

Resolution

2023-70

A Joint Proclamation & Resolution Recognizing the Gesu School Varsity Football Team

WHEREAS, on October 29, 2023, Gesu Varsity student athletes Peter King*, Carter Wick*, William Quail*, TJ Salata*, Jack Favret*, Jacob Curtis, Ryan Foss, Macklin Kostos, Gerry Lavelle, Alex Masters, Patrick McLaughlin, Tyler McMillon, Mason Mostella, Patrick Murphy, John Orlando, Grady Parnin, Carter Pinney, Joe Posluszny, Bobby Rhodes, Tommy Salata, Brad Shively, Teddy Spear, Cavan Thibeault, Matthew Vitale, and Zak Workman won the 2023 CYO Diocesan Championship; and

* team captains

WHEREAS, the Gesu Varsity Football Team has won the CYO Diocesan Championship for the first time since 1991, their 17th football title overall, in a dominating 24-0 win over St. Hilary (Fairlawn), avenging Gesu's only regular season loss to St. Hilary in this title game, and finishing the season with a record of 8-1; and

WHEREAS, the Bulldogs had an historic season, with the offense outscoring their opponents 226-65 and the defense recording 5 shutouts, demonstrating immense skill, commitment, and hard work for not only the 2023 CYO Diocesan Championship but for the entirety of the 2023 season; and

WHEREAS, the Bulldogs started the championship game in a hurry-up offense and scored on the 3rd play of the game on a 65-yard touchdown pass from quarterback TJ Salata to running back Tyler McMillon. Kicker Jacob Curtis, who was perfect on the day, kicked his first of three 2-point PAT's and the Bulldogs led 8-0. After a 3 and out from the Bulldogs' defense led by middle linebacker, Carter Wick, the offense struck again on a 25-yard quarterback draw from Salata down the left sideline. The Gesu offensive line of Wick, William Quail, Ryan Foss, Carter Pinney, Ryan Foss and Bobby Rhodes cleared the way for the touchdown. Curtis' second kick was good, and the score was 16-0 Bulldogs at the half. The defense continued to lock down St. Hilary's high-powered offense behind great tackling from defensive backs Peter King, Grady Parnin and Patrick McLaughlin, outstanding linebacker play from Wick, McMillon, Teddy Spear, Cavan Thibeault, Patrick Murphy and Jack Favret and up-front pressure from defensive linemen Quail, Foss, Rhodes, Pinney, Zak Workman and Brad Shively. On Gesu's first offensive possession of the 3rd quarter, Salata dropped back once again to pass, this time connecting with running back Jack Favret on a perfectly executed corner route for a 50-yard score. Curtis was once again good on the kick and the Bulldogs closed out the scoring with a 24-0 advantage.

WHEREAS, Gesu School's football coaches—Chris Salata, Ryan King, Marc Thibeault, Brian Rhodes, Matt Parnin, John Favret, Matt McDonald, and Brian McLaughlin—guided these young men towards this championship.

NOW, THEREFORE, BE IT JOINTLY PROCLAIMED BY THE MAYOR AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, OHIO, THAT:

Section 1. The City of University Heights recognizes the Gesu School Varsity Football Team and honors their accomplishments in the 2023 season.

Section 2. It is hereby found that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance of all legal requirements.

Section 3. This Resolution shall take effect at the earliest time allowed by law. GO BULLDOGS!

City of University Heights

Michael Dylan Brennan, Mayor

Michele Weiss, Vice Mayor

Christopher Cooney, Council Member

Brian J. King, Council Member

Threse Marshall, Council Member

John P. Rach, Council Member

Sheri Sax, Council Member

Winifred Weizer, Council Member

Passed: December 4, 2023

Attest:


Approve as to form:

Kelly M. Thomas, Clerk of Council

Luke F. McConville, Director of Law

CITY OF UNIVERSITY HEIGHTS
INTEROFFICE MEMORANDUM

TO: CITY COUNCIL MEMBERS/MAYOR MICHAEL BRENNAN

FROM: DENNIS KENNEDY, FINANCE DIRECTOR 

SUBJECT: TEMPORARY APPROPRIATIONS - 2024

DATE: NOVEMBER 30, 2023

CC: KELLY THOMAS, CLERK OF COUNCIL

Attached to this correspondence is a schedule of Temporary Appropriations for 2024. This schedule needs to be supported by an ordinance and approved by Council prior to year-end. The departmental/fund spending authority included in the schedule will support first quarter 2024 expenditures for the City while the 2024 permanent budget process takes place beginning in January.

The estimated necessary appropriations are based on a 25% expense rate for current annual expenses. With the exception for several items that have already been approved/committed for 2024 (lease/debt payments, certain contracts, etc.), each estimated first quarter expense for departments should support all spending through March 31, 2024.

The permanent budget for 2024 needs to be approved and filed with the County before April 1, 2024. The total of all temporary appropriations for the period ending March 31, 2024 is \$5,806,105. The General Fund portion of the temporary budget is \$4,382,480.

I would ask that this ordinance and schedule be prepared so that it may be considered (on first reading or emergency) at the Council meeting set for December 4, 2023.

Attachment

ORDINANCE NO. 2023-71

Introduced By: Mayor Michael Dylan Brennan

AN ORDINANCE AUTHORIZING TEMPORARY APPROPRIATIONS FOR CURRENT AND OTHER EXPENDITURES OF THE CITY OF UNIVERSITY HEIGHTS, OHIO FOR THE PERIOD COMMENCING JANUARY 1, 2024 AND ENDING MARCH 31, 2024 AND DECLARING AN EMERGENCY

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, OHIO THAT:

Section 1. To provide for the current expenses and other expenditures for the City of University Heights, Ohio for the period commencing January 1, 2024 and ending March 31, 2024, City Council authorizes the Temporary Appropriations as herein set forth as Attachment A.

Section 2. The Council finds and determined that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council, and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

Section 3. This Ordinance is declared to be an emergency measure necessary for the preservation of the public peace, safety, health and welfare of the citizens of the City of University Heights. It shall therefore become effective upon its passage by the affirmative vote of not less than five (5) members of Council and approval of the Mayor; otherwise, it shall become effective at the earliest time allowed by law.

City of University Heights

Michael Dylan Brennan, Mayor

First Reading: _____

Passed: _____

Attest: _____
Kelly M. Thomas, Clerk of Council

**Approved
as to form:** _____
Luke F. McConville, Law Director

CITY OF UNIVERSITY HEIGHTS

**Appropriations Grouping Details
Temporary Appropriations for Fiscal Year 2024
Through March 31, 2024**

**2024
TEMPORARY
APPROPRIATIONS**

100 General Fund		
1100 Public Safety		
Other	\$525.00	
Sub Total 1100 Public		\$ 525.00
1110 Police Department		
Personnel	\$1,067,100.00	
Other	\$107,750.00	
Sub Total 1110 Police		\$ 1,174,850.00
1120 Fire Department		
Personnel	\$1,121,900.00	
Other	\$77,100.00	
Sub Total 1120 Fire		\$ 1,199,000.00
1121 Fire Prevention Bureau		
Personnel	\$88,700.00	
Other	\$10,700.00	
Sub Total 1121 Fire		\$ 99,400.00
1130 Dispatch		
Other	\$112,900.00	
Sub Total 1130		\$ 112,900.00
1140 Traffic Control		
Personnel	\$15,025.00	
Other	\$46,775.00	
Sub Total 1140 Traffic		\$ 61,800.00
1150 Animal Control		
Other	\$2,375.00	
Sub Total 1150		\$ 2,375.00
1160 Prisoner Housing		
Other	\$27,125.00	
Sub Total 1160		\$ 27,125.00
1170 Prosecutor		
Personnel	\$14,200.00	
Other	\$775.00	
Sub Total 1170		\$ 14,975.00
1180 Courts		
Other	\$65,000.00	
Sub Total 1180 Courts		\$ 65,000.00
1190 County Health Department		
Other	\$100,900.00	
Sub Total 1190		\$ 100,900.00
1210 Building Department		
Other	\$109,700.00	
Sub Total 1210		\$ 109,700.00
1220 Housing Department		
Personnel	\$8,080.00	
Other	\$8,500.00	
Sub Total 1220		\$ 16,580.00
1230 Community Development		
Personnel	\$14,800.00	
Other	\$575.00	
Sub Total 1230		\$ 15,375.00
1240 Economic Development		
Personnel	\$26,700.00	
Other	\$7,675.00	
Sub Total 1240		\$ 34,375.00
1310 Pool Activity		
Personnel	\$0.00	
Other	\$23,300.00	
Sub Total 1310 Pool		\$ 23,300.00
1320 Summer Recreation Activities		
Personnel	\$0.00	
Other	\$600.00	
Sub Total 1320		\$ 600.00
1330 Recreation - Entertainment		
Other	\$27,500.00	
Sub Total 1330		\$ 27,500.00
1400 Public Service Department		
Personnel	\$142,500.00	
Other	\$8,900.00	
Sub Total 1400 Public		\$ 151,400.00

CITY OF UNIVERSITY HEIGHTS
Appropriations Grouping Details
Temporary Appropriations for Fiscal Year 2024
Through March 31, 2024

2024
TEMPORARY
APPROPRIATIONS

1410 Lands and Buildings			
Personnel	\$32,600.00		
Other	\$107,900.00		
Sub Total 1410 Lands			\$ 140,500.00
1420 Refuse Collection			
Personnel	\$239,400.00		
Other	\$88,800.00		
Sub Total 1420			\$ 328,200.00
1470 City Engineer			
Personnel	\$3,500.00		
Other	\$8,750.00		
Sub Total 1470 City			\$ 12,250.00
1510 Civil Service Commission			
Personnel	\$3,000.00		
Other	\$8,500.00		
Sub Total 1510 Civil			\$ 11,500.00
1520 City Planning Commission			
Personnel	\$2,500.00		
Other	\$625.00		
Sub Total 1520 City			\$ 3,125.00
1530 Board of Zoning Appeals			
Personnel	\$3,000.00		
Other	\$550.00		
Sub Total 1530 Board			\$ 3,550.00
1540 Architectural Review Board			
Personnel	\$3,000.00		
Other	\$350.00		
Sub Total 1540			\$ 3,350.00
1600 General City Administration			
Personnel	\$18,100.00		
Other	\$124,400.00		
Sub Total 1600			\$ 142,500.00
1610 Mayor's Office			
Personnel	\$54,200.00		
Other	\$5,500.00		
Sub Total 1610			\$ 59,700.00
1620 City Council			
Personnel	\$40,300.00		
Other	\$7,100.00		
Sub Total 1620 City			\$ 47,400.00
1630 Finance Department			
Personnel	\$63,400.00		
Other	\$104,900.00		
Sub Total 1630			\$ 168,300.00
1640 Law Department			
Personnel	\$23,400.00		
Other	\$55,200.00		
Sub Total 1640 Law			\$ 78,600.00
1650 Civic Engagement			
Personnel	\$22,800.00		
Other	\$10,100.00		
Sub Total 1650 Civic			\$ 32,900.00
1660 Community Relations			
Other	\$16,725.00		
Sub Total 1660			\$ 16,725.00
1999 Not Defined			
Other	\$96,200.00		
Sub Total 1999 Not			\$ 96,200.00
Sub Total 100 General			\$ 4,382,480.00
		GF-TOT	\$ 4,382,480.00

CITY OF UNIVERSITY HEIGHTS

**Appropriations Grouping Details
Temporary Appropriations for Fiscal Year 2024
Through March 31, 2024**

2024
TEMPORARY
APPROPRIATIONS

200 Street Maintenance Fund		
1430 Street Maintenance and Repair		
Personnel	\$55,600.00	
Other	\$342,500.00	
Sub Total 1430 Street		
1470 City Engineer		
Other	\$19,750.00	
Sub Total 1470 City		\$417,850.00
Sub Total 200 Street		
201 Sewer & Water Maintenance Fund		
1440 Sewer and Water Maintenance		
Personnel	\$42,100.00	
Other	\$287,700.00	
Sub Total 1440 Sewer		
1470 City Engineer		
Other	\$16,250.00	
Sub Total 1470 City		\$346,050.00
Sub Total 201 Sewer &		
202 Shade Tree Maintenance Fund		
1450 Shade Tree Maintenance		
Personnel	\$10,700.00	
Other	\$53,125.00	
Sub Total 1450 Shade		\$63,825.00
Sub Total 202 Shade		
203 Street Lighting Fund		
1460 Street Lighting		
Other	\$57,000.00	
Sub Total 1460 Street		\$57,000.00
Sub Total 203 Street		
210 Police Pension Fund		
1110 Police Department		
Personnel	\$51,000.00	
Sub Total 1110 Police		\$51,000.00
Sub Total 210 Police		
211 State & Local Law Enforcement Fund		
1110 Police Department		
Other	\$10,200.00	
Sub Total 1110 Police		\$10,200.00
Sub Total 211 State &		
212 Federal Law Enforcement Fund		
1110 Police Department		
Other	\$8,000.00	
Sub Total 1110 Police		\$8,000.00
Sub Total 212 Federal		
213 Community Diversion Grant Fund		
1110 Police Department		
Other	\$10,000.00	
Sub Total 1110 Police		\$10,000.00
Sub Total 213		
214 BCI & FBI Fee Fund		
1110 Police Department		
Other	\$1,000.00	
Sub Total 1110 Police		\$1,000.00
Sub Total 214 BCI & FBI		
220 Fire Pension Fund		
1120 Fire Department		
Personnel	\$51,000.00	
Sub Total 1120 Fire		\$51,000.00
Sub Total 220 Fire		
221 Ohio Department of Public Safety (ODPS) Grant Fund		
1120 Fire Department		
Other	\$24,000.00	
Sub Total 1120 Fire		\$24,000.00
Sub Total 221 Ohio		

CITY OF UNIVERSITY HEIGHTS
Appropriations Grouping Details
Temporary Appropriations for Fiscal Year 2024
Through March 31, 2024

2024
 TEMPORARY
 APPROPRIATIONS

222 Federal Emergency Management Agency (FEMA) Grant Fund		
1120 Fire Department		
Other	\$18,000.00	
Sub Total 1120 Fire	<u> </u>	\$18,000.00
Sub Total 222 Federal		
230 Ohio Board of Building Standards Fee Fund		
1210 Building Department		
Other	\$4,000.00	
Sub Total 1210	<u> </u>	\$4,000.00
Sub Total 230 Ohio		
231 Construction Deposits Fund		
1210 Building Department		
Other	\$6,000.00	
Sub Total 1210		
1470 City Engineer		
Other	\$11,000.00	
Sub Total 1470 City	<u> </u>	
Sub Total 231		\$17,000.00
232 Street Opening Deposit Fund		
1210 Building Department		
Other	\$500.00	
Sub Total 1210	<u> </u>	
Sub Total 232 Street		\$500.00
240 University Square TIF Fund		
1250 TIF Accounting		
Other	\$0.00	
Sub Total 1250 TIF	<u> </u>	\$0.00
Sub Total 240 University		
250 Performance Bond Fund		
1210 Building Department		
Other	\$1,000.00	
Sub Total 1210		
1600 General City Administration		
Other	\$4,000.00	
Sub Total 1600	<u> </u>	
Sub Total 250		\$5,000.00
297 Local Coronavirus Relief Fund		
1430 Street Maintenance and Repair		
Other	\$0.00	
Sub Total 1430 Street	<u> </u>	\$0.00
Sub Total 297 Local		
300 General Obligation Debt Fund		
1600 General City Administration		
Other	\$144,000.00	
Sub Total 1600	<u> </u>	
Sub Total 300 General		\$144,000.00
400 General Capital Improvements Fund		
1100 Public Safety		
Other	\$0.00	
Sub Total 1100 Public		
1110 Police Department		
Other	\$0.00	
Sub Total 1110 Police		
1120 Fire Department		
Other	\$165,000.00	
Sub Total 1120 Fire		
1400 Public Service Department		
Other	\$0.00	
Sub Total 1400 Public		
1600 General City Administration		
Other	\$0.00	
Sub Total 1600		

CITY OF UNIVERSITY HEIGHTS


**Appropriations Grouping Details
Temporary Appropriations for Fiscal Year 2024
Through March 31, 2024**

2024
TEMPORARY
APPROPRIATIONS

Sub Total 400 General		\$165,000.00
401 Sewer & Water Capital Improvements Fund		
1440 Sewer and Water Maintenance		
Other	\$23,000.00	
Sub Total 1440 Sewer		\$23,000.00
Sub Total 401 Sewer &		
800 University Heights City Beautiful Corporation		
2200 Community Improvement Corporation		
Other	\$7,200.00	
Sub Total 2200		
Sub Total 800 University		\$7,200.00
Report Total :	\$ 1,423,625.00	NON-GF TOT
	<u>\$ 5,806,105.00</u>	ALL FUNDS

CITY OF UNIVERSITY HEIGHTS
INTEROFFICE MEMORANDUM

TO: CITY COUNCIL MEMBERS/MAYOR MICHAEL BRENNAN

FROM: DENNIS KENNEDY, FINANCE DIRECTOR 

SUBJECT: BUDGETED FUND TRANSFER

DATE: NOVEMBER 30, 2023

CC: KELLY THOMAS, CLERK OF COUNCIL

I would like to add an item to the Council agenda for December 4, 2023 meeting. This relates to budgeted fund transfers for 2023. The details of this transfer is highlighted below:

<u>TRANSFER FROM</u>	<u>TRANSFER TO</u>	<u>AMOUNT</u>
GENERAL FUND - 100	CAPITAL IMPROVEMENT FUND – 400	\$485,000.00

This transfer is to provide funding in the Capital Improvement Fund for purchases of Police and Fire vehicles and equipment that was approved by Council. It was deemed necessary to order these items in 2023 due to supply chain issues.

Council approved the increase in appropriation that supports this transfer in Ordinance No. 2023-68 that was passed on November 20, 2023.

ORDINANCE NO. 2023-72

Introduced By: Mayor Michael Dylan Brennan

**AN ORDINANCE AUTHORIZING THE TRANSFER OF FUNDS FROM THE
GENERAL FUND (100) TO THE CAPITAL IMPROVEMENT FUND (400)
AND DECLARING AN EMERGENCY.**

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF
UNIVERSITY HEIGHTS, OHIO, THE TRANSFER OF FUNDS FROM THE GENERAL
FUND TO THE CAPITAL IMPROVEMENT FUND (400).**

Section 1. The Director of Finance be, and is hereby authorized and directed to make the necessary transfer of funds as herein set forth and that such transfers be and the same are hereby ratified and confirmed, to wit:

<u>FROM FUND</u>	<u>TO FUND</u>	<u>AMOUNT</u>
General Fund (100)	Capital Improvement Fund (400)	<u>\$485,000.00</u>
	Total:	\$485,000.00

Section 2. The Director of Finance is hereby directed to submit a certified copy of this Ordinance to the Budget Commission of Cuyahoga County, Ohio.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

Section 4. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the health, safety and welfare and shall therefore be in full force and effect immediately upon passage by the affirmative vote of not less than five (5) members elected to Council and approval by the Mayor or otherwise at the earliest time allowed by law.

CITY OF UNIVERSITY HEIGHTS, OHIO

MICHAEL DYLAN BRENNAN, MAYOR

PASSED:

ATTEST:

KELLY M. THOMAS, CLERK OF COUNCIL

APPROVED AS TO FORM:

LUKE F. MCCONVILLE, LAW DIRECTOR

ORDINANCE NO. 2023-73

INTRODUCED BY: COUNCIL AS A WHOLE

AN ORDINANCE AMENDING CODIFIED ORDINANCE CHAPTER 220 ENTITLED “COUNCIL” AND DECLARING AN EMERGENCY.

WHEREAS, in accordance with the City Charter and Ordinances, numerous Proposed Charter Amendments came for consideration by the voters of University Heights at the November 7, 2023 election (“Election”);

WHEREAS, voters overwhelmingly passed Issue 83, which proposed that Article 3, Section 5 and Article 5, Section 4 be amended to provide that the Vice Mayor, or in the Vice Mayor’s absence the Vice Mayor’s designee, shall preside at all meetings of Council, and said passage has been certified by the Cuyahoga County Board of Elections on November 28, 2023; and

WHEREAS, the Council wishes to amend Codified Ordinance Chapter 220 for purposes of consistency with the City’s Charter, as has been lawfully amended.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, OHIO THAT:

Section 1. Council hereby amends Codified Ordinance Chapter 220 entitled “Council” to read in its entirety as set forth in Exhibit A hereto, which is incorporated herein by reference as if fully rewritten.

Section 2. Codified Ordinance Chapter 220 in existence immediately prior to the passage of this ordinance shall be amended in its entirety as set forth in Exhibit A hereto.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

Section 4. This ordinance is hereby determined to be an emergency necessary for the immediate preservation of the public peace, health and safety of the City of University Heights and for the further reason that the Vice-Mayor be immediately provided with certain powers, duties and responsibilities in order to perform certain necessary functions as are required by the City Charter. It shall therefore become effective upon its passage by the affirmative vote of not less than five (5) members of Council and approval of the Mayor; otherwise, it shall become effective at the earliest time allowed by law.

CITY OF UNIVERSITY HEIGHTS, OHIO

MICHAEL DYLAN BRENNAN, MAYOR

FIRST READING: _____

PASSED: _____

ATTEST:

KELLY M. THOMAS, CLERK OF COUNCIL

APPROVED AS TO FORM:

LUKE F. MCCONVILLE, LAW DIRECTOR

CHAPTER 220
Council

- 220.01 Regular meetings.
- 220.02 Special meetings.
- 220.03 Quorum.
- 220.04 Adjournment.
- 220.05 Organization.
- 220.06 Meetings.
- 220.07 Presiding officer.
- 220.08 Absence of the Mayor.
- 220.09 Clerk of Council/Assistant Clerk of Council.
- 220.10 Committees.
- 220.11 Order of business.
- 220.12 Action of Council.
- 220.13 Enacting clause.
- 220.14 Subject and title.
- 220.15 Reading of ordinances and resolutions.
- 220.16 Authentication.
- 220.17 Legal publication.
- 220.18 Absence of rule.
- 220.19 Amendments of rules.
- 220.20 Dispensation with rules.
- 220.21 Exceptions.
- 220.22 Copies of rules.
- 220.23 Comments from the audience.
- 220.24 Conduct of committees.
- 220.25 Utilizing Law Department services.

220.01 REGULAR MEETINGS.

(a) Regular meetings of Council shall be held within the confines of the City property on the first and third Monday of each month excepting the months of July and August at 7:00 p.m., Eastern Standard Time, excepting that when such Monday is a legal holiday Council shall meet in regular session on the following business day at 7:00 p.m., Eastern Standard Time.

(b) Council Chambers of city hall shall be the regularly appointed room upon City property in which Council shall hold its regular meetings unless the Vice-Mayor designates another room, within the City property, by posting notice thereof upon the bulletin boards in the entrance halls of the city hall, the Police Department Building and the hall-side of the Council Chambers doors.

(c) (1) The Vice-Mayor is hereby authorized to change the location and the hour of regular Council meetings, from those stipulated in subsection (a) and (b) hereof, when in his or her opinion such other location and hour will better serve the convenience of Council and/or the people of this City; providing, however, that Council shall be so notified in writing at least

seven days prior to such proposed meeting and that at least a majority of Council members shall concur therewith and at least four days prior to such proposed meeting the public shall be notified by posting notices in the legally designated posting places or by publication at least once in a newspaper of general circulation within the City. In addition such notice shall be posted on the public bulletin boards of both the City Hall and the Police Department Buildings and also upon the hall-side of the Council Chamber door.

(2) In addition to the foregoing, Council is authorized to hold special meetings of the Council and/or committee meetings at locations outside of city hall and/or outside the City limits upon a finding of any good cause, including but not limited to: a civic occasion; a joint meeting with one or more other public bodies; and/or a retreat to be attended by the Mayor and Council open to the public, provided such meeting is:

A. Held within Cuyahoga County;

B. Announced at a meeting of Council held in University Heights as to time and place; and

C. Otherwise conforms to all other applicable provisions of Chapter 220 of the Codified Ordinances.

(d) Timing for distribution of agendas.

(1) Any member of Council may add an agenda item to the Council meeting agenda by providing written notice along with any supporting documentation to the Mayor, Vice-Mayor, and the Clerk of Council at least three days prior to the date on which the agenda is to be posted and/or distributed to the general public. Upon receipt of such written notice, the item shall be included on the Council meeting agenda.

(2) The Mayor shall compile and deliver the completed agenda for forthcoming meetings, along with supporting documentation to the Clerk of Council by 5:00 p.m. on the Thursday that precedes a Council meeting on the subsequent Monday.

(3) The Clerk of Council shall distribute the completed agenda to the general public and the members of Council by 5:00 p.m. on the Thursday that precedes a Council meeting on the subsequent Monday.

(4) The Clerk of Council shall complete and distribute the meeting minutes from the preceding meeting within 48 hours of the distribution of the agenda for the forthcoming meeting.

(5) Nothing herein shall be construed to prohibit Council from voting to add items to its agenda during any meeting of Council as deemed by Council to be necessary or in the public interest.

220.02 SPECIAL MEETINGS.

Special meetings of Council may be called by the Mayor, the Vice Mayor or by any two members of Council, upon at least eight hours' notice thereof. Such notice shall be delivered to each member in person, by telephone, or in writing served in person or left at the usual place of residence of each member. The notice shall state the time and place of such special meeting and the subjects to be considered thereat and no other subjects shall be considered unless agreed to by vote of Council, five members thereof concurring.

220.03 QUORUM.

Four members of Council shall constitute a quorum to do business, and a lesser number may adjourn from day to day, and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

220.04 ADJOURNMENT.

By motion passed by a majority vote of Council, any meeting may be adjourned to a later date prior to the date of the next regular meeting. Such adjourned meeting shall be considered as a regular meeting. Any absentee shall be notified of the adjournment in person, by telephone, or by written notice served personally or at his or her regular place of residence at least eight hours prior to the date and hour of such adjourned meeting.

220.05 ORGANIZATION.

At the first regular meeting in the January immediately following each regular municipal election, Council shall organize and elect, by a majority vote, one of its members as Vice-Mayor, and another of its members as President Pro Tempore, each of whom shall serve for a period of two years thereafter. At the same time there shall also be elected, by a majority vote of Council, the Council members of the commissions and boards, established by the Charter or ordinances of the City. The Vice-Mayor, President Pro Tempore and each Council member so elected shall serve until the next organization meeting, unless he or she shall cease in the meantime to be a member of Council.

220.06 MEETINGS.

All meetings of Council shall be public. Any resident may have access to the journals and records of proceedings of Council at all reasonable times and under such reasonable restrictions as may be imposed by Council.

220.07 PRESIDING OFFICER.

The Vice-Mayor shall preside at all meetings of Council. The Mayor shall have the right to introduce ordinances and resolutions and to take part in the discussion of all matters coming before Council, but shall have no vote thereon. Any member of Council may add an agenda item to the Council meeting agenda upon providing the Mayor, Vice-Mayor and the Clerk of Council with adequate notice as set forth in Section 220.01(d). The Vice-Mayor shall preserve order and decorum, prevent personal reflection, and confine members and the Mayor in debate to the question. He or she may, in common with any member of Council, call to order any member or Mayor who violates any of the rules of Council, and he or she shall decide all questions of order subject to an appeal to Council upon the demand of two members. On such appeal there shall be no debate, but each member making the appeal may briefly state his or her reason for the same, and the Vice-Mayor shall have the same right to a similar brief statement.

220.08 ABSENCE OF THE VICE-MAYOR.

In the absence of the Vice-Mayor, the President Pro Tempore shall discharge the duties and be clothed with all the powers of the Vice-Mayor as presiding officer, but he or she shall not thereby cease to be a Councilmember nor be deprived of the right to vote.

220.09 CLERK OF COUNCIL/ASSISTANT CLERK OF COUNCIL.

(a) Council shall appoint a Clerk who shall have such powers and duties as are set forth in Article 3, Section 4 of the Charter as well as such other duties and functions as may be required from time to time by ordinance, resolution or motion of Council.

(b) Council may appoint a part-time Assistant Clerk at a rate of pay established by ordinance, who shall work under the direct supervision of the Clerk and shall perform such duties as directed by the Clerk.

(c) The Clerk shall assist the Mayor in the performance of administrative duties at the direction of the Mayor, as reasonably necessary, provided that such assistance does not interfere with the Clerk's ability to perform the duties of the Clerk set forth in Article 3, Section 4 of the Charter.

(d) Council shall conduct an annual performance review of the Clerk of Council, which shall take place prior to the end of each calendar year. Upon request of Council, the Mayor shall be obligated to attend and/or materially participate in conducting any such performance review.

220.10 COMMITTEES.

(a) Not later than the second regular meeting following the organization of Council, the Vice Mayor shall appoint members of Council to the following standing committees. Each committee shall consist of not less than three members. The first named member of a committee shall be the Chairperson thereof:

- (1) Building/Housing;
- (2) Community Outreach;
- (3) Finance;
- (4) Economic Development;
- (5) Recreation;
- (6) Safety; and
- (7) Service and Utilities.

(b) Special committees may be established by the Mayor or Council from time to time. The Directors of the various departments established by the Charter or ordinances of the City shall be members, ex officio, of Council committees having to do with their respective departments, with the right to participate in the discussion of any matters before the committees, but they shall have no vote thereon. The standing committees and all special committees shall have such duties and powers as may be conferred upon them by the Mayor or Council at the time of appointment or election. When any matter shall be referred to a committee for action, the chairperson thereof shall fix the time and place of such committee meeting, and shall so notify all members of the committee in person or by telephone at least 24 hours prior to the date and hour of such meeting.

220.11 ORDER OF BUSINESS.

The business of all regular meetings of Council shall be transacted in the following order:

- (a) Roll call;
- (b) Pledge of Allegiance;
- (c) Reading and disposal of the Journal;
- (d) Additions and removals from the agenda; referrals to committee;
- (e) Comments from the audience;
- (f) Reports and communications from the Mayor, and the taking of action thereon;
- (g) Reports and communications from the City Council, and the taking of action thereon;
- (h) Reading and disposition of ordinances, resolutions, motions, and consideration of agenda items;
- (i) Reports and communications from the Directors of the Department of Finance, the Department of Law, the Department of Public Safety, the Department of Public Service, and other department heads as applicable, and the taking of action thereof;
- (j) Reports of standing committees, and the taking of action thereon;
- (k) Reports of special committees, and the taking of action thereon;
- (l) Unfinished and miscellaneous business;
- (m) Adjournment.

The foregoing order of business may be varied from time to time by the presiding officer only in the interest of expediting the business of Council. Any member of Council may add an agenda item to the Council meeting agenda upon providing the Mayor, Vice-Mayor and the Clerk of Council with adequate notice as set forth in Section 220.01(d).

220.12 ACTION OF COUNCIL.

Council shall act by ordinance, resolution or motion duly adopted or passed at any regular or special meeting. Each ordinance, resolution or motion shall require for its adoption or passage the concurrence of at least four members of Council. The vote upon any measure shall be taken by "Ayes", "Nays" and "Passed" and the Clerk shall enter upon the journal the vote of each member. Upon completion of the roll call on any measure, if a member shall have passed his or her vote, the Clerk of Council shall again request the vote of such member before entering the results of the roll call upon the journal, and if such vote shall again be passed, it shall be recorded in the journal by the Clerk of Council as a "Passed" vote.

220.13 ENACTING CLAUSE.

The enacting clause of all ordinances and resolutions passed by Council shall be: "BE IT ORDAINED (RESOLVED) by the Council of the City of University Heights, Ohio" The enacting clause of all ordinances submitted to popular election by the initiative shall be: "BE IT ORDAINED by the people of the City of University Heights, Ohio".

220.14 SUBJECT AND TITLE.

Each proposed ordinance or resolution shall be introduced in written or printed form wherever possible, and shall not contain more than one subject which shall be clearly stated in the title or caption. General appropriation ordinances, however, may contain the various subjects and accounts for which money is to be appropriated, but shall be confined to the subject of appropriation.

220.15 READING OF ORDINANCES AND RESOLUTIONS.

No ordinance or resolution of a general or permanent nature, or involving the expenditure of money or the levying of a tax, or for the purchase, lease, sale or transfer of property shall be passed until it has been read on two separate days, or the requirements for such reading have been dispensed with by a vote of at least five Councilmembers concurring; provided, however, that an ordinance making, amending or renewing a grant to construct and operate a public utility upon, across, under or above any public street or ground shall not be passed under a suspension of rules.

220.16 AUTHENTICATION.

Any ordinance, resolution or motion passed by Council, and the journal of the Council itself, shall be authenticated by the signatures of the Mayor and the Clerk of Council, or of any two members of Council, and by the impression of the seal of the City.

220.17 LEGAL PUBLICATION.

(a) The manner of giving public notice of the enactment of an ordinance or any other act or proceeding of Council which Council deems necessary or proper to publish may be specified in the ordinance, act or proceeding; but when not so specified, any of the following methods of giving notice shall constitute legal publication under Article 3, Section 5 of the Charter:

(1) Notice or advertisement once in a newspaper of general circulation in the City of the complete text, or the title and an abstract text as prepared by the Law Director.

(2) If the ordinance or resolution is a printed publication it need not be published otherwise.

(3) Posting of full copies of the ordinance or resolution, or by title and abstract thereof, as prepared by the Law Director, for 15 days at the following five public places within the City:

A. City Hall.

B. Cleveland Heights-University Heights Public Library.

C. Kollel Yad Chaim Mordechai. D. Cleveland Heights-University Heights Board of Education Building.

E. Gesu Church.

F. If any or all of the above are not available, then such posting shall be at such location or locations as the Director of Law or in his absence, the Clerk of Council, may determine will provide equivalent legal publication as provided herein.

(b) In the absence of any direction by Council, the choice of the above methods of publication may be determined by the Director of Law or in his or her absence the Clerk of Council; provided, however, that emergency ordinances or resolutions not specifically directed to be published by Council, need not be published.

220.18 ABSENCE OF RULE.

In the absence of any rule upon the manner of business or procedure, Council shall be governed by Robert's Rules of Order.

220.19 AMENDMENTS OF RULES.

These rules may be repealed, amended or altered, or new rules adopted by a majority vote of Council.

220.20 DISPENSATION WITH RULES.

These rules, or any of them, may be temporarily suspended at any meeting of Council by the concurring vote of five members thereof.

220.21 EXCEPTIONS.

When any statute of the State, if applicable, or any provision of the Charter of the City, if applicable, or any provision of this chapter or any ordinance hereafter adopted, if applicable, requires the concurrence of more than the majority of the members of Council in order to legally adopt an ordinance or resolution, or to pass a motion, the statute of the State, the provision of the Charter or the provision of this chapter or such subsequent ordinance shall govern, and the rule set forth in Section 220.15 hereof shall be subject thereto.

220.22 COPIES OF RULES.

The Clerk of Council shall forthwith furnish a true and correct copy of this chapter to each present member of Council and to each new member of Council immediately upon his or her taking the oath of office as such member.

220.23 COMMENTS FROM THE AUDIENCE.

(a) Comments from the audience shall be permitted at public meetings of the Council if requested by any member of Council or by the Vice-Mayor, in the absence of objection from any member of Council, or by motion approved by not less than four members of Council.

(b) Unless otherwise regulated or permitted by Council, verbal comments by any single person recognized by the chair shall be limited to five minutes in duration. The total time allowed for such comments at any meeting shall not exceed fifteen minutes. The substance of such comments may be paraphrased or described or identified, but need not be recorded in literal detail in the minutes, except to the extent necessary if Council takes action thereon pursuant to Section 220.12.

(c) Written comments may be submitted without limit, except as to storage space, and the Clerk shall keep such written material available to public officials and members of the public until disposed of according to law. Copies thereof shall be available to the public at rates per page as otherwise provided by ordinance. Such written materials shall not be part of the minutes unless specifically included by motion of Council.

220.24 CONDUCT OF COMMITTEES.

(a) Committees of Council and/or advisory boards or panels or commissions established by Council or the Mayor shall hold all meetings in public, except to the extent that executive sessions may be permitted by law, meaning Ohio R.C. 121.22, Codified Ordinances Chapter 206, or any other applicable State or local law, and may hear such testimony or comment as the committee may deem appropriate and relevant.

(b) The Mayor as an ex-officio member and/or invited department heads shall participate in committee discussions as deemed appropriate by such committees or advisory boards or panels or commissions.

(c) Members of Council and members of the public who wish to comment at public meetings of committees or advisory panels or boards or commissions may do so with the assent of a majority of the committee, except as otherwise specifically provided by law.

(d) Members of Council who are not members of a committee, and members of the public who wish to comment at public hearings before committees or advisory panels or boards or commissions, held in accordance with law, shall be permitted to speak relevant to the matter being considered subject to reasonable time limits determined by the hearing body.

(e) In the event there is no majority in agreement with respect to subsection (a), (b) or (c) hereof, the decision of the chair shall be binding.

220.25 UTILIZING LAW DEPARTMENT SERVICES.

(a) The Law Department shall provide advice and written opinions to the Mayor and/or to department heads relevant to their administrative duties and official legal responsibilities at their request, to Council with respect to its legislative duties and official legal responsibilities, and to any committee formed pursuant to the Charter or these Codified Ordinances.

(b) The Law Department shall draft and/or edit drafts of ordinances and/or resolutions at the request of the Mayor and/or department heads, any member of Council, or a majority of a Council committee.

(c) The approval of any ordinance or resolution by the Law Director shall be as to legal form only.