

ORDINANCE NO. 123-26**AN ORDINANCE AMENDING SECTION V (D) OF THE CIVIL SERVICE RULES AND REGULATIONS OF THE CITY OF MEDINA RELATIVE TO FILING OF APPLICATION.**

WHEREAS: Ordinance No. 99-08, passed May 27, 2008, adopted revised Civil Service Rules and Regulations; and

WHEREAS: The Civil Service Commission respectfully requests City Council to consider and accept a revision to the Medina Civil Service Rules Section V (D) pertaining to Filing of Applications; and

WHEREAS: The Law Director reviewed and approved this change on July 1, 2026.

WHEREAS: Section V (D) of the Civil Service Rules and Regulations of the City of Medina presently reads, pertaining to Filing of Application:

(D) Filing of Application

Unless otherwise permitted, all applications must be filled out at the Civil Service office in Medina, Ohio. Applications will be accepted only if received before the time fixed in the announcement of examination as the last date and time for filing; however, the time for filing may be extended if the Commission determines that there is just and sufficient cause.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section V (D) of the Civil Service Rules and Regulations shall be amended to read as follows:

(D) Filing of Application

Unless otherwise permitted, all *may be filed electronically, or at the Civil Service Office in Medina, Ohio during regular office hours or at such other place or places designated by the Civil Service Commission, and within the time limit fixed by the official notice of the examination.*

SEC. 2: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 3: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: August 24, 2026

SIGNED: John M. Coyne, III
 President of Council

ATTEST: Teresa Knox
 Deputy Clerk of Council

APPROVED: August 24, 2026

SIGNED: James A. Shields
 Mayor

Effective date: September 24, 2026