

LEGISLATIVE COMMITTEE MEETING

February 23, 2026

The Legislative Committee of Chardon City Council met on Wednesday, February 23, 2026, at 11:00 AM in Conference Room A of the Municipal Center.

Kyle Martin, Chairman of the Legislative Committee presiding.

Members of Legislative Development Committee present: Andrew Blackley, Kyle Martin.

Others present: City Manager Benjamin Young, Clerk of Council Amy Day.

Mr. Martin called the meeting to order at 11:00 AM.

APPROVAL OF MINUTES

Mr. Blackley moved and Mr. Martin seconded to accept the minutes of the Legislative Committee meeting from September 23, 2025 as presented. Upon voice vote the motion passed unanimously.

OLD BUSINESS - none.

NEW BUSINESS

Regarding the City Manager Goals and Priorities (Goals 6 & 7), City Manager Ben Young stated that he has composed action steps to the broad goals he had previously presented to Council. He is requesting that each Council Committee review the goals and action steps that pertain to their respective committees, and make comments, add, remove or amend the strategies or initiatives presented.

Goal 6 Transparency

Mr. Young stated that the strategies for transparency include:

- improving public communication,
- improving data capture and sharing
- providing transparency into public meetings and records

Mr. Young reviewed initiatives to improve public communication including: improving the use of traditional communication channels, strengthening the City's social media presence,

supporting division-level communications for high-interest areas, and expanding the City newsletter.

Mr. Blackley asked if the Manager will oversee the content of social media posts.

Mr. Young stated that he oversees the content of the City's primary social media posts, and the secondary pages for Police and Recreation will be delegated to the Police Chief and Parks and Recreation Director.

Mr. Martin asked if the City has formal guidelines for social media posts.

Mr. Young stated that there is a policy in the employee handbook for the City-controlled social media channels.

Mr. Blackley asked what social media platforms the City has and how much time is dedicated to the posts.

Mr. Young stated that the City has Facebook and Instagram and approximately 1 hour of staff time per week is spent on posts.

Mr. Young reviewed initiatives to improve data capture and sharing including: launching a regular community survey program, improving the accessibility and clarity of public reports, capturing and reviewing key performance indicators (KPIs), and updating the comprehensive plan.

Mr. Blackley inquired about how KPIs will be used.

Mr. Young stated that KPIs can be used by various departments to determine turnaround time for various tasks.

Mr. Blackley asked about costs by facilities.

Mr. Young stated that he would like to track expenditures by building, and is proposing to streamline account codes in the finance department.

Discussion occurred regarding tracking the cost element of personnel time for tasks.

Mr. Young noted that KPIs will ideally track the time of tasks without requiring additional input from staff.

Mr. Young reviewed initiatives to provide transparency into public meetings and records including: live streams, publishing

full packets, achieving Auditor of State's 5 star rating for transparency, and launching a Chardon resident academy.

Mr. Young noted that the City is running out of digital storage space and is looking into cloud storage.

Discussion occurred regarding a residency academy that can help get residents involved in local government.

Goal 7 Efficiency

Mr. Young stated that the strategies for efficiency include:

- Meaningful staffing structure
- simplification of administrative rules and regulations
- adoption of modern technology

Mr. Young reviewed initiatives to meaningful staffing structure including: complete and implement compensation study, reinstate and standardize annual performance evaluations, professional development plans, and city hall second floor remodel, and regular review of job descriptions.

Mr. Young described the City hall second floor remodel that includes converting storage spaces into offices.

Mr. Young reviewed initiatives to simplify administrative rules and regulations including: review administrative code and standardize the committee process, single unified policy manual, simplify and streamline municipal specifications, and achieve ICMA local government recognition.

Discussion occurred regarding what topics should be going through the committee process.

Mr. Blackley inquired how the standardization of the committee process will be accomplished.

Mr. Young stated that when the administrative code is being reviewed, he envisioned adding a new chapter about what topics should be discussed by each committee.

Mr. Blackley noted that a councilperson can also refer an item to committee by motion.

Mr. Young reviewed initiatives to adopt modern technology including: online citizen services portal, clerk software for Legislative Management, Cloud based GIS mapping, digitize internal workflows, transition to Sharepoint for file storage and

collaboration, evaluate transition to cloud-based financial software, work/asset management system, digital recreation rental access system.

Mr. Blackley asked about the City's AI policy.

Mr. Young stated that the City's policy is so that employees should only be using generative AI that is acquired by the City.

Mr. Martin asked if IsSquared will be consulted when it comes to implementing these initiatives.

Mr. Young stated that IsSquared's involvement will vary depending on the scope of the work. Their two key focuses are on Office 365 and security.

EXECUTIVE SESSION - none.

ANY OTHER BUSINESS - none.

ADJOURN

Mr. Martin moved and Mr. Blackley seconded to adjourn. Upon voice vote the motion passed unanimously.

The meeting adjourned at 12:01 PM.

Attest:

AMY DAY
Clerk of Council