

# Council/Board Orientation Handbook



## Hudson Mission Statement

*The mission of the Hudson City Government is to serve, promote and support, in a fiscally responsible manner, an outstanding community that values quality of life, a well-balanced tax base, historic preservation, with a vision to the future, and professionalism in volunteer and public service.*



Hudson City Administration 330-342-1700 | [www.hudson.oh.us](http://www.hudson.oh.us)

# Table of Contents

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<b>Chapter 1: Introduction, Mission and Values .....</b>	<b>6</b>
City of Hudson Background.....	6
Mission Statement .....	6
Vision Statement.....	6
City Charter .....	6
Codified Ordinances .....	6
<b>Chapter 2: Form of Government .....</b>	<b>7</b>
Council/Manager Government .....	7
Mayor .....	7
City Council.....	7
<b>Chapter 3: City Council.....</b>	<b>8</b>
Council Roles .....	8
Oath of Office.....	8
Council President .....	8
Clerk of Council .....	9
Attendance and Preparation.....	9
Council Goals and Objectives .....	9
Ward/At Large Open Forums .....	9
Council Liaisons to Boards/Commissions/Committees.....	9
Council, Mayor Compensation, Expenses and Budget.....	10
<b>Compensation</b> .....	10
<b>Council Expenses</b> .....	10
<b>Chapter 4: City Manager .....</b>	<b>11</b>
City Manager’s Role .....	11
Council Communications.....	11
<b>60-Day Tracker</b> .....	11
<b>Council DropBox</b> .....	12
<b>Council Updates</b> .....	12
<b>General City Communications</b> .....	12
City Manager Evaluation .....	12
<b>Chapter 5: City Staff and Structure .....</b>	<b>13</b>
City Departments .....	13

<b>Chapter 6: Council Meetings .....</b>	<b>14</b>
Meetings Dates/Times .....	14
Council Workshops.....	14
Council Meeting/Workshop Agendas .....	14
How to Place Items on the Agenda .....	15
<b>Chapter 7: Advisory Boards, Commissions, &amp; Committees.....</b>	<b>16</b>
List of Advisory Boards and Purpose.....	16
<b>Advisory Boards, Commissions and Committees .....</b>	<b>16</b>
<b>Quasi-Judicial Boards and Commissions.....</b>	<b>17</b>
<b>Special Boards (established periodically as required).....</b>	<b>17</b>
Are You Board Material?.....	18
Responsibilities of Board/Commission Members .....	18
Requirements for Service.....	19
Appointment Process .....	19
Board, Commission and Committee Roles.....	19
Relationship Between a Board/Commission and City Council.....	19
Selecting a Chairperson.....	19
Role of the Chairperson .....	19
Attendance.....	20
Staff Liaisons.....	20
Council Liaisons to Boards/Commissions .....	20
Board/Commission Meeting Notice Requirements .....	20
<b>Regular Meetings.....</b>	<b>20</b>
<b>Special Meetings.....</b>	<b>20</b>
Basic Agenda and Item Discussions for Board/Commission Meetings .....	20
The Board/Commission Role During Meetings .....	21
Board/Commission Compensation, Expenses.....	21
<b>Chapter 8: Public Meetings / Sunshine Laws .....</b>	<b>22</b>
Ohio Sunshine Laws .....	22
What is a Public Meeting?.....	22
Quorum Requirements .....	22
Public Notice Requirements.....	23
Public Hearings.....	23
Informal Public Hearings.....	23

Formal Public Hearings .....	23
What is Not a Public Meeting? .....	23
<b>Chapter 9: Conducting a Meeting .....</b>	<b>24</b>
Meeting Minutes/Recordings .....	24
Executive Session Minutes .....	24
Roberts Rules of Order .....	24
Resolutions, Ordinances, Emergency Language.....	24
Ordinances vs. Resolutions .....	25
Emergency Language .....	25
Motion to Table or Postpone .....	25
Courtesy and Decorum.....	25
Tips for Conducting an Effective Meeting.....	25
<b>Chapter 10: Public Records / Records Retention .....</b>	<b>26</b>
What is a Public Record?.....	26
What is Not a Public Record? .....	26
Public Records Requests .....	27
<b>Chapter 11: Ethics and Code of Conduct .....</b>	<b>28</b>
Confidential Information.....	28
Local Ballot Measures .....	28
Gifts .....	28
Conflict of Interest .....	29
Abstention.....	30
Appearance of Impropriety.....	30
Financial Disclosure.....	30
<b>Chapter 12: City Finances and Budgeting .....</b>	<b>31</b>
Financial Planning.....	31
Budget Modifications .....	31
Budgetary Monitoring and Compliance .....	31
Budget Reporting/Transparency .....	31
Timeline.....	31
<b>Chapter 13: Communications, Media Relations, Social Media .....</b>	<b>33</b>
Communications with Staff.....	33
Communication with the Media .....	33
Communication with the Public.....	33

Use of Social Media..... 34  
Publicity, Press Releases, Flyers or Other Materials ..... 34  
How to Stay Informed about City Programs, Events, and Information..... 34  
**Chapter 14: Computer/Email Policy..... 35**  
**Chapter 15: References/Links..... 36**  
**Chapter 16: Staff Directory ..... 37**

## Chapter 1: Introduction, Mission and Values

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Welcome to Hudson City Council and our Boards and Commissions. Your contribution toward shaping the future of the City of Hudson is greatly appreciated. This Council/Board Handbook is offered as a resource for all City officials to provide information about your role in local government, government rules, and City policies and procedures to help as you serve the citizens of Hudson. In addition to the information in this Handbook, Council and board/commission members are encouraged to work with the City Manager and/or your staff liaison for additional guidance and input.

Council members and members of Boards, Commissions and Committees are required to review this Handbook and understand the City's policies and procedures that impact their position with the City. Be sure to review the entire Handbook, as it contains many sections that are applicable to both Council and boards/commissions. This Handbook will be reviewed and revised every two years, or as needed.

### City of Hudson Background

Hudson, Ohio is a thriving community covering 25 square miles with approximately 22,251 residents. Conveniently located between Akron and Cleveland, Hudson provides the resources and advantages of a large city while maintaining a quality of life that remains true to its unique historical heritage. Located in Summit County, Hudson is a part of Northeast Ohio.

With one-of-a-kind shopping, historic New England style neighborhoods, live concerts and festivals, a nationally recognized school system, an award-winning public golf course, and more than 1,100 acres of parkland with a lake, playgrounds and more, Hudson has something for everyone.

### Mission Statement

The mission of the Hudson City Government is to serve, promote and support, in a fiscally responsible manner, an outstanding community that values quality of life, a well-balanced tax base, historic preservation, with a vision to the future, and professionalism in volunteer and public service.

### Vision Statement

Hudson is a vibrant leading-edge City with a welcoming attitude which showcases an active downtown center, a varied business base, and multiple housing options. Hudson is an innovative, green, and growing City committed to preserving its heritage, ambiance, and unique character, while providing an extensive network of public spaces and a multi-use path system of connectivity throughout the City and the region. Hudson supports its existing industrial base by focusing on business retention and economic growth while also developing a reputation as a location that caters to small-scale businesses seeking attractive and available broadband and business services in a livable city environment.

### City Charter

A City Charter is a legal document establishing a municipality such as a city or town. Many of the Hudson boards/commissions are established in the City Charter. Making changes to the City Charter requires a vote of the people. The [Hudson City Charter](#) is available online.

### Codified Ordinances

Ordinances are a series of laws and legislation passed by City Council which represent the rules for the City. Codification is the arrangement of laws systematically. A municipal code is an organization of local legislation by subject matter, from the general to the specific. Hudson's [Codified Ordinances](#) are available and searchable online.

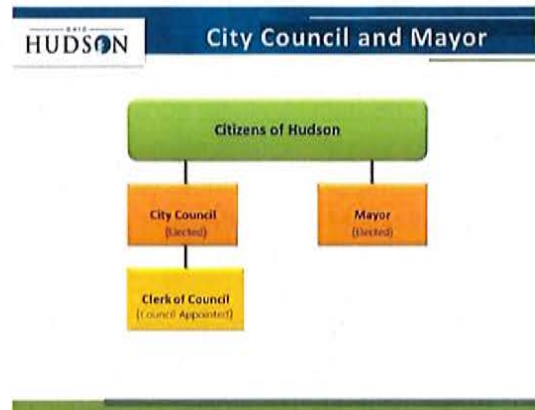
## Chapter 2: Form of Government

### Council/Manager Government

Hudson's [City Charter](#) establishes the mayor-council-manager plan as the City's form of government. The structure combines the political leadership of elected officials with the managerial experience of an appointed City Manager. Council is the legislative, policy-making body; and the City Manager is responsible for day-to-day administration of the City. Council oversees City administration, but exercises those powers through the City Manager, who is directly responsible to City Council.

### Mayor

The Mayor is elected by a vote of the people to serve a four-year term. The Mayor is the official and ceremonial head of City government and has the right to introduce ordinances, resolutions and motions and participate in and receive information on all matters before Council. The Mayor has no vote.

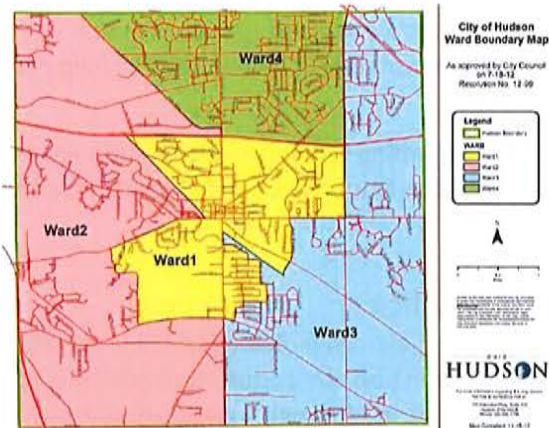


### City Council

Comprised of seven members, City Council is the policy making and lawmaking body of the City. State law and local ordinances grant the powers and responsibilities of Council. Council as a whole is responsible for establishing policy, adopting an annual budget, and providing vision and goals to the City Manager.

Council members are elected to four-year terms by a vote of the people. Four members are elected by ward, and three are elected at-large. [Click here a larger ward map](#). Each term begins with the first regular meeting in December following their election.

For more information about Council and elections to Council, visit the [City Charter](#).



## Chapter 3: City Council

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### Council Roles

Hudson City Council collectively is responsible for establishing policy, adopting an annual budget, providing vision and goals to the City Manager. At-large Council Members represent the entire City, while Ward Council Members represent individual wards with approximately equal populations within the City. Ward boundaries are re-examined and may be redrawn based on a change in population, in accordance with U.S. Census data which is updated each decade. [\[City Charter, Section 3.01\]](#)

Duties and responsibility include, but are not limited to:

- Establishing policy. Includes establishing priorities for public services, approving/amending operating and capital budgets, approving contracts and expenditures over \$25,000, and adopting resolutions and ordinances.
- Enacting local laws.
- Supervising appointed officials, including the City Manager, Council Clerk, boards/commissions, and advisory boards and providing leadership and direction to advisory bodies.
- Providing public leadership; mediating conflicts while building consensus; communicating the City's vision and goals to citizens; and representing the City's interests at regional, county, state and federal levels.
- Decision-making, involving studying problems, reviewing alternatives, and determining the best course of public policy.

Council acts as a body and speaks with one voice. No member has any extraordinary powers beyond those of other members. When establishing policies, voting, and in other significant areas, all members are equal.

Specifics regarding Council meetings, appointments to fill vacancies, election of the Council President, absence of the Mayor or Council Members, and other requirements can be found in the [City Charter](#).

### Oath of Office

Each person holding an elected office in the State of Ohio must take an oath of office. Additionally, all board, commission and committee members appointed to their positions by City Council also must take an oath of office. Although usually administered by the Mayor, the oath also can be performed by the City Solicitor, or a notary public. Following is the Hudson Oath of Office:

*"I, (state your name), do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Ohio, and the Charter and Codified Ordinances of the City of Hudson, and that I will faithfully, honestly, and impartially discharge the duties of the office of [POSITION] of the City of Hudson, Summit County, State of Ohio, during my continuance in said office."*

### Council President

The Council President is elected by a majority vote of Council to a two-year term, and may serve for two full consecutive terms. The Council President presides at all meetings of Council at which no legislative



action may be taken, and exercises the powers and performs all duties of the Mayor in the Mayor's absence. Council President powers and duties are described in the [Hudson City Charter](#).

### Clerk of Council

City Council appoints the Clerk of Council, who serves at the pleasure of Council. The Clerk of Council attends Council meetings, keeps records, and works with staff liaisons for advisory boards, commissions, and committees to ensure compliance with agenda, minutes and public notices requirements.

### Attendance and Preparation

Council members are expected to have dependable attendance at all Council meetings and workshops. Absences should be reported to the Council Clerk with as much notice in advance of the meeting as possible. In general, Council members may not miss more than three (3) consecutive regular meetings of Council without a justifiable excuse. Council members are expected to prepare for Council meetings by reviewing the agenda prior to the meeting. The agendas and background information are distributed to Council and the Mayor on the Friday before each Tuesday meeting. All Hudson Council meetings follow [Robert's Rules of Order](#).

### Council Goals and Objectives

Each year, City Council establishes goals and objectives for the City and for the City Manager to implement during the year. The [2018 Goals and Objectives](#) are available in the Council Dropbox. (See Council Resources for additional documents.)

### Ward/At Large Open Forums

Some Council members hold special open forums on a regular basis. These forums help Council members stay in contact with their constituents. These are not official City meetings, and are scheduled and publicized by the individual Council member. The City includes these meetings on the City's website calendar and in social media. Members should coordinate with the Clerk of Council regarding the date, time and location of Council Forums. Forums are established by Council members in their responsibilities as Ward or At-Large Council members, and therefore cannot be used for political campaigning.

### Council Liaisons to Boards/Commissions/Committees

Each year, the City Council President selects Council liaisons to the Board/Commissions. Each Board/Commission has at least one City Council member assigned as a liaison. The role of the Council liaison is:

- To serve as the primary two-way communication channel between Council and the Board/Commission. The Council liaison is expected to update Council on the recent activities and discussions of the Board/Commission, especially on topics that might culminate in a memo to Council or a proposed resolution or ordinance.
- To serve as the primary Council contact for the Board/Commission.
- To help resolve questions the Board/Commission may have about the role of Council, municipal government, and the Board/Commission.
- To establish formal or informal contact with the Chairperson of the Board/Commission and effectively communicate the role of the liaison.
- To serve as Council contact rather than an advocate or ex-officio member of the Board/Commission. The liaison does not have authority to vote or influence decisions.

- To review the annual work plan of the Board/Commission and make recommendations to City Council regarding that plan.
- To identify and resolve any problems with respect to the functioning of the Board/Commission.

Liaisons are informed of Board/Commission activities through agendas and minutes, work plans, and annual reports. Liaisons are encouraged to attend as many meetings as possible. Attendance by a Council liaison should not affect the normal structure of a Board/Commission meeting.

## Council, Mayor Compensation, Expenses and Budget

### Compensation

Members of Council are compensated \$80.00 for attendance at a regular meeting for up to two regular meetings per month, plus such reasonable and necessary reimbursement of expenses as may be necessary.

The Mayor's compensation is established by City Council. Any change to that compensation would be made by Council 120 days immediately preceding the date of the next Municipal election.

For more detailed information about compensation, view the [City Charter](#).

### Council Expenses

For information about reimbursement for approved expenses such as mileage, travel, meetings, etc., visit our [Employee Handbook](#) and contact the Clerk of Council or Finance Department with any questions. It is best to check with the Finance department in advance of incurring expenses to make sure they are covered under the City's expense reimbursement policies and travel guidelines.

## Chapter 4: City Manager

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### City Manager's Role

The City Manager is appointed by the City Council to enforce its laws, to direct the daily operations of City government, to prepare and monitor the principal budget, and to implement policies and programs initiated by City Council. City Council sets annual goals, priorities and objectives for the City Manager. The City Manager is responsible to Council as a whole.

The City Manager leads the day-to-day operations of the City to ensure Council goals and objectives are met. The City Manager directs all City staff. Appointments of some staff positions, including Police, Chief, Fire Chief, and City Solicitor, require Council approval.

Authority flow is as follows:

1. Citizens to City Council
2. City Council to the City Manager
3. City Manager and Assistant City Managers, to department managers, and then to subordinate staff.

If a Council member wishes to influence decisions, workloads, work schedules or staff priorities, the matter should be discussed with Council. Council then can decide to direct the City Manager of any changes in priorities or assignments. The full City Council retains the authority to accept, reject, or amend staff recommendations.

### Council Communications

The need for regular communication between the City Manager and Council is essential to maintain open communication within the government. Council establishes policy and programs, and the City Manager executes Council actions. The City Manager keeps Council informed and is sensitive to Council issues. Similarly, Council members need to keep the City Manager apprised of constituent concerns and future or pending issues.

The City Manager is responsible for communicating the City's position about policy matters to outside agencies and groups on Council's behalf. In addition to regular meetings, updates and reports, the following communications are provided to Council and the Mayor on a regular basis:

#### 60-Day Tracker

Each Council member and the Mayor are given access to the 60-Day-View Council Meetings Report through an online application called Smartsheet. This report provides a look at legislation, discussions, presentations and proclamations that will come before City Council in the next 60-days. It can be viewed by Council and the Mayor anytime online, and is emailed to Council and the Mayor every. The list is a moving target, as some legislation may fall off or be postponed, while new items might be added as needs arise.

The tracker is maintained and updated by the Clerk of Council. Items are added to the tracker at the request of City Council, the Mayor, or by City staff.

### Council DropBox

Each Council member and the Mayor are provided access to an online Council DropBox that serves as a repository for documents on various projects and subjects. This is a great place to locate information about the history of a project or search for specific background information. The documents are arranged by online folders and can be downloaded from DropBox.

While most documents are public, some may be privileged and should not be disseminated to the public. It is always best to check with the City Solicitor before forwarding documents to others. DropBox folder and communications are maintained by the Communications Manager. For more information or questions about using the DropBox, contact Jody Roberts, [jroberts@hudson.oh.us](mailto:jroberts@hudson.oh.us) or by phone 330-342-9539.

### Council Updates

A Council Update newsletter is emailed to Council and the Mayor on an as-needed basis to provide updates on project status, background on key legislation that might be coming before Council and other timely information. The newsletter is prepared and distributed by the Communications Manager.

### General City Communications

The City Communication Department publishes a quarterly newsletter, as well as several electronic newsletters, special project emails, website news articles and social media posts. We encourage City Council and board/commission members to sign up to receive these timely news updates. To sign up, visit the [City's News Alerts -Publications](#) webpage.

### City Manager Evaluation

City Council establishes the City Manager's annual priorities, goals and objectives. The Hudson City Council completes an annual performance evaluation of the City Manager. The President of Council conducts the review. The evaluation helps ensure City goals are achieved and provides direction and guidance for the City Manager.

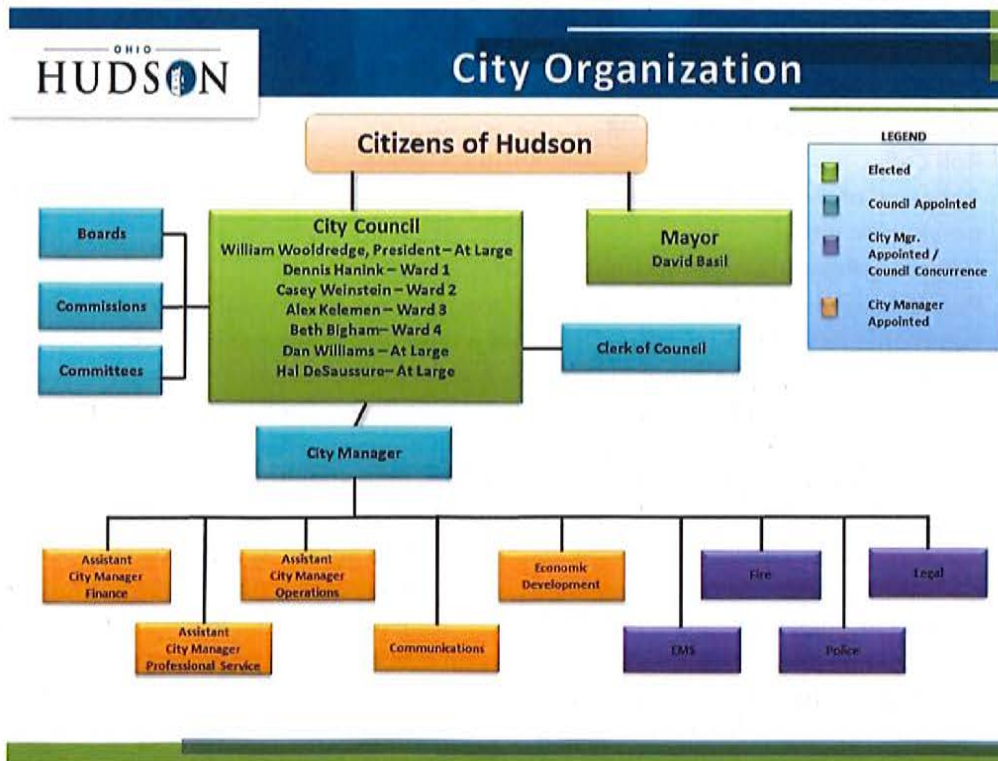
## Chapter 5: City Staff and Structure

The City of Hudson is a nonpartisan local government. Professional staff formulate recommendations in compliance with Council policy and are not influenced by political factors. All Council, board, commission, and committee members are responsible for reading, understanding, and adhering to all policies in the [City's Employee Handbook](#).

The City is an Equal Opportunity Employer. Accordingly, we promote equal opportunity in the areas of recruitment and employment, training and development, transfer, and promotion. Our employment practices are without regard to race, color, religion, creed, sex, age, disability or medical condition, national origin, veteran status, marital status, sexual preference, and all other categories protected by federal, state and City of Hudson anti-discrimination laws. Additionally, in keeping with the spirit of the Americans with Disabilities Act and the religious discrimination provisions of Title VII of the Civil Rights Act, the City will make appropriate reasonable accommodations for employees with qualified disabilities or religious needs as provided for by state and federal law.

### City Departments

The City Manager is responsible for the day-to-day operations and management of the City. The City Manager and Assistant City Managers supervise the organization through department directors and managers. To view the department organization charts of each department, visit the City's [Organization Charts](#) webpage.



## Chapter 6: Council Meetings

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City Council conducts an organizational meeting at 7:30 p.m. during its first regularly scheduled meeting in December following each regular Municipal election. The Mayor presides at this organizational meeting and at all regular or special meetings at which legislative action may be taken.

### Meetings Dates/Times

City Council Meetings are held at 7:30 p.m. on the first and third Tuesday of each month. The meetings are held at Town Hall, 27 E. Main Street, Hudson, Ohio. Regular Meetings and Special Meetings are where action can be taken by Council. These meetings are open to the public, and during the public comment section of the meeting, residents can speak. The Mayor calls a regular meeting to order and runs the meeting.

### Council Workshops

Council also conducts work session meetings, at which no legislative action would be taken to discuss legislative and other actions. These Workshops are held at 7:30 p.m. every second and fourth Tuesday at Town Hall, 27 E. Main Street. Workshops are open to the public, but do not include a public comment section in the agenda. The Mayor calls the meeting to order and hands running the workshop over to the Council President.

### Council Meeting/Workshop Agendas

Agendas for City Council meetings are administrated by the City Manager with the Assistance of the Council President and are published on the Friday before the Tuesday meeting. Agendas for all public meetings/workshops must be published a minimum of 24 hours in advance.

In general, a Council Meeting agenda includes:

1. **Call to Order.** The call to order is done by the Mayor who runs the regular meeting.
2. **Pledge of Allegiance to the Flag.**
3. **Roll Call.**
4. **Approval of the Minutes.** The Mayor makes a motion to approve the minutes from the previous meeting.
5. **Honorary Resolutions/Proclamations.** Only as needed.
6. **Public Comments.** Citizens are asked to provide their address for the record and keep their comments to within 5 minutes. This is not a time for speakers to ask questions or have a dialogue City Council, so there is no back and forth discussion.
7. **Correspondence and Council Comments.** This portion allows Council members to read correspondence not received by the whole of Council or offer comments on any topic.
8. **Report of the Manager.** City Manager provides information, reports or topics or sometimes holds a special presentation on topics of interest to Council.
9. **Appointments.** City Council makes appointments to boards/commission as applicable.
10. **Consent Agenda.** The consent agenda consists of legislation that can be authorized by Council through suspending the rules and passing all legislation listed as consent. Individual items can be pulled by a Council member and discussed and voted on separately.
11. **Legislation.** The legislation portion of the agenda is legislation that is going through three full readings. The legislation is read, and action must be taken by Council at the third reading. Any item can be voted on prior to the third reading if a Council member makes a motion to suspend the rules and the motion passes. See [Council Actions Reference Table](#).

12. **Executive Session.** Only as needed. Confer with the City Solicitor regarding the rules for what topics can be discussed in executive session according to the [Ohio Revised Code](#).
13. **Adjournment.**

**A typical Council Workshop agenda includes:**

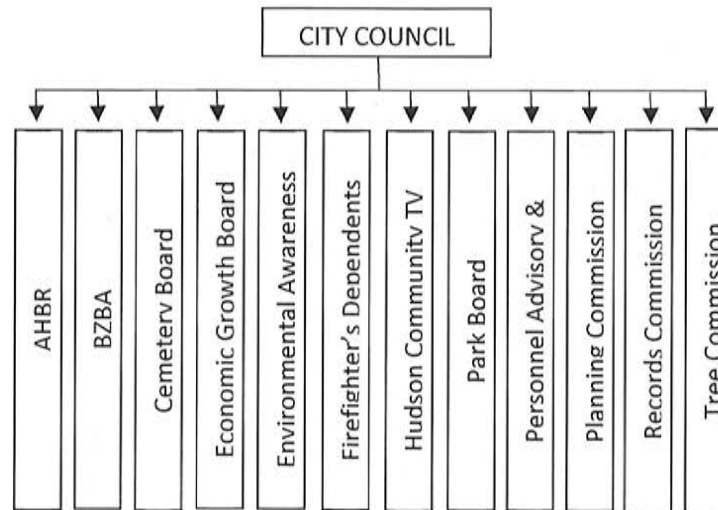
1. **Call to Order.**
2. **Correspondence and Council Comments.**
3. **Discussion Items.**
4. **Items to be Added to Future Agendas.**
5. **Adjournment.**

### [How to Place Items on the Agenda](#)

The Mayor, Council members or staff can ask that items be placed on a future agenda. These requests can be made directly to the Council President or the request can be made during the "Council Comments" or "Future Items" sections of the agenda. In general, workshop agenda items are due to the Clerk of Council no later than 5:00 p.m. two Fridays prior to the meeting.

## Chapter 7: Advisory Boards, Commissions, & Committees

Advisory Boards, Commissions and Committees are staffed by volunteer members who are appointed by Hudson City Council and serve to advise Council on matters determined by the whole of Council. Hudson relies on advisory Board/Commissions, and their members are a vital part of our governmental process. For more information on each Board/Commission and its members, visit our [Boards & Commissions](#) webpage.



### List of Advisory Boards and Purpose

#### Advisory Boards, Commissions and Committees

- **Cemetery Board:** The Hudson Cemetery Board advises on matters regarding City-owned and operated cemeteries. Members are appointed to three-year staggered terms and serve without compensation. To contact the Staff Liaison, call Public Works at 330-342-1750.
- **Economic Growth Board:** The Hudson Economic Growth Board serves as an idea generator and a sounding board for our economic development efforts within the City. To contact the Staff Liaison, call the Economic Development Office at 330-342-1893
- **Environmental Awareness Committee:** The Environmental Awareness Committee(EAC) serves to educate and advise residents on environmental issues such as recycling, storm water, beautification, stream and wetlands clean-up and water and energy efficiency. Seven members serve three, four-year terms. To contact the Staff Liaison, call Public Works at 330-342-1750.
- **Firefighters' Dependents Fund Board:** The Volunteer Firefighters' Dependents Fund Board's function is to prepare and submit an application upon the line of duty death of a firefighter. Barring a firefighter death or disability, the Board typically meets once a year for less than an hour. The Board's term is a calendar year. To contact the Staff Liaison, call the Hudson Fire Department at 330-342-1860.
- **Hudson Community TV Advisory Committee:** The Hudson Community Television Advisory Committee was established to assist the station managers in defining goals and objectives of public, educational, and governmental access to cable television and to explore funding sources for programs. To contact the Staff Liaison, call HCTV at 330-653-2500.



- **Park Board:** The Hudson Park Board advises City Council on matters regarding Hudson parks. Members of the board are appointed by City Council to four-year staggered terms eligible for two re-appointments and serve without compensation. To contact the Staff Liaison, call the Parks Department at 330-653-5201.
- **Records Commission:** The Records Commission was established to provide rules for the retention and disposal of records of the City and to review records disposal lists submitted by Municipal offices. The disposal lists shall contain those records which have been microfilmed or which no longer have administrative, legal or fiscal value to the City or to its citizens. Such records may be disposed of by the Commission. To contact the Staff Liaison, call the Communications Department at 330-342-9539.
- **Tree Commission:** Tree Commission, upon request of City Council or the city manager or groups such as the Planning Commission and the Architectural and Historic Board of Review, shall consider, investigate, make findings, and recommend on any matter concerning trees. The commission also educates the community about the care of the the urban forest. To contact the Staff Liaison, call Public Works at 330-342-1750.

#### Quasi-Judicial Boards and Commissions

- **Architectural and Historic Board of Review:** The Architectural and Historic Board of Review (AHBR) reviews and approves/disapproves applications for zoning certificates other than for industrial buildings in industrial zones. The AHBR also issues certificates of appropriateness to construct, alter, remove or demolish structures, buildings or landmarks within any historic district. The AHBR maintains the high character of the community and protects public health, safety, and welfare, based on the City's Architectural Design Standards. To contact the Staff Liaison, call Community Development at 330-342-1790.
- **Board of Zoning and Building Appeals:** The Board of Zoning and Building Appeals acts on requests for variances from zoning regulations and on certain appeals from the Architectural and Historic Board of Review, Planning Commission and administrative decisions. To contact the Staff Liaison, call Community Development at 330-342-1790.
- **Personnel Advisory and Appeals Board:** The PAAB has jurisdiction over personnel matters for municipal employees, other than the city manager, except provisions covered by collective bargaining agreements, and shall not be required to extend its jurisdiction to any other city or school district or political subdivision of the State of Ohio or their employees. Three members serve six-year terms. To contact the Staff Liaison, call Human Resources at 330-342-1705.
- **Planning Commission:** Planning Commission acts on commercial and industrial site plans, conditional uses and subdivisions of land. It makes recommendations to Council concerning amendments to the zoning code and zoning map, the Growth Management Allocation systems and the Comprehensive Plan. Members serve no more than three consecutive four-year terms. To contact the Staff Liaison, call Community Development at 330-342-1790.

#### Special Boards (established periodically as required)

City Council has the authority to establish Ad Hoc committees that are assignment specific and usually temporary in nature. The following are established Commissions that meet at certain intervals.

- **Charter Review Commission:** The Charter Review Commission meets at five year intervals. In January of a given year, City Council appoints seven to eleven Hudson residents as Commission members. The Charter Review Commission reviews the City's Charter and submitting any

proposed amendments to the Council, which passes legislation to place the issue before Hudson voters at the general election in November that same year.

- **Comprehensive Plan Steering Committee:** A Comprehensive Plan Committee is established by City Council every 10 years. The Comprehensive Plan is the official guide for land use and development for the next 10 – 20 years, detailing a long-term vision and policy agenda for important issues in land use, housing, parks, infrastructure, transportation, and more.

For more information and a full listing of each City of Hudson Board/Commission, current members, meeting dates and locations, and purpose, visit [www.hudson.oh.us](http://www.hudson.oh.us).

### Are You Board Material?

Volunteering on one of Hudson's Board/Commissions requires time, commitment and a willingness to serve the community. Successful volunteer Board/Commission members are:

- Service-oriented with an interest and willingness to be involved in the community.
- Concerned with working for the greater public good, rather than personal self-interest.
- Able to work toward a consensus.
- Open-minded and willing to listen and consider the thoughts and opinions of others.
- Have a general understanding of the functions and workings of City government or a willingness to take the time to learn.
- Passionate about public issues and willing to work to achieve goals.
- Willing to commit the time necessary to attend meetings regularly and serve effectively.

### Responsibilities of Board/Commission Members

Board/Commission members perform a variety of tasks and are responsible for staying informed about Council's vision, goals and expectations for the board, commission or committee, complying with established policies and providing high-quality service to the City. As a Board/Commission member, you will be expected to perform the following:

- Attend meetings regularly. Excessive absenteeism can be cause for removal from the Board/Commission. Members should notify the staff liaison or Chairperson of planned absences prior to meetings.
- Understand the function of the Board/Commission on which you serve. Know the scope of your Board/Commission's specific responsibilities.
- Ensure compliance with open meeting laws, Sunshine Laws, public records and retention laws, and parliamentary procedures, among others.
- Maintain the highest ethical standards.
- Be respectful of others on the Board/Commission, even when their opinion differs from yours. Board/Commission members are expected and encouraged to respect the diversity of opinions of each Board/Commission member.
- Understand your relationship and responsibility to City Council. Board/Commissions work under the direction of City Council.
- Represent the City well. All members are expected to conduct themselves in a manner that is worthy of respect, integrity, teamwork, competence and customer service.

## Requirements for Service

To be eligible to serve on a Board/Commission, an individual must be a resident of the City of Hudson for a minimum of 2 years and remain a resident during the member's term. The member must also be a qualified elector who is registered to vote. While terms and requirements vary by board, in general most require that a member serve no more than three consecutive four-year terms.

## Appointment Process

Those interested in applying for a Board/Commission can do so by applying online through the City's website at [www.hudson.oh.us](http://www.hudson.oh.us) or by calling the Clerk of Council at 330-342-1795 for an application. Vacancies occur year-round. When openings occur, notices are posted on the City's website ([www.hudson.oh.us](http://www.hudson.oh.us)), in the [Hudson E-News](#), and on the City of Hudson's [Facebook](#) and [Twitter](#) accounts. In most instances, the Clerk of Council will schedule a time for each applicant to be interviewed by City Council. The interviews are done in executive session, and City Council as a whole makes the final appointment decision.

## Board, Commission and Committee Roles

As a new member of a Hudson Board/Commission, you have a responsibility for the content and productivity of the meetings. Boards, commissions and committees are not independent groups, but serve Hudson City Council, helping to forward Council's mission and directives.

## Relationship Between a Board/Commission and City Council

Members are appointed by and responsible to Hudson City Council. City Council relies on boards and commissions to provide recommendations in an advisory capacity to help Council formulate policy decisions. Most Board/Commissions have no decision-making authority, and do not set policy, initiate programs or projects without the approval of Council. Boards/commissions do not take positions on policies, projects or political issues unless directed to do so by Council. A few Board/Commissions have quasi-judicial powers, but for the most part, they act as advisory bodies.

## Selecting a Chairperson

The Chairperson of any Board/Commission is crucial to efficiently and effectively running meetings. Board/Commissions usually select their own Chair and Vice Chair. If the Chair is absent the Vice Chair presides over the meeting. In the absence of the Chair and Vice Chair, the Board/Commission designates an acting Chair if a quorum is present.

## Role of the Chairperson

While all members of the governing body should know the rules of procedure, it is the Chairperson who is charged with applying the rules of conduct. The Chair is responsible for conducting the meeting and acting as liaison between staff and the Board/Commission. The Chair also has the power to limit discussion to the main issue under consideration and to end debate when it ceases to be productive. The Chair's rulings must be followed, unless they are overruled by the commission or contrary to City ordinances, Board/Commission rules or other established policy.

The Chair conducts the meeting, and it is common courtesy for the Chair to take a less active role than other members of the body in debates and discussions. The Chair should strive to be the last to speak at

the discussion and debate, and should not make or second a motion unless he or she is convinced that no other member of the Board/Commission will do so.

## Attendance

Regular attendance at meetings is an important responsibility of each Board/Commission member. A Board/Commission member may lose his or her position on the Board/Commission due to poor attendance. Meeting dates appear on the City's website calendar at [www.hudson.oh.us](http://www.hudson.oh.us).

## Staff Liaisons

All Board/Commissions have a City staff assigned as advisors and who can provide research and administrative services, including taking minutes, publishing agendas, and providing notice of the public meetings. If a Board/Commission wishes to assign City staff, including City attorneys, with a project beyond traditional meeting organization, that request should be made through the City Manager. In general, correspondence and requests directed to the staff on behalf of the Board/Commission should be routed through the Chairperson or the Council liaison.

## Council Liaisons to Boards/Commissions

Each board, commission and committee is assigned a Council Liaison who serves as the primary channel of communications between Council and the board. The role and responsibility of the Council Liaison is described in the "Council Liaison" section of the Council Overview chapter of this Handbook.

## Board/Commission Meeting Notice Requirements

### Regular Meetings

Regular Board/Commission meetings are scheduled at the beginning of the year for the entire year. All regular Board/Commission meetings require a public notice on the City's website a minimum of 48 hours before the time of the meeting.

### Special Meetings

Less notice is permitted only when dealing with matters of such urgency and importance. In the event of a special meeting, notice must be posted no later than 24 hours before the time of a special meeting. Such notification shall include, at a minimum, the time, place, and subject matter of the meeting.

## Basic Agenda and Item Discussions for Board/Commission Meetings

Boards/commissions agendas can vary by public body. Following is a suggested agenda order.

1. Call to Order. The call to order is done by the Board/Commission Chairperson who runs the meeting. The minute taker should note the time the meeting begins for the record.
2. Roll Call.
3. Approval of the Minutes. The Chairperson makes a motion to approve the minutes from the previous meeting. Board/Commission members are polled for their vote to accept the minutes.
4. Public Comments. Some Board/Commissions hold a public comment period as part of the meeting. If required, public comment time is usually limited to 5 minutes per person

- speaking. It is not a dialogue time with the Board/Commission, so there is no back and forth. The person speaking should give his/her name and address for the record.
5. Report of the Committees. If your Board/Commission has subcommittees, you may decide to have committees give reports of their activities. This is not a required item, as reports could also be provided to members via email.
  6. Agenda Items. List each item to be discussed. Be cognizant of the time need to discuss each item so as not to put too many items on the agenda and end up with a 4-hour meeting. Ideally, meetings should be 2 to 2 ½ hours.
  7. Adjournment.

### The Board/Commission Role During Meetings

It is sometimes easy for meeting discussions to go off on tangents that end up outside of the specific purview of the Board/Commission. It is important that Board/Commissions understand what authorities they have, and that they not digress into areas of discussion that are outside of their realm of authority or scope. The staff liaison and City Solicitor can help you with understanding the scope of your authority.

### Board/Commission Compensation, Expenses

Members of boards, commissions and committees serve without compensation, but may be reimbursed such reasonable and necessary expenses as may be necessary. Procedures for approval of expenses, forms required and information about what is allowed are available through your staff liaison or the Clerk of Council.

## Chapter 8: Public Meetings / Sunshine Laws

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All meetings of City Council or board/commission are open to the public, except when a validly convened executive session is called. An executive session should be approved by the City Solicitor prior to entering executive session to determine that the executive session is legally appropriate. The following are highlights of public meeting and open meeting information. Please refer to the [Sunshine Laws](#), the [Ohio Revised Code](#), and the [Ohio Attorney General's website](#) for more detailed information.

### Ohio Sunshine Laws

Ohio's Public Records and Open Meetings laws, collectively known as the "Sunshine Laws," give Ohioans access to government meetings and records. The Ohio Attorney General's Office helps public officials and citizens understand their rights and responsibilities under these laws. Following is an overview of those laws. All Council and board/commission members should read the Sunshine laws in their entirety. They are available on the Ohio Attorney General's Website [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov). Here is a direct link to a PDF of the 2017 [Sunshine Laws Manual](#).

The Open Meetings Act requires public bodies in Ohio to take official action and conduct all deliberations upon official business only in open meetings where the public may attend and observe. Public bodies must provide advanced notice to the public indicating when and where each meeting will take place and, in the case of special meetings, the specific topics that the public body will discuss. The public body must take full and accurate minutes of all meetings and make these minutes available to the public, except in the case of permissible executive sessions.

### What is a Public Meeting?

The term "meeting" is defined as a gathering of a quorum of any public body at which any public business is discussed or at which any formal action may be taken. It is important to remember that the open meeting requirements apply to more than just in-person gatherings. They also apply to telephone conference calls, group emails, or any other means of communication where conference-like communication can occur. However, the term "meeting" does not include a chance meeting or social gathering at which the discussion of public business is not the central purpose. City Council meetings and workshops and regularly scheduled meetings of Board/Commissions appointed by City Council are considered public meetings.

### Quorum Requirements

For Council or boards/commission to conduct business or take formal action, a quorum of the membership must be present. A quorum is a majority of the total number of members specified by the municipal ordinance. This quorum requirement does not change even if a position is vacant and City Council has not appointed a replacement. If a quorum is not present for a meeting, those present can adjourn the meeting to a later date and time.

## Public Notice Requirements

Full and timely notice to the public must be given prior to the holding of any public meeting at which a majority or quorum is in attendance or is expected to be in attendance. The Clerk of Council or your board/commission staff clerk must be notified and will handle publishing meeting notices as required by law.

## Public Hearings

### Informal Public Hearings

An informal public hearing is one which is not required by law but which is called to give the public a chance to comment on a subject. Council can set rules for notifying the public of an informal hearing, establish a time frame, and conduct the hearing in any fair way it chooses.

### Formal Public Hearings

A formal public hearing is one that must be conducted per State laws or City Ordinances and is designed to provide due process of law to the public. Formal public hearings are held by City Council and some boards/commissions. The advanced notice required varies by the matter being discussed. Contact the Clerk of Council or the board/commission staff liaison for confirmation regarding the time required for advanced notice.

## What is Not a Public Meeting?

The holding of an executive session is the only time that a meeting of a City Council or board/commission meeting may lawfully be conducted privately. For most Board/Commissions, the use of executive sessions is rare and members should obtain advice in advance from the City Manager if they contemplate requesting such a session. During an executive session the public body may not make final policy decisions, adopt resolutions, or take other formal action.

## Chapter 9: Conducting a Meeting

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As a public official, you have a responsibility for the content and productivity of the meetings you attend. The following information will help you in your new role.

### Meeting Minutes/Recordings

All public meetings of Council and Boards/Commissions must keep full and accurate minutes of their meetings. Minutes are the historical records of an officially convened meeting of an organized public body. Minutes are not required to be a verbatim transcript of the proceedings, but they must include enough facts and information to permit the public to understand and appreciate the rationale behind the public body's decisions. If the meeting is being recorded through the Granicus video system, minutes can be automatically generated through the system by staff. The video of the meeting, in addition to a written summary, serve as the official meeting minutes. Council minutes are taken by the Clerk of Council. Board/commission minutes usually are taken by the staff liaison or a board member who has been assigned this task.

At a minimum, the minutes of a meeting should contain the following information:

- Date, time and location of the meeting.
- Listing of members present.
- General outline of each major topic discussed, considered, and the outcome.
- Verbatim (to the extent possible) record of all motions along with a list of how each member voted on each motion.
- Statements made by individual board members explaining their vote. (Note: it is especially important that board members state, and the minutes reflect, reasons for dissenting opinions.)
- Detailed recording of all formal actions taken.
- Time of adjournment.

### Executive Session Minutes

Because executive sessions are not open to the public, meeting minutes should reflect only the general subject matter of the executive session via the motion to convene the session for a permissible purpose or purposes.

### Roberts Rules of Order

In general, the City follows [Roberts Rules of Order](#) for parliamentary procedure when conducting public meetings. The guiding principle is that everyone has a right to participate in discussion before anyone may speak a second time. For a complete online version of Roberts Rules of Order, visit <http://www.rulesonline.com/>.

### Resolutions, Ordinances, Emergency Language

Generally, resolutions and ordinances go through three readings before they are voted on by City Council. Once passed, provided there is no emergency language, they go into effect 30 days after passage. Council may dispense with the three readings rule provided there is an affirmative vote of five Council members if only five or six members are present, or an affirmative vote of six Council members if seven members are present. A Council member can make a motion to suspend the three readings



rules, and if passed, Council then can take a vote on the legislation. Boards/commissions do not establish or authorize ordinances, policies, or rules.

Click on this [City Council Actions Reference Table](#) link for an easy guide to determine the number of votes needed for passage of specific types of actions.

### Ordinances vs. Resolutions

A municipal ordinance is a rule, law or statute adopted by a municipal legislative body. Ordinances go into effect 30 days after adoption, unless they are enacted as an emergency ordinance.

A resolution is a formal expression of the opinion or will of an official municipal body adopted by a vote.

### Emergency Language

Ordinances or resolutions requiring an appropriation of an immediate expense, street and utility improvements with specific timelines, and other subjects where emergency measures are necessary for the immediate preservation of the public peace, health or safety of the City should contain emergency language. The emergency language allows the legislation to go into effect immediate upon passage. If an emergency measure fails to receive the necessary affirmative votes but receives a necessary majority for adoption as a regular measure, it is adopted as a regular measure.

### Motion to Table or Postpone

A motion to table a matter or legislation can be made to suspend consideration of a main motion in order to deal with another matter that has come up unexpectedly and which must be dealt with before the pending motion can be properly addressed. A motion can be made to table or to postpone until a date specific. If tabled, the meeting body would need to vote to bring it back into consideration before it could be voted upon. If postponed to a date specific, it can be reconsidered on that date.

### Courtesy and Decorum

The Rules of Order are meant to create an atmosphere where Board/Commission members and the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the Board/Commission members to maintain common courtesy and decorum. It is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the Chair.

### Tips for Conducting an Effective Meeting

- Council and Boards/Commissions are responsible for the content and productivity of the meeting and should come prepared to a meeting.
- The agenda and any information to be discuss should be provided to members in advance.
- The length of the meeting should be determined in advance, and every effort should be made to adhere to that scheduled time. To help keep meetings from going on and on, specific time limits can be imposed on speakers or presentations.

## Chapter 10: Public Records / Records Retention

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Ohio's Public Records and Open Meetings laws, collectively known as the "Sunshine Laws," give Ohioans access to government meetings and records. We recommend that all Board/Commission members read the Sunshine laws in their entirety. They are available on the Ohio Attorney General's Website [www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov). Here is a direct link to a PDF of the [2017 Sunshine Laws Manual](#).

### What is a Public Record?

A public record is any document, device, or items, regardless of physical form, including electronic records and audio/visual recordings, that are created or received by, or come under the jurisdiction of any public office, which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the office. Types of records that may be considered a public record include, but are not limited to:

- Agendas, minutes and files of all public meetings of City Council and/or boards and commissions.
- Materials distributed to or presented to the public body and all files are open to the public unless they have been determined to be privileged.
- Emails that discuss official business, activities, or decisions. Assume that any email sent among members of Council or Boards are public record. Do not put anything in an email that you don't want to read in a newspaper.
- Emails on private email accounts or servers are considered public records if they discuss actions, projects or other items related to the course of business of the Board/Commission. By law, each Council member or member of a Board/Commission would be required to produce such records if a public records request was made for those emails.
- Visual or audio recordings of public meetings or materials presented during a meeting or activity of Council or Boards.
- Reports or information created by the public body, including drafts of those reports.
- Information kept on a home computer or PDA or Smart Phone related to government business is subject to disclosure unless exempt. This includes all emails, text messages, and calendars.
- If the City pays for the device (iPad, phone, computer, etc.) there is no "personal" information on a City device.

### What is Not a Public Record?

Assume that nearly all the correspondence, reports, agendas minutes, emails, and other electronic and hardcopy documents produced as part of doing the business are public record and must be made available for public inspection or copying.

In some instances, personal notes that are not official records that are kept for the employee's use may not be public records. In addition, some documents are considered privileged and do not have to be released. However, there are very limited reasons that a document would be privileged. Some of these reasons include:

- Some private information such as social security number, medical information, tax information.

- Infrastructure and security records of critical systems that would endanger public safety and public office security
- Attorney-client privilege
- Criminal discovery
- Trial preparation records
- Trade secrets
- Copyright

The City of Hudson City Solicitor or his/her designee will make the final determination regarding what is privileged. Personal information is not subject to disclosure and may be redacted to protect privacy interests as allowed by law.

### Public Records Requests

If City Council or Board/Commission members receive a public records request, it should be forwarded immediately to the City's Communications Manager. You will be responsible for turning over any electronic or hardcopy documents to the City Communications Manager generally within 24 to 48 hours of the request. The Communications Manager will work with the City Solicitor to fill the request and to redact information that is determined to be privileged.

The consequences of failure to turn over public records are serious and may include lawsuits, fees or other legal actions.

## Chapter 11: Ethics and Code of Conduct

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It is the responsibility of Board/Commission membership to maintain a high standard of ethics. Members are expected to demonstrate the highest degree of principles and integrity. The [Ohio Revised Code](#) is the best source for more information about the ethical obligations of a Board/Commission member. An overview of public ethics laws for the State of Ohio can be found in [Ohio Ethics Laws Overview](#). For a concise examples of codes of ethics, view the [ICMA Code of Ethics](#), the [Oxford Code of Conduct](#) and the [Ohio Ethics Board and Commission Member Guidance Sheet 2018](#). Some categories of note include:

### Confidential Information

If an official or employee has access to confidential information in his or her public job, he or she is prohibited from disclosing or using that confidential information. Information discussed in executive session or that is privileged based on attorney-client privilege, HIPPA or otherwise deemed confidential are not to be shared outside of those receiving the communication. Contact the City Solicitor for help on determine what information is considered privileged. In general, most emails or communications from or to the City Solicitor or Special Council could be privileged. Check with the City Solicitor to determine if they are public record before sharing such emails.

### Local Ballot Measures

At times, initiatives may be placed on the ballot that affect City Council policy. There are restrictions regarding what actions the City may take on ballot measures. Specifically, State of Ohio statutes prohibit the City from using its personnel, equipment, materials, buildings, or other resources to influence the outcome of elections.

The City can create and distribute informational reports or pamphlets for the purpose of informing the public of the facts of an issue. Information from the City cannot encourage people to vote for or against any issue. City Council members can take a personal stand on issues, but should make it clear that this is their personal opinion and not the opinion of City Council or the City.

### Gifts

The conflict of interest law prohibits a public official or employee from soliciting or accepting things of value that could have a “substantial and improper influence” on the official/employee. Per [Ohio Ethics Laws](#), an official cannot solicit or accept gifts, travel expenses, employment, substantial meals or other things of significant value if it could improperly influence the official in the performance of their duties. While there is an exception for *de minimus* (small) gifts, it is best practice not to accept gifts. The receipt of a gift can’t be remedied by giving it to someone else. Often the perception of impropriety is more important than the reality. Examples of prohibited gifts:

- Golf outings, greens fees, cart rentals
- Discount at a local retailer
- Travel, meal, and lodging
- Free season tickets, tickets to a post-season game,
- Jewelry

- An increase in the value of property, an opportunity to sell property at a profit or for a commission or any other benefit to property.
- Meal at an exclusive restaurant, spa services
- The beneficial or detrimental impact on the value of real property, created by a public agency's land use decision is a thing of value.

Although the City recommends not accepting gifts, some examples of items that the Ohio Ethics Commission has found permissible depending on the circumstances are:

- A book of *de minimis* value
- Single lunch at a family-style restaurant
- Promotional items such as a tee-shirt or a mouse pad

## Conflict of Interest

Public officials cannot use their position to gain a benefit for the official or anyone with whom they are closely connection (i.e., self, family, or business associates).

- Participate in matters where the public servant has a conflict of interest (i.e., will get something of value for self, family, business associates or others where there is a relationship that affects the official's objectivity).
- Disclose or use confidential information.
- Receive additional compensation for performance of official duties.
- Represent parties on matters in which the public servant was involved.
- A Board/Commission member who is a partner or associate at a law firm is prohibited from voting, discussing, participating in deliberations, or otherwise using his official position regarding matters pending before the Board/Commission and for which a member of his law firm is representing a client.
- A zoning commission member is prohibited from voting to approve a zoning change or variance for property in which he has a commission interest as a real estate agent.
- A public official cannot receive anything of value "that is of such a character as to manifest a substantial and improper influence upon him with respect to his duties."
- Exception for *de minimis* (i.e., small) gifts, but be careful! Best practice is to not accept gifts.
- Can't remedy by giving it to someone else.
- Something that would not ordinarily accrue to the public official or employee in the performance of his/her official duties. Something that provides a definite, pecuniary (monetary) benefit to a public official or employee.

There are six basic questions to ask yourself in determining whether you have a conflict of interest.

1. Are you making, participating in making, or using your "official position" to influence a governmental decision?
2. Do you have an economic interest involved in the decision?
3. For each of your economic interests, is the economic interest either directly or indirectly involved in the governmental decision before you?
4. For each economic interest, is it reasonably foreseeable that the financial effect on that interest will be material?

5. If the financial effect on your economic interest is both material and foreseeable, is the financial effect distinguishable from the effect on the public generally?

### Abstention

When a member of Council or Board/Commission has a conflict of interest as a result of the member's affiliation with any person or entity coming before Council or the Board, that member should abstain from all discussion regarding the matter and abstain from voting on the matter. The member should in no way participate, formally or informally, in the decisions of the public body. Check with the City Solicitor to determine if a conflict might exist.

### Appearance of Impropriety

Even though certain conduct may be permitted under [Ohio Revised Code R.C. 102.03](#), a public official or employee may choose to refrain from participating in a matter so as to avoid creating an appearance of impropriety.

### Financial Disclosure

Some elected officials and public employees are required to file disclosure statements with the Ohio Ethics Commission. A complete list of officials required to file disclosure statements is available in the Ohio Revised Code [R.C. 102.02 \(A\)](#). Contact the Clerk of Council for the proper forms and if you are unsure if you should file.

## Chapter 12: City Finances and Budgeting

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### Financial Planning

The City's budget is more than an accounting document. It serves as an outline for how the City should best use its resources to benefit the citizens. The financial planning process involves three major elements:

- **Comprehensive Plan** – this document, updated every 10 years, establishes a policy framework to guide the expansion of the City and future development.
- **Five-Year Plan** – updated annually, the Plan projects the financial performance of operating funds, estimates funding needs, identifies funding sources, and estimates the cost and funding of projects and programs to accomplish Comprehensive Plan goals and City Council goals and objectives over a five-year period. The purpose is to establish capital project priorities and make advanced preparation for the funding of projects on the five-year horizon. It also identifies financial trends in advance so that timely corrective action can be taken if necessary.
- **Annual Operating and Capital Budgets** – Approved annually, it sets the budget of the City for two years. Each year, staff develops a recommended annual budget that covers a two-year period and presents the budget to City Council. Council reviews the budget and recommends changes. The Annual Budget is approved by City Council in November-December. City Council makes decisions on which items should be included in the Annual Budget and provides final authorization for expenditures when the individual projects, such as capital projects, come before Council. The budget is a “balanced budget” for each fund.

### Budget Modifications

Supplemental appropriations are amendments to authorized appropriations that can be made if changing circumstances make it necessary. Amendments typically are presented to City Council on a quarterly basis.

### Budgetary Monitoring and Compliance

The City follows procedures prescribed the State of Ohio law as it establishes budgets. The City maintains rigorous compliance and monitoring standards to ensure the integrity of the financial funds and the budget process.

### Budget Reporting/Transparency

A monthly budget report that includes a financial comparison of the budget vs. actual and current year actual vs. prior year and provides explanations of any significant variances. These reports are archived on the City's website: [City Financial Reports](#).

The City is committed to transparency in financial reporting, and includes the [OpenGov application](#) on the City's website. It is an interactive tool that allows City Council and citizens to explore the City budget and transaction data in various graphical formats. All transactions are viewable through this application. We encourage Council and boards and commissions to use this tool.

[Taxpayer Receipt](#) is another application that lets individuals view how their income and property tax money is being used by answering a few simple questions.

### Timeline

While the budget timeline may change from year to year, below is the current timeline for review and adoption of the City's Five-Year Plan and Budget:

DATE	REVIEW
January	Review of prior year, including legislation, budget, and department operations.
February	Review and discussion of strategic plan and broad-based goals at Council Retreat.
March	Financial policy and performance measurement review.
April/May	City Road Tour (to look at road conditions), followed by review of the capital program and vehicle/equipment needs.
July	Mid-year financial review of capital projects.
July-September	Preparation of budget documents.
September-October	Council review of proposed Five-Year Plan and Budget.
November	Adoption of Five-Year Plan and Budget.



## Chapter 13: Communications, Media Relations, Social Media

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The Mayor, City Council, and Boards/Commissions represent the City of Hudson and are held to higher standards. Whatever you do or say reflects on the City. When you speak publicly, some will perceive what you say as a reflection of City policy or attitude. It is important Council or the Board/Commission speak with one voice on policies, programs and subjects that have been discussed by and/or approved by the body as a whole.

### Communications with Staff

Requests made by individual Council Members for information or assistance will be addressed as quickly as possible under the circumstances, provided that, in the judgment of the City Manager (or the City Attorney depending on the nature of the request) the request is not of a magnitude, either in terms of workload or policy, which would require that it more appropriately be assigned to staff through the collective direction of the City Council. If the individual Council Member request goes beyond these parameters, or in the judgment of the City Manager, is not within the scope of City policies or business, the City Manager will bring the request to the full Council for consideration.

Board/Commission Members should make all requests for information or assistance through the staff liaison who will work through the City Manager as referenced above.

### Communication with the Media

The City of Hudson has a [Media Policy](#) that establishes guidelines for responding to media inquiries. It is intended to provide for accurate and consistent flow of information and to comply with guidelines of the Freedom of Information Act. All City staff, Board/Commission Members, City Volunteers, City Council and the Mayor are required to comply with these policy provisions.

Media requests for interviews, in print or broadcast, should be forwarded to the Communications Manager who will determine the appropriate level of response, department, and spokesperson for that topic. For major projects, programs and issues, the City designates one or more spokespersons for a topic to ensure consistent, timely information is provided to the press.

During a crisis situation, the Communications Manager is the sole point of contact and will handle all media inquiries for the duration of the event. If a significant incident occurs, the Communications Manager should be contacted immediately, regardless of the hour. The Communications Manager will notify the City Manager and City Council as necessary, prepare media statements, and schedule press conferences and interviews.

### Communication with the Public

Remember that your actions and statements as a public official assume special significance, and if not responsibly discharged, could result in a situation detrimental to the public's best interests. Any position or policy City Council or a Board/Commission would like to take on behalf of the municipality must be approved by Hudson City Council, unless otherwise provided for by law.

An individual member of City Council or a Board/Commission should not represent his or her own views or recommendations as those of the City Council and or the Board/Commission has officially voted to

approve such action. When presenting your personal opinion, it is important to clarify that you are not speaking on behalf of Council, a Board/Commission or the municipality. Although a member may have a personal view that differs from others on the public body for which they serve, when speaking as a member of that public body, all comments should reflect the position of the public body as a whole.

## Use of Social Media

The City of Hudson has official social media sites that provide approved information from the City of Hudson to the public. Hudson Board/Commissions and Board/Commission members are not permitted to establish separate sites or pages for their Board/Commission or sites that are or appear to be maintained by the City of Hudson.

Employees, officials and volunteers represent the City of Hudson, on and off duty, and when they are posting social media sites. When posting information online, adhere to the City's rules and policies including policies that require employees, volunteers and public officials to act in an ethical and civil manner at all times. You are responsible for reading and reviewing the [Social Media Policy](#). General guidelines include:

- Exercise caution, sound judgment, and common sense when posting on personal social media sites, knowing that as public servants, even off duty, one's behavior reflects upon the City.
- Do not use a City-provided email address for any personal social media presence.
- Make it clear that all posts on personal sites are your own and not the views or opinions of the City.
- Do not post proprietary, privileged, confidential or non-public information.
- Do not use the City of Hudson logo, seal, or other images owned by the City of Hudson without prior written consent.
- All posts to private sites may not:
  - Include material, text or visual, that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful or in violation of City policies.
  - Include content or links that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender, marital status, status about public assistance, national origin, physical or mental disability or sexual orientation.
  - Show, conduct or encourage illegal activity.
  - Show information or images that may compromise the safety or security of the public or public systems.

## Publicity, Press Releases, Flyers or Other Materials

Press releases, publicity materials, advertisements, brochures or other information to be disseminated to the media or the public must go through the City Communications Manager.

## How to Stay Informed about City Programs, Events, and Information

Stay informed about Hudson by signing up for Hudson E-Newsletters and updates. [Click here to sign up.](#)

## Chapter 14: Computer/Email Policy

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The Information Technology department (IT) will provide an iPad to the Mayor, City Council members, and some Board/Commission members for official City use. City staff will ensure all appropriate software is installed and will provide an orientation in the use of computers and related software. Staff will provide assistance for City-issued equipment, but does not provide assistance for personal computer applications or computers. Personal media, emails, and programs cannot be stored on City-issued computer/iPad equipment. Throughout your Council or Board term, City equipment is subject to audit. Virus protection software must not be disabled at any time, and non-City programs or media found during audits will be removed. All City-issued equipment must be returned upon completion of the official's term of office. Be sure to read and understand the full [Computer Policy](#).

## Chapter 15: References/Links

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1. [Agendas, Minutes and Videos](#)
2. [Boards and Commissions Application](#)
3. [Boards and Commissions Agendas, Minutes, Videos](#)
4. [Boards and Commissions Website Pages](#)
5. [Carver's Policy Governance Model](#)
6. [Carver's Policy Governance Model Overview](#)
7. [Clerk of Council Contact Information](#)
8. [Code of Conduct - Oxford](#)
9. [Code of Ethics - ICMA](#)
10. [Codified Ordinances of Hudson, Ohio](#)
11. [Comprehensive Plan Documents](#)
12. [Computer Policy](#)
13. [Connectivity Plan](#)
14. [City Charter](#)
15. [City Council Agendas, Minutes, Videos](#)
16. [City Council Information and Contacts](#)
17. [City Meeting Calendar](#)
18. [Council Actions Reference Table](#)
19. [Council Budget Handbook](#)
20. [Employee Handbook](#)
21. [Financial Reports](#)
22. [Financial Tools \(Open.Gov/Taxpayer Receipt\)](#)
23. [Five-Year Plan and Budget](#)
24. [E-Newsletters and City Communications](#)
25. [Engage Hudson Mobile App](#)
26. [Engineering Code \(Building & Housing Code\)](#)
27. [Hudson City Website](#)
28. [Land Development Code](#)
29. [Making it Work: The Essentials of Council-Manager Relations](#)
30. [Mayor Information and Contact](#)
31. [Media Policy](#)
32. [Organization Charts](#)
33. [Ohio Ethics Board and Commission Members Guidance Sheet 2018](#)
34. [Ohio Ethics Commission](#)
35. [Ohio Revised Code](#)
36. [Ohio Sunshine Laws](#)
37. [Online Sunshine Laws Training](#)
38. [Public Records Information](#)
39. [Public Records Policy](#)
40. [Robert's Rules of Order](#)
41. [Staff Directory \(Online\)](#)
42. [Staff Directory \(Printable PDF\)](#)
43. [Sexual and Other Unlawful Harassment Policy](#)
44. [Social Media Sites](#)
45. [Social Media Policy](#)
46. [Travel Guidelines](#)
47. [Video Live Streaming of Board/Commission Meetings](#)

## Chapter 16: Staff Directory

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The following directory provides a quick reference for City departments. For an online staff directory, visit [Staff Directory Online](#). [Click here](#) for a printable directory.

### City Department Contact Numbers

Administration:	330-342-1700
HCTV:	330-650-2500
City Solicitor's Office	330-342-1719
Community Development:	330-342-1790
Communications:	330-342-9539
Economic Development:	330-342-1893
EMS:	330-341-1842
Engineering:	330-342-1770
Finance:	330-650-1799
Fire:	330-342-1860
Information Technology:	330-650-1799
Police:	330-342-1800
Public Works:	330-342-1750
Hudson Public Power:	330-342-1728
Public Properties:	330-342-1759
Cemeteries:	330-342-1750
Ellsworth Meadows:	330-656-2103
Parks:	330-653-5201
Service:	330-342-1750
Water:	330-342-1738
Utility Billing:	330-342-1710
Velocity Broadband:	330-342-9544