

MEMORANDUM

To: Dublin City Council
Marsha Grigsby, City Manager
Michelle Crandall, Assistant City Manager

From: Stephen J. Smith, Law Director
Jennifer D. Readler, Assistant Law Director

Date: August 7, 2014

Re: Proposed Revisions to Council Rules of Order and Follow-Up from Administrative Committee Charter Review

Background

At the June 24, 2014 Administrative Committee of the Whole meeting, we discussed with the Committee our recommendations for revisions to the Rules of Order, as well as a general review of the Charter. We would like to present in this memorandum the suggested Rules of Order revisions and the additional information that was requested at the Committee meeting.

- **Amendments to Rules of Order**

We had one suggested addition to the Rules of Order. There have been some questions in the past regarding the number of votes required to pass legislation and we have determined that four affirmative votes of Council are required. We would recommend revising the Rules of Order to clarify this issue. Attached is a full copy of the Rules of Order with the proposed amendment, but the new language reads as follows:

10.04 An affirmative vote of four (4) members shall be necessary to pass any question, unless otherwise provided by the Charter.

A Resolution is also attached to this memorandum revising the Rules of Order to reflect this addition.

- **Form of Government – Section 1.02**

At the meeting, the Committee affirmed that the type of government provided for in Section 1.02 (the Council-Manager plan), is the appropriate form of government for the City of Dublin.

- **Nominations – Section 3.02 (c)**

It was pointed out at the meeting that this section provides that “no primary shall be held” when nominating Council members. It was thus reaffirmed that Council races are non-partisan elections.

- **City Manager Residency – Section 5.01(b)**

Section 5.01(b) provides that the City Manager shall become a resident within six months after appointment (unless Council approves a longer period of time or residence outside the City). We discussed this restriction in light of Ohio Supreme Court cases that have limited the ability of municipalities to require residency as a condition of employment.

In response to the case law, the Ohio Legislature adopted Section 9.481 of the Ohio Revised Code. R.C. 9.481 prohibits local residency requirements except for those employees needed for adequate response times to emergencies. A challenge to the new law under was filed by several Cities seeking declaration the new law was unconstitutional due to home rule. In 2009, the Ohio Supreme Court held home rule provisions of the state constitution could not impair the legislature’s power to enact the legislation pursuant to the general welfare clause. *City of Lima v. State*, 122 Ohio St.3d 155 (2009). However, collective bargaining agreements restricting residency requirements are valid despite the new law. *Ohio Patrolmen’s Benevolent Assoc. v. Perrysburg*, No. WD-10-033, 2011 Ohio 644 (6th Dist. 2011).

R.C. 733.68 requires officers of municipalities, whether elected or appointed, to be electors of the municipality. While the Charter does not specifically define the City Manager as an officer, the Charter relies on the “laws of the State of Ohio” as a source of the City Manager’s duties and states the City Manager is the chief administrative and law enforcement *officer*. The City Manager is also required to take an oath of office pursuant to R.C. 705.60.

The City’s Charter under Section 5.04 states that the City Manager shall be “the chief administrative and law enforcement officer of the City.” This section supports a residency exception for the City Manager for an emergency responder under R.C. 9.481(B)(2)(b). The Charter language also lends support to the residency requirement for officers under R.C. 733.68. Finally, a residency requirement could also be accomplished by contractual agreement as the collective bargaining decision demonstrates.

- **Personnel Board of Review – Section 7.05**

Under the Charter, City Council must appoint a Personnel Board of Review. At the Committee meeting, the issue was raised that this Board has not been regularly utilized in the past. We were able to confirm that since 1985, there have been three appeals to the Personnel Board of Review from City employees and four appeals from School District employees. Most of those appeals occurred from 2005-2007.

The Personnel Board of Review's primary responsibility under Chapter 33 of the Dublin Codified Ordinances is to hear appeals of classified employees from administrative decisions. The Code also provides for other tasks as Council may designate.

- o Existing Agreement between the City of Dublin and the Dublin Board of Education

Effective July 1, 1988, the City entered into an agreement with the Dublin Board of Education to hear, decide and rule on appeals brought by the schools' classified present and former employees, pursuant to City Ordinance No. 58-88 and Dublin Board of Education Resolution 06-0488. Chapter 124 of the Revised Code requires cities to provide a personnel board of review for the school system. However, this requirement does not apply to charter municipalities. The 1988 contract renews annually unless a written request to renegotiate the agreement is received. The deadline to provide the request is before the renewal date.

Tim Wagner has reached out to the School District Human Resources Director to discuss this agreement. The Human Resources Director is consulting with the District's legal counsel to determine whether the District still views the agreement as necessary. We will update Council as soon as the District relays their position.

- o Potential Additional Review Topics for the Personnel Board of Review

At the meeting, Council discussed how it may more effectively utilize the current expertise of the Personnel Board of Review members. Some of the duties other cities use for its Personnel Board of Review (Civil Service Commission) include:

- Determine strategies and actions for effective recruiting and testing.
- Develop new job classifications, duty statements, abolish obsolete classifications and update existing classifications.
- Determine the practicability of competitive examinations for any non-elective office or job classification.
- Adopt, amend and rescind rules relating to matters such as examinations, resignations, appointments, promotions, removals, transfers, layoffs, suspensions, reductions and reinstatements.
- Serve as a "sounding board" and resource to City staff in developing employee training and development programs.

We reviewed excerpts from the Charter Review and Revision Commission minutes discussing the Personnel Board of Review, which are attached to this memorandum. Beginning on page 97, the Commission discussed the Personnel Board of Review's involvement with a salary survey. It appears that the Human Resources Director was concerned about situations when the Personnel Board of Review might be delving into

matters that were administrative in nature. The Commission did not discuss any other substantive topics related to the Personnel Board of Review.

The Human Resources Division is in the process of preparing comprehensive revisions to the current Personnel Policies set forth in Chapter 33 of the Dublin Codified Ordinances. Once those revisions are ready for review, the Personnel Board of Review could be given the responsibility of reviewing these revisions and recommending updates, if Council so desires.

- **Professional Services Agreements – Section 8.04(d)**

This Section of the Charter provides an exemption to competitive bidding for professional services contracts. Council discussed that it would be helpful to know more about the method Staff utilizes to select qualified professionals. Council also thought it would be helpful if Staff could more regularly provide a breakdown of all of the professional services agreements that are in effect and the amounts of those contracts.

A list of the professional services agreements that were entered into during 2013, and to date in 2014, has been provided by the Finance Department and is attached to this memorandum for your review. Additionally, Staff has provided a listing of all construction contracts under the \$75,000 bidding threshold entered into during the same time period.

- **Executive Session Topics**

It was noted at the Committee meeting that the Charter has a section dealing with public meetings that states that all meetings shall be open to the public, except as otherwise provided by state law and as may be further provided by Council by ordinance for matters that are declared in such ordinance to require confidentiality. The State open meetings law was amended in 2013 to provide for economic development project discussion as an additional basis for an executive session. We do not recommend any revisions to the Charter or Rules on this topic, but wanted to point out this development.

Please do not hesitate to contact our office if you have any questions regarding this process.

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE OF THE WHOLE
Tuesday, June 24, 2014
6:00 p.m. – Council Chambers – City Hall**

Vice Mayor Gerber, Chair, called the meeting to order.

Present were Vice Mayor Gerber, Mayor Keenan, Ms. Chinnici-Zuercher, Mr. Peterson, Ms. Salay. Mr. Lecklider arrived later. Mr. Reiner was absent. Staff members present were Ms. Crandall and Ms. Readler.

Vice Mayor Gerber noted that tonight's agenda includes review of the Charter and the Rules of Council. He asked Ms. Readler to provide background on these matters, specifically the discussion a few months ago about the Charter language and what constitutes a majority vote.

Charter Review

Ms. Readler stated there has been discussion over the last few years about the process for Charter amendments. Any amendments will ultimately have to be provided to the voters for approval. Legal and administrative staff reviewed the current Revised Charter and any sections that have interpretation issues. The City has not been challenged in regard to any sections. The only item that has been raised in the past is the number of votes required to pass any question before Council – whether it is a majority of a quorum, or a full majority of Council. Legal staff believes this can be clarified in the Rules of Order. The documents provided to Council for this meeting include a proposed new section to the Rules of Order, clarifying that an affirmative vote of four members is needed to pass any question – unless otherwise provided, as is the case where a supermajority is needed to override a recommendation of the Planning and Zoning Commission.

This is the only change recommended by staff, as there have not been any issues raised regarding the construction of the Revised Charter. Staff recommends this amendment to the Rules of Order to clarify the voting issues.

Ms. Chinnici-Zuercher stated that she agrees with this course of action. She did take this opportunity to review the Revised Charter in general and portions that should be affirmed by Council as agreed upon. The Charter has not been reviewed for 10 years. There is nothing she recommends changing, but she believes an affirmation would be appropriate for the record. She proceeded with the review:

1. Form of government - Council/Manager.

She asked for affirmation that Council continues to support this, given that some communities that have populations of Dublin's size have moved to a strong Mayor form of government. She simply believes this should be affirmed – that the Council/Manager government is the right form for the Dublin community.

Vice Mayor Gerber stated that he supports the Council/Manager form. He has read that some cities are changing to the Council/Manager form of government because of the politics that can impact a strong Mayor government.

Ms. Readler added that the expertise of a professional manager has been helpful for Dublin.

Mayor Keenan stated that the Masters in Public Administration programs have generated many candidates well suited for the City Manager role.

Ms. Crandall stated that throughout the country, there are about 40 cities each year that adopt the Council/Manager form of government; each year, about three governments drop the Council/Manager form for another form of government. There is a trend toward the Council/Manager form of government.

Ms. Chinnici-Zuercher stated that operating the city government is complicated and people acknowledge the need for a professionally trained manager.

Ms. Chinnici-Zuercher continued:

2. In Section 3.02(c), "Nominations" -- it states that no primary would be held. She recalls this came up in the past and she asked why the Charter authors felt this was the preferred form. Mr. Smith has always indicated that this statement implies that the government is not party affiliated.

Ms. Crandall stated that a number of city charters were reviewed when Dublin drafted the Revised Charter. This was standard language in all Council/Manager forms of charters. It implies that there will not be partisan politics.

Vice Mayor Gerber stated that under the Ohio Revised Code, primaries are partisan races. The term "non-partisan" – although it has different meanings under the ORC – means that the City does not have primaries.

Ms. Readler stated that the Rules of Order could reaffirm that Council elections are non-partisan races.

Mayor Keenan asked if the affirmation being suggested would be done by resolution of Council.

Ms. Chinnici-Zuercher responded that it would be adequate to have the minutes of this meeting reflect this reaffirmation. It is in order because it has been many years since the Charter was reviewed – back in the 1994-1996 timeframe.

It would be advisable to clarify this in the Rules of Order, as the Charter does not exactly state that.

Ms. Readler responded that this can be added as another amendment to the Rules of Order.

Vice Mayor Gerber stated that it makes sense to have this in the Rules of Order, given that the ORC sets that forth.

Ms. Salay stated that she could not locate the language in the Charter that indicates Council offices shall be nonpartisan.

Ms. Chinnici-Zuercher asked how including the non-partisan language in the Rules of Order would impact the endorsement by political parties for candidates.

Ms. Readler responded that running a partisan campaign constitutes having a party affiliation on the ballot. If there are parties that, with or without a candidate's consent, issue a vote slate – that is beyond a candidate's control and is a right guaranteed by the First Amendment.

Ms. Chinnici-Zuercher continued:

3. Under Section 3.04(c), "Acting Mayor" – it provides for the succession, should the Mayor and Vice Mayor both is temporarily absent. It indicates that the senior Council member, based on length of continuous service serves as Acting Mayor. She wants to affirm this is the method everyone supports. It is fine with her.

Vice Mayor Gerber asked who the longest serving member is at this point in time.

Ms. Chinnici-Zuercher responded it is Mr. Reiner.

4. In Section 3.09, it outlines the method for filling vacancies on Council. If Council has not appointed someone to fill the vacancy within 60 days of the occurrence of a vacancy, the Mayor appoints a person to serve. Therefore, by Council majority vote, they select a replacement. But if they fail to do so, the Mayor makes the appointment.

Ms. Crandall commented that this process was used when Mr. Reiner was appointed to a vacancy on Council.

5. Under Section 3.10, it notes that grounds for forfeiture of office would be failing to attend three consecutive regular meetings of Council without being excused by Council. She was not aware there was a formal process for this.

Mayor Keenan added that, provided the member notifies the Clerk or Mayor of their inability to attend a meeting, they are excused.

Vice Mayor Gerber stated that he recalls the Rules of Order lists the scope of reasons for absences that are excused. This is in Section 4.04 of the Rules of Order. The language "absent from the City" is quite broad.

Mayor Keenan recalls at the Township Board of Trustees where a trustee was gravely ill for a long period of time. Inevitably, the situation had to be resolved as there were only two trustees available to attend meetings.

Vice Mayor Gerber commented that if there was a circumstance in which a member did not regularly attend and was not engaged, this would provide a means of addressing it.

Ms. Chinnici-Zuercher added that there is a process of recall available to citizens for a member not fulfilling the duties of the office.

6. Under the "Qualifications" for the City Manager in 5.01(b), it indicates that at the time of the appointment, the City Manager need not be a resident of the City, but shall become a resident of the City within six months after appointment.

Mayor Keenan stated that is the only City employee required to be a resident.

Ms. Readler responded that is correct. There have been some court cases regarding residency requirements, and that they are not enforceable unless it is some type of emergency center operational issue.

Ms. Crandall added that six months is fairly standard and this is the same language in many city charters.

Ms. Chinnici-Zuercher asked if other cities have a Chief of Police or Fire Chief with required residency.

Ms. Readler responded this is not typical. There have been challenges to this in the court as well.

Ms. Salay stated that, based on these comments, can the City require its City Manager to live in the City – if a person challenged that requirement?

Ms. Readler responded that some court cases have referenced key, emergency type personnel being required to live in a City. Legal staff would need to review this. If there is a provision that is unenforceable in the Charter due to the Supreme Court case, it would not necessarily have to be revised to follow that court rationale.

Mayor Keenan recalled that the issue arose with firefighters who worked 24 hours on/48 hours off and would live in southern Ohio. An issue arose with response time for an emergency situation. He recalls that the government could not require an employee to live in the jurisdiction.

Vice Mayor Gerber noted that the Revised Charter does have a saving clause. With respect to the City Manager, the language indicates the Council can approve a longer period of time for relocation to the City and can actually approve residency outside of the City.

Ms. Readler stated that in practice, it is common and expected for the manager of the municipality to live within the City.

7. Section 6.01 provides that the City shall have a Department of Law and Department of Finance. Other departments are created with Council's approval. Council's approval is required for the two appointments of Director of Law and Director of Finance.

Ms. Readler stated that some other charters they have reviewed have much more detail about departments and mechanisms for appointing directors. Staff would not recommend changing any of the existing language, as it would include administrative matters in the Charter and could become problematic.

Vice Mayor Gerber agreed, noting that it could restrict options for the City at a future date.

Ms. Readler stated that the broad language in the Charter is one of the reasons that there have been few, if any, issues since its adoption.

8. Section 7.01 creates the Planning and Zoning Commission, Board of Zoning Appeals and Personnel Board of Review.

Ms. Chinnici-Zuercher noted that Section 7.05 describes the responsibilities for the PBR. The Charter does not limit the responsibilities of the PBR. Council has asked that staff bring forward other potential items that the PBR could review. Currently, the PBR seldom meets, yet the members are very highly qualified. Not using their talents does not make sense.

Mayor Keenan asked for clarification – hearing appeals from administrative determinations implies that the PBR could hear appeals for those who are fired. Outside of this venue, would such appeals be heard by a municipal court?

Ms. Readler responded that if it is an at will employee, they could argue that there is a broad section in Dublin's Code that allows for this appeal to PBR.

Ms. Chinnici-Zuercher asked about the intent of the PBR, if they are not given any power. She recalls that when she served on the PBR, they reviewed appeals from the School District employees. The PBR was also responsible for reviewing the personnel component to the City budget, looking at salary ranges, identifying appropriate increases and classification changes.

Ms. Salay stated that the City later hired a consultant, Martha Solano, to do this very complex work. She cannot envision assigning these issues to a citizen Board, unless the members were particularly skilled in these matters and would work with a consultant. She would be interested in Mr. Wagner's thoughts about using a citizen board for this type of work.

Vice Mayor Gerber asked where it is written that the Personnel Board of Review will hear a certain type of case. Is that by Resolution of Council? Is that something done with the advice and consent of the City Manager? Where is it written that is the job of the PBR?

Ms. Readler stated staff will need to review the Code. She recalls that one case at the PBR involved an appeal of a school district employee. There is either a Code or statutory requirement for that.

Ms. Salay noted that most of the District employees are union employees.

Ms. Readler responded that staff will report back on these matters.

Ms. Chinnici-Zuercher asked that staff determine where it was defined that the PBR's purpose was to hear the School-related cases.

Vice Mayor Gerber summarized that a report on this matter is warranted – where does the authority rest to hear these cases and what other options are available should Council want to engage PBR in other activities.

Mayor Keenan asked if this type of body exists in other municipalities.

Ms. Readler responded affirmatively. They may review classified service and may have more of a role with union employees. The Charter provides the latitude for Council to add to their duties; it is simply a matter of the limitations in the City's union contracts.

Mayor Keenan added that this could be done through an administrative fix – not necessarily through a Charter revision.

Ms. Readler agreed.

Vice Mayor Gerber suggested that a report be provided sometime in August.

Ms. Crandall stated that timeframe will work. Staff would likely not recommend classification, compensation review – but there are many policy issues currently under review, including the Personnel Code. This would be a good group for this type of work, based on their experience levels.

Vice Mayor Gerber summarized that he would like to see options for assignments they can be given on a regular basis.

Ms. Chinnici-Zuercher agreed, noting that the policy review would be good, given that most of the members come from the private sector and this would provide different insight.

Ms. Salay commented that the City needs to check with the School District to determine if the PBR work for them is still necessary.

Ms. Readler noted that the PBR is established in the Charter and therefore cannot be abolished by other than a Charter amendment.

Mr. Lecklider asked for clarification. Does the School District have some type of policy that requires certain administrative appeals to be heard by the PBR?

Ms. Chinnici-Zuercher responded that is the information being requested from staff.

Ms. Readler stated that, historically, there has been such a requirement because she recalls a case years ago involving a School District employee. Staff will investigate this matter. The City has not been asked by the School District to utilize this appeal process for many years.

Mr. Lecklider commented that a State Personnel Board of Review exists and a classified public employee that is non-union can take an appeal of a suspension of more than 40 hours, an inappropriate transfer, or a termination to the State Personnel Board of Review. Therefore, he questions the need for this Board.

Ms. Readler responded that it is required by the Charter. It would require a Charter amendment to address this.

Mr. Lecklider stated that in terms of dealing with discipline matters for public employees, caution is needed in terms of finding cases for this group to hear.

9. In Section 8.04, Contracting Procedures – specifically bidding and waiver of competitive bidding, it appears that Council can establish thresholds or waive competitive bidding. He has served on Council for many years and notes that many contracts are entered into by the City. Are a large portion of these under the professional services category and therefore not covered by these provisions?

Ms. Readler responded affirmatively.

Ms. Crandall noted that at one point, the bidding threshold was very low and Council approved raising it to \$75,000. Staff does request waivers from competitive bidding requirements from Council, particularly for sole source items. Vice Mayor Gerber noted that there are many contracts that Council does not review whatsoever.

Ms. Crandall confirmed those are professional services contracts and do not fall under this category. They include architectural services, engineering services, etc.

Vice Mayor Gerber stated that he believes Council should review the items falling under the bidding threshold.

Ms. Chinnici-Zuercher suggested that staff could provide a list of professional services engaged for projects twice a year. When people ask about these services, Council would be aware of who is working for the City. She recalls that

in the past, there were engineering firms in the community who felt the City favored certain firms and that bids were automatically awarded to certain people. From a public entity standpoint, this practice was questionable.

Mr. Keenan stated that he, too, has heard from professionals who either live in the City or whose businesses are in Dublin that they are never considered for work with the City. There needs to be more transparency, given the large amount of professional services used by the City.

Ms. Crandall responded that she does recall that there was a time in the past where one or two engineering firms did have a significant amount of the City's engineering work.

Mayor Keenan noted that it is easy to become familiar with people and continue to use them.

Ms. Crandall added that, although it is not required, the City occasionally uses RFPs for architectural services and the like. Staff can bring back a list of the City's professional services contracts.

Ms. Salay stated that, playing devil's advocate, there might be a downside to having a political element in the awarding of contracts. This separation was perhaps deliberate, and the RFP process can certainly be used. She recalls during a task force effort, there was discussion about engineering firms with particular expertise and who had good knowledge of the community. An engineering firm was selected on these bases.

Mayor Keenan stated it is certainly a balance issue.

Mr. Lecklider stated that he is not certain if the bidding threshold should be lowered. He would be interested in how many contracts are being awarded under the threshold. Maybe for the near term, a quarterly summary could be provided.

Ms. Salay recalled this was done previously. The bidding threshold was raised since the time she first was elected to Council.

Ms. Chinnici-Zuercher agreed that both a list of professional service contracts and bid contracts awarded under the \$75,000 threshold should be provided.

Ms. Crandall added that there are also internal policies for items \$75,000 and under – that requires a certain number of quotes before selecting a company.

Mr. Gerber noted that this is likely reviewed in the City's audit as well.

Mayor Keenan commented that he recalls reading an article recently about the City of Columbus or Columbus City Schools where consultants were charging \$49,900, which was just under the \$50,000 bid threshold. This is another issue that warrants having a list of the items purchased under the bid threshold.

Mr. Lecklider stated that in terms of internal controls, based on his personal experience in the Attorney General's office in terms of settlement authority, it was not without some oversight. His assumption is that a Director or Department head cannot enter into a contract for \$74,000 without some oversight internally.

Ms. Crandall responded that all contracts are signed by the Finance Director and City Manager.

Mayor Keenan commented that he reads newspapers from around Ohio. In Dublin, almost without exception, the lowest/best bid is awarded the contract –

with qualifications into background checks. That does not occur in all places. All in all, Dublin's process is very fair and he is impressed with staff's handling of it. Vice Mayor Gerber agreed, adding that as the ultimate party responsible for the public funds, Council should review these matters.

Executive Session - state law change

Mr. Peterson stated that there was mention of the state law change regarding executive session topics, adding economic development. He is not advocating adding this, but asked why Legal staff is not recommending that Council take action to do so.

Ms. Readler responded that Legal staff believes the City already has the authority to do this, given the state law change, without further action. The Charter language is actually more expansive and provides the ability to adjourn into executive session for any matter deemed to require confidentiality.

Mr. Peterson noted that the City of Hilliard's Charter does not provide for that, and even if the state law changes, they are not able to do so.

Ms. Chinnici-Zuercher asked where the executive session language is located in the Charter.

Ms. Readler responded it is under 3.06(d) Open Meetings. There is similar language in other cities' charters.

Mr. Peterson stated that Dublin is specific in its motion to adjourn to executive session, as required by the ORC.

Ms. Readler added that Dublin follows the Ohio Revised Code in these matters.

Ms. Salay asked if economic development would need to be cited when adjourning to executive session. Often, it is a land acquisition matter that may relate to a proposed economic development matter.

Mr. Lecklider noted that there has been some case law in regard to personnel matters – that the motion must be specific about which type of personnel matter.

Recommendation

Vice Mayor Gerber summarized that Council's consensus is to:

Clarify the voting procedures in the Rules of Order, Section 10.04 – that it will require four votes in the affirmative to pass a question – unless otherwise required to have a supermajority of Council.

Ms. Readler commented that staff will prepare legislation for an upcoming meeting to amend the Rules of Order. Staff will report back in August regarding the other issues raised.

Mayor Keenan moved to adjourn to executive session at 6:40 p.m. to discuss personnel matters related to the appointment of a public official.

Vice Mayor Gerber seconded the motion.

Vote on the motion: Mayor Keenan, yes; Mr. Peterson, yes; Ms. Chinnici-Zuercher, yes; Ms. Salay, yes; Vice Mayor Gerber, yes; Mr. Lecklider, yes.

The meeting was reconvened at 8:15 p.m. and formally adjourned.

Deputy Clerk of Council

COUNCIL RULES OF ORDER

1. DEFINITION OF TERMS

- 1.01 Charter** – the Revised Charter of Dublin, Ohio effective July 4, 1996, and its amendments, if any;
- 1.02 Member** – a member of Council;
- 1.03 Chair** – the presiding officer of Council who is the Mayor under the Charter;
- 1.04 Clerk** – the Clerk of Council;
- 1.05 Meeting** – any regular, alternate or special meeting of Council;
- 1.06 Quorum** – a majority of the members elected to Council;
- 1.07 Standing Committee** – a permanent committee created by Council resolution, usually composed of three members; and
- 1.08 Ad Hoc Committee** – a temporary committee created by Council motion, usually composed of two members.

2. APPLICATION OF RULES

- 2.01** Except as otherwise provided by the Revised Charter or laws of the State of Ohio, the functioning and proceedings of Council shall be governed by these Council Rules of Order.
- 2.02** On matters involving parliamentary procedure not provided for in these Council Rules of Order, the Clerk's latest revised edition of "Robert's Rules of Order" shall be referenced by the Mayor as persuasive, rather than binding, and the Mayor's determination shall be final.
- 2.03** The Law Director shall act as parliamentarian and, when applicable, shall interpret "Robert's Rules of Order" for Council.
- 2.04** These Rules of Order shall not be altered except by a vote of a majority of all members of Council, and at a regular or alternate meeting. The proposition to make an amendment shall be in the form of a resolution, and shall be submitted and read to Council at a meeting preceding the one at which it is acted upon. These Rules of Order may be suspended, when appropriate, by a majority vote of all Council members.

3. COUNCIL COMMITTEES

- 3.01** Ad hoc committees may be created by Council to review, study and make recommendations on specific matters. The Mayor shall appoint each ad hoc committee, give it a charge, and establish the time frame within which the committee is to report to Council. When an ad hoc committee has completed its charge, the existence of the committee shall terminate.

- 3.02** Council, from time to time, may establish new standing committees, assign the functions of standing committees, add, combine, expand, contract or eliminate certain standing committees as it deems necessary for the proper functioning of Council.
- 3.03** Membership and Chairship of each standing committee shall be determined by consensus, taking into consideration the preferences, willingness, and experience of each Council member.
- 3.04** The Standing Committees of Council have been established as the Administrative Committee, Community Development Committee, Finance Committee, and Public Services Committee.
- a. The Administrative Committee shall review issues relating to Council employee evaluations; City personnel policies, compensation and benefits; board and commission appointments; strategic planning; goals setting; policy process; marketing and communications; and Council procedures and operations.
 - b. The Community Development Committee shall review issues relating to economic development, growth management and transportation systems.
 - c. The Finance Committee shall review issues relating to general taxation policy; hotel/motel tax grant applications; operating budgets; capital improvement programs; and fees.
 - d. The Public Services Committee shall review issues relating to police, fire and emergency services; traffic and related issues; public health and human services; parks and recreation; utilities, telecommunications and energy; and engineering.
- 3.05** The Clerk of Council shall provide for the electronic recordings of all ad hoc and standing committee meetings and will maintain these recordings as the permanent record of these meetings.

4. COUNCIL MEETINGS

- 4.01** Regular meetings shall be held on the second and fourth Mondays of the month or on such dates as are otherwise approved on the yearly meeting calendar or by a majority vote of City Council. Meetings shall be convened in the Council Chamber of the City of Dublin at 7:00 p.m., or in an alternate public place within the City of Dublin corporate limits, provided that a public notice shall be posted on the entrance doors of the Municipal Building 24 hours prior to the meeting time. In the event that a regular

meeting date of the Council coincides with a legal holiday, or presents a conflict for a majority of members, Council may establish an alternate date, or cancel the regular meeting. The Clerk shall ensure that any cancellation, alternate date or alternate location is published on the City's website or other generally accepted medium, as designated by Council.

- 4.02** The Mayor and City Manager shall confer regularly regarding the agenda for Council meetings, after which the Mayor shall determine the agenda. Upon concurrence that a meeting may become unduly lengthy due to the content and/or number of items on an agenda, the Mayor may divide the agenda and defer items to the following regular meeting, or call a special meeting.
- 4.03** Special meetings are governed by the Revised Charter, Article III, Section 3.06(b).
- 4.04** Members shall be present during all regular and special meetings. Excused absences shall be granted by the Council when a member is ill, there is sickness or death in a member's family, when a member is absent from the City, when job requirements demand immediate attention, or on special leave.

5. COUNCIL MEETING AGENDA

- 5.01** Except for emergency matters or other special matters requiring the immediate attention of Council, a listing of business to be considered by Council shall be prepared and delivered to each member at least 72 hours prior to each regular Council meeting.
- 5.02** Any person may request that a matter of business be placed on the agenda provided sufficient notice is provided either to the Mayor, City Manager or the Clerk of Council. All proposed agenda items must be delivered to the Clerk of Council prior to 10:00 a.m. on the Thursday preceding the meeting.
- 5.03** It is the responsibility of the Clerk to prepare and deliver the agenda and all supporting documentation under the general supervision and direction of the Mayor and the City Manager. All members of the City organization and members of the public are encouraged to cooperate with the Clerk in making the agenda complete and accurate. While nothing herein will prevent the introduction of new business not listed on the agenda, Council may require additional time to study any item not included on the agenda.
- 5.04** Council may, upon majority vote of its members, modify the order or contents of the agenda at a Council meeting.

6. NOTICE OF MEETINGS

6.01 Public Notice

The Clerk shall cause to be published one time in at least one newspaper of general circulation in the City a statement of the dates, times, and places of the Council meetings regularly scheduled for the calendar year. Said publication shall occur no later than the day preceding the day of the first such regular meeting for the calendar year. The Clerk of Council may use any other medium appropriate for notice of public meetings.

6.02 Public Posting

The Clerk shall also post a statement of the dates, times and places of each regular Council meeting for the calendar year at least one week prior to the first regular meeting of the calendar year. Said posting shall be done at three (3) locations set forth in Section 4.12 of the Revised Charter. The Clerk shall check at reasonable intervals to insure that this statement remains posted.

7. PUBLICATION OF MEETING AGENDAS

7.01 Media Publication

The Clerk shall make arrangements to have the “tentative” agenda for any regular, alternate or special meeting published on the City’s website or other generally accepted medium as designated by Council. The “tentative” agenda shall be that agenda which is prepared and distributed to the press/media on the Tuesday preceding a regular or an alternate meeting, or that agenda which is prepared in advance of a special meeting.

7.02 Agenda Packets for Press/Media

The Clerk shall make available a copy of the agenda for any regular, alternate or special meeting to any news organization requesting same. The agenda will include copies of new ordinances and resolutions and other materials shall be made available at the discretion of the City Manager. These agenda packets will be made available to news organizations by 4:30 p.m. on Thursday prior to regular or alternate meetings and as soon as practicable prior to special meetings. It is the responsibility of the news organization to make arrangements for pick-up of its agenda packet.

8. ORDER OF BUSINESS

The Mayor shall take the Chair at the hour appointed for the meeting of Council and shall call the meeting to order and direct the Clerk to call roll. If a quorum is present, the meeting shall continue.

The order of any regular or alternate meeting shall be as follows:

1. Call to Order
2. Executive Session, if necessary
3. Pledge of Allegiance
4. Roll Call
5. Proclamations/Special Recognition
6. Citizen Comments
7. Consent Agenda
 - a. Action of Minutes of previous meeting(s)
 - b. Correspondence
 - c. First reading of routine ordinances
 - d. Routine resolutions
 - e. Other administrative matters
8. Legislation
 - a. Tabled/postponed legislation
 - b. Public hearings/second readings/vote on ordinances
 - c. First reading of non-routine ordinances
 - d. Non-routine resolutions
9. Other Business
10. Council Committee Reports/Council Roundtable
11. Executive Session, if necessary
12. Adjournment

9. REQUEST TO SPEAK

9.01 Members' Right to Speak

- a. While each member has the right to speak, the member must request this right by addressing the Chair. Upon being recognized, the member may proceed.
- b. No member may filibuster. No member may speak for more than five (5) minutes continuously, except by leave of the Mayor. The decision by the Mayor in this matter is final. Reference to personalities shall be avoided by all speakers.
- c. A member may speak a second time on any one opportunity to speak.

- d. the Mayor shall regulate debate in any other manner that she/he deems necessary, provided that the rights of all persons to express their views are respected.
- e. By a motion duly made, seconded, and passed by a majority of members present, the Council may overrule any limitation of debate by the presiding officer and allow a member to speak for an additional five (5) minutes.

9.02 Residents/Interested Parties' Duties

Any resident or interested party desiring to address the Council shall be first recognized by the Chair. She/he shall then step to the floor microphone and state her/his name and address in an audible tone for the Clerk's record. Remarks shall be limited to the question under discussion. All provisions of 9.01 apply.

9.03 City Employee

The City Manager and any other appointed, administrative level official shall be entitled at all times to any privilege of the floor for the purpose of speaking upon any questions that pertain to their duties, responsibilities and authority. All provisions of 9.01 apply.

10. VOTING PROCEDURES

10.01 Every member present, when a question is put, shall vote unless the member has an ethical conflict of interest. Any member requesting permission to abstain may make a brief statement of the reason for making such a request. The question shall then be immediately taken without further debate.

10.02 Voting on all legislation shall be oral and in open Council. No proxy votes are permitted. When the Clerk calls roll, each member shall respond "yes," "no," "present," or "abstain." No other comment is permitted during voting. The order of voting shall rotate in a random manner.

10.03 The Mayor shall announce the results of the voting, and state whether the matter voted upon passed or failed.

10.04 An affirmative vote of four (4) members shall be necessary to pass any question, unless otherwise provided by the Charter.

10.04 No vote of a member shall be questioned. Any member so desiring may briefly comment upon the vote personally cast after the roll call and

announcement of the result. The Mayor shall decide upon the propriety of the comments and monitor the length of same.

11. LEGISLATION PROCEDURE

11.01 The introduction, passage and amendment of ordinances and resolutions shall be governed by Article IV of the Charter and these Rules of Order. A consent agenda may be used where routine or noncontroversial items are organized apart from the rest of the agenda and approved as a group. Items are proposed for the consent agenda by the City Manager and Clerk of Council. Upon request of any Council Member, an item will be removed from the consent agenda and scheduled for consideration under the regular order of business.

The introduction, passage and amendment of ordinances and resolutions shall be governed by Article IV of the Charter.

11.02 A member may speak on any legislation; call for questions; ask for a statement of the question (which the Mayor shall render); call for a division of the questions (the Mayor shall render a decision regarding the divisibility of any question and said decision shall be subject to appeal as is a question of order); and question the City Manager. Any two members may demand the previous question.

11.03 Any member may introduce such legislation as the member deems appropriate. Legislation can be prepared and recommended by the Administration, a Standing Committee of Council, an ad hoc committee of Council, or a City Board or Commission; all such legislation must be introduced by a member.

11.04 Every motion shall be reduced to writing if the Chair or a member so requests.

11.05 When a motion is offered and seconded, it shall be transcribed and read back by the Clerk before debate. When written, it shall be read by the Clerk before debate.

11.06 After a motion has been read by the Clerk, it shall be deemed to be in Council's possession and may be withdrawn only by leave of the Council.

11.07 Ordinances and resolutions shall be read by title only unless there is an objection from one of the Council members at which time the Council shall meet the requirements of Article 4.04 of the Revised Charter.

11.08 Form of Ordinances/Resolutions

- a. All ordinances and resolutions shall continue to be written in the same format and style as was in use at the time these rules were enacted by Council. All such legislation shall be assigned according to a system that reflects the sequential order and year, e.g., 01-97.
- b. Each ordinance/resolution shall contain not more than one subject, which shall be fully described in the caption in easily understood terms.

11.09 Second Readings/Public Hearings - No motion is required on second readings. After debate has closed, the Mayor shall direct the Clerk to call the roll.

11.10 Motion to Reconsider – Any member who voted on the prevailing side may move a reconsideration of any action of the Council, provided that the motion be made not later than the next regular meeting after such action was taken. A motion to reconsider shall be in order at any time, except when a motion on some other subject is pending. A motion to reconsider being laid upon the table may be taken up and acted upon at any time. No motion to reconsider shall be made more than once on any matter or subject.

11.11 Order of Consideration of Questions – All questions shall be considered in the order in which they are made.

11.12 Motion Made – Additional Proper Motions – When a question is before Council or under debate, or a motion has been made, no other motion shall be proper, except the following and these take precedence according to the order listed:

1. to adjourn
2. to table until future stated time
3. request cessation of debate and that a vote be taken
4. to refer to a standing or ad hoc committee
5. to amend the matter under discussion
6. to postpone action for an indefinite time or to a date certain

11.13 Question Without Debate – The following questions shall be considered without debate:

1. to adjourn
2. to lie on the table
3. to take from the table
4. all questions relating to priority
5. to approve all items on the consent agenda

11.14 Motions to Postpone and Adjourn

- a. A motion to postpone (to a day certain or indefinitely) shall not again be allowed at the same reading of the ordinance or resolution under consideration.
- b. A motion to adjourn shall always be in order, but if decided in the negative, it shall not be entertained again until some motion, order, or decision has taken place.

11.15 Motion to Take from the Table – A motion to remove any matter from the table shall be in order after consideration of one question succeeding the tabling. This is not debatable. Any matter removed from the table shall not be considered or acted upon until the next or a subsequent meeting.

11.16 Motion to Strike Out – A motion to strike out and insert shall be deemed divisible, and a refusal to strike out equivalent to agreeing to the matter in the form, but shall not preclude further amendment by way of addition.

11.17 Appeal Decision of the Chair – On appeal of a decision of the Chair, no member shall speak more than once, and the Chair shall have preference.

11.18 Call to Order – If any member, in speaking or otherwise, violates the rules of Council, the Chair or any member may call her/him to order and the member so called shall cease speaking until the question of order is decided.

12. MISCELLANEOUS

12.01 Council Courtesies

No member shall privately confer while Council is in session with anyone other than a fellow member, the City Manager, the Clerk, or Law Director. Such discussions as are permitted shall be brief and shall be conducted in the tone and manner so as not to disturb the proceedings.

12.02 Confidentiality

- a. On matters where public knowledge of same could be detrimental to the City's position on legal, fiscal, property acquisition, personnel or other matters deemed by Council or the City Manager to require confidentiality, all members shall limit and/or restrict discussion

and/or dissemination of the confidential information unless and until Council or the City Manager decides such matters may be discussed publicly.

- b. No member may speak for the Council as a body unless specifically authorized to do so by Council.

12.03 Enforcement of Rules

The Mayor shall conduct all Council meetings in accordance with these rules and shall preserve order at all meetings, and shall enforce the rules of Council, either by private or public reprimand.

12.04 Violation of Rules

If any member, in speaking or otherwise, shall violate any rule of Council, the Mayor shall call the member to order. If such member is speaking when called to order, the member immediately cease speaking unless permitted to explain. The question of order shall be decided without debate, at the Mayor's discretion.

Adopted: Res. 09-96 – 6/9/97
Amended: Res. 87-08 – 1/20/09
Amended: Res. 47-09 – 10/5/09
Amended: Res. 44-11 – 9/12/11



City of Dublin

Office of the City Manager
5200 Emerald Parkway • Dublin, OH 43017-1090
Phone: 614-410-4400 • Fax: 614-410-4490

Memo

To: Members of Dublin City Council

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

Date: August 7, 2014

Initiated By: Jennifer Readler, Assistant Law Director
Michelle Crandall, Assistant City Manager
Anne Clarke, Clerk of Council

Re: Proposed Resolution 66-14 – Amendment to Council Rules of Order

Summary

The Administrative Committee of the Whole met on June 24 to review the Revised Charter for any potential amendments desired or needed. The Committee determined that clarification is needed for the language in the Revised Charter Article IV, Section 4.01, which states:

“Unless otherwise provided in this Revised Charter, all action taken by Council shall be by a vote of no less than four members of Council.”

The Committee recommends that a new Section 10.04 of the Council Rules of Order be added to clarify the number of affirmative votes needed for passage of a question. (The existing Section 10.04 would become Section 10.05.)

The proposed new language is as follows:

10.04 An affirmative vote of four (4) members shall be necessary to pass any question, unless otherwise provided by the Charter.

Process to Amend

Section 2.04 of the Council Rules of Order outlines the process for an amendment to the Rules, requiring submission of an amendment to Council at the meeting preceding the one where it is acted upon. Attached is proposed Resolution 66-14, adding a new Section 10.04 to the Rules of Order.

Recommendation

Should Council desire to amend the Rules of Order to clarify this language, staff recommends that the draft legislation be reviewed under the “Other” portion of the August 11 Council meeting and introduced and voted upon at the August 25, 2014 Council meeting.

RECORD OF RESOLUTIONS

Dayton Legal Blank, Inc., Form No. 30045

66-14

Resolution No. _____ Passed _____, 20____

A RESOLUTION AMENDING THE DUBLIN CITY COUNCIL RULES OF ORDER SECTION 10 (VOTING PROCEDURES) FOR PURPOSES OF CLARIFICATION

WHEREAS, the Administrative Committee of the Whole has recommended that Section 10 of the Council Rules of Order be amended in order to clarify the number of affirmative votes needed to pass any question.

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

Section 1. Section 10 of the Council Rules of Order is hereby amended as follows:

10.01 Every member present, when a question is put, shall vote unless the member has an ethical conflict of interest. Any member requesting permission to abstain may make a brief statement of the reason for making such a request. The question shall then be immediately taken without further debate.

10.02 Voting on all legislation shall be oral and in open Council. No proxy votes are permitted. When the Clerk calls roll, each member shall respond "yes," "no," "present," or "abstain." No other comment is permitted during voting. The order of voting shall rotate in a random manner.

10.03 The Mayor shall announce the results of the voting, and state whether the matter voted upon passed or failed.

10.04 An affirmative vote of four (4) members shall be necessary to pass any question, unless otherwise provided by the Charter.

10.05 No vote of a member shall be questioned. Any member so desiring may briefly comment upon the vote personally cast after the roll call and announcement of the result. The Mayor shall decide upon the propriety of the comments and monitor the length of same.

Section 2. This amendment shall be submitted and read to Council at the August 11, 2014 meeting and acted upon by Council at the August 25, 2014 Council meeting, in accordance with the Section 2.04 of the Council Rules of Order.

Section 3. This Resolution shall be effective upon passage, in accordance with Section 4.04(a) of the Revised Charter.

Passed this _____ day of _____, 2014.

Mayor – Presiding Officer

ATTEST:

Clerk of Council

May 11, 1995

Page 5

(1) MR. BANCHEFSKY: No. I'm trying. I
 (2) just — I can't find where I had it typed up and all
 (3) organized.
 (4) MR. ZAWALY: Let's move to — Why
 (5) don't we go to the April 25th, 1995 and we will start
 (6) at 7.05, Consecutive Term Limits, Terms Limited. And
 (7) then we will come back to what is marked as 7.02, but
 (8) we will consider whether or not that's, again, the
 (9) numbering we will —
 (10) MS. CRANDALL: You haven't done
 (11) Personnel Board of Review yet. I skipped that so
 (12) you —
 (13) MR. ZAWALY: I think Mitch was
 (14) supposed to have some comments on that as well.
 (15) MS. CRANDALL: Dave had some
 (16) comments.
 (17) MR. ZAWALY: What is the section
 (18) number?
 (19) MS. CRANDALL: It's in with 7.01
 (20) where it establishes the Personnel Board of Review.
 (21) MR. ZAWALY: I've got a note here
 (22) that says see model charter as modified by David
 (23) Harding. We did that at the last meeting.
 (24) MS. CRANDALL: That's for the merit
 (25) system, which everyone wanted to have reviewed. For

Page 7

(1) out and Mitch will report, which he did, and I think we
 (2) accepted it. We changed examination to selection
 (3) process.
 (4) MR. BANCHEFSKY: What page are you on,
 (5) Judi?
 (6) MS. STILLWELL: I'm on Page 34.
 (7) MR. ZAWALY: What portion of
 (8) Beaver Creek, actual Personnel Board of Review, the
 (9) Personnel Board of Review?
 (10) MS. BEALL: General rules, and I
 (11) have article —
 (12) MR. ZAWALY: Okay. What they have
 (13) in Beaver Creek is Personnel Board, there shall be a
 (14) Personnel Board as prescribed in Section 8.02 of their
 (15) Charter. And in their Personnel Board it states under
 (16) 8.02 there shall be a Personnel Board consisting of
 (17) three members appointed by Council for terms of three
 (18) years. Members of the first board shall be
 (19) appointed — Well, this is transitional. Each member
 (20) of the board shall be a qualified elector of the City
 (21) known to be sympathetic with the merit principal of
 (22) public employment, shall neither hold nor be a
 (23) candidate for any other public office nor be employed
 (24) by the City, and shall not be an officer of any local,
 (25) state or national political party or of any partisan

Page 6

(1) Personnel Board of Review, if you're going to keep it
 (2) in this section, the Commission hasn't gone through
 (3) that.
 (4) MR. ZAWALY: Didn't we have a
 (5) suggestion that this was going to be moved to another
 (6) location or is it just that it was going to be — it's
 (7) under Boards and Commissions. I guess that's where it
 (8) ought to stay, but it will be separated out under its
 (9) own section.
 (10) MS. CRANDALL: I think the personnel
 (11) system or the first part of the merit system was going
 (12) to be moved, that short part.
 (13) MR. ZAWALY: That was going to be
 (14) moved to 6.07.
 (15) MS. CRANDALL: Right. I don't know
 (16) if you want to keep Personnel Board of Review in with
 (17) Boards and Commissions because that's the second part
 (18) of this.
 (19) MR. ZAWALY: Does anybody have any
 (20) notes about the Personnel Board of Review?
 (21) MS. STILLWELL: I said it was 7.01,
 (22) and that we needed to add something from Beaver Creek
 (23) here.
 (24) MR. PARKHILL: Substitute a lot of
 (25) what Beaver Creek had. Dave Harding will check this

Page 8

(1) political organization. Quite frankly, I don't
 (2) remember ever visiting that.
 (3) MR. BOSTON: We didn't, I don't
 (4) think. I think what we stated is we were trying to use
 (5) some general rules for boards and commissions, we
 (6) referred to Beaver Creek, then we're going to say we
 (7) had three boards or commissions that we felt had to be
 (8) in the Charter; one was Personnel Board, Planning and
 (9) Zoning and Board of Zoning Appeals.
 (10) MS. STILLWELL: Beaver Creek, I think
 (11) you're right, was the general piece.
 (12) MR. BOSTON: At that point I think
 (13) we were at how much detail did we want to put in as it
 (14) related to each one of those boards or did they go back
 (15) to the general rules of boards and commissions. That's
 (16) where there wasn't total agreement. That was what the
 (17) discussion was as to how much you want to identify what
 (18) the make up of those boards was going to be.
 (19) MR. ZAWALY: Well, and we had
 (20) adopted the language under 9.01, hadn't we, creation of
 (21) boards and commissions? And that was the City shall
 (22) have a Planning and Zoning Commission, a Board of
 (23) Zoning Appeals and a Personnel Board of Review, and
 (24) such other boards and commissions as may be created by
 (25) ordinance. This whole personnel section of Beaver

[1] Creek is really quite involved.

[2] MR. BOSTON: No. I don't think we
[3] made reference to the Beaver Creek.

[4] MR. ZAWALY: I don't either.

[5] MS. BEALL: I think we were
[6] looking at Beaver Creek for those general rules more so
[7] than anything else.

[8] MR. ZAWALY: Right. For the
[9] creation of the boards and commissions we like that
[10] one, which rather than repeating it each time, such as
[11] we had in our Charter, if you look under 7.02, Planning
[12] and Zoning it says there is hereby created a Planning
[13] and Zoning Commission. We just created the three
[14] boards, indicated that others can be created by
[15] ordinance, felt that that was a better way of handling
[16] the creation of boards and commissions. We then were
[17] going to get some instruction on Planning and Zoning
[18] Commission from Mitch. Quite frankly, I know that we
[19] talked about addressing the Personnel Board of Review,
[20] but I don't think we had gotten anywhere near that
[21] issue.

[22] MS. CRANDALL: You skipped over it
[23] and went to Planning and Zoning first.

[24] MR. ZAWALY: I think that's
[25] exactly what we did because we felt it was going to be

[1] Personnel Board of Review shall designate one of its
[2] members as chair. And Council, by ordinance or
[3] resolution, may authorize the appointment of a clerk
[4] who may be an employee of the City. Now, that, again,
[5] that just seems to be something that ought to be
[6] addressed under the general rules for boards and
[7] commissions.

[8] MR. BOSTON: That's where our
[9] discussion was as to what we want to include under each
[10] one of these, whether it's general and it's governed by
[11] the general rules of boards and commissions or if we
[12] have some specific things we want to identify other
[13] than just a general description of what the Personnel
[14] Board of Review's overall mission is or what they're
[15] supposed to accomplish. Because then we got into is
[16] this all the details of how it's going to operate.

[17] MR. ZAWALY: Right.

[18] MR. BOSTON: I think we got down
[19] to the discussion, if I recall, was how many members,
[20] you know, do we want on boards. Here we have a general
[21] saying it's five and the Board of Review is three
[22] and —

[23] MR. ZAWALY: This is what you were
[24] supposed to look at, Mitch, the general rules for
[25] boards and commissions.

[1] the last of the boards that were addressed. Let's go
[2] to 7.01, the Merit System and Personnel Board of Review
[3] and see if we can glean from that, which is not
[4] directly addressing the merit system, and focus on the
[5] language that speaks to the Personnel Board of Review.
[6] If what we already have in our Charter will suffice as
[7] the appropriate language for that board, then we just
[8] ought to keep it the way it is.

[9] MS. SAYLOR: Does this begin on
[10] Page 35 with (b), there is hereby created a Personnel
[11] Board of Review?

[12] MR. ZAWALY: Exactly. There you
[13] are. Okay. I've got a note going to boards and
[14] commissions, but that's really where it was. Okay. It
[15] says, you know, we can clean up this language that
[16] there is hereby created. Perhaps we could just say
[17] there shall be — or the Personnel Board of Review
[18] shall consist — Everybody with us on Page 35? — shall
[19] consist of three electors of the City not holding other
[20] office, appointment or employment with City to be
[21] appointed by motion of Council for a term of three
[22] years. That would be subsection (a) under whatever
[23] number this is going to be. It will be 7.0 something,
[24] yet to be determined.

[25] (b), which is now marked as your (c), the

[1] MS. STILLWELL: Theoretically, we
[2] have that on Page 36 where we talk about organization.
[3] I mean, it's not as inclusive as Beaver Creek, but it
[4] talks about operating.

[5] MR. ZAWALY: Page 36 of what?

[6] MS. STILLWELL: The March 23rd, '95
[7] non-redlined version.

[8] MR. ZAWALY: Non-redlined. We're
[9] looking at redlined.

[10] MS. STILLWELL: You're looking at the
[11] redlined. Well, it's —

[12] MS. BEALL: Organization. That's
[13] right. It's toward the back. It's Page 42 on the
[14] March 23rd —

[15] MR. PARKHILL: Redlined?

[16] MS. BEALL: — redlined under
[17] organization. That's what we were doing. We were
[18] comparing what Beaver Creek had with what we have in
[19] there under organization and trying to figure out which
[20] one of these we could put at the beginning of the
[21] article — of Article VII as our general rules.

[22] MS. STILLWELL: It's all coming back.

[23] MS. BEALL: It just takes us a
[24] little while.

[25] MR. ZAWALY: No. That's where we

[1] started off. We were supposed to have some thinking
 [2] brought to us on which of these general rules are the
 [3] ones that bind themselves in both of these places. Do
 [4] you have anything, Mitch, or —
 [5] **MR. BANCHEFSKY:** No. On that I don't.
 [6] I dropped the ball on that if that's what I was
 [7] supposed to do.
 [8] **MS. CRANDALL:** You did dictate some
 [9] rules last time that actually I typed up and I forgot
 [10] to bring with me as a starting point for some from the
 [11] Beaver Creek model.
 [12] **MS. STILLWELL:** Maybe we can go into
 [13] Section VIII.
 [14] **MR. ZAWALY:** Well, let's hammer
 [15] now. We've got — Does everybody have Section 9.02,
 [16] General Rules for Boards and Commissions of Beaver
 [17] Creek accessible to them as well our 7.04,
 [18] Organization, Vacancies on Page 42? Let's — And,
 [19] again, we're not sure what this number is going to be
 [20] except that I guess I would propose that it be 7.0 —
 [21] let's —
 [22] **MR. BOSTON:** 7.02.
 [23] **MS. BEALL:** Your creation is
 [24] 7.01, right.
 [25] **MR. ZAWALY:** 7.01 is Creation.

[1] **MS. BEALL:** And we've got that
 [2] figured out, right.
 [3] **MR. ZAWALY:** So 7.02, yes, would
 [4] be General Rules for Boards and Commissions.
 [5] **MS. BEALL:** Unless otherwise
 [6] provided for in this Charter, want to leave that?
 [7] **MR. ZAWALY:** That's fine. Unless
 [8] otherwise provided for in this Charter; one, we did get
 [9] hung up on whether or not we should prescribe the
 [10] number for each. I firmly believe we shouldn't.
 [11] **MR. BOSTON:** I think we took the
 [12] position that we should.
 [13] **MS. SAYLOR:** What's the pro and
 [14] con for each one, I mean?
 [15] **MR. ZAWALY:** Well, I think we have
 [16] the history of each of our commissions now that we have
 [17] seven on the Planning and Zoning, we have five on the
 [18] BZA, Board of Zoning Appeals, and we have three on the
 [19] Personnel Board of Review. You know, I guess the quick
 [20] compromise would be to make all of those seven, but as
 [21] I mentioned the last time we brought this up, I think
 [22] that would be tinkering with Planning and Zoning in a
 [23] very detrimental way. I think the more citizen input
 [24] that you can have there on the board and it's worked, I
 [25] think, reasonably well in Dublin having seven members.

[1] I would not want to see BZA go to seven. I certainly
 [2] wouldn't want to see the Personnel Board of Review go
 [3] to seven; so I think that's just a stumbling block for
 [4] me trying to come up with some convenient number that's
 [5] going to apply across the board for all these boards
 [6] and commissions. So let's — Anybody feel strongly
 [7] about trying to come to some sort of consensus on a
 [8] given number?
 [9] **MR. PARKHILL:** I agree with you. I
 [10] think if there's anything that is consistently
 [11] contentious that additional representation is
 [12] worthwhile on P&Z to stay that way, which would not be
 [13] a reason to increase the others to that.
 [14] **MS. BEALL:** Okay. We can still
 [15] leave this in the general rules by saying something
 [16] like the membership of the boards or commissions
 [17] appointed in 7.01 shall be as follows: Planning and
 [18] Zoning, seven; Personnel Board of Review, three, and
 [19] whatever the other one is five. I mean, we need to put
 [20] that in here somewhere, right?
 [21] **MR. BOSTON:** Is there a minimum?
 [22] **MR. ZAWALY:** I would not put it
 [23] under general rules for boards and commissions. I
 [24] would put it under the section pertaining to that
 [25] board. When it's — When we say consists of three

[1] electors for the Board of Review, we would be
 [2] consistent and say seven electors for the Planning and
 [3] Zoning Commission, we would say five electors for the
 [4] Board of Zoning Appeals.
 [5] **MS. BEALL:** Okay. So do we want
 [6] to put the part about the members of the first board
 [7] shall be appointed for terms of —
 [8] **MR. ZAWALY:** No. That's
 [9] transition.
 [10] **MR. BOSTON:** This is general
 [11] rules.
 [12] **MR. ZAWALY:** Right.
 [13] **MR. BOSTON:** We're going to
 [14] identify specifically, if I heard what you said, in the
 [15] three.
 [16] **MR. ZAWALY:** That's correct.
 [17] **MR. BOSTON:** What you're saying is
 [18] we want to leave it flexible for any other boards or
 [19] commissions that you develop from here on.
 [20] **MR. ZAWALY:** Correct.
 [21] **MR. BOSTON:** Okay. So we don't
 [22] have to state a thing there and it doesn't matter. Is
 [23] there a least or —
 [24] **MR. ZAWALY:** I guess the — I'm
 [25] sorry, is there a least?

Page 89

[1] that?

[2] MR. ZAWALY: Can you bring us a

[3] copy of that next time?

[4] MS. STILLWELL: If I save all that

[5] stuff, I don't remember. I worked on that with the

[6] time frames and like the 60 days and 30 days.

[7] MR. ZAWALY: Let's get it from

[8] Bobby.

[9] MS. STILLWELL: All that stuff. I

[10] worked on that.

[11] MR. PARKHILL: Could we possibly

[12] move on and just make sure that we really hone in on

[13] this subject at our last meeting of the month and we

[14] can get, I think, a lot whacked out here in a few

[15] minutes.

[16] MR. ZAWALY: What do you want to

[17] whack out?

[18] MR. PARKHILL: The moving on into

[19] VIII.

[20] MR. ZAWALY: Into VIII.

[21] MS. CRANDALL: We haven't finished

[22] VII. We have to do Personnel Board of Review.

[23] MR. ZAWALY: We've got Personnel

[24] Board of Review.

[25] MS. STILLWELL: We just knew that was

Page 90

[1] going to come after. We did Planning and BZA,

[2] Personnel Board of Review.

[3] MR. ZAWALY: Where is Personnel

[4] Board of Review now? It's under some other section.

[5] MS. CRANDALL: No. It's 7.01 in

[6] March 23rd, but the first section of that is going to

[7] be put in Article VI.

[8] MR. ZAWALY: It's 6.07, right.

[9] MS. CRANDALL: You still have

[10] Personnel Board of Review established under here.

[11] MR. ZAWALY: You're right.

[12] MS. CRANDALL: I don't think you

[13] reviewed this.

[14] MR. ZAWALY: It's Page 33, it

[15] starts.

[16] MS. BEALL: I have next to that

[17] model 4.02 (a) and (b). Is that what we ended up

[18] saying we were going to use? I think we did for --

[19] MS. CRANDALL: For that first

[20] section establishing a personnel system. It doesn't

[21] speak to Personnel Board of Review.

[22] MR. ZAWALY: I've got all sorts of

[23] red lines, my own red lines, but let me focus in on

[24] what they were attempting to accomplish.

[25] MS. BEALL: I have at got 7.08,

Page 9

[1] the Personnel Board of Review of three electors of the

[2] City not holding other offices, appointment or

[3] employment with the City to be appointed — I just took

[4] Page 35 and we changed (a) and (b).

[5] MS. STILLWELL: That's what I have,

[6] too.

[7] MS. BEALL: Page 35.

[8] MS. STILLWELL: Then they have the

[9] power to hear appeals from administrative

[10] determinations. Here's that word, administrative

[11] determinations.

[12] MS. BEALL: Do you have that on

[13] your Page 35, Michelle?

[14] MS. STILLWELL: Then we have said as

[15] such other powers, duties and functions as provided by

[16] Council by ordinance. We need to make sure they're all

[17] parallel.

[18] MR. BANCHEFSKY: It's hard to do

[19] unless we get to it. Once we get it done —

[20] MR. BOSTON: I think were at the

[21] point where you just need to take your best shot as to

[22] what you have in your notes and then let us start anew.

[23] MR. PARKHILL: Yeah. Let's look at

[24] it after it's been —

[25] MR. ZAWALY: Although I don't

Page 9:

[1] think we went into the creation language, the

[2] obvious — we created all of these in 7.01.

[3] MS. STILLWELL: I think we do.

[4] MR. ZAWALY: Oh, wait a minute.

[5] Yes, I do.

[6] MS. BEALL: I know we did because

[7] it was in my blue pen.

[8] MR. ZAWALY: Wait a minute, guys,

[9] I was looking at the wrong section. It just says the

[10] Personnel Board of Review shall consist of three

[11] electors of the City not holding other office. Then we

[12] have got (b), the Personnel Board of Review shall

[13] designate one of its members as chairperson. Wait a

[14] minute, why do we have that in here. That doesn't need

[15] to be in here.

[16] MR. BOSTON: We deleted all of

[17] that. We had three outlines. Let's go over the basic

[18] outlines we had for the one we were going to define.

[19] We were going to have the members because we didn't

[20] know how many peoples — we had differences as to the

[21] number of members. We were going to talk about the

[22] powers.

[23] MR. ZAWALY: Okay. Let's knock

[24] this out, guys. Let's do it. This is now going to be

[25] 7.0 — do we know the number now?

May 13, 1995

Page 93

[1] MR. PARKHILL: 7.01.
 [2] MR. ZAWALY: This is going to be
 [3] 7.04, I think. What was BZA? What number was BZA?
 [4] MR. PARKHILL: 7.04.
 [5] MR. ZAWALY: BZA is 7.04. This is
 [6] going to be 7.05.
 [7] MS. STILLWELL: One is the rules, two
 [8] is the —
 [9] MS. BEALL: One is the
 [10] establishment.
 [11] MR. ZAWALY: One is creation, two
 [12] is rules, three is P&Z, four is BZA, five is now the
 [13] Personnel Board of Review. Okay. And we will start
 [14] out with subsection (a) and it will read, the Personnel
 [15] Board of Review shall consist of three registered
 [16] voters — Is that what we've — By the way, I —
 [17] MS. STILLWELL: Maybe we need to take
 [18] Jack's suggestion since we talked about what each
 [19] section is and just wordsmith it outside of this
 [20] meeting. Because we talk about numbers, we talk about
 [21] terms and we talk about powers and make sure that
 [22] each — each of these three commissions has those
 [23] sections incorporated in it.
 [24] MS. BEALL: I think it's all
 [25] here.

Page 94

[1] MR. ZAWALY: We're going to do
 [2] that. I'm not as convinced as you are that it's all
 [3] here. I don't think (b) needs to be in here. I just
 [4] want to go through it. I don't think it's going to
 [5] take much time.
 [6] MS. CRANDALL: We've already had
 [7] some comments on this, too.
 [8] MR. ZAWALY: Okay. Three
 [9] registered voters of the City not holding other office,
 [10] appointment or employment with the City to be appointed
 [11] by motion. Well, I see what you're saying. That
 [12] portion of it we're a not going to try to wordsmith.
 [13] We will just make it consistent with what we've said
 [14] before. Okay. That will take care of getting the
 [15] Personnel Board and it's configuration and composition
 [16] in place. Subsection (b) I don't think needs to be
 [17] here at all. Does anyone else agree?
 [18] MS. STILLWELL: No, because we have
 [19] talked about the way in the general rules that they
 [20] have —
 [21] MR. ZAWALY: Right. So let's —
 [22] And when I say Subsection (b) I'm saying it as I've
 [23] already made a note that (c) became (b). I know that's
 [24] going to be confusing on record, but do you know what
 [25] I'm talking about?

Page 95

[1] MS. CRANDALL: Yeah.
 [2] MR. ZAWALY: It is now a redlined
 [3] or it's showing as (c), we change it to be (b), that is
 [4] coming out. What it speaks to is the designation of
 [5] the chair and having the clerk — or having a clerk.
 [6] That's going to come out. Now, what is shown as (d),
 [7] that will be (b), and that's speaks to the powers. Is
 [8] there anything in there that anyone has a note on that
 [9] suggests that these powers are not delineated
 [10] appropriately as the red line version is showing. It's
 [11] essentially just saying as provided by Council.
 [12] MS. CRANDALL: I have one comment.
 [13] MR. ZAWALY: Okay.
 [14] MS. CRANDALL: David Harding wanted
 [15] part of some of the wording that was stricken there to
 [16] be left in. Personnel Board of Review shall have the
 [17] powers to hear appeals from administrative
 [18] determinations pursuant to the Code of Personnel
 [19] Practices and Procedures. He wants as may be
 [20] authorized by the code to remain in there.
 [21] MR. PARKHILL: Where are you?
 [22] MR. ZAWALY: Okay.
 [23] MS. CRANDALL: It's what?
 [24] MR. ZAWALY: Page 35.
 [25] MS. CRANDALL: Fourth line up from

Page 96

[1] the bottom.
 [2] (Discussion held off the record.)
 [3] MR. ZAWALY: Okay. There's no
 [4] problem, I take it, then, if we leave in as may be
 [5] authorized by the code. Group, let's just finish this
 [6] up. There's no problem with leaving in as may be
 [7] authorized by the code? Okay. Were there any other
 [8] suggestions?
 [9] MS. CRANDALL: Yeah. He had one
 [10] other suggestion at the end of the sentence, such other
 [11] powers and duties as provided by Council by ordinance.
 [12] He suggested something similar to this wording
 [13] provided, however, that such powers or duties are not
 [14] inconsistent with other provisions of this Charter.
 [15] MR. ZAWALY: Well, we're taking
 [16] that out anyway. I mean, if we're going to be
 [17] consistent with all the other sections, that reference
 [18] to other powers and duties is accounted for in Rule
 [19] Number 8 under the general rules, so we will just
 [20] take — that's going to be out.
 [21] MS. STILLWELL: But maybe some of
 [22] that language we might —
 [23] MS. CRANDALL: That all speaks to
 [24] the affect that the boards and commissions shall —
 [25] this speaks more to the fact that it's not in conflict

[1] with another part of the Charter.
[2] **MR. ZAWALY:** Well, let's — we can
[3] always modify our Rule 8.
[4] **MS. STILLWELL:** That's what I was
[5] just going to say. That language might be appropriate
[6] to stick in with Rule 8 as may not be inconsistent,
[7] then we can see how it all looks and fits together.
[8] **MR. ZAWALY:** Rule Number 8 now
[9] says boards and commissions shall perform all duties
[10] and functions imposed upon them by this Charter and by
[11] Council. Let's just make a note in the record to take
[12] a look at Number 8 and — what if Council did do
[13] something that was inconsistent with the Charter? I
[14] just don't — the Charter controls —
[15] **MR. BANCHEFSKY:** It's illegal.
[16] **MR. ZAWALY:** It would be illegal,
[17] so I just don't know that —
[18] **MS. CRANDALL:** With Personnel Board
[19] of Review Dave's concern is that this strayed into
[20] areas that are administrative in nature.
[21] **MR. ZAWALY:** But that doesn't —
[22] **MR. BANCHEFSKY:** He has a bad taste in
[23] his mouth, quite frankly, in terms of things that
[24] Council has asked BZA or Personnel Board of Review to
[25] do in the past. My opinion is that that's Council's

[1] You sense that we're going to be able to knock that out
[2] in short order?
[3] **MR. PARKHILL:** No problem.
[4] **MR. ZAWALY:** We will do it then.
[5] The next time we get together, which will be Thursday,
[6] the 23rd, I believe.
[7] **MS. STILLWELL:** It's Tuesday.
[8] **MR. ZAWALY:** Excuse me, Tuesday,
[9] the 23rd.
[10] **MS. BEALL:** I'll be late.
[11] **MR. ZAWALY:** You'll be late, Judi
[12] is excused.
[13] (Discussion held off the record.)
[14] **MR. ZAWALY:** By then you should
[15] have Section 6, at least Section 6. Do you have
[16] Section 6 now?
[17] **MS. CRANDALL:** You want to put this
[18] in the back of your red covered version.
[19] **MR. ZAWALY:** Everyone, what is
[20] being handed out now, Jack, Judi, add to your red
[21] version. It is now Article VI. Does this have a
[22] revised date on it or just incorporate it with the
[23] 4-20? Okay. I guess it doesn't matter.
[24] (Discussion held off the record.)
[25] **MR. ZAWALY:** Okay. Add Article VI

[1] call if Council want to ask Personnel Board of Review
[2] to do something.
[3] **MS. CRANDALL:** But if it's an
[4] administrative functions that is provided For in the
[5] Charter, it's a City Manager's functions and then
[6] Council has asked the Personnel Board of Review did or
[7] has taken it on themselves.
[8] **MR. BANCHEFSKY:** It was a salary
[9] survey issue, which is done by staff.
[10] **MR. ZAWALY:** It never should have
[11] been. I've got the same taste in my mouth, quite
[12] frankly.
[13] **MS. STILLWELL:** I think you don't put
[14] language in there to do one case that we recognize that
[15] that was an aberration and that we — we —
[16] **MR. ZAWALY:** I think we've all
[17] learned from that. It was absolutely one of the worst
[18] things we could have done.
[19] Okay. All right. So we will take a look
[20] at that then when we go through our final refinement
[21] process. So we're now done with — is there anything
[22] else that Dave wanted us to consider?
[23] **MS. CRANDALL:** No. That was it.
[24] **MR. ZAWALY:** We're now done with
[25] VII. I'm sorry, Mack, that we didn't get into VIII.

[1] to this and at our next meeting we will — I would like
[2] each of you to review all three of these articles for
[3] the final refinement review process before it gets to
[4] Council. Okay, Judi, if you could do that and get it
[5] to me since you're not going to be at the meeting.
[6] John, if you can do the same thing or get it to
[7] Michelle, I'd appreciate that. Any notes that you have
[8] with regard to these three articles.
[9] **MS. BEALL:** There's six in here.
[10] **MR. ZAWALY:** These articles IV, V
[11] and VI.
[12] **MS. BEALL:** I, II and III are
[13] done.
[14] **MR. ZAWALY:** I, II and III are
[15] done. The only thing we're doing with I, II and III is
[16] give an explanation as to what we did so Council can
[17] follow through our thinking. We will do that at our
[18] next meeting. And then as soon as we finish that, time
[19] permitting, we will get into Article VIII.
[20] **MR. PARKHILL:** Could be a rather
[21] interesting approach because we're going — it sounds
[22] like we're going to have to rewrite a lot of what we
[23] have done on 4.03.
[24] **MR. BANCHEFSKY:** We desperately need
[25] to do 4.09.

May 13, 1995

Page 101

[1] MR. ZAWALY: We need to do 4.03
 [2] and 4.09.
 [3] MR. BANCHEFSKY: That impacts on what
 [4] information we get from staff, which I will work on for
 [5] the next meeting.
 [6] MR. ZAWALY: Right. That probably
 [7] will be the focus of that meeting. Okay. If we can
 [8] get to VIII, we'll get to VIII.
 [9]
 [10] (Thereupon, the proceedings were
 [11] concluded at 11:00 o'clock a.m.,
 [12] on Saturday, May 13, 1995.)

[13]
 [14]
 [15]
 [16]
 [17]
 [18]
 [19]
 [20]
 [21]
 [22]
 [23]
 [24]
 [25]

Page 102

CERTIFICATE

[1] I, Candace M. Hammond, Professional Reporter,
 [2] hereby certify that the foregoing is a true and correct
 [3] transcript of the proceedings before the Dublin Charter
 [4] Review and Revision Commission, Columbus, Ohio, on
 [5] Saturday, May 13, 1995, as taken in shorthand by me and
 [6] transcribed by me or under my supervision.

[7]
 [8]

Candace M. Hammond,
 Professional Reporter.

[9]
 [10]
 [11]
 [12]
 [13]
 [14]
 [15]
 [16]
 [17]
 [18]
 [19]
 [20]
 [21]
 [22]
 [23]
 [24]
 [25]

* DEPONENT AFFILIATE * CERTIFIED MIN-U-SCRIPT PUBLISHER *

2013 Log for Professional Service Contracts

Page 1

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-01-11	SANDY BLANQUERA	SOCIAL BOOMERANG, LLC -CONSULTANT				NTE \$35,640.00
PSA#13-02-05	AMERICAN STRUCTUREPOINT	TUTTLE CROSSING BLVD EXTENSION AND AVERY ROAD IMPROVEMENTS	130200		ET0103	NTE \$361,904.00
PSA#13-03-05	S & ME INC.	GEO-TECHNICAL SERVICES	130128		TIF CIP PROJECT OPEN PO FOR \$40,000.00	NTE \$50,000.00
PSA#13-04-05	URS CORPORATION	GLICK ROAD SHARED USE PATH SECTION 3 AND SECTION 4	124156		ET1204	NTE \$190,000.00
PSA#13-05-04	OHIO WILDLIFE CENTER	RESCUE ANIMAL SERVICE	130134			NTE \$55,000.00
PSA#13-06-09	F5- DESIGN/ARCHITECTURE INC. TODD PARKER	ARCHITECT-TARTAN RIDGE ARCHITECTUAL REVIEW CONSULTANT				NTE \$ NO DOLLAR AMOUNT WAS SUGGESTED IN CONTRACT
PSA#13-07-16	JAMES B. OSWALD COMPANY	CONSULTANT	124200			NTE \$52,500.00

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Page 2

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-08-15	SHARED VISION COMMUNICATIONS	2013 VIDEO SERVICE	130074			NTE \$150,000.00
PSA#13-09-15	BILL WALKER	GRAPHIC DESIGN CONSULTANT			1,800.00 PER MONTH	
PSA#13-10-11	GENEVA ANALYTICS LTD	ENTREPRENEURSHIP BOOT CAMP	123753			NTE \$33,000.00
PSA#13-11-05	EMH&T INC.	STORM WATER SYSTEM IMPROVEMENTS			AF0201	NTE \$134,463.00
PSA#13-12-03	FLEET COUNSELOR SERVICE	FLEET CONSULTANT SERVICE				NTE \$12,500.00
PSA#13-13-18	WORKSITE WELLNESS LLC	DESIGN AND IMPLEMENTATION OF HEALTH MANAGEMENT PROGRAM				NTE \$15,000.00
PSA#13-14-18	TURNING TECHNOLOGIES	SURVEY AND PRESENTATION CONSULTANT				NTE \$2,773.00
PSA#13-15-09	F5- DESIGN/ARCHITECTURE INC. TODD PARKER	ARCHITECT CONSULTANT FRO DUBLIN WEST INNOVATION DISTRICT & BRIDGE STREET DISTRICT & HISTORIC DUBLN				NTE \$125.00 PER HOUR
PSA#13-16-19	SCHORR ARCHITECTS INC.	SERVICE CENTER RENOVATIONS PHASE II				NTE \$10,800.00

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Page 3

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-17-18	E.J. WARD INC.	AUTOMATED FUEL CONTROL SYSTEM SERVICE AND SUPPORT AGREEMENT				NTE \$6,971.45
PSA#13-18-18	NEW HORIZONS ONLINE SERVICE, LLC	SKILLPORT ONLINE TRAINING SERVICE				NTE \$11,969.00
PSA#13-19-05	EMH&T INC.	SANITARY SEWER MODELING RIVERSIDE SUB TANK SERVICE				NTE \$29,000.00
PSA#13-20-06	REVENUE & COST SPECIALISTS, LLC.	COST STUDY CONSULTANT				NTE \$5,000.00
PSA#13-21-04	JANCO LLC.	DUBLIN COMMUNITY POOL NORTH SHADE STRUCTURE QUOTE	130229		NO CONTRACT W/CHANGE ORDERS	NTE \$ NO AMOUNT GIVEN
PSA#13-22-15	NANCY RICHISON	COMMUNICATION CONSULTANT				NTE \$60,000.00
PSA#13-23-15	SKIP MOSIC	RADIO BROAD CASTING				NTE \$800.00
PSA#13-24-09	GARY L BUMPUS	ARCHITECTURAL ILLUSTRATION SERVICE				NTE \$3,700.00
PSA#13-25-05	EMH&T INC	HYLAND-CROY/BRAND ROUNDABOUT FINAL PLANS AND ENVIRONMENTAL SERVICES				NTE \$21,625.00

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Page 4

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-26-05	EMH&T INC	MONTERING SERVICES FOR HYLAND-CROY/BRAND ROUNDABOUT				NTE \$29,210.00
PSA#13-27-04	ECO-DESIGN & ENGINEERING	SCIOTO PARK STEP REPLACEMENT	130992			NTE \$8,000.00
PSA#13-28-05	EMH&T INC	FEMA MAP RIVISION NORTH FORK INDIAN RUN & TRIBUTARY 1 & 2				NTE \$33,900.00
PSA#13-29-12	BREDAN T BUCKLEY	DUBLIN ENTERTAINMENT LLC 4 TH OF JULY	131265			NTE \$8,000.00
PSA#13-30-15	MATT G KALLNER	KALLNER & ASSOCIATES CONSULTANTS				NTE \$60,000.00
PSA#13-31-15	MATT SULLIVAN	PHOTOGRAPHY SERVICE				NTE \$5,000.00
PSA#13-32-15	CAPITAL PARTNERSHIPS LLC	GOVERNMENT CONSULTANT				NTE \$60,000.00
PSA#13-33-06	ROBYN C HOWARD	CAFR CONSULTANT				NTE \$11,250.00
PSA#13-34-19	STEVEN SCHAEFER ASSOCIATES INC	FLEETS NEW AUTOMATIC TRUCK WASH FEASIBILITY STUDY	130453			NTE \$23,500.00

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Page 5

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-35-18	CLARITYSOFT LLC	ACCOUNT DATABASE MANAGEMENT SYSTEM				NTE \$11,500.00
PSA#13-36-04	DOMOKUR ARCHITECTS	DUBLIN ARTS CENTER 2013 SITE MASTER PLAN			GR1201	NTE \$24,400.00
PSA#13-37-19	HLH SYSTEMS	JANITORIAL CONTRACT CONSULTANT				NTE \$1500.00
PSA#13-38-19	ECO DESIGN & ENGINEERING	FACILITIES BUILDING PARKING EXPANSION FOOT BRIDGE AND WALK CONTSTRUCTION				NTE \$1000.00
PSA#13-39-14	SWEEP-A-LOT	STREET SWEEPING 2013				NTE \$45,000.00
PSA#13-40-05	FRANKLIN SOIL & WATER CONSERVATION	WATERWAY INSPECTION				NTE \$39,600.00
PSA#13-41-03	GENUINE PARTS COMPANY	NAPA ON SITE PARTS & EQUIPMENT				NTE \$
PSA#13-42-05	EMH&T	CITY-WIDE WATER SYSTEM MODELING				NTE \$33,356.00
PSA#13-43-05	AMERICAN STRUCTUREPOINT	HOURCHARD ROAD SITE DEVELOPMENT				NTE \$59,353.00

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Page 6

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-44-14	ECO ENVIRONMENTAL LLC	SANITARY SEWER CIPP WARRANTY INSPECTION PROGRAM				NTE \$67,246.20
PSA#13-45-15	FRAZIER HEIBY	COMMUNICATION CONSULTANT				NTE \$10,000.00
PSA#13-46-05	SF GLOBAL INSIGHTS LLC	USDOT TIGER V GRANT			ET1401	NTE \$26,000.00
PSA#13-47-05	URS CORPORATION	SAWMILL/HARD ROAD INTERSECTION IMPROVEMENTS	124169		ET0605	NTE \$74,540.55
PSA#13-48-15	MJ2 MARKETING GROUP	MARKETING CONSULTANT				NTE \$9,000.00
PSA#13-49-19	FANNING/HOWEY ASSOCIATES	FLEET MAINTENANCE FACILITY RENOVATION				NTE \$21,350.00
PSA#13-50-09	RW ARMSTRONG	SHIER RINGS ROAD CORRIDOR CHARACTER STUDY				NTE \$31,000.00
PSA#13-51-18	BAIR ANALYTICS	POLICE SOFTWARE LICENSING AND SUPPORT TRAINING SERVICE AGREEMENT				NTE \$21,374.00
PSA#13-52-09	FORD & ASSOCIATES ARCHITECTS INC.	ART ARCHITECT REVIEW CONSULTANT				HOURLY PAY

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Page 7

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-53-18	WOOLPERT INC.	E311 LICENSING AND SUPPORT MAINTENANCE PROVISION AGREEMENT				NTE \$5,000.00
PSA#13-54-16	STASIAK & ASSOCIATES	NEW HIRE CONSULTANT				NTE \$6,500.00
PSA#13-55-04	MKSK	AMBERLEIGH PARK PHASE II	132632			NTE \$36,500.00
PSA#13-56-09	MELECA ARCHITECTURE	ARCHITECTURAL REVIEW SERVICES FOR DUBLIN WEST INNOVATION DISTRICT, BRIDGE STREET DISTRICT AND HISTORIC DUBLIN				NTE \$30,000.00
PSA#13-57-09	JONATHAN BARNES ARCHITECTURE	ARCHITECTURE ANALYSIS & DESIGN LTD				See Contract
PSA#13-58-05	MKSK	BRIDGE STREET PUBLIC PROJECT	132616			NTE \$782,516.00
PSA#13-59-17	MCKAY LODGE CONSERVATON LABORATORY	REMOVE (6) LEAVES & INSTALL GOLD BALL				NTE \$2,481.00
PSA#13-60-15	BEV GOLDIE	COMMISSIONED ART WORK FOR THE CITY OF DUBLIN				NTE \$1,500.00
PSA#13-61-11	COLUMBUS FIBERNET LLC	SEWER FIBER REPLACEMENT				NTE \$68,150.00

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Page 8

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-62-18	PLANTE MORAN	ENTERPRISE RESOURCE PLANNING CONSULTANT				NTE \$73,745.00
PSA#13-63-15	FAHLGREN MORTINE	MAXIMIZING THE PRESIDENT CUP				NTE \$14,000.00
PSA#13-64-18	KRONOS INC	WORKFORCE TIMEKEEPER & ABSENCE MANAGEMENT 7.0				NTE \$279,474.50
PSA#13-65-17	MCKAY LODGE CONSERVATION	FIELD OF CORN REPAIR OF EAR (J-8)				NTE \$8,633.82
PSA#13-66-09	ACP VISIONING & PLANNING	THE METRO OFFICE DISTRICT & BLAZER RESEARCH DISTRICT VIABILITY AND COMPETITIVENESS STUDY				NTE \$35,000.00
PSA#13-67-16	SKILLSOFT CORPORATION DBA SKILLSOFT DIRECT	COMPLIANCE LIBRARY 1:5 COURSE ON SKILLPORT VIA EXTRANET HOSTING SERVICE				NTE \$8,102.00
PSA#13-68-11	CCG HOLDINGS, LLC	HVS CONSULTING & VALUATION CITY OF DUBLIN CONFERENCE CENTER-ADVISORY SERVICE				NTE \$4,000.00
PSA#13-69-17	HULL & ASSOCIATES, INC HALSTEAD INVESTMENT LLC	COMBINED HEAT & POWER PROJECT (CHP)				248KW NAME PLATE CAPACITY
PSA#13-70-17	CH2M HILL INC.	I-270/US 33 NW INTERCHANGE AESTHTICS ENHANCMENTS PROJECT				NTE \$322,919.00

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Page 9

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-71-16	CCI INVESTMENTS LLC dba CAREWORKS CONSULTANT	WORKERS COMPENSATION SELF INSURANCE SERVICE				
PSA#13-72-07	CYNTHIA NEWSOME	DOMESTIC VIOLENCE ADVOCATE				125.00 PER CASE/75.00 PRE TRIAL
PSA#13-73-11	COLUMBUS FIBERNET	7001 POST ROAD BUILD				NTE \$90,757.00
PSA#13-74-09	MOODY NOLAN INC	ARCHITECTURAL ANALYSIS				NTE \$0.00
PSA#13-75-19	MSA ARCHITECTS Michael Schuster Assoc. INC.	DUBLIN JUSTICE CENTER A & E SERVICES				NTE \$330,000.00
PSA#13-76-16	PERFORMANCE CONSULTING SERVICE INC.	CONSULTING, COACHING, AND TRAINING FOR THE City of Dublin STAFF				NTE \$9,000.00
PSA#13-77-15	A LIGHT BEFORE CHRISTMAS INC	CHRISTMAS TREE LIGHTING				NTE \$2,500.00
PSA#13-78-09	CARRIE KREBBEKS CREATIVE	PLAN REVIEW SERVICE				NTE \$90.00 PER HOUR
PSA#13-79-13	ATLAS LIMITED LLC MULTIVISTA	MULTIVISTA CONSTRUCTION DOCUMENTATION PROPOSAL AND AGREEMENT				NTE \$3,164.00

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Page 10

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#13-80-05	MESSER CONSTRUCTION CO.	SCIOTO RIVER CORRIDOR FRAMEWORK PLAN			AB1301	NTE \$64,595.00

NTE=Not To Exceed

2013 Log for Professional Service Contracts

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
--------------	------------	---------------------	------	--------	-------------	-----------------------

Addendum

Contract No.	Contractor	Project Description	PO No. Assigned	Addendum Amount	Addendum	Total Contract Amount
PSA#13-11-05	EMH&T INC.	STORM WATER SYSTEM IMPROVEMENTS	130759	10,218.00	I	144,681.00
PSA#13-16-19	SCHORR ARCHITECTS INC.	SERVICE CENTER RENOVATION PHASE II	130454	4,400.00	I	15,200.00
PSA#13-47-05	URS CORPORATION	SAWMILL RD/HARD RD INTERSECTION IMPROVEMENTS	124169	28,725.35	I	103,725.35
PSA#13-70-17	CH2M HILL	I-270/US 33 INTERCHANGE CONCEPTUAL AESTHETICS	133279	69,359.16	I	392,278.16
PSA#13-28-05	EMH&T INC	FEMA MAP RIVISION NORTH FORK INDIAN RUN & TRIBUTARY 1 & 2	132616	544.357.00	I	1,326,873.00
PSA#13-55-04	MKSK/MSK2 LLC	AMBERLEIGH PHASE II	132632	1050.00	I	37,550.00
PSA#13-28-05	MKSK	BRIDGES STREET PUBLIC PROJECTS PRELIMINARY DESIGN	132616	544,357.00	I	1,326,873.00
PSA#13-75-19	MSA ARCHITECTS Michael Schuster & Assoc.	JUSTICE CENTER EXPANSION	140362	25,000.00	I	355,000.00
PSA#13-49-19	FANNING/HOWEY ASSOCIATES	FLEET MAINTENANCE FACILITY RENOVATION	132087	4000.00	I	25,3500.00
PSA#13-70-17	CH2M HILL	I-270/US 33 INTERCHANGE CONCEPTUAL AESTHETICS	133279	67,170.00	II	459,448.16
PSA#13-70-17	CH2M HILL	I-270/US 33 INTERCHANGE CONCEPTUAL AESTHETICS	133279	77,137.00	III	536,585.16

NTE=Not To Exceed

2014 Log for Professional Service Contracts

Page 1

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#14-01-11	PATRICK VALENTE	PRV CONSULTING-EXTENDING EXISTING CONTRACT				NTE \$48,491.00
PSA#14-02-09	STUDIO GRAPHIQUE INC	SIGN & GRAPHICS PLAN REVIEW SERVICE				NTE HRLY RATE \$140.00/HR
PSA#14-03-05	DIXION ENGINEERING INC	AVERY ROAD WATER TOWER TECHNICAL SERVICE				NTE \$3,000.00
PSA#14-04-15	NANCY RICHISON	COMMUNICATION CONSULTANT				NTE \$30,000.00
PSA#14-05-15	BILL WALKER	GRAPHIC DESIGN CONSULTANT				NTE \$30,000.00
PSA#14-06-15	SHARED VISION COMMUNICATION INC.	VIDEO SERVICES FOR THE City of Dublin				NTE \$150,000.00
PSA#14-07-06	JULIAN & GRUBE, INC	AUDITING SERVICE FOR FINANCE				NTE \$30,000.00
PSA#14-08-11	BLANQUERA CONSULTING LLC dba SOCIAL BOOMERANG LLC	SOCIAL MEDIA CONSULTANT				NTE \$35,640.00
PSA#14-09-11	AQUARIAN TECHNOLOGY SYSTEMS	BUSINESS-EDUCATION PARTNERSHIP CONSULTANT				NTE \$15,000.00

NTE=Not To Exceed

2014 Log for Professional Service Contracts

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#14-10-11	THE RIVER GROUP LTD	DEVELOPMENT OF THE NETWORK INFRASTRUCTURE FOR DUBLIN				NTE \$7,500.00
PSA#14-11-11	ICE MILLER	DUBLINK CONSULTANT				NTE \$90,000.00
PSA#14-12-11	ICE MILLER	LEGAL SERVICES FOR CELL TOWER ISSUES & OTHER				NTE \$60,491.00
PSA#14-13-11	GET-U-CONNECTED	CHAZ FREUTEL/GET-U-CONNECTED BUSINESS/TECHNOLOGY CONSULTANT				NTE \$60,491.00
PSA#14-14-06	REVENUE & COST SPECIALIST LLC	COST STUDY CONSULTANT				NTE \$5,000.00
PSA#14-15-15	MJ2 MARKETING GROUP	MARKETING CONSULTANT				NTE \$10,000.00
PSA#14-16-15	MATT SULLIVAN	PHOTOGRAPHY SERVICE				NTE \$5,000.00
PSA#14-17-11	COLUMBUS FIBERNET	FIBER CONSULTANT				NTE \$10,000.00
PSA#14-18-05	EMH&T INC	MUIRFIELD VILLIAGE WATER LINE REPLACEMENT PHASE II				NTE \$45,892.00

NTE=Not To Exceed

2014 Log for Professional Service Contracts

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#14-19-05	AMERICAN STRUCTUREPOINT	FINAL ENGINEERING & SURVEYING CHURCHMAN ROAD EXTENSION PHASE II				NTE \$235,652.00
PSA#14-20-15	KALLNER & ASSOCIATES	AFFAIRS/LOBBYIST CONSULTANT				NTE \$60,000.00
PSA#14-21-15	CAPITAL PARTNERSHIP LLC	AFFAIRS/LOBBYIST CONSULTANT				NTE \$84,000.00
PSA#14-22-11	PRV CONSULTING	CREATION, IMPLEMENTATION OF DUBLIN INTERNATIONAL BUSINESS CENTER				NTE \$48,491.00
PSA#14-23-05	EMH&T	JOHN SHIELDS PARKWAY MOONEY ROAD TO TULLER RIDGE				NTE \$72,235.00
PSA#14-24-20	MSA ARCHITECTS	DUBLIN PROGRAMMING AND SPACE NEED STUDY				NTE \$44,600.00
PSA#14-25-04	JAMES BURKHART ASSOCIATES INC.	DUBLIN ARTS CENTER SITE RENOVATION			500.00 REIMBURSEMENT INCLUDED IN P.O.	NTE \$10,850.00
PSA#14-26-15	FAHLGREN MORTINE	MARKETING & COMMUNICATIONS				NTE \$30,000.00
PSA#14-27-05	AMERICAN STRUCTURE POINT	FUNDING APPLICATION MORPC & OPWC TUTTLE RD EXTENSION/AVERY ROAD WIDENING			ET0103	NTE \$18,000.00

NTE=Not To Exceed

2014 Log for Professional Service Contracts

Page 4

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#14-28-05	CAPITAL PARTNERSHIP	TIGER VI GRANT REQUEST I270/US 33 INTERCHANGE			ET1401	NTE \$16,800.00
PSA#14-29-05	DLZ	CONSTRUCTION MATERIALS TESTING SERVICES EMERALD PARKWAY PHASE 8				NTE \$144,589.50
PSA#14-30-05	AMERICAN STRUCTURE POINT	LEVEL 1 ANIMATION FOR SR161/RIVERSIDE DRIVE ROUNDABOUT				NTE \$21,500.00
PSA#14-31-04	MKSK	COFFMAN PARK PHASE II				NTE \$96,650.00
PSA#14-32-05	GPD GROUP	ACADEMIC DRIVE PHASE I				NTE \$111,7000.00
PSA#14-33-23	M+A ARCHITECTS	CONCEPT DESIGN RIVER RIDGE SPA PROJECT		75408	ET1403	NTE \$10,580.00
PSA#14-34-04	ECO-DESIGN & ENGINEERING LTD	BRANDON POND FISHING PIER			GR1402	NTE \$8,400.00 \$500.00 REIMBURSABLE EXPENSES
PSA#14-35-15	SKIP MOSIC	BROADCASTING SERVICES				NTE \$800.00
PSA#14-36-09	KOLAR DESIGN INC.	DEVELOPMENT OF A STREET SCAPE & WAYFINDING MASTER PLAN				NTE \$36,800.00

NTE=Not To Exceed

2014 Log for Professional Service Contracts

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#14-37-05	URS CORPORATION	MUIRFIELD DRIVE BIKE LANE				NTE \$253,503.93
PSA#14-38-01	MKSK	BRIDGE STREET DISTRICT TYPOLGY PROJECT SCOPE				NTE \$67,434.13
PSA#14-39-04	THE OHIO STATE UNIVERSITY (OSU)	ARCHAEOLOGICAL INVESTIGATIONS AGREEMENT				N/A
PSA#14-40-23	MEACHAM & APEL ARCHITECTS INC					
PSA#14-41-14	SWEEP-A-LOT, INC	2014 STREET SWEEPING				NTE \$54,590.00
PSA#14-42-19	ECO-DESIGN	DCRC DUMPSTER/COMPACTOR RELOCATION				NTE \$5,000.00
PSA#14-43-19	SYSTEMS BY RICH CUSTODIAL ENGINEERING	DUBLIN CUSTODIAL SERVICE CONSULTING				NTE \$43,000.00
PSA#14-44-20	JENNIFER TYREE, NURSE	SUMMER CAMP NURSE SERVICE CONTRACT				NTE \$467/28HR WORK WEEK
PSA#14-45-12	CARR ENGINEERING	VOLUNTEERHUB SERVICES				NTE \$3,412.00

NTE=Not To Exceed

2014 Log for Professional Service Contracts

Page 6

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
PSA#14-46-05	EMH&T, INC	RIVERSIDE DRIVE REALIGNMENT FINAL DESIGN				NTE \$479,650.00
PSA#14-47-05	EMH&T, INC	DALE DRIVE TULLER RIDGE CONNECTOR				NTE \$284,103.00
PSA#14-48-05	AMERICAN STRUCTUREPOINT	SR 161 & RIVERSIDE DRIVE ROUNDABOUT FINAL DESIGN				NTE \$366,278.00
PSA#14-49-05	GBC CONSULTING, LLC	BRIDGE STREET CIVIC CORE				NTE \$46,800.00
PSA#14-50-01	GPD	PROGRAM MANAGEMENT CONSULTANT (PMC) PUBLIC INFRASTRUCTURE				NTE \$399,952.00
PSA#14-51-05	EMH&T	BRIDGE STREET DISTRICT GENERAL SERVICE				NTE \$50,000.00
PSA#14-52-05	DIXION ENGINEERING	AVERY/BLAZER PKWY WATER TANKS INSPECTION SERVICE				NTE \$32,604.00
PSA#14-53-05	AMERICAN STRUCTUREPOINTE	LEVEL 1 ANIMATION FOR US 33/I270 INTERCHANGE				NTE \$35,000.00
PSA#14-54-05	URS CORPORATION	STORM SEWER IMPROVEMENTS-2 AREAS/ 5 LOCATIONS				NTE \$69,500.00

NTE=Not To Exceed

2014 Log for Professional Service Contracts

Page 7

Contract No.	Contractor	Project Description	PO #	Req. #	Project No.	Total Contract Amount
14-55-05	STANTEC CONSULTING SERVICES, INC	HOUCARD ROAD BUSINESS PARK				NTE \$213,500.00

NTE=Not To Exceed

2013 CONSTRUCTION FILE LOG.xlsx

Project Name	Contractor	Purchase Order no.	Original Contract Amount	Change Order#	Adjusted Contract Amount
<p>COMPLETE CITY HALL EXTERIOR RENOVATION PHASE 4</p>	2K GENERALCOMPANY INC	133914	\$65,600.00	0	\$65,600.00
<p>COMPLETE CITY HALL LOBBY RENOVATION</p>	MOODY-NOLAN	131145	\$40,196.00	0	\$40,196.00
<p>COMPLETE DARREE FIELDS STORAGE ADDITION</p>	JANCO LLC	130763	\$62,760.00	1	\$64,216.00

