

NOTICE TO THE VOTERS

PROPOSED CHARTER AMENDMENTS FOR THE CITY OF OLMSTED FALLS

The original Charter was adopted in 1974. Minor changes have occurred since 1974. It is important to note that like the US constitution, our cities constitution in the original format should stand up to the test of time with some exceptions. Times and expectations have changed. In 1974 the Mayor and Council were all part time. In 2000 the mayors term was changed to 4 years. In 1970 the census was 2,504 and today we are just shy of 10,000 people. Dynamics of business processes have also changed. There remains embedded in our Charter some ambiguity and conflicts in which one area says one thing and another area states another. Challenging the way we do business always makes sense. As a part of the executive team strategic planning process we determined that positioning these changes to the voters would be appropriate.

A NOTE FROM MAYOR ANN MARIE DONEGAN:

In an effort to de-mystify the City's Charter Change portion of the November ballot for Voters, the City of Olmsted Falls is providing voters an explanation of how the Charter change process must occur as defined by the Ohio Revised Code.



The process outlined in the Ohio Revised Code is on the first page of this booklet highlighted in yellow under the section titled "Proposed Charter Amendments for the City of Olmsted Falls".

By Ohio law, Charter changes must be presented to the public in a very specific format. Since this process is complicated I have attempted to make the Booklet voter friendly by color coding each of the required sections. Each individual Amendment will start with a section called "Summary" color coded salmon which provides an explanation of the differences and potential outcomes of the Proposed Amendments. Second will be the section titled "Proposed Charter Amendment" color coded light blue under this section you will find the actual Charter Article and Section of the proposed amendment marked with the proposed change. The third and final section will be titled "Ballot Question" color coded yellow this section provides how the amendment question will appear on the November Ballot.

There are a total of 4 issues that will be on the Ballot in November involving charter amendments for the city of Olmsted Falls.

**GENERAL ELECTION
TUESDAY, NOVEMBER 8, 2016
CITY OF OLMSTED FALLS**

**ABSENTEE VOTING STARTS OCTOBER 12, 2016.
Go to www.myohiovote.com and request an application.**

PROPOSED CHARTER AMENDMENTS FOR THE CITY OF OLMSTED FALLS

Pursuant to Article XVIII, Section 9 of the Ohio Constitution and Article XII, Section 12.01(1) of the Charter of the City of Olmsted Falls, the City Council and Mayor have submitted the following proposals to amend the Charter of the City of Olmsted Falls to be submitted to the electors of the City of Olmsted Falls at an election to be held at the usual places of voting in the City of Olmsted Falls on Tuesday, November 8, 2016.

Pursuant to R.C. 731.211, and Section 9 of Article XVIII Ohio Constitution, notice of proposed changes are required to be mailed to city electors or published in the newspaper. This notice is being mailed to all electors whose names appear on the poll or registration books from the last regular or general election.

A **SUMMARY** of the proposed Charter changes precedes the actual text of the actual proposed charter changes and ballot questions.

If fifty (50) percent or more of the total number of electors casting a Presidential vote in the last Presidential election vote on the measure, it will require a simple majority for passage. If fewer than fifty (50) percent vote, it will require at least two-thirds (2/3) affirmative vote.

PROPOSED CHARTER AMENDMENT ARTICLE IV SECTION 4.03 AND 5.03(a)

SUMMARY: The proposed changes in Charter Sections 4.03 and 5.03(a) are designed to clarify authority and streamline the process for appointments to and removal from non-elected city positions by extending the authority of City Council to confirm or reject appointments or removals to the positions of City directors and members of city boards or commissions, and thereby permitting the Mayor to make other appointments; to require a 2/3 vote of City Council to reject an appointment or removal; and to eliminate the requirement that any vacancy in a non-elected city position of employment be filled within 30 days of the vacancy. Will substantiate and clearly outline the process by eliminating contradictions in appointing positions to the administration as also outlined in the charter.

PROPOSED CHARTER AMENDMENT

ARTICLE IV- THE MAYOR SECTION 4.03

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SECTION 4.03. APPOINTING POWER.

It shall be the duty of the Mayor to appoint the directors of all departments and to make all other appointments provided for by law or ordinance unless otherwise provided herein. Proposed appointment **AND SUBSEQUENT REMOVAL OF DIRECTORS OF DEPARTMENTS ESTABLISHED BY CHARTER IN SECTION 9.01 AND MEMBERS OF BOARDS OR COMMISSIONS ESTABLISHED BY CHARTER** shall be presented in

writing to the Clerk of Council, who shall place them on the agenda of the next Council meeting for Council's consideration. ~~If a proposed appointment is not presented to Council within thirty (30) days of the creation of a vacancy, the vacancy shall be filled by Council, unless Council grants the Mayor an extension of time not to exceed thirty (30) days.~~

Council shall, within thirty (30) days after receiving notice of a proposed appointment **OR REMOVAL** from the Mayor, either confirm or reject such appointment **OR REMOVAL**. Confirmation requires the affirmative vote of a majority of the members elected to Council, ~~and failure to confirm shall constitute a rejection.~~ If Council does not either confirm or reject such appointment **OR REMOVAL** within the time specified, the appointment **OR REMOVAL** shall take effect as if the **SAME** appointment had been confirmed by Council. ~~If Council rejects a proposed appointment, ANY REJECTION OF A PROPOSED APPOINTMENT OR REMOVAL SHALL BE BY A TWO-THIRDS (2/3) VOTE OF ALL MEMBERS ELECTED TO COUNCIL AND~~ the reason or reasons shall be entered in the journal and submitted in writing to the Mayor prior to the next regular Council meeting.

~~In the event that Council should reject any proposed appointment of the Mayor, the Mayor shall have thirty (30) days from the date Council rejects the first proposed appointment to present a second proposed appointment in writing to the Clerk of Council, who shall place it on the agenda of the next regular Council meeting for Council's consideration. If such appointment is not presented to Council within the specified thirty (30) days, the vacancy shall be filled by Council, unless Council grants the Mayor an extension of time not to exceed thirty (30) days.~~

Council shall, within thirty (30) days after receiving a second proposed appointment from the Mayor, either confirm or reject such second appointment. Confirmation requires the affirmative vote of a majority of the members elected to Council, ~~and failure to confirm shall constitute a rejection.~~ If Council does not either confirm or reject such second appointment within the time specified, the appointment shall take effect as if the appointment had been confirmed by Council.

In the event that Council should reject both appointments, the power of the Mayor to fill the vacancy shall terminate and Council shall make the appointment by an affirmative vote of at least two-thirds (2/3) of the members elected thereto. The Mayor shall not have the power to veto this appointment.

Unless otherwise limited by this Charter, the Mayor shall have the power, ~~subject to confirmation by a majority of the members elected to Council,~~ to promote, demote, transfer, or remove any employee or official of the Municipality except those required by this Charter to be elected.

SECTION 5.03. POWERS AND DUTIES OF COUNCIL

(a) General Powers. All powers of the Municipality shall be vested in Council, except as otherwise provided by law or this Charter. Council shall have the power to confirm or reject the appointment **OR REMOVAL OF DIRECTORS OF DEPARTMENTS ESTABLISHED BY CHARTER IN SECTION 9.01 AND MEMBERS OF BOARDS OR**

COMMISSIONS ESTABLISHED BY CHARTER, IN ACCORDANCE WITH SECTION 4.03 OF THE CHARTER. any officer or employee of the municipal government unless otherwise provided in this Charter.

BALLOT QUESTION

Shall Sections 4.03 and 5.03(a) of the Charter of the City of Olmsted Falls be amended to extend the authority of Council to confirm or reject the appointment or removal of non-elected city employees to the positions of directors of city departments established by Charter and members of city Boards and Commissions established by Charter, and to require a two-thirds (2/3) vote of elected members of council to reject the proposed appointment or removal of a non-elected city employee, and to eliminate the requirement that any vacancy in a non-elected city position of employment be filled within thirty (30) days of the vacancy?

PROPOSED CHARTER AMENDMENT ARTICLE V SECTION 5.03(a)

SUMMARY: The proposed change in Section 5.03(a) adds the word “legislative” and is designed to expressly clarify and state that City Council has all legislative powers. Will eliminate conflicts contained in the charter and will clearly outline the authority of the office of Mayor and Council.

PROPOSED CHARTER AMENDMENT

ARTICLE V- THE COUNCIL SECTION 5.03(a)

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SECTION 5.03(a). POWERS AND DUTIES OF COUNCIL.

(a) General Powers. All **LEGISLATIVE** powers of the Municipality shall be vested in Council, except as otherwise provided by law or this Charter.

BALLOT QUESTION

Shall Section 5.03(a) be amended to clarify and expressly state that all legislative powers of the City are vested in Council?

PROPOSED CHARTER AMENDMENT ARTICLE V SECTION 5.03(g) and ARTICLE VIII 8.05

SUMMARY: The proposed changes in Charter Sections 5.03(g) and 8.05 are designed to provide that, once City Council approves the appropriation of funds for salaries, wages and benefits, no further action of City Council is required for the issuance of payments for the same by the City’s finance department. This change will allow the City to convert from a bi-monthly payroll to a bi-weekly payroll and extend only to Council-approved appropriations. Will eliminate redundancies and improve business practices within the city government.

PROPOSED CHARTER AMENDMENT

ARTICLE V- THE COUNCIL SECTION 5.03(g)

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SECTION 5.03(g). POWERS AND DUTIES OF COUNCIL.

(a) Salaries of Municipal Employees, Appointees, and Non-Elected Officials. Council shall have the power to fix the salaries of municipal employees, appointees, and other non-elected officials. All such salaries shall be fixed by ordinance. **ONCE COUNCIL APPROPRIATES THE FUNDS FOR SALARIES, WAGES, AND BENEFITS FOR CITY EMPLOYEES, NO FURTHER ACTION IS REQUIRED BY COUNCIL AND THE DIRECTOR OF FINANCE IS AUTHORIZED TO ISSUE PAYMENTS CONSISTENT WITH THE COUNCIL APPROVED APPROPRIATIONS.** Council may require a bond for the faithful discharge of the duties of such employee, appointee, or non-elected officials, provided that the premium for such bond is paid by the Municipality.

ARTICLE VIII – FINANCES SECTION 8.05

SECTION 8.05. DISBURSEMENTS

The Director of Finance shall disburse funds only as authorized by resolution, ordinance, or motion of Council, **EXCEPT THAT PAYMENTS FOR WAGES, SALARIES AND BENEFITS OF CITY EMPLOYEES MAY BE MADE SO LONG AS COUNCIL HAS PREVIOUSLY APPROVED THE APPROPRIATION OF FUNDS FOR THE SAME.** No obligation shall be incurred and no expenditures shall be made unless the Director of Finance certifies that there is an unencumbered balance of appropriated and available funds. No check for the payment of any claim shall be issued until such claim has been approved, in writing, by the director of the department or the chairman of the board or commission for which, or official for whom, the obligation or claim was incurred.

All checks issued shall be signed by the Director of Finance or the Mayor and shall be countersigned by the President or President Pro Tempore of Council.

BALLOT QUESTION

Shall Sections 5.03(g) and 8.05 of the Charter be amended to provide that once Council approves the appropriation of funds for salaries, wages and benefits for city employees, no further action of Council is needed to allow for payment of salaries, wages and benefits within the limit authorized by Council appropriations?

PROPOSED CHARTER AMENDMENT ARTICLE X AND SECTION 5.06(2)

SUMMARY: The proposed changes in Charter Article X, Boards and Commissions, and Section 5.06(2) are designed to abolish the Environmental Protection Board, the Planning Commission and the Board of Zoning Appeals by consolidating their duties into one new commission, the Planning and Zoning Commission, all in order to establish a single consolidated body to perform the former duties of the three boards. Will eliminate lengthy redundancies for residents and businesses.

PROPOSED CHARTER AMENDMENT ARTICLE X – BOARDS AND COMMISSIONS

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SECTION 10.02. GENERAL RULES FOR ALL BOARDS AND COMMISSIONS.

Unless otherwise provided for in this Charter:

- (1) Appointments and removals shall be made by the Mayor according to Section 4.03 of this Charter.
- (2) An appointee to be eligible to serve as a member of a board or commission of the Municipality shall be and shall remain a resident of the Municipality.
- (3) A vacancy occurring during the term of any member of a board or commission shall be filled for the unexpired term in the manner authorized in Section 4.03 of this Charter.
- (4) Each board and commission shall keep a journal of its proceedings. The voting shall be taken by name and in the form of yeas and nays and entered in such journal, and an affirmative vote of a majority of all members shall be necessary to adopt any question, motion, or order.
- (5) All meetings of boards and commissions shall be open to the public.
- (6) All members of boards and commissions shall serve without compensation unless otherwise provided for by Council.
- (7) Boards and commissions shall perform all the duties and functions imposed upon them either by ordinance or resolution of Council, by this Charter, or by the general laws of the State of Ohio.
- (8) Boards and commissions shall, at their first meeting, choose one of the members to serve as secretary, recommend a candidate for the

position to the Mayor, or request the Mayor provide a secretary to that board or commission.

(9) A majority of members appointed to any board or commission shall constitute a quorum.

~~(10) Members of boards and commissions cannot hold any municipal office or position in the Municipality except as permitted in Section 10.07(a) of this Charter, where it is deemed desirable to have a Planning Commission member also appointed to the Board of Zoning Appeals.~~

(10) At their first meeting of each year, each board and commission shall choose one of its members to serve as its chairman, as per their own adopted rules and procedures. (Amended 11-5-02.)

SECTION 10.03. PARKS AND RECREATION BOARD.

The Parks and Recreation Board shall:

(2) Recommend to the Planning **AND ZONING** Commission the purchase of additional land for recreational purposes;

~~SECTION 10.04. ENVIRONMENTAL PROTECTION BOARD:~~

~~—The Environmental Protection Board shall consist of five (5) members. Each member shall be appointed for a term of five (5) years, except that, of the five (5) members first appointed after the effective date of this Charter, one (1) shall be appointed for a term of two (2) years, one (1) for a term of three (3) years, one (1) for a term of four (4) years, and one (1) for a term of five (5) years. Serious consideration should be given the following for representation on the Board: a chemist, a medical doctor, and an engineer.~~

~~—It shall be the function and duty of the Environmental Protection Board to identify conditions which are detrimental to the environment of the Municipality. It shall make recommendations to Council on the need for enforcement of current laws or for new legislation concerning environmental problems.~~

~~—The Environmental Protection Board shall develop and maintain an educational program aimed at making both residents and businesses aware of their legal and moral responsibility to protect the environment of the Municipality.~~

~~—At its first meeting each year, the Environmental Protection Board shall choose one of its members to serve as Chairman and one of its members to serve as Secretary.~~

SECTION 10.06. PLANNING AND ZONING COMMISSION.

(a) Organization. The Planning **AND ZONING** Commission shall

consist of **SEVEN (7)** ~~five (5)~~ members, **ONE OF WHOM SHALL BE THE MAYOR (OR THE MAYOR'S DESIGNEE) AND ONE WHO SHALL BE A MEMBER OF CITY COUNCIL APPOINTED BY THE PRESIDENT OF COUNCIL FOR A ONE YEAR TERM.** ~~none of whom shall hold any other public office or public position in the Municipality except as permitted in Section 10.07(a) of this Charter.~~

The term of the **OTHER FIVE (5)** members shall be five (5) years, except that, of the five (5) members first appointed after the effective date of this Charter, one (1) shall be appointed for a term of one (1) year, one (1) for two (2) years, one (1) for three (3) years, one (1) for four (4) years, and one (1) for five (5) years.

The Planning **AND ZONING** Commission shall adopt rules and bylaws governing the holding of meetings, both regular and special, the transaction of its business, the filing of papers and applications, the conducting of hearings, and the manner of the exercise of its powers. Where Council by ordinance provides for the manner of exercise of such powers, the provisions of the ordinance shall be followed. At its first meeting each year, the Planning **AND ZONING** Commission shall choose one of its members to serve as Chairman and may recommend to the Mayor a candidate for appointment as Secretary.

(b) Powers and Duties. The Planning **AND ZONING** Commission shall recommend to Council a comprehensive plan for the physical development of the Municipality or the redevelopment of any area or district therein, which plan shall include the location of public ways, properties, bridges, schools, utilities, buildings, parks, playgrounds, and recreation areas, and the reservation and acquisition of lands therefor. It shall prepare and recommend to Council ordinances creating areas, zones, and districts of permitted and excluded use, including rules, regulations, restrictions, and limitations governing:

(1) The plan, design, height, floor area, (number of stories, and size of structures;

(2) The area and size of lots;

(3) The subdivision and platting of lands and the improvement and development thereof;

(4) The percentage of land occupancy and housing unit density of the occupied land;

(5) The size of yards, courts, and open spaces;

(6) The location, use, and occupancy of public and private buildings, structures, and land for trade and industry;

(7) The use of land for off-street parking areas, parks, playgrounds, residences, and farms;

(8) **PROTECTION OF THE CITY'S ENVIRONMENTAL RESOURCES;**

(8) (9) And all other such uses or purposes, both public and private, pertaining to each, as will promote the general welfare of the Municipality and its inhabitants.

(10) IT SHALL BE THE DUTY OF THE PLANNING AND ZONING

COMMISSION TO HEAR AND DECIDE ALL APPEALS MADE FOR EXCEPTIONS TO AND VARIANCES FROM ORDINANCES GOVERNING ZONING IN THE MUNICIPALITY. THE COMMISSION SHALL ALSO HEAR AND DECIDE ALL APPEALS FROM DECISIONS OF OFFICIALS ADMINISTERING OR ENFORCING ZONING OR BUILDING ORDINANCES AND REGULATIONS.

(11) THE PLANNING AND ZONING COMMISSION SHALL PERFORM SUCH OTHER DUTIES AND SHALL HAVE SUCH OTHER POWERS AS COUNCIL MAY PROVIDE FOR.

~~On or before a date specified by the Mayor, each year the Planning Commission shall recommend to the Mayor a capital improvement budget for the following fiscal year and a comprehensive five-year capital improvement program:~~

(c) **Mandatory Referral.** No public building, street, boulevard, parkway, park, public land, playground, aviation field, utility, dock, wharf, dam, bridge, tunnel, or part thereof shall be constructed or authorized to be constructed, purchased, or sold; nor shall any street, avenue, parkway, boulevard, or alley be opened for any purpose whatsoever, widened, narrowed, relocated, vacated, or its use changed; nor shall any ordinance referring to zoning or other regulations controlling the use or development of lands be passed or become effective or binding upon the Municipality unless and until Council shall have first submitted the proposal or ordinance to the Planning **AND ZONING** Commission for report and recommendation.

No action of Council shall be taken overruling the action of the Planning **AND ZONING** Commission except by an affirmative vote of at least two-thirds (2/3) of the members of Council. Failure of the Planning **AND ZONING** Commission to act within forty-five (45) days on any matter before it may, at the discretion of Council, have the same effect as approval by the Planning **AND ZONING** Commission.

COUNCIL, BY ORDINANCE, MAY RATIFY, REVERSE, OR MODIFY ANY DECISIONS OF THE BOARD. THE APPLICANT MAKING THE APPEAL OR COUNCIL ITSELF MAY REQUEST A PUBLIC HEARING BEFORE COUNCIL PRIOR TO COUNCIL RULING ON ANY DECISION OF THE BOARD. IN SUCH CASE, COUNCIL SHALL PROVIDE THE PROCEDURE FOR SUCH HEARING AND RULING. THE DECISION OF THE PLANNING AND ZONING COMMISSION SHALL BECOME EFFECTIVE THIRTY (30) DAYS AFTER NOTIFICATION OF THE DECISION IS MAILED TO THE APPLICANT AND THE CLERK OF COUNCIL UNLESS COUNCIL TAKES ACTION ON THE DECISION OR THE APPLICANT NOTIFIES THE CLERK OF COUNCIL IN WRITING OF HIS REQUEST FOR A COUNCIL RULING ON THE DECISION.

FAILURE OF COUNCIL TO ACT WITHIN THIRTY (30) DAYS AFTER SUCH REQUEST OR TO RULE WITHIN FIFTEEN (15) DAYS AFTER A PUBLIC HEARING SHALL CONSTITUTE A RATIFICATION OF THE DECISION OF THE BOARD. A COUNCIL RULING MODIFYING

OR REVERSING A DECISION OF THE BOARD SHALL REQUIRE AN AFFIRMATIVE VOTE OF AT LEAST TWO-THIRDS (2/3) OF THE MEMBERS ELECTED TO COUNCIL.

FAILURE OF THE BOARD TO MAKE A DECISION WITHIN SIXTY (60) DAYS AFTER THE DATE OF RECEIPT OF AN APPLICATION FOR A HEARING SHALL CONSTITUTE A DENIAL OF THE APPLICATION AND A RULING IN FAVOR OF THE ORDINANCE OR DECISION IN QUESTION.

SECTION 10.07. BOARD OF ZONING APPEALS:

~~—(a)— Organization. The Board of Zoning Appeals shall consist of five (5) members. Four (4) of the members of this Board shall not hold any other public office or public position in the Municipality. One (1) of the members may also be a member of the Planning Commission, and his term of office shall be the same as his term on the Planning Commission. The term of all other members shall be for three (3) years, except that, of the members first appointed after the effective date of this Charter, one (1) shall be appointed for a term of one (1) year, two (2) for two (2) years, and one (1) for three (3) years, and if the remaining member is not also a member of the Planning Commission, his term shall also be for three (3) years. The Board of Zoning Appeals shall adopt rules and bylaws governing the transaction of its business and the exercise of its powers. The Board shall adhere to all provisions of ordinances with respect to the exercise of its powers. A majority of its members shall constitute a quorum for holding meetings, and the concurrence of a majority of the members shall be necessary to determine any question or matter before the Board.~~

~~—At its first meeting each year, the Board of Zoning Appeals shall choose one of its members to serve as Chairman, except that it shall not be the Planning Commission member, and may recommend to the Mayor a candidate for appointment as Secretary.~~

~~(Amended 11-5-85.)~~

~~(b)— Powers and Duties. It shall be the duty of the Board of Zoning Appeals to hear and decide all appeals made for exceptions to and variances from ordinances governing zoning in the Municipality. The Board shall also hear and decide all appeals from decisions of officials administering or enforcing zoning or building ordinances and regulations.~~

~~—All applicants for a hearing shall be mailed a notice of the decision of the Board within three (3) days after the Board makes its decision. Council shall be also mailed a copy of the notices sent to the applicants.~~

~~— Council, by ordinance, may ratify, reverse, or modify any decisions of the Board. The applicant making the appeal or Council itself may request a public hearing before Council prior to Council ruling on any decision of the Board. In such case, Council shall provide the procedure for such hearing and ruling. The decision of the Board of Zoning Appeals shall become effective thirty (30) days after notification of the decision is mailed~~

to the applicant and the Clerk of Council unless Council takes action on the decision or the applicant notifies the Clerk of Council in writing of his request for a Council ruling on the decision.

~~—Failure of Council to act within thirty (30) days after such request or to rule within fifteen (15) days after a public hearing shall constitute a ratification of the decision of the Board. A Council ruling modifying or reversing a decision of the Board shall require an affirmative vote of at least two-thirds (2/3) of the members elected to Council.~~

~~—Failure of the Board to make a decision within sixty (60) days after the date of receipt of an application for a hearing shall constitute a denial of the application and a ruling in favor of the ordinance or decision in question.~~

~~—The Board shall perform such other duties and shall have such other powers as Council may provide for.~~

SECTION 5.06. LEGISLATIVE PROCEDURE

Every ordinance or resolution, except as hereinafter provided, shall be read on three (3) different days unless two-thirds (2/3) of the total number of Councilmen provided for by this Charter dispense with this rule. Ordinances and/or resolutions shall be deemed to have been read if the title is fully read. However, at the request of two or more members of Council, the full text of an ordinance or resolution shall be read. Ordinances and resolutions for the following actions shall be exempted from the requirement of three (3) readings:

- (1) Payment of bills;
- (2) Rulings on the decisions of the Board of Zoning Appeals

PLANNING AND ZONING COMMISSION.

BALLOT QUESTION

Shall Article X, Boards and Commissions, and Section 5.06(2) of the Charter of the City of Olmsted Falls be amended to abolish the Planning Commission, the Environmental Protection Board and the Board of Zoning Appeals by consolidating their duties into, and establishing one new commission, the Planning and Zoning Commission?

A series of Olmsted Falls Town Hall meetings hosted by Mayor Donegan

September 20, 2016:
1PM to 2PM
& 7PM to 8PM

September 28, 2016:
7PM to 8PM

October 12, 2016:
1PM to 2PM
& 7PM to 8PM

Held in City Council Chambers

Topics include:

Proposed City Charter changes and mid-year business overview of the city; i.e. sewer and bridge updates.

Join us to stay informed, voice your opinions and directly effect changes.



City of Olmsted Falls
26100 Bagley Road
Olmsted Falls, Ohio 44138

IMPORTANT CITY BUSINESS INFORMATION ENCLOSED