

DATE: December 20, 2018
TO: All Columbus City Council Members
FROM: Council President Shannon G. Hardin
CC: Mayor Andrew J. Ginther
City Attorney Zach Klein
City Auditor Megan Kilgore

SUBJECT: COUNCIL VACANCIES – REVISED APPOINTMENT PROCESS AND TIMELINE

The purpose of this memorandum is to outline the process and timeline to fill two upcoming vacancies on Columbus City Council due to the pending departure of Council Member Jaiza Page in January, 2019 and Council President Pro Tem Michael Stinziano in March, 2019.

In order to provide appropriate notice and guidance to the public, to encourage public participation in the appointment process, and to minimize the time the council seat remains vacant, it is necessary to establish a process and timeline to fill the vacancies.

In accordance with the public meeting requirements of the Columbus City Charter and Ohio Revised Code, I am proposing the following procedures and timeline, which are largely consistent with past practice with the addition of a public hearing on each appointment per recent changes to the Columbus City Charter. It is an objective, practical, and expedited approach which will ensure minimal disruption to the daily operation of the city.

The applicant pool will be utilized for both vacancies pursuant to Columbus City Code Section 111.35(f).

The City Clerk will work with council staff to immediately publicize and implement the following:

TIMELINE AND PROCEDURES

Tuesday, November 13, 2018 – Monday, November 26, 2018, at 12:00 p.m.

- Applicants must submit eight (8) copies of both a **résumé** and a **narrative of no more than 500 words** describing the greatest challenges and opportunities facing Columbus. Application materials must be accepted and time-stamped by the office of the Columbus City Clerk located in City Hall, Room 231, 90 West Broad Street,



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Columbus, OH 43215 by **Monday, November 26, 2018 at 12:00 pm**. The applicant pool will be utilized for both vacancies pursuant to Columbus City Code Section 111.35(f).

- Emails and facsimiles will not be accepted. No exceptions will be made.
- All information submitted by the applicants is considered public record and shall be made available upon request.

Tuesday, November 27, 2018 - Thursday, December 6, 2018

- Members of council may, at their discretion, schedule individual interviews with applicants for the council vacancies.
- In order to provide ample time to schedule these individual meetings, the city clerk will distribute copies of application materials upon submission, daily, beginning Tuesday, November 13, 2018, and continuing through the application deadline.

Friday, December 7, 2018, 12:00 p.m.

- After reviewing all application materials and conducting any individual interviews, each member of council shall submit to the city clerk the names of no more than three (3) applicants who shall receive further consideration. The city clerk shall compile a list of all applicant names submitted who henceforth shall be considered finalists for the vacancies. The clerk shall then share the names of the finalists with the members of council, immediately notify the finalists, and begin scheduling interview appointments.
- The names of applicants who will receive further consideration, and any associated communications, shall be made available in original form upon request.

Monday, December 10 at 9:00 a.m., Tuesday, December 11 at 8:00 a.m. and Tuesday, January 8, 2019 at 9:00 a.m.*

- A public meeting shall be held (with all required notices to be published in advance in the City Bulletin) in order to enter into executive session for the sole purpose of interviewing applicants. (Per 121.22 (G) of the Ohio Revised Code, a “majority of a quorum” of members of council must decide “by a roll call vote” to hold an executive session).



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- Minutes shall be maintained by the city clerk, and no decisions or straw votes shall be permitted during executive session.
- Once the interviews are completed, council members shall adjourn the executive session and resume the public meeting, which will subsequently be adjourned.
- Media and the public are free to attend the public portions of this meeting and may speak with any of the applicants before or after their interviews.
- Additional dates for public meetings to enter into executive session for the sole purpose of interviewing applicants may be scheduled in order to accommodate council members' schedules. Any such additional dates shall be properly noticed.

Thursday, January 10, 2019, 5:00 p.m.

- City Council will conduct a hearing to hear comment from the public on the list of finalists being considered for the vacancy created by the departure of Council Member Jaiza Page.
- Finalists may, but are not required to, offer three (3) minutes of remarks.
- Interested residents may complete a speaker slip at City Hall, 90 West Broad Street, Columbus 43215 on the day of the hearing between 8:00 a.m. and 5:00 p.m.
- Speakers will be called in the order of receipt and will be given three minutes to address Council.
- Remarks should be limited to the subject of finalists being considered to fill the vacancy on Council.
- Standard rules for speaking before Columbus City Council apply.

Monday, January 14, 2019, 4:00 p.m.

- A public meeting shall be held (with all required notices to be published in advance in the City Bulletin) in order to enter into executive session for the sole purpose of considering the appointment of a new member to Columbus City Council. (Per 121.22 (G) of the Ohio Revised Code, a "majority of a quorum" of the members of council must decide "by a roll call vote" to hold an executive session).
- Minutes shall be maintained by the city clerk, and no decisions or straw votes shall be permitted during executive session.



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Monday, January 14, 2019, 5:00 p.m.

- Councilmembers shall adjourn the executive session and resume the public meeting.
- The council members shall then have the opportunity to nominate applicants for the vacancy created by the departure of Council Member Jaiza Page and vote to appoint a new member.
- If a majority of council members vote to appoint a nominee, he or she shall then be eligible to be sworn in under oath and take office pursuant to Section 5 of the City Charter and Section 111.35 of Columbus City Code.
- The process as prescribed will allow for the selection and appointment of a new member of council who may be sworn in, seated, and prepared to vote in advance of the January 28, 2019 meeting of council. Council will not meet on Monday, January 21, 2019, in observance of Dr. Martin Luther King, Jr. Day.

Thursday, February 21, 2019, 5:00 p.m.

- City Council will conduct a hearing to hear comment from the public on the list of finalists being considered for the vacancy created by the departure of Council President Pro Tem Michael Stinziano.
- Finalists may, but are not required to, offer three (3) minutes of remarks.
- Interested residents may complete a speaker slip at City Hall, 90 West Broad Street, Columbus 43215 on the day of the hearing between 8:00 a.m. and 5:00 p.m.
- Speakers will be called in the order of receipt and will be given three minutes to address Council.
- Remarks should be limited to the subject of finalists being considered to fill the vacancy on Council.
- Standard rules for speaking before Columbus City Council apply.

Monday, February 25, 2019, 4:00 p.m.

- A public meeting shall be held (with all required notices to be published in advance in the City Bulletin) in order to enter into executive session for the sole purpose of considering the appointment of a new member to Columbus City Council. (Per 121.22 (G) of the Ohio Revised Code, a “majority of a quorum” of the members of council must decide “by a roll call vote” to hold an executive session).



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- Minutes shall be maintained by the city clerk, and no decisions or straw votes shall be permitted during executive session.

Monday, February 25, 2019, 5:00 p.m.

- Councilmembers shall adjourn the executive session and resume the public meeting.
- The council members shall then have the opportunity to nominate applicants for the vacancy created by the departure of Council President Pro Tem Michael Stinziano and vote to appoint a new member.
- If a majority of council members vote to appoint a nominee, he or she shall then be eligible to be sworn in under oath and take office pursuant to Section 5 of the City Charter and Section 111.35 of Columbus City Code.
- The process as prescribed will allow for the selection and appointment of a new member of council who may be sworn in, seated, and prepared to vote in advance of the March 11, 2019, meeting of council. Council will not meet on Monday, March, 4, 2019.

*All dates and times are subject to change with required public notice.



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