

ORDINANCE 16 - 25

AN ORDINANCE ESTABLISHING THE SALARY OF A CERTAIN UNCLASSIFIED POSITION AND NON-EXEMPT EMPLOYEE OF THE CITY OF PORT CLINTON, OHIO, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Port Clinton wishes to continue operations of City functions in the most efficient mode possible, and

WHEREAS, it is necessary to provide for adequate salaries and benefits to City employees who are not covered by any collective bargaining agreement, and

WHEREAS, establishing a new unclassified position and providing salary to that non-exempt employee promotes efficient operations of City functions.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Port Clinton, Ottawa County, Ohio:

Section 1. That the following employment position shall be classified as a non-exempt employee of the City of Port Clinton for employment purposes:

Administrative Assistant - Finance

Section 2. That the salary of the non-exempt employee shall be in accordance with this Ordinance:

Salary Range

	<u>2025</u>
Administrative Assistant - Finance	\$37,000 to \$50,000

The actual salary of the Administrative Assistant - Finance shall be as set by the Auditor within the above established salary range.

Section 3. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 4. This Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of the public health, safety and welfare of the City and its residents, and for the further reason that the City desires to establish the salary rate of the non-exempt employee so as to have it be effective as of the hire date in April 2025; wherefore, this Ordinance shall take effect and be in force immediately upon its passage and approval by the Mayor.

Passed: _____, 2025

President of Council

Attest: _____
Clerk of Council

Approved: _____, 2025

Mayor