

RESOLUTION NUMBER: 52-2014

INTRODUCED BY: MAYOR HEADEN

A RESOLUTION AUTHORIZING AN AGREEMENT FOR SPECIAL LEGAL SERVICES FOR THE CHARTER REVIEW COMMITTEE AND DECLARING AN EMERGENCY.

WHEREAS: pursuant to Article XIV of the City Charter, a Charter Review Committee Has been appointed for the purpose of reviewing and recommending to Council any alterations, revisions and amendments to the Charter, if any, for submission to the electorate at the November 4, 2014, election and the Committee is meeting on a regular basis to perform its duties and tasks, and

WHEREAS, the Committee needs legal counsel to assist it with the performance of its Duties and the retention of attorney Gladys Harrison is recommended by the Mayor, to Provide legal counsel to the Committee for the period of July 1, 2014, through the date on or before the day of the next November election following the appointment of the Charter Review Commission.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: The Mayor is authorized to enter into an agreement with Gladys Harrison to provide legal counsel to the City's Charter Review Committee for a term commencing July 2, 2014, through November 5, 2014, in an amount not to exceed \$4800 without further authorization of Council and in the form as attached hereto as Exhibit A.

Section 2. For the legal services provided in this resolution, Gladys Harrison will Invoice the city on a monthly basis following the month in which the services are rendered and which shall be paid to Gladys Harrison within 30 days of the date of the invoice. Gladys Harrison shall provide the city detailed time entries by one-tenth of an hour increments for her services for the special legal services, which time entries shall be protected from disclosure

by the attorney client privilege.

Section 3. Gladys Harrison shall take the recommendations for amendments provided by the Charter Review Commission. She shall write the recommendations for amendments into proper language to be submitted to the Board of Elections for the November general election. The amendments MUST be accepted by the Board of Elections in the proper legal form and on time to be on the ballot for the November 4, 2014 general election. The amendments must be submitted to the Board of Elections prior to the September 5, 2014 deadline for charter amendments. The recommended amendments must be submitted to City Council by July 22, 2014. All of these parameters must be met for Gladys Harrison to receive payment for her services.

Section 4: The Director of Finance is authorized and directed to appropriate to a proper account the funds necessary for the agreement authorized in Section 1 of this Resolution.

Section 5: This Resolution shall take effect and be in force from and after the earliest period allowed by Law.

PASSED: _____

Miesha Wilson Headen, Mayor

APPROVED: _____

ATTEST: _____

Betsy Traben, Clerk of Council

David H. Roche, President of Council.

EXHIBIT A
REPRESENTATION AGREEMENT

Now comes the City of Richmond Heights who does hereby hire attorney Gladys Harrison
According to the following terms:

One. Gladys Harrison is hired to serve as counsel to the Charter Review Committee of the
City of Richmond Heights. She will provide legal guidance and will attend each meeting
Of the Committee going forward.

Two. Gladys Harrison will take her direction from the Charter Review Committee itself and
Will report to them, the City Council, and the Mayor, as requested.

Three. Gladys Harrison will be paid a legal fee in the sum of \$125 per hour of work performed,
billing to occur every two weeks. Itemized Billing is at _____per hour. Gladys
Harrison's compensation shall be in an amount not to exceed \$4800 without further authorization
of Richmond Heights City Council

Four. For her legal services, Gladys Harrison will Invoice the city on a monthly basis following
the month in which the services are rendered and which shall be paid to Gladys Harrison within
30 days of the date of the invoice. Gladys Harrison shall provide the city detailed time entries by
one-tenth of an hour increments for her services for the special legal services, which time entries
shall be protected from disclosure by the attorney client privilege.

Five. Gladys Harrison shall take the recommendations for amendments provided

by the Charter Review Commission. She shall write the recommendations for amendments into proper language to be submitted to the Board of Elections for the November general election. The amendments MUST be accepted by the Board of Elections in form and on time. The recommended amendments must be submitted to City Council by July 16, 2014. The amendments must be submitted to the Board of Elections prior to the September 5, 2014, Deadline. All of these parameters must be met for Gladys Harrison to receive payment for her services.

Six. The anticipated estimate of work hours needed to complete this task, in light of the Committee's requirement to conclude their work is _____ hours.

Gladys Harrison

Date

City of Richmond Heights, Authorized Agent Date

GLADYS E. HARRISON, Esq.

17100 Van Aken Blvd, Suite 108
Shaker Heights, Ohio 44120
216-752-9705 [h] 216-280-1098 [c]
gh07@sbcglobal.net

OBJECTIVE: To secure a position that will utilize my legal and community service skills to enhance the quality of life for residents in Cuyahoga County municipalities.

HIGHLIGHTS OF SKILLS AND QUALIFICATIONS:

- Excellent Interpersonal Skills
- Superb Verbal and Written Communication Skills
- Competent Document Preparer
- Expert Researcher, Investigator and Problem Solver
- Experienced in Court Operations and Case Management
- Community Leader

PROFESSIONAL EXPERIENCE:

- Assistant City Prosecutor - Cleveland
- Regional Director –Cleveland Office, Ohio Secretary of State
- Judicial Bailiff - Cuyahoga County Common Pleas Court
- Cuyahoga County Board of Elections – Ballot Issues Specialist
- In-House Counsel
- Private Practice Attorney concentrating on Family Law; Criminal Law and Small Businesses
- Arbitrator and Negotiator

VOLUNTEER EXPERIENCE:

- Walk for Hunger Fundraiser/Team Captain
- Community Activist; Advocate and Resource

EDUCATION:

Case Western Reserve University	Cleveland, Ohio
B.A.: Psychology /Dramatics	J.D.: Juris Doctorate
Cleveland State University	Cleveland, Ohio
NEIGHBORHOOD LEADERSHIP PROGRAM	
Urban Studies Department	Graduate

AFFILIATIONS:

TOASTMASTERS – [club founder; member; officer]
Community Service Associations [various]

REFERENCES:

Available upon request.

November 4th, 2014 General

City	Candidate Petition Filing Deadline ^a	**Write In Filing Deadline	Issues/Local Option Filing Deadline	Charter Amendment Filing Deadline	*Absentee Opening Date	Registration Close Date	Number of Precincts	Campaign Finance Pre-Election Report Deadline	Campaign Finance Post-Election Report Deadline
Open to all municipalities for issues	N/A	N/A	8/6	9/5	10/7	10/6	1047	10/23	12/12
Independent Candidates	5/5	8/25	N/A	N/A	10/7	10/6	1047	10/23	12/12
State Board of Education District 5 UTE	8/6	8/25	N/A	N/A	10/7	10/6	1047	10/23	12/12
South Euclid Charter Review Commission	8/21	N/A	N/A	N/A	10/7	10/6	17	N/A	N/A

*Effective June 1, 2014 per S.B. 238 Absentee Voting begins the first day after the Close of Registration.

Military / Overseas ballots begin to be mailed 45 Days before the election (9/20/2014)

^aProtest deadline for nonpartisan candidate petitions (filing deadline 5/5/2014) is 7/30/2014.

^aProtest deadline for partisan candidate petitions is 74 days (8/22/2014) before the election.

**Write In Filing Deadline: 72 days before the election. Protest Deadline generally 67 days (8/29/2014) before the election.

8/26/2014: Last day for a candidate to withdraw their candidacy and their name will not appear on the ballot.

February 3rd, 2015 Special (Issues Only)

City	Candidate Petition Filing Deadline ^a	*Write In Filing Deadline	Issues/Local Option** Filing Deadline	Charter Amendment Filing Deadline	*Absentee Opening Date	Registration Close Date	Number of Precincts	Campaign Finance Pre-Election Report Deadline	Campaign Finance Post-Election Report Deadline
Open to all municipalities for issues	N/A	N/A	11/5/14	12/5/14	1/6/15	1/5/15	N/A	1/22/15	3/13/15

*Effective June 1, 2014 per S.B. 238 Absentee Voting begins the first day after the Close of Registration.

Military / Overseas ballots begin to be mailed 45 Days before the election (12/20/2014)

**State election laws only allow Local Option elections when candidates are on the ballot in the same precinct.

Charter Review:

- ① Submit amendments to Council ~~by 7/31~~ July 22
- ② Read Board's Resume
- ③ Estimate of hours; do not exceed #
- ④ Special Council legislation due Thursday

INVOICE

RICHMOND HEIGHTS, CITY OF
FILE NUMBER: 17061-00035
INVOICE NO.: 248246

May 31, 2014

PAGE 2

04/01/14 RTH	Attendance at Charter Review Committee meeting.	1.10
04/08/14 RTH	Attendance at Charter Review Committee meeting.	1.00
04/15/14 RTH	Attendance at Charter Review Committee meeting.	.60
04/22/14 RTH	Attendance at Charter Review Committee meeting.	.80
04/29/14 RTH	Attendance at Review Committee meeting.	.90

Total Fee Amount	\$	550.00
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Document Duplication	6.80
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Total Expense Amount	\$	6.80
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TOTAL DUE FOR INVOICE# 248246	\$	556.80
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INVOICE

RICHMOND HEIGHTS, CITY OF
FILE NUMBER: 17061-00035
INVOICE NO.: 247399

Apr 30, 2014

PAGE 2

03/01/14 RTH	Telephone conference with Attorney D. Lynch re: Charter Review Committee issues.	.20
03/03/14 RTH	Telephone conference with D. Roche re: charter issues and his appearance before Charter Review Committee.	.30
03/04/14 RTH	Attendance at Charter Review Committee meeting.	1.00
03/04/14 RTH	Telephone conference with Police Chief re: Charter Review Committee appearance.	.10
03/11/14 RTH	Prepare comments and written revision to Charter for Charter Review Committee; telephone conference with D. Lynch; attendance at Charter Review Committee meeting.	1.50
03/18/14 RTH	Prepare for and attendance at Charter Review Committee meeting.	.70
03/25/14 RTH	Attendance at Charter Review Committee meeting.	1.10

Total Fee Amount \$ 612.50

TOTAL DUE FOR INVOICE# 247399 \$ 612.50

INVOICE

RICHMOND HEIGHTS, CITY OF
FILE NUMBER: 17061-00035
INVOICE NO.: 246465

Mar 31, 2014

PAGE 2

02/05/14	RTH	Prepare documents for initial Charter Review Committee meeting; review Charter for same.	1.50
02/05/14	RTH	Attendance at initial Charter Review Committee meeting.	1.00
02/11/14	RTH	Prepare for Charter Review Committee meeting.	.40
02/11/14	RTH	Attendance at Charter Review Committee meeting.	1.00
02/18/14	RTH	Prepare for Charter Review Committee meeting.	.40
02/18/14	RTH	Attendance at Charter Review Committee meeting.	1.20
02/18/14	RTH	Request from D. O'Toole for legal interpretation of appointment authority of Mayor for Charter Review Committee members without Council approval; legal research re: same; prepare draft of opinion.	1.20
02/24/14	RTH	Compose and send e-mail to Mayor with legal opinion on Mayor's plenary authority under Charter to appoint Charter Review Committee members without Council approval.	.20
02/25/14	RTH	Attendance at Charter Review Committee meeting.	1.00
02/26/14	RTH	Receive and review e-mail from and telephone conference with Mayor re: Charter Review Commission issues.	.20

Total Fee Amount

\$ 1,012.50