

MEMORANDUM

TO: Gahanna City Council, Mayor & Staff
FROM: Kimberly McWilliams, CMC, Clerk of Council
DATE: December 8, 2014
RE: Clerk of Council - Committee of the Whole Items

Establish Dates – Organizational Meetings:

Council is charged with setting the organizational meetings for various Boards and Commissions. The Mayor sets the date for the BZA organizational meeting. My recommendation is as follows (with the Mayor's approval):

Friday, January 2, 2015 at 7:00 p.m. – Council Meeting (change time?)
Tuesday, January 6, 2015 at 6:30 p.m. – Civil Service Commission
Tuesday, January 13, 2015 at 5:00 p.m. – Records Commission
Wednesday, January 14, 2015 at 6:30 p.m. – Planning Commission
Thursday, January 22, 2015 at 6:30 p.m. – Board of Zoning & Building Appeals

This request includes a recommendation to waive Section 5.20 of the Council Rules of Procedure to dispense with the regular meeting on Monday, January 5, 2015. A Motion Resolution is required.

Liquor Permit Renewals:

It is that time of year again to advise the Division of Liquor Control whether we wish to object to the renewal of any liquor permits. I do not believe the police department has any objections. I am requesting a Motion Resolution that Council waive any objections to renewals.

Council Chambers Audio:

Several residents and attendees at Council and other meetings have voiced concerns that they are not able to hear discussions in the Council Chamber. At the direction of Council, I was asked to research the matter. I met with Sound Communications and it was determined that the current microphones need to be replaced.

Please see the attached quote in the amount of \$2,836 to replace all 10 microphones at the dais. There are funds available in 2014 in Contract Services if Council desires to move forward with the replacement to resolve this matter as soon as possible.

Codification Update:

There are several code changes being brought forward and I will codify once the legislative process is complete to capture the amendments in the next codification.

Records Management Update:

All microfilm/microfiche has been converted and has been uploaded to our server, all security and application designs are complete and a demonstration session was conducted as it relates to the back file application. The next steps are to migrate all back file images into the application and schedule the software training session with Council and Legal Departments.

I received the contract for city-wide back filing and will bring that forward in January.



**Department
of Commerce**

Division of Liquor Control

John R. Kasich, Governor
Andre Porter, Director

**NOTICE TO LEGISLATIVE AUTHORITIES
Re: Permit Renewal Objections**

25-077

NOVEMBER 07, 2014

CLERK OF GAHANNA CITY COUNCIL
200 S HAMILTON RD
GAHANNA OHIO 43230

Dear Clerk of Legislative Authority:

We are writing to notify you that all permits to sell alcoholic beverages in your political subdivision will expire on February 1, 2015. In order to maintain permit privileges, every permit holder must file a renewal application.

Ohio Revised Code Section 4303.271(B) provides the legislative authority with the right to object to the renewal of a permit and to request a hearing. The hearing may be held in the county seat of the county in which the permit premises is located if that request is made in writing. This will be your only opportunity to object to the renewal of a liquor permit premises which might be a problem in your community.

In order to register a valid objection with this Division and obtain a hearing, the legislative authority must pass a resolution which specifies the problems at the liquor permit premises and the legal grounds for objections as set forth in Ohio Revised Code Section 4303.292(A). It is suggested that a separate resolution be passed for each permit premises. The Chief Legal Officer of your political subdivision must also submit a statement with the resolution that, in the Chief Legal Officer's opinion, the objection is based upon substantial legal grounds within the meaning and intent of Ohio Revised Code Section 4303.292(A). The resolution and Chief Legal Officer's statement must be addressed to the Division of Liquor Control, Attn: Legal Section, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005 and postmarked no later than January 2, 2015.

For your convenience, you may access our brochure entitled "How to Object to the Issuance or Renewal of a Liquor Permit" from our website at www.com.ohio.gov/liqr which explains the process in more detail.

You may wish to contact the law enforcement agency for your jurisdiction to determine if it has any information which will aid in your decision whether or not to object and request a hearing. If you wish to obtain a list of permit holders in your jurisdiction, you may now access this list from our website at www.com.ohio.gov/liqr, and under "Liquor Control" click on "Look it up" and under that mega menu please select "Search Permit Holders" "Permit Applicant / Holder Information (types and status)". You will then enter the search criteria for your county / city / township to bring up the issued permits in your jurisdiction. If you do not have access to the internet, this list can be provided by this Division upon written request.

If you have any questions, please contact the Legal Section at (614)644-2489.

Very truly yours,

A handwritten signature in black ink, appearing to read "Bruce D. Stevenson".

Bruce D. Stevenson, Superintendent



Number MYUTQ1395
Date Dec 2, 2014

t. 614.875.8500 f. 614.875.8179
3474 Park St,

| Sold To | |
|---|--|
| Kimberly McWilliams City of Gahanna 200 S. Hamilton Rd Gahanna, OH 43230 | Phone 614.342.4090 Fax 614.342.4190 |

| Salesperson | P.O. Number | Ship Via | Terms |
|----------------------------------|-------------|----------|---------------------------------|
| Mark Hensley | | | This quote is valid for 45 days |
| 10 Cardloid Gooseneck Microphone | | | \$1,768.00 |
| 10 Microphone Desk Stand | | | \$731.00 |
| 10 Miscellaneous Adapters | | | \$250.00 |
| 1 Installation | | | \$75.00 |

STATEMENT OF WORK

- SCI will manufacture the necessary adapters to connection the mic stands to the wallplates.
- SCI will test the functionality of the microphones.
- SCI will install the microphones and adapters.

| | |
|-----------------|-------------------|
| SubTotal | \$2,824.00 |
| Tax | \$0.00 |
| Shipping | \$12.00 |
| Total | \$2,836.00 |

Please enter a PO above, sign below, and fax to 614.875.8179

Signature Date

Print Name

