



To: Members of Dublin City Council
From: Dana L. McDaniel, City Manager 
Date: February 4, 2014
Initiated By: Michelle Crandall, Assistant City Manager
Re: Resolution 16-15 - Franklin County Board of Elections Memorandums of Understanding

Background

Attached is legislation authorizing two memorandums of understanding with the Franklin County Board of Elections for public elections administered in City Hall and the Dublin Community Recreation Center during the calendar year 2015. The same resolution has been adopted in past years. The proposed memorandums of understanding are intended to clarify the City's role in providing space for elections.

Key areas include:

- the City shall furnish heat, light, electric power, and sufficient space to host the elections;
- access for Franklin County Board of Elections to the buildings for proper conduct of the elections and access to voting equipment;
- designation of City personnel responsible for opening and closing the facilities on election day(s);
- requires that the City notify the Board of Elections not later than 60 days prior to any election if the facilities are vacated by the owner.

Furthermore, the resolution reaffirms the City of Dublin's commitment to providing accessibility to the polls for voters with disabilities by maintaining compliance with the Americans with Disabilities Act.

Staff's review of the memorandums indicates no concerns with the City's ability to meet any of the obligations to ensure safe and accessible polling locations for Dublin residents.

Recommendation

Staff recommends adoption of Resolution 16-15 at the February 9, 2015 Council meeting.

RECORD OF RESOLUTIONS

Dayton Legal Blank, Inc., Form No. 30045

Resolution No. 16-15 Passed _____, 20____

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO
ENTER INTO MEMORANDUMS OF UNDERSTANDING
WITH THE FRANKLIN COUNTY BOARD OF ELECTIONS
FOR USE OF MUNICIPAL PROPERTY IN THE
ADMINISTRATION OF PUBLIC ELECTIONS**

WHEREAS, the City of Dublin recognizes the need to support our democratic system with the facilitation of public elections; and

WHEREAS, the City of Dublin strives to provide accessibility to and functionality of the polls for all residents, including those with disabilities, by maintaining compliance with the Americans with Disabilities Act; and

WHEREAS, the Franklin County Board of Elections has requested that the City of Dublin execute memorandums of understanding to formalize the voting location arrangements for the calendar year ending December 31, 2015.

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

Section 1. The City Manager is hereby authorized to execute the "Dublin 4-C Memorandum of Understanding," attached hereto as Exhibit "A" regarding the use of Dublin City Hall as a polling location.

Section 2. The City Manager is hereby authorized to execute the "Dublin 2-E Memorandum of Understanding," attached hereto as Exhibit "B" regarding the use of the Dublin Community Recreation Center as a polling location.

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

Passed this _____ day of _____, 2015.

Mayor - Presiding Officer

ATTEST:

Clerk of Council

FRANKLIN COUNTY BOARD OF ELECTIONS
Memorandum of Understanding for Polling Places in Public Buildings
Supported by Taxation G1

LID# 1078
Dublin 4-C
Dublin City Hall
5200 Emerald Parkway

The Franklin County Board of Elections, 1700 Morse Road, Columbus, Ohio 43229 (hereinafter, the "Board"), by and through its statutory authority to determine public schools and public buildings as suitable and available for use as a polling place enters into this Memorandum of Understanding with the undersigned facility occupant for purpose of establishing communication between, determining obligations for, and managing expectations of the Board and undersigned facility occupant in the Board's use of this facility as a voting location for any election authorized by Title XXXV of the Ohio Revised Code for the calendar year ending December 31, 2015, including but not limited to the 2015 May 5, primary, and November 3, general elections.

Section I. ADEQUATE FACILITIES FOR EACH POLLING PLACE PURSUANT TO R.C. 3501.29(A)

It is agreed that sufficient space to conduct elections, as determined by the Board, as well as heating, cooling, light, electric power, and other such public utilities will be furnished to the Board by the undersigned facility occupant when such space is occupied by the Board.

It is further agreed that authorized representatives of the Board shall have peaceable and unhampered possession of and access to the undersigned occupant's facility during such hours as the Board may required for the necessary and proper conduct of elections, including but not limited to Election Day and the delivery, retrieval, and maintenance of voting equipment prior to and following Election Day.

It is further agreed that on Election Day precinct election officials, representatives of the Board, and other individuals authorized by Ohio law will have access to the location beginning not later than 5:30 a.m. until such time as the precinct election officials have departed and delivered to the Board all required materials and supplies necessary to certify unofficial election results and as are otherwise required by state law, generally, not later than 11:00 p.m.

It is further agreed that the undersigned facility occupant will designate a responsible person to open and close the location on Election Day, not later than 5:30 a.m. nor earlier than 11:00 p.m., respectively, or provide a key to the facility for use by the Board. The Board certifies that it will maintain the key in a safe and secure place while in its possession. In the event that the Board requires access to the facility outside of these agreed upon times, the undersigned facility occupant will provide immediate, peaceable, and unhampered access to the facility as is necessary and proper for the conduct of elections.

It is further agreed that the undersigned facility occupant will abide by all relevant federal and state laws that may be incumbent upon it as a result of its execution of this Agreement except those rights reserved to or by the undersigned facility occupant to which the undersigned facility occupant.

SECTION V. LOCATION(S) COVERED BY THIS AGREEMENT

Dublin City Hall
5200 Emerald Parkway
Dublin, OH 43017

Agreed to and entered into by and between the Franklin County Board of Elections and undersigned facility occupant this _____ day of _____, 2015.

FACILITY OCCUPANT:

Authorized Signature: _____

Print Name: _____

Title: _____

FRANKLIN COUNTY BOARD OF ELECTIONS:



**William A. Anthony Jr.
Director**

Complete and sign both copies of this Memorandum of Understanding, keeping the yellow copy for your files, and return the white copy to:

**Franklin County Board of Elections
Logistics Division
1700 Morse Road
Columbus, Ohio 43229**

If you have any questions, please call 525-5213.

FRANKLIN COUNTY BOARD OF ELECTIONS
Memorandum of Understanding for Polling Places in Public Buildings
Supported by Taxation G1

LID# 1078
Dublin 4-C
Dublin City Hall
5200 Emerald Parkway

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5200 Emerald Parkway
Dublin, OH 43017

Agreed to and entered into by and between the Franklin County Board of Elections and undersigned facility occupant this _____ day of _____, 2015.

FACILITY OCCUPANT:

Authorized Signature: _____

Print Name: _____

Title: _____

FRANKLIN COUNTY BOARD OF ELECTIONS:



William A. Anthony Jr.
Director

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**Franklin County Board of Elections
Logistics Division
1700 Morse Road
Columbus, Ohio 43229**

If you have any questions, please call 525-5213.

LOCATION LOGISTICS FORM
(Please Print)

LID# 1078 Dublin 4-C

At present occupied as: **Dublin City Hall**

5200 Emerald Parkway

Dublin OH 43017

Telephone # 410-4400

Key to voting location provided: N

Voter entrance: Main doors on west side of bldg.

Barrier free access (if other than main voter entrance) _____

Shall the Board supply Tables & Chairs: Yes _____ No

Additional Information: _____

Voting machine hauling schedule: REG

Name and phone number of person responsible for opening and closing voting location:

Name: Brian Ashford

Phone # 419-2505

Contact Name and Phone Number for an Emergency Only Contact

Name Michelle
Crandall

Phone 614-206-4886

G1

Re: Public Facilities used as Voting Locations G1

To Whom It May Concern:

On behalf of the Franklin County Board of Elections, I personally want to thank you and all of the physical facility managers, staff, and other administrators who have assisted the Board in holding our elections by providing space to be used on Election Day as a voting location. Due to your assistance, voters in your immediate neighborhood are able to exercise their right to vote.

The year 2015 is going to be another busy year for elections administration in Franklin County with many local contests on the ballot on May 5 and November 3. To help us accomplish our statutory duty to provide voting locations for Election Day, we trust that we will be able to agree with you this year for space in your facility to be used as a voting location.

To assist us with managing expectations, a Memorandum of Understanding for the use of your facility has been included. In addition, we have enclosed a Logistical Information Sheet for your specific building; this form will allow us to communicate key information such as the voting machine delivery schedule, availability of accessible parking, ADA Requirements and voting spaces, equipment requirements such as tables and chairs, and power availability. Most importantly, this information allows for accurate contact information for your local personnel who may need to be contacted in the event of an emergency before, during, or after Election Day.

We continue to build on our commitment to full accessibility to our voting locations for voters with disability – not only because the Board of Elections has a statutory responsibility to do so, but also because we want to ensure that all voters can take full advantage of their right to vote in an independent and uncompromised manner. As a public facility, you may have the same federal and state accessibility requirements that govern elections administrators. Our most ubiquitous challenge continues to be accessible parking spaces. Please have any upgrades complete by March 15 so that we can verify compliance. In the event that we determine a facility to be noncompliant with accessibility requirements, we will install temporary signage and additional equipment to mitigate situations that might cause an accessibility liability to the Board of Elections on Election Day.

As your guest, our goal is to reduce the inconvenience of our presence in your facility as much as possible. To this end, we seek to enhance the relationship between your facility management and our operation through meaningful two-way communication. Prior to each election, we will send you two postcards reminding you to make the facility available for Election Day and our planned dates for voting equipment delivery. We will also send a notice with the date we will retrieve the voting equipment.

LOCATION LOGISTICS FORM
(Please Print)

LID# 1079 Dublin 2-E

At present occupied as: **Dublin Community Recreation Center**

5600 Post Road

Dublin OH 43017

Telephone # 410-4550

Key to voting location provided: N

Voter entrance: Main doors on West side of facility

Barrier free access (if other than main voter entrance) _____

Shall the Board supply Tables & Chairs: Yes _____ No X

Additional Information: _____
Call before you leave the warehouse to deliver

Voting machine hauling schedule: REG

Name and phone number of person responsible for opening and closing voting location:

Name: Brian Ashford/Kate Mattison

Phone # 419-2505/318-3982

Contact Name and Phone Number for an Emergency Only Contact

Name Lori Gischel **Phone** 614-315-4847

Re: Public Facilities used as Voting Locations G1

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FRANKLIN COUNTY BOARD OF ELECTIONS
Memorandum of Understanding for Polling Places in Public Buildings
Supported by Taxation G1

LID# 1079
Dublin 2-E
Dublin Community Recreation Center
5600 Post Road

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Dublin Community Recreation Center
5600 Post Road
Dublin, OH 43017

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FACILITY OCCUPANT:

Authorized Signature: _____

Print Name: _____

Title: _____

FRANKLIN COUNTY BOARD OF ELECTIONS:



**William A. Anthony Jr.
Director**

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Authorized Signature: _____

Print Name: _____

Title: _____

FRANKLIN COUNTY BOARD OF ELECTIONS:



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Director

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