

**COUNCIL OF THE
VILLAGE OF HIGHLAND HILLS**

RESOLUTION NO. 2026-23

For the May 13, 2026
Council Meeting

Introduced by: Mayor Michael L. Booker
Supported by:

A RESOLUTION PROVIDING FOR THE APPOINTMENT OF DARLENE HORTON AS ADMINISTRATIVE ASSISTANT TO THE MAYOR, AND DECLARING AN EMERGENCY.

WHEREAS, the Mayor has appointed Darlene Horton as Administrative Assistant to the Mayor,
and

WHEREAS, pursuant to Article III, Section 4, all assistants to the Mayor require appointment by the Mayor subject to approval by Council and serve at the pleasure of the Mayor, and

WHEREAS, Council desires to keep a record of such appointments and desires to have Council approve the agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF HIGHLAND HILLS, OHIO:

Section 1: The Mayor's appointment of Darlene Horton as Administrative Assistant to the Mayor is hereby confirmed. This appointment shall be effective as of May 1, 2026 and shall be for the remaining term of the Mayor's office or until a replacement is appointed and confirmed by this Council whichever is later.

Section 2: That the annual salary of said appointed official shall be as set forth in the Village Salary and Complement as determined by the Mayor.

Section 3: That this Resolution shall supersede all previously adopted legislation in direct conflict herewith.

Section 4: Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an orderly meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were conducted in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 5: That this Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the Village, and for the further reason that it is immediately necessary to provide for the aforementioned appointment and ensure the effective operation of the Department of Human Resource/Clerk of Mayor's Court.

Resolution No. 2026-23
For May 13, 2026
Council Meeting
Page 2 of 2

Passed in Council this 13th day of May, 2026.

First Reading: ✓ Second Reading: _____ Third Reading: _____

Vote: Pride ✓ yea ___ nay ___ Greene ✓ yea ___ nay ___ Mills ✓ yea ___ nay ___

McManus ✓ yea ___ nay ___ Wright ✓ yea ___ nay ___

Cassandra Pride 5/13/26
Cassandra Pride Date
President of Council

Attest: Margaret Sikin 5/13/26
Margaret Sikin, Clerk of Council Date

Filed with the Mayor: ✓ 5/14/26
Date

Approved By: M. L. Booker 5/14/26
Michael L. Booker, Mayor Date

2026-23

Darlene Horton, Office Administrator

Cleveland Heights, 44118, 216-551-2646, darleneh68@yahoo.com

SUMMARY

Detail-oriented Office Administrator with over 10 years of experience in office management and administrative support. Proven expertise in streamlining operations, enhancing productivity, and facilitating executive-level communications. Achievements include successfully processing financial records and handling invoicing for multiple accounts, demonstrating strong attention to detail and organizational skills. Ready to leverage a unique blend of skills to enhance operational efficiency and support team success.

WORK EXPERIENCE

- | | |
|-------------------|---|
| 08/2022 – 02/2025 | Office Manager & Accounting Clerk / Executive Assistant, 1306 E. 55th St.
The Jabali Group / AKA Team <ul style="list-style-type: none">• Facilitated executive-level support to Hilton Smith, managing communications, schedules, and team coordination.• Processed invoicing, payment handling, and maintained financial recordkeeping for multiple accounts.• Engineered streamlined office procedures to enhance operational efficiency.• Supervised daily office activities, vendor relations, and team logistics. |
| 02/2014 – 04/2022 | Records Coordinator, Warrensville Heights Police Department Warrensville Heights, United States <ul style="list-style-type: none">• Oversaw police reports and legal documents, ensuring compliance with departmental and legal standards.• Delivered administrative support, including report preparation and legal filings.• Collaborated with courts and law enforcement to facilitate accurate and timely records processing. |
| 01/2005 – 06/2013 | Deputy Clerk of Courts, Cleveland Heights Municipal Court Cleveland Heights, United States <ul style="list-style-type: none">• Maintained court dockets, scheduled hearings, and organized case files.• Facilitated processing of citations, subpoenas, warrants, and legal documents.• Assisted with payment arrangements and fine resolution for defendants. |
| 05/2004 – 11/2004 | Sales & Marketing Representative, Golf Plus Distribution Company University Heights, OH <ul style="list-style-type: none">• Implemented nationwide sales strategies to expand customer base and augment revenue.• Cultivated client relationships, negotiated deals, and managed order fulfillment. |
| 01/2004 – 04/2004 | Project Work Scheduler, Home Depot Cleveland Heights, United States <ul style="list-style-type: none">• Orchestrated employee project schedules and ensured alignment with deadlines and forecasts.• Maintained staffing records and communicated updates to project managers. |

01/1992 – 06/1995	Accounts Payable/Receivable Representative, Motorcars Honda	Cleveland Heights, United States
	• Executed invoice processing, managed payroll time sheets, and resolved billing discrepancies for 4 locations. • Fostered vendor relationships and supported accurate financial reporting.	

EDUCATION

1986 – 1986	Cleveland State University No degree, Accounting & Business Administration	Cleveland, United States
1984 – 1986	Cleveland Heights High School High School Diploma	Cleveland Heights, United States

SKILLS

Executive Assistance	Office Management
Records Coordination	Bookkeeping
AP/AR	Payroll
Project Scheduling	Workflow Optimization
Customer Service	Microsoft Office Suite
Word	Excel
Outlook	PowerPoint
Financial Administration	Communication
Confidentiality	

LANGUAGES

English

REFERENCES

Audrey Thompson Office Manager , The Jabali Group Collaborated effectively while working together at The Jabali Group.	audrey@akateam.com 216-396-4186
Susan Avery Smedley President , Ess Bling Beauty Bar	avery.susanj@gmail.com