

**ORDINANCE NO. 30-2024**

**INTRODUCED BY: COUNCILMEN CHITESTER, GLUSS & SAARI**

**AN ORDINANCE AMENDING SECTION 220.125 OF  
THE CODIFIED ORDINANCES OF THE CITY WITH  
REGARD TO THE DUTIES OF THE CLERK OF  
COUNCIL**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OLMSTED  
FALLS, CUYAHOGA COUNTY, STATE OF OHIO, THAT:**

**SECTION 1.** Section 220.125 of the Codified Ordinances entitled Clerk of Council is hereby amended to read as follows: (new material appears like **THIS**: deleted material appears like ~~this~~):

**CHAPTER 220  
Council**

**220.125 CLERK OF COUNCIL.**

(a) **Duties.** The Clerk of Council is hereby charged with the duties specified in Section 5.02(c) of the City Charter, in Sections 210.02 through 210.06 of these Codified Ordinances, in any other ordinances and resolutions of the City and in all applicable sections of the Ohio Revised Code, in addition to such other duties as are assigned by ~~the Mayor and/or~~ Council from time to time which are not specified in this section. It shall be the responsibility of the **COUNCIL PRESIDENT/COUNCIL PRO-TEMPORE** ~~Mayor~~ to direct the daily work schedule of the Clerk of Council and any changes or alterations to that work schedule including the scheduling of compensatory time-off and vacation time. ~~all of which shall be referred to the Mayor for consideration.~~

In addition to the duties set forth above, the Clerk shall:

- ~~1. Act as a receptionist including phone reception.~~ **ACT AS PRIMARY RECEPTIONIST FOR ANY MATTERS RELATED TO CITY COUNCIL, MAYOR'S COURT, AND PLANNING AND ZONING COMMISSION.**
2. Receive **DEVELOP** new legislation ~~from~~ **FOR** Law Department **REVIEW** and assign numbers.
3. Produce Council meeting agendas, organize and direct distribution of Council packets.
4. Post Council Committee agendas in designated areas.
5. Attend all Council meetings, special meetings, work sessions (as needed), record, and produce Council minutes, and retain in yearly journal.
6. Certify legislation, distribute, and post accordingly.

7. Send adopted legislation for codification.
8. Schedule meetings for Council, committees, boards, commissions, ~~and~~ maintain calendar, **AND ALL ROSTERS.**
9. Maintain and update indexes on all legislation in a permanent records book.
10. Maintain and update the motion index.
11. Maintain index on all major topics discussed at meetings.
12. Maintain updates of Ohio Revised Codes and Codified Ordinances where applicable.
13. Execute as directed, duties as outlined with enabling legislation.
14. Prepare legal notices of public hearings for newspaper.
15. Receive bids, witness opening of bids and prepare tally.
16. Assist finance with transcripts of note/bond ordinances.
17. Prepare and mail out official communications required by Council including but not limited to the newsletter.
18. Type and distribute documents or memos requested by Council.
19. Research files or obtain requests from Council.
20. Notify affected residents of all pending appeals to Council.
21. Liquor permits-report applications received from Ohio Liquor Control.
22. Appear at election board when necessary to certify petitions. ORC.
23. Type correspondence for Councilmen.
24. Send and forward e-mails as requested by Council.
- ~~25. Sort and distribute mail.~~
26. Maintain accurate and efficient filing system of Council records and contracts.
- 27. Assist ~~and~~ Update City website to include minutes, calendars, ~~and~~ other pertinent information, **AND PRIMARY MANAGER OF THE CITY'S SOCIAL MEDIA ACCOUNT(S).****
- ~~28. Planning Commission~~ **PLANNING & ZONING COMMISSION** secretary/attend meetings and prepare minutes.
29. Ensure easements are properly completed and filed accordingly.
30. Act as ~~backup for~~ Clerk of Courts ~~when needed.~~
31. Attend seminars to update Municipal Clerk's issues if required by Council.
32. Research and supply documents to residents and collect fees as applicable.
33. Perform such other duties as Council requests or as required by the ORC.

(b) Compensation. The rate of compensation payable to the **CLERK OF COUNCIL/PLANNING & ZONING CLERK/LAW DEPT ADMIN ASSISTANT/CLERK OF COURT** ~~Clerk of Council/Planning Commission Secretary~~ shall be as determined by Council from time to time.

**SECTION 2. THE COUNCIL PRO-TEMPORE SHALL PERFORM ANNUAL EVALUATIONS OF THE CLERK’S WORK PERFORMANCE PRIOR TO CITY COUNCIL SUMMER RECESS, AND PROVIDE A COPY OF THAT EVALUATION TO ALL MEMBERS OF CITY COUNCIL.**

**SECTION 3.** Any and all provisions of the Codified Ordinances of the City inconsistent herewith are hereby repealed, and all other provisions of Section 220.125 of the Codified Ordinances shall remain in full force and effect.

**SECTION 4.** The Council finds and determines that all formal actions of this Council relating to the adoption of this Ordinance have been taken at open meetings of this Council; and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

**SECTION 5.** This Ordinance shall take effect at the earliest time allowed by law.

\_\_\_\_\_  
*Cornel Munteanu, Council President*

PASSED: \_\_\_\_\_

APPROVED: \_\_\_\_\_  
*James P. Graven, Mayor*                                      *Date*

APPROVED AS TO FORM: \_\_\_\_\_  
*Max Rieker, Director of Law*

ATTEST: \_\_\_\_\_  
*Angela Mancini, Clerk of Council*

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_