

Willoughby Hills Council

City of Willoughby Hills
Interoffice Memo

Date: July 18, 2019

To: Council President Fellows, Council Members and Council Clerk

From: Robert M. Weger, Mayor/Safety Director *pw*

Subject: Ordinance for Finance Director Pay Increase

On June 17, 2019, I sent Council a memo, requesting an Ordinance for a pay increase for the Part-time Finance Director. The Personnel Relations Committee meeting of Council had met on April 23, 2019 and made a unanimous recommendation that "all non-union employees should be kept on par with their union colleagues and receive a 2% raise for 2018 and a 2% raise for 2019 because they also did not receive raises in 2018 or 2019." On May 9, Council passed pay increase ordinances for several non-union position, but did not do so for the Part-time Finance Director.

After my Ordinance request of June 17, 2019, Council read the Ordinance on June 27, 2019 and July 11, 2019. It remains on Second Reading at this time.

Following a conversation I had with the Part-time Finance Director, Frank Brichacek, I respectfully request that my Ordinance request be withdrawn at this time, upon the request of the employee.

Thank you.

cc: Finance Director Brichacek
Assistant Finance Director Snyder
Law Director O'Leary

City of Willoughby Hills

Interoffice Memo

Date: June 17, 2019

To: Council President Nancy Fellows, Council Members and Council Clerk

From: Robert M. Weger, Mayor/Safety Director *rw*

Subject: Ordinance Fixing the Compensation of the Part-Time Finance Director

Attached please find an Ordinance that I have prepared in order to fix the compensation of the Part-Time Finance Director Frank Brichacek. This is in keeping with the other staff pay increases adopted by Council on May 9, 2019.

Finance Director Brichacek has not received a pay increase since the adoption of Ordinance 2017-58 on September 18, 2017. I have proposed the same 2% retroactive pay increases for 2018 and 2019 that Council has provided to the other non-Union employees.

Please pass the attached Ordinance with an Emergency Clause and waiving the three readings so that Finance Director Brichacek may receive his pay increase, as the other City non-Union members have recently.

cc: Law Director James O'Leary
Finance Director Frank Brichacek

NANCY E. FELLOWS,
President of Council

JOHN T. PLECNIK
Vice President of Council

VICTORIA ANN SAVAGE, CMC
Clerk of Council

City of Willoughby Hills

Council
DAVID M. FIEBIG

CHRISTOPHER HALLUM

LAURA LENZ

JANET MAJKA

LAURA PIZMOHT

ORDINANCE NO 2019-PAY INCREASE FOR FINANCE DIRECTOR

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

WHEREAS, The Personnel Relations Committee of Council met on April 23, 2019, to continue the discussion about non-union raises and the Committee unanimously agreed that all non-union employees should be kept on par with their union colleagues and receive a 2% raise for 2018 and a 2% raise for 2019 because they also did not receive raises in 2018 or 2019; and

WHEREAS, on May 9, 2019, City Council passed pay increase ordinances to cover the positions of Full-time Police Chief, Full-time Road Superintendent, Part-time Firefighters, Part-time Police Officers, Part-time Council Clerk, leaving only the Full-time Assistant Finance Director and Part-time Finance Director without current pay ordinances; and

WHEREAS, Finance Director Frank Brichacek has not received a pay increase since adoption of Ordinance 2017-58 on September 18, 2017, which brought his current rate of pay to \$35.53 per hour; and

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 3.2 of the City Charter, Council has fixed the compensation for the Part-time Finance Director as follows:

1.1 Retro to January, 2018, said hourly rate shall reflect a 2% increase:

\$36.24 per hour

1.2 Retro to January, 2019, said hourly rate shall reflect a 2% increase:

\$36.96 per hour

The 2019 Operating Budget specifically provides for the compensation of the position of Part-Time Finance Director as follows: 100% from the General Fund.

SECTION 2. STAFFING LEVEL

2.1 The required staffing level for said position shall be (1) Assistant Finance Director.

SECTION 3. EMPLOYMENT PROVISIONS

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).

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.

3.3 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 2010-42, Ordinance 2014-74 and Ordinance 2017-58.

SECTION 5. 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 6. This Ordinance shall be in full force and effect at the earliest time permitted by law.

PASSED: _____, 2019

Nancy E. Fellows
President of Council

Submitted to the Mayor for his approval on this
_____ day of _____, 2019.

Approved by the Mayor:
_____, 2019

ATTEST:

Victoria Ann Savage, CMC
Clerk of Council

Robert M. Weger
Mayor