

CHRISTOPHER HALLUM
President of Council

MICHAEL KLINE
Vice President of Council

G. ANDREW GARDNER
Mayor

City of Willoughby Hills

Council
NANCY E. FELLOWS

DAVID M. FIEBIG

JOE JARMUSZKIEWICZ

JANET R. MAJKA

TANYA TAYLOR DRAPER

ORDINANCE NO. 2020-06

AN ORDINANCE FIXING THE SALARY AND COMPENSATION FOR THE POSITION OF FULL-TIME ASSISTANT FINANCE DIRECTOR; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.

WHEREAS, Section 2.11 of the Charter of the City of Willoughby Hills (“City Charter”) states: “The Mayor shall be the chief executive officer and the head of the administrative branch of the municipal government and shall perform all duties and may exercise all privileges and authority prescribed for him in this Charter, or by the Constitution and laws of the United States and of the State of Ohio, including authorities of a judicial nature”; and

WHEREAS, Section 2.21 of the City Charter states that the Mayor may appoint the heads of all departments of the Municipality and hire all other employees; and

WHEREAS, Section 3.32 of the City Charter requires that the City Council fix by ordinance the compensation of every officer and employee of the Municipality; and

WHEREAS, Section 2.27 of the City Charter states “Though Council has the power to fix salaries as defined in Section 3.32, the Mayor shall have the duty and responsibility to recommend to Council the amount of pay for various positions and shall also have the responsibility to review existing pay scales”; and

WHEREAS, the Council of the City of Willoughby Hills has fixed by this Ordinance a compensation range and hereby provides to the Mayor, as chief executive officer and head of the administrative branch of Municipal Government, said fixed range for the position of **Assistant Finance Director**.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:

SECTION 1. COMPENSATION: In accordance with Section 3.32 of the City Charter, Council has fixed the range of compensation for the position of **Full-time Assistant Finance Director** retroactive to January 1, 2020 as follows:

| <u>Job Title</u> | <u>Annual Salary</u> | |
|----------------------------|----------------------|----------------|
| | <u>Minimum</u> | <u>Maximum</u> |
| Assistant Finance Director | \$50,000 | \$65,000 |

SECTION 2. STAFFING LEVEL: The required staffing level for said position shall be (1) **Assistant Finance Director**.

SECTION 3. APPOINTING AUTHORITY

3.1 The Mayor, as chief executive officer and head of the administrative branch of Municipal government, given the compensation range as fixed by Council, at his discretion may determine the rate of compensation to be paid for the position of **Assistant Finance Director** within the fixed compensation range.

3.2 Initial appointment to any position shall be made at the minimum of the assigned position. The Mayor at his discretion may approve a starting salary up to an additional 10% of the minimum compensation schedule for the classification when the needs of a department make such action necessary. Any compensation over and above what the Council authorizes in any given year will require separate Council approval.

SECTION 4. EMPLOYMENT PROVISIONS

5.1 General Provisions. Chapter 157 - General Employment Provisions of the Codified Ordinances of the City of Willoughby Hills provides additional benefits, including, but not limited to: pension plan, vacation, holiday, sick leave, longevity compensation, insurance, travel expense, personal days, jury service, military service, funeral leave, uniform allowance, additional compensation, Family Medical Leave (FMLA), injury leave and direct deposit of payroll.

SECTION 5. All Ordinances, or parts thereof in conflict with the provisions of this Ordinance be, and are hereby repealed as of the effective date of this Ordinance; specifically, Ordinance 2009-36, Ordinance 2014-74, Ordinance 2017-59 and Ordinance 2019-57.

SECTION 6. The actions of this Council concerning and relating to the passage of this legislation were conducted in lawful meetings of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in compliance with all legal requirements, including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 7. This ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the City of Willoughby Hills insofar as it provides for the usual daily operation of a municipal department and further provides for the fixed compensation for the position of Full-Time Assistant Finance Director to be granted retroactive to January 1, 2020 and thereafter following the passage of said ordinance; wherefore, this ordinance shall be in full force and take effect from and after its adoption and approval by the Mayor.

PASSED: 21 February 2020



Christopher Hallum

President of Council

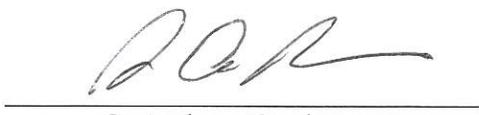
Submitted to the Mayor for his approval
on this 21 day of February, 2020

Approved by the Mayor
February 24, 2020

2020
ATTEST:



Katherine Lloyd



G. Andrew Gardner

Clerk of Council, Pro-Tempore

Mayor

clerk pro tem