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CHAPTER 111

Council

CROSS REFERENCES

Power, election and term of office - see CHTR. Art. [IV, §1](#)

Qualifications of members - see CHTR. Art. [IV, §2](#)

President of Council - see CHTR. Art. [IV, §3](#)

Removal of members - see CHTR. Art. [IV, §4](#)

Vacancies - see CHTR. Art. [IV, §5](#)

Appointments - see CHTR. Art. [IV, §6](#)

Salaries and bonds - see CHTR. Art. [IV, §7](#)

Meetings and organizations - see CHTR. Art. [IV, §8](#)

Quorum - see CHTR. Art. [IV, §9](#)

General legislative provisions - see CHTR. [Art. IV, §10](#)

Effective date of ordinances and resolutions - see CHTR. [Art. IV, §11](#)

Enactment of zoning ordinance and regulations - see CHTR. [Art. IV, §12](#)

Power to organize departments - see CHTR. [Art. V, §1](#)

Adoption of appropriation ordinance - see CHTR. [Art. VIII, §1](#)

Council provisions for Investment Committee - see CHTR. [Art. VIII, §4](#)

Nominations and elections - see CHTR. [Art. IX, §1](#)

Power to grant franchises - see CHTR. [Art. XI, §1](#)

Charter amendments - see CHTR. Art. [XII, §1](#)

Oath of office - see CHTR. [Art. XIII, §6](#)

111.01 COUNCIL RULES.

See - [Council Rules](#)

111.02 INVESTMENT COMMITTEE.

(a) An Investment Committee is hereby established.

(b) The Investment Committee shall be composed of the following named persons:

(1) The Mayor.

(2) The Finance Director.

(c) The Finance Director shall make a quarterly report concerning the same to Council at the regularly scheduled Finance Committee meeting.

(Ord. 57-18. Passed 10-23-18.)

111.03 BIDS AND CONTRACTS.

(a) All bids shall be advertised for and accepted by an individual to be designated by Council at such time as the advertising for and acceptance of bids are authorized.

(Res. 49-71. Passed 6-22-71.)

(b) All contracts of the City required to be competitively bid, or otherwise requiring legislative approval under Ohio law shall be entered into by an individual at such time as the entering into of said contract is authorized by Council. (Ord. 96-08. Passed 12-30-08.)

111.04 ADVANCED NOTIFICATION FEE.

(a) Any person, upon written request with the Clerk of Council specifying such person's name, address and, if one is available, a telephone number at or through which the person can be reached during and outside of business hours, and specifying the type of public business the discussion of which the person is requesting advanced notification of, the Municipal body that is the subject of such request, and the number of calendar months, not to exceed twelve, which the request covers, shall be provided advanced notification of a Municipal meeting at which public business is scheduled to be discussed.

(b) Each such written request must be accompanied by cash or a check or money order payable to the City of Sheffield Lake in the amount of five dollars (\$5.00) for each month covered by the request, which amount has been determined by Council to represent a reasonable fee to cover costs of providing such advanced notification.

(Ord. 11-76. Passed 2-10-76.)

111.05 PUBLIC HEARING PRIOR TO ADOPTION OF APPROPRIATION ORDINANCE.

(a) Prior to the adoption of the annual appropriation ordinance of the City and at least fourteen days prior to the adoption of said annual appropriation ordinance a public hearing will be held at which time the citizens and residents of the City shall have the opportunity to be heard and to present their views as to the content of the annual appropriation ordinance.

(b) Notice shall be given to the public hearing provided for in subsection (a) hereof at least fourteen days prior to the public hearing.

(c) For good cause, the fourteen day waiting period contained in subsections (a) and (b) above may be waived by a two-thirds majority vote of Council.

(Ord. 56-10. Passed 12-28-10.)

111.06 DONATIONS TO THE CITY.

(a) Any and all proposed donations to the City of Sheffield Lake of real or personal property of whatever kind or nature valued at five hundred dollars (\$500.00) or greater shall be presented to Council for a vote on whether or not to accept the proposed donation as designated by the donor. Any and all proposed donations of service to the City shall not require approval by Council to be accepted by the City.

(Ord. 24-10. Passed 5-25-10.)

(b) Upon approval by a majority of the members of Council, any donation to the City shall be allocated immediately to be utilized by the appropriate department as designated.

(Ord. 9-08. Passed 2-26-08.)

CHAPTER 113

Ordinances and Resolutions

CROSS REFERENCES

Mayor's veto - see CHTR. Art. [III, §5](#); [Art. IV, §11](#)

Effective date - see CHTR. [Art. IV, §11](#)

Zoning ordinances - see CHTR. [Art. IV, §12](#)

Appropriation ordinance - see CHTR. [Art. VIII, §1](#); ADM. [111.01](#)

(Rule No. 33)

Initiative - see CHTR. [Art. X, §1](#)

Referendum - see CHTR. [Art. X, §1](#)

Franchise ordinance - see CHTR. [Art. IX, §1](#)

Codified Ordinances - see ADM. Ch. [101](#)

Emergency ordinances - see ADM. [111.01](#) (Rule No. 24)

Referred to Council - see ADM. [111.01](#) (Rule No. 31)

Form - see ADM. [111.01](#) (Rule No. 32)

Amendments - see ADM. [111.01](#) (Rule No. 34)

Passage or adoption - see ADM. [111.01](#) (Rule No. 35)

113.01 POSTING OF ORDINANCES.

a) A succinct summary of each municipal ordinance or resolution shall be published using at least one of the following methods:

- (1) In a newspaper of general circulation in the municipal corporation;
- (2) On the official public notice web site;
- (3) On the web site and social media account of the municipal corporation.

Proof of the publication shall be made by affidavit of the proprietor of the newspaper or operator of the official public notice web site, as applicable, and shall be filed with the Clerk of Council.

(b) The publication shall contain notice that the complete text of each such ordinance or resolution may be obtained or viewed at the office of the Clerk of Council. The Law Director shall review the summary of an ordinance or resolution published under this section before forwarding it to the Clerk for publication, to ensure that the summary is legally accurate and sufficient.

(c) Upon publication of a summary of an ordinance or resolution in accordance with this section, the Clerk of Council shall supply a copy of the complete text of each such ordinance or resolution to any person, upon request. The Clerk shall post a copy of the text at the Clerk's office.

(d) Summaries of ordinances or resolutions shall be published in accordance with this section once a week for two consecutive weeks.

(Ord. 25-24. Passed 6-25-24.)

113.02 COPYING FEES FOR LEGISLATION; MINUTES.

(a) An individual, corporation or other entity requesting a copy of any minutes of any Council meeting, committee meeting, meeting of any board or commission of the City of any other minutes of the City of copies of any ordinances or resolutions or the City shall, prior to the receipt of such copies, pay a fee of five cents (\$.05) per page for each copy received.

(b) The Clerk of Council or other City employee designated to make said copies shall have a reasonable amount of time to prepare any copies requested hereunder.

(c) The City and its employees, officers, officials, agents and other representatives shall have no obligations to carry out research or investigation to obtain documents unless an appropriate and clear description of the documents being sought is provided by the individual, corporation or other entity seeking copies of documents.

(Ord. 72-01. Passed 12-4-01.)

CHAPTER 115

Clerk of Council

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 time 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.)