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**TO:** Gahanna City Council  
Jeremy VanMeter, Clerk of Council

**FROM:** Miranda Vollmer, Sr. Director of Administrative Services  
Mayor Laurie A. Jadwin

**Cc:** Priya Tamilarasan, Esq., City Attorney  
Joann Bury, Director of Finance  
Rene Carter, Director of Information Technology  
Ben Nolan, HR Manager

**DATE:** December 3, 2025

**SUBJECT:** Dept. of Administrative Services - Request for Council Action (December 8, 2025, COTW Meeting)

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## ACTION ITEMS

### ACTION ITEM #1: RESOLUTION ADOPTING THE CITY OF GAHANNA CYBERSECURITY PROGRAM AND DESIGNATE A PERSON RESPONSIBLE FOR SAID PROGRAM

House Bill 96 established Section 9.64 of the Ohio Revised Code, requiring each political subdivision to adopt a formal cybersecurity program. This program must safeguard the City's data, technology, and information systems, ensuring confidentiality, integrity, and availability consistent with best practices such as the National Institute of Standards and Technology (NIST) Cybersecurity Framework and the Center for Internet Security (CIS) Controls.

The City's Information Technology Department will develop a Cybersecurity Program to comply with this requirement. This program defines governance, security controls, response procedures, and continuous improvement standards for Gahanna's digital environment. Adoption by Council will formalize the City's compliance under R.C. 9.64 and designate a responsible person for program oversight.

The Administration respectfully requests that Council adopt a resolution to:

1. Approve the City of Gahanna's Cybersecurity Program as required by R.C. 9.64; and
2. Authorize the Mayor to designate a person responsible for the program's implementation and maintenance.

No additional funding or appropriation is required for this action.

Requested Legislation and Funding:

Legislation Needed:	Resoltuion
Vendor Name:	N/A
Vendor Address:	N/A
Already Appropriated:	N/A
Supplemental/Transfer:	N/A

Attachments:

DAS-ATT City of Gahanna Cybersecurity Program Policy

**ACTION ITEM # 2: SALARY ORDINANCE FOR THE PERSONNEL OF THE CITY OF GAHANNA**

Each year, prior to the adoption of the following year's budget, the Department of Administrative Services presents a recommended Salary Ordinance to Council for adoption. This ordinance sets forth the salaries for the non-union personnel of the City of Gahanna. For the salary adjustments to align with the 2026 budget in the new year, the Department is requesting that the Ordinance be adopted with **Waiver and Emergency**.

Attached is the proposed Salary Ordinance for 2026. The following adjustments have been incorporated into the proposed 2026 Ordinance:

- General text cleanup
- 4% pay increase for employees over the midpoint
- Modifications to Table 2 include:
  - o Deletion of:
    - Manager – Marketing at pay grade C-19
  - o Change of:
    - Supervisor – Recreation to pay grade C-16 from pay grade C-15 due to the results of a market study performed by the City's compensation consultant

Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: **Waiver and Emergency**
- Supplemental/Transfer: Included in 2026 budget request

Attachments

- DAS ATT 2026 Salary Ordinance - RED-LINED
- DAS ATT 2026 Salary Ordinance - CLEAN

### **ACTION ITEM #3: BENEFITS ORDINANCE FOR THE PERSONNEL OF THE CITY OF GAHANNA**

Each year, prior to the adoption of the following year's budget, the Department of Administrative Services presents a proposed Benefits Ordinance to Council for adoption. This ordinance includes the fringe benefits for the non-union personnel of the City of Gahanna.

Modifications to the 2026 proposed Ordinance include:

- General text and formatting cleanup
- Article 3: Service Credit
  - o Updating the service credit payment amounts to align with the union contracts
- Article 4: Accrual Schedule for Vacation
  - o Updated the accrual schedule to align with the union contracts by adding an additional tier of accruals for those with 26 or more years of service
- Article 6: Insurance
  - o Section 4 – clarifying that short-term disability benefits begin on the first day of the month following date of hire
  - o Section 5 – updating language that reflects the Employee Assistance Program eligibility ends on the last day of the month in which separation occurs
- Article 7: Sick and Injury Leave
  - o Section 8: Donated Leave
    - Removed subsection C (1) through (5) concerning employee eligibility to donate leave
    - Replaced subsection C (1) through (5) with new subsection C (1) through (3) which allows donors to donate sick or vacation leave at a minimum of eight (8) hour increments provided the donor retains 240 hours of sick leave after donation
      - These adjustments align with union contracts
- Article 10: Miscellaneous Economic
  - o Section 1: Employee Wellness Incentive Program – removing spouses from the \$400 incentive option, aligning with the recommendation of the City's wellness provider
- Article 18: Special Leave
  - o Section 4: Employee Assistance Program - updating language that the Employee Assistance Program eligibility ends on the last day of the month in which separation occurs
- Article 21: Miscellaneous Economic

- o Section 1: Employee Wellness Incentive Program - removing spouses from the \$400 incentive option, aligning with the recommendation of the City's wellness provider

The Administration respectfully requests Council to issue legislation adopting the 2026 Benefits Ordinance as proposed, with **Waiver and Emergency** to ensure alignment with the 2026 budget.

#### Requested Legislation and Funding

- Legislation Needed: Ordinance
- Emergency/Waiver: **Waiver and Emergency**
- Supplemental/Transfer: Included in 2026 budget request

#### Attachments

- DAS ATT 2026 Benefits Ordinance – RED-LINED
- DAS ATT 2026 Benefits Ordinance - CLEAN

#### **ACTION ITEM #4: RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO CONTRACT WITH THE BOARD OF HEALTH OF THE FRANKLIN COUNTY GENERAL HEALTH DISTRICT (FRANKLIN COUNTY PUBLIC HEALTH) FOR 2026 PUBLIC HEALTH SERVICES**

The City of Gahanna contracts with Franklin County Public Health (FCPH) to provide public health services for the City and to function as the City's public health department. FCPH's services include administrative services, data services, environmental health, emergency preparedness, epidemiology, health promotion, health systems and planning, immunization services, occupational health, inspection services, and maternal and child health. The cost of the 2026 program is \$361,186.97 (\$10.4923 per capita). This represents a ~1.9% increase from the 2025 contract.

The Administration is respectfully requesting legislation authorizing the Mayor to enter into contract with Franklin County Public Health for 2026 health services.

#### Requested Legislation and Funding:

Legislation Needed:	Resolution
Emergency/Waiver:	N/A
Vendor Name:	Franklin County Public Health
Vendor Address:	280 E. Broad St., Columbus, OH 43215
Already Appropriated:	Sufficient funds have been requested in the 2026 budget
Supplemental/Transfer:	None

Attachments:

DAS ATT – FCPH Contract 2026

Contract Approvals:

- This item has been approved by the Mayor
- This item has been approved by the Director of Finance
- This item has been approved by the City Attorney