

RESOLUTION NO.: 5-2024
INTRODUCED BY: All of Council

A RESOLUTION ADOPTING A REVISED POLICY FOR EXPENSES FOR
AND TIMING OF CITY COUNCIL WARD MEETINGS AND REPEALING
RESOLUTION NO. 70-2023.

WHEREAS, City Ward Councilmembers have and may continue to desire to hold meetings with their constituents on a periodic basis to inform constituents of City government decisions, services, issues, policies, and upcoming events, and to obtain input from resident constituents thereon (“Ward Meetings”);

WHEREAS, if a Ward Councilmember does not wish to hold a Ward Meeting, the Council President and Councilmembers-at-Large may wish to hold a Ward Meetings for the same purposes;

WHEREAS, there may be nominal expenses associated with holding such Ward Meetings, such as the provision of copies of written notices and other documents and for refreshments;

WHEREAS, on August 8, 2023, Council adopted Resolution No. 70-2023, which adopted a policy for the limits on expenses and timing for Council Ward meetings but did not include specifics as to the procedures for the expenses therefor and this Council wishes to now include those specifics.

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

Section 1: This Council adopts the following amended policy governing Council Ward Meetings:

Council Ward Meeting Expense and Timing Policy

Provided that funds have been appropriated for meetings and/or supplies for use by City Council:

1. Each Councilmember shall have access to funds of up to \$500.00 per Ward Meeting for providing copies of notices and other documents and refreshments for Ward Meetings, which Meetings shall only be for the purpose of informing constituents of City government decisions, services, issues, policies, and upcoming events, and to obtain input from resident constituents thereon, and but shall not be held for the purpose of any political gain and shall not serve as a platform for promoting any particular candidate or official for political office.
2. Each Councilmember shall be limited to a total expenditure of City funds for Ward Meetings of \$1,000.00 per year.

3. Ward Meetings shall not be held within six (6) months of a municipal election and shall not be held within the period of time that a ballot issue that is specific to only the City of Richmond Heights has been approved for an election ballot and the election at which the issue will appear on the ballot.
4. Expenses for refreshments and producing original documents (other than copies) for purposes of a Ward Meeting shall either:
 - a. Be paid for by the Councilmember(s) sponsoring the Ward Meeting and then submitting proof of paid invoices for the Ward Meeting expenses for reimbursement by the Department of Finance; or
 - b. Be paid by the submission of invoices for Ward Meeting expenses to the Department of Finance at least three (3) weeks prior to the Ward Meeting for payment to the appropriate vendors.
5. Requests for copies of documents for purposes of a Ward Meeting shall be made to the Clerk of Council who shall maintain a count of the number of copies, both black and white copies and color copies, for purposes of charging the cost of the copies to the proper City fund.
6. The President of Council may review Councilmembers' expenditures pursuant to the within Policy, shall have the authority to inform a Councilmember that the Councilmember is in violation of the within Policy, including whether a Councilmember's actions exceed the expense limitations herein, and shall have the authority to order a Councilmember to reimburse the City for any amount that exceeds the expense limitations of the within Policy.

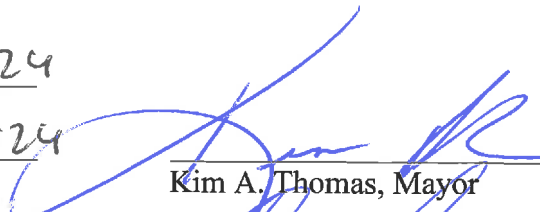
Section 2. Resolution No. 70-2023 of this Council is hereby repealed.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution 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, including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: February 27, 2024

APPROVED: February 27, 2024



Kim A. Thomas, Mayor

ATTEST: Tracey Blair

Tracey Blair, Clerk of Council



Bobby Jordan, Council President