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City of Willoughby Hills

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ORDINANCE NO. 2011 – 4

AN ORDINANCE ESTABLISHING AND FIXING THE COMPENSATION FOR THE POSITION OF PART TIME CITY PROPERTY STAFF MEMBER AND DECLARING AN EMERGENCY.

WHEREAS, Section 2.11 of the Charter of the City of Willoughby Hills 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 Constitutions and laws of the United States and of the State of Ohio, including authorities of a judicial nature; and

WHEREAS, Section 2.21 states that the Mayor may appoint the heads of all departments, including but not limited to the Department of Public Safety, the Department of Finance, the Department of Law and the Department of Public Service; 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, further 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, the Council of the City of Willoughby Hills has fixed by this Ordinance a compensation range and hereby provides to the Mayor, CEO and Head of the Administrative Branch of the Municipal Government, said fixed range for the position of **Part Time City Property Staff Member**.

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

SECTION 1. The range of compensation for the position of **Part Time City Property Staff Member** has been set as follows:

<u>Job Title</u>	<u>Hourly Rate</u>	
	<u>Minimum</u>	<u>Maximum</u>
Part Time City Property Staff Member	\$ 7.40	to \$ 9.50

SECTION 2. The required Staffing Level for the position of **Part Time Property Staff Member** shall be up to ten (10) **Part Time City Property Staff Members**.

SECTION 3. The **Part Time City Property Staff Member** shall report to a member of Administration and the responsibilities of the established position shall include, but are not limited to the following:

- *Open and closing of the City property*
- *Set up required facilities for events*
- *Greet renters of community rooms and act as single point of contact*
- *Resolve any issue that may arise during events*
- *Monitor the safe operation of City property*
- *Maintain City property as directed*
- *Report any area of concern to supervisor*
- *Ensure that all garbage is removed from City property*
- *Inspect all City property and document any damage resulting from an event*
- *Any other duties assigned by the Mayor*

SECTION 4. The Mayor, CEO and Head of the Administrative Branch of the 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 **Part Time City Property Staff Member** within the fixed compensation range.

SECTION 5. 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 6. 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.

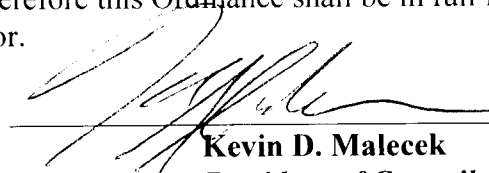
SECTION 7. This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of a municipal department, and further reason being to immediately establish and fix the compensation for the position of **Part Time City Property Staff Member** for the calendar year of 2011; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

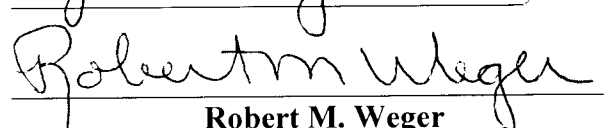
PASSED: January 27, 2011

Submitted to the Mayor for his approval
on this 27 day of January, 2011

ATTEST:

Victoria Ann Savage, CMC
Clerk of Council


Kevin D. Malecek
President of Council

Approved by the Mayor
January 27, 2011

Robert M. Weger
Mayor