

Duties of Mayor

Part One – Administrative Code Title Five – Administrative Chapter 131 Mayor

- 131.01 Administrative Assistant.
- 131.02 Marriage fees.
- 131.03 Contraband seizure.
- 131.04 Mandatory drug offense fines.

CROSS REFERENCES

- Removal from office - see Ohio R.C. 3.07 et seq.
- Acting Mayor - see Ohio R.C. 731.10 et seq., 733.25
- To appoint and remove auxiliary officers - see Ohio R.C. 737.161
- Election, term, qualification and powers - see Ohio R.C. 733.24
- To be Council president - see Ohio R.C. 733.24
- Vacancy - see Ohio R.C. 733.25
- General duties - see Ohio R.C. 733.30 et seq.
- Reports to Council - see Ohio R.C. 733.32, 733.41
- Protest of excessive expenditures - see Ohio R.C. 733.33
- Charges of delinquent officers - see Ohio R.C. 733.34 et seq.
- Disposition of fines and other moneys - see Ohio R.C. 733.40
- Salary - see Ohio R.C. 1905.21

131.01 ADMINISTRATIVE ASSISTANT.

- (a) The Mayor shall make the appointment for the position of Administrative Assistant which is hereby established.
- (b) The Administrative Assistant will be under the supervision of the Mayor and/or the person designated by the Mayor.

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- (a) This position will be a full-time position consisting of 40 hours per week.
- (b) Starting salary will be set within the salary guidelines set in the current pay ordinance. Pay will be based on salary and experience.
(Ord. 2000-10. Passed 4-17-00.)

131.02 MARRIAGE FEES.

- All moneys received by the Mayor for performing marriage ceremonies, both in the past and in the future, shall be retained by the Mayor as a part of his/her annual salary.
(Ord. 90-24. Passed 11-5-90.)

131.03 CONTRABAND SEIZURE.

- (a) The Mayor is hereby authorized and directed to accept cash, vehicles and other property from the Common Pleas Courts of the State of Ohio in accordance with the Contraband Seizure Forfeiture Act, Ohio R.C. 2933.43; however, any acceptance of real estate by the Mayor shall be subject to approval by ordinance of Council.

- (b) The Mayor is hereby authorized and directed to place all cash received into a special law enforcement trust fund with the Village Fiscal Officer to be used solely for law enforcement purposes.
- (c) All vehicles and property be assetted or tagged to the Division of Police to be used solely for law enforcement purposes, or sold and the proceeds from the sale deposited in the special law enforcement trust fund, as directed by the Chief of Police.
(Ord. 98-10. Passed 9-14-98.)

131.04 MANDATORY DRUG OFFENSE FINES.

- (a) The Mayor is hereby authorized and directed to accept moneys obtained through mandatory fines in accordance with Ohio R.C. 2925.03.
- (b) The Mayor is hereby authorized and directed to place all moneys received into a special drug enforcement trust fund with the Village Fiscal Officer to be used solely for law enforcement efforts that pertain to drug offenses.
(Ord. 98-11. Passed 9-14-98.)

Ohio Revised Code Title [7] VII MUNICIPAL CORPORATIONS Chapter 705: PLANS OF GOVERNMENT

705.79 Powers and duties of mayor.

The mayor of a municipal corporation organized under sections 705.71 to 705.86, inclusive, of the Revised Code, shall:

- (A) See that the laws and ordinances are enforced;
- (B) Recommend measures to the council for adoption;
- (C) Keep the council fully advised of the financial condition and future needs of the municipal corporation;
- (D) Prepare and submit to the council such reports as are required by that body;
- (E) Appoint competent, disinterested persons, not exceeding three in number, to examine without notice the affairs of any department, officer, or employee, and report the result of such examination to the mayor, and such result shall also be transmitted by him to the council without delay;
- (F) Perform such other duties as the council determines by ordinance or resolution.

Effective Date: 10-01-1953

Ohio Revised Code Title [7] VII MUNICIPAL CORPORATIONS Chapter 733 Officers

Chapter 733.24 Mayor of village - election - term - qualifications - powers - duties.

The mayor of a village shall be elected for a term of four years, commencing on the first day of January next after his election. He shall be an elector of the village and shall have resided in the village for at least one year immediately preceding his election. Such mayor shall be the chief conservator of the peace therein and shall have the powers and duties provided by law. He shall be the president of the legislative authority and shall preside at all regular and special meetings thereof, but shall have no vote except in case of a tie.

Effective Date: 10-17-1985