



TO: Gahanna City Council
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

DATE: August 22, 2024

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

ACTION ITEMS

ACTION ITEM #1: RESOLUTION TO ADOPT STAFFING PLAN

A five-year staffing study and plan was appropriated in the 2024 budget. Clemans, Nelson, and Associates (Consultant) was selected to conduct the staffing study. The purpose of study was to conduct a comprehensive staffing study of the City's current organizational structure, staffing allocations, and service delivery. The Consultant's methodology is outlined beginning on page 1 of the attached final report. The report includes a review of each city department, including positions and purpose, core services provided to residents, summary of meetings and interviews, results of a brief employee survey, market trends, and recommendations. The Administration is respectfully requesting a Resolution adopting the 2024 Staffing Study.

Requested Legislation and Funding:

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

Attachments:

DAS_ATT_2024 Staffing Study