



CLEVELAND HEIGHTS

Administrative Services Committee
May 12, 2025
6:30 PM
City Hall – Executive Conference Room

Administrative Code, Board & Commission Appointments, Charter Review, Salaries & Benefits

Council members

Chair: Craig Cobb | Vice Chair: Jim Petras | Member: Tony Cuda

Agenda

- 1) **Call to Order/Roll Call**
- 2) **Legislation Referred to Committee**
 - a. **ORDINANCE NO. 084-2025(COTW): *First Reading.*** An Ordinance enacting a new Section 171.16, *City Contract Publication Requirement*, requiring transparency and accountability for contracts.

Introduced by Vice President Russell
- 3) **Other**
- 4) **Adjourn**

Proposed: 04/21/2025

ORDINANCE NO. 084-2025 (COTW), *First Reading*

By Vice President Russell

An Ordinance enacting a new Section 171.16, *City Contract Publication Requirement*, requiring transparency and accountability for contracts.

WHEREAS, the City of Cleveland Heights seeks to promote transparency and accountability in the use of public funds; and

WHEREAS, the City Council finds it in the public interest to ensure that all contracts and consulting agreements between \$7,500 and \$50,000 are made available for public review.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CLEVELAND HEIGHTS, OHIO:

SECTION 1. Chapter 171, *Contracts*, of the Codified Ordinances of the City of Cleveland Heights shall be and hereby is amended to enact a new Section 171.16, which shall read as follows:

171.16 CITY CONTRACT PUBLICATION REQUIREMENT

(a) (1) The Mayor shall cause each fully executed contract for which the City has issued a Fiscal Officer's Certificate for an amount between \$7,500 and \$50,000, inclusive, to be posted on the City's website not later than fifteen (15) days after fully executed, in a manner that allows for public viewing of all such contracts and amendments through a single portal, platform, or other application, which shall be accessible by a hyperlink clearly featured on the website.

(2) All amendments to a contract described in Subsection 171.16(a)(1), above, are subject to the same online posting requirement set forth therein, and each amendment shall be visually and digitally associated with the original contract.

(b) The posted contracts and their amendments shall be viewable in a table or similar search-enabled format with no less than the following information provided for each contract and its amendments:

- (1) The name of each party with whom the City is contracting;
- (2) The contract amount;
- (3) A brief description of the contract's purpose;
- (4) The contract term;

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- (5) The administering department; and
- (6) For amendments, the purpose of the amendment and the change in contract amount.

(c) No contract or amendment shall be removed from the portal, platform, or other application prior to the date permitted under the applicable departmental records retention schedule.

(d) The Council Clerk shall include in each Council packet a list of contracts posted to the website since the last preceding meeting; or as may otherwise be directed by Council

(e) The Mayor shall notify City Council of any instance of noncompliance with this Section 171.16. Such notice shall outline the reasons for noncompliance and propose corrective actions.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were taken 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 3. Notice of passage of this Ordinance shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution to the City of Cleveland Heights website.

SECTION 4. This Ordinance shall take effect and be in force at the earliest time permitted by law.

TONY CUDA
President of Council

ADDIE BALESTER
Clerk of Council

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PASSED:

Presented to Mayor: _____

Approved: _____

KAHLIL SEREN
Mayor