

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

An **AD HOC COMMITTEE** met on December 19, 2017 to continue discussions from the December 12, 2017 AD HOC COMMITTEE meeting to select Council committee assignments and review Council's Rules of Procedures for the 2018-2019 Council term.

We recommend *ADOPTION AT THE JAN 2, 2018 COUNCIL MEETING THE FOLLOWING:*

- ASSIGNMENTS PER ATTACHED
"PROPOSED COMMITTEE ASSIGNMENTS FOR 2018-2019"

- RULES CHANGES AS PER ATTACHED

"RULES OF PROCEDURES 2018-2019"


Grant Russel, Chair

MOVE

LEGISLATION: _____


John Harrington

DATE: December 19, 2017


Tom Shindledecker

COMMITTEE: AD HOC RULES OF PROCEDURE


Jeff Wobser

SECOND

COMMITTEE ASSIGNMENTS FOR 2018-2019

APPROPRIATIONS:

Chairman: Grant Russel
John Harrington
Dina Ostrander
Tom Shindledecker
Jeff Wobser

PLANNING & ZONING:

Chairman: John Harrington
Dennis Hellmann
Grant Russel
Tom Shindledecker
Jim Slough

WATER & SEWER:

Chairwoman: Holly Frische
Dina Ostrander
Tim Watson

STREETS, SIDEWALKS, & PARKING:

Chairman: Tim Watson
Holly Frische
Grant Russel

INTER-GOVERNMENT RELATIONS & LEGISLATION REVIEW

Chairman: Tom Shindledecker
Jim Niemeyer
Dina Ostrander

PRESIDENT PRO-TEM – Grant Russel

CLERK OF COUNCIL – Denise DeVore

THE ALLIANCE – Dennis Hellmann

AIRPORT ADVISORY BOARD – John Harrington

ARTS PARTNERSHIP – eliminate Council designate

BLANCHARD RIVER WATERSHED PARTNERSHIP – Tim Watson

DOWNTOWN FINDLAY IMPROVEMENT DISTRICT BOARD – Grant Russel

ESID BOARD – Holly Frische

FLOOD MITIGATION – eliminate Council designate

HANCOCK REGIONAL PLANNING COMMISSION REP – John Harrington

INCOME TAX BOARD – Grant Russel

PARKS AND REC BOARD – Grant Russel, Jeff Wobser

PARKING AUTHORITY – Jim Niemeyer, Jim Slough

RAISE THE BAR – Jeff Wobser

REVOLVING LOAN FUND – John Harrington

SHADE TREE COMMISSION – Jim Niemeyer

STREET DESIGNATION COMMITTEE – Dennis Hellmann, Tim Watson

TRAFFIC COMMISSION – Jim Slough

UTILITY TERMINATION BOARD OF APPEALS – John Harrington

RULES OF PROCEDURE 2018-2019

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A. REGULAR

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B. SPECIAL

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The members of Council may adjourn a meeting to another designated time and/or public place.

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2. Roll Call
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4. Minutes
5. Add to Agenda (as needed)
 - (a) A Resolution of commendation, such as retirement or special recognition may be presented immediately after the acceptance of the Minutes.

6. Communications
 - (a) Written communications, including letters, petitions, etc.
 - (b) Oral communications, including comments upon proposed legislation, requests, etc. from the gallery.
7. Reports of Municipal Officers and Municipal Departments
8. Committee Reports
9. Resolutions
10. Ordinances
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12. New Business
13. Adjournment

G. PUBLIC COMMUNICATIONS

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Only those letters making a specific request for service or letter that should be referred to a committee of city Council will be read. For those letters, the Council Clerk will read the author(s) name and address, date of the letter, and a summary of the letter's content aloud during the Written Communications portion of the City Council meeting. A Council member, member of the Administration, Law Director, City Auditor or City Treasurer may have a specific letter read aloud in its entirety upon request.

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H. RULES OF ORDER

Council hereby adopts Robert's Rules of Order, the latest edition, to govern the conduct of business at all meetings of Council insofar as said rules are not in conflict with these Rules of Procedure and Ohio Statutes.

I. REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS & COMMITTEE REPORTS

For all written correspondence to City Council in the Reports of Municipal Officers and Municipal Departments or Committee Reports portion of a City Council meeting, the Council Clerk will read the author(s) name and title, date of the letter, and a summary of the letter's content aloud during the appropriate portion of the City Council meeting. A Council member, member of the Administration, Law Director, City Auditor or City Treasurer may have a specific letter read aloud in its entirety upon request.

SECTION II. PRESIDENT OF COUNCIL

- A. The President of Council shall preside at all regular and special meetings of Council but shall have no vote therein except in the case of a tie.
- B. The President of Council shall be the Acting Mayor when the Mayor is absent or unable to perform his or her duties, but shall not serve as President while acting as Mayor.
- C. The President of Council shall refer matters requiring study by committee to the proper committee(s). Council, by a majority vote, can refer matters to a standing committee.
- D. The President of Council is separately elected official and being part of the Executive Branch of City Government shall not enter into debate on any question before Council, all in accordance with Robert's Rule of Order.

SECTION III. OFFICERS OF COUNCIL

A. PRESIDENT PRO TEMPORE

A member of Council shall be elected President Pro Tempore of Council within the first ten (10) days of the term of Council. The President Pro Tempore shall:

- 1. Preside at all regular and special meetings where the President of Council is unable to preside.
- 2. The President Pro Tempore shall appoint members to all ad hoc committees as may be created.
- 3. The President Pro-Tem will appoint a representative for contract negotiations for police and fire as needed.

B. CLERK OF COUNCIL

Within ten (10) days from the commencement of their term, the members of Council shall elect a Clerk of Council who shall serve for two (2) years unless sooner removed.

In the absence of the President and the President Pro Tem, the Clerk shall call the meeting of Council to order and call the roll. If a quorum is present, the Council shall appoint one of its members President Pro Tem, who shall proceed with the Order of Business.

C. PARLIAMENTARIAN

The Director of Law shall act as the Parliamentarian of Council.

SECTION IV. COMMITTEES

A. RULES/ORGANIZATION

A committee comprised of three members of Council appointed by the President Pro Tempore, will submit proposed committee assignments and committee chairmen to Council before the start of each two (2) year term. Confirmation of these recommendations is required by a majority of Council during its organizational meeting.

B. STANDING COMMITTEES

The following committees shall be standing committees:

1. Appropriations
2. Streets, Sidewalks, & Parking
3. Planning & Zoning
4. Water and Sewer
5. Inter-Government Relations & Legislation Review
6. Strategic Planning

C. COUNCIL REPRESENTATIVES

Council shall have a representative appointed to each of the following boards/commissions/committees who shall report to council twice each year as indicated below:

1. Park and Recreation Board
2. Shade Tree Commission
3. Hancock Regional Planning Commission
4. Traffic Commission
5. Re-investment Area Housing Council & Revolving Loan Fund (1st Mtg. April/September)
6. Airport Advisory Board (2nd Mtg. April/September)
7. Street Designation Committee (1st Mtg. May/October)
8. The Alliance Board (1st Mtg. February/July)
9. Downtown Findlay Improvements District (1st Mtg. June/November)
10. Blanchard River Watershed Partnership
11. Energy Special Improvement District Board of Directors
12. Income Tax Board
13. Raise the Bar Board of Directors
14. Utility Termination Board of Appeals

The committees of Council shall expeditiously investigate and dispose of all matters coming within the area of their committee responsibility and all matters referred to the committee. A written report of their dispositions shall be submitted. All committee recommendations should be written during the meeting when possible. Voting to accept the committee report is a vote accepting the recommendation as written.

The Appropriations Committee shall have five members. All committee meetings are open to the public.

Executive sessions may be called when confidential matters need to be considered in accordance with Ohio Revised Code 121.22

D. COMMITTEES OF THE WHOLE

Committee of the Whole may be called by a majority of Council to discuss an issue(s) which is deemed to be of such importance so as to involve the entire Council.

E. AD HOC COMMITTEES

Ad Hoc Committees may be created. Their term shall expire with the Council that created them.

SECTION V. GENERAL PROVISIONS

A. LEGISLATION

Legislation from the floor must be recommended / requested by at least two Council members. Requests for appropriations that require legislation for money already budgeted may be requested by the Administration.

All routine requests for legislation proposed for the consideration of Council shall be in the hands of the Director of Law by noon on the Wednesday preceding the meeting at which it is to be considered. Proposed legislation must accompany the agenda of legislation. No proposed legislation regarding zoning issues shall be presented to Council unless they have gone through City Planning Commission and the Planning and Zoning Committee.

B. AGENDA OF LEGISLATION

The Director of Law shall prepare a detailed agenda of legislation to be considered by Council at each meeting. Such agenda shall be available to each member of Council and available to the public by the Friday preceding each regular meeting. Such agenda shall be delivered to each member of Council at least twenty-four (24) hours prior to a special meeting.

C. MOTION TO RECONSIDER

Any member who was absent or voted with the prevailing side may move a reconsideration of any action of Council, excepting measures which shall be in immediate effect. Such a Motion for Reconsideration shall be made not later than the next regular meeting after the action to which it relates was taken. No Motion to reconsider shall be made more than once on any measure, and such a motion shall require a majority of all members elected to Council in order to prevail.

D. REPORTS

All reports and communications from the public, Municipal Administrative officials, Municipal Department heads, Municipal employees shall be in writing and delivered to the Council Office by 3:00 P.M. on the Friday preceding each regular meeting.

E. IMPROPER PETITION OR COMMUNICATION

Incorrect, incomplete or unsigned petitions and other communications to Council shall be returned by the Clerk of Council to the petitioner or communicator, accompanied by an explanation as to why they are found to be improper and will not be presented to Council until in proper order.

F. MAJORITY REQUIREMENTS FOR COUNCIL ACTION

All actions of Council shall be by a majority vote of those elected or appointed thereto, except emergency legislation, which shall require three-fourths (3/4) vote of Council to suspend the Statutory Rules and two-thirds (2/3) vote of Council to enact said emergency legislation. Also, any other affirmative requirement dictated by the laws of Ohio, or by financial procedure, or in order to secure public funding shall be adhered to, even though in conflict with these requirements for Council action.

G. MINUTES

The Clerk of Council shall mail, make available or otherwise deliver, at the option of each member of Council, minutes of each regular and special meeting to or for each member of Council not more than seven (7) days after such meeting.

H. MAILING PRIVILEGES

Mailing privileges for each Council member will be granted as long as no more than five (5) letters are used to address the same topic. The cost per member (including stationery, envelopes, and postage) shall not exceed \$25.00 per term unless full Council approval is granted.

I. GOVERNING LAWS

Should any of the foregoing Rules of Procedure or portions thereof conflict with the law of the State of Ohio or of the United States of America, such law shall govern the conduct of Council.

J. VOTE BY ROTATION

Every vote will be by rotation so that one member of Council will not always vote first.

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M. Salary consideration for elected officials must be passed and approved by October 31, of the year prior to commencement of the elected officials' term.

SECTION VI. ADOPTION

The above Rules of Procedure are hereby adopted and shall be in full force and effect as of the time of their adoption.

Adopted by Council January 2, 2018

GRANT RUSSEL, CHAIRMAN

JOHN HARRINGTON

TOM SHINDLEDECKER

JEFF WOBSER

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