

City of Willoughby Hills

ORDINANCE NO. 2017-58

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

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, in his annual budget message, dated February 9, 2017, the Mayor formally presented the proposed Operating Budget and had requested that an ordinance adopting said budget be prepared and introduced at the Regular Council meeting to be held on February 23, 2017; and

WHEREAS, on March 23, 2017, Council adopted the 2017 proposed Operating Budget which provides for a two percent (2%) wage adjustment for all other employees not currently covered by a collective bargaining agreement.

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 compensation for the position of **Part-Time Finance Director** as follows:

Section 1.1 Hourly Rate. \$ 35.53

The 2017 Operating Budget specifically provides for the compensation of the position of the Part-Time Finance Director as follows: 80% from the General Fund #110 and 20% through the Sewer Enterprise Fund #610.

Section 1.2 Work Week.

The average work week for said position shall be based on twenty-five (25) hours.

SECTION 2. STAFFING LEVEL.

Section 2.1 The required staffing level for said position shall be (1) Part-Time Finance Director.

SECTION 3. EMPLOYMENT PROVISIONS.

Section 3.1 Holidays. The Part-Time Finance Director shall be entitled to five (5) hours of holiday pay for the following holidays: *New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Day after Thanksgiving and *Christmas (New Year's and Christmas will be observed on the same day as other City employees not covered under collective bargaining).

Section 3.2 Vacation. The Part-Time Finance Director shall be entitled to two (2) to four (4) weeks of vacation time. A day shall constitute five (5) hours of pay. Vacation days must be taken during the calendar year of entitlement and shall not accrue from year to year. The taking of vacation shall be subject to prior approval of the Mayor.

Section 3.3 Sick Time. The Part-Time Finance Director shall be entitled for each completed twenty-five (25) hours of regular straight time of service, to sick leave of two and one-half (2.5) hours. Sick time must be taken during the calendar year of entitlement and shall not accrue from year to year. The taking of sick time shall be subject to prior approval of the Mayor.

Section 3.4 Life Insurance. The Part-Time Finance Director shall be entitled to life insurance benefits in the amount of twenty-five thousand dollars (\$25,000).

SECTION 4. 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 No. 2010-42 and Ordinance No. 2014-74.

SECTION 5. 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 6. 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 Part-Time Finance Director to be granted commencing with the first pay 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: September 14, 2017

Nancy E. Fellows
Nancy E. Fellows
President of Council

Submitted to the Mayor for his approval on this 18 day of September, 2017

Approved by the Mayor
September 18, 2017

ATTEST:

Victoria Ann Savage
Victoria Ann Savage, OMC
Clerk of Council

Robert M. Weger
Robert M. Weger
Mayor