

ORDINANCE NO. 2025-09

INTRODUCED BY: Mayor Bodnar and Council as a Whole

AN ORDINANCE AMENDING THE VILLAGE CHARTER TO CLARIFY WHICH ADMINISTRATIVE POSITIONS ARE INCLUDED IN THE CLASSIFIED SERVICE AND UNCLASSIFIED SERVICE AND SUBJECT TO CIVIL SERVICE

WHEREAS, Article XI of the Mayfield Village Charter requires that a Charter Review Commission convene every five (5) years to review the Charter; and

WHEREAS, the Charter Review Commission shall review the Charter and within five (5) months after such appointment have a review session with the Mayor and Council and then recommend to the voters such amendments to the Charter, as in its judgment are desirable; and

WHEREAS, the Charter Review Commission reviewed the Charter and had a review session with the Mayor and Council on June 2, 2025; and

WHEREAS, the Charter Review Commission recommends to the voters a proposed amendment to clarify which administrative positions are included in the classified service and unclassified service and subject to civil service and to make such amendments consistent therewith to the Charter in its entirety.

NOW, THEREFORE, BE IT ORDAINED by the Council of Mayfield Village, Cuyahoga County, State of Ohio, that:

SECTION 1. Article V (Administrative Departments, Boards and Commissions), Section 6(B)(3) (Civil Service Commission) of the Mayfield Village Charter is amended to read as is set forth in Exhibit “A”, a copy of which is attached hereto and incorporated herein by reference.

SECTION 2. This Ordinance upon adoption by Council shall be referred to the Clerk of Cuyahoga County Board of Elections not later than sixty (60) days before the November 4, 2025 election. Upon this proposed amendment being approved by a majority of the electors voting thereon, it shall become part of the Charter of Mayfield Village, Ohio.

SECTION 3. Pursuant to the mandates of the Charter, a copy of the full text of this proposed amendment shall be delivered to the residents of the Village not less than thirty (30) days before the election and, pursuant to law, a legal notice will be published once a week for two consecutive weeks at least fifteen (15) days prior to the election.

SECTION 4. By authority of this Ordinance, the Board of Election is authorized and directed to place on the ballot for the electors of Mayfield Village, at the November 4, 2025 election, the following question:

**SHALL MAYFIELD VILLAGE CHARTER ARTICLE V, SECTION 6(B)(3)
BE AMENDED TO CLARIFY WHICH ADMINISTRATIVE POSITIONS
ARE INCLUDED IN THE CLASSIFIED SERVICE AND UNCLASSIFIED
SERVICE AND SUBJECT TO CIVIL SERVICE?**

YES _____

NO _____

SECTION 5. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law and upon signature of the Mayor.

SECTION 6. The Council finds and determines that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council and that deliberations of this Council and of its committees, resulting in such formal action, took place in meeting open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

STEPHEN SCHUTT
Council President

First Reading: _____, 2025

Second Reading: _____, 2025

Third Reading: _____, 2025

PASSED: _____, 2025

BRENDA T. BODNAR, Mayor

APPROVED AS TO FORM:

DIANE A. CALTA, ESQ.,
Director of Law

ATTEST: _____
MARY E. BETSA, MMC
Clerk of Council

EXHIBIT A

(Clarify unclassified service positions)

Article V- Administrative Departments, Boards and Commissions

Section 6(B)(3)- Civil Service Commission.

(B) Classification of Service.

The Civil Service of the Municipality is hereby divided into the unclassified and the classified service. The Civil Service Commission shall determine which employees of the Municipality shall be within the classified service and which shall be within the unclassified service, subject to the following provisions.

(3) The Clerk of Council, all department heads ~~and Commissioners~~ (except as set forth in Section (B)(1) and (2) above), and assistants and secretaries to department heads, and elected officials ~~and administrative assistants to department heads and elected officials~~, whether they be full-time or part-time employees, shall be in the unclassified service.

(Amended 11-3-15.)