Bank (SIB) loan for the purpose of public infrastructure improvements. The \$2,000,000 loan was for the installation of a new roadway to the development area. Repayment of the SIB is to come from payments-in-lieu of taxes from the parcels included in the Central Park TIF District. In addition, the agreement requires the City to reimburse the developer for additional public infrastructure improvements that exceeded the SIB Loan amount of \$2,000,000. The public infrastructure improvement was completed in 2025 and exceeded the SIB loan amount. The developer has issued the first request for payment above the SIB loan amount. This amount has been verified by the Department of Finance and needs to be paid to avoid interest fees as outlined in the development agreement. In addition, the SIB loan debt service principal and debt service totaling \$74,474 is coming due. For these reasons, the Administration respectfully requests a supplemental appropriation in the amount of \$664,474 from the Central Park TIF fund.
2. General Fund Supplemental Request of \$9000: The Department of Public Service requested dollars to purchase new fleet software during the 2026 budget process. However, the \$9000 was inadvertently left out of the final 2026 budget appropriation request to Council. The Administration respectfully requests a supplemental appropriation in the amount of \$9000 from the General Fund to Fleet Services, Tech Services.

3. Cul-de-sac Maintenance Fund Supplemental Request of \$42,026.83: The Cul-de-sac Fund collects fees when cul-de-sacs are included for a development area for the purpose of maintaining cul-de-sacs. This code section has since been repealed. However, the funds collected while the code was still active remain restricted for that purpose. The 2026 Street Program includes at least two cul-de-sacs and therefore this funding can be used for those areas. For these reasons, the Administration respectfully requests a supplemental appropriation in the amount of \$42,026.83 from the Cul-de-sac Maintenance Fund to Capital Maintenance Project – TR-CM-01.

Requested Legislation and Funding

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

Fund	Org	Object	Amount
2240 – TIF Fund	224.11.080 – Central Park TIF	5400 – Debt Service Principal	\$43,574
2240 – TIF Fund	224.11.080 – Central Park TIF	5405 – Debt Service Interest	\$30,900
2240 – TIF Fund	224.11.080 – Central Park TIF	5205 – Contract Service	\$590,000
1010 – General Fund	101.11.420 – Fleet Services	5215 – Tech Services	\$9,000
2320 – Cul-de-sac Maintenance Fund	232-11-000 – Cul-de-sac Maintenance	5500 – Capital Maintenance Project – TR-CM-01	\$42,026.83

Action Item #3 – Ordinance Amending Codified Ordinance 133.02 – Purchasing Procedures

The Administration regularly reviews policies and procedures to align with best practices, including the Ohio Revised Code and Federal Uniform Guidance. After review, Code Section 133.02, Purchasing Procedures, needs minor revisions regarding Small Purchases, Sealed Bids, and Competitive Proposals. In each instance, the requested modifications seek to better define process, clarify how notifications are made, and set contracted retainage rates for hired contractors and vendors.

These revisions were made in conjunction with the City Attorney and various Departments within the Administration. Both a redline and clean versions of Code Section 133.02, Purchasing Procedures are included. The Administration respectfully request an Ordinance approving these amendments to the City of Gahanna Codified Ordinance Section 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