

**REPORT  
OF THE  
2016  
CITY OF GAHANNA  
CHARTER REVIEW COMMISSION**

Members:

George W. Mrus, Chair  
Sheila P. Vitale, Vice Chair  
John Hicks  
Laurie Jadwin  
Diana M. Redman  
Thomas L. Weber  
Ellen T. Zehner

Ex Officio Members:

Shane W. Ewald, City Attorney  
Kimberly Banning, CMC, Clerk of Council  
Kayla Holbrook, Deputy Clerk of Council

To: Stephen Renner, President  
Brian Larick, Vice President  
Karen Angelou  
Nancy McGregor  
Jamie Leeseberg  
Brian Metzbower  
Michael Schnetzer

Subject: Report of the 2016 City of Gahanna Charter Review Commission

Date: May 31, 2016

Copy to: Thomas R. Kneeland, Mayor  
Jennifer Teal, City Administrator  
Shane W. Ewald, City Attorney

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Members of Council:

Please accept this report on behalf of the 2016 City of Gahanna Charter Review Commission ("Commission"). The Commission commenced on March 3, 2016, and met approximately nine times until May 31, 2016, when the Commission completed its recommendations and report. During the course of the meetings, the Commission invited the Mayor and members of the City administration, members of City Council, and residents of the community. All meetings were held at City Hall and were open to the public. The members of the Commission would like to thank Kimberly Banning, Clerk of Council, and Kayla Holbrook, Deputy Clerk of Council, for keeping the minutes for each meeting and for their service and input during this process. We also would like to thank Shane W. Ewald, City Attorney, for legal advice and guidance.

## **Summary of Proposals**

The members of the Commission, having duly discussed and deliberated numerous ideas for charter revision, recommend the following proposed amendments to the Charter of the Municipality of Gahanna, to be submitted to the voters for the election to be held on November 8, 2016:

### **Proposal 1 - RESIDENCY REQUIREMENT FOR MAYOR AND LANGUAGE FOR HOLDING OTHER PUBLIC OFFICE**

#### **ARTICLE III, MAYOR Section 3.02 QUALIFICATIONS**

The Commission discussed changing the minimum residency requirement to file and run for the office of the Mayor. After discussion, the Commission is recommending to the voters a proposed change in Section 3.02, Qualifications. Pursuant to the change, the Mayor shall have a residency requirement of two years prior to the date of the Mayor's filing the Mayor's declaration of candidacy for election with the Board of Elections. The purpose of a two year requirement is to strengthen the candidacy requirements to ensure the Mayor has a deeper understanding and level of commitment to the community. This is a change from what currently is a ninety (90) day residency requirement.

The Commission also discussed consolidating the language in the second paragraph of Section 3.02, Qualifications. After deliberation, the Commission is recommending to the voters a proposed change in Section 3.02, Qualifications. Pursuant to the change, the word "elective" will be removed before the words "public office" and the last sentence is combined with the first sentence. The purpose of the change in the second paragraph is to consolidate and shorten the paragraph so that it is presented in a concise manner. The removal of the word "elective" prevents the Mayor from holding any public office position except that of notary public or member of the State Militia.

### **Proposal 2 – REPLACE SECTION 3.08 ESTIMATE OF EXPENDITURES TO BETTER DEFINE FISCAL MANAGEMENT WITHIN THE CITY**

#### **ARTICLE III, MAYOR Replace Section 3.08 ESTIMATE OF EXPENDITURES New Section 3.08 FISCAL MANAGEMENT**

The Commission discussed changing Section 3.08 Estimate of Expenditures to incorporate financial management language that would better define and outline the financial budget process for the City. After discussion, the Commission is recommending to the voters a proposed change in Section 3.08, Estimate of Expenditures. Pursuant to the change, the section heading will be changed to "Fiscal Management" and the entire section will be replaced. The purpose of this change is to better define the budget process as well as the roles and responsibilities of each branch of government concerning the fiscal matters of the City.

**Proposal 3 – RESIDENCY REQUIREMENT FOR COUNCIL & COMPLETION OF TERM**

**ARTICLE IV, THE COUNCIL  
Section 4.03 QUALIFICATIONS**

The Commission discussed changing the residency requirement to file and run for the any of the seven (7) elective offices of City Council. After discussion, the Commission is recommending to the voters a proposed change in Section 4.03, Qualifications. Pursuant to the change, a Council member shall have a residency requirement of one year prior to the date of the Council member’s filing the Council member’s declaration of candidacy for election with the Board of Elections. The purpose of a one year requirement is to strengthen the candidacy requirements to ensure a Council member has a deeper understanding and level of commitment to the community. This is a change from what currently is a ninety (90) day residency requirement.

The Commission also discussed changing the filing and candidacy requirements for City Council. After discussion, the Commission is recommending to the voters a proposed change in Section 4.03, Qualifications. Pursuant to the change, a Council member must finish their elected term before running for a different Council seat. If a Council member runs for a different council office before expiration of their elected term, by operation of law they will be removed from their current office. The purpose is to require candidates to complete their term and to prohibit manipulation of elections.

**Proposal 4 – ADDING CONSTRUCTION CONTRACTS AS EXCEPTION TO REQUIRMENT OF THIRTY (30) DAY WAIT PERIOD**

**ARTICLE IV, THE COUNCIL  
Section 4.14 EFFECTIVE DATE OF RESOLUTIONS AND ORDINANCES**

The Commission discussed adding “authorization and execution of a construction contract” as an exception to the provision that an ordinance shall not become effective until thirty (30) days after its approval by the Mayor, or upon the expiration of the time within which it may be vetoed by the Mayor, or upon its passage after veto by the Mayor, as the case may be. After discussion, the Commission is recommending to the voters a proposed change in Section 4.14, Effective Date of Resolutions and Ordinances. Pursuant to the change, “authorization and execution of a construction contract” will be added to the list of items that take effect without a thirty (30) day wait period. The purpose of this change is to expedite and fulfill a business need for City and residents.

**Proposal 5 – AMENDING LANGUAGE UNDER ADMINISTRATIVE DEPARTMENTS**

**ARTICLE V, ADMINISTRATIVE DEPARTMENTS  
Section 5.02, DEPARTMENT HEADS AND ADDITIONAL ADMINISTRATIVE DEPARTMENTS**

The Commission discussed rewriting, consolidating, and removing unnecessary sections within Article V, Administrative Departments. After discussion, the Commission is recommending to the voters a proposed change in Section 5.02, Department Heads. Pursuant to the change, Section 5.02 will be titled “Department Heads and Additional Administrative Departments” and defines the management and operational structure of the departments. The purpose of this change provides the Mayor and Council the authority to adjust the management structure to meet operational needs of the City.

**Proposal 6 – ADDING AN ARTICLE- ELECTED OFFICIALS: FORFEITURE AND SUSPENSION OF OFFICE**

**NEW - ARTICLE VI, ELECTED OFFICIALS: FORFEITURE AND SUSPENSION OF OFFICE**

The Commission discussed adding language to define the forfeiture and suspension of office provisions concerning elected officials. After discussion, the Commission is recommending to voters a proposed adding Article VI, Elected Officials: Forfeiture and Suspension of Office. Pursuant to the change, a new article will be added that identifies the standards and process for forfeiture and suspension of office for elected officials. The purpose of this change is to establish the standard of conduct for elected officials and a process to define the specific steps for forfeiture, suspension and interim appointments for all elected officials. This change establishes language that currently does not exist in Charter.

**Proposal 7 – PLANNING COMMISSION MINIMUM REQUIRED MEETINGS**

**ARTICLE XI, PLANNING COMMISSION  
Section 11.02, PLANNING COMMISSION – ORGANIZATION**

The Commission discussed the requirement in Section 11.02 that Planning Commission meet at least twice a month. After discussion, the Commission is recommending to voters a proposed change in Section 11.02, Planning Commission, Organization. Pursuant to the change, the Charter will no longer set the required minimum number of meetings of Planning Commission. The purpose of this change is to allow the Codified Ordinances of the City of Gahanna to establish the minimum required number of meetings for the Planning Commission.

**Proposal 8 – ADDITION OF POSITIONS IN UNCLASSIFIED SERVICE**

**ARTICLE XIII, CIVIL SERVICE COMMISSION  
Section 13.03, CLASSIFIED AND UNCLASSIFIED SERVICE**

The Commission discussed rewriting the language of Section 13.03 to consolidate like designated unclassified positions and add additional categories for unclassified positions. After discussion, the Commission is recommending to voters a proposed change in Section 13.03, Classified and Unclassified Service. Pursuant to this change, the heads of any departments or sub departments, the supervisors or assistant supervisors of any functions, or such other supervisory or other management personnel, the Chief of Police, all officers and members of boards and commissions established by Charter or by ordinance of Council, and all unskilled labor positions, designated as such by ordinance of City Council will be added to the list of positions under unclassified service. In addition the language will be consolidated for elected officials and the unclassified positions of police reserve officers and members of the police cadet corps will be removed. The purpose of the change in Section 13.03 is move from classified service to the unclassified service positions that are management, supervisor or director level positions.

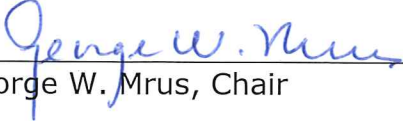
**Proposal 9 – AUTHORIZING THE CLERK OF COUNCIL TO MAKE GRAMMATICAL CORRECTIONS TO THE CHARTER**

**ARTICLE XXIII, GENERAL PROVISIONS  
Section 23.08, REARRANGEMENT AND REPRINTING OF CHARTER**

The Commission discussed the importance for the authority of the Clerk of Council to make grammatical and necessary non-substantive adjustments to the Charter as required in Section 23.08. After discussion, the Commission is recommending to voters a proposed change in 23.08, Rearrangement and Reprinting of Charter. Pursuant to this change, the Clerk of Council will in addition to the current authority, be authorized to make grammatical corrections and necessary non-substantive adjustments to the Charter after adoption. The purpose of this change is to ensure the Charter of the City of Gahanna is consistent, orderly, grammatically correct and appears in a professional manner.

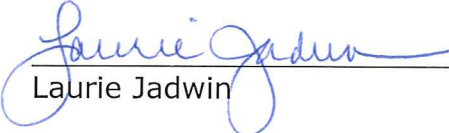
Respectfully submitted,


SIGNED by the 2016 Gahanna Charter Review Commission members, this 31<sup>st</sup> day of May, 2016.


  
George W. Mrus, Chair

  
Sheila P. Vitale, Vice Chair

  
John Hicks

  
Laurie Jadwin


  
Diana M. Redman

  
Thomas L. Weber

  
Ellen T. Zehner

  
Shane W. Ewald, City Attorney

ATTEST:

  
Kayla Holbrook  
Deputy Clerk of Council