



City of Lakewood City Council

Council At Large

Sarah Kepple, President
Thomas R. Bullock III
Angelina Hamilton Steiner

Ward Council

Kyle Baker, Ward 1, Vice President
Bryan Evans, Ward 2
Cindy Strebbig, Ward 3
Matthew Bixenstine, Ward 4

Member of Council Job Description

Essential Job Descriptions

Legal Requirements

- Complete a three-hour public records training during each elected term as required by Ohio Revised Code.
- Complete four hours of new councilmember training within the first three months of taking office, as required by the Third Amended Charter of the City of Lakewood.
- Prior to starting a new term as a Member of Council, prepare and subscribe to an oath of office swearing to faithfully discharge the duties of the Office of Councilmember.
- File an annual financial disclosure statement with the State of Ohio Ethics Commission as required by law detailing sources of income, credits, debts, and other required information and pay the accompanying filing fee.
- Maintain residency and registered voter status within the City of Lakewood, or, if representing a ward, residency of that ward, for the duration of service.
- Maintain public records according to the city's records retentions schedules.

Constituent Services Responsibilities

- Respond to a variety of constituent questions, concerns, problems, suggestions and petitions regarding city services, neighborhood issues, and/or policy issues via email, phone, letter, social media, and text message.
- Respond to constituents' requests to meet individually, in small groups, or to attend events related to questions, concerns, problems or suggestions regarding city services, neighborhood issues, and/or policy issues.
- Draft ceremonial resolutions for constituents upon request.
- Engage stakeholders, build consensus, and conduct policy research to draft legislative changes in response to feedback from constituents.
- Initiate and participate in in-person outreach efforts to various constituencies including attending community events and block parties and hosting office hours, meet and greets, town halls or neighborhood meetings.
- Initiate outreach efforts to reach constituents online and/or via the media including drafting press releases, giving interviews, being active on social media, and/or authoring a newsletter.
- Participate in events, committees, and meetings organized by civic, philanthropic, and faith-based organizations including but not limited to Chamber of Commerce, Lakewood Alive, Downtown Lakewood Business Alliance, Madison Court Community Coalition (MC3).

Committee Chair Responsibilities

Serve as Chair of one Standing Committee of Council as assigned by the President of Council.

- Coordinate with staff, committee members, directors to schedule official committee meetings to address legislative items referred to committee.
- Create an agenda and/or frame discussion of the official committee meeting to facilitate productive discussion.
- Schedule and attend meetings, phone calls, emails, and/or work sessions with relevant stakeholders and/or administrative directors/staff in advance of official committee meetings to initiate changes, finalize details, and/or to facilitate a deep and broad understanding of proposals pending before the committee.
- Fulfill the duties of the Chair as outlined in Robert's Rules of Order including but not limited to enforcing parliamentary procedure, maintaining decorum, starting, and ending on time, evaluating quorum, recognizing members who want to speak, facilitating public comment as appropriate, and ensuring that all motions are clearly articulated at official committee meetings.
- Following each official committee meeting, work with staff to review, edit, approve, and sign the minutes of each committee meeting in a timely manner.
- Following each committee meeting, prepare a written or oral report to Council summarizing the main points of discussion and outcomes of each official committee meeting.

Liaison Responsibilities

Serve as Council representative on one or more city boards, commissions, and/or task forces as assigned by Council.

- Regularly attend official meetings and report to Council on the work of that body.
- Schedule and attend meetings, phone calls, sub-committee meetings, and/or work sessions with group chair, group members, and/or members of the administration in advance of official meetings and/or following official meetings to prepare for and/or follow up on matters addressed in official meetings.
- Collaborate with and advise members of the city boards, commissions, and task forces on initiatives relevant to their group's specific goals and missions.

Appointment Responsibilities

- Work with Council colleagues to fill any vacancy in the position of Clerk of Council, including but not limited to designing the evaluation process, reviewing applications, and conducting interviews.
- On an annual basis, make individual and collective appointments to the city's volunteer boards and commissions.
- Work with Council colleagues to fill any vacancy on Council including but not limited to designing the evaluation process, reviewing applications, and conducting interviews.

Legislative Agenda

- Evaluate community needs, community values, public interest, personal goals, personal values, and other considerations to develop specific legislative priorities.
- Develop a strategy to implement legislative priorities including but not limited to engaging stakeholders, building consensus, conducting policy research, and drafting legislation.

Miscellaneous Responsibilities

- Cooperate and coordinate with administrative staff including but not limited to Information Systems, Human Resources, and the Clerks Office to fulfill various administrative requirements of city employment.
- Participate in professional development, conferences, networking, and training offered by professional organizations including but not limited to Ohio Municipal League, Northeast Ohio City Council Association, and National League of Cities.

Collective Responsibilities

Through a deliberative process of cooperative consensus-building, including but not limited to public hearings, public debate, and careful study of all relevant information and documentation, the body of Council shall perform the following functions as outlined in Lakewood Codified Ordinances:

- Administer an annual appropriations process to provide for the funding of the city each fiscal year and act upon related proposed legislation.
- Act upon proposed legislation to authorize the Administration to apply for and to accept grant funds and to accept income or other things of value.
- Act upon proposed legislation to approve the mayor's appointment of department directors.
- Act upon proposed legislation related to the settlement of legal claims against the City.
- Act upon proposed legislation to authorize specific contracts with external entities including Cuyahoga County Board of Health, Lakewood City School District, and others.
- Act upon proposed legislation related to the sale of City property.
- Act upon proposed legislation related to lease agreements with tenants within City-owned property.
- Act upon annual proposed legislation to certify the City's Tax Budget to the Cuyahoga County Fiscal Officer.
- Act upon proposed legislation to ratify all agreements with the City's collective bargaining units.
- Act upon proposed legislation to officially adopt various city plans, procedures, and policies.
- Act upon proposed legislation related to maintaining an accurate and updated version of the Lakewood Codified Ordinances.
- Act upon proposed legislation related to the City's issuance and management of debt.
- Act upon proposed legislation or initiate legislation related to amending the Third Amended Charter of the City of Lakewood.

- Act upon proposed legislation related to economic development agreements with outside entities.
- Act upon proposed legislation related to fines, fees, and charges issued by certain departments.
- Act upon proposed legislation to amend any section of Lakewood Codified Ordinances.
- Act upon initiative petitions, recall petitions, and referenda brought forth by the public.
- Appoint an interim Mayor in the circumstance that the Mayor is absent and inaccessible for more than 60 days.
- Conduct various hearings and appeals regarding actions taken by the Mayor.
- Act upon legislation related to appropriation of private property.
- Act upon legislation related to special assessments and property tax levies.
- Act upon the Civil Service Commission recommendations related to Council and Mayoral salaries.

Knowledge and Skills

Knowledge of:

- Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues, including but not limited to the State of Ohio's public records laws, open meetings laws and ethics laws.
- Administrative principles and best practices, including but not limited to project management, goal setting and implementation.
- City government organization, operations, policies, and procedures.
- Characteristics and history of the City of Lakewood including diverse and special population groups.
- Principles of community and economic development.

Skill in:

- Interpersonal and mass communication skills
- Strategic planning
- Creative problem solving
- Relevant software and ability to adapt to new software including Microsoft Outlook, Microsoft Sharepoint, and agenda management software
- Public policy research, analysis, and writing
- Financial literacy, analysis, and generally accepted accounting principles
- Community outreach and organizing
- Negotiation, conflict resolution and de-escalation strategies
- Organizational leadership