



**CITY OF HUBER HEIGHTS
STATE OF OHIO**

City Council Work Session

**January 6, 2026
6:00 P.M.**

City Governance Center - Council Chambers - 6151 Brandt Pike - Huber Heights, Ohio

- 1. Call Meeting To Order/Roll Call**
- 2. Approval Of Minutes**
 - A. November 17, 2025
 - B. December 2, 2025
- 3. Work Session Topics Of Discussion**
 - A. City Manager Report
 - B. Purchase Of New Engine - Fire Division
 - C. City Staffing Levels/Table Of Organization
 - D. City Salary Ranges/Wage Levels
 - E. City Hall Renovation - Award Contract

F. Montgomery County Law Enforcement Memorial Association Donation

G. Creekside Development TIF District

H. City Council - Public Records Training Designee

I. 2026 Rules Of Council

J. 2026 Vice Mayor

K. Executive Session - Collective Bargaining Matters

4. **Adjournment**

AI-11299

Topics Of Discussion A.

Council Work Session

Meeting Date: 01/06/2026

City Manager Report

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: Council Work **Date(s) of Committee Review:** 01/06/2026
Session

Audio-Visual Needs: SmartBoard **Legal Review:** Not Needed

Emergency Legislation?: No **Motion/Ordinance/
Resolution No.:** N/A

Agenda Item Description or Legislation Title

City Manager Report

Purpose and Background

A copy of the presentation given with the City Manager Report has been attached (see attached).

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

No file(s) attached.

AI-11302

Topics Of Discussion B.

Council Work Session

Meeting Date: 01/06/2026

Purchase Of New Engine - Fire Division

Submitted By: Keith Knisley

Department: City Manager

Council Committee Review?: Council Work Session

Audio-Visual Needs: None

Emergency Legislation?: No

Division: Fire

Date(s) of Committee Review: 01/06/2026

Legal Review: Not Needed

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Purchase Of New Engine - Fire Division

Purpose and Background

The Fire Division is requesting to purchase of a new fire engine. The replacement of this fire engine has been a planned replacement, having been part of the Fire Division's Capital Improvement Plan and is included in the 2026 Capital Budget. This new vehicle will be placed into a front-line status, allowing the current 2017 Sutphen fire engine (Engine 22) to move to a reserve/backup role.

The purchase of this new fire engine would be completed using the City's already established Sourcewell Purchasing Cooperative account to award the purchase contract to Sutphen Fire Apparatus. Sutphen, a family-owned Ohio-based company, has been a provider of fire apparatus to the Huber Heights Fire Division since 2006. The purchase and delivery of this Sutphen Fire Engine will provide a standardized platform encompassing the many components, functions, and general capabilities of all current Huber Heights Fire Division fire engines.

The Fire Division has an existing fire engine on order from Sutphen Fire Apparatus. The existing order was placed in January, 2023 with a delivery that was to be at the end of 2025. Sutphen and the City of Huber Heights agreed to delay the delivery of the engine ordered in January, 2023 so that, if ordered in January, 2026, both engines would be constructed together and delivered together by the end of 2026. If this engine purchase was not combined with the 2023 engine order, this engine would not be scheduled to be delivered for another forty-two (42) months and would cost the City \$1,020,381.69, which is significantly greater than the currently contracted rate.

The Fire Division is requesting Council to authorize the purchase of this Sutphen fire engine through Sourcewell Purchasing Cooperative at a cost not to exceed \$900,000.

Fiscal Impact

Source of Funds: Fire Capital Fund

Cost: \$900,000

Recurring Cost? (Yes/No): No

Funds Available in Current Budget? (Yes/No): Yes

Financial Implications:

Attachments

Proposal
Resolution



PROPOSAL

TO THE:

Huber Heights Division of Fire
Attn: Chief Keith Knisley
7008 Brandt Pike
Huber Heights, Ohio 45424

DATE: May 20, 2025

We hereby propose and agree to furnish the following firefighting equipment upon your acceptance of this Proposal:

**One (1) Sutphen Heavy Duty Custom Pumper Complete and Delivered
for the Total Sum of**

\$880,361.75

The apparatus and equipment being purchased hereunder shall be completed adjacent to HS-7868 which is scheduled to be production complete in November 2026.

This Proposal shall be valid for thirty (30) days. If a Purchase Agreement or Purchase Order is not received by Sutphen within 30 days of the date of this Proposal, Sutphen reserves the right to extend, withdraw, or modify this Proposal, including pricing, delivery times, and prepayment discounts, as applicable.

Respectfully submitted,

Jason Frankle
Heritage Fire Equipment
Authorized Representative for Sutphen Corporation



TERMS & CONDITIONS

Changes to National Fire Protection Association ("NFPA") 1900, Environmental Protection Agency ("EPA") or changes legislated by Federal, State or Local Governments or changes in parts availability or vendor relationships that impact the cost to manufacture the truck may incur additional charges which shall be borne by the Purchaser. These may include but are not limited to changes that affect the major vendors of the fire apparatus industry such as pump manufacturers, seat manufacturers, electrical power supplies (generators) and powertrain (engine & transmission). Any such changes shall be documented on a change order executed by both Sutphen and Purchaser.

Sutphen shall provide written notice to the Purchaser as soon as it reasonably believes any cost increase provision may be invoked. Sutphen shall provide, upon written request, documentation of such changes and increases.

Sutphen will use its reasonable best efforts to deliver the apparatus within the timeframe quoted herein, provided that such delivery date shall be automatically extended for delays beyond Sutphen's control, including, without limitation, strikes, labor disputes, riots, civil unrest, pandemics, war or other military actions, sabotage, government regulations or controls, fire or other casualty, or inability to obtain materials or services. If such delay occurs, Sutphen shall give notice of delay to Purchaser. Purchaser shall not be entitled to any discount or reduction in price for such delay and Sutphen shall not be liable for any damages (compensatory, incidental, consequential or otherwise) related to such delay.

Final payment shall be made at the time of final inspection at the factory. Should payment be delayed, Sutphen reserves the right to charge interest at the rate of one and one-half percent (1.5%) per month, beginning on the day after payment is due.

Delivery, payment, and transfer of the Manufacturer's Certificate of Origin (MCO) shall take place at Sutphen during final inspection, and upon payment in full in accordance with these terms. Sutphen reserves the right to withhold delivery of the MCO until payment in full is received. If Purchaser requires any third-party equipment mounting, the apparatus shall be moved to the third-party facility by the dealer or Purchaser for such mounting. Such third-party work shall not delay or offset payment to Sutphen. The apparatus shall be tested per NFPA #1900 at Sutphen's manufacturing facility. Purchaser agrees that the apparatus and equipment being purchased hereunder shall not be driven or used in any manner until it is paid for in full. In the event there are any shortages or omissions with the apparatus at time of completion, Purchaser may withhold a sum equivalent to the price of any such shortages as determined by Sutphen.

In the case of any default in payment hereunder or in the payment on any notes, negotiable paper, obligations or other instruments issued by Purchaser, Sutphen may take full possession of the apparatus and equipment or of the piece or pieces upon which default has been made, and any payments that have been made theretofore shall be applied as rent in full for the use of the apparatus and equipment up to the date of taking possession by Sutphen.

Sutphen warrants to Purchaser that all goods and services furnished hereunder will conform in all respects to the terms of this order, including any applicable change orders, drawings, specifications, or standards incorporated herein, and/or defects in materials, workmanship, and free from such defects in design. In addition, Sutphen warrants that the goods and services are suitable for and will perform in accordance with the purposes for which they were intended, for a period of one year from the Warranty Registration Date, unless an extended warranty is purchased.

The purchase price provided for herein does not include any federal, state or local sales tax, duties, imposts, revenues, excise or other taxes which may hereafter be imposed by governmental authority or otherwise and which are made applicable to the apparatus or equipment covered by this Proposal. In the event that any such taxes are subsequently imposed and become applicable, the purchase price herein shall be increased by the amount of such taxes and such sum shall be immediately paid by Purchaser to Sutphen. To the extent applicable, the prices and deliveries set forth herein are subject to the Defense Production Act.

Sutphen shall provide insurance insuring the apparatus and equipment against loss by fire, theft, or collision and insuring against property damage and personal injury through the completion of the apparatus and transfer of the Manufacturer's Certificate of Origin.

After the execution of this Agreement, Purchaser shall have no right to terminate the Agreement. Sutphen may, in its absolute and sole discretion, accept Purchaser's request to terminate the Agreement. In the event Sutphen accepts Purchaser's request to terminate the Agreement, Sutphen may charge a cancellation fee. The following charge schedule based on costs incurred may be applied, at Sutphen's sole discretion: (a) 10% after order is accepted by Sutphen; (b) 30% of the Purchase Price after production has commenced. The cancellation fee may increase accordingly as costs are incurred as the order progresses through engineering and into manufacturing.

These Terms and Conditions ("T&C") contained in the Proposal provided herein take precedence over all previous negotiations, oral or written, and no representations or warranties are applicable except as specifically contained in these or in any subsequently signed agreement between the Parties. No waiver of any of the provisions of these T&C shall be deemed a waiver of any other provision, whether similar, nor shall any waiver constitute a continuing waiver. If a Purchase Order is issued, this Proposal, including the Terms and Conditions contained herein, shall supersede the terms in the Purchase Order where terms may be inconsistent.

This Proposal shall be governed and controlled as to interpretation, enforcement, validity, construction, effect and in all other respects by the laws, statutes, and decisions of the State of Ohio. Exclusive jurisdiction and venue for any litigation at all related to this in the Franklin County Court of Common Pleas, Columbus, Ohio, and the parties hereto consent and submit to the general jurisdiction of this court. All of these T&C shall be binding upon and inure to the benefit of and be enforceable by Sutphen, Purchaser, their successors and assigns.

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2026-R-

AUTHORIZING THE CITY MANAGER TO AWARD THE PURCHASE OF A FIRE DIVISION FIRE ENGINE TO SUTPHEN CORPORATION AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS.

WHEREAS, the maintenance, repair and general upkeep of the Fire Division's fire apparatus fleet is necessary for the immediate preservation of the public peace, health, safety, and welfare; and

WHEREAS, pricing for Sutphen Fire Apparatus has met all requirements of the Fire Division and is available through the Sourcewell purchasing cooperative Contract No. 022818-SUT; and

WHEREAS, as a recognized vendor with the Sourcewell purchasing cooperative, a bidding process has already been conducted, and the City is assured that pricing is as competitive of a price as is practical.

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

Section 1. The City Manager is hereby authorized to contract with Sutphen Fire Apparatus for the purchase and upfit of a Fire Division fire engine at a cost not to exceed \$900,000.00 for purchase of the fire engine.

Section 2. Consistent with the provisions of the City Charter and the Huber Heights Codified Ordinances, the competitive bidding requirements are hereby waived.

Section 3. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the _____ day of _____, 2026;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11311

Topics Of Discussion C.

Council Work Session

Meeting Date: 01/06/2026

City Staffing Levels/Table Of Organization

Submitted By: Katie Knisley

Department: City Manager

Division: Human Resources

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 01/06/2026

Audio-Visual Needs: None

Legal Review: Not Needed

Emergency Legislation?: No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

City Staffing Levels/Table Of Organization

Purpose and Background

This legislation authorizes and establishes the City's staffing levels and the Table Of Organization. The recommended amendments to the staffing levels are for the Police Division and the Public Works Division. These amendments include the addition of three police officers and one dispatcher to the Police Division and the addition of one maintenance technician to the Public Works Division.

Fiscal Impact

Source of Funds: Personnel Budget

Cost: N/A

Recurring Cost? (Yes/No): Yes

Funds Available in Current Budget? (Yes/No): Yes

Financial Implications:

Attachments

Resolution

Table Of Organization

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2026-R-

AMENDING AND/OR ESTABLISHING THE CITY OF HUBER HEIGHTS ORGANIZATIONAL CHART AND AUTHORIZING THE NEW PERSONNEL STAFFING LEVELS AS DETAILED BELOW.

WHEREAS, the citizens of Huber Heights require the efficient and effective delivery of municipal services.

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

Section 1. The attached organizational chart, personnel staffing levels, and position control numbers as established hereafter is hereby adopted.

Section 2. The authorized personnel staffing levels for the Clerk of Council are as follows:

<u>City Council</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Clerk of Council	1	504-101-2-2-01-F	50
Deputy Clerk of Council	1	504-202-1-2-01-F	25
Public Records Technician	1	504-213-1-2-01-P/H	20

Section 3. The authorized personnel staffing levels for the City Manager's Office are as follows:

<u>City Manager's Office</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
City Manager	1	505-100-2-2-01-F	per contract
Assistant City Manager	2	505-117-2-2-02-F	75
Assistant to City Manager	1	505-618-2-2-01-F	40
Administrative Assistant III	1	505-209-2-2-01-F	25
Communications Coordinator	1	505-615-2-1-01-F	40
Public Relations Specialist	1	505-622-2-1-01-F	40

Section 4. The authorized personnel staffing levels for the Department of Public Safety are as follows:

<u>Department of Public Safety</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Director of Public Safety	1	505-116-2-2-01-F	75
Assistant to Director of Public Safety	1	505-623-2-2-01-F	40
<u>Division of Fire</u>			
Fire Chief	1	102-401-2-2-01-F	70
Assistant Chief	2	102-413-2-1-02F	60
Battalion Chief /Wellness Coordinator	1	102-403-1-1-01-F	PS
Battalion Chief	3	102-403-1-1-01-- 03F	PS
Captain	4	102-402-1-1-01—04F	PS
Fire Lieutenant	9	102-404-1-1-01-- 09-F	Contract
Firefighter/Paramedic,Firefighter/ Paramedic Recruit,Firefighter/EMT, Firefighter II*	48	102-405-1-1-01—48-F	Contract/PS
Administrative Assistant III	2	102-200-1-2-01-- 02-F	25
Administrative Assistant I	1	102-200-1-2-01-P/H	10
Fire Inspector	1	102-501-1-2-01-F	30
Fire Inspector	3	102-501-1-2-01- 03-P/H	30
Fire-Prevention Manager/Plans Review	1	102-502-1-2-01-P/H	50
Fire Prevention Manager/Plans Review	1	102-502-1-2-01-F	50
Fire Fleet/Facility Mgt. Clerk	1	102-503-1-2-01-P/H	10
Auxiliary \$1.00 per year	30	102-411-3-0-01--30-V	V
Chaplains – Fire	2	102-601-3-0-01--02-V	V
Medical Advisor	1	102-604-3-0-01-V	V

*This is a combination of Firefighter/Paramedic,Firefighter/Paramedic Recruit, Firefighter/EMT, and Firefighter II wherein the number of full-time personnel shall not exceed 48.

<u>Division of Police</u>			
Police Chief	1	101-406-2-2-01-F	70
Deputy Police Chief	1	101-411-2-1-01-F	60
Police Lieutenant	2	101-408-1-1-01--02-F	Contract
Police Sergeant	8	101-409-1-1-01--08-F	Contract
Police Officer	48	101-410-1-1-01--48-F	Contract
Police Officer Cadet	2	101-413-1-1-01-02-F	PS
Administrative Assistant III	1	101-200-1-2-01-F	25
Administrative Assistant II	1	101-213-1-2-01-F	20
Police Accreditation Technician	1	101-515-1-1-01-F	30
Police Records Clerks	2	101-204-1-1-01--02-F	Contract
Police Evidence/Fleet Mgt. Clerk	1	101-205-1-2-01 -01-F	20
Police Evidence/Fleet Mgt. Clerk	1	101-205-1-2-01-P/H	20
Communications/Records Manager	1	101-611-2-1-01-F	45
Communications/Records Supervisor	2	101-613-1-1-02-F	35
Communications Officer	16	111-502-1-1-01-16-F	Contract
Chaplain – Police	3	101-601-3-0-01—03-V	V

Section 5. The authorized personnel staffing levels for the Department of Information Technology are as follows:

<u>Department of Information Technology</u>		<u>Position Control No.</u>	<u>Pay Grade</u>
Information Technology Director	1	509-105-2-2-01-F	60
Systems Administrator	1	509-122-2-2-01-F	50
Information Technology Systems Analyst	3	509-609-1-2-03-F	45
GIS Technician	1	509-510-1-1-01-F	35

Section 6. The authorized personnel staffing levels for the Department of Finance are as follows:

<u>Department of Finance</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Director of Finance	1	506-102-2-2-01-F	65
<u>Division of Accounting</u>			
Deputy Director of Finance	1	506-602-2-2-01-F	55
Accountant	1	506-622-2-2-01-F	50
Grants and Procurement Coordinator	1	506-618-2-2-01-F	45
Accounting Generalist	2	506-603-2-2-02F	45
Accounts Payable Technician	1	506-504-1-1-01-F	25
Payroll Technician	1	506-505-1-1-01-F	30
Account Technician	1	506-206-1-1-01 F	25
<u>Division of Taxation</u>			
Tax Administrator	1	507-104-2-2-01-F	50
Assistant Tax Administrator	1	507-612-2-2-01-F	45
Tax Analyst	2	507-506-1-1-01--02-F	30
Tax Technician	6	507-507-1-1-01 -06-F	20
Administrative Assistant I	1	507-212-1-2-01- 01-F	10
Administrative Assistant I	1	507-212-1-2-01- 01P/H	10

Section 7. The authorized personnel staffing levels for the Department of Public Services are as follows:

<u>Department of Public Services</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Director of Public Services	1	505-114-2-2-01-F	75
<u>Division of Engineering</u>			
City Engineer	1	320-106-2-2-01-F	65
Assistant City Engineer	2	320-119-2-2-02-F	55
Civil Engineer	1	320-605-2-2-01-01-F	50
Engineering Technician	2	320-509-1-1- 02-F	35
Administrative Assistant III	1	320-200-1-2-01-F	25

<u>Division of Public Works</u>			
Public Works Manager	1	401-108-2-2-01-F	60
Public Works Supervisor	2	401-109-1-1-02-F	50
Public Works Crew Leader	3	401-302-1-1-03-F	Contract
Vehicle & Equipment Mechanic	3	401-300-1-1-03-F	Contract
Maintenance Technician	22	401-301-1-1-22-F	Contract
Administrative Assistant III	1	401-200-1-2-01-F	25
Custodian	1	401-305-1-2-01-F	10
Custodian	1	401-305-1-2-01-P/H	10

Division of Code Enforcement

Code Enforcement Manager	1	310-621-2-1-01-F	45
Code Enforcement Officer II	1	310-513-1-1-01-01-F	35
Code Enforcement Officer I	4	310-513-1-2-01-04-P/H	20
Seasonal Laborer	2	310-305-1-2-01-02-S	S

Section 8. The authorized personnel staffing levels for the Department of Economic Development are as follows:

<u>Department of Economic Development</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Economic Development Director	1	305-111-2-2-01-F	60
Economic Development Coordinator	1	305-614-2-1-01-F	40

Section 9. The authorized personnel staffing levels for the Department of Planning and Zoning are as follows:

<u>Department of Planning & Community Dev.</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Planning & Community Dev. Director	1	310-121-2-2-01-F	60
City Planner	1	310-118-2-2-01-F	55
Administrative Assistant III	1	310-200-1-2-01-F	25
Administrative Assistant I	1	310-207-1-1-01-F	10
Administrative Assistant I	1	310-207-1-2-01-P/H	10

Section 10. The authorized personnel staffing levels for the Department of Human Resources are as follows:

<u>Department of Human Resources</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Human Resources Director	1	510-120-2-2-01-F	60
Human Resources Specialist	2	510-617-1-1-02-F	40
Human Resources Assistant	1	510-514-1-2-01-P/H	30

Section 11. The authorized personnel staffing levels for the Department of Parks and Recreation Facilities are as follows:

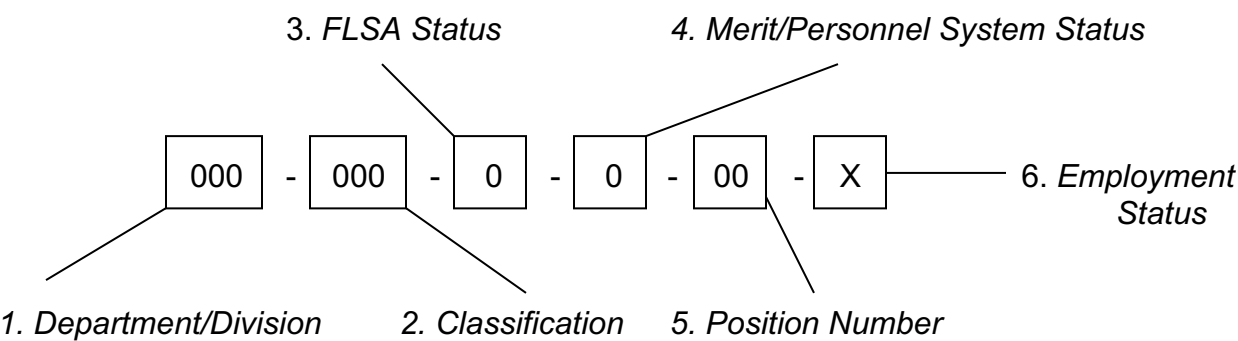
<u>Department of Parks and Recreation Facilities</u>	<u>No.</u>	<u>Position Control No.</u>	<u>Pay Grade</u>
Parks Manager	1	216-616-2-2-01-F	45
Event and Program Coordinator	1	216-516-1-1-01-F	30
Senior Center Program Coordinator	1	215-110-2 -2 -01-P/H	20
Seasonal Laborer – Music Center	125	219-306-1-2-01--125-S	S
Seasonal Laborer-Maintenance	2,000-hrs	216-303-1-2-01--S	S
Seasonal Laborer-Program Leader	1,000-hrs	216-303-1-2-01-S	S

Section 12. Council further ratifies and affirms any and all previous legislation of Council that established, abolished or altered the functions and structures of any administrative department.

Section 13. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 14. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Section 15. Position Control Number Explanation:



1. Department/Division: Number represents Fund Number in General Ledger:

101-Police	305-Economic Dev.	401-Public Works	507-Tax
102-Fire	310 Planning & Zoning	505-City Mgr.	509-I. T.
215-Senior Center	320-Engineering	506-Accounting	510-H.R
219 Parks & Recreation			

2. Classification: Number for classification or rank to which position is assigned, divided into defined series as shown below:

100-Administrative	300-Labor	500-Technical
200-Clerical	400-Sworn Safety	600-Professional

3. FLSA Status:

- 01-Non-exempt from minimum wage/overtime rules of FLSA (hourly)
- 02-Exempt from minimum wage/overtime rules of FLSA (salaried)
- 03-Unpaid Volunteer

4. Merit & Personnel System Status:

- 01-Position is in Non-exempt service of city per Section 8.02 of Charter
- 02-Position is in Exempt service of city per Section 8.02 of Charter

5. Position Number:

Unique two-digit number for each employment position authorized by this Resolution.

6. Employment Status:

- F-Full-time Position
- P-Part-time Position
- H-Hourly Position
- T-Temporary (created for specific time)
- S-Seasonal Position
- V-Volunteer Position

Passed by Council on the _____ day of _____, 2026;
_____ Yeas; _____ Nays.

Effective Date:

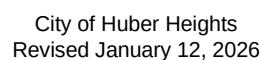
AUTHENTICATION:

Clerk of Council

Mayor

Date

Date



Authorized Staffing Levels

[illegible]

AI-11313

Topics Of Discussion D.

Council Work Session

Meeting Date: 01/06/2026

City Salary Ranges/Wage Levels

Submitted By: Katie Knisley

Department: City Manager

Council Committee Review?: Council Work Session

Audio-Visual Needs: None

Emergency Legislation?: No

Division: Human Resources

Date(s) of Committee Review: 01/06/2026

Legal Review: Not Needed

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

City Salary Ranges/Wage Levels

Purpose and Background

This legislation authorizes the salary ranges and wage levels of all non-bargaining employees of the City.

Fiscal Impact

Source of Funds: Personnel Budget

Cost: N/A

Recurring Cost? (Yes/No): Yes

Funds Available in Current Budget? (Yes/No): Yes

Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2026-R-

ESTABLISHING AND/OR AMENDING THE SALARY RANGES AND WAGE LEVELS FOR EMPLOYEES OF THE CITY OF HUBER HEIGHTS, OHIO.

WHEREAS, the citizens of Huber Heights require efficient and effective delivery of municipal services.

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

Section 1. The pay ranges, compensation procedures, and administrative rules for non-bargaining employees are hereby established.

Section 2. The City Council shall be responsible for establishing the actual salaries for the City Manager, the Clerk of Council, and the Deputy Clerk of Council. The salary ranges of the City Manager, the Clerk of Council, and the Deputy Clerk of Council are set forth in the following plan document.

Section 3. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

THE CITY OF HUBER HEIGHTS

PERFORMANCE COMPENSATION PLAN FOR NON-BARGAINING EMPLOYEES

1. Compensation Philosophy

It is the city's philosophy to support and enhance organizational performance through a fair, objective, and equitable merit-based pay plan which will attract, retain, and motivate high performing non-bargaining employees.

2. General Administrative Responsibilities

The Human Resources Director, under the direction of the City Manager is responsible for the administration of the Performance Compensation Plan, including the processing of pay rate increases, the adjustment of pay for promotions, re-employments and reassignments, and the initiation of necessary revisions in pay ranges. The Human Resources Director is responsible for interpreting the application of the program to all pay issues which are not specifically covered by this ordinance, using the principles expressed herein as a policy guide.

3. Plan Administration

- A. Market Surveys. The Human Resources Director shall conduct market surveys every three years or from time to time in order to collect updated comparable and competitive salary data, recommend revised pay structures and pay ranges as necessary, and recommend revised merit-based pay procedures. Such surveys and recommendations shall be conducted as positions become vacant, or upon request of a department/division head, or upon the initiation of the Human Resources Director when it is determined necessary for the effective administration of the Performance Compensation Plan.
- B. Structure Adjustments. Periodically, the Human Resources Director may recommend pay range adjustments to the City Manager in keeping with labor market trends, who in turn may make appropriate recommendations to City Council. Pay ranges (except for seasonal positions) shall include a minimum and maximum amount stated either as an annual salary or hourly rate.

- C. Assignment of Positions to Pay Ranges. The Human Resources Director shall be responsible for assigning each city employment position to a pay range based on market data and the City Manager’s determination of the strategic value of positions and/or employees to the organization. Strategic value considerations may involve turnover, skill needs, attraction and retention issues, supply and demand for qualified applicants for particular positions, the impact of specific positions and employees on the organization’s mission, and/or other relevant factors.

4. Applicability

This resolution and Performance Compensation Plan shall apply to and is the sole authority for setting rates of pay for the following categories of positions and employees: All regular full-time, regular part-time, provisional full-time, provisional part-time, hourly, temporary, and seasonal employees of the City of Huber Heights, Ohio except: the Mayor; members of City Council, the City Law Director; and all employees who are members of a collective bargaining unit recognized by the State Employment Relations Board.

5. Positions and Pay Ranges

<i>Pay Grade</i>	<i>Minimum Pay</i>	<i>Maximum Pay</i>
10	\$16.73	\$24.40
Custodian Administrative Assistant I Fire Fleet/Facility Management Clerk	34,798.40	\$50,752.00
20	\$19.21	\$29.53
Administrative Assistant II Public Records Technician Tax Technician Police Evidence/Fleet Management Clerk Senior Center Program Coordinator Code Enforcement Officer I	\$39,956.80	\$61,422.40
25	\$22.28	\$32.48
Account Technician Accounts Payable Technician Administrative Assistant III Deputy Clerk of Council	\$46,342.40	\$67,558.40
30	\$22.78	\$34.07
Police Accreditation Technician Payroll Technician Tax Analyst Event and Program Coordinator Fire Inspector Human Resources Assistant	\$47,382.40	\$70,865.60
35	\$26.35	\$37.52
GIS Technician Engineering Technician Code Enforcement Officer II Communications/Records Supervisor	\$54,808.00	\$78,041.60
40	\$28.37	\$40.82
Assistant to City Manager Assistant to Director of Public Safety Communications Coordinator Economic Development Coordinator Human Resources Specialist Public Relations Specialist	\$59,009.60	\$84,905.60

45	\$28.49	\$43.59
Accounting Generalist Code Enforcement Manager Assistant Tax Administrator IT Systems Analyst Communications/Records Manager Parks Manager Grants and Procurement Coordinator	\$59,259.20	\$90,667.20
50	\$36.83	\$51.81
Accountant Fire Prevention Manager/Plans Review Tax Administrator Public Works Supervisor Clerk of Council Civil Engineer Systems Administrator	\$76,606.40	\$107,764.80
55	\$41.11	\$57.56
Assistant City Engineer City Planner Deputy Director of Finance	\$85,508.80	\$119,724.80
60	\$45.22	\$63.30
Human Resources Director IT Director Public Works Manager Economic Development Director Planning & Community Dev. Director Deputy Police Chief Assistant Fire Chief	\$94,057.60	\$131,664.00
65	\$49.74	\$71.72
City Engineer Director of Finance	\$103,459.20	\$149,177.60
70	\$57.21	\$80.09
Fire Chief Police Chief	\$118,996.80	\$166,587.20
75	\$57.26	\$88.09
Assistant City Manager Director of Public Safety Director of Public Services	\$119,100.80	\$183,227.20
80		
City Manager		Per Contract

<i>Position</i>	<i>Minimum Pay</i>	<i>Mid-point Pay</i>	<i>Maximum Pay</i>
Seasonal Laborer	N/A	N/A	\$20.00
Intern	N/A	N/A	\$20.00
Public Safety (PS)			
	Step 1	Step 2	
Battalion Chief	2% below Step 2	14% above top step Fire Lieutenant	
Battalion Chief/Wellness Coordinator	2% below Step 2	14% above top step Fire Lieutenant	

Fire Captain	2% below Step 2	6% above top step Fire Lieutenant
Firefighter/Paramedic Recruit	15% below Step 1 FF/P	N/A
Firefighter/EMT	15% below that of the corresponding step level for Firefighter/Paramedic	
Firefighter II Only	20% below that of the corresponding step level for Firefighter/Paramedic	
Police Officer Cadet	15% below entry Officer	N/A

Employees are paid bi-weekly on an hourly or salary basis. The bi-weekly pay rate for salaried employees is a calculation of the annual pay rate divided by 26 and the bi-weekly amount for hourly employees is a calculation of the annual pay rate divided by 2080 hours, to include those budget years with 27 pay periods. The bi-weekly amount for part-time/hourly employees, working less than a 40-hour week in a 2080 work year, is a calculation of the annual pay rate multiplied by the number of hours worked.

6. Compensation Adjustments

All of the following pay rate adjustments are subject to funding by City Council based upon the availability of funds and economic and budget projections and priorities.

- A. New Hires. Newly hired employees shall be hired at a rate of pay between the minimum and maximum of the applicable pay range. The exact pay rate shall be based on the employee's education, experience, knowledge, skills, and abilities. Prior to the making of a conditional offer of employment to a prospective new or newly promoted employee, the department/division head shall recommend a starting rate of pay which shall be forwarded to the Human Resources Manager for review and then to the City Manager for final action.
- B. Completion of Probation. Department/division heads may recommend a pay increase, not to exceed 2%, for newly hired or promoted employees upon the successful completion of probation or one year of employment. The department/division head should consider the employee's starting rate as related to their pay range, the pay of other employees in the position and in the employee's division, and the employee's performance in making this decision. Any such increase, upon approval by the City Manager, shall be paid from the division's regular payroll budget.
- C. Promotion. Employees who are promoted to positions with a higher level of duties and responsibilities shall be placed at a rate of pay between the minimum and maximum of the applicable pay range.
- D. Demotion. Employees who are demoted to positions with a lower level of duties and responsibilities because of less than satisfactory performance, failure to meet job requirements, or for disciplinary reasons shall be placed at the minimum of the new range, or receive a pay decrease not to exceed 10%, whichever results in the least loss of pay.
- E. Reassignment. Employees who are reassigned to positions with a lower pay grade through no fault of their own (i.e., reorganization, job abolishment, reduction-in-force, or market/technological factors, etc.), shall remain at their current rate of pay, or shall be placed at the maximum of the pay range, whichever is less. An employee who voluntarily requests and is granted a reassignment to a position with a lower pay grade will have their pay adjusted between the minimum and maximum of the lower pay grade.
- F. Temporary Upgrade to a Higher Position. Employees who are temporarily assigned (for a minimum of 7 consecutive calendar days) to perform all of the duties and assume all of the responsibilities of a position due to a position vacancy or an approved leave of absence of a position incumbent shall be receive a pay increase not to exceed 5%. Temporary upgrades shall be recommended to the Human Resources Manager and approved by the City Manager in advance.
- G. Modification of Pay Ranges. When a position's pay range is modified upward, based on market data and/or strategic value, and the position is occupied, the incumbent shall retain his/her existing pay rate or be placed at the minimum of the new pay

range, whichever is greater. When a position’s pay range is modified downward, and the position is occupied, the incumbent shall remain at his/her current rate of pay.

- H. Transfers. Employees who transfer to another job in an identical pay range or to an identical position in another division in the same pay range, there will be no change in the employee’s rate of pay.
- I. Transitional. In cases deemed necessary and appropriate by the City Manager, an appointment to a position in the non-exempt service, which is not yet vacated, but which position incumbent has provided the City Manager with a written notice of resignation or retirement on a date certain, which date is within 90 days following the date of such appointment.
- J. In the event there is a planned retirement, separation from service, or long-term leave of absence for medical or military service reasons, to ensure efficient and uninterrupted City operations, the City Manager may increase the permanent staffing of the department, or division, effected by the planned retirement or separation from service by one position per expected vacancy for the expected duration of that vacancy.
- K. Paid Intern Positions: In cases deemed necessary and appropriate by the City Manager, an appointment of a student intern may be made based on skill, experience, and the scope of the project to be completed

7. Compensation Increases

The compensation of each employee shall be reviewed annually by the department director/division manager, or Mayor and the City Council, for the purpose of determining which employees may be entitled to a performance-based increase. All personnel records, performance, and experience shall be considered in making recommendations with major emphasis placed on the evaluation. The City Manager or Mayor and the City Council is authorized to pay non-union employees a performance-based increase provided that said increase is within the approved salary range for the respective position. The performance-based increase may also be provided in the form of a bonus. The annual performance-based increase is determined upon the availability of funds and economic and budget projections and priorities.

Providing the Collective Bargaining Agreements receive an annual increase, the City shall adjust the compensation of all non-union employees, to include employees of the City Council, to reflect the same annual increase within the respective year.

To be eligible for a performance-based increase, an employee must be employed with at least six months of continuous service before the merit award date.

An employee whose pay is at the maximum of the compensation range may not be granted an increase that would cause the base compensation to exceed the maximum of the range for that position. The employee would continue to be eligible for an annual increase and performance bonus, with a lump sum increase based upon the percentage increase. The pay range, however, does not change until a new market study is conducted, every three years, and a recommendation is made to revise pay structures and pay ranges as necessary

Passed by Council on the ____ day of _____, 2026;
____Yea; ____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11308

Topics Of Discussion E.

Council Work Session

Meeting Date: 01/06/2026

City Hall Renovation - Award Contract

Submitted By: Rachael Dillahunt

Department: City Manager

Division: City Manager

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 01/06/2026

Audio-Visual Needs: None

Legal Review: Not Needed

Emergency Legislation?: No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

City Hall Renovation - Award Contract

Purpose and Background

The City Hall Construction and Renovation Project is a strategic initiative by the City of Huber Heights to modernize and enhance the functionality of its municipal facilities located at 6131 Taylorsville Road. The project is designed to address current and future operational needs through infrastructure upgrades, improved accessibility, and reconfiguration of interior spaces to support efficient workflows and enhanced public service delivery. The renovation will consolidate the Finance Department, the Tax Division, and the Water Division into a single, cohesive location within City Hall, creating a more efficient working environment for staff and improved customer service for residents. With the City's new City Governance Center that opened in November, 2025, and City Staff having relocated into that facility, the City now has the opportunity to transition departments from leased space into City-owned property, resulting in long-term cost savings and more effective use of municipal assets.

The City Council previously authorized the issuance and sale of notes through Ordinance No. 2025-O-2698 to fund the renovation and modernization of City Hall and approved an agreement with APP Architecture for design and construction administration services through Resolution No. 2025-R-7575. Following completion of design development and construction documents, the City Council authorized the City Manager to solicit bids for the project through Resolution No. 2025-R-7616. Construction bids were advertised on November 12, 2025, and a mandatory pre-bid meeting was held on November 20, 2025, at the project site. Sealed bids were received and publicly opened on December 18, 2025. City Staff, in coordination with APP Architecture, reviewed all bids received and evaluated the qualifications of each bidder.

Based on this analysis, Westerheide Construction Company was determined to be the lowest responsive and responsible bidder. This resolution authorizes a contract with Westerheide Construction Company for the construction and renovation of City Hall, in accordance with the bid documents and subject to review and approval by the City Manager and Law Director.

Fiscal Impact

Source of Funds: Issuance Of Notes

Cost: \$3,700,000

Recurring Cost? (Yes/No): No

Funds Available in Current Budget? (Yes/No): Yes

Financial Implications:

The City Council, through Ordinance No. 2025-O-2698, authorized the issuance and sale of notes in a maximum principal amount of \$3,382,000 in anticipation of bond issuance to fund the renovation and modernization of City Hall. The recommended contract award is in an amount not to exceed \$3,700,000 and will be funded through the previously approved financing, together with project updates and, if needed, a note adjustment anticipated in 2026.

Attachments

Presentation

Bid Tabulation

Resolution

Former City Hall Building Renovation

6131 Taylorsville Rd, Huber Heights, OH 45424

Prepared for



by



November 5, 2025

















Bid Tabulation

DATE: Thursday, December 18, 2025 TIME: 1:00 PM

615 Woodside Drive, Englewood, Ohio 45322
T 937.836.8898 F 937.832.3696

PROJECT: Huber Heights Tax, Finance & Water Departments Renovation and Addition

www.app-arch.com

GENERAL CONTRACTOR	Total Base Bid Including \$150,000 Allowance	Compl. Time calendar days	Alternate 1	Alternate Added Days	Unit Price 1	Unit Price 2	Unit Price 3	Unit Price 4	Unit Price 5	Addenda 1-3 Received		Acknowledge Bid Bond	Include Quali Form	Demonstrated Similar Construction Experience in the last 12 years.
AKA Construction	\$3,614,780.00	450	\$33,560	0	\$44/CY	\$143/CY	\$154/CY	\$3.30/LB	\$49.50/ Ton	√		Yes	Yes	Yes
Kapp Construction	\$3,556,400.00	396	\$33,550	0	\$36.50/ CY	\$95.70/ CY	\$234/CY	\$176/CY	\$90.50/ CY	√		Yes	Yes	Yes
Brumbaugh Construction	\$3,476,000.00	400	\$8,300	0	\$65/CY	\$390/CY	\$250/CY	\$450/Ton	\$50/Ton	√		Yes	Yes	Yes
Westerheide Construction	\$3,325,000.00	395	\$49,000	0	\$40/CY	\$150/CY	\$200/CY	\$20/CY	\$60/CY	√		Yes	Yes	Yes
Becker Construction	\$3,818,000.00	392	\$35,400	0	\$40/CY	\$10/CY	-----	\$180/CY	\$91/CY	√		Yes	Yes	Yes
Construction Estimate: \$3,800,000														

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2026-R-

AUTHORIZING THE CITY MANAGER TO AWARD AND ENTER INTO A CONTRACT FOR THE CONSTRUCTION AND RENOVATION OF CITY HALL.

WHEREAS, the City of Huber Heights (the “City”) is committed to improving its public facilities and providing a more efficient and functional space for city operations and community services; and

WHEREAS, the City has completed the design development, construction documents, and construction administration phases of the project; and

WHEREAS, this renovation will consolidate the Department of Finance, Division of Taxation, and Division of Water into a single, cohesive location within the current City Hall location to enhance operational efficiency and public service delivery; and

WHEREAS, the new City Governance Center opened in November, 2025, and City Staff have relocated into the facility, creating the opportunity to move the Division of Taxation and the Division of Water from leased space into City-owned property, thereby reducing long-term costs and optimizing the use of municipal assets; and

WHEREAS, on May 15, 2025, through Ordinance No. 2025-O-2698, the City Council authorized the issuance and sale of notes in a maximum principal amount of \$3,382,000.00, in anticipation of issuance of bonds, for the purpose of paying the cost of updating the existing City Hall facilities to house municipal offices and functions; and

WHEREAS, on June 9, 2025, through Resolution No. 2025-R-7575, the City Council authorized the City Manager to enter into an agreement with App Architecture for design and construction administration services for the City Hall Renovation Project located at 6131 Taylorsville Road; and

WHEREAS, on November 10, 2025, the City Council, through Resolution No. 2025-R-7616, authorized the City Manager to solicit bids for construction services related to the construction and renovation of City Hall; and

WHEREAS, construction bids for the City Hall construction and renovation project were advertised on November 12, 2025; and

WHEREAS, a mandatory pre-bid meeting was held on November 20, 2025 at 10:00 a.m. on site at 6131 Taylorsville Road, Huber Heights, Ohio 45424; and

WHEREAS, sealed bids were received by the City of Huber Heights at the City Governance Center, located at 6151 Brandt Pike, Huber Heights, Ohio 45424, until 1:00 p.m. on December 18, 2025, at which time the bids were opened publicly and read aloud; and

WHEREAS, City Staff and APP Architecture reviewed all bids received and evaluated the qualifications of the bidders; and

WHEREAS, following an analysis of all qualified bidders, City Staff and APP Architecture recommend award of the contract to Westerheide Construction Company, as the lowest responsive and responsible bidder.

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

Section 1. The City Manager is hereby authorized to award and enter into a contract for the construction and renovation of City Hall, located at 6131 Taylorsville Road, with Westerheide Construction Company, in an amount not to exceed \$3,700,000.00, subject to the availability of appropriated funds, on the terms and conditions substantially set forth in the bid documents, with changes approved by the City Manager and the Law Director, provided such changes are not inconsistent with this Resolution and are not substantially adverse to the City.

Section 2. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the _____ day of _____, 2026;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11307

Topics Of Discussion F.

Council Work Session

Meeting Date: 01/06/2026

Montgomery County Law Enforcement Memorial Association Donation

Submitted By: Rachael Dillahunt

Department: City Manager

Division: City Manager

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 01/06/2026

Audio-Visual Needs: None

Legal Review: Not Needed

Emergency Legislation?: No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Montgomery County Law Enforcement Memorial Association Donation

Purpose and Background

The Montgomery County Law Enforcement Memorial Association was founded in 2007. Since then, the Montgomery County Law Enforcement Memorial Association has been helping the families and co-workers of Montgomery County's police officers who are killed or seriously injured in the line of duty. The Montgomery County Law Enforcement Memorial Association's main goal is to build a lasting memorial that will commemorate those fallen heroes who made the ultimate sacrifice. The vision calls for it to stand as a symbol of support and gratitude for the officers who protect the people of Montgomery County every day. In recent years, the Montgomery County Law Enforcement Memorial Association has made tremendous progress toward realizing that goal. The Association has secured an ideal site for the memorial next to the downtown Dayton Masonic Center. The Association staged a nationwide Juried Arts Competition that delivered an awe-inspiring design and engaged an architectural firm that has finalized the construction plans. The City wishes to demonstrate its support to the Montgomery County Law Enforcement Memorial Association and its gratitude to those who serve and protect Montgomery County. The City will make a \$20,000 donation from the Mayor's Donation Budget to the Montgomery County Law Enforcement Memorial Association to recognize officers who are killed or seriously injured in the line of duty in Montgomery County.

Fiscal Impact

Source of Funds: Mayor's Donation Budget

Cost: \$20,000

Recurring Cost? (Yes/No): No

Funds Available in Current Budget? (Yes/No): Yes

Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2026-R-

AUTHORIZING THE CITY MANAGER TO MAKE A DONATION TO THE MONTGOMERY COUNTY LAW ENFORCEMENT MEMORIAL ASSOCIATION.

WHEREAS, the Montgomery County Law Enforcement Memorial Association has been helping the family and co-worker survivors of Montgomery County police officers who are killed or seriously injured in the line of duty since 2007; and

WHEREAS, the Montgomery County Law Enforcement Memorial Association's main goal has been to build a lasting memorial that will commemorate those fallen heroes who made the ultimate sacrifice; and

WHEREAS, the Montgomery County Law Enforcement Memorial Association's vision calls for the memorial to stand as a symbol of support and gratitude for the officers who protect the people of Montgomery County; and

WHEREAS, the City wishes to demonstrate its support to the Montgomery County Law Enforcement Memorial Association and its gratitude for those who serve and protect Montgomery County.

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

Section 1. The City Council declares the construction and operation of the memorial for the officers of Montgomery County to be a proper public purpose.

Section 2. The City Council hereby authorizes the donation of \$20,000.00 to be made from the Mayor's Donation Budget to the Montgomery County Law Enforcement Memorial Association to recognize officers who are killed or seriously injured in the line of duty in Montgomery County.

Section 3. The City Manager and the Finance Director are authorized to take such steps as are reasonably necessary to facilitate this donation.

Section 4. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 5. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the _____ day of _____, 2026;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11310

Topics Of Discussion G.

Council Work Session

Meeting Date: 01/06/2026

Creekside Development TIF District

Submitted By: Jason Antonick

Department: Assistant City Manager - Finance/ED

Council Committee Review?: Council Work Session

Audio-Visual Needs: None

Emergency Legislation?: No

Division: Economic Development

Date(s) of Committee Review: 01/06/2026

Legal Review: Completed

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Creekside Development TIF District

Purpose and Background

The developer of the Creekside TIF incentive districts shown on the attached maps intends to develop a residential subdivision with up to 159 townhome-style homes within the City in order to increase available housing options in the City. The incentive districts shown on the attached maps are less than 300 acres in size and have a continuous boundary. The overlays, as defined in Ohio Revised Code Section 5709.40(A)(6) and shown on the attached maps, are less than 300 acres in size and are square or a rectangle having two sides that are not more than twice the length of the smaller sides. A Public Hearing is scheduled for January 12, 2026 by Huber Heights City Council pursuant to Ohio Revised Code Section 5709.40(A)(5)(f).

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

No file(s) attached.

AI-11301

Topics Of Discussion H.

Council Work Session

Meeting Date: 01/06/2026

City Council - Public Records Training Designee

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: Council Work
Session

Date(s) of Committee Review: 01/06/2026

Audio-Visual Needs: None

Legal Review: Not Needed

Emergency Legislation?: No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

City Council - Public Records Training Designee

Purpose and Background

Under Ohio law (ORC 149.43(E)(1)), all appointed or elected officials have to attend a public records training seminar or appoint a designee to do so on their behalf for each term. Mayor Jeff Gore and Councilmembers Nancy Byrge, Kate Baker, Anita Kitchen, and Mark Campbell began new terms on January 1, 2026 and need to designate Clerk of Council Anthony Rodgers to attend this required training on their behalf. Councilmembers may still opt to attend the public records training personally, however; this designation ensures that the training requirement is met in the event a Councilmember is unable to attend the training.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2026-R-

APPOINTING THE PUBLIC RECORDS TRAINING DESIGNEE FOR MEMBERS OF THE CITY COUNCIL OF HUBER HEIGHTS, OHIO UNDER OHIO REVISED CODE SECTIONS 149.43 AND 109.43.

WHEREAS, under Ohio Revised Code Section 149.43(E)(1), all elected officials or their appropriate designee must attend public records training approved by the Ohio Attorney General for each term of office; and

WHEREAS, language in Ohio Revised Code Section 109.43 suggests that this requirement applies to an elected official that was “appointed or elected” to the public office; and

WHEREAS, the Mayor and all of the members of City Council have previously appointed Anthony Rodgers, Clerk of Council, as their designee for purposes of Ohio Revised Code Sections 149.43 and 109.43; and

WHEREAS, Mayor Jeff Gore and Councilmembers Nancy Byrge, Kate Baker, Anita Kitchen, and Mark Campbell were recently elected/re-elected to the City Council for new terms beginning January 1, 2026 and have not yet made a designation or attended the required public records training as related to the term of this appointment; and

WHEREAS, Mayor Jeff Gore and all Councilmembers, including Councilmembers Nancy Byrge, Kate Baker, Anita Kitchen, and Mark Campbell desire to have Anthony Rodgers, Clerk of Council, be or remain their designee for purposes of Ohio Revised Code Sections 149.43 and 109.43.

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

Section 1. It is hereby declared to be the intention of the City Council to name Anthony Rodgers, Clerk of Council, as the Designee of the City of Huber Heights under Ohio Revised Code Sections 149.43 and 109.43 for Mayor Jeff Gore and all Councilmembers and, in particular, Mayor Jeff Gore and Councilmembers Nancy Byrge, Kate Baker, Anita Kitchen, and Mark Campbell.

Section 2. As Designee for Mayor Jeff Gore and Councilmembers Nancy Byrge, Kate Baker, Anita Kitchen, and Mark Campbell elected/re-elected to City Council respectively for new terms beginning January 1, 2026, Clerk of Council Anthony Rodgers shall attend the required public records training.

Section 3. It is hereby determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 actions were conducted in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the _____ day of _____, 2025;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-11314

Topics Of Discussion I.

Council Work Session

Meeting Date: 01/06/2026

2026 Rules Of Council

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: Council Work Session **Date(s) of Committee Review:** 01/06/2026

Audio-Visual Needs: None **Legal Review:** Not Needed

Emergency Legislation?: No **Motion/Ordinance/Resolution No.:**

Agenda Item Description or Legislation Title

2026 Rules Of Council

Purpose and Background

At least annually, the City Council reviews, updates, and approves the Rules Of Council by a motion of the City Council at a City Council Meeting. A redlined draft version of the proposed 2026 Rules Of Council has been attached for consideration and review. This agenda item is for a discussion on the 2026 Rules Of Council. Currently, the only suggested revision to the 2026 Rules Of Council is in Section II - Meetings, (A) Regular City Council Meetings.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

2026 Rules Of Council - Draft - Redlined

I. POWERS, JURISDICTION, FUNCTIONS AND LIMITATIONS

Except as otherwise provided under the City Charter, all legislation and other powers of the City are vested in the Council. The Council has the power to enact ordinances, resolutions, and other measures to carry out municipal functions involving the City's departments, divisions, offices, boards, commissions, officers, and employees (Section 4.01, City Charter).

Councilmembers have power and may exercise that power only when Council is in session. Councilmembers and the Council itself are not bound by any statement or action taken by individual members, City officials, or employees unless in accord with Council action. Individual Councilmembers shall not direct any City official or employee to perform services or take action related to City operations (Section 4.06 (C), City Charter). Only as a body does Council have power to direct City operations and that direction is executed through the City Manager.

Some specific Council functions include:

1. Making policy necessary for the operation of the City.
2. Appointing a City Manager and establishing a salary for the City Manager (Section 6.01, City Charter).
3. Appointing a Clerk Of Council (and Deputy Clerk Of Council) and establishing a salary for the Clerk(s) (Section 4.08, City Charter).
4. Appointing a Law Director and establishing a salary for the Law Director (Section 7.05, City Charter).
5. Obtaining reports from the City Manager concerning conditions, efficiencies, needs, and other affairs and related City matters.
6. Evaluating and approving the City budget and appropriations and their modifications.
7. Evaluating the effectiveness of City programs and the performance of the City Manager, the Clerk Of Council, and the Law Director.
8. Informing the public of City activities and needs.
9. Regulating its own organization and membership (Sections 4.02, 4.03, 4.05, 4.06, 4.07, 4.10 and 4.13, City Charter).

Council shall adopt, by a simple majority vote of its members currently holding office, its own Rules Of Council which shall not conflict with the City Charter and which shall remain in effect until amended, changed or repealed by a majority vote of the members of Council then holding office. The Rules Of Council shall go into immediate effect unless a later date is specified, and shall not be subject to initiative or referendum. The Rules Of Council shall provide for the number, composition and manner of appointment of committees of Council, and such other matters as the Council shall determine to be necessary for the proper functioning and government of Council (Section 4.14, City Charter).

II. MEETINGS

- A. Regular City Council Meetings:** Regular City Council Meetings are generally held on the second and fourth Mondays of each month (except for the months of June, July, and August to accommodate a summer meeting schedule and for the month of

December for the Christmas holiday) unless the meeting date falls on a City holiday. If such a conflict occurs, the meeting schedule will be adjusted to address the holiday by either removing the meeting date from the meeting schedule or rescheduling the meeting date to another date. The annual meeting schedule for Regular City Council Meetings will be approved by the City Council by a simple majority vote. The approved annual meeting schedule for Regular City Council Meetings may be altered or adjusted for scheduling conflicts or extenuating circumstances by the Presiding Officer or by the City Council by a simple majority vote. Regular City Council Meetings will generally begin at 6:00 P.M. and will be held in the Council Chambers at the City Governance Center Building.

- B. Special City Council Meetings/Emergency City Council Meetings:** Special City Council Meetings may be called for any special purpose by the Mayor or any five (5) Councilmembers upon at least twenty-four (24) hours' notice to the Mayor and each Councilmember. Councilmembers and the Mayor may waive receipt of notice of a special meeting either prior or subsequent to the meeting (Section 4.13, City Charter). The member or members calling the meeting will, through the Clerk Of Council, notify the media and other individuals that have requested notification of the time, place and purpose of any special meeting.

Emergency City Council Meetings may be called for any emergency purpose by the Mayor or any five (5) Councilmembers with less than twenty-four (24) hours' notice to the Mayor and each Councilmember. Councilmembers and the Mayor may waive receipt of notice of an emergency meeting either prior or subsequent to the meeting (Section 4.13, City Charter). The member or members calling the meeting will, through the Clerk Of Council, notify the media and other individuals that have requested notification of the time, place and purpose of any emergency meeting as practical to the circumstances.

- C. Council Work Sessions:** Council Work Sessions are working committee meetings of Council and are not utilized for legislative action or other formal Council actions appropriate to Regular City Council Meetings or Special City Council Meetings. Council Work Sessions are generally held on the Tuesday of the week prior to the Regular Council City Meetings unless the day falls on a City holiday. If such a conflict occurs, the meeting schedule will be adjusted to address the holiday by either removing the meeting date from the meeting schedule or rescheduling the meeting date to another date. The annual meeting schedule for Council Work Sessions will be approved by the City Council by a simple majority vote. The approved annual meeting schedule for Council Work Sessions may be altered or adjusted for scheduling conflicts or extenuating circumstances by the Presiding Officer or by the City Council by a simple majority vote. Council Work Sessions will generally begin at 6:00 P.M. and will be held in the Council Chambers at the City Governance Center Building. Council Work Sessions may also be called for any purpose at other dates and times by the Mayor or any five (5) Councilmembers upon at least twenty-four (24) hours' notice to the Mayor and each Councilmember. Councilmembers and the Mayor may waive receipt of notice of a special meeting either prior or subsequent to the meeting (Section 4.13, City Charter). The member or members calling the meeting will, through the Clerk Of Council, notify the media and other

individuals that have requested notification of the time, place and purpose of any special meeting.

- D. Committee Of The Whole:** Council may schedule committee meetings of the entire Council as a Committee Of The Whole meeting. Committee Of The Whole meetings may be called for any purpose by the Mayor or any five (5) Councilmembers upon at least twenty-four (24) hours' notice to the Mayor and each Councilmember. Councilmembers and the Mayor may waive receipt of notice of a special meeting either prior or subsequent to the meeting. The member or members calling the meeting will, through the Clerk Of Council, notify the media and other individuals that have requested notification of the time, place and purpose of any special meeting.
- E. Between Regularly Scheduled City Council Meetings:** Councilmembers are to be informed of incidents, issues or events involving the City that, in the judgment of the City Manager, the Law Director, or the Clerk Of Council; may require immediate consideration by the Council. Any meeting of the City Council or any other form of written, electronic, or verbal communication may be the means for conveying information regarding these incidents, issues, or events. In addition, Councilmembers are to be informed at the onset of incidents, issues, or events which may eventually require budgetary or policy decisions by Council.
- F. Public Notification Of Meetings:** The Clerk Of Council will make public notice of all Regular City Council Meetings or Special City Council Meetings, Council Work Sessions, and other meetings of Council at least twenty-four (24) hours in advance of such meetings or sessions. This public notice will include the date, time, place, and purpose for the meeting or session. This public notice will be done in the following manner:
1. Posting of the public notice at the City Governance Center Building.
 2. Posting of the public notice on the City of Huber Heights Official Website.
 3. Posting of the public notice on the City of Huber Heights Official Social Media Accounts.
 4. Distribution of the public notice by email through an electronic distribution list maintained by the Clerk Of Council that includes media outlets and individual members of the public who have requested notification in advance (see below).

The public may also obtain notice of the date, time, place, and purpose of all Regular City Council Meetings or Special City Council Meetings, Council Work Sessions, and other meetings of Council by contacting the Clerk Of Council's Office.

Any person may obtain advance notification of all Council meetings by email through an electronic distribution list maintained by the Clerk Of Council at no charge. This request should be made in writing to the Clerk Of Council. Any such request shall be effective indefinitely from the date of filing with the Clerk Of Council or until the Clerk Of Council receives written notice from an individual

canceling or modifying such request. Notification of any special meeting will also be sent to those who have requested such notification. A reasonable attempt at notification shall constitute notification in compliance with these Rules Of Council.

- G. Executive Session Meetings:** Meetings in Executive Session shall be closed, private, and confidential; and shall be held in accordance with Ohio Revised Code 121.22, the Ohio Sunshine Law. These meetings are to be noted on the agenda of regular meetings, when practical. Any individual Councilmember may motion that Council recess to Executive Session when circumstances are such that satisfactory answers or useful discussion may be provided only in Executive Session. A motion, to include the general purpose of the Executive Session as specified in Ohio Revised Code 121.22 and passed by a majority or unanimous vote (depending on the purpose of the Executive Session), is required for Council to recess to Executive Session.

All other Council meetings must also comply with the requirements of Ohio Revised Code Section 121.22 as described above.

The minutes of the Regular City Council Meetings or Special City Council Meetings, as well as Council Work Sessions and other Council meetings, should reflect the general subject matter of discussion held in Executive Session authorized under Division G of the Section 121.22 of the Ohio Revised Code. In addition, the aforementioned minutes should reflect the vote on the motion to go into Executive Session and the commencement and termination times of the Executive Session meeting.

Discussion in Executive Session is confidential. No participant shall compromise the confidentiality of an Executive Session.

Minutes of the Executive Session discussions shall not be kept. Neither shall any participant record the proceedings of the any Executive Session.

- H. Pre-Meeting Information:** Two (2) business days prior to scheduled City Council Meetings, Council Work Sessions, or other Council meetings, Councilmembers are to be furnished a meeting packet with information germane to the meeting agenda items. The meeting packet will include background information on the agenda items and/or copies of proposed ordinances and resolutions, historical information, and any additional relevant information on the agenda items. The agenda will normally be finalized on the Thursday immediately preceding each meeting; however, proposed agenda items must be submitted to the Office of the Clerk Of Council by written notice (City Council) or through the AgendaQuick system (City Staff) on the Wednesday immediately preceding each meeting by 5:00 P.M. The Law Director will also be provided the meeting packet to allow for proper legal review. The meeting packet will also be accessible to the public through the City of Huber Heights Official Website.

- I. Recesses And Adjournments:** City Council Meetings, Council Work Sessions, or other Council meetings may be adjourned or recessed to another time, date, or place without giving the notice required in paragraph B, Special Meetings, above (Section

4.13 (C), City Charter). Short recesses (5-15 minutes) may be designated by the Presiding Officer during regular or special meetings without a vote of Council. Other recesses require a simple majority vote of Council. The Presiding Officer will adjourn any meeting as appropriate.

- J. Presiding Officer/Mayor:** The Mayor presides over Regular City Council Meetings, Special City Council Meetings, Council Work Sessions, Committee Of The Whole meetings, or other Council meetings; however, in the absence of the Mayor, the Vice Mayor presides (Section 4.04, City Charter). In the absence of the Mayor and the Vice Mayor or at the discretion of the Mayor or Vice Mayor, the Council may elect a Councilmember to serve as Presiding Officer for that meeting provided a Council quorum is present. The Mayor is a member of Council and has the right to vote as a member of Council on issues in Regular City Council Meetings, Special City Council Meetings, or other Council meetings. The Mayor has no veto power (Section 4.04, City Charter). The Vice Mayor serves as a Councilmember with all voting and other rights accorded that position (Section 4.04, City Charter).
- K. Clerk Of Council:** The Clerk Of Council (with the assistance of the Deputy Clerk Of Council) serves as the Council administrator. The Clerk Of Council attends Council meetings, records proceedings, maintains City records, handles public records requests, authenticates legislation and signatures, prepares correspondence and minutes, and performs other duties as directed by Council and required by law (Section 4.08, City Charter). The job duties and functions of the Clerk Of Council and the Deputy Clerk Of Council are also defined in the applicable position descriptions. These job duties and functions are further defined through the day-to-day general supervision and assignment of duties, tasks, and responsibilities by the Clerk Of Council to the Deputy Clerk Of Council.
- L. Quorum And Majority Votes:**
1. Quorum: Five (5) members of Council, including the Mayor, shall constitute a quorum for all Council meetings. Confronted with a lack of a quorum, a smaller number of Councilmembers may convene and may compel the attendance of absent members and may adjourn meetings to a subsequent date (Section 4.12, City Charter).
 2. Majorities: In determining a simple, a two-thirds (2/3), or a three-fourths (3/4) majority vote of Council, the Mayor is counted. Majorities are based on the total number of Councilmembers holding office (not simply those present). Therefore, majorities are calculated, in normal situations, using the number nine (9) as denominator. Thus, five (5) constitutes a simple majority, six (6) a two-thirds (2/3) majority, and seven (7) a three-fourths (3/4) majority.
- M. Attendance, Absences, And Removals:** Councilmembers are required and expected to attend all Regular City Council Meetings and Special City Council Meetings. Absences from Regular City Council Meetings may be excused for reasonable cause. All absences from meetings will be communicated through the

Clerk Of Council's Office. For the official record purposes, a motion of Council to excuse a member's absence must be passed by a simple majority vote.

Unexcused absences from three (3) Regular City Council Meetings during a Council term may result in the removal of a Councilmember. A two-thirds (2/3) majority of the Councilmembers then holding office, exclusive of the Councilmember being considered for removal, is required (Section 13.08, City Charter).

A Councilmember or the Mayor may be expelled from a Council meeting for disorderly conduct or violation of the Rules Of Council by a vote of a two-thirds (2/3) majority of Councilmembers. Expulsions are considered unexcused absences.

N. Agendas:

1. Preparation: The Clerk Of Council shall be responsible for preparing the agendas for all Council meetings in consultation with the City Manager and the Presiding Officer. The Presiding Officer may also solicit input from Councilmembers and the Mayor for the agendas for all Council meetings. Any three (3) Councilmembers may also compel an item(s) to be placed on the agenda for a Council Work Session as described under Section II, C. of this document. Any item compelled to a Council Work Session is only placed on the agenda for a single specified meeting and is not a recurring agenda item.
2. Review: Council will be previously apprised and informed of all proposed legislation/motions and/or other matters of significance on the agendas through Council Work Sessions, other Council meetings, or written or other communications from the City Manager or the Clerk Of Council (except for emergency situations) or as otherwise determined by Council.
3. Format:
 - A. Regular City Council Meetings of Council will follow this format unless changed by any five (5) Councilmembers:
 1. Call The Meeting To Order
 2. Invocation
 3. Flag Ceremony
 4. Pledge Of Allegiance
 5. Roll Call
 6. Approval Of Minutes
 7. Special Presentations/Announcements
 8. Citizens Comments - Agenda Items
 9. City Manager Report
 10. Pending Business
 11. New Business
 12. Citizens Comments - General
 13. City Official Reports And Comments

14. Executive Session
15. Adjournment

B. Council Work Sessions will normally follow this format:

1. Call The Meeting To Order/Roll Call
2. Approval Of Minutes
3. City Manager Report
4. Topics Of Discussion
5. Executive Session
6. Adjournment

O. **Public Participation At Meetings:** The Presiding Officer of Regular City Council Meetings, Special City Council Meetings, Council Work Sessions, or other Council meetings will recognize persons requesting to be heard as outlined. Members of the public desiring to speak at Regular City Council Meetings and Special City Council Meetings must request time using the Citizens Comments Form. If the topic to be discussed is not on the agenda, it may be discussed under Citizens Comments - General. If the topic to be discussed is on the agenda, it may be discussed under Citizens Comments - Agenda Items. Regarding Citizens Comments- Agenda Items, Citizen Comments will be heard only after the reading of the legislation and explanation by City Staff and discussion by Council. Members of the public desiring to speak at Council Work Sessions or other Council meetings may be granted time to speak on agenda items at the discretion of the Presiding Officer. Citizens granted time to speak may do so following recognition by the Presiding Officer. Individuals wishing to speak at any meetings are asked to abide by the following procedures:

1. Wait to speak until recognized by the Presiding Officer.
2. Approach the microphone and state your name.
3. Address remarks to the Presiding Officer.
4. Respond to questions from Councilmembers through the Presiding Officer.
5. Limit comments to subject under discussion (if speaking on an agenda item).
6. Limit comments to five (5) minutes.
7. Avoid complaints and/or remarks directed against individual employees or Councilmembers. (These types of complaints and/or remarks will be ruled out of order by the Presiding Officer and should be handled instead through the proper procedures for filing complaints).

Public statements on agenda items by other than properly registered or properly recognized citizens will generally not be allowed during the discussion and/or decision-making of agenda items. Public participation at meetings is important and valued by the City Council. Opportunities for public participation in meetings include:

1. Attendance at meetings in person.
2. Viewing meetings by live stream or on demand video.
3. Participation and Citizens Comments in public hearings.

4. Citizens Comments – General at Regular City Council Meetings and Special City Council Meetings.
5. Citizens Comments - Agenda Items at Regular City Council Meetings and Special City Council Meetings.
6. Citizens Comments at Council Work Sessions or other Council meetings at the discretion of the Presiding Officer.
7. Written or electronic communications from citizens to the members of the City Council, individually or to the Mayor and City Council as a group.
8. Written or electronic communications from citizens to the Clerk Of Council for distribution to the City Council, individually or to the Mayor and City Council as a group.
9. Use of the City's Social Media Accounts and the City's Official Website.
10. Use of the City's public records request process.

P. Minutes: The minutes shall record actions taken at the meeting and shall not be a verbatim transcript of what is said at the meeting. Council may, by a simple majority vote, direct that more detailed minutes be kept for all or part of a meeting.

Q. Councilmember Decorum: During all official meetings of the Council, whether Committee Meetings, Council Work Sessions, Regular City Council Meetings, or Special City Council Meetings, the members of Council in attendance will represent the City in a professional manner by directing their comments to the business of the Council and the policy implications of such business.

Disparaging comments about a specific member of Council's personhood, political affiliations, or matters of a personal nature will be ruled out of order by the Presiding Officer. For repeated offenses, the Presiding Officer shall put the question of whether the offender shall be removed from the meeting which shall be determined by a vote of three-fourths (3/4) of Councilmembers then present (excluding the offender) without debate.

In no way is this section designed to eliminate the natural and appropriate disagreement or communication of such disagreements between Councilmembers on particular views, positions, directions, or political and/or philosophical positions of individual Councilmembers. Additionally, this section is not designed to limit any First Amendment rights of individual Councilmembers in their private or political capacities outside of official City meetings.

III. LEGISLATION

A. The Legislative Process: Actions of the Council are taken by ordinance, resolution, or motion. A motion is used to make or approve appointments of City board or commission members, to conduct the business of Council in procedural matters, to conduct elections required by Council, and for other similar matters provided by the City Charter (Section 5.01, City Charter). All motions of Council require seconds. Voting records by individual Councilmembers on each item voted on are to be kept by the Clerk Of Council.

Article V of the City Charter prescribes procedures that must be adhered to in regard to legislation. The Law Director assures that any proposed legislation fulfills all legal requirements.

Step 1. If determined appropriate, the Presiding Officer will refer proposed legislation to a Council Work Session for Council to review the proposed legislation and to make any recommendations regarding the proposed legislation. Council may also refer the matter to additional Council Work Session(s) to review the proposed legislation in between the ongoing reading(s) of the legislation. In most cases, the proposed legislation will have already been reviewed by a Council Work Session prior to being placed on the meeting agenda for a Regular City Council Meeting or Special City Council Meeting. After discussion on proposed legislation, the Presiding Officer will inquire if there any objections from Councilmembers to placing the proposed legislation on the agenda of a Regular City Council Meeting or Special City Council Meeting for a first reading. If there are any objections to placing the proposed legislation on the agenda of a Regular City Council Meeting or Special City Council Meeting for a first reading, the Presiding Officer may continue the discussion on the proposed legislation to determine an appropriate course of action.

Step 2. The proposed legislation is placed on the agenda of a Regular City Council Meeting or Special City Council Meeting for a first reading. A copy of all proposed legislation will be posted on the Public Notice Board at the City Governance Center Building. The Clerk Of Council will endeavor to have legislation posted as soon as available prior to the meeting. All readings of legislation are made by title only unless a majority of Council approves by an adopted motion a full text reading of the legislation. No discussion by Councilmembers will occur until after a motion is on the floor and the motion is seconded. Each resolution must be read on one separate Council meeting day. Each ordinance must be read on two separate Council meeting days, unless this requirement is waived by a vote of two-thirds (2/3) of the Councilmembers then holding office (Section 5.04, City Charter). Approval or rejection of a proposed resolution usually takes place immediately after this first reading, but the resolution can be read at additional readings at the discretion of Council.

Step 3. A second reading is held for a proposed ordinance, unless this requirement is waived by a vote of two-thirds (2/3) of the Councilmembers then holding office (Section 5.04, City Charter). Approval or rejection of the proposed ordinance usually takes place immediately after this second reading, but the ordinance can be read at additional readings at the discretion of Council.

Step 4. When approved by Council, the legislation is assigned an index number from the legislation journal and typed in final form by the Clerk Of Council. An annual indexing system is used. Ordinances are coded "O" and Resolutions "R"; for example, 2025-O-1000 and 2025-R-1000. The

legislation is then authenticated by the signatures of the Clerk Of Council and the Presiding Officer (Section 5.08(A), City Charter) after the City Council Meeting when available or in a forthwith manner. Amended legislation or legislation not available for authentication by the Clerk Of Council and the Presiding Officer during or immediately following the City Council Meeting will also be authenticated forthwith. Motions by Council (beginning in 2009) are also assigned an index number and typed in final form by the Clerk Of Council using an annual indexing system. Motions are coded "M"; for example, 2025-M-1000.

Step 5. Legislation is published by posting the full text of the ordinance or resolution for a period of not less than ten (10) days after its passage in public places within the City or places of public access as determined by Council. The designated public places are:

1. Public Notice Board - City Governance Center Building
2. Legislative Binder - City Governance Center Building
3. Clerk Of Council's Office
4. Huber Heights Public Library
5. Huber Heights Police Building
6. City of Huber Heights Official Website

Step 6. The Clerk Of Council certifies in the legislative journal the dates that publication occurred.

- B. Effective Date Of Legislation:** Any resolutions take effect immediately upon adoption by Council, unless a later date is specified. Ordinances dealing with appropriations of money; annual tax levies for current expenses of the City; certain improvements petitioned for by owners; questions to be submitted to the electorate or determinations to proceed with elections; approval of revisions, codifications, recodifications, or rearrangements of the City Code; and, any emergency ordinances take effect immediately upon adoption by Council, unless a later date is specified. All other ordinances take effect thirty (30) days after adoption by Council, unless a later date is specified. The thirty (30) day effective date of legislation is calculated by counting from the date after adoption by Council of the ordinance with the effective date being the thirty-first (31st) day after date of adoption by Council of the ordinance.
- C. Emergency Legislation:** Emergency ordinances are those necessary for the immediate preservation of the public peace, health, safety or welfare, or an emergency in the operation of the City. Emergency ordinances must contain a statement, "the emergency clause", describing the necessity for the emergency. A vote of two-thirds (2/3) of Councilmembers holding office is required to approve emergency ordinances (Section 5.06, City Charter). Any emergency ordinances take effect immediately upon adoption by Council, unless a later date is specified.
- D. Copies Of Ordinances and Resolutions:** The Clerk Of Council shall provide copies of ordinances and resolutions adopted by Council to persons requesting such

copies. The Clerk Of Council shall charge the established rate in the Huber Heights Public Records Policy for such copies.

IV. MOTIONS

Unless there is a conflict with these Rules Of Council or the City Charter, Roberts Rules of Order will be used as guidance during Council meetings. The following specific procedures shall be followed during Council meetings:

1. **Main Motions:** A motion to introduce a subject (**requires majority vote**).
2. **Motions When Question Is Before Council:** When a question or proposition is before or under debate by Council or when a motion has been made, only the following motions can be accepted:
 - a. To adjourn (**requires majority vote**).
 - b. To recess (**requires majority vote**).
 - c. To raise a question of privilege. Questions of privilege have precedence over all other questions except adjournment. Questions of privilege are those affecting the rights of the Council collectively, its safety, dignity, comfort, and the integrity of its proceedings and those rights, reputations, and conduct of Councilmembers in the capacity as members of Council (**decision of Presiding Officer**).
 - d. To call for orders of the day to require the Council to conform to its agenda, program, or order of business, or to take up a general or special order (**decision of Presiding Officer**).
 - e. To lay on the table to set aside the pending question when something else of immediate urgency has arisen or when something else needs to be adopted before consideration of the pending question is resumed (**requires majority vote**).
 - f. To call the previous question and request that discussion end and that the motion being considered be voted on (**requires two thirds vote**).
 - g. To limit or extend limits of debate (**requires two thirds vote**).
 - h. To postpone any action to a certain time (or definitely) (**requires majority vote**).
 - i. To commit or refer the proposal to a committee or special meeting of Council for further investigation or to put into better condition for consideration (**requires majority vote**).
 - j. To amend. A motion to amend is to modify the main motion by inserting or adding; striking out; or striking out and inserting. No motions can be made to amend an amendment. A rejected amendment may not be moved again in the same form (**requires majority vote**).

- k. To postpone indefinitely. When motions to postpone indefinitely are passed, the principle question is declared lost. The motion rejects or “kills” the main motion for the duration of the session **(requires majority vote)**.
- l. To postpone any action indefinitely **(requires majority vote)**.

Note: These motions have precedence in the order given. Motions listed above in “a”, “b”, “c” and “f” are decided without debate.

- 3. **Motion To Take Matter From Committee:** When ordinances, resolution, or other matters have been referred to a committee and said committee fails within a reasonable or specified time to report or offer a valid reason for failure to report, any member of Council has a right to move that ordinance, resolution, or matter of concern be taken from that committee and placed before Council for action **(requires majority vote)**.
- 4. **Motion To Reconsider:** Motions to reconsider approved legislation must be made before adjournment of that meeting of Council for legislation that is effective immediately; motions to reconsider other legislation must be made prior to the close of the next following Regular City Council Meeting. A motion to reconsider may be made only by a Councilmember who voted with the prevailing side or by a Councilmember who was absent from the meeting at which the legislation was voted on. A motion to reconsider, being laid on the table, may be taken up and acted upon at any time when the Council is engaged in the transaction of other business. No motion to reconsider may be made more than once on any legislation and the same number of votes is required to reconsider the legislation as was required to pass or adopt the legislation **(requires majority vote)**.

V. COUNCIL WORK SESSIONS/COMMITTEES

- A. **Council Work Sessions:** Council Work Sessions are working committee meetings of Council and are not utilized for legislative action or other formal Council actions appropriate to Regular City Council Meetings or Special City Council Meetings. The Council Work Sessions shall consist of the Mayor and all of the Councilmembers. Council Work Sessions shall be supported by the Clerk Of Council, the City Manager, the Law Director, and City Staff as directed by the City Manager.

Proposed legislation/motions and/or other matters of significance will generally be reviewed initially through assignment to a Council Work Session. Exceptions to the review of proposed legislation/motions and/or other matters of significance through assignment to a Council Work Session can be made by the Presiding Officer or by Council for emergency situations, time sensitive matters, routine matters, and recurring items. Council may also opt to review proposed legislation/motions and/or other matters of significance that arise in emergency situations at Regular City Council Meetings or Special City Council Meetings without assignment to a Council Work Session.

All Council Work Sessions shall comply with the requirements of Ohio Revised Code Section 121.22 under Ohio's Open Meetings Act. It shall be the responsibility of the Presiding Officer to advise the Office of the Clerk Of Council of all scheduled meetings so that public notice can be given. It shall also be the responsibility of the Office of the Clerk Of Council to ensure and/or prepare written minutes of all such meetings and to maintain a copy of all meeting notices, information, and minutes in the Clerk Of Council's Office records.

- B. Committee Of The Whole:** The working business of the Council may also be conducted through Committee Of The Whole meetings. The Committee Of The Whole shall consist of the Mayor and all of the Councilmembers. The Committee Of The Whole meetings shall be supported by the Clerk Of Council, the City Manager, the Law Director, and City Staff as directed by the City Manager.
- C. Special Committees:** The Mayor may appoint temporary special committees, unless objected to by Council by a simple majority vote, as may be appropriate to gather information, conduct surveys, make findings and recommendations on proposed legislation, or perform other specified tasks. The work of the special committees shall be confined to specific assignments and the authority granted to the special committee. These special committees shall be temporary and terminate on the date specified at the time of appointment or upon presentation of a final report to the Mayor and the Council. All special committees appointed by the Mayor shall be advisory only. A Special Committee Chair will be elected by the members of the special committee to act as the Presiding Officer of meetings of the special committee. The Special Committee Chair shall advise the Mayor of all committee meetings at the same time that members are notified of such meetings.

All special committee/subcommittee meetings shall comply with the requirements of Ohio Revised Code Section 121.22 under the Ohio's Open Meetings Act. It shall be the responsibility of each such Chair to advise the Clerk Of Council's Office of all scheduled meetings so that public notice can be given. It shall also be the responsibility of the Clerk Of Council's Office to ensure and/or prepare written minutes of all such meetings and to maintain a copy of all meeting notices, information, and minutes in the Clerk Of Council's Office records.

- D. Outside Committees:** For those Councilmembers selected or appointed to serve as individual representatives of City Council on outside committees or organizations, those Councilmembers shall provide ongoing reports to City Council in a timely manner. Representation of City Council on outside committees or organizations should be made by a motion of Council and approval by a simple majority vote of Council.

VI. COMPENSATION AND EXPENSES

Council may increase or decrease the compensation of its members by ordinance or resolution. However, no Councilmember shall benefit from any increase in compensation enacted during such Councilmember's current term of office (with the exception of increases or decreases in fringe benefits). Any ordinance or resolution changing the compensation of

Council shall be adopted no later than June 1 of any odd numbered year (Section 4.10, City Charter).

Councilmembers shall be reimbursed for actual expenses incurred in the performance of authorized travel on official business of the City for approved training seminars, conferences, etc. The mode of travel and types of expenses covered (meals, tips, lodgings, fees, materials, etc.) for Council must first be approved by the Mayor before such expenses are reimbursable. The Mayor's mode of travel and types of expenses covered (meals, tips, lodgings, fees, materials, etc.) must first be approved by the Vice Mayor before such expenses are reimbursable. Those who use a personal vehicle during authorized travel will be reimbursed at the same rate as that authorized for City employees. Requests for reimbursement for approved travel expenses shall be submitted to the Clerk Of Council's Office after approval by the Mayor (or Vice Mayor for the Mayor's travel expenses) for processing by the Finance Department.

VII. IN-SERVICE TRAINING

The Mayor and Councilmembers may avail themselves of educational opportunities by attendance at professional meetings, conferences, educational institutions, and purchases of information that enhance a Councilmember's ability to perform Council duties. Councilmembers shall be reimbursed for these expenses.

VIII. LAW DIRECTOR AND OTHER LEGAL COUNSEL

No legal services shall be performed by the Law Director except as authorized by the City Charter and City Council, or as requested by the City Manager, the Clerk Of Council, and Senior City Staff. City Council, through the Council Work Sessions or any other Council meetings including the Committee Of The Whole as determined by City Council, shall be responsible for administration and management of the Law Director and the Law Department. All administrative matters involving the Law Director shall be brought before the appropriate Council meeting including the Council Work Session or the Committee Of The Whole. Conflicts of interest shall be resolved between Law Director and City Council through the appropriate Council meeting including the Council Work Session or Committee Of The Whole.

The Law Director shall attend all Council meetings, including Executive Sessions, unless unable to do so because of a conflict in court scheduling or other business related to the conduct of official business. The Law Director shall attend meetings of other City bodies when, in the Law Director's judgment, the subject matter at those meetings is such that a presence is required or appropriate. The chairs of City boards, committees, and commissions generally should request, through the City Manager, the attendance of the Law Director at any meetings, if necessary. Communication will also be forwarded to the City Council by the City Manager regarding the attendance of the Law Director regarding such meetings.

Preliminary drafts of legislation should be submitted to the Law Director for review as part of the legislative process established in Section III of the Rules Of Council. In addition, the Law Director will draft legislation at the specific direction of the City Manager, the Clerk Of

Council, or from the City Council as a body at a Council Work Session or at a City Council Meeting and shall review all legislation for legal form and propriety.

The Law Director will provide Council, the City Manager, and the Clerk Of Council with copies of each significant legal document issued; however, entire briefs, etc. too bulky for reproduction will not be reproduced in their entirety except upon request or will be provided in electronic format.

The Law Director will provide Council with a quarterly activity report, including a verbal and written update on all significant active legal actions (such as civil suits, etc.). Between these reports, the Law Director will advise Council and the City Manager of any matters warranting immediate attention. Additionally, to ensure the City's best interest are always protected, the Law Director will attend other City meetings, as requested, and coordinate day-to-day activities with the City Manager.

The Council may employ additional legal counsel to provide supplemental legal services and to represent the City. These services are to be paid for from the City's legal budget.

IX. COUNCIL/ADMINISTRATION COMMUNICATIONS

Official communications between Council or its individual members and City officers and employees are to be conducted solely through the City Manager (Section 4.06(C), City Charter).

Requests to the City Manager for routine information, which involve minimal extra work by City Staff, can be handled without approval of Council as a whole (for example; a copy of existing information, brief project status reports, opinions, etc.).

The City Manager may determine that a request for information is not routine or will require more than minimal effort, in which case the requesting Councilmember will be informed and has the option of taking the matter before the entire Council for consideration. Similarly, routine complaints or requests received by the City Manager from elected officials will be handled promptly without Council approval.

On matters pending before Council, any new information that is developed by the City Staff will be shared by the City Manager with all Councilmembers prior to the discussion of the matter. Additionally, all Councilmembers inquiries to the Law Director for non-routine requests (greater than one hour of work) shall be approved by a majority of Council before the work begins and will be detailed on the Law Director's billing statements.

If a request for new information on matters not presently before Council is received that would suggest the issue would be a policy matter for the entire Council to consider, the City Manager shall inform all members of Council and seek approval for the City Staff work necessary to respond to the request (with majority approval of Council necessary). Requests for information or reports which will interrupt the established day-to-day utilization of City Staff time must be approved and authorized by Council. If the request is approved, all information compiled will be shared with all Councilmembers.

X. INVESTIGATIONS

Council may make investigations in coordination with the City Manager into the affairs of the City and the conduct of any City office, department, division, board, commission, or committee. Such investigations must be authorized by a majority of the Councilmembers. Councilmembers who request such investigations shall bring the request and the reasons for the request to Council in Executive Session. Such investigations shall be carried out within parameters established by the City Charter, federal and state law, and in consultation with the Law Director.

XI. BOARDS AND COMMISSIONS

Council is empowered to create City boards and commissions, in addition to those established by the City Charter. Council also appoints members to City boards and commissions. A simple majority vote of Councilmembers currently holding office at the time of appointment is required to appoint (Section 9.02, City Charter). Appointments will be made in accordance with the process set forth in the City of Huber Heights Board and Commission Handbook. By an affirmative vote of five (5) members of Council at a Regular City Council Meeting, Council may remove any member of a City board or commission for lack of qualifications, incompetency, misconduct, neglect of duty, or unexcused absences from any three (3) meetings of the board or commission on which the person serves during an appointed term. The reasons for removal shall be stated in writing and the board or commission member shall be given an opportunity to be heard at a Regular City Council Meeting. All actions of Council are final (Section 9.07, City Charter).

XII. CONFLICTS OF INTEREST AND ETHICS

Councilmembers are subject to all Ohio and local statutes and federal and state law regarding conflicts of interest, criminal misbehavior, ethics, and financial disclosure by municipal officials (Section 13.09, City Charter). Members of Council shall abstain from voting on and the formal discussion of any motion or issue wherein the Councilmember might have a conflict of interest. Councilmembers having conflicts are expected to notify Council of the conflict of interest prior to any discussion or vote on any motion or issue wherein the Councilmember has a conflict of interest. Councilmembers should consult with the Law Director on any potential conflict of interest.

XIII. COMPLAINTS

Complaints against employees are to be made to the City Manager and handled in accordance with the City Personnel Policy Manual. Complaints against Councilmembers, the City Manager, the Law Director, the Clerk Of Council, or members of City boards or commissions appointed by Council are to be made to the Mayor. Complaints against the Mayor are to be made to the Vice Mayor. Complaints are required to be in writing.

Only complaints against Councilmembers or the Mayor that are limited to the following grounds will be investigated:

1. Alleged ethical violations/conflicts of interest.

2. Alleged failure of a Councilmember or Mayor to possess or maintain the qualifications of the office as prescribed by the City Charter.
3. Alleged intentional violation of the prohibitions set forth in Section 4.06 of the City Charter.
4. Alleged violation of any other expressed provision of the City Charter.
5. Alleged violations of State or Federal law are not considered complaints under this rule and should be filed by the complainant with the City Prosecutor or law enforcement.

Upon receipt of a complaint that is to be investigated under this rule, the Mayor or the Vice Mayor shall distribute a copy of the complaint to all members of the City Council for review. All actions taken to investigate and resolve the complaint shall be documented as a matter of record. The Mayor or the Vice Mayor will complete a written response as soon as possible advising the initiator and the City Council of the disposition of the complaint. In those cases where resolution requires longer than ten (10) business days, an interim written response and target date for completion will be provided to the initiator of the complaint and the City Council.

If the Mayor or the Vice Mayor as the case may be, believes the complaint is unfounded, the Mayor or the Vice Mayor shall advise the complainant and City Council in a written response. If the same individual complainant has three or more determinations of an unfounded complaint within a twelve (12) month period, the City Council may advise the Mayor or the Vice Mayor to disregard any future complaints from that individual for one (1) year. Oral complaints against individual employees by the public or Councilmembers at City Council Meetings are out of order. The Presiding Officer shall rule the complaint out of order and explain the proper procedure for filing complaints.

The above are not to be construed to deny the rights of the public to criticize, state dissatisfaction, or complain about the City Council or City services, but to protect individuals from public censure without the chance to answer specific complaints.

XIV. EVALUATION OF CITY OFFICIALS

It shall be the responsibility of Council to provide a written evaluation of the performance of the City Manager, the Law Director, and the Clerk Of Council annually. There shall be a formal Executive Session discussion of these evaluations by Council prior to the finalization of these evaluations. The Mayor and/or the Vice Mayor shall consolidate and present the final evaluations to the City Manager, the Law Director, and the Clerk Of Council.

XV. SUSPENSION OR WAIVER OF THE RULES OF COUNCIL

Council may suspend or waive the adopted Rules Of Council, in full or in part, for a specified time by a motion. The motion to suspend or waive the Rules Of Council must be properly seconded and approved by a simple majority vote of Councilmembers currently holding office.

XVI. SOCIAL MEDIA GUIDELINES AND STANDARDS FOR COUNCIL

These Guidelines and Standards apply to City Councilmembers (“Elected Officials”) that may maintain and use personal web pages, websites, blogs, and social networking sites (collectively “Internet Platform”).

Elected Official’s Internet Platforms are not controlled by the City of Huber Heights. The City does not require or promote such sites, nor provides web space or access (links) for such sites through any official City channels. Communications on Elected Official’s Internet Platforms are not created, received, maintained or used by the City. Nor are they meant to document the organization, functions, policies, decisions, procedures, operations, or other activities of the City or its Council as a whole.

Social Media Guidelines

1. The site should NOT be designated as a “governmental” page.
2. The site should NOT appear to be an official City internet platform.
3. The site should have a disclaimer predominantly featured on the site, such as:

This is a private page under the sole control of _____. The comments expressed by me are my own and do not reflect the opinions and/or position of the City of Huber Heights or its officers and employees. This page is not sanctioned or monitored by the City. This Page cannot be used for service of any legal notice, administrative notice or any other legal process directed to the City. As this site is not monitored by the City, do not use this site to request City records.

4. Elected Officials should NOT promote their private Internet Platforms at official City meetings or in official City correspondence.
5. If the Internet Platform is interactive (allows third parties to post) the site should expressly provide that it is not intended to be a public forum and that posts that are vulgar, off topic, hate speech etc. will be deleted according to a posted policy advising of such. A sample provision is:

I reserve the right to remove or edit any posts that are unlawful, threatening, libelous, defamatory, obscene, pornographic, invasive of privacy, infringing of intellectual property rights, or otherwise violate any law. This includes comments or content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability, or sexual orientation. Spam, links to other sites, information that is clearly off topic, and/or apparent spamming or trolling will be removed.

Social Media Standards

1. Elected Officials should not disclose information that is considered privileged or confidential. By way of example, such information may include but is not limited to certain personnel information, non-public information from criminal investigations and business trade secrets.
2. Elected Officials should be honest and accurate when posting information or news, and should quickly correct any mistakes, misstatements and/or factual errors in content upon discovery.
3. Elected Officials should never represent themselves as a spokesperson for the City Council, board, committee, or commission.
4. Elected Officials should consider the potential impact of social media statements prior to posting.
5. Elected Officials should not post information about matters involving pending or threatened litigation, items that are or may be appealed to them in their official capacity or to City boards or commissions.
6. Elected Officials should not use internet platforms to communicate with city employees about City-related matters.
7. Elected Officials should not “tag” a matter to a City employee’s personal internet platform site.
8. Elected Officials should be mindful of the risks of electronic communication in relation to the Ohio Public Records Laws and the Open Meeting Law; communication between elected officials should be avoided on internet platforms.
9. Elected Officials should not reference any document(s) as a basis for making an official decision unless that document is available through the City as a public record.
10. Removing a user’s comment or post because the person is criticizing some government action is not advisable.
11. When an Elected Official desires to have a matter posted to an Official City Internet Platform, the Elected Official shall provide the item or link to the Clerk Of Council who will then forward it to the designated person in charge of the City Internet Platform for posting consistent with the City’s Social Media Policy.

AI-11300

Topics Of Discussion J.

Council Work Session

Meeting Date: 01/06/2026

2026 Vice Mayor

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: Council Work
Session

Date(s) of Committee Review: 01/06/2026

Audio-Visual Needs: None

Legal Review: Not Needed

Emergency Legislation?: No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

2026 Vice Mayor

Purpose and Background

The City Charter dictates that Council select a Vice Mayor each year. This agenda item is an opportunity for Councilmembers to present to Council their desire to serve as Vice Mayor or their desire for another Councilmember to seek that position.

SECTION 4.04 - MAYOR AND VICE MAYOR.

(B) Vice Mayor. Council shall, at the first regular meeting in January following its election and every year thereafter, choose, by a vote of no less than five (5) members of Council, one of its members as Vice Mayor, who shall act as Mayor during the absence or disability of the Mayor. If a vacancy in the Mayor's office occurs, the Vice Mayor shall serve as Mayor until the next regular municipal election. At such election a Mayor shall be elected to serve for the unexpired or a full term, as appropriate. At least ten (10) days prior to the date for filing for the office of Mayor at such election, the Vice Mayor who assumed the office of Mayor shall file with the Clerk of Council a written statement indicating whether such person will become a candidate for Mayor at such election or will reassume office of Councilmember, and such person shall be bound by such decision. If such decision is made in favor of reassuming the office of Councilmember, then upon the election of a Mayor and upon the assumption of the office by the person so elected, the Vice Mayor shall reassume the office previously held as councilmember for the remainder of the unexpired term to which elected. In the event of a vacancy in the office of Mayor whereby the Vice Mayor assumes the office of Mayor under this Section, the Council shall select a person to fill the vacancy in Council as provided in Section 4.07 of this Charter; however, the person so chosen to fill the vacancy in Council shall serve only until a Mayor is elected as provided herein, if the Vice Mayor elects to reassume office as a Councilmember for the remainder of the unexpired term as provided for in this Section.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

No file(s) attached.
