

NANCY E. FELLOWS  
*President of Council*

JOHN T. PLECNIK  
*Vice President of Council*

VICTORIA ANN

# City of Willoughby Hills

*Council*  
CHRISTOPHER L. BIRO

DAVID M. FIEBIG

JENNIFER SOMMERS GREER

CHRISTOPHER HALLUM

JANET MAJKA

## ORDINANCE NO 2016-58

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### **AN ORDINANCE AMENDING PART ONE ADMINISTRATIVE CODE, TITLE FIVE – ADMINISTRATIVE, CHAPTER 157 – GENERAL EMPLOYMENT PROVISIONS, SECTION 157.01 – COMPENSATION OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS; REPEALING CONFLICTING LEGISLATION AND DECLARING AN EMERGENCY.**

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**WHEREAS**, Section 2.27 of the Charter of the City of Willoughby Hills 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**, Section 3.32 of the Charter of the City of Willoughby Hills requires that the Council fix by Ordinance the compensation of every officer and employee of the Municipality; and

**WHEREAS**, the Mayor, serving as Chief Executive Officer of the City has recommended that the Police Chief, the Police Executive Assistant/Dispatch Supervisor, all part-time members of the Police and Fire Departments, and the Assistant Director of Finance be granted annual pay increases equal to 3% of their current annual salary retroactive to April 10, 2016; and

**WHEREAS**, upon the recommendation of the Mayor, serving as Chief Executive Officer, the Council of the City of Willoughby Hills in order to provide for said pay adjustments has fixed by this Ordinance a compensation range as set forth by the “Willoughby Hills Compensation Schedule A – Revised for 2016 – 2016 Rates effective April 10, 2016” consisting of (2) pages, attached hereto and referenced herein.

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

**SECTION 1.** The existing Section 157.01 of the Codified Ordinances of the City of Willoughby Hills entitled “Compensation” be, and it hereby is amended to read and provide in its entirety as follows:

**“157.01 COMPENSATION.**

A. All appointed officials, salaried employees and non-union employees of the City of Willoughby Hills (hereinafter “employees”), unless covered by separate ordinance of the City of Willoughby Hills, shall be paid in accordance with “Willoughby Hills Compensation Schedule A – Revised for 2016 – 2016 Rates effective April 10, 2016”, consisting of two (2) pages, attached hereto and incorporated herein by reference in order to provide for a 3% pay adjustment to eligible employees retroactive to April 10, 2016.

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**SECTION 2.** 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.

**SECTION 3.** All the actions of this Council concerning and relating to the passage of this legislation were conducted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

**SECTION 4.** This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operations of the Police, Fire and Finance Departments, wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

PASSED: \_\_\_\_\_, 2016

\_\_\_\_\_  
**Nancy E. Fellows**  
*President of Council*

Submitted to the Mayor for his approval on this  
\_\_\_\_\_ day of \_\_\_\_\_, 2016.

Approved by the Mayor:  
\_\_\_\_\_, 2016

ATTEST:

\_\_\_\_\_  
**Victoria Ann Savage, CMC**  
*Clerk of Council*

\_\_\_\_\_  
**Robert M. Weger**  
*Mayor*

# Willoughby Hills

Compensations Schedule A

Revised for 2016 - 2016 rates effective 4/10/16

Employment Status	Staffing Level	2014 Rate	2015 Rate	2016 Rate
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## Police Department

Police Chief	Full-time	Salary	1	\$65,728 - \$96,115	\$65,728 - \$96,115	\$99,000.00
Police Exec Asst/Dispatch Supervisor	Full-time	Salary	1	\$36,403 - \$55,616	\$36,403 - \$55,616	\$36,403 - \$55,932
Community Service Officer	Full-time	Hourly	1	N/A	\$23.12 - \$27.04	\$23.12 - \$27.04
Patrol Class 1	Part-time	Hourly	20	\$23.73	\$23.73	\$24.45
Patrol Class 2	Part-time	Hourly		\$21.79	\$21.79	\$22.45
Patrol Class 3	Part-time	Hourly		\$20.19	\$20.19	\$20.80
Patrol Class 4	Part-time	Hourly		\$18.59	\$18.59	\$19.15
Patrol Probationary	Part-time	Hourly		\$16.15	\$16.15	\$16.64
Dispatch Class 1	Part-time	Hourly		\$19.43	\$19.43	\$20.01
Dispatch Class 2	Part-time	Hourly	N/A	\$17.99	\$17.99	\$18.53
Dispatch Class 3	Part-time	Hourly		\$16.66	\$16.66	\$17.16
Dispatch Class 4	Part-time	Hourly		\$15.42	\$15.42	\$15.89
Dispatch Probationary	Part-time	Hourly		\$14.28	\$14.28	\$14.71

## Fire Department

Fire Chief	Full-time	Salary	1	\$65,728 - \$96,115	\$65,728 - \$96,115	\$65,728 - \$96,115
Fire Secretary	Full-time	Salary	1	\$31,701 - \$45,666	\$31,701 - \$45,666	\$31,701 - \$45,666
Assistant Chief	Part-time	Hourly	40	\$17.93	\$17.93	\$18.47
Fire Fighter Class A & B	Part-time	Hourly		\$17.17	\$17.17	\$17.69
Fire Fighter Class C	Part-time	Hourly		\$16.65	\$16.65	\$17.15
Fire Fighter Class D	Part-time	Hourly		\$15.32	\$15.32	\$15.78
Fire Fighter Class E	Part-time	Hourly		\$13.48	\$13.48	\$13.89

Employment Status	Staffing Level	2014 Rate			2015 Rate			2016 Rate		

### Service/Building Department

Road Superintendent	Full-time	Hourly	1	\$24.27 - \$33.62	\$24.27 - \$33.62	\$24.27 - \$33.62	\$24.27 - \$33.62
Part-Time Road Worker	Part-time	Hourly	4	\$13.15 - \$15.17	\$13.15 - \$15.17	\$13.15 - \$15.17	\$13.15 - \$15.17
Building Commissioner	Full-time	Salary	1	\$50,560 - \$60,525	\$50,560 - \$60,525	\$50,560 - \$60,525	\$50,560 - \$60,525
Building Clerk	Part-time	Hourly	1	\$13.15 - \$17.19	\$13.15 - \$17.19	\$13.15 - \$17.19	\$13.15 - \$17.21
Field Maintenance Class 1	Part-time	Hourly	2	\$11.63 - \$13.65	\$11.63 - \$13.65	\$11.63 - \$13.65	\$11.63 - \$17.10
Field Maintenance Class 2	Part-time	Hourly	2	\$ 8.60 - \$11.63	\$ 8.60 - \$11.63	\$ 8.60 - \$11.63	\$ 8.60 - \$11.63
Field Maintenance Class 3	Part-time	Hourly	2	\$ 8.10 - \$ 8.60	\$ 8.10 - \$ 8.60	\$ 8.10 - \$ 8.60	\$ 8.10 - \$ 8.60

### Recreation Department

Recreation Coordinator	Part-time	Hourly	2	\$12.13 - \$17.19	\$12.13 - \$17.19	\$12.13 - \$17.19	\$12.13 - \$17.19
Property Staff Member	Part-time	Hourly	10	\$ 8.10 - \$ 9.86	\$ 8.10 - \$ 9.86	\$ 8.10 - \$ 9.86	\$ 8.10 - \$ 9.86

### Administration Department

Administrative Assistant	Full-time	Salary	1	\$36,403 - \$64,717	\$36,403 - \$64,717	\$36,403 - \$64,717	\$36,403 - \$64,717
Clerk/Stenographer	Part-time	Hourly	3	\$12.13 - \$17.19	\$12.13 - \$17.19	\$12.13 - \$17.19	\$12.13 - \$17.19
Director of Finance	Part-time	Hourly	1	\$30.34 - \$38.43	\$30.34 - \$38.43	\$30.34 - \$38.43	\$30.34 - \$38.43
Assistant Director of Finance	Full-time	Salary	1	\$36,403 - \$55,616	\$36,403 - \$55,616	\$36,403 - \$55,616	\$36,403 - \$56,327
Finance Assistant	Full-time	Hourly	1	\$14.16 - \$17.70	\$14.16 - \$17.70	\$14.16 - \$17.70	\$14.16 - \$18.23
Clerk of Courts	Full-time	Hourly	1	\$14.66 - \$24.77	\$14.66 - \$24.77	\$14.66 - \$24.77	\$14.66 - \$24.77
Deputy Clerk of Courts	Part-time	Hourly	1	\$12.13 - \$19.82	\$12.13 - \$19.82	\$12.13 - \$19.82	\$12.13 - \$19.82
Director of Economic Development	Full-time	Salary	1	\$35,392 - \$50,560	\$35,392 - \$50,560	\$35,392 - \$50,560	\$35,392 - \$50,560
Clerk of Council Class 1	Part-time	Hourly		\$17.74 - \$22.80	\$17.74 - \$22.80	\$17.74 - \$22.80	\$17.74 - \$22.80
Clerk of Council Class 2	Part-time	Hourly	1	\$15.70 - \$17.95	\$15.70 - \$17.95	\$15.70 - \$17.95	\$15.70 - \$17.95
Clerk of Council Class 3	Part-time	Hourly		\$13.17 - \$15.93	\$13.17 - \$15.93	\$13.17 - \$15.93	\$13.17 - \$15.93