

ORDINANCE NO. 2024-47

AN ORDINANCE AMENDING ORD. 2024-7 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, pursuant to Ord. 2024-7, the Secretary to the Mayor additionally performs the duties of the Secretary to the Civil Service Commission, unless and until modified or re-assigned.

WHEREAS, pursuant to Ord. No. 2024-41, the position of Clerk of Council will be distinct and separate from the position of the Secretary to the Mayor.

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 amend the compensation of the position of Secretary to the Mayor, and establish the position as part-time.

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

SECTION 1. Compensation for the position of Secretary to the Mayor, as established and defined in C.O. 131.02, shall be as follows:

Secretary to the Mayor Twenty-Two Dollars (\$22.00) up to a maximum of 24 hours per week.

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 That all ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed.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: 11/5/24, 2024



Monica Koudela, Council President

Submitted to the Mayor: 11/6, 2024

Approved by the Mayor: 11/6, 2024

ATTEST: Alysa Moran
Clerk of Council



Michael J. Vanni, Mayor