

**ORDINANCE NO. 01-34 AC CMS**

**AN ORDINANCE AUTHORIZING AN INCREASE IN COMPENSATION  
AND VACATION TIME FOR THE CLERK OF COUNCIL**

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the salary of the Clerk of Council is hereby increased to \$35,016.04 annually, effective March 15, 2001, plus those benefits provided in Ordinance No. 97-62 AC CMS, except that the Clerk of Council shall be entitled to three (3) weeks vacation each year.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance shall take effect at the earliest date allowed by law.

PASSED: 1<sup>st</sup> Reading - April 16, 2001 (E)  
2<sup>nd</sup> Reading -  
3<sup>rd</sup> Reading -

ATTEST:

  
\_\_\_\_\_  
CLERK OF COUNCIL

  
\_\_\_\_\_  
CHAIR OF COUNCIL

POSTED: 4/17/2001

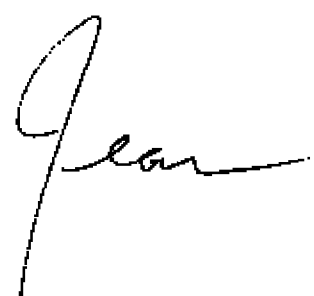
EFFECTIVE DATE: 4/17/2001

# City of *Oberlin*

85 South Main Street, Oberlin, Ohio 44074  
(440) 775-1531

## MEMORANDUM

TO: Sal Talarico, City Auditor  
FROM: Eugene F. Simon, City Clerk/Clerk of Council  
DATE: April 17, 2001  
RE: ORDINANCE NO. 01-34 AC CMS



The attached Ordinance represents a 6% increase over 2000 and 3 weeks vacation retroactive to March 15, 2001.

/efs

Attachment (2)

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*"Ohio's Best College Town"*

—OHIO Magazine

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## PERSONNEL EVALUATION OF THE CITY CLERK

Name EUGENE SIMON

1. Overall evaluation:

EXCELLENT - 6

SATISFACTORY PLUS - 1

2. Areas in which the City CLERK has shown evidence of strength or excellence (Please provide examples or supporting detail):

Jean continues to do a fine job in the logistics of the position. She provides the needed correspondence to us in a timely and accurate fashion. The packets are complete and she keeps track of many things that we need to do and reminds us, in a subtle way, as to when we need to do it. She is always personable, efficient, and professional in her interaction with council and citizens. I hear NO negative comments about her on the street, or from other employees. She continues to move the position into the 21st century by working on computerizing the records and works diligently on records retention. She also continues to keep her professionalism up to date by attending in-service workshops at professional organizations.

Jean works very hard at making sure Council has all the information we need. Her conduct is always professional. She has continued along with her professional development with the certified clerk training and attends training sessions. Jean is an asset to the City.

Always responds to any questions quickly. Very professional. Seems dedicated to associations with her peers for growth and exchange of information. Has condensed minutes adequately.

The City of Oberlin is indeed fortunate to have Ms. Simon as its Clerk. She does an outstanding job in preparing the weekly packet. Minutes of the meetings of Council are prepared in a complete and timely fashion. She conducts herself in a professional way during the meetings of Council. I have always found her to be most courteous in her dealing with the public. Any time I have made a request of her for information of any sort she has responded promptly and has given me accurate information.

Her communication with Council is excellent. Can always go to her to ask questions and get good answers. A very professional packet and she does an outstanding job of putting it together. Very professional with the public.

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*"Ohio's Best College Town"*

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Jean has great communication skills. She has always helped council interpret policies and procedures and explains them clearly and effectively. I think it is safe to say that she is in many ways looked upon as an equal opportunity mother figure, and one in whom enormous trust and confidence can be placed.

Jean is organized, knowledgeable and a credit to her profession. She responds to all in a courteous manner and a timely fashion. Jean also takes the initiative when she sees something that would be a help to us. For example, she connected to COUNCILINK which gives us much information regarding what happens in other municipalities; thus saving the City time by not having to "reinvent the wheel". Jean is also the one who keeps the Record Retention Commission going. She understands the importance of retaining/discarding records. Jean's involvement with the Ohio Municipal Clerks Association and her reports to us show her commitment to her profession.

3. Areas in which the City CLERK has shown evidence of deficiency or need for improvement (Please provide examples or supporting detail):

I must repeat myself from last year, in that I can recall no areas of deficiency in this evaluation of Jean. I think that we all need someone to check on us occasionally. Thus, I again suggest that perhaps the Chair and Vice-Chair meet with Jean regularly to see 1) if she needs any specific direction in her duties and 2) to see if she is having any problems in her duties which need Council's attention.

None noted.

I can honestly say that I am not aware of an area in which the Clerk has shown evidence of need for improvement. She has a mass of material for which she is responsible. She does it well.

My only comment is that sometimes she needs to slow down and not carry all the weight of the City on her shoulders.

4. Additional comments in support of overall evaluation:

I commend Jean for continuing to perform her job at her current level of excellence. I am aware of how hard it is to continue to function at such a high level over an extended period of time and wish to recognize Jean for her accomplishment.

After reading the memo I am very much in support of an extra week of vacation for Jean.

Give her 3 weeks vacation.

MS. Simon is a professional in all that she does. We are fortunate to have a person of her caliber in this very significant position.

I would like Jean's compensation packet reviewed by all Council, for she is a credit to our City and her profession.

Jean is very organized. Her quality of work on the packets is great. Every document she produces is easy to read because it is so well formatted and thoroughly checked for spelling and grammar. Jean continues to expand her job knowledge. I feel that she deserves another week of vacation.

I am so pleased that Jean is our City Clerk. She is an asset to the City.

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| <u><i>Fran Baumann</i></u><br>Fran Baumann, Chair  | date | <u><i>Eugene F. Simon</i></u><br>Eugene Simon<br>(signature designates receipt only) |
| <u><i>Ken Sloane</i></u><br>Ken Sloane, Vice Chair |      | <u><i>Ronnie Rimbart</i></u><br>Ronnie Rimbart                                       |
| <u><i>Phil Verda</i></u><br>Phil Verda             |      | <u><i>Bill Jindra</i></u><br>Bill Jindra   |
| <u><i>Jim White</i></u><br>Jim White               |      | <u><i>Everett Tyree</i></u><br>Everett Tyree   |

**NOTE TO FINANCE DEPARTMENT**

4/17/2001

This represents a 6% increase over 2000 and 3 weeks vacation as of March 15, 2001