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

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

**Cc:** Raymond J. Mularski, City Attorney

**Date:** February 14, 2022

**Re:** Dept. of Finance Report to Council (February 14, 2022 Committee of the Whole Meeting)

The following three action items are all necessary for the adoption of the new procurement ordinance. The recap sheet attached to this report provides the purpose or reason for the new ordinance. Please refer to the recap attachment for details.

### **ACTION ITEMS**

**ACTION ITEM #1: REQUEST TO RESCIND GAHANNA CODE SECTIONS 135.03 to 135.08 and ADOPT ORDINANCE TO REPLACE WITH GAHANNA CODE SECTION 133.02**

The existing procurement ordinances are included within the Public Service Department Ordinances, specifically Gahanna Code Sections 135.03 to 135.08. The new procurement ordinance will be renumbered under the Finance Department ordinances, specifically Gahanna Code Section 133.02. As discussed in the attached recap, the Finance Department receives all requisitions and converts them into purchase orders (encumbrances) upon making certification that funds have been lawfully appropriated and are in treasury or in the process of collection. Since all requests are ultimately routed to the Finance Department for final certification and approval all procedures and necessary forms will be the responsibility of the Finance Department.

Based on the above, renumberation under the Finance Department is considered necessary and a request to rescind Gahanna Code Sections 135.03 to 135.08 and replace with code section 133.02 is respectfully being made.

Legislation Needed: Ordinance  
Emergency/Waiver: No

Vendor Name & Address: N/A

**ACTION ITEM #2: REQUEST TO RESCIND AND REMOVE CURRENT GAHANNA CODE SECTION 133.02 – Vending Machine Income Fund**

Current Gahanna Code Section 133.02 – Vending Machine Income Fund; Creation and Use – is obsolete. The vending machine arrangement has been modified numerous times since the Code was adopted in 1976 and the City has not received any revenue related to vending machines since 2014. The last deposit in 2014 was for \$36.97. Because this is no longer a source of revenue for the City, a request to rescind and remove the current Gahanna Code Section 133.02 is respectfully being made.

Legislation Needed: Ordinance  
Emergency/Waiver: No  
Vendor Name & Address: N/A

**ACTION ITEM #3: ADOPT GAHANNA CODE SECTION 133.02 = Purchasing Procedures**

There are five main reasons for updating the procurement policy, each are described in detail on the attached recap sheet:

1. The current policy does not include the Federal Uniform Guidance requirements under Code of Federal Regulations 2 CFR Part 200 Subpart D.
2. The current policy has not been consistently interpreted, causing confusion and inconsistencies with processing various procurements.
3. Alignment with current operations.
4. Solidifies responsibilities under the Finance Department.
5. Defines requirements for professional services which is unclear in the current policy.

Because the current Ordinance is being completely rescinded and re-written based on current standards and operations a redlined version of the existing policy to the new was not possible. In lieu of a redlined version, the recap sheet provides a summarization of the changes made. Also attached is a draft decision tree to assist with how the new Ordinance will be applied.

An Ordinance to adopt Gahanna Code Section 133.02 is respectfully being made.

Legislation Needed: Ordinance  
Emergency/Waiver: No  
Vendor Name & Address: N/A

**Attachments**

Recap of Proposed Changes to Procurement Policy and Purpose of Policy  
Proposed Gahanna Code Sec. 133.02  
Exhibit - Procurement Decision Tree