



# City of Cleveland Heights

## Charter Review Commission

### Decisions and Rationales

7 December 2017  
Council Chambers  
Cleveland Heights City Hall

Charter Review Commission; David Perelman, absent

#### 1. Introduction of Members

Dr. Larry Keller, Commission Facilitator, opened the meeting. The first item on the agenda was for the members to introduce themselves, giving some background about themselves. Each member offered a brief statement of their background, including their connection to the city.

The meeting, as will all meetings of the Charter Review Commission, was videotaped. The video is available on the City of Cleveland Heights website as well as on YouTube. On the Website, on the main page, there is an icon for Charter Review Commission. Selecting the icon takes you to the video and other information on the Commission, including agendas for its meetings. On YouTube, the videos of the Commission are titled, Cleveland Heights Charter Review Commission.

#### 2. Temporary Chair

Dr. Larry Keller, Commission Facilitator, called for a volunteer to be Temporary Chair. John Newman volunteered to be Temporary Chair. He then directed the meeting.

#### 3. Adoption of Rules

Moved and seconded to adopt **Robert's Rules of Order**. The motion was passed by consensus.

In addition, the Commission decided by consensus to meet from 7:00 to 9:00 PM on the first Thursday of the month. The third Thursday was to be kept open with the Commission deciding at the meeting on the first Thursday if they want to meet on the third Thursday. By consensus, the Commission determined to meet next time at 7:00 PM on Thursday, 4 January.

If a member could not make a meeting, they could send a memo to the Chair, Vice Chair and the Facilitator, stating their views on any agenda item of interest. The memo was to be received no later than 24 hours before the meeting. Rule adopted by consensus.

The Commission decided by consensus to have any public comments limited to no more than three (3) minutes per presenter on an agenda item for that meeting. Any member of the public could submit materials to the Commission, by sending them to the Chair, Vice Chair and the Facilitator.

The Commission then discussed when to receive public comments. Some suggested having comments at the start of a meeting while others suggested the comments be at the conclusion of Commission business. The Commission concluded, with one dissent, to decide the issue at the next meeting.

#### 4. Election of Chair and Vice Chair

Moved and seconded to have John Newman be the Chair of the Commission. Motion adopted by acclamation.

Allosious Snodgrass volunteered to be Vice Chair. Moved and seconded to elect him. Motion adopted by acclamation.

#### 5. Scope and Timing of Charter Review

The Commission discussed the topics for discussion and decision. The Commission prefers to do a review of all the charter. No decision was reached if the review was to conclude in time for placing any recommendations on the November 2018 ballot. The Facilitator noted that the Board of Elections needs to have a resolution of city council to place any recommendations on the ballot. The resolution must be at least 75 days in advance of the election. As the Council makes the final decision about what recommendations go to the ballot, they must have the Commission recommendations prior to the 75-day period. This time frame requires the Commission to submit recommendations to the Council by May 2018 if they would want them on the November 2018 ballot.

Discussion of specific items the Commission wanted to process included gender neutral language. The Facilitator noted that a decision on the form of government would have implications for many other charter provisions. The Commission decided to look at the form of government as the next main agenda item.

The Commission discussed having members of Council and city manager talk with the Commission about the form of government. The Facilitator noted he had contacted both the City Manager and the Council about meeting with them about the Charter. The meetings would ask what provisions they think need to be addressed in charter review. The Facilitator noted he had not heard back from either the City Manager nor Carol Roe about setting up a meeting.

The Commission discussed what information they wanted from the Council and City Manager. They decided to draft questions they could ask them, especially about the form of government. This would be an agenda item for the next meeting.

Commission members also requested information on the form of government. The Facilitator noted that research has not been able to connect forms of government to outcomes. However, the forms do differ greatly in how government is conducted. This does influence decisions the government makes. Commission members asked for additional materials on the form of government. The Facilitator will write an overview of the two main forms of government and their hybrids. In addition, he will provide materials

that have looked at the forms of government and what other variables are important in influencing governance. These will be distributed to the Commission with the Decisions from the previous meeting and the agenda for the next meeting.

6. Charge to the Committee of the Whole

The Commission unanimously charged the Committee of the Whole to develop recommendations for changes to the Charter. After preliminarily adopting recommendations, the Commission charged the Committee of the Whole to present the recommendations to the Law Director for review and comment. In addition, the Commission required the Committee to hold a public hearing on the recommendations. After receiving the views of the Law Director and the public, the Committee of the Whole is to review the recommendations in light of the comments and see if any need to be changed.

The Committee is to then to adopt its final recommendations and send them to the Commission.

7. Meeting as the Committee of the Whole

The Commission then moved and seconded to become a Committee of the Whole. Until the adoption of a final set of recommendations for changes to the Charter according to the process specified in item 6 above, the body will meet as the Committee of the Whole.

8. Meeting adjourned

Moved and seconded to adjourn to the next meeting time, 7:00 PM on Thursday 4 January. Motion adopted by consensus.