# CALENDAR

# **Cincinnati City Council**

Tuesday, January 4, 2022	11:00 AM	Washington Park
		1230 Elm Street
		Cincinnati OH 45202

# 2022 Cincinnati Mayor and Council Inaugural Ceremony/City Council Session

**ROLL CALL** 

# PRAYER AND PLEDGE OF ALLEGIANCE

# MAYOR PUREVAL

1. <u>202200016</u> **APPOINTMENT**, submitted by Mayor Aftab Pureval, pursuant to Article III, Section 3 of the Charter of the City of Cincinnati, I am appointing Councilmember Jan-Michele Lemon Kearney as the Vice Mayor of the City of Cincinnati, effective January 4, 2022.

Recommendation FILE

Sponsors: Mayor

2. 202200026 APPOINTMENT, submitted by Mayor Aftab Pureval, Pursuant to Article III, Section 2 of the Charter of the City of Cincinnati, I am appointing the following committee chairs: Budget and Finance Committee: Councilmember Greg Landsman; Equitable Growth and Housing: Councilmember Reggie Harris: Climate, Environment & Infrastructure: Councilmember Meeka Owens; Public Safety & Governance: Councilmember Scotty Johnson; Healthy Neighborhoods: Councilmember Jan Michele Lemon Kearney.

Recommendation FILE

<u>Sponsors:</u> Mayor

# MS. KEARNEY

3. 202200033 MOTION, submitted by Councilmember Kearney, WE MOVE that the following Councilmembers be appointed to the committees listed below for the 2022-2024 term of Cincinnati City Council and that such committees convene on the days and times indicated: Budget & Finance Committee - Weekly, Monday @ 1:00 p.m., Public Safety & Governance - Week A, Tuesday @ 9:30 a.m., Healthy Neighborhoods - Week A, Tuesday @ 12:30 p.m., Equitable Growth & Housing - Week B, Tuesday @ 11:00 a.m., and Climate, Environment & Infrastructure - Week B, Tuesday @ 1:00 p.m. Week A beings on Monday, January 10, 2022, and Week B beings on Monday, January 17, 2022.

Recommendation ADOPT

<u>Sponsors:</u> Kearney

4. <u>202200036</u> MOTION, submitted by Councilmember Kearney, WE MOVE for Cincinnati City Council to name Cincinnati City Councilmember Victoria Parks as President *Pro Tem* for the 2022-2024 term of Cincinnati City Council. *Recommendation* ADOPT

Sponsors: Kearney

# MS. KEATING

# **MR. JEFFREYS**

# **MR. CRAMERDING**

MR. JOHNSON

**MS. OWENS** 

**MS. KEARNEY** 

# MR. HARRIS

# **MR. LANDSMAN**

5. **MOTION**, submitted by Councilmembers Keating, Jeffreys, Cramerding, 202200008 Johnson, Owens, Harris and Kearney, WE MOVE that Cincinnati City Council adopt the Rules of Council from the immediate past council as last amended on September 27, 2017, until Council adopts new rules or further revises those adopted today excluding the following: The following changes of Section 10.1 -10.1 Appointment of Committees. The standing Committees and vice-chairs shall be appointed by a vote of a majority of the Members. The chairs of the standing Committees shall be appointed by the Mayor. There shall be at least three members on each Committee. Every Member shall serve on at least three one Committees that meets regularly. Members shall be given the right to serve on Committees of their choosing. So long as a Member serves on at least three one Committees that meets regularly, such Member shall not be required to serve on a Committee that the Member has not requested to be a Member of. In cases in which a Committee has fewer than three Members, the Presiding Office of the Committee shall request after Members to join the Committee. If membership on the Committee remains below three, the Rulesand Audit Committee Council may disband and apportion the responsibilities of the disbanded Committee to the other Standing Committees, subject to the approval of Council. (BALANCE ON FILE IN THE CLERK'S OFFICE)

## Recommendation ADOPT

Sponsors: Keating, Owens, Kearney, Harris, Johnson, Jeffreys, Landsman and Camerding

# **MR. LANDSMAN**

6. <u>202200035</u> MOTION, submitted by Councilmember Landsman and Kearney, Pursuant to Article II, Section 5a of the Charter of the City of Cincinnati, WE MOVE that Melissa Autry be appointed to Clerk of Council term beginning January 4, 2022.

### Recommendation ADOPT

<u>Sponsors:</u> Landsman and Kearney

# CLERK OF COUNCIL

7. <u>202200015</u> **REPORT**, submitted by the Clerk of Council that the Certification of Election of Councilmembers-Elect for the 2022-2024 term were received from the Hamilton County Board of Elections.

Recommendation FILE

Sponsors: Clerk of Council

8. <u>202200037</u> SUCCESSOR, submitted by the Clerk of Council that the Successor Designation Certificates of all Councilmember-Elected for the 2022-2024 term were received.

# Recommendation FILE

<u>Sponsors:</u> Clerk of Council

**9.** <u>202200038</u> **NOTICE**, submitted by the Clerk of Council of the 2022 Cincinnati Mayor and Council Inaugural Ceremony/City Council Session will be held on Tuesday, January 4, 2022, 11:00 a.m., at Washington Park, 1230 Elm Street, Cincinnati, Ohio 45202.

### Recommendation FILE

<u>Sponsors:</u> Clerk of Council

Adjournment



Melissa Autry, CMC Clerk of Council

202200016

801 Plum Street, Suite 308 Cincinnati, Ohio 45202 Phone (513) 352-3246 Fax (513) 352-2578

November 2021

Office of the Clerk

# **APPOINTMENT**

Pursuant to Article III, Section 3 of the Charter of the City of Cincinnati, I am appointing Councilmember Jan-Michele Lemon Kearney as the Vice Mayor of the City of Cincinnati, effective January 4, 2022.

Mayor Aftab Pureval

4





Melissa Autry, CMC Clerk of Council

Office of the Clerk

801 Plum Street, Suite 308 Cincinnati, Ohio 45202 Phone (513) 352-3246 Fax (513) 352-2578

Date:	January 4, 2022
То:	City Council
CC:	Clerk of Council
From:	Mayor Aftab Pureval
Subject:	Committee Chairs

Pursuant to Article III, Section 2 of the Charter of the City of Cincinnati, I am appointing the following committee chairs:

Budget and Finance Committee: Councilmember Greg Landsman
Equitable Growth and Housing: Councilmember Reggie Harris
Climate, Environment & Infrastructure: Councilmember Meeka Owens
Public Safety & Governance: Councilmember Scotty Johnson
Healthy Neighborhoods: Councilmember Jan Michele Lemon Kearney



801 Plum Street, Suite 346-A Cincinnati, Ohio 45202

Phone (513) 352-5205 Email Jan-Michele.Kearney@ cincinnati-oh.gov Web www.cincinnati-oh.gov

00055

Jan-Michele Lemon Kearney Conncilmember

January 4, 2022

# **MOTION**

WE MOVE that the following Councilmembers be appointed to the committees listed below for the 2022-24 term of Cincinnati City Council and that such committees convene on the days and times indicated:

# Budget & Finance Committee – Weekly, Monday @ 1:00 p.m.

Chair: Greg Landsman

Vice Chair: Reginald Harris

Members: Jeff Cramerding, Reginald Harris, Mark Jeffreys, Scotty Johnson, Jan-Michele Lemon Kearney, Liz Keating, Greg Landsman, Meeka Owens, Victoria Parks Jurisdiction: Budget & Appropriations, Sale & Lease Of Property, Development Agreements, Human Resources & Pension, Federal & State Grants, Tax Policies, Bonds & Financial Reporting, Municipal Sewer District, Greater Cincinnati Water Works & Stormwater

# Public Safety & Governance – Week A, Tuesday @ 9:30 a.m.

Chair: Scotty Johnson

Vice Chair: Jan-Michele Lemon Kearney

Members: Mark Jeffreys, Scotty Johnson, Jan-Michele Lemon Kearney, Liz Keating Jurisdiction: Police, Fire & Safety Policies, Ethics & Finance Reform, Citizens Complaint Authority, Audit & City Manager Review, Liquor Licenses, Council Rules, Procedures & Committee Membership, Good Governance Office, City Charter Review, Animal Treatment

Healthy Neighborhoods - Week A, Tuesday @ 12:30 p.m.

Chair: Jan-Michele Lemon Kearney

Vice Chair: Victoria Parks

**Members:** Reginald Harris, Scotty Johnson, Jan-Michele Lemon Kearney, Victoria Parks **Jurisdiction:** Community Engagement, Community Service, Community Councils, Invest in Neighborhoods, Neighborhood Enhancement Program, Neighborhood Business Districts & Community Development Corporations, Collaboration with Cincinnati Public Schools, Preschool Promise, Universities & Higher Education Institutions, Regional Collaboration, Racial, Gender & LGBTQIA Inclusion & Issues, Racial Equity Taskforce, Litter & Dumping, Homeownership

# Equitable Growth & Housing – Week B, Tuesday @ 11:00 a.m.

Chair: Reginald Harris

Vice Chair: Meeka Owens

**Members:** Jeff Cramerding, Reginald Harris, Mark Jeffreys, Jan-Michele Lemon Kearney, Liz Keating, Meeka Owens, Victoria Parks

**Jurisdiction:** Residential & Commercial Incentives & Policies, Innovation Ecosystem & Public Private Partnerships, Zoning & Planning Commission, Labor & Workforce Development, Arts & Cultural Institutions, Aging & Accessibility Issues, Homelessness, Small Business Growth, Neighborhood Development, Economic Inclusion Policies, Equity in City Government, Marketing & Special Events, Tourism

Climate, Environment & Infrastructure – Week B, Tuesday @ 1:00 p.m.

Chair: Meeka Owens

Vice Chair: Mark Jeffreys

**Members:** Jeff Cramerding, Mark Jeffreys, Jan-Michele Lemon Kearney, Meeka Owens **Jurisdiction:** Environmental Sustainability, Bike & Pedestrian & Recreation Infrastructure, Vision Zero Implementation & Oversight, Transportation & Infrastructure, Road Maintenance & Repair, ODOT, OKI & County TID, Snow Removal & Sanitation, SORTA, Parks & Recreation, Parking, Public Services & Fleet, Utility Planning, Health & Human Services, Youth Issues & Employment, Children & Families Cabinet.

Week A begins on Monday, January 10, 2022, and Week B begins on Monday, January 17, 2022.

Jan michele Lemonteamer



801 Plum Street, Suite 346 A Cincinnati, Ohio 45202

Phone (513) 352 5205 Email Jan Michele.Kearney@ cincinnati oh.gov Web www.cincinnati oh.gov

OCB 6 22

Jan-Michele Lemon Kearney

December 20, 2021

# MOTION

WE MOVE for Cincinnati City Council to name Cincinnati City Councilmember Victoria Parks as President *Pro Tem* for the 2022-2024 term of Cincinnati City Council.

Jan-Michele Temor Kearney

Councilmember Jan-Michele Lemon Kearney

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801 Plum Street, Suite 346A Cincinnati, Ohio 45202

Phone (513) 352 5280 Email liz.keating@cincinnati.oh.gov Web www.cincinnati.oh.gov

Liz Keating

### Motion

WE MOVE that Cincinnati City Council adopt the Rules of Council from the immediate past council as last amended on September 27, 2017, until Council adopts new rules or further revises those adopted today excluding the following:

### The following changes of Section 10.1

10.1 Appointment of Committees. The standing Committees and vice-chairs shall be appointed by a vote of a majority of the Members. The chairs of the standing Committees shall be appointed by the Mayor. There shall be at least three members on each Committee. Every Member shall serve on at least three <u>one</u> Committees that meets regularly. Members shall be given the right to serve on Committees of their choosing. So long as a Member serves on at least three <u>one</u> Committees that meets regularly, such Member shall not be required to serve on a Committee that the Member has not requested to be a Member of. In cases in which a Committee has fewer than three Members, the Presiding Officer of the Committee shall request other Members to join the Committee. If membership on the Committee remains below three, the Rules and Audit Committee <u>Council</u> may disband and apportion the responsibilities of the disbanded Committee to the other Standing Committees, subject to the approval of Council.

and



801 Plum Street, Suite 346A Cincinnati, Oliio 45202

Phone (513) 352 5280 Email liz.keating@emeinnati.oh.gov Web www.emennati.oh.gov

Liz Keating Councilmember

### the striking of Section 10.2 (a)

Section 10.2 Standing Committees.

- (a) The Standing Committees of Council, commencing December 1, 2013, shall be:
  - 1. Budget and Finance Committee
    - 2. Economic Growth and Finance Committee
    - 3. Education, Innovation and Growth Committee
  - 4. Equity, Inclusion, Youth and Arts Committee
  - 5. Law and Public Safety Committee
  - 6. Major Projects and Smart Government Committee
  - 7. Neighborhoods Committee

### and replacement with

Section 10.2 Standing Committees:

- (a) The Standing Committees of Council, commencing January 4, 2022, shall be:
  - 1. Budget and Finance Committee
  - 2. Public Safety and Governance Committee
  - 3. Healthy Neighborhoods Committee
  - 4. Equitable Growth and Housing Committee
  - 5. Climate, Environment, and Infrastructure Committee

Councilmember Liz Keating

Jon Mrg

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801 Plum Street, Suite 351 Carcumati, Olico 45202

Phone: (513) 352 5232 Email: greglandsmini*ti* cinemiati olugov Weli, www.enemiati.olugov

Greg Landsman

December 3rd, 2021

# MOTION

Appointment of Clerk of Council

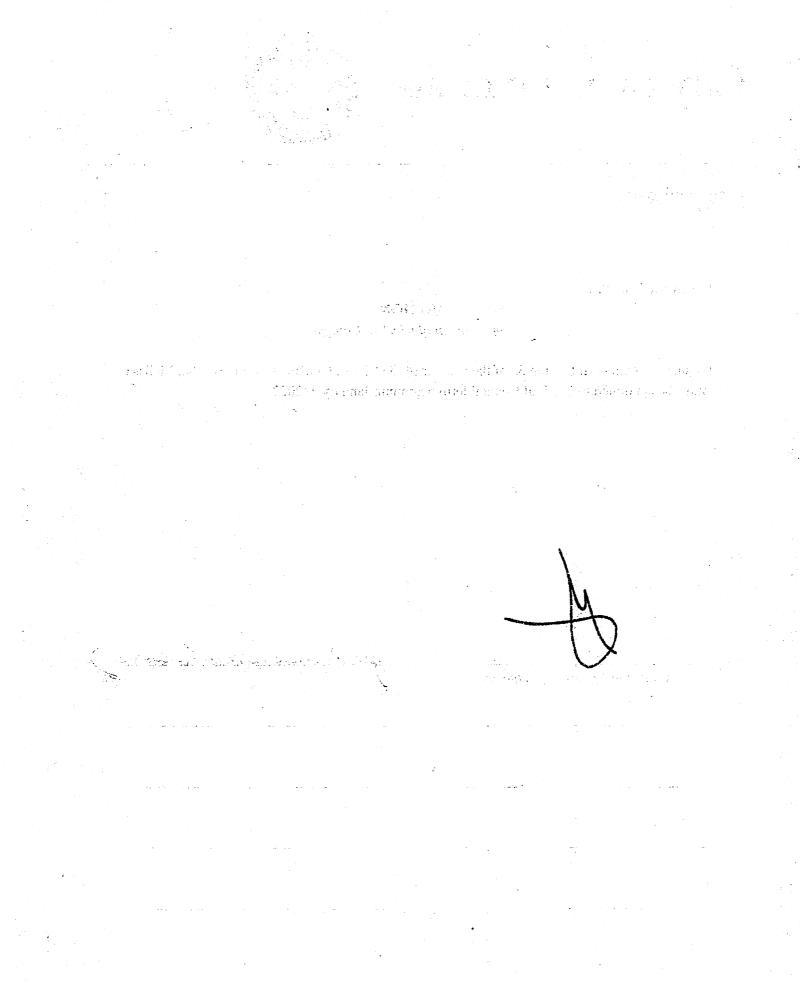
Pursuant to Article II, Section 5a of the Charter of the City of Cincinnati, we move that Melissa Autry be appointed to Clerk of Council term beginning January 4, 2022.

Councilmember Greg Landsman

Jan Michele Lemon Kearner

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# Cumulative Report — Official HAMILTON COUNTY, OH — G21 Official — November 02, 2021

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# 11/16/2021 02:24 PM

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Party Candidate		Candidate			Early Election			Total		Precincts Reporting 564 of 564 = '
ILLAGE OF SILVERTON For Member of Council at La							1044		1	
EM	Shirley Hackett-Austin	er of Council at La	rge, Vote For 3	138 34	0.49/	400 0	4.0594			
DEM .	Idella Thompson			145 35	1.24% 5.08%		4.85%	558	34.70%	
EM	Britt Born			143 30		390 3	2.78%	540 510	33.58% 31.72%	
		Cast Votes:	<u> </u>	403 72				_	71.37%	
		Over Votes:			0.00%					
		Under Votes:		152 27				645	0.00% 28.63%	
			<b></b>				493 29.03% 6		20.03%	
				Precincts		Voters				
			Counted	Total	Percent	Ballots	Registered	Percent		
			3	3	100.00%	751	3,742	20.07%		
Donte Johnson Elizabeth A. Tye					.83%		1.60%	8,909 8,675	42.53%	
	Bertha García Helmick		2,625 44.83% 673 11.49%							
		• • • • •				2,142 1		2,815		
		Cast Votes:		5,855 94			0.70%	20,399	91.75%	
		Over Votes:	13 0.21%			0.16%	38	0.17%		
		Under Votes:		330 5	5.32%	1,466	9.14%	1,796	8.08%	
			Precincts		Voters					
			Counted	d Total Percent Ballots Registered		s Registered Percent				
			74	74	100.00%	22,233	76,905	28.91%		
TY OF CI	INCINNATI For Mayor, Vote Aftab Pureval David Mann	For 1		9,430 70 3,927 29		25,111 6 13,992 3		34,541 17,919		
	Cast Votes:	<del>-</del>	13,357 97	.33%	39,103 9	7.46%	52,460	97.42%	·····	
		<b>Over Votes:</b>			.05%		0.02%	14	0.03%	
		Under Votes:	359 2.62%		1,014 2.53%		1,373	2.55%		
			Precincts		Voters			ſ		
				Precincts			voters			
			Counted	Precincts Total	Percent	Ballots	Registered	Percent		

# Cumulative Report — Official HAMILTON COUNTY, OH — G21 Official — November 02, 2021

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# 11/16/2021 02:24 PM

Party	Candidate	Early		Electio	n	Total		
ity of (	CINCINNATI For Member of Council at Large, Vote Fo	or 9		·	-			
	Jan-Michele Lemon Kearney	8,712	8.64%	19,960	7.03%	28,672	7.45%	
	Greg Landsman	7,554	7.49%	19,442	6.85%	26,996	7.02%	
	Reggie Harris	6,969	6.91%	18,859	6.64%	25,828	6.71%	
	Meeka D. Owens	6,663	6.61%	17,514	6.17%	24,177	6.29%	
	Victoria Parks	6,671	6.62%	16,208	5.71%	22,879	5.95%	
	Scotty Johnson	6,254	6.20%	14,011	4.94%	20,265	5.27%	
	Jeff M. Cramerding	5,149	5.11%	14,546	5.12%	19,695	5.12%	
	Mark Jeffreys	5,216	5.17%	13,556	4.78%	18,772	4.88%	
	Liz Keating	3,574	3.54%	13,923	4.91%	17,497	4.55%	
	Michelle Dillingham	4,498	4.46%	11,412	4.02%	15,910	4.14%	
	Phillip O'Neal	4,517	4.48%	10,778	3.80%	15,295	3.98%	
	Kevin Flynn	3,380	3.35%	10,508	3.70%	13,888	3.61%	
	Betsy Sundermann	2,826	2.80%	11,004	3.88%	13,830	3.60%	
	Steven P. Goodin	2,844	2.82%	9,950	3.51%	12,794	3.33%	
	Jim Tarbell	2,871	2.85%	8,863	3.12%	11,734	3.05%	
	Brian Garry	2,719	2.70%	7,539	2.66%	10,258	2.67%	
	Thomas Brinkman Jr.	1,863	1.85%	7,942	2.80%	9,805	2.55%	
	John J. Williams	2,497	2.48%	5,870	2.07%	8,367	2.18%	
	LaKeisha N. Cook	1,646	1.63%	5,578	1.97%	7,224	1.88%	
	Jackie Frondorf	1,446	1.43%	5,501	1.94%	6,947	1.81%	
	Jaime M. Castle	1,532	1.52%	4,863	1.71%	6,395	1.66%	
	Peterson W. Mingo	1,797	1.78%	3,481	1.23%	5,278	1.37%	
	Evan Holt	1,042	1.03%	4,097	1.44%	5,139	1.34%	
	Kurt L. Grossman	1,264	1.25%	3,711	1.31%	4,975	1.29%	
	Bill Frost	1,119	1.11%	3,576	1.26%	4,695	1.22%	
	Galen G. Gordon	1,248	1.24%	2,962	1.04%	4,210	1.09%	
	Te'Airea Powell	888	0.88%	3,221	1.13%	4,109	1.07%	
	Stacey Smith	832	0.83%	3,277	1.15%	4,109	1.07%	
	Jalen Alford	761	0.75%	2,405	0.85%	3,166	0.82%	
	Rob Harris II	591	0.59%	2,060	0.73%	2,651	0.69%	
	Andrew E. Kennedy	517	0.51%	1,922	0.68%	2,439	0.63%	
	John Maher	551	0.55%	1,607	0.57%	2,158	0.56%	
	Logan Simmering	321	0.32%	1,331	0.47%	1,652	0.43%	
	K.A. Heard Jr.	271	0.27%	1,225	0.43%	1,496	0.39%	
	Nick Jabin	232	0.23%	1,126	0.40%	1,358	0.35%	
	Cast Votes:	100,835	81.64%	283,828	78.60%	384,663	79.37%	
	Over Votes:	68	0.50%	92	0.23%	160	0.30%	
	Under Votes:	22,060	17.86%	76,460	21.17%	98,520	20.33%	

Pursuant to the provisions of Article II, Section 4b of the City Charter, I, JEFF CRAMSCOLL a duly elected member of the City Council of Cincinnati, Ohio, term beginning <u>1-4-2022</u> do hereby certify the following Councilmember(s) as the person(s) empowered to select my successor should my office become vacant due to any cause:

MEESER Quens Roccie Mario

GREG LANDSMA JOOTTY JOHNSON In Militers Leno HEAREY EFFERTSS NARH ICTORIA PARTS

Councilmember-Elect

RUDARON

Pursuant to the provisions of Article II, Section 4b of the City Charter, I, <u>UZ KEATINE</u> a duly elected member of the City Council of Cincinnati, Ohio, term beginning <u>JANUAR</u> <u>A</u>, <u>Zo2-1</u> do hereby certify the following Councilmember(s) as the person(s) empowered to select my successor should my office become vacant due to any cause:

JAN . MICHELE LEMON KEARNEY

Councilmember-Elect

Pursuant to the provisions of Article II, Section 4b of the City Charter, I. Jan-Michele Lemon Kearney a duly elected member of the City Council of Cincinnati, Ohio, term beginning. January 4, 2022 do hereby certify the following Councilmember(s) as the person(s) empowered to select my successor should my office become vacant due to any cause:

nnson Drealandsman Victoria Parks Cramerdia ald

Pursuant to the provisions of Article II, Section 4b of the City Charter, I, <u>Meeka P. Wens</u> a duly elected member of the City Council of Cincinnati, Ohio, term beginning <u>Jan 4th 2022</u> do hereby certify the following Councilmember(s) as the person(s) empowered to select my successor should my office become vacant due to any cause:

Jan Mic hele Lemin-Kea ohnson Jeff Cramershing Mark Jeffray's Councilmember-Elect

Marka P. Queriss Jan 4th Dugar Reppie Hamis Grey Landsman

Jan Michele Learn-Reamy

Scotty Johnson, Crameding Jeff Crameding Mark Jeffreys

Victoria Parks

Pursuant to the provisions of Article II, Section 4b of the City Charter, I, Scorry Johnson a duly elected member of the City Council ofCincinnati, Ohio, term beginning <math>1 - 4 - 2022 do hereby certify the following Councilmember(s) as the person(s) empowered to select my successor should my office become vacant due to any cause:

JANM. LEMON

Councilmember -Elect

Pursuant to the provisions of Article II, Section 4b of the City Charter, I. <u>Reached Harreis</u> a duly elected member of the City Council of Cincinnati, Ohio, term beginning. <u>JANUARY</u> <u>4</u>, <u>2022</u> do hereby certify the following Councilmember(s) as the person(s) empowered to select my successor should my office become vacant due to any cause:

MEEKA OWENS, GREG LANDSMAN

JAN MILITELE LEMON KEARNEY

VILTORIA PARKS, MAKK JEFFREYS

JEFF CRAMERIONG,

SLOTTY JOHNSON

Councilmember-Elect

Pursuant to the provisions of Article II, Section 4b of the City Charter, rea Landsman a duly elected member of the City Council of I, Cincinnati, Ohio, term beginning January 4, 2022 do hereby certify the following Councilmember(s) as the person(s) empowered to select my successor should my office become vacant due to any cause:

Jan - Michelle Kearnery Reggie Harris 10 -veus

**Councilmember-Elect** 

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Pursuant to the provisions of Article II, Section 4b of the City Charter, I, <u>Mark Jeffreys</u> a duly elected member of the City Council of Cincinnati, Ohio, term beginning. <u>4 January</u> 2022 do hereby certify the following Councilmember(s) as the person(s) empowered to select my successor should my office become vacant due to any cause:

Grey Landsman Jan-Michelly Keamey Scoty Johnson Victoria Pariki Meeka Owans Jeff Cramerding Reggie Harris Elect

Pursuant to the provisions of Article II, Section 4b of the City Charter, I, <u>ICTORIA</u> <u>PARYS</u> a duly elected member of the City Council of Cincinnati, Ohio, term beginning <u>Ann 4</u>; <u>2032</u> do hereby certify the following Councilmember(s) as the person(s) empowered to select my successor should my office become vacant due to any cause:

AMERDIN EMON-KEARNEY CHELLE

Councilmember-Elect

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Melissa Autry, CMC Clerk of Council

Office of the Clerk

801 Plum Street, Suite 308 Cincinnati, Ohio 45202 Phone (513) 352-3246 Fax (513) 352-2578

January 3, 2022

# NOTICE OF THE 2022 CINCINNATI MAYOR AND COUNCIL INAUGURAL CEREMONY/ CITY COUNCIL SESSION 1/4/22

The 2022 Cincinnati Mayor and Council Inaugural Ceremony/Council Session will be held on Tuesday, January 4, 2022, 11:00 a.m., at Washington Park, 1230 Elm Street, Cincinnati, Ohio 45202.

This session is open to the public and can also be watched in real time on CitiCable or by livestreaming the meeting at <u>www.cincinnati-oh.gov</u>. Some seating will be reserved for ticket holders only.

Due to COVID-19 Health and Safety Guidelines, all guests regardless of vaccination status, are required to wear masks at all times. Those 12 years of age and older are required to be fully vaccinated and to show proof of vaccination (a printed or electronic copy) for entry. Those 12 years and older that are not fully vaccinated are required to show a negative COVID PCR test taken within 72 hours of the ceremony, or an antigen test administered by a healthcare or pharmacy provider within 24 hours of the ceremony with the persons name, type of test and date performed.

Melissa Autry, CMC Clerk of Council