



Gahanna

DEPARTMENT OF ADMINISTRATIVE SERVICES: UPDATE

MARCH 10, 2025



Department Overview

- The internal facing departments report up through the Senior Director of Administrative Services.
- The Departments of Finance, Information Technology, Human Resources, and Mayor's Court fall under this section of the organizational chart.
- Senior Deputy Director provides direct oversight of the Risk and Safety Administrator, an Administrative Coordinator, and two (2) Management Analysts

Community Engagement

Our Gahanna Vision Festival

The second phase of engagement for the Gahanna Strategic Plan is coming soon! Help shape the future of your community!

Scan the QR code or visit ourgahanna.com for more information.



- Strategic & Economic Development Plan
 - Next Council Update: April 21, 2025
 - Round 2 Public Engagement
- Citizen's Academy
 - 2024 program held in fall of 2024.
 - 2025 program kicks off on March 20, 2025.

Upcoming Events:

Tuesday, May 6

- » *Taco Tuesday Family Festival*

Wednesday, May 7

- » *Small and Minority Business Networking Coffee*
- » *Senior Lunch*

Thursday, May 8

- » *Young Professional Happy Hour*

Risk Management

- Completes the annual renewal process for the City's insurance policies (excess comp, crime, cyber, builders risk, general property and liability).
- Coordinates with City staff and insurance broker to complete appraisals for City buildings and playgrounds.
- Oversees damage to City property claims management.
- Security and Vulnerability Assessment (SVA)
- Crisis Communication Plan

Safety Enhancements

- Seven (7) additional safety trainings added in 2024 since DAS has been involved, with an additional forty (40) anticipated for 2025.
- Safety projects: AEDs in facilities, cruisers, new Civic Center
- Required safety training for newly acquired specialty equipment
- Safety Committee and Safety Leaders Committees
- In-House CDL Program
- First-Aid, CPR, AED Training Programs

Technology Projects

- OpenGov – Permitting Portal
 - Planning (Building, Zoning, Code Enforcement) – launched in Q1 & Q2 2024
 - Engineering (ROW, Private Development) – launched in Q3 2024
 - Historical Data Migration (LAMA, Access) – completed Q3 2024
 - Risk & Safety (Property Damage Claims) – launched in Q4 2024
 - Parks & Rec (Special Events, Incidental Permits to Facility Reservations) – launching in Q1 2025
 - Transform 2024 (National Conference) – Won High-Performance Government Award in Q4 2024
- TrueComp– Labor Costing & Compensation software
- Telestaff – FOP and FOP/OLC time and attendance
- UKG Workforce Ready – time & attendance software
- Centurisk – AMP appraisal software
- MUNIS – HR/Finance system updates and migrations
- NEOGOV LEARN – Learning Management System

Professional Development

- Process was reviewed and updated to improve efficiency and accuracy of request processing.
- Direct oversight of travel and training policies, implementation and management.
- Trains city staff on travel processes and requirements.
- Expansion anticipated in 2025 with the NEOGOV LEARN platform (Learning Management Software)

Grants Management

- Creation of a grants tracking system to ensure accuracy in reporting requirements.
- Grant writing, management and closeout.

2024	2025
20 currently active	Boating Safety Education Grant – awarded
5 non-awards	Body Worn Camera Grant – application submitted
6 grants considered finalized	GIS Update (Technical Assistance) – awarded
Federal funding pauses/freezes considerations	Upcoming Applications

Inter-Departmental Support

- Sustainable2050 (MORPC Sustainable2050 Committee)
- EV Infrastructure Maintenance and Upgrade
- Gahanna New Community Authority (NCA)
- Gahanna Energy Plus (SOPEC General Assembly)
- America 250 Celebration
- Utility Rate Analysis
- Community Grant Program
- Employee Health Benefits Improvement Oversight
- Manage Collective Bargaining Agreements
- Civic Center Project
- Administrative Assistance to all DAS areas and Law Department
- Capital Improvement Plan & Fleet Replacement Strategy
- Organizational & Staffing Analysis
- Budget Oversight
- Employee Engagement and Well-Being
- OhioMBE Procurement Fair
- City Representative to CORMA (risk insurance) & COHCC (employee health insurance program)

