



MEMO

TO: Gahanna City Council

FROM: Jeremy A. VanMeter, Clerk of Council

DATE: February 6, 2026

SUBJECT: Recommendation for Employment – Council Office Intern (MORPC Summer Internship Program)

On October 30, 2025, 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 summer internship cohort for 2026. The skills, duties, and description included as follows:

Desired Skills:

- Data Analysis
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Research
- Writing

Field of Study:

- Law
- Public Policy
- Public Administration

Brief Description:

- This is an opportunity to gain valuable public sector skills and experience as part of the legislative branch of city government. The Council Office intern position works under the supervision of the Clerk of Council. Primary duties are project-based, focusing on special records projects related to the City's history, archives, and records management, including deeds and easements. The position also involves research and analysis on topics such as economic development, statewide legislative issues of municipal concern, and other policy areas relevant to city governance. The intern will assist in preparing various reports for City Council, including the Council representative's MORPC report, and generate content for the City's legislative platform (Legistar), webpage, and other records management systems. Additional opportunities include collaborating with elected officials and staff through legislative research, ordinance and resolution drafting, and policy development. The successful candidate will gain firsthand knowledge of the Public Records and Open Meetings Act ("Sunshine Laws"), the local legislative process, City department and commission functions, City Charter and home rule authority, and methods of citizen engagement in public meetings. Interests in law, public policy, or

public administration career paths are preferred. The internship will culminate in a presentation to City Council and/or City leadership summarizing the intern's projects and findings.

On January 29, 2026, President Weaver, HR Representative Hope Moore, and I interviewed Caris Lantz for the Council Office Intern position. Ms. Lantz came highly recommended by MORPC for this opportunity.

Ms. Lantz is currently double majoring in Philosophy, Politics, and Economics, as well as Public Management, Leadership, and Policy, with minors in Security and Intelligence and Nonprofit Management. Her previous experience includes serving as a Community Collaboration Intern with Habitat for Humanity of East Central Ohio and as a Constituent Aide with the Ohio House of Representatives. Through these roles, she has gained experience in constituent services, research, collaboration, and public-facing work relevant to municipal government operations.

Ms. Lantz expressed a strong interest in gaining firsthand experience in local government and demonstrated enthusiasm for applying her academic training and policy research skills in a practical legislative setting. Her educational background and prior public service experience align well with the duties and learning objectives of the Council Office Intern position.

Recommendation

Based on the foregoing, I recommend that Council proceed with the hiring of Caris Lantz as Council Office Intern through the MORPC Summer Internship Program.

The hourly wage, pursuant to the City's approved salaries ordinance, will be \$15.99, with an anticipated commitment of approximately 28 hours per week (flexible), not to exceed a total of 448 hours. The internship is budgeted to commence in June 2026.

Council Approval

Pursuant to City Charter Section 4.09, Council approval is required for the hiring of the Clerk and any additional employees of the Council Office. Should Council wish to request an executive session to discuss this matter, please contact President Weaver.