

CITY OF REYNOLDSBURG

City Council
Monday April 11, 2016

Ad Hoc Committee Meeting: Immediately Following Council Meeting

Place: Council Chambers
7232 E. Main St, Reynoldsburg, OH 43068

President: DOUG JOSEPH

Ward Members: Ward I - Stephen M. Cicak
Ward II – Brett Luzader
Ward III – Marshall Spalding
Ward IV - Mel Clemens

At Large Members: Barth R. Cotner
Chris Long
Dan Skinner, Esq.

COMMITTEES:

Community Development: Chmn Skinner, Spalding, Cicak, Luzader
Safety: Chmn Long, Cicak, Luzader, Spalding
Service: Chmn Clemens, Luzader, Spalding, Cicak
Finance: Chmn Cotner, Long, Clemens, Skinner

* * * * *

Agenda is subject to amendment by Committee/Council at the time of the meeting.

All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies.

If you wish to speak before City Council concerning a specific topic on the agenda, or about a specific topic not on the agenda, please complete a “Speaker Form” and give to the Clerk of Council. Forms are located in the wooden box on one of the bench seats in the atrium. Copies of the Rules of Discussion are available next to the wooden box.

April Beggerow
Clerk of Council

REYNOLDSBURG City Council
Ad Hoc Committee Meeting
Council Chambers, 7323 East Main Street
*April 11, 2016 *** Immediately Following Council Meeting*

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a. City Council – Ad Hoc Committee Meeting – March 21, 2016
 - b. City Council – Ad Hoc Committee Meeting – March 28, 2016
4. Approval of Agenda
5. Ad Hoc Committee to Review Chapter 160 & Council Rules
 - a. Changes in the Chapter 160.03 Salary Schedule.
 - b. Changes to Council Rules

ADJOURNMENT

MINUTES AD HOC COMMITTEE MEETING
 REYNOLDSBURG CITY COUNCIL
 March 21, 2016

President Doug Joseph called the meeting to order at 8:06 PM

PRESENT: Joseph, Cotner, Long, Skinner, Cicak, Luzader, Spalding

ABSENT: Clemens

Approval of Agenda

Agenda stands approved.

Ad Hoc Committee to Review Chapter 160 & Council Rules

CHANGES IN THE CHAPTER 160.03 SALARY SCHEDULE.

Mr. Joseph: We did receive a document from the Mayor's office listing some salary schedule changes, Mayor would you like to talk about this?

Mayor McCloud: Thank you President Joseph, members of Council. This is, what you have in front of you is an adjustment of 7% across the board for all the pay ranges which is what the administration is proposing for your consideration.

Mr. Joseph: 7%? And how did 7% come to be the number that you wanted?

Mayor McCloud: Yes, we took into account a handful of things, primarily driven by the need to and goal of getting the City of Reynoldsburg employees salaries commiserate with other municipalities and we realized that a pay adjustment in the neighborhood of 3% would simply be prolonging the problem in as much as every other municipality is awarding pay raises of approximately 3%. This seemed to be a rational and prudent adjustment and a step towards arriving at what is an equitable pay scheme.

Mr. Joseph: When is the last time we made this kind of adjustment?

Mayor McCloud: it was 2 years ago and I think prior to that it might have been close to 10.

Mr. Joseph: Do you remember what the percentage of increase adjustments?

Mayor McCloud: I will get those Mr. Joseph, I will get you all of that information.

Mr. Joseph: Any questions?

Mr. Luzader: Just a couple of little points. Whenever we talk about adjusting salaries and all for basically the 160 employees, you say we try to keep in mind what we give the police department, clerks and dispatchers and stuff, is there a specific reason that these employees don't have a step plan like the dispatchers and police officers do and would you be open to maybe reestablishing a step plan?

MINUTES AD HOC COMMITTEE MEETING
REYNOLDSBURG CITY COUNCIL
March 21, 2016

Mayor McCloud: Yes. Let me answer your second question first, Yes. Unequivocally. What happened several years ago there was, our employees were getting 6-7% raises each year, you were around, and for whatever reason, once the automatic raises were dispensed with, the companion piece of that was supposed to be raises based upon merit. For whatever reason, that never happened, so our employees went from 6-7% a year to often 0. We are in the process of trying to implement some new evaluation standards that will reflect appropriately work/salary qualifications for everyone across the board. But yes.

Mr. Luzader: Then the other question, I noticed that the dispatchers and the officers, their longevity schedules are different. Is there any thought to adjusting that?

Mayor McCloud: As you know they're subject to a collective bargaining agreement and that's just what has been arrived at after several years and rounds of negotiations, I don't know that there is anything really magical to it. Other than that.

Mr. Luzader: I know it's not a lot, but sometimes, 25-50 bucks makes a difference.

Mayor McCloud: It does, absolutely it does. I agree.

Mr. Joseph: The other question I had, if Council adopts this or something similar adjustment, is it your intent to have that retroactive the first of the year or from this point on?

Mayor McCloud: Let me follow up with you on that. The 7% is contained within the budget that we made but I will make clear to you my intent and follow up with you on that.

Mr. Spalding: I have not so much a question, but a comment. I think that the work that you did in arriving at this was very good. 7% makes sense. You supplied us with documentation of almost every city around here and our employees are about 20% lower than anyone else. Obviously we would be out of budget if we tried to give everybody a 20% raise, but the fact of the matter is, over the last 2 or 3 years, or even longer, we have a turnover of about 25% of our employees. Now, if you choose to be a successful business, that is an unacceptable rate. We can't be losing our people to other cities with similar jobs at 25-25% more money. That's just not going to be good. If we want to attract and keep good employees, we're going to have to do something like this and I am thrilled that the city is stepping up to do something correct with our employees and I appreciate it man.

Mayor McCloud: Thank you.

Mr. Joseph: Any other questions or comments on this item tonight? Ok. Anyone from the public want to comment on this item this evening? We will have additional meetings on this in the next 5 weeks if anyone would like to review the numbers and weigh in their use you're welcome.

MINUTES AD HOC COMMITTEE MEETING
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RESULT: **REFERRED TO COMMITTEE** **Next: 3/28/2016 7:45 PM**

COUNCIL RULES

Mr. Joseph: Next is Council Rules and I believe everybody has a copy of the document that our Clerk has been working on. April, was your plan to talk about this or anyone that weighed in on this with you as far as the changes? Do you want to talk a little bit about why these changes are being suggested?

Mrs. Beggerow: I can tell you what I did...

Mr. Joseph: Lets go through each one individually and explain what the change is and why and open it up for questions. Page by page. I believe the first one is on page 2.

Mrs. Beggerow: Page 2. Strike "Form 2849" -form is not used for Special notices. Page 3 and Page 5, strike "telegraph".

Mr. Joseph: Any thought into substituting for technology we're using today that perhaps was not common place when these were last adjusted? Are there any technologies that you utilize?

Mr. Beggerow: I can certainly insert email.

Mr. Joseph: Ok, because that would probably make it a little more clear. So why don't you make a note to make that change on a future document that we can review next week.

Mr. Long: April, I would suggest mail or delivered in any other acceptable means. Coming up with a catch-all.

Mr. Joseph: Question for the City Attorney on that, by just striking that and saying or delivered, would that accomplish that by any means...

Mr. Hood: I haven't seen the document, I'm glad to look at it tomorrow.

Mr. Long: We all just got it tonight.

Mr. Hood: Happy to look at it and dig into it, April and I have had preliminary discussions, I'm not sure, I'm not privy to what she wrote up yet. But happy to get into it tomorrow and have something prepared next time you meet.

Mr. Joseph: Ok, if you could review it and look at it we can look at it next week. Thank you very much. Moving on...

Mrs. Beggerow: Page 6, anything pertaining to "tape recorded" strike "tape" because we don't tape any longer, it's usually digital. Page 7, we used to refer to our yellow sheets as the

Minutes Acceptance: Minutes of Mar 21, 2016 8:15 PM (Approval of Minutes)

MINUTES AD HOC COMMITTEE MEETING
REYNOLDSBURG CITY COUNCIL
March 21, 2016

Legislative Request, and now in electronic land, they are referred to a Legislative File so I replaced request with file.

Mr. Joseph: Wasn't there a place where we actually designated that it had to be yellow?

Mrs. Beggerow: Not that I have seen.

Mr. Joseph: Now in the past, the old yellow sheets also included areas for the City Auditor and City Attorney to sign off on.

Mrs. Beggerow: It still occurs, it just occurs behind the scenes. So when a department generates a Legislative file, it goes through a workflow, so before I can put it on the agenda, it goes through the workflow and is approved by those who are required to sign off.

Mr. Hood: Rest assured, they are approved by my office and the Auditor's office before being disseminated to City Council even though it doesn't reflect it in the packet you receive. Every ordinance.

Mr. Long: Jed, I have a quick question. Are you certifying that Legislative Request as being true to form and I'm assuming the Auditor is Certifying that funds are available for the expenditures?

Mr. Hood: In the technical speaking, Yes. I approve it as to form and the Auditor approves the expenditures, but in practical speaking, we work with the administration to make sure it is in the best possible final version prior to you seeing it.

Mr. Harris: As part of mine, I will also make sure that they do have the proper account number for it to be charged to.

Mr. Joseph: Any questions as to page 7? Ok.

Mrs. Beggerow: Page 8, you probably don't see anything but I have this in lighter font, because I feel this needs amended, but I don't want to just go through and make changes, so if you want to weigh in on that, it would be great. Page 9. is the biggest change I did and this is to change from the paper version to the electronic version and to change the deadlines. Currently the deadline is the Wednesday before -10 days and it just isn't feasible, there are too many things that come up last minute. So my suggestion is to have items in my office by Monday, so that I can work on the agenda by Tuesday and have it submitted for approval by Wednesday. I think that should work well.

Mr. Joseph: Comments on those changes? You're just finding that would work better on your end?

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Mrs. Beggerow: I wanted to do it later in the week, like until Wednesday, but a few weeks ago that if there is a situation where I'm not going to be in the office for an emergency situation, I really need to have a little more time than 2 days.

Mr. Snowden: President Joseph and other members of Council just to follow with Mrs. Beggerow has told you. I have discussed this with her internally numerous times and I can tell you that from the standpoint of planning and zoning, I would support any reduction to whatever is practical to her in the lead time, the deadline. The reason is because where planning and zoning processes dove tail with City Council, we just experienced that tonight with our Special Exceptions, there are calendars that can cause the deadline for the legislation for the first committee meeting of a given month under the current system to actually fall before the BZBA meeting of the previous month. If you go to the system that Mrs. Beggerow just proposed, that would basically never happen so there would be time for the applicant to have a special exception approved at a BZBA meeting and have Council review it at the first committee meeting on the following month. BZBA meetings are on the 3rd Thursday of a given month, so you gotta think you're taking off approximately 30 days at that point. If you skip that first meeting, have to go to the second committee meeting in a given month so I just wanted to go on record saying I support the direction she's discussing.

Mrs. Beggerow: More comments on this Section 5, obviously these are just ideas, if you have better ways to word this, I'm game to hear it.

Mr. Joseph: Did you create this verbage yourself?

Mrs. Beggerow: Yes. And all it is are sections A and B that are stricken as Mr. Long had asked about the certification by the City Attorney and Auditor, this was for the paper version, it all happens now electronically.

Mr. Long: It's still a certification.

Mrs. Beggerow: Right.

Mr. Hood: Technically, I approve Legislation as to its form. That's how it's always been presented, that's how it was on the Yellow sheet, if you want to call it a certification, I'm happy to indulge, but that's my job to make sure it's in the proper form going to the proper Committee all those kinds of things prior to it being submitted to you. Ok?

Mrs. Beggerow: Page 10 and this has just happened in the last week or so, under section 7 Mandatory referral, there is a section in there "Ordinances accepting Deeds of Easement and Right-of-Way are excepted" from mandatory referral. And there is no reason to except those. When I looked at how Nancy did them they still went the normal channels. Jed and I had a conversation about them and there is no reason for them to be there.

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Mr. Hood: We did talk about this specifically, I cannot and I have not come across a time that I've been here where this is a time sensitive must move ahead for first reading and pass as an emergency type item. We're not real sure why it was in there because we didn't really follow that rule. The nice thing about your Council rules is because you create them, you can kind of divert from them as long as enough of you agree. It is not a practice that I would encourage you do to often but it is something that we can if necessary if we have enough support to circumvent certain rules. As April and I discussed, this matter specifically, we couldn't come up a scenario where something like this would be so time sensitive that it couldn't go the ordinary route through the readings as called for in the charter.

Mrs. Beggerow: The only other thing I did in there is where it came to awarding the contracts, I added the charter section that refers to. When I first started here that was a confusing point and we need a place where it points to where it is in the charter in the Council Rules. Last thing, I'm working on a section pertaining to Annexations, the 100% owner, Expedited Type II Annexations are very time sensitive, so I wanted to have something in here to exempt that from mandatory referral, however I haven't come up with the language on that, but that's the idea.

Mr. Joseph: you have one more, section 3.

Mrs. Beggerow: Delivery: At the usual place of residence, well, if it's electronic, it doesn't necessarily arrive at your residence by courier. I wanted to strike that because not everybody gets them to their door.

Mr. Joseph: Right, that seems like a common sense change. And those are the changes you have so far?

Mrs. Beggerow: Yes.

Mr. Joseph: One last change that had been suggested was the idea of Council going to a total of 2 meeting nights a month and that was something suggested by the mayor and just give some thoughts to that and we're doing some research on what other communities are doing as far as how often they're meeting and that information for future meetings. Any other questions? Anyone in the audience want to comment on the proposed changes?

Mr. Luzader: Didn't the Mayor also have a suggestion or a question about legislation being assigned to a specific person on a committee?

Mr. Joseph: That is already in the Rules, basically its at the discretion of the Chair, unless, basically when the Administration sends legislation down, it goes to the designated Committee and the Chairman is in charge of legislation unless he designates it to another member of the Committee. The only time we deviate from that is if, lets say Councilman Skinner wants to offer a piece of Legislation. It's his, it originates from him, he works with the City attorney, the clerk, then it's typically been that person's legislation. I know I've done that before, and other members

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of council have done that in the past and it's pretty much self explanatory. If we wanted to tighten that up a little bit more, obviously we can do that.

Mr. Luzader: That's find, I just wanted a little more clarification.

Mr. Joseph: Yes, that's been the prerogative of the chair of each committee to direct each piece of legislation that does come directly from the administration or one of the other departments.

Mr. Skinner: Procedurally, it might be nice to put in parenthesis by the legislation, even if it is the chairman's name, I know that it often does show that by the time it gets to Council, but it might be nice to keep that going forward.

Mr. Joseph: We'll make a note to make some verbiage for that next time we meet. Any questions? We will continue the discussion next week.

Adjournment

Doug Joseph, President of Council

April L. Beggerow, Clerk of Council

Minutes Acceptance: Minutes of Mar 21, 2016 8:15 PM (Approval of Minutes)

MINUTES AD HOC COMMITTEE MEETING
 REYNOLDSBURG CITY COUNCIL
 March 28, 2016

President Doug Joseph called the meeting to order at 7:40 PM

PRESENT: Joseph, Long, Skinner, Cicak, Luzader, Spalding

ABSENT: Clemens, Cotner

Approval of Minutes

- a. City Council – Ad Hoc Committee Meeting – March 7, 2016

Minutes stand approved.

Approval of Agenda

Ad Hoc Committee to Review Chapter 160 & Council Rules

CHANGES IN THE CHAPTER 160.03 SALARY SCHEDULE.

Council President Joseph: I believe that Council did receive the communication from the Mayor about his intent to have that be retroactive to the beginning of the year, and that those increases are in the Budget. Mayor, in real dollars, what increase is that over last year for the 160? Do you know that?

Mayor McCloud: In terms of salary?

Council President Joseph: Not in terms of percentage, but what the actual dollar shift is.

Mayor McCloud: I do not know that off the top of my head, President Joseph. I will get that to you.

Council President Joseph: That was the last question I had.

Mayor McCloud: If you asked me that last week, I apologize for not getting that to you.

Council President Joseph: I am curious what the dollar shift is from last year. Yes, Mr. Harris.

Mr. Harris: I will go ahead and get that for you and send you a note on it this week.

Council President Joseph: I understand it is in the budget, it would just be easier if you could give us that raw number. Thank you. Any questions for anyone?

Council Rules

Council President Joseph: Next are the Council Rules. We did get another revised copy from the Clerk, who has been working with the City Attorney. We will just simply go over those additional recommended changes, starting with Item 3. April, if you want to briefly talk about these and why they were suggested.

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Ms. Beggerow: Mr. Hood went through to page six, and we got together and he shared some input and I thought they were good ideas and made the changes.

Council President Joseph: Page 3, Item C, 1, we have lined out "therefore on standard form to be provided by clerk." How will that be done now? What are the options.

Ms. Beggerow: Generally the news media, once a year or so, will send me a notification saying they want to stay on the mailing list. Therefore, I do not have a form that I send to these people. They send me information asking to be kept on. It is almost a standard form they send me.

Council President Joseph: Any questions for the Clerk on that item? We have two additional changes on page 5. First, under "Definitions", E, 4, the new term is meeting, means any prearranged discussion of the public business of Council, by a majority of its members. Mr. Hood, I assume that is just tightening up the definition so it is clear it has to form a quorum?

Attorney Hood: This reflects the Open Meetings Act in chapter 149 of the Revised Code. For some reason, when the Council Rules were adopted last, or when they adopted this addition, they did not go on to add the second phrase, so I believe that is an appropriate change.

Council President Joseph: Ok, and then the second part was 8, Quorum or a meeting of Council, it says to four members, so that is just being consistent with the rules? On page six, three changes. Under section 3, Clerk of Council, "prepare a record of proceedings of all Council meetings which shall be termed the minutes or journal, and be the custodian of such records, meetings of City Council shall be recorded and recordings made of meetings shall be retained in accordance with the City Records Retention schedule", and we lined out "for one year". What is that now in the City Record Retention Schedule?

Ms. Beggerow: It is for one year. The recordings are maintained for a year.

Council President Joseph: Does that vacillate from time to time as to what the period is?

Ms. Beggerow: It can. It should not anytime soon. Our Retention Schedule says one year after the minutes have been transcribed. It has been that way for a while, and I do not anticipate it changing, but we may decide to change and hold them for three years.

Attorney Hood: The thought is that there was a redundancy in the Council Rules, and also the Records Commission Schedule. The Mayor, myself, and the Auditor are the Records Commission. We meet at least semi-annually to review our schedule to see what changes need to be made. Your Clerk, is also the Secretary of the Commission, so we are talking about these things at least twice a year. So, the thought was, if the Commission thinks they need to be held longer, they could be held longer without changing the Council Rules. Not that we have any intent in doing so, it was just to clear up the redundancy.

MINUTES AD HOC COMMITTEE MEETING
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Council President Joseph: Very good. Any questions by anyone on Council regarding that definition? The change in Section 3, D, we simply change it from any Council Member to City Officer or Official. Section 4, adding a section under Assistant Clerk of Council, "the Assistant Clerk of Council shall assume the duties and responsibilities of the Clerk of Council in their absence, or at their request".

Ms. Beggerow: I do still need to have Mr. Hood look at that.

Council President Joseph: I think we are just putting it in officially to match what we have had happen in the past, when we have had a vacancy, we have had the Assistant Clerk do the duties of the Clerk.

Councilman Long: President Joseph, if we are going to strike the word "to" from the title of the section, we should also strike it in the first line.

Council President Joseph: April, please make a note of that, and make that change as well.

Ms. Beggerow: Your Article 4 is basically that the old Article 4 has been stricken, quorum moved, and the other items moved to...

Council President Joseph: What page were those moved to?

Ms. Beggerow: Still page six, under "Assistant Clerk of Council", all those definitions have been moved to page 13, under section 6.

Council President Joseph: We have one more set of changes on page twelve, where we simply renumbered.

Ms. Beggerow: Yes, from four down, all the way through.

Council President Joseph: Ok.

Attorney Hood: President Joseph, none of those definitions were changed or amended. We just simply renumbered them in what April and I think were a more logical location. Someone that may not be familiar with the rules, but that may want to reference them, where we put them or proposed to put them, makes more sense than where they are currently.

Councilman Long: Jed, on page five where we have defined the meeting of a quorum, and a quorum is any meeting of Council, shall consist of four members of Council; should we also put something in there accounting for a quorum of a committee, which would be three members of...

Attorney Hood: I would certainly leave it up to you. That I guess is presupposing that the Committee is made of four members, which has not always been the history here. The nice thing about our rules is, if they are silent to something, then Robert's Rules technically kick in to feel

MINUTES AD HOC COMMITTEE MEETING
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the gaps. So, a quorum, under their definition would be a majority of the body. So, it depends on whether that satisfies you or not.

Councilman Long: I am asking what is proper.

Attorney Hood: I think it is something that you all should discuss, but the only caution I would give you is that we have not always operated under committees of four.

Council President Joseph: Any questions on that? Any questions on any of the new recommended revisions, tonight? Ok. What we will do is, we will continue the discussion in next week's meeting, after regular committees. We will take a look at another document with these changes, with any additional changes that may be proposed in the meantime, and resume discussion at that point.

Adjournment

Doug Joseph, President of Council

April L. Beggerow, Clerk of Council

Minutes Acceptance: Minutes of Mar 28, 2016 7:45 PM (Approval of Minutes)

Mayor's Office
Brad McCloud
7232 E. Main Street
Reynoldsburg OHIO 43068
Phone

ORDINANCE REQUEST

DATE: **April 11, 2016**

TO: **City Council**

RE: **Changes in the Chapter 160.03 salary schedule.**

A proposed salary schedule for Chapter 160.03. This reflects a 7% increase in the table.

160.03 SALARY SCHEDULE

BEGINNING ~~June 10, 2013~~ January 1, 2016, THE FOLLOWING PAY GRADES SHALL BE IN EFFECT:

(a) Full Time Employees

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE
(5% Between Grades, 30% Minimum to Maximum)**

GRADE		MINIMUM	TO	MAXIMUM
1	Annual	\$ 21,221 <u>22,706</u>		\$ 30,638 <u>32,783</u>
2	Annual	\$ 22,292 <u>23,852</u>		\$ 32,157 <u>34,408</u>
3	Annual	\$ 23,409 <u>25,048</u>		\$ 33,768 <u>36,132</u>
4	Annual	\$ 24,572 <u>26,292</u>		\$ 35,432 <u>37,912</u>
5	Annual	\$ 25,820 <u>27,627</u>		\$ 37,199 <u>39,803</u>
6	Annual	\$ 27,113 <u>29,011</u>		\$ 39,068 <u>41,803</u>
7	Annual	\$ 28,457 <u>30,449</u>		\$ 41,038 <u>43,911</u>
8	Annual	\$ 29,884 <u>31,976</u>		\$ 43,105 <u>46,122</u>
9	Annual	\$ 31,357 <u>33,552</u>		\$ 45,277 <u>47,446</u>
10	Annual	\$ 32,920 <u>35,224</u>		\$ 47,549 <u>50,877</u>
11	Annual	\$ 34,575 <u>36,995</u>		\$ 49,919 <u>53,413</u>
12	Annual	\$ 36,318 <u>38,860</u>		\$ 52,397 <u>56,065</u>
13	Annual	\$ 38,145 <u>40,815</u>		\$ 55,019 <u>58,870</u>
14	Annual	\$ 40,068 <u>42,873</u>		\$ 57,794 <u>61,840</u>
15	Annual	\$ 42,079 <u>45,025</u>		\$ 60,671 <u>64,918</u>
16	Annual	\$ 44,178 <u>47,271</u>		\$ 63,399 <u>67,837</u>
17	Annual	\$ 46,370 <u>49,616</u>		\$ 66,879 <u>71,561</u>
18	Annual	\$ 48,690 <u>52,098</u>		\$ 70,209 <u>75,124</u>
19	Annual	\$ 51,146 <u>54,726</u>		\$ 73,740 <u>78,902</u>
20	Annual	\$ 53,692 <u>57,450</u>		\$ 77,429 <u>82,849</u>
21	Annual	\$ 56,371 <u>60,317</u>		\$ 81,317 <u>87,009</u>
22	Annual	\$ 59,183 <u>63,326</u>		\$ 85,402 <u>91,380</u>
23	Annual	\$ 62,134 <u>66,483</u>		\$ 89,697 <u>95,976</u>
24	Annual	\$ 65,256 <u>69,824</u>		\$ 94,185 <u>100,778</u>
25	Annual	\$ 68,523 <u>73,320</u>		\$ 98,882 <u>105,804</u>
26	Annual	\$ 71,961 <u>76,998</u>		\$ 103,828 <u>111,096</u>

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

** Based on City of Reynoldsburg Council recommendation of 2%.

121302cjrCO wrey2002

Attachment: 160 salary schedule 7% (1352 : Chapter 160 Salary Schedules)

(b) Senior Police Management

**CITY OF REYNOLDSBURG, OHIO
SALARY SCHEDULE**

GRADE		MINIMUM	TO	MAXIMUM
22A	Annual	\$71,178 <u>76,160</u>		\$101,704 <u>108,823</u>
26A	Annual	\$74,660 <u>79,886</u>		\$106,724 <u>114,195</u>

*Nonexempt payroll will be based upon hourly rates derived from the annual rates.

Attachment: 160 salary schedule 7% (1352 : Chapter 160 Salary Schedules)

Clerk of Council**April Beggerow****7232 E. Main Street****Reynoldsburg OHIO 43068****614-322-6836 Phone****RESOLUTION REQUEST**

DATE: **April 11, 2016**

TO: **City Council**

RE: **Changes to Council Rules**

See attached for most recent version of the changes to Council Rules

COUNCIL RULES OF PROCEDURE

REYNOLDSBURG CITY COUNCIL

2004

2016

Attachment: Council Rules (2016) (1385 : Changes to Council Rules)

COUNCIL RULES OF PROCEDURE
CITY OF REYNOLDSBURG, OHIO
~~REVISED AS OF SEPTEMBER 13, 2004~~
~~EFFECTIVE SEPTEMBER 13, 2004~~
REVISED 2016

ARTICLE I - POWERS

No provision or section of these rules which conflicts with, or restricts those rights provided by the Constitution of the United States, the Constitution of the State of Ohio, the City of Reynoldsburg Charter, or the Revised Code of Ohio shall have any force or effect.

SECTION 1. *Section 731.05 Revised Code.* The Council takes due notice of the statutory limitation of powers set forth in Section 731.05 of the Revised Code of Ohio as follows: the powers of the legislative authority of a city shall be legislative only, unless otherwise provided in Title VII of the Revised Code or the City of Reynoldsburg Charter (CRC). All contracts requiring the authority of the legislative authority for their execution shall be entered into, and conducted to performance by the board, or officers having charge of the matters, to which they relate. After the authority to make such contracts has been given, and the necessary appropriation made, the legislative authority shall take no further action thereon.

SECTION 2. *Section 3.08 CRC.* The Council shall exercise all legislative powers of the City, and all powers granted to municipal corporations by the Constitution and laws of Ohio, which are not reserved by the Charter to other officers of the City, and which are not inconsistent with the Charter.

ARTICLE II - MEETINGS
(*Sec. 3.07 CRC*)

SECTION 1. *Regular Meetings.* The Council shall meet in regular session on the second and fourth Mondays of each month, unless such day is a nationally recognized holiday, in which case, the regular session may be held on the immediately succeeding Tuesday.

SECTION 2. *Special Meetings.* The Mayor, or any three members of Council may call special meetings upon at least twenty-four (24) hours notice, to each member personally served, or left at his or her usual place of residency; i.e., (Sec. 3.07(b) CRC).

SECTION 3. *Time and Place of Meetings.* All regular meetings of Council shall be called to order promptly at 7:30 p.m. All Special meetings shall be at time and place as described on ~~Form 2849, NOTICE. SPECIAL MEETING OF COUNCIL.~~ Meetings of Council will normally be held in the room designated as Council Chambers in the Municipal Building in the City of Reynoldsburg, however, Council may by affirmative vote of a majority of members designate any other location necessary to the orderly conduct of Council affairs, however such meeting place

must be within the City of Reynoldsburg.

SECTION 4. *Open Meetings.* All meetings of the Council shall be held in accordance with the general laws of Ohio pertaining to requirements for open meetings of public bodies; i.e., (Sec. 3.07(d) CRC).

A. NOTICE OF REGULAR AND ORGANIZATIONAL MEETINGS

1. The Clerk shall post a statement of the times and places of regular meetings, for each calendar year, not later than the second day preceding the day of the first regular meeting (other than organizational meeting). The Clerk shall check at reasonable intervals to ensure that each statement remains posted during such calendar year. If at any time during the calendar year, the time, or place of any regular meeting is changed on a permanent or temporary basis, a statement of the time and place of the changed regular meeting shall be posted by the Clerk, at least twenty-four (24) hours before the time.
2. The Clerk shall post a statement of the time and place of any organizational meeting, at least twenty-four (24) hours before the time of the organizational meeting.
3. Upon the adjournment of any regular or special meeting to another day, the Clerk shall promptly post notice of the time and place of such adjourned meeting.

B. NOTICE OF SPECIAL MEETINGS

1. Except in the case of a special meeting referred to in subsection C, paragraph 4 of this section, the Clerk shall post a statement of the time, place and purposes of such meeting no later than twenty-four (24) hours before the time of a special meeting.

C. NOTICE TO MEDIUM OF SPECIAL MEETINGS

1. Any news organization that desires to be given advance notification of special meetings, shall file with the Clerk a written request, ~~therefor, on a standard form, to be provided by the Clerk.~~ Except in the event of an emergency requiring immediate official action as referred to in paragraph 4 of this section, a special meeting shall not be held, unless at least twenty-four hours advance notice of the time, place, and purposes of such special meeting is given to the news media, that have requested advance notification.
2. Request for such advance notification of special meetings shall specify: the name of the medium; the name and address of the person to whom written notifications may be mailed, telegraphed or delivered; and the names, address, and telephone numbers (including address and telephone numbers at which notifications may be given either during or outside of business hours) of at least two persons, to either of whom, oral notifications to the medium may be given; and at least one telephone number which the request identifies as being manned, and which can be called at any hour for the

purpose of giving oral notification to such medium. Any such request shall be effective for one year from the date of filing with the Clerk, until the Clerk receives written notice from the medium cancelling or modifying such request, whichever is earlier. Each requesting medium shall be informed of the period of effectiveness, at the time it files its request. Such requests may be modified, or extended, only by filing a complete new request with the Clerk. A request shall not be deemed to be made unless it is complete in all respects, and such request may be conclusively relied on by the Clerk.

3. The Clerk shall give such oral notification or written notification, or both, as the Clerk determines, to the news medium that has requested advance notification of the time, place and purposes of each special meeting, at least twenty-four (24) hours prior to the time of the special meeting.
4. In the event of an emergency requiring immediate official action, a special meeting may be held without giving twenty-four (24) hours advance notification thereof to the requesting news medium. Any of the persons calling such meeting, or the Clerk shall immediately give oral notification or written notification, or both, of the time, place, and purposes of the special meeting to the news medium that has requested advance notification. The notification of any such special meeting shall state the general nature of the emergency requiring immediate official action.

D. GENERAL

1. Any person may visit, or telephone the Office of the Clerk during the office's regular office hours to determine, based on information available at the office: the time and place of regular meetings; the time, place, and purposes of any then known special meetings; and whether the available agenda of any future meeting states that any specific type of public business is to be discussed at such meeting.
2. Any notification provided herein to be given by the Clerk, may be given by any person acting in behalf of the Clerk.
3. A reasonable attempt at notification shall constitute compliance with these Rules.
4. A certificate by the Clerk as to compliance with these Rules shall be conclusive upon Council.
5. To better insure compliance with these rules, it shall be the responsibility of the President of Council, and the Chairpersons of the Committees to timely advise the Clerk of future meetings, and the subject matters to be discussed.

E. DEFINITIONS

As used in these Rules:

1. "Clerk", means the Clerk of Council.
2. "Assistant Clerk", means the Assistant Clerk of Council.

3. “Day”, means calendar day.
4. “Meeting”, means any prearranged discussion of the public business of Council by a majority of its members.
5. “Oral Notification”, means notification given orally, either in person or by telephone, ~~or by faxing~~ directly to the person for whom such notification is intended, or by leaving an oral message for such person at the address, or if by telephone, at the telephone number, of such person as shown on the records kept by the Clerk, under these Rules.
6. “Post”, means to post in an area accessible to the public during the usual business hours, at the Office of the Clerk, and at the following location: First Floor, Municipal Building.
7. “Published”, means the Clerk shall cause to be published in a newspaper having circulation in the municipality, as defined in Section 4.14 CRC or Section 7.12 ORC.
8. **“Quorum”, A quorum at any meeting of Council shall consist of four (4) members of Council.**
9. “Written Notification”, means notification in writing, mailed, ~~telegraphed~~, e-mailed, faxed or delivered, to the address of the person for whom notification is intended, as shown on the records, kept by the Clerk, under these Rules, or in any way delivered to such person. If mailed, the notification shall be mailed by first class mail, deposited in the U.S. Postal Service mailbox no later than the second day preceding the day of the meeting to which the notification refers, providing that at least one regular mail delivery day falls between the day of mailing and day of the meeting.

ARTICLE III - OFFICERS

SECTION 1. *President of Council*

- A. The President of Council shall be elected from the City at large to a four year term of office. (Sec. 3.04(a) CRC).
- B. The President of Council shall be the presiding officer of the Council, but shall vote on any matter before the Council; only in the event of a tie vote among the members of Council. (Sec. 3.04(b) CRC).

SECTION 2. *President Pro Tempore*

- A. The Council shall appoint as a part of its organizational process, by a majority vote of its members, a member of Council to serve as the President Pro Tempore of the Council, to serve at the pleasure of the Council. (Sec. 3.05(a) CRC).
- B. The President Pro Tempore shall serve as the presiding officer of the Council during the temporary absence or disability of the President of Council, but while so serving shall retain the power to vote on all matters before the Council. (Sec. 3.05(b) CRC).
- C. In the absence of both the President of Council and President Pro Tempore of the Council, the Council shall appoint from its members a temporary chairperson.

SECTION 3. *Clerk of Council.*

The Council shall appoint, by a majority vote of its members, a person to serve as the Clerk of Council, to serve at the pleasure of Council. (Sec. 3.06 CRC).

The Clerk of Council shall:

- A. Attend ~~all~~ Council meetings, regular and special.
- B. Prepare a Record of Proceedings of all Council meetings, which shall be termed the “minutes”, or journal, and be the custodian of such records. Meetings of City Council shall be ~~tape~~ recorded, and ~~tapes~~ recordings made of meetings shall be retained ~~for a period of one year.~~ in accordance with the City’s Record Retention Schedule.
- C. Prepare an agenda for each regular meeting of Council, and Committees.
- D. Furnish all transcripts, orders, and certificates, which may be properly required, and shall be entitled to charge for all attested certificates and transcripts, the same fees that are allowed by law to county officers for similar service: Provided, that the same shall be furnished free of charge, when ordered by the Council, or required by any Council Member or City ~~Officer~~ Official, in the prosecution of official duties.
- E. Assign numbers, in their proper sequence, to all ordinances and resolutions, when such legislation is passed. Number assignments will be referenced in the official minutes of the Council proceedings.
- F. Maintain a permanent record of all ordinances or resolutions, and by appropriate notation, show passage or rejection, subsequent repeal, and amendment thereof.
- G. Perform all clerical duties incidental to the office.
- H. Be available during the hours specified by Council.
- I. Perform such other duties as directed by Council.

SECTION 4. *Assistant ~~to~~ Clerk of Council.*

An Assistant ~~to~~ Clerk of Council shall be appointed by a majority vote of Council, and shall serve at the pleasure of Council. The Assistant Clerk of Council shall assume the duties and responsibilities of the Clerk of Council in their absence or at their request.

~~ARTICLE IV DEFINITIONS~~

~~SECTION 1. *Quorum.* A quorum at any meeting of Council shall consist of four (4) members of Council.~~

~~SECTION 2. *Majority.* Four (4) members of Council shall constitute a majority for normal transaction of business.~~

~~SECTION 3. *2/3 Majority.* A two-thirds (2/3) majority shall mean five (5) members of Council.~~

~~SECTION 4. *3/4 Majority.* A three-fourths (3/4) majority shall mean six (6) members of Council.~~

ARTICLE IV - COMMITTEES

SECTION 1. *Standing Committees.* Council shall have the following standing committees with the responsibilities as shown:

- A. FINANCE COMMITTEE: Review, investigate, and recommend Council action in all financial matters before Council, including budgets, appropriations, taxes, assessments, expenditures, general fiscal policy, administrative matters, **appointments of elected officials, appointments to commissions**, utility rates, and other special assignments.
- B. SERVICE COMMITTEE: Review, investigate, and recommend Council action in all matters of public utility services, storm sewers, transportation systems, zoning, land usage, annexation, and other special assignments.
- C. SAFETY COMMITTEE: Review, investigate, and recommend Council action in all matters of public buildings, streets, traffic safety, police protection, fire protection, health, disaster services, building codes, building inspection, and other special assignments.
- D. COMMUNITY DEVELOPMENT COMMITTEE: Review, investigate, and recommend to Council action in all matters pertaining to industrial and commercial development, general civic improvement, beautification, Recreation Department, public parks and other special assignments.

~~Legislative~~Requests for new employee(s) shall be considered by the committee responsible for the department requesting the new employee(s). Salary amount(s) should be included on the legislative request file for consideration by this committee, prior to referring the topic to the Finance Committee for funding. ~~Appointments of elected officials, and appointments to commissions shall be considered by the Finance Committee.~~

SECTION 2. *A. Special Ad Hoc Committees.* The President of Council may from time to time appoint special committees for limited purposes, subject to the approval of a majority of Council. The statement of purpose for all special Ad Hoc Committees shall contain a section setting forth the length of time required to complete their special purpose.

B. Special Representative. The President of Council may from time to time appoint a representative from Council to assess such areas as (but not limited to) constituent services, technological capabilities and budgetary matters. The purpose of this assessment is to facilitate better communication between the constituents and Council. The representative will report to the President of Council within the time period set by the President for further action by Council if necessary.

SECTION 3. *Composition of Committees.* Standing, and special committees shall consist of not less than three (3) members of Council, recommended by the President of Council, and approved by a majority vote of Council, at its organizational meetings. Such approved committee membership shall be in effect until such time as the Council committees reorganize, except that any member who resigns, or for any reason cannot serve, must be replaced by a majority vote of

the Council. The Finance Committee shall be staffed with ~~two~~ **three** of its members being the Chairpersons of the **Community Development**, Service, and Safety Committees, to promote continuity of purpose and aims, between the ~~three primary~~ **four standing** committees. Each committee shall select their own chairperson. The President of Council shall be an ex-officio member of all committees, and shall vote on any action only in case of a tie vote.

SECTION 4. Duties of Committee Chairperson

- A. The Chairperson, as selected in Article **IV**, Section 3, shall preside over all committee meetings.
- B. The Chairperson shall:
 1. Appoint a vice-chairperson to serve in the chairperson's absence.
 2. With the assistance of the Clerk, prepare ~~an~~ **agendas, meeting minutes and provide supporting material that is germane to the discussion of items on the agenda, not less than two days before the next scheduled meeting.** ~~by 5 p.m. on the Wednesday immediately preceding the committee meeting.~~
 3. Assign each new piece of legislation to be considered by committee, to a member of the committee who shall be the "sponsor" of the legislation. As sponsor, it shall be the duty of this person to present an overview of the proposed legislation at the first reading of the legislation, and shall act as a "consultant", as long as the legislation is maintained within the committee.
 4. Be responsible that legislation will not be sent from committee, to Council, except by a majority vote of committee, for first second or third reading. Legislation will either be forwarded to the Consent Agenda or Regular Agenda.
 5. ~~Be responsible for the delivery, not less than two days before the next scheduled meeting, of the agenda to all elected officials and members of the administration, as requested by the Mayor.~~
 6. ~~Provide copies of whatever supporting material is available, that is germane to the discussion of items on the agenda, to those councilpersons appointed to the committee charged with responsibility, as delineated in Article V, Section 5. If supporting material is unchanged between meetings, it need be provided only upon its first availability. Whenever possible, supporting material shall be delivered with the agenda. Unless subject is of an emergency nature, no material will be received by Council on the meeting night. (M. Clemens)~~
 7. **With the assistance of the Clerk,** be responsible for maintaining an up to date status of all legislation directed to the committee **by inclusion of all active legislation, as agenda discussion items for every committee meeting, without exception,** until such time as legislation has received final approval, or disapproval of Council, or is declared null and void by the authority of **Article VIII, Section 8A.**
 8. ~~Maintain the status of legislation, by inclusion of all active legislation, as agenda discussion items for every committee meeting, without exception. Should a piece of legislation become inactive, (held in committee or~~

- ~~withdrawn by applicant) such information will be noted on the committee agenda following the discussion items, including the reason for inactivity.~~
9. When directed by the President of Council to conduct a study or survey, assure that the subject matter is continued on the agenda as an active discussion item, until such time as the committee report or resultant proposed legislation has been presented to Council.
 10. If desired, appoint as many citizen advisory members as may be necessary; however, no citizen advisory members shall vote on the recommendations of the committee, but may concur in either the majority or minority reports.
 11. ~~Assist the Clerk, in preparation of committee meeting minutes, and assure their delivery to all elected office holders, and administration personnel, as requested by the Mayor.~~

SECTION 5. *Committee Agendas.* For items to be considered before committees, approved requests including supporting documentation, shall be received by the Clerk by not later than 5:00 p.m. 7 (seven) days on the Monday (seven days) preceding prior to the Committee Meeting. Unless subject is of an emergency nature, no material will be received by Council on the meeting night. In the case of a meeting night add-on, the request should be submitted to the Clerk no later than 12:00 p.m. the day of the meeting. Requests that include expenditures or contracts must receive certification by the City Auditor and approval by form by the City Attorney as * in the CRC. approval of the Auditor and/or City Attorney. All officers of the municipality and members of the public are urged to cooperate with the Clerk in making the agenda complete and accurate. The person requesting the item, or a designee, shall attend the committee meeting for discussion of the item.**

For contracts or expenditures exceeding the State of Ohio limit for competitive bidding as of 6/1/92 or for expenditures for any purpose which have not been included in current budgets:

- A. The City Auditor for certification ~~in writing~~ of the following: (1) Availability of unencumbered funds (2) Account in which said funds are held (3) If such funds are not immediately available, the source of the necessary funds and the date such requested funds are expected to be available.
- B. The City Attorney for one of the following actions: (1) approval as to form; (2) approval as to form with comments; OR (3) not approved as to form with comments. Contracts that have not met these requirements will not be sent for passage.

~~To have items placed on committee agendas, all persons, other than committee members, must complete a "Committee Legislation and/or Discussion Request Form" (REVISED SEPTEMBER 2004) on each item, defining what specific action is requested from Council, and submit it to the Clerk, by 5:00 p.m. on the second Wednesday (approximately ten days) preceding the Committee Meeting. In the case of a meeting night add-on, the Request Form should be submitted at the time the request to add to the committee agenda is made. If legislation is being requested, written information concerning the content must accompany the request. If there is not sufficient data, the Clerk may, with the concurrence of the Chairman of the appropriate committee, return the legislative request for additional information, before any consideration will be given. The person~~

~~requesting the item, or a designee, shall attend the committee meeting for discussion of the item. Prior to the submittal of a legislative request for contracts or expenditures exceeding the State of Ohio limit for competitive bidding as of 6/1/92 or for expenditures for any purpose which have not been included in current budgets, the legislative request shall be submitted to:~~

~~A. The City Auditor for certification in writing of the following: (1) Availability of unencumbered funds (2) Account in which said funds are held (3) If such funds are not immediately available, the source of the necessary funds and the date such requested funds are expected to be available.~~

~~Such Auditor's written certification shall be submitted with the legislative request.~~

~~B. The City Attorney for one of the following actions: (1) approval as to form; (2) approval as to form with comments; OR (3) not approved as to form with comments. Contracts that have not met these requirements will not be sent for passage.~~

~~If an officer of the city or member of Council entertains doubts about any matter in an ordinance, then that person may submit a written request for opinion that specifically states the question upon which the opinion of the City Attorney is desired. (O.R.C. 733.54)~~

SECTION 6. *Committee Meetings.* Meetings of all committees of Council shall be public meetings, and whenever possible shall be held in public buildings; however, each committee, by a majority of its voting members, may elect to hold meetings, wherever it deems necessary to properly further its assigned purpose. All committee meetings will be called by the Chairperson of such committee or by two (2) voting members, giving notice of the date, time and place to all members of the committee, and the Clerk. The Clerk shall notify all members of Council of all committee meetings. Any member of Council shall have the right to sit with any committee, present information, take part in any discussion, and question witnesses; however members of Council shall have a vote only when regularly assigned to such committee. **~~Each committee may adopt its own rules of order, however in the absence of such rules, the parliamentary procedure set forth in Roberts Rules of Order, Newly Revised, shall prevail.~~**

SECTION 7. *Committee of the Whole.* Council committees may meet as a Committee of the Whole to consider the Agenda of any Committee, if a quorum of an individual committee is not present at the meeting, provided that four members of Council are present. Succession to chair the Committee of the Whole meeting shall be: Committee Chairperson, Vice-Chairperson, senior member of Committee, senior member of Council. **When meeting as a Committee of the Whole, each member present shall retain the right to vote.**

SECTION 7. *Mandatory Referral.* All ordinances and resolutions shall be referred to an appropriate committee for review and recommendation for adoption or denial prior to final action being taken by Council. This provision may be suspended by an affirmative vote of a 2/3 majority of Council. ~~Ordinances accepting Deeds of Easement and Right of Way, and Legislation~~ awarding Contracts, are excepted from Mandatory Referral. (See CRC 8.04 (b)) EXCEPTION: When circumstances are warranted, legislation can be amended with emergency language and considered for adoption [without suspension of the provision] provided appropriate committee members are present, and topic has been discussed at least once in committee.

SECTION 8. Mandatory Referral: Annexations
ARTICLE V - COUNCIL AGENDA

SECTION 1. Content. Before adoption of an ordinance or resolution, the committee chairperson or Clerk of Council may request the City Attorney review an ordinance to determine if it is a valid exercise of legislative authority.

SECTION 2. Preparation. The agenda for all meetings of Council shall be prepared by the Clerk, under the guidance of the President of Council, with the assistance of the President Pro Tempore of Council. No item requiring action may be placed on the agenda later than ~~12:00 noon~~ on the Thursday 7 (seven) days before a regular meeting, and less than twenty-four (24) hours prior to the time of a special meeting, unless as considered in Section 4 of this Article. **Unless subject is of an emergency nature, no material will be received by Council on the meeting night.**

SECTION 3. Delivery. It shall be the responsibility of the President of Council to make sure that the agenda is delivered to the members of Council, ~~at their usual place of residence,~~ on the Friday before a regular meeting, and not less than twenty-four (24) hours prior to the time of a special meeting.

SECTION 4. Changes. Any change to the published agenda shall not be made, other than by a majority vote of Council, on a motion to amend, which shall not be debatable, except for a brief statement of necessity, by the maker of the motion. Such motion, shall require no second.

All matters listed under Item 10, Consent Agenda, are considered to be routine by the city council and will be enacted by one motion. There will not be separate discussion of items listed on the Consent Agenda. However, if discussion is desired on a particular item(s), that item will be removed from the Consent Agenda and will be considered separately.

The Clerk of Council shall read aloud the items to be considered part of the Consent Agenda before there is a motion for approval.

A typical motion for approval: "I move that the Consent Agenda, items 'a' through 'e' be approved as indicated," followed by a roll call vote, **or**

A typical motion to remove an item might be, "I move that we approve the Consent Agenda items 'a' through 'e' with the exception of item 'c'," followed by a roll call vote.

SECTION 5. Order of Business. The agenda should reflect the following order of business:

- Roll Call
- Invocation
- Pledge of Allegiance
- Approval of Minutes of previous meeting
- Approval of Agenda
- Community Comments and Requests
- Communications
- Reports
- City Officials

Standing Committees
 Special Committees
Consent Agenda
 Motions
 Legislative Action One Reading Only
 Procedural readings:
 First readings
 Second readings
 Legislative Action:
 Third readings
 Adjournment

It should be noted, that this section is directory in nature and not mandatory, and is subject to the discretion of the presiding officer.

SECTION 6. *Suspension.* Any provision of the Article except as noted in Section 4, may be suspended by an affirmative vote of 2/3 majority of Council.

ARTICLE VI - RULES OF ORDER

SECTION 1. *Rules of Order.* All deliberations of Council shall be governed by the Constitution of the United States, the Constitution of the State of Ohio, the Revised Code of Ohio, the City of Reynoldsburg Charter, duly enacted ordinances and resolutions of the City of Reynoldsburg, Ohio, the Rules of Council of the City of Reynoldsburg, Ohio as contained herein, and in those areas of parliamentary procedure not specifically set forth in the foregoing documents, by Roberts Rules of Order, Newly Revised.

ARTICLE VII - LEGISLATION

SECTION 1. *Form of Action of Council.* Except as otherwise provided in the CRC, action of Council shall be by ordinance, resolution, or motion. Motions shall be used to conduct the business of Council, in procedural matters, for elections conducted among Council members, appointments by the Council, and as otherwise provided in the CRC. All other action shall be taken by ordinance, or resolution. No action of Council shall be invalidated, merely because the form thereof fails to comply with the provisions of this Section; i.e., (Sec. 4.02 CRC).

SECTION 2. *Introduction of Legislation.* Any member of Council may introduce any ordinance or resolution, at a regular or special meeting, which shall be in written or printed form, and shall contain a concise title; i.e., (Sec. 4.02 CRC).

SECTION 3. *Form of Ordinances and Resolutions.*

- A. The form, and style of ordinances, and resolutions shall be determined by the Rules of Council.
- B. Each ordinance, or resolution shall contain only one subject, which shall be expressed in its title; provided that appropriation ordinances may contain the

various subjects, accounts, and amounts for which monies are appropriated, and that ordinances and resolutions which are codified, or recodified, are not subject to the limitation of containing one subject; i.e., (Sec. 4.02 CRC).

- C. Resolutions primarily and exclusively for recognition, shall be adopted upon a favorable vote at the first reading.

SECTION 4. *Reading Ordinances and Resolutions.*

- A. Each ordinance, and resolution shall be read on three different days, occurring with at least one week between readings, unless the Council suspends this rule concerning readings, by a vote of at least three-fourths of the members of Council; provided that ordinances and resolutions passed as emergency measures, need not conform to this subsection, but shall be read at one meeting of the Council.
- B. Ordinances, and resolutions shall be read by title only, unless the Council determines that a reading shall be in full by a majority vote of its members; i.e., (Sec. 4.04 CRC).

SECTION 5. *Vote Required for Passage.* The vote on the question of passage of each ordinance, resolution and motion shall be taken by “yeas” and “nays”, and entered on the Journal, and none shall be passed without concurrence of a majority of the members of Council. Each emergency ordinance, or resolution and each ordinance or resolution, vetoed by the Mayor which is subsequently approved by the Council, over-riding the Mayor’s veto, shall require the affirmative vote of at least two-thirds of the members of Council, for its enactment. If an emergency ordinance or resolution shall fail to receive the required two-thirds affirmative vote, but receives the necessary majority for passage, as non-emergency legislation, it shall become effective as non-emergency legislation.

SECTION 6. *Definitions.*

- Ordinance: Refers to the type of action by Council which is of a general or permanent nature, creates a right, grants a franchise, or involves the expenditure of money, the levying of a tax, or authorizes the purchase, lease, sale or transfer of property.
- Resolution: Refers to a declaration of intent or purpose, the authorization of some temporary act or administrative procedure. A resolution may initiate, direct, or carry out administrative duties and functions, which are granted to the legislative body under statutory laws, the City of Reynoldsburg Charter, or Municipal ordinance.
- Motion: Refers to action used to conduct the business of Council, in procedural matters, for elections conducted among Council members, appointments by the Council, resolutions of expression by the Council, decisions not requiring ordinance or resolution, and as otherwise provided in the CRC.
- Majority: Four (4) members of Council shall constitute a majority for normal transaction of business.
- 2/3 Majority: A two-thirds (2/3) majority shall mean five (5) members of Council.
- 3/4 Majority: A three-fourths (3/4) majority shall mean six (6) members of Council.

Attachment: Council Rules (2016) (1385 : Changes to Council Rules)

SECTION 7. *Emergency Legislation.* Each emergency ordinance or resolution shall determine that the ordinance or resolution is necessary for the immediate preservation of the public peace, health or safety, or that its passage is urgently required for the financial needs of the City's government, and shall contain a statement of the necessity or urgency requiring its passage as an emergency measure; i.e., (Sec. 4.07 CRC).

SECTION 8. *Pending Legislation.*

- A. All ordinances, resolutions and motions that have been postponed in excess of six (6) months shall be considered null and void, and any further action on the subjects covered shall be reintroduced as new legislation.

SECTION 9. *Amending Legislation.* Any new language, or any additions to the code or existing ordinances, or resolutions shall be distinguished by capital letters, underlined, "or" bold face type so that any change is readily apparent. Deletion of existing language shall be shown by lining out the language to be removed. Amendments to legislation after the first reading before Council shall be made at a Council Meeting.

SECTION 10. *Reconsidering.* The action of Council could be reconsidered by the implementation of the Vote to Reconsider. Such motion to be made by a member of the prevailing side, to be done at (1) the same meeting or (2) the next meeting of Council following the meeting at which the action to be reconsidered occurred. A member of the prevailing side is defined as a member who voted for an action that passed or against an action that was defeated.

ARTICLE IX VIII - RULES OF DISCUSSION

SECTION 1. *Policy.* When an ordinance, resolution or motion is before Council, or when a member of the public wishes to address Council, an adequate opportunity must be provided for all members of Council to be heard. However, in order to expedite business, the rules of discussion contained in this Article are set forth as the official policy of Council. Speaker slips shall be filled out completely including name, address, organization represented if any, the agenda item to be addressed, the subject if the person wishes to address a non-agenda item, and shall be filed with the Clerk of Council prior to the start of the meeting.

SECTION 2. *Duty of Presiding Officer.* The Presiding Officer shall recognize members, and other persons who wish to address Council, prior to such member, or person taking the floor. All persons not personally known by Council, shall furnish their name, address, and the reason for their appearance, upon request of the Presiding Officer, prior to being recognized.

The Presiding Officer may utilize the following rules when exercising control of the discussion on any ordinance, resolution or motion, or when a member of the public wishes to address Council:

- A. All members shall speak only from their place at the Council table, and all other persons addressing Council shall do so from a place so designated;
- B. No member or person shall be permitted to speak longer than three minutes at any

- one time or longer than a total of five minutes;
- C. No member or person shall be permitted to speak more than two times;
- D. While members may yield to other members, the limitations set forth in B and C above shall prevail’;
- E. No member or person shall be permitted to speak the second time, until all members have been given the opportunity to be heard at least once;
- F. If the subject does not concern the legislative responsibilities of the Council, the Presiding Officer may refer the person to the proper administrative officer, another public forum or deny the request;
- G. No member or person shall use language or subject matter containing obscenity or partisan political propaganda;
- H. No member or person shall conduct themselves in a disorderly manner or engage in disruptive behavior;
- I. All members and persons addressing Council shall be subject to the duty of the Presiding Officer to preserve the order and decorum of a public meeting;
- J. The Presiding Officer, subject to a challenge by a majority of Council, may refuse the floor to any member or person where the tactics are obviously dilatory, and not in the best interest of Council;
- A. The above rules may be suspended to permit unlimited debate, by a vote of three-fourths majority of Council.

ARTICLE IX - VOTING

SECTION 1. *Voting.* Except as otherwise provided in these rules, the Ohio Revised Code or the CRC, all resolutions and ordinances will be voted upon in open council, and shall be oral roll call votes. The roll call voting shall be different from successive meetings as called by the Clerk. The Clerk shall call the roll and each Council member will respond either “Yea”, “Nay” or “Abstain”. No other comment will be considered proper during the voting. The Clerk must record the vote, and the same shall be preserved in the minutes of the meeting. After the vote is complete, the Presiding Officer shall announce the results thereof. Except as otherwise provided herein, or by law (U.S.C., O.R.C., C.R.C.), a majority shall carry any resolution, ordinance or motion. The President of Council shall vote only to break a tie. No question concerning the vote of any member will be proper, after the vote is called.

SECTION 2. *Abstaining Vote.* No member shall be questioned concerning an abstaining vote. The decision to abstain is a matter personal to each member, and under no condition may this action be challenged. Each member is urged to use careful discretion in this matter. An abstaining vote shall not be counted as either an “Aye” or a “Nay”, but shall remain neutral.

ARTICLE X - EXPENDITURE OF COUNCIL FUNDS

SECTION 1. *Prior Approval of Expenditures.* Prior approval must be obtained before any member of Council, including the President of Council and the Clerk of Council, may attend a conference or seminar. Upon completion of the conference or seminar, every member of Council, including the President of Council and the Clerk of Council, attending a conference or seminar shall provide an agenda, or other printed material relevant to the subject matter covered, to the

Clerk for filing with the “Prior Approval” form. Prior approval is defined as the approval by two of the four standing committee chairpersons and the acknowledgement of the President of Council, or the President Pro Tempore of Council in the absence of the President. Prior Approval forms may be obtained from the Clerk.

ARTICLE XI - COUNCIL RULES AND ORGANIZATION

SECTION 1. The Council shall be a continuing body, but shall meet in the Council chamber, at its first meeting in January of each year, for the purpose of organization. Council shall adopt, by a majority vote of its members, its own Rules which shall not conflict with the City of Reynoldsburg Charter and which shall remain in effect, until amended, changed or repealed by a majority vote of the Members of Council. The rules shall go into immediate effect, unless a later date is specified, and shall not be subject to initiative or referendum. The Rules of Council shall provide: for the number, composition and manner of appointment of committees of council; and such other matters as Council shall determine to be necessary for the proper functioning and government of Council; i.e., (Sec. 3.10 CRC).

SECTION 2. A copy of “Roberts Rules of Order”, Newly Revised, shall be kept in the Clerk’s office at all times.

COUNCIL RULES OF PROCEDURE
CITY OF REYNOLDSBURG, OHIO
EFFECTIVE SEPTEMBER 13, 2004

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