

**ORDINANCE NO. 2024-7**

**AN ORDINANCE PROVIDING FOR THE COMPENSATION OF THE POSITION OF SECRETARY TO THE MAYOR, ESTABLISHING CERTAIN DUTIES OF THE POSITION, AND DECLARING AN EMERGENCY.**

**WHEREAS**, Willowick C.O. 131.02 establishes the position of Secretary to the Mayor as a position in the unclassified service of the City as authorized by Section 7.3(c) of the City Charter.

**WHEREAS**, pursuant to C.O. 131.02, the Secretary shall be appointed by the Mayor, shall serve during the pleasure of the Mayor and may be removed by the Mayor at any time.

**WHEREAS**, pursuant to C.O. 131.02, the Secretary shall be assigned and given compensation from time to time based upon efficient services; the Secretary shall additionally perform such services as may be prescribed or established from time to time by the Mayor.

**WHEREAS**, the position of Secretary to the Mayor was previously included in the bargaining unit known as the American Federation of State, County and Municipal Employees, Ohio Council 8, AFL-CIO and AFSCME Local 688 (Union) consisting of certain classified employees of the City of Willowick.

**WHEREAS**, on October 26, 2023, the State of Ohio State Employment Relations Board issued an Amendment of Certification excluding the Mayor's Secretary, Clerk of Council and Secretary for the Civil Service Commission (1 position) from the bargaining unit (Case No. 2023-REP-04-0035).

**WHEREAS**, the Council of the City of Willowick, Ohio, deems it to be in the best interest of the City and to the orderly operation of all departments of the City to set the compensation of the position of Secretary to the Mayor, who shall during her employment additionally perform the duties of Secretary to the Civil Service Commission and Clerk of Council, unless and until otherwise modified or re-assigned.

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

**SECTION 1.** That the Secretary to the Mayor shall perform the duties of the Secretary to the Mayor, Clerk of Council and Secretary to the Civil Service Commission, at the following rate of pay, commencing with the first pay period of January 2024:

**Secretary to the Mayor** ... Twenty-One Dollars and Sixty-Eight Cents (\$21.68) per hour.

**SECTION 2.** That all ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed.


**SECTION 3.** That 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 Willowick and further, provides for the usual daily operation of a municipal department;

**WHEREFORE**, this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

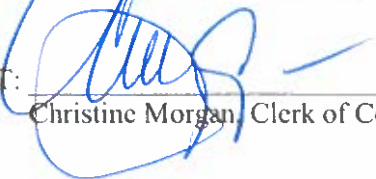
Adopted by Council: **JAN 0 2**, 2024

  
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Monica Koudela, Council President

Submitted to the Mayor: **JAN 0 3**, 2024

  
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Michael J. Vanni, Mayor

Approved by the Mayor: **JAN 0 3**, 2024

ATTEST:   
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Christine Morgan, Clerk of Council