

**ORDINANCE NO. 17-24**

**AN ORDINANCE AMENDING SECTION 111.12 AND SECTION 111.16 OF THE CODIFIED ORDINANCES OF THE CITY OF MEDINA, OHIO RELATIVE TO THE RULES OF COUNCIL.**

**WHEREAS:** That Section 111.12 of the codified ordinances of the City of Medina, Ohio relative to Legislation; Council Business; Presentation and Procedure presently reads, in part, as follows:

**111.12 LEGISLATION; COUNCIL BUSINESS; PRESENTATION AND PROCEDURE.**

(g) It is deemed desirable that Council's consideration and finalization of the annual budget ordinance be completed prior to the budget appearing on the floor for final approval at the December meeting. It is understood, however, that minor amendments may be required at said meeting and it is agreed that such amendments may be proposed verbally.

(h) In the event a member of Council or the Administration desires to propose an extensive amendment to the annual budget ordinance being considered at the December meeting, it is in the best interest of Council that such proposal be complete in the following respects:

(1) Proposed amendments shall include complete budget control sheets for the affected budget areas. Indicated on said documents shall be a column showing fund amounts as proposed by title in the ordinance and a separate column indicating the proposed amended amounts by title. All totals shall be calculated for each area and column.

(2) Where two or more budget areas within the same department are proposed for amendment, there shall be, in addition to the information required in subsection (h)(1) hereof, a written summary explaining the impact of the proposed amendments. This summary shall also include a reconciliation of the proposed changes with the available funds and/or the clear definition of the sources of any additional revenues required to fund the proposed amendments. These requirements shall also apply to amendments which affect budget areas in more than one department.

(i) Proposed amendments and their accompanying documentation under subsection (h) hereof shall be provided to the members of Council, the Mayor, the Finance Director, the Council Clerk and all Directors whose budgets are affected at least twenty-four hours in advance of the Council meeting at which the amendments are to be proposed.

(j) Should there arise a dispute as to whether a proposed amendment constitutes a minor budget amendment (subsection (g) hereof) or an extensive amendment (subsection

(h) hereof), such determination shall be made on a case by case basis by the majority vote of Council. (Approved 1-4-93)

(k) Special assessment public hearing. Before any legislative action is taken on a special assessment project, the legislative body shall hold a public hearing and shall give at least thirty days' notice of the time and place thereof in a newspaper of general circulation in the municipal corporation. The Clerk of Council shall, at least twenty days prior to the public hearing, notify by ordinary mail all record owners of each parcel of land to be assessed.

(1-3-94.)

**WHEREAS:** That Section 111.16 of the codified ordinances of the City of Medina, Ohio relative to Clerk of Council; Duties; Additional Compensation presently reads as follows:

**111.16 CLERK OF COUNCIL: DUTIES; ADDITIONAL COMPENSATION.**

(a) The Clerk of Council shall attend all meetings regular and special, record all proceedings in the minutes, prepare an agenda for every meeting, attend to all correspondences incidental to his office, attend to the codification of the ordinances, according to the system employed by the City, to perform such other duties as may be assigned to him by Council or are required by law.

(b) In addition to those duties imposed by law, by the Charter or otherwise by these Rules of Council, the Clerk of Council shall have the following duties:

(1) He shall forward to the members of Council, not less often than once each week, any correspondence, minutes or other materials which have been delivered to or accumulated at the City Hall.

(2) He shall maintain in the office of the President of Council a calendar of scheduled committee meetings and other functions requiring the official attendance of members of Council, and he shall to the extent possible, coordinate the scheduling of such matters in order to avoid conflicts of time, membership and facilities.

(3) At the request of any committee chairman he shall make himself, or his representative, available for committee meetings.

(4) No less often than once each three months he shall inquire of and report to all committee chairmen regarding the status of their committee records and minutes.

(Ord. 1-74. Passed 1-3-74.)

(c) Whenever the Clerk of Council, or her representative, attends a Council committee meeting to take minutes at the request of its chairman, and during other than regular business hours, she shall receive in addition to any other compensation, the sum of twenty dollars (\$20.00).

A committee chairman should not request the Clerk of Council, or her representative, to attend a committee meeting except for meetings of major importance.

(Ord. 12-80. Passed 1-28-80.)

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

**SEC. 1:** That Section 111.12 of the codified ordinances of the City of Medina, Ohio shall be amended to read in part as follows:

(g) It is deemed desirable that Council's consideration and finalization of the annual budget ordinance and 5-Year Budget process be completed prior to the budget appearing on the floor for final approval at the December meeting. It is understood, however, that minor amendments may be required at said meeting and it is agreed that such amendments may be proposed verbally. Reference Ord. 93-11, passed June 27, 2011 and Sections 115.01 and 115.02.

~~(h) In the event a member of Council or the Administration desires to propose an extensive amendment to the annual budget ordinance being considered at the December meeting, it is in the best interest of Council that such proposal be complete in the following respects:~~

~~(1) Proposed amendments shall include complete budget control sheets for the affected budget areas. Indicated on said documents shall be a column showing fund amounts as proposed by title in the ordinance and a separate column indicating the proposed amended amounts by title. All totals shall be calculated for each area and column.~~

~~(2) Where two or more budget areas within the same department are proposed for amendment, there shall be, in addition to the information required in subsection (h)(1) hereof, a written summary explaining the impact of the proposed amendments. This summary shall also include a reconciliation of the proposed changes with the available funds and/or the clear definition of the sources of any additional revenues required to fund the proposed amendments. These requirements shall also apply to amendments which affect budget areas in more than one department.~~

~~(i) Proposed amendments and their accompanying documentation under subsection (h) hereof shall be provided to the members of Council, the Mayor, the Finance Director, the Council Clerk and all Directors whose budgets are affected at least twenty-four hours in advance of the Council meeting at which the amendments are to be proposed.~~

~~(j) Should there arise a dispute as to whether a proposed amendment constitutes a minor budget amendment (subsection (g) hereof) or an extensive amendment (subsection (h) hereof), such determination shall be made on a case by case basis by the majority vote of Council. (Approved 1-4-93)~~

~~(k)~~ (h) Special assessment public hearing. Before any legislative action is taken on a special assessment project, the legislative body shall hold a public hearing and shall give at least thirty days' notice of the time and place thereof in a newspaper of general circulation in the municipal corporation. The Clerk of Council shall, at least twenty days prior to the public hearing, notify by ordinary mail all record owners of each parcel of land to be assessed.

**SEC. 2:** That Section 111.16 of the codified ordinances of the City of Medina, Ohio shall be amended to read as follows:

111.16 CLERK OF COUNCIL/DEPUTY CLERK OF COUNCIL: DUTIES;~~;~~ADDITIONAL COMPENSATION.

(a) The Clerk of Council or their representative shall attend all meetings regular and special, record all proceedings in the minutes, prepare an agenda for every meeting, attend to all correspondences incidental to his office, attend to the codification of the ordinances, according to the system employed by the City, to perform such other duties as may be assigned to him by Council or are required by law. If there is a part-time Clerk of Council and a part-time Deputy Clerk of Council, the Clerk of Council may split up the Clerk of Council duties between them as directed by the Clerk of Council or President of Council.

(b) In addition to those duties imposed by law, by the Charter or otherwise by these Rules of Council, the Clerk of Council shall have the following duties:

(1) He They shall forward to the members of Council, not less often than once each week, any correspondence, minutes or other materials which have been delivered to or accumulated at the City Hall.

(2) He They shall maintain in the office of the President of Council a calendar of scheduled committee meetings and other functions requiring the official attendance of members of Council, and he they shall to the extent possible, coordinate the scheduling of such matters in order to avoid conflicts of time, membership and facilities.

(3) At the request of any committee chairman he they shall make himself themselves, or his their representative, available for committee meetings.

(4) No less often than once each three months he the Clerk shall inquire of and report to all committee chairs men regarding the status of their committee records and minutes.

(Ord. 1-74. Passed 1-3-74.)

~~(c) Whenever the Clerk of Council, or her representative, attends a Council committee meeting to take minutes at the request of its chairman, and during other than regular business hours, she shall receive in addition to any other compensation, the sum of twenty dollars (\$20.00).~~

A committee chair~~man~~ should not request the Clerk of Council, or ~~her~~ their representative, to attend a committee meeting except for meetings of major importance.

(Ord. 12-80. Passed 1-28-80.)

**SEC. 3:** That it is 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 the law.

**SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** January 22, 2024

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** January 23, 2024

**SIGNED:** Dennis Hanwell  
Mayor