



To: Members of the Dublin City Council

From: Marsha I. Grigsby, City Manager *MIG*

Date: February 21, 2013

Initiated By: Michelle L. Crandall, Director of Administrative Services
Fred Hahn, Director of Parks and Open Space
Matt Earman, Director of Recreation Services

Re: Ordinance 18-13 – Combining PRAC and CSAC

Summary

A goal in the establishment of all of Council’s boards, commissions and task forces is to provide meaningful assignments to the many community volunteers who dedicate their time and talent to the City. Over the past few years, it has become challenging to provide assignments to both the Community Services Advisory Commission (CSAC) and the Parks and Recreation Advisory Commission (PRAC). As a result, staff has either brought forward presentations that are “information only” or the Commission meetings have not been held each month. A secondary effect of having an increased number of information only presentations is that it has been difficult to achieve a quorum for several of these meetings.

The following is a summary of 2011 and 2012 meetings for CSAC and PRAC showing the number of meetings held, the number of meetings with Council assignments and the number of meetings with information only presentations.

2011	PRAC	CSAC
Total Meetings Held	8	5
Meetings with Council Assignments	2	2
Meetings with Information Only	6	3
2012	PRAC	CSAC
Total Meetings Held	8	4
Meetings with Council Assignments	3	2
Meetings with Information Only	5	2

Recommendation

Staff is recommending that Council combine the Parks and Recreation Advisory Commission and the Community Services Advisory Commission into a newly formed Community Services Advisory Commission, retaining the existing duties of each commission and adding a duty of responsibility for reviewing and making recommendations related to community bicycling initiatives. Staff further recommends that current members of both commissions, as well as those whose terms expire on March 31, 2013 and are eligible for reappointment to PRAC or CSAC be given the opportunity to remain on the newly formed Community Services Advisory Commission. Staff recommends approval of Ordinance 18-13 at the second reading/public hearing on March 11, 2013.

RECORD OF ORDINANCES

18-13

Ordinance No. _____

Passed _____, 20____

AN ORDINANCE AMENDING SECTIONS 32.60 THROUGH 32.61 AND REPEALING SECTIONS 32.70 THROUGH 32.78 OF THE CODIFIED ORDINANCES OF THE CITY OF DUBLIN, COMBINING THE DUTIES AND FUNCTIONS OF THE PARKS AND RECREATION ADVISORY COMMISSION AND THE COMMUNITY SERVICES ADVISORY COMMISSION INTO A NEWLY CONFIGURED COMMUNITY SERVICES ADVISORY COMMISSION

WHEREAS, City Council has reviewed the duties, functions and assignments of the Community Services Advisory Commission and the Parks and Recreation Advisory Commission; and

WHEREAS, the efforts and dedication of the current and past members of the Community Services Advisory Commission and the Parks and Recreation Advisory Commission were instrumental in the progress they have made toward achieving their goals and mission; and

WHEREAS, City Council has determined that it is appropriate to consolidate these two Commissions in the spirit of providing an opportunity to members for meaningful and purposeful service to the City; and

WHEREAS, City Council has determined it is desirable to maintain an advisory committee of citizen experts who are capable of advising City Council on matters related to the maintenance and enhancement of the City's public services, parks and recreation services and natural resources; and

WHEREAS, City Council desires to amend Chapter 32 of the Codified Ordinances in order to revise the duties and functions of the Community Services Advisory Commission to incorporate the current duties and functions of the Parks and Recreation Advisory Commission; and

WHEREAS, it is necessary to repeal Sections 32.70 through 32.78 (Parks and Recreation Advisory Commission) of the Codified Ordinances of the City of Dublin.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Dublin, State of Ohio, _____ of the elected members concurring that:

Section 1. Sections 32.70 through 32.78 (Parks and Recreation Advisory Commission) of the Codified Ordinances of the City of Dublin are hereby repealed.

Section 2. Section 32.60 (Establishment) of the Codified Ordinances of the City of Dublin is amended to read:

"A Community Services Advisory Commission of the City of Dublin is hereby formed to address and to make recommendations to Council on community services, parks and recreation services, natural resources, and related issues at the request of Council."

Section 3. Section 32.61 (Duties and Functions) of the Codified Ordinances of the City of Dublin is amended to read:

- "(A) The Community Services Advisory Commission shall perform the following duties:
1. Provide feedback and/or make recommendations to City Council regarding the City's high level of community services and parks and recreation services offered by various City departments and divisions.
 2. Provide feedback to and/or make recommendations to City Council concerning the programs/services of the various City departments and divisions. Such programs/services may include, but are not necessarily limited to: development and use of park lands and recreation facilities; cultural programs; solid waste management; cemeteries; environmental, natural resources (including trees and landscaping); street and utility

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maintenance/services; telecommunications/cable television; community health; community-oriented policing; neighborhood watch; D.A.R.E. advocacy; and other issues/programs as referred by City Council.

3. Monitor, evaluate and advise Council regarding the implementation and maintenance of the *Dublin Community Plan* as it addresses community facilities related to parks, recreation, open/green space and cultural arts, and preservation of the natural environment.
 4. Recommend to City Council policies concerning the regulation and control of the planting, transplanting, maintenance and preservation of trees, shrubs and landscaping in City-owned or controlled property, and policies to preserve and enhance the natural environment of the City.
 5. Recommend to City Council programs promoting both community involvement and the value of the City's natural environment, which collectively enhance the City's high quality of life.
 6. Recommend to City Council programs, initiatives and infrastructure improvements promoting bicycling within the City.
 7. Serve as a "sounding board" for City staff regarding the conduct and delivery of programs/services as mentioned in Section (A)(2).
 8. Give consideration to Council goals when making any recommendation.
 9. Perform such other duties and functions as assigned by Council.
- (B) The Community Services Advisory Commission shall act solely in an advisory capacity to Council, and all reports and proposals shall be made to Council.
- (C) The Community Services Advisory Commission shall call upon the City Manager, and through the City Manager, any department of the City to render assistance to the Commission as may be reasonably required.

Section 4. This Ordinance shall be in full force and effect on the earliest date permitted by law.

Passed this _____ day of _____, 2013.

Mayor - Presiding Officer

ATTEST:

Clerk of Council

Note: **Highlighted** text below designates duties and functions incorporated into ordinance 18-13.

PARKS AND RECREATION ADVISORY COMMISSION

§ 32.70 ESTABLISHMENT.

A Parks and Recreation Advisory Commission of the city is hereby established to address and to make recommendations to Council on park land/open space and recreation issues at the request of Council, and also at the request of Council to serve as a fact-finding body on behalf of City Council and its Public Services Committee concerning such issues.

(Ord. 95-97, passed 9-3-97)

📖 § 32.71 DUTIES AND FUNCTION.

The Parks and Recreation Advisory Commission shall have the following duties and functions:

(A) Monitor, evaluate and advise Council regarding the implementation and maintenance of the Dublin Community Plan as it addresses community facilities related to parks, recreation, open/green space and cultural arts.

(B) Provide feedback and/or make recommendations to City Council regarding the development of park lands and recreation facilities.

(C) Recommend to City Council policies concerning the operation and use of parks and recreation facilities.

(D) Make recommendations to City Council regarding parks, recreation and cultural programs for the city.

(E) Serve as a "sounding board" for city staff regarding the conduct and delivery of recreation-related services and use of recreation-related facilities, the Community Recreation Center, and lands.

(F) Give consideration to Council goals when making any recommendation.

(G) Perform such other duties and functions as assigned by City Council.

(Ord. 95-97, passed 9-3-97; Am. Ord. 15-99, passed 3-1-99)

§ 32.72 CAPACITY.

The Parks and Recreation Advisory Commission shall act solely in an advisory capacity to Council and all reports and proposals shall be made to Council.

(Ord. 95-97, passed 9-3-97; Am. Ord. 15-99, passed 3-1-99)

§ 32.73 ASSISTANCE TO COMMISSION.

The Parks and Recreation Advisory Board may call upon the City Manager, and through the City Manager, any department of the city to render assistance to the Advisory Commission as may reasonably be required.

(Ord. 95-97, passed 9-3-97; Am. Ord. 15-99, passed 3-1-99)

§ 32.74 MEETINGS.

The Parks and Recreation Advisory Commission shall meet as determined necessary by the Chair of the Commission. The Commission shall comply with Section [7.02](#) of the Revised Charter of Dublin, Ohio. The Chair shall have responsibility to establish an agenda jointly with city staff for each meeting. Minutes of all the Commission's activities shall be maintained and forwarded to Council, and an annual report covering the Commission's activities shall be prepared by the Commission each year.

(Ord. 95-97, passed 9-3-97; Am. Ord. 15-99, passed 3-1-99)

§ 32.75 MEMBERSHIP.

The Parks and Recreation Advisory Commission shall be comprised of as many resident members as Council deems necessary to fulfill the duties of the Commission, except that at no time shall the Commission have less than three members as required by Section [7.02](#) of the Revised Charter of Dublin, Ohio. All members shall be appointed by Council and shall serve three-year terms, subject to alteration as Council deems necessary to accomplish a staggering of the expiration of terms. Terms shall commence upon appointment and end on March 31 in the year of the completed term. Members shall serve in accordance with Section [7.02](#) of the Revised Charter of Dublin, Ohio. Members shall not be appointed from specific organizations or groups; however, Council shall endeavor to appoint persons representative of all areas of recreation and cultural interest, including but not exclusive of, active recreation, both organized and individual, passive recreation, cultural and social activities, youth, senior citizens, neighborhood play areas, arts and crafts and open space preservation.

(Ord. 95-97, passed 9-3-97; Am. Ord. 15-99, passed 3-1-99; Am. Ord. 16-08, passed 3-17-08)

§ 32.76 QUALIFICATIONS FOR APPOINTMENTS.

When making appointments to the Parks and Recreation Advisory Commission, City Council should seek and consider recommendations from business, school districts, recreation, cultural and athletic organizations. Council shall endeavor to appoint persons representative of all areas of recreation and cultural interest, including but not exclusive of, active recreation, both organized and individual, passive recreation, cultural and social activities, youth, senior citizens, neighborhoods play areas, arts and crafts and open space preservation.

(Ord. 95-97, passed 9-3-97; Am. Ord. 15-99, passed 3-1-99)

§ 32.77 ELECTION OF CHAIRPERSON/VICE CHAIRPERSON.

The Parks and Recreation Advisory Commission shall organize annually and elect a chairperson and vice chairperson.

(Ord. 15-99, passed 3-1-99)

§ 32.78 TASK FORCE.

(A) The Parks and Recreation Advisory Commission may recommend to Council the formation of a task force(s) which shall operate under the direction and oversight of the Parks and Recreation Advisory Commission. A "task force" shall mean:

(1) A subcommittee formed with the approval of City Council for the purpose of assisting the Parks and Recreation Advisory Commission and/or city staff in analysis, research/study, or assistance with special projects, programs or assignments given by or approved by City Council.

(2) The task force membership may be comprised of volunteer residents/business residents who have expertise, skills, talent and/or resources that lend itself to the collective wisdom of the task force.

(3) When a task force(s) is formed it shall be for a predetermined period of time, as approved by City Council or as extended by City Council.

(B) It is the City Council's intent to allow the Parks and Recreation Advisory Commission to temporarily augment itself with volunteer expertise while not permitting the proliferation of such task forces.

(Ord. 15-99, passed 3-1-99)

COMMUNITY SERVICES ADVISORY COMMISSION

§ 32.60 ESTABLISHMENT.

A Community Services Advisory Commission of the City of Dublin is hereby formed to address and to make recommendations to Council on community services, parks and recreation services, natural resources and related issues at the request of Council.

(Ord. 17-99, passed 3-1-99; Am. Ord. 04-04, passed 2-2-04)

§ 32.61 DUTIES AND FUNCTIONS.

(A) The Community Services Advisory Commission shall perform the following duties:

(1) Provide feedback and/or make recommendations to City Council regarding the city's high level of community services and parks and recreation services offered by various City departments and divisions ~~the Departments of Service and Safety~~.

(2) Provide feedback to and/or make recommendations to City Council concerning the programs/services of the various departments and divisions ~~Service and Safety Departments~~. Such programs/services may include, but are not necessarily limited to: development and use of park lands and recreation facilities; cultural programs; solid waste management; cemeteries; environmental, natural resources (including trees and landscaping); street and utility maintenance/services; telecommunications/cable television; community health; community-oriented policing; neighborhood watch; D.A.R.E. advocacy; and other issues/programs as referred by City Council.

(3) Monitor, evaluate and advise Council regarding the implementation and maintenance of the *Dublin Community Plan* as it addresses community facilities related to parks, recreation, open/green space and cultural arts, and preservation of the natural environment, ~~and promotes and enhances the natural beauty of the city~~.

(4) Recommend to City Council policies concerning the regulation and control of the planting, transplanting, maintenance and preservation of trees, shrubs and landscaping in city-owned or controlled property, and policies to preserve and enhance the natural environment of the city.

(5) Recommend to City Council programs promoting both community involvement and the value of the city's natural environment, which collectively enhance the city's high quality of life.

(6) Recommend to City Council programs, initiatives and infrastructure improvements promoting bicycling within the City.

~~(7)~~ Serve as a "sounding board" for city staff regarding the conduct and delivery of programs/services as mentioned in division (A)(2) of this section.

(87) Give consideration to Council goals when making any recommendation.

(98) Perform such other duties and functions as assigned by Council.

(B) The Community Services Advisory Commission shall act solely in an advisory capacity to Council and all reports and proposals shall be made to Council.

(C) The Community Services Advisory Commission shall call upon the City Manager, and through the City Manager, any department of the city to render assistance to the Commission as may reasonably be required.

(Ord. 17-99, passed 3-1-99; Am. Ord. 04-04, passed 2-2-04)

§ 32.62 MEETINGS.

The Community Services Advisory Commission shall meet as determined necessary by the Chair. The Commission shall comply with Section [7.02](#) of the Revised Charter of Dublin, Ohio. The Chair shall have responsibility to establish an agenda jointly with city staff for each meeting. Minutes of all the Commission's activities shall be kept and forwarded to Council, and an annual report covering its activities shall be prepared by the Commission each year.

(Ord. 17-99, passed 3-1-99)

§ 32.63 MEMBERSHIP.

The Community Services Advisory Commission shall be comprised of as many resident members as Council deems necessary to fulfill the duties of the Commission, except that at no time shall the Commission have less than three members as required by Section [7.02](#) of the Revised Charter of Dublin, Ohio. All members shall be appointed by Council and shall serve three year terms, subject to alteration as Council deems necessary to accomplish a staggering of the expiration of terms. Terms shall commence upon appointment and end on March 31 in the year of the completed term. Members shall serve in accordance with Section [7.02](#) of the Revised Charter of Dublin, Ohio. Members shall not be appointed from specific organizations or groups; however, Council shall endeavor to appoint persons with expertise in the areas of community services.

(Ord. 17-99, passed 3-1-99; Am. Ord. 15-08, passed 3-17-08)

§ 32.64 ELECTION OF CHAIRPERSON/VICE CHAIRPERSON.

The Community Services Advisory Commission shall organize annually and elect a Chairperson and a Vice Chairperson.

(Ord. 17-99, passed 3-1-99)

§ 32.65 TASK FORCE.

(A) The Community Services Advisory Commission may recommend to Council the formation of a task force(s) which shall operate under the direction and oversight of the Community Services Advisory Commission. A "task force" shall mean:

(1) A subcommittee formed with the approval of City Council for the purpose of assisting the Community Services Advisory Commission and/or city staff in analysis, research/study, or assistance with special projects, programs or assignments given by or approved by City Council.

(2) The task force membership may be comprised of volunteer residents/business residents who have expertise, skills, talent and/or resources that lend itself to the collective wisdom of the task force.

(3) When a task force(s) is formed it shall be for a predetermined period of time, as approved by City Council or as extended by City Council.

(B) It is the intent of this subchapter to allow the Community Services Advisory Commission to temporarily augment itself with volunteer expertise while not permitting the proliferation of such task forces.

(Ord. 17-99, passed 3-1-99)

~~PARKS AND RECREATION ADVISORY COMMISSION~~

~~§ 32.70 ESTABLISHMENT.~~

~~—A Parks and Recreation Advisory Commission of the city is hereby established to address and to make recommendations to Council on park land/open space and recreation issues at the request of Council, and also at the request of Council to serve as a fact-finding body on behalf of City Council and its Public Services Committee concerning such issues.~~

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~~—(G) Perform such other duties and functions as assigned by City Council.~~

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