

115.01 POSITION ESTABLISHED; DUTIES.

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OH

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Codified Ordinances of Sheffield Lake, OH

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CHAPTER 115

Clerk of Council

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CROSS REFERENCES

Salary - see CHTR. Art. IV, §7

Bond - see CHTR. Art. IV, §7; ADM. 169.01(b)

Appointment and removal - see CHTR. Art. IV, §10(b)

Director of Finance to be Clerk of Council 0 see CHTR. Art. IV, §10(b); ADM. 129.01(d)

Duties - see ADM. 111.01 (Rule No. 6)

Posting of ordinances and resolutions - see ADM. 113.01

115.01 POSITION ESTABLISHED; DUTIES.

There is hereby created and established the position of Clerk of Council, who shall perform the duties incumbent upon such Clerk as follows:

- (a) Attend all meetings of Council whether they be special or regular meetings.
- (b) Prepare an agenda of the items to be dealt with by Council.
- (c) Take the minutes of all Council meetings.
- (d) Read all communications, ordinances and resolutions that come before Council at Council meetings.
- (e) Sign, along with the presiding officers, all ordinances, resolutions and bylaws.
- (f) Cause to be published all ordinances and resolutions of a general nature or providing for improvements as is required by law.
- (g) After such publication, compile such ordinances and resolutions in a book created for such purpose.
- (h) Have fifteen copies, plus the original, of the minutes of the last Council meeting in the office of the Clerk of Council not later than five days after such meeting.
- (i) Make available to each Council member copies of all ordinances and resolutions at least ninety-six hours preceding the meeting at which Council is expected to act on the same.
- (j) Make available his file to the Director of Finance and provide such person a key to such file.
- (k) Make available to the general public all material which Council has acted upon.
- (l) Be permitted to use the City owned office equipment and supplies.
- (m) Be directed and instructed by the President of Council and the members of Council. (Ord. 49-06. Passed 6-27-06.)

115.02 PROCESSING APPLICATIONS FOR ZONING CHANGES.

- (a) All applications for changes in the Zoning Map and Plan of the City shall be made on the forms provided by the City. Applications shall be presented to the City Building Inspector and also filed with the Clerk of Council.
- (b) The City Building Inspector shall, upon receipt of any funds or fees in connection with a request for a zoning change, cause such funds to be paid over to the Finance Director at the earliest possible time.
- (c) The zoning change application forms of the City shall bear a notation that the applicant is responsible for providing an accurate list of all property owners, the names and addresses of which are required to be supplied pursuant to the Codified Ordinances and the City Charter, and further, that the applicant or his duly authorized agent shall submit a notarized statement indicating that all of the names and addresses of the property owners provided by the applicant in accordance with the Codified Ordinances and the Charter are accurate and complete. (Ord. 49-06. Passed 6-27-06.)

115.03 FULL TIME POSITION; PAY AND BENEFITS.

- (a) The position of Clerk of Council, which includes the position of Clerk of Committees, and which joint position is hereinafter referred to as Clerk of Council, is hereby designated a full time position.
- (b) The annual salary for the position shall be as provided by Council from time to time and the Clerk of Council shall be paid an amount equal to one and one-half times the equivalent hourly rate for every hour over the minimum forty hours worked in a week.
- (c) The Clerk of Council shall be entitled to employee benefits as established for full-time employees pursuant to Chapter 169 of the Codified Ordinances. (Ord. 54-20. Passed 11-24-20.)

115.04 BACK-UP CLERK OF COUNCIL.

- (a) There is hereby established the part-time position of Back-up Clerk of Council who shall serve in the event of an absence or vacancy in the position of full-time Clerk of Council.

(b) The hours of employment of the part-time Back-up Clerk of Council shall be established by Council.

(c) The part-time Back-up Clerk of Council shall perform all duties incumbent upon the Clerk of Council as delineated at Chapter 115 of this Code during said period of absence or vacancy in the position of full-time Clerk of Council.

(Ord. 8-19. Passed 3-12-19.)

115.05 PUBLIC RECORDS POLICY ADOPTED.

The City of Sheffield Lake hereby adopts by reference the Public Records Policy attached to original Ordinance 3-08. (Ord. 3-08. Passed 1-8-08.)

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