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TO: Gahanna City Council

FROM: Jeremy A. VanMeter, Clerk of Council

DATE: January 17, 2024

SUBJECT: Request for Council Action – Mid-Ohio Regional Planning Commission Intern

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### ACTION ITEMS

**ACTION ITEM #1: A MOTION TO APPROVE SEASONAL EMPLOYMENT OF CHARLIE SCHNEIDER AS COUNCIL OFFICE INTERN THROUGH THE MID-OHIO REGIONAL PLANNING COMMISSION (MORPC) SUMMER INTERNSHIP PROGRAM AT A RATE OF \$15.99 PER HOUR**

In December 2023, I forwarded to the HR Department a summary of desired skills and duties for a Council Office intern for inclusion in the city's MORPC internship cohort for 2024. This skill set and duties included as follows:

Desired skills:

- Data Analysis
- Microsoft Office Suite
- Research
- Writing

Field of Study:

- Law, Public Policy, Public Administration

Brief Description of Duties:

- Intern will work within the Gahanna City Council office, alongside Council Office staff and under the supervision of the Clerk of Council. Primary duties will be project-based, consisting of special records projects pertaining to city officials' history and archives collections, deeds and easements research, and city annexation histories. There will be opportunities for collaboration on current legislative research and drafting of ordinances and resolutions for City Council. The successful applicant will be able to experience first-hand work of the legislative branch of a municipal government in a strong mayor/council form of government. Interests in law and public administration career paths are preferred.

On January 8, 2024, President Bowers and I met with Charlie Schneider for an interview for the intern position. Schneider came highly recommended by MORPC for this position. His application materials are also attached for your review and consideration. A current student with the John Glenn School of Public Affairs at The Ohio State University, Schneider has previous experience working for the City of Lima, a city of comparable size to Gahanna. He has an interest in law and is hoping to gain more skills and insights into the local legislative process, as well as utilize his skills in crafting policy memos.

Based upon the foregoing, it is my recommendation to Council to proceed with hiring Charlie Schneider for the summer internship program. The hourly wage pursuant to the City's approved salaries ordinance will be \$15.99 with an anticipated commitment of 32 hours per week commencing May 14, 2024 through August 16, 2024.

Pursuant to City Charter Section 4.09, Council must approve the hiring of the Clerk and any other employees for the office. If you would like to request an executive session for this matter, please contact President Bowers.

Requested Legislation and Funding:

Legislation Needed:	Motion
Emergency/Waiver:	<b>N/A</b>
Vendor Name:	N/A
Vendor Address:	N/A
Already Appropriated:	Funds were approved in the 2024 Budget for Council Office.
Supplemental/Transfer:	N/A

Attachments:

CN-ATT - Charlie Schneider MORPC Intern Application Packet 2024