



TO: Gahanna City Council
Clerk of Council

FROM: Corey D. Wybensinger, Sr. Deputy Director of Administrative Services
Miranda Vollmer, Sr. Director of Administrative Services
Mayor Laurie A. Jadwin

Cc: Priya Tamilarasan, Esq., City Attorney
Joann Bury, Director of Finance

DATE: February 20, 2024

SUBJECT: Dept. of Administrative Services - Request for Council Action (February 26, 2024, COTW Meeting)

UPDATE ITEMS

- Citywide Grant Update
 - Attachment: DAS_ATT_2024 Grant
- Recreation Coordinator II Discussion

ACTION ITEMS

ACTION ITEM #1: ORDINANCE FOR SUPPLEMENTAL APPROPRIATION TO REFUSE ESCROW FROM GRANT AWARD

The Community Waste Reduction Grant (CWRG) was made available through the Solid Waste Agency of Central Ohio (SWACO). The City of Gahanna has been awarded a \$35,000 grant and a 20% local match is required (\$7500).

The primary focus of the CWRG will fund a double smart waste and recycling station which will be used to collect both trash and recycling. In addition, thirty, 35-gallon recycling receptacles will be purchased and placed throughout the Creekside Outdoor Refreshment Area (CORA). The CORA brings over 1.1 million visitors annually, with over 5,000 recyclable plastic cups sold. The goals of this project are to reduce the amount of waste and litter in the CORA, significantly increase recycling knowledge through signage on receptacles, educate the public about the impact that recycling has and the ways they can reduce waste reduce landfill, and collaborate in consistent messaging throughout Central Ohio for educating the public on the impact of recycling.

The Administration respectfully requests a supplemental in the amount of \$42,500 from the Unappropriated/Unencumbered Fund Balance Refuse Escrow (8500) to 85011000.5320 – Refuse Escrow Operating Equipment.

Requested Legislation and Funding:

Legislation Needed:	Ordinance
Emergency/Waiver:	N/A
Vendor Name:	N/A
Vendor Address:	N/A
Already Appropriated:	N/A
Supplemental/Transfer:	
\$42,500 from Unappropriated/Unencumbered Fund Balance Refuse Escrow (8500) to 85011000.5320 – Refuse Escrow Operating Equipment	

ACTION ITEM # 2 – ORDINANCE FOR SUPPLEMENTAL APPROPRIATION TO CREATE A RECREATION COORDINATOR II POSITION SUPPORTING COMMUNITY RECREATION

The Parks and Recreation Master Plan, adopted in 2023, highlighted special events as a priority of Gahanna residents and the community. The Department annually hosts approximately 30 events and collaborates with multiple outside agencies to support an additional 40 community events. The substantial coordination required to ensure event safety necessitates additional staffing. Furthermore, the Master Plan emphasizes the untapped potential of volunteerism in supporting events, prompting efforts to cultivate relationships with outside agencies to bolster volunteer resources. However, to effectively develop a robust volunteer program, additional staffing is required. Finally, sponsorships also are actively pursued to support events, and with additional staffing support, the Department anticipates a reduction in the overall costs associated with organizing these events through with added staffing to focus on sponsorship development.

The Administration is respectfully requesting an Ordinance for a supplemental appropriation in the amount of \$81,757 from unappropriated/unencumbered balance of the Parks & Recreation Fund 2420 to the salary and benefit accounts listed below, to staff a Recreation Coordinator II, supporting community events, volunteers, and sponsorships.

Requested Legislation and Funding:

Legislation Needed:	Ordinance
Emergency/Waiver:	N/A
Name & Address:	N/A
Supplemental:	
242.08.320.5105 - Parks & Recreation FT Wages - \$48,036	
242.08.320.5130 - Parks & Recreation Retirement - \$6,725	
242.08.320.5135 - Parks & Recreation Insurance - \$25,107	
242.08.320.5140 - Parks & Recreation Workers Compensation - \$962	
242.08.320.5145 - Parks & Recreation Medicare - \$904	
242.08.320.5160 - Parks & Recreation Other Benefits - \$23	