

Duties of Council Clerk

Detailed

Agenda

- Preparation of agenda for regular, special and committee meetings of council including all legislation to be considered.
- Seek approval of President of Council and Law Director prior to publication
- Electronic copies to each member of council, Mayor, Department Heads and media
- Update website with the most current agenda
- Make enough copies for the public and make available prior to meeting (5-6).
- Email residents who have expressed interest in receiving Council notifications

Attendance at meetings

- Attend all meetings of council and recording each.
- Set up name plates
- Set up recording system
- Take detailed type-written minutes of the meeting
- Make certain to follow up on Council requests of department heads
- Once meeting has been adjourned, dismantle recording system
- Place name plates away in appropriate place

Bulk Mail

- Re-instituted the use of bulk mail in the office
- Comply with updated Intelligent Mail USPS mailing requirements and ensure update of permit itself.
- Create, assemble and do mailings for council president and ward councilpersons.

Calendar

- Create monthly inter-office Calendar to be distributed to all Department Heads and Council Members with dates such as; Meetings of Council, PC, ARB, ZBA commissions and boards, Ward meetings, HVYC meetings, holidays, office closure dates (if applicable), Bedford School closure dates (if applicable), birthdates, community events and any other pertinent information relevant to Village employees.

Codified Ordinances

- Instituted Village Codified Ordinances on line accessibility through Walter Drane
- Update the two codified ordinance books which are in my possession.
- Update Council's copies of Ordinance Books upon request
- Acquire Updated CD original from Walter Drane, making appropriate number of "copies" and issue to Dept. heads and Council
- Send codified ordinance updated pages to those currently possessing codified ordinance books such as; Bedford Library and Bedford Municipal Court.

Communication

- My Chief connection between the Council office and Council is the Council President.

- Open Communication - I feel open communication is of the utmost importance in any office.
- When Council asks for additional information on a topic discussed during council meeting, I then communicate with the specific Department Heads through written format; email, as a follow up. Incorporate requests, deadlines and completion dates in Reminder List excel spreadsheet
- Communicate to appropriate Department Heads when council approves measures which affect that department – insuring personnel are aware and knowledgeable.

Correspondence

- Create letters upon council request
- Once approved by council member, make appropriate copies and mail.
- Scan and “File” original
- I endeavor to send thank you letters to those residents who presented concerns to council during the open floor comments section of the meeting.

Filing

- Scan and “File” Departmental Reports
- Scan and “File” correspondence, etc appropriately
- Scan and “File” Agenda in binder
- Scan and “File” Minutes in binder once approved and distributed
- Scan and “File” Ordinances once signed, copied and distributed (including postings)
- Year end transfer of files “Binders” to archive (fireproof Storage)
- Prepare files for upcoming year
- Eliminated need for offsite storage of Council Files at Iron Mountain saving Council Budgetary funds per year

Friday Packet (Electronic)

- Assemble copies of Agenda once approved by Council President and Law Director
- Proposed Legislation to be considered
- Departmental Reports
- Minutes yet to be approved
- Memos, letters sent, correspondence received
- Newsletters and media mail received

Historian

- Keep a book of the history of the village.
- When a newspaper article is published about Oakwood Village, I cut it out and make it part of the history of the Village
- Researched the names of those who have served as Mayor and Council for inclusion on a Future “Tree of Life” project

Legal Ads

- Create a purchase order request for the ad and acquire a PO number
- Contact newspaper for legal ad posting

- If the legal ad involves an issue for the election, work with the law director, contact the Cuyahoga County Board of Elections according to the time line presenting required number of copies of the ballot language for inclusion on the ballot.

Legislation

- Write resolutions of condolences, congratulations, etc. upon council request.
- Arrange for delivery to the person or company.
- Prior to council meeting, print “original” ordinances for signature
- Ensure all attachments i.e. contracts, etc. accompany original document
- Upon passage, acquire Mayor’s signature, and affix my signature, date of passage, etc
- Ensure all contracts are signed by appropriate parties, attaching the original to the original ordinance and making appropriate copies sending to parties involved in the contract.
- Make appropriate copies for distribution and posting
- Update Employee Handbook with legislation that specifically deals with employee policies.
- Scan all legislation into DocuWare and file original in physical binder

List of Residents

- Compilation of Resident Address List for council’s use when implementing a mailing.
- At council member(s) request, create documents for residential mailing(s).
- At council member(s) request, create newsletters, mail, etc.
- When time allows, update the list resident address list.

List of Businesses

- Researched and created a list of businesses within the Village of Oakwood with the input of our Fire Chief.
- Update as time allows

Mail

- Pick up mail from “mailbox” in administration
- Open and receipt stamp mail
- Sort and distribute to council accordingly
- Scan for filing when appropriate
- Distribute in Friday packets to council

Media

- Contact media via Email with the agenda for upcoming meeting in a timely manner

Memos

- Create interoffice correspondence when requested or needed.
- Create other communications upon request from council.

Minutes

- Using the transcriber/recorder, record meeting minutes during all meetings of council

- Accurately transcribe minutes into written form
- Proof read minutes prior to distribution to council for approval
- Once approved by council, scan and distribute electronically to department heads, making appropriate number of copies to ensure availability to the public

Notary

- Maintain my own Notary license (previously held prior to hire)
- Notarize documents for the Village which require a notary
- As a service to Oakwood residents, notarize documents i.e. proof of residency, etc.

OML Legislative Update

- Email OML Legislative Update to Council
- Research further any legislation that may directly impact the village.

Projects & Publications

- Along side Council President, created How Legislation Is Passed brochure explaining what council does, who council is, etc. Update as needed. Keep updated version available to the public
- Under the direction and leadership of Council President, I created a pamphlet entitled “Legislators at Work” which is available in print and on the website.
- Create documents and publications as requested by council and as needed
- Upon council member(s) request, create projects inputting creative elements.
- Distribute as requested whether by mail, in packets, etc.

Purchase Orders

- Create purchase order requests for those items needed for the council office using EGov
- Seek approval from Council President via signature
- Using our e-Gov software, input purchase orders for processing by finance Department
- Record Purchase Order number as approved
- Scan PO paperwork for Council Office, submit all paperwork to Accts. Payable

Public Records Requests

- Answer public records requests promptly
- Inform Law Department of such request(s)
- If request is in writing, respond in writing

Quarterly

- Contact the City of Cleveland, Director of Public Utilities, 1201 Lakeside Cleveland Ohio 44114 and Commissioner, Division of Water, City of Cleveland for a quarterly report of expenditures of the \$10,000,000 appropriated for repairs, maintenance and rehabilitation of the Cleveland Water System under the Ohio Open Records Act. Specifics in the report to include where repairs, maintenance and/or rehabilitation took place and cost.

Problem Solving

- Use problem solving skills to address issues that arise from time to time. Since this position requires me to work independently without supervision, I take on tasks that involve problems which arise and research to come to a conclusion and resolve.
- When residents come into the council office and ask for help with issues they may have, I will provide the answer if it is readily available or will research to find the answer for them and will get back with them or refer to another dept. when appropriate.

Receivables

- When monies come into the council office via public requests, write a receipt for the person receiving the record.
- Keep a record and transfer funds to Finance Office with proper documentation.

Research

- At council's request, research various subjects as called upon.
- Make results available to council whether is appropriate, e.g. paper, electronic, etc.

Telephone

- Answer incoming calls to Council Office
- Address those calls in a professional manner
- Forward messages to appropriate council members
- Contact Law Director when necessary
- Contact Council President on important matters

Training

- Endeavor to learn from others which is why I am a member of the following organizations and attend periodic training sessions to increase my knowledge and expertise as a Municipal Clerk:
 - Ohio Municipal Clerks Association (OMCA) and
 - North East Ohio Municipal Clerks Association (NEOMCA) – serve on its executive board
 - International Institute of Municipal Clerks (IIMC)
 - National Association of Parliamentarians (NAP)
- I have achieved my CMC designation (Certified Municipal Clerk) and am currently working toward my Master Municipal Clerk designation (MMC)

Travel Agent

- Upon Council's request, make reservations for travel to NLC and other conferences by doing the following.
- Research flight information, give to council member supplying suggested times of departure and arrival flights.
- Research hotel information and supply same to council member(s) traveling.
- Research Car Rental companies close to airport.
- Once flight, hotel, car rental (if needed) and Conference Reservations are chosen by councilperson, make the requested reservations using the Village credit card.

- Create a packet of the information and give to council member(s) traveling a few days prior to departure which contains:
 - Flight Information including reservation confirmation number
 - Hotel information, i.e. amenities etc. Including confirmation number
 - Conference confirmation number
 - Car Rental information including pick up information and confirmation
 - Map from the airport to the hotel
 - Event information
 - Other pertinent information available

Youth Council

- Serve as advisor and office administrator for the HVYC (Hawthorne Valley Youth Council, formerly OYC (Oakwood Youth Council)).
- Create and distribute agenda to students, advisors, school board members and council members of all four communities that make up the Bedford School System
- Review Minutes taken by student who was elected as Recording Secretary
- Work with other advisors to propel the OYC and Step-It-Up youth initiative forward by initiating community service projects and their promotion
- Email all involved the agenda, minutes, and other correspondence
- Inform all parties (listed above) of HVYC and Step It Up activities
- Work with other agencies to promote HVYC, i.e. YLA, etc.
- Write articles for Liberty News (local monthly newspaper) for publication

Website

- Contributed to the establishment of the new village website under the direction of council.
- Ongoing duties for the website: Update the Agenda, Newsletter and Events as well as Summer Programs as needed working with Mayor Secretary and Recreation Director.

.Other Comments

- I endeavor to be proactive rather than reactive in every aspect of my position.
- I will take on projects from implementation to completion when the need arises.

Debra L Hladky, CMC
 Clerk of Council – June 17, 2015