

## Defining the Roles of City or Village Official

**Legal representative:** The City/Village Attorney acts as legal advisor to the City/Village Council, City/Village Manager, various City/Village departments, commissions, committees and boards. The City/Village Attorney prepares or approves as to legal form all proposed City/Village ordinances, resolutions, agreements, contracts, deeds and other legal documents. The City/Village Attorney also represents the City/Village in all litigation in which the City/Village is involved and prosecutes violations of City/Village laws.

**Manager:** The Department of the City/Village Manager is responsible for making policy recommendations to the City/Village Council and implementing them as adopted. The City/Village Manager serves as the Chief Executive Officer of the City/Village and is responsible for daily operations. Additional duties include: (1) Represent the City/Village in legislative actions (2) Oversee emergency management operations (3) Manage environmental issues (4) Oversee annual Budget and Investment Policy (5) Work with other agencies in addressing regional issues (6) Oversee City/Village Hall operations and services to the community (7) Provide information to the Council in a timely manner (8) Oversee Information Technology.

**Council Member:** Council Members are individuals elected to serve on the Legislative branch within the City/Village. The council enacts ordinances and resolutions to provide for city services, enacts and amends the city's codified ordinances, sets public policy, makes appropriations, incurs debt, establishes city employment positions and salaries of all employees of the city, exercises budgetary control over city departments, confirms the mayor's appointments, adopts an annual balanced budget and to perform such other duties and exercise such other rights as may be granted to the legislative authority of any municipality of the state of Ohio.

**Mayor:** The mayor is the elected Executive branch within the City/Village and are responsible for the day-to-day activities of the community.

**Public Safety Director:** Under the direction of the mayor, the director of public safety shall be the executive head of the police and fire departments and the chief administrative authority of the charity, correction, and building departments. He shall have all powers and duties connected with and incident to the appointment, regulation, and government of such departments except as otherwise provided by law. PSD shall keep a record of their proceedings, a copy of which, certified by the PSD, shall be competent evidence in all courts. Such director shall make all contracts in the name of the city with reference to the management of such departments, for the erection or repair of all buildings or improvements in connection therewith, and for the purchase of all supplies necessary for such departments.

**Police Services:** Police Services is responsible for public safety and general law enforcement within the City/Village, including patrol services, traffic enforcement and criminal investigation. Police Services also provides a variety of Community Policing Programs for the public including Crime Prevention, Community Awareness and volunteer programs. The department is also responsible for animal control

**Public Works:** The Public Works Department is responsible for the design, construction, maintenance, and operation of public facilities. This requires investigating and resolving citizen inquiries and coordinating with local, regional, state, and federal agencies. The department has three functional divisions: Engineering Services, Landscape Maintenance, and Water Quality.

**Development of Service Director:** The Development Services Department develops and implements programs that guide the City/Village's growth and development. The Department also preserves and enhances the aesthetic character of the community, and provides staff support for the Planning Commission. The Department has three Divisions - Planning, Building and Code Enforcement

**Management of Service:** The Department of Management Services includes the divisions of Human Resources, Information Technology and Administration/Public Affairs. The Department coordinates the recruitment of talented and highly qualified candidates to join the City/Village's workforce, provides safety training and directs the City/Village's risk management program. The Department manages the City/Village's technology needs and sets strategic guidelines to achieve long-term technology goals. The Department also manages public information, including City/Village publications, websites and communication with the media. The Director is responsible for serving as the Public Information Officer.

**Urban Forester:** The Urban Forester, also called City/Village Forester, is charged with overseeing management of the urban forest including management planning and implementation, contract development and oversight, employee management, special project oversight, coordination with other departments and the private sector, records management, working closely with the tree commission/board, fielding public inquiries, and any other aspects concerning public tree management. Urban Foresters have at least a 4-year degree in Urban Forestry, Forestry, or an allied profession and are at least an International Society of Arboriculture Certified Arborist. It should be expected that the Urban Forester will also gain their Municipal Specialist and Tree Risk Assessment Qualification within 2 years of public employment. Urban Foresters may also be hired via private sector contract basis.

**Arborist:** An arborist is a technician charged with planting, pruning, removing, and the general care of public trees. City/Village arborists should be International Society of Arboriculture Certified Arborist. Smaller communities may assign a basic urban forest management tasks to their arborist.

**Finance:** The Finance Department is responsible for a variety of functions including Finance, Payroll, Investments, Contract Management and Purchasing. In addition, assistance is provided for computer maintenance. The Director of Finance carries the subtitles of City/Village Treasurer and Purchasing Officer.

**Community Planning/Development:** The Redevelopment / Economic Development Department are responsible for the creation and implementation of comprehensive redevelopment, economic development and revitalization activities in the City/Village. The department develops and coordinates public information and promotional tools; provides business assistance programs and events; encourages growth and development of a diversified business community; and provides staff support to the Council/Agency and Commissions.

Redevelopment Agency's function is to improve the conditions of the City/Village through urban revitalization programs. These programs are intended to alleviate physical decay, stagnation and blight, and to correct economic and social problems. Redevelopment is typically accomplished through the reconstruction, rehabilitation and development of commercial, industrial or retail property.

**Clerk Department:** The City/Village Clerk's Department is responsible for a variety of functions including: (1) Clerk of the City/Village Council and Secretary Financing Authority: Prepare agendas; record and maintain proceeding of meetings; issue Public Notices; and attest, publish/post, index, Resolutions and Ordinances. (2) City/Village Clerk: Answer/or refer citizen inquiries; maintain custody of City/Village Seal; administer and file Oaths of Office; accept and process claims, summons, and subpoenas; receive and open bids; notarize/certify documents; and accept Deeds and Grants which convey an interest to the City/Village. (3) Liaison to City/Village Council: General office support to members of the City/Village Council. (4) Conduct Elections: receive petitions and register voters. (5) Filing Officer for the Political Reform Act of 1974: Accept and transmit necessary Campaign Statements and Conflict of Interests to the Fair Political Practices Commission. (6) Custodian of Records: Act as City/Village Archivist/Historian; maintain City/Village's Central File System; oversee authorized destruction of records; respond to public requests for records under the California Public Records Act and coordinate information requested by Subpoenas for Records.

## **Appointed Offices**

**Shade Tree Commission/Board:** Advisory board appointed by the mayor or council to advise, investigate, and assist in planning and management of the community's trees and urban forest resource. City/Village Council assigns a staff liaison and council representative to work with the commission and facilitate communication between the Commission, staff, and City/Village Council. Members are expected to attend meetings regularly, have a written agenda, keep minutes, and attend educational sessions to improve their knowledge base. Members serve without compensation.

**Park & Recreation Board/Commission:** The City/Village Council appoints citizen volunteers as members to two Commissions: Planning Commission (5 members) and Parks and Recreation Commission (5 members). The term of office for each Commissioner is four years. Applications for Commission appointment can be downloaded below or obtained from the City/Village Clerk's Department during normal business hours and will be kept on file for one year. Notices of Vacancy are posted at City/Village Hall as Commission vacancies occur.

**Planning Commission:** The Planning Commission acts as the custodian of the visual character of the City/Village and plans for the physical development of the City/Village. The Commissioners review and approve specific planning and development permits and advise the City/Village Council on regulatory zoning matters and the City/Village-wide landscape improvement program. Commission members pledge upon appointment to represent the overall public good and not that of an exclusive group or interest. The City/Village assigns a staff liaison to work with the Commission and facilitate communication between the Commission and the City/Village Council. Attendance at the twice monthly meetings of the Planning Commission is required. Commissioners are expected to periodically attend and participate in City/Village programs and activities. Commissioners receive a stipend of \$100 per meeting, not to exceed \$200 per month.