

CHAPTER 129 Department of Finance — Chapter Overview

CHAPTER 129 Department of Finance

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-
- Skip to main content
 - Search
 - Sitemap
 - Login
 - Select Language
 - Resources
 - Skip to code content (skip section selection)
 - 2025-04 (current)
 - Sheffield Lake Overview
 - Codified Ordinances of Sheffield Lake, OH
 - CODIFIED ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
 - CERTIFICATION
 - ROSTER OF OFFICIALS
 - ADOPTING ORDINANCE NO. 116-84
 - COMPARATIVE SECTION TABLE
 - TABLES OF SPECIAL ORDINANCES OF SHEFFIELD LAKE

CHARTER

PART ONE - ADMINISTRATIVE CODE

TITLE ONE - General Provisions

TITLE THREE - Legislative

TITLE FIVE - Administrative

CHAPTER 121 Mayor

CHAPTER 123 Treasurer

CHAPTER 127 Department of Law

CHAPTER 129 Department of Finance

129.01 DIRECTOR.

129.02 ASSISTANT CLERKS.

129.03 PURCHASES.

129.04 LOCATION; HOURS.

129.05 REIMBURSEMENT FOR UNPAID NEGOTIABLE INSTRUMENTS.

129.06 DISTRIBUTION OF REVENUE SHARING FUNDS. (REPEALED)

129.07 ASSISTANT TO THE FINANCE DIRECTOR.

129.08 MILEAGE ALLOWANCE.

129.09 VARIANCE CERTIFIED MAILING FEE.

129.10 PICK-UP OF PERS; POLICE AND FIRE PENSIONS.

129.11 MINIMUM PRICE FOR SALE OF CITY REAL ESTATE.

129.12 IDENTITY THEFT PREVENTION POLICY.

129.13 INFORMATION SECURITY POLICY.

CHAPTER 131 Department of Public Safety

CHAPTER 133 Division of Police

CHAPTER 135 Division of Fire

CHAPTER 137 Division of Building Inspection

CHAPTER 138 Division of Health

CHAPTER 139 Department of Public Service

CHAPTER 141 Division of Water

CHAPTER 143 Division of Sewers

CHAPTER 145 Division of Streets and Roads

CHAPTER 147 Division of Sanitation

CHAPTER 149 Department of Taxation

CHAPTER 151 Engineer

CHAPTER 153 Forester

CHAPTER 155 Animal Control Officer

CHAPTER 157 Civil Service Commission

CHAPTER 158 Block Grant Grievance Board

CHAPTER 159 Economic Development Advisory Board

CHAPTER 161 Board of Zoning and Building Appeals (Repealed)

CHAPTER 163 Park-Recreation Board (Repealed)

CHAPTER 164 Records Commission

CHAPTER 165 Rate Review Board

CHAPTER 167 Planning Commission

CHAPTER 168 Board of Control

CHAPTER 169 Employment Provisions

CHAPTER 171 Community Center Board of Trustees
CHAPTER 173 Legal Defense and Indemnification
CHAPTER 175 ADA Coordinator
CHAPTER 177 Part-Time Grant Administrator
TITLE SEVEN - Judicial
TITLE NINE - Taxation
PART THREE - TRAFFIC CODE
PART FIVE - GENERAL OFFENSES CODE
PART SEVEN - BUSINESS REGULATION CODE
PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE
PART ELEVEN - PLANNING AND ZONING CODE
PART THIRTEEN - BUILDING CODE
PART FIFTEEN - FIRE PREVENTION CODE

OH

Sheffield Lake

Codified Ordinances of Sheffield Lake, OH

CHAPTER 129 Department of Finance

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Department of Finance

129.01 Director.

129.02 Assistant Clerks.

129.03 Purchases.

129.04 Location; hours.

129.05 Reimbursement for unpaid negotiable instruments.

129.06 Distribution of revenue sharing funds. (Repealed)

129.07 Assistant to the Finance Director.

129.08 Mileage allowance.

129.09 Variance certified mailing fee.

129.10 Pick-up of PERS; Police and Fire pensions.

129.11 Minimum price for sale of City real estate.

129.12 Identity Theft Prevention Policy.

129.13 Information Security Policy.

CROSS REFERENCES

Salary - see CHTR. Art. IV, §7

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

Director to act as Council Clerk - see CHTR. Art. IV, §10(b)

Establishment - see CHTR. Art. V, §1

Director; appointment, term, duties and powers - see CHTR. Art. V, §3

Payment of claims - see CHTR. Art. VIII, §3

Custody and deposit of funds - see CHTR. Art. VIII, §4

129.01 DIRECTOR.

(a) The Director of Finance, as provided for by the City Charter, shall be the head of the

Department of Finance and the chief fiscal officer of the Municipality.

(b) The Director shall perform such duties as are incumbent and ordinarily carried out by the chief fiscal officer of the City, or those duties prescribed by Council, ordinance, resolution or statute.

(c) The Director of Finance is hereby directed to furnish to each Council member a true copy of the Monthly Reconciliation.

(d) These reports are to be made to the Clerk of Council by the first regular meeting of Council when possible, but not later than the fifteenth of each month.

(Ord. 89-15. Passed 12-29-15.)

129.02 ASSISTANT CLERKS.

(a) Assistant Clerks shall be appointed by the Director of Finance with the approval of the Mayor.

The name of the person or persons to be employed shall be maintained by the Director of Finance who may select as Assistant or Assistants from a list of names in accordance with the needs of the office of the Director of Finance.

The duties and schedule of hours to be worked by the Assistants shall be determined by the Director of Finance in accordance with the needs of the office.

(b) The Assistant shall serve a three month probationary period.

(c) The salary of the Assistant may be charged all or in part to the actual hours worked for each department and shall be reported each hourly pay period on approved time report sheets.

(Ord. 26-70. Passed 3-24-70.)

129.03 PURCHASES.

(a) All expenditures shall be made by purchase order only. Such purchase orders shall be endorsed by the director of the department authorizing the expenditure and by the Director of Finance authorizing the funds appropriated to cover the expenditure.

(b) The Director of Finance is hereby directed to approve and sign purchase orders only if the money is appropriated. Under no circumstances shall the Director of Finance approve an expenditure which will cause any account to be overdrawn above the appropriation. (Res. 48-62. Passed 10-9-62.)

129.04 LOCATION; HOURS.

The office of the Department of Finance shall be in the Municipal Building. It shall maintain such working hours as are specified by Council.

(Ord. 7-76. Passed 2-10-76.)

129.05 REIMBURSEMENT FOR UNPAID NEGOTIABLE INSTRUMENTS.

(a) Any individual, corporation or other entity who deposits, pays, causes to be deposited, causes to be paid or otherwise delivers to the City a check, draft or other negotiable instrument which is for any reason returned unpaid to the City shall be liable to the City in an amount equal to any expense incurred, charged against or paid by the City as a result of the return of the check, draft or other negotiable instrument to the City and shall pay to the City twenty dollars (\$20.00) or such cost and expense, whichever is greater, immediately upon receipt of notification by the City of the cost or expenses incurred by the City.

(Ord. 27-94. Passed 2-22-94.)

(b) Any person, corporation or entity who violates any provision of this section shall be guilty of a minor misdemeanor.

(Ord. 22-81. Passed 4-14-81.)

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- ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- ORDINANCE NO. 116-84
- ORDINANCES OF SHEFFIELD LAKE
- REPEALED)
- Repealed)
- ords Commission
- ordinator
- ordinarily carried out by the chief fiscal officer of the City, or those duties prescribed by Council, ordinance, resolution or statute
- Ord. 89-15
- ordance with the needs of the office of the Director of Finance
- ordance with the needs of the office
- Ord. 26-70
- order only
- orders shall be endorsed by the director of the department authorizing the expenditure and by the Director of Finance authorizing the funds appropriated to cover the expenditure
- orders only if the money is appropriated
- Ord. 7-76
- Ord. 27-94
- Ord. 22-81

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