

City of Willoughby Hills

ORDINANCE NO. 2019-5

AN ORDINANCE RESCINDING AND REPEALING ORDINANCE NO. 2018-8 AND ENACTING IN LIEU THEREOF A NEW ORDINANCE AMENDING PART ONE – ADMINISTRATIVE CODE, TITLE FIVE – ADMINISTRATIVE, CHAPTER 167 – INTERNET, COMPUTER USAGE AND EMAIL OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS, REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.

WHEREAS, on November 9, 2006, Council adopted Ordinance No. 2006-58 establishing policies for the use of City-operated media and the City’s communications with the public; and

WHEREAS, since the passage of Ordinance No. 2006-58, changes have been made regarding the City’s official website address as well as email addresses used for City Departments as well as an employee(s) serving as a City contact; and

WHEREAS, Council finds and determines that fiscal interest of the public is best served by the establishment of guidelines for the preparation and distribution of a City newsletter and/or mailing to City residences which contain references to, and descriptions of, City matters.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO, THAT:

SECTION 1. The existing Chapter 167 – Internet, Computer Usage, and Email of the Codified Ordinances of the City of Willoughby Hills is hereby amended to read and provide in its entirety as follows:

“Chapter 167
Communication Practices

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| 167.01 | City’s official website; City e-mail addresses |
| 167.02 | Policy adopted. |
| 167.03 | Newsletters and Mailings to Residents from the City |

167.01 CITY’S OFFICIAL WEBSITE; EMPLOYEE E-MAIL ADDRESSES.

(a) Council hereby directs the Mayor to maintain the website address of www.willoughbyhills-oh.gov, for the City’s official website.

(b) Council hereby directs the Mayor to maintain City e-mail addresses for City Departments as well as employee(s) serving as a City contact with the above suffix (e.g. xxx@willoughbyhills-oh.gov).

167.02 POLICY ADOPTED.

Council hereby directs the Mayor to develop and disseminate an “Internet, Computer Usage, and Email Policy” that shall be applicable to all users of City-owned computer equipment. The policy may be

modified and shall be adopted by Council by ordinance, and the policy shall incorporate the recommendations set forth by the State Auditor for similar practices. After the policy is adopted, it shall be implemented by the Office of the Mayor and all City Department Heads.

167.03 NEWSLETTERS AND MAILINGS TO RESIDENTS FROM THE CITY.

Neither the Mayor nor Council will endorse, advertise or talk up any candidate for office in a publication or email through City publications and email.”

SECTION 2. Ordinance No. 2006-58, Ordinance No. 2018-8 are hereby repealed in their entirety.

SECTION 3. The actions of this council concerning and relating to the passage of this legislation were conducted in lawful meetings of this council and any of its committees that resulted in such formal action were in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 4. This Ordinance is declared to be an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of a municipal department; to wit: to immediately provide current standards and practices to ensure timely and cost effective communication to the residents of the City; wherefore this Ordinance shall be in full force and take effect from and after its adoption and approval by the Mayor.

PASSED: January 10, 2019

Nancy E. Fellows
Nancy E. Fellows
President of Council

Submitted to the Mayor for his approval
on this 10 day of January, 2019

Approved by the Mayor

ATTEST:
Victoria Ann Savage
Victoria Ann Savage, CMC
Clerk of Council

January 10, 2019
Robert M. Weger
Robert M. Weger
Mayor