

ORDINANCE NO. 2026-55

AN ORDINANCE AUTHORIZING AMENDMENT NO. 1 TO ORDINANCE NO. 2026-26, THE MANNING & PAYROLL ORDINANCE, RELATIVE TO OVERTIME PAY, UNIFORM MAINTENANCE, FIREARM PROFICIENCY ALLOWANCES, AND SERVICE WEAPONS, VACATIONS, RATE OF COMPENSATION UPON PROMOTION, SALARIED PERSONNEL - NON-ELECTED PERSONNEL, HOURLY PERSONNEL - PART TIME, AND HOURLY PERSONNEL – PART TIME (SEASONAL), AND DECLARING AN EMERGENCY.

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

SECTION 1. That Section 2.1 of Ordinance No. 2026-26, the Manning & Payroll Ordinance, shall be amended to read and provide as follows:

SECTION 2.1 OVERTIME PAY.

A. All non-exempt employees shall be entitled to overtime pay . . .

...

C. In lieu of overtime compensation, all Supervisor I, ~~and Supervisor II, and~~ Compliance Coordinator classifications in the Manning Level table may request such overtime be credited as compensatory time up to a maximum bank of . . .

...

SECTION 2. That Section 5.5 of Ordinance No. 2026-26, the Manning & Payroll Ordinance, shall be amended to read and provide as follows:

SECTION 5.5 Non-union full time employees of the Service Department, limited to those holding a title of Engineering Technician, Superintendent, Supervisor II or Supervisor I, Compliance Coordinator, and Assistant Superintendent, shall receive a yearly uniform allowance in the amount of Eight Hundred Dollars (\$800); . . .

...

SECTION 3. That Section 6.6 of Ordinance No. 2026-26, the Manning & Payroll Ordinance, shall be amended to read and provide as follows:

SECTION 6.6 The Mayor has the discretionary authority to grant a newly hired full-time Director or Deputy Director up to three (3) weeks of vacation to be used during the first calendar year of employment. . . .

...

SECTION 4. That Section 12.5 of Ordinance No. 2026-26, the Manning & Payroll Ordinance, shall be amended to read and provide as follows:

SECTION 12.5 RATE OF COMPENSATION UPON PROMOTION.

Unless otherwise authorized, the employee shall be paid on the basis of either (1) or (2) below, whichever is higher:

...

Subsequent advancement within the assigned grade shall be as determined in Section ~~13.3~~ 12.3 referenced hereinabove.

SECTION 5. That Exhibit B-3 of Ordinance No. 2026-26, the Manning & Payroll Ordinance; establishing the compensation levels for Salaried, Non-Elected Personnel is hereby amended to amend the biweekly wage-range for the job classification of WPCC Assistant Superintendent from Grade 15 to Grade 16, and to remove the job classification of Director of Law; said compensation levels substantially in the form attached hereto and incorporated herein by this reference as though fully rewritten herein.

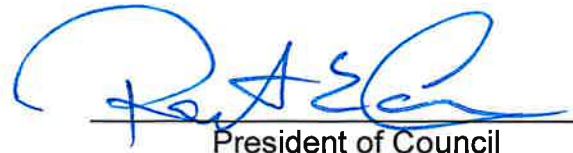
SECTION 6. That Exhibit B-4 of Ordinance No. 2026-26, the Manning & Payroll Ordinance; establishing the compensation levels for Hourly Personnel, Part Time; specifically, Law, is hereby amended to establish the job classification and wage-range of Law Director; said compensation level substantially in the form attached hereto and incorporated herein by this reference as though fully rewritten herein.

SECTION 7. That Exhibit B-6 of Ordinance No. 2026-26, the Manning & Payroll Ordinance; establishing the compensation for levels for Hourly Personnel, Part Time (Seasonal); specifically General is hereby amended to remove the job classification of Intern Seasonal and establish the job classifications and wage-range of Seasonal/Administrative Intern and Professional Intern; said compensation levels substantially in the form attached hereto and incorporated herein by this reference as though fully rewritten herein.

SECTION 8. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance 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 actions were conducted in meetings open to the public in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby.

SECTION 9. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the inhabitants of the community; and for the further reason to provide for the continued operation of the City; and provided that it receives the affirmative vote of two-thirds of the members elected to Council, it shall be in full force and take effect immediately upon its passage by Council and approval by the Mayor; otherwise, it shall be in full force and take effect from and after the earliest period allowed by law.

Passed:

May 19, 2026

President of Council

Attest:

Alison Nash

Clerk of Council

Date:

5.20.26

Approved:



MayorSubmitted to the Mayor for his approval on this 20th day of May, 2026.

Clerk of Council

2026 COMPENSATION LEVELS
SALARIED PERSONNEL

<u>ELECTED PERSONNEL</u>	<u>ANNUAL WAGE</u>
SAFETY DIRECTOR.....	\$58,903.61
MAYOR.....	\$75,000.00
COUNCIL PRESIDENT.....	\$14,000.00
COUNCIL MEMBERS, EACH.....	\$12,000.00

APPOINTED PERSONNEL

Civil Service Commission Members, Each.....	\$2,500.00
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<u>GRADE</u>	<u>NON-ELECTED PERSONNEL</u>	<u>BI-WEEKLY WAGE RANGE</u>
8	Assistant Golf Course Manager.....	1,872.80 - 2,729.60
8	Asst. Golf Course Superintendent.....	1,872.80 - 2,729.60
9	Activities Coordinator I.....	1,998.40 - 2,952.80
9	Program Coordinator I.....	1,998.40 - 2,952.80
10	Communications Coordinator.....	2,134.40 - 3,176.80
10	Staff Accountant.....	2,134.40 - 3,176.80
11	Clerk of Council/Civil Service Secretary.....	2,254.40 - 3,403.20
13	Golf Course Superintendent.....	2,504.00 - 3,860.00
14	Golf Course Manager.....	2,624.00 - 4,090.40
15	Activities Coordinator II.....	2,688.80 - 4,231.20
15	Economic & Community Development Manager.....	2,688.80 - 4,231.20
15	Program Coordinator II.....	2,688.80 - 4,231.20
15	WPCC Assistant Superintendent.....	2,688.80 - 4,231.20
16	Human Resource Administrator.....	2,863.20 - 4,550.40
16	Information Systems Manager.....	2,863.20 - 4,550.40
16	City Administrator.....	2,863.20 - 4,550.40
16	WPCC Assistant Superintendent.....	2,863.20 - 4,550.40
17	Deputy Finance Director.....	2,980.80 - 4,787.20
17	Maintenance & Operation Superintendent.....	2,980.80 - 4,787.20
17	Sr. Citizens Center Manager.....	2,980.80 - 4,787.20
18	WPCC Superintendent.....	3,099.20 - 5,020.00
19	Chief Building & Zoning Inspector.....	3,148.80 - 5,154.40
19	Parks & Recreation Director.....	3,148.80 - 5,154.40
20	Finance Director (\$ 500 bi-weekly bond retirement fund).....	3,265.60 - 5,745.60
20	Service Director.....	3,265.60 - 5,745.60
21	Director of Law.....	3,456.80 - 6,378.40

<u>GRADE</u>	<u>NON-ELECTED PERSONNEL</u>	<u>BIWEEKLY WAGE</u>
20	Assistant Fire Chief.....	5,745.60
20	Assistant Police Chief.....	5,745.60
21	Chief of Fire.....	6,378.40
21	Chief of Police.....	6,378.40

2026 Compensation Levels
HOURLY PERSONNEL - PART TIME

TITLE	A	B	C-RATE RANGE
Clerk-Typist I.....	14.20	15.29	16.38 - 18.56
Senior Center Monitor.....	14.20	15.29	16.38 - 18.56
Auto Mechanic.....	15.29	16.11	16.65 - 18.83
Maintenance Aide.....	16.38	17.74	18.56 - 20.75
Custodian.....	16.38	17.74	18.56 - 20.75
Clerk Typist II.....	16.38	17.74	18.56 - 20.75
Secretary.....	16.38	17.74	18.56 - 20.75
Senior Center Bus Driver.....	18.02	19.39	20.75 - 22.93
Assistant Activities Coordinator.....	18.02	19.39	20.75 - 22.93
Assistant Program Coordinator.....	18.02	19.39	20.75 - 22.93
Building & Property Maint. Inspector.....	17.74	19.12	21.02 - 24.29
Service Aide.....	17.74	19.12	21.02 - 24.29

BUILDING INSPECTIONS	RANGE
Combination Building Inspector.....	31.30 - 48.25

WPCC	RANGE
Office Associate II.....	23.41 - 34.12

LAW	SALARY
Assistant Law Director.....	1,730.77
	RANGE
Law Director.....	4,615.00 - 5,000.00

POLICE PERSONNEL	A	B	C-RATE RANGE
Special Police.....	22.77	23.94	24.43 - 28.77
School Guard.....	15.79	17.19	17.70 - 22.94
Victims Advocate.....	22.67	24.95	25.48 - 30.50
Communications Operator.....	23.11	25.47	26.03 - 30.83
	A	B	C D
Communications Clerk.....	19.84	22.06	24.27 26.70

	RANGE
SRO (School Resource Officer)*	42.00 - 44.00
SRO Program Coordinator*	46.00 - 48.00

*When a Special Officer is performing functions of a SRO or SRO Program Coordinator and elects to be on city payroll, the officer will be paid an hourly rate that will be the same as the reimbursement rate of the school district.

FIRE PERSONNEL	A	B	C	D	E
Fire Safety Inspector, part-time.....	22.77	23.67	24.62	25.60	28.38
Fire Training Coordinator, part-time.....	29.41	30.62	31.88	33.21	35.39
Fire Administrative Officer, part-time.....	29.41	30.62	31.88	33.21	35.39

2026 Compensation Levels
HOURLY PERSONNEL - PART-TIME (SEASONAL)

RECREATION	A	B	C
Rec. Office Aide.....	13.00	13.50	14.00
Program Instructor.....	14.00	14.50	15.00
Teacher.....	16.50	17.00	17.50
Head Program Instructor.....	17.50	18.00	18.50
Summer Program Supervisor.....	19.00	19.50	20.00
Bus Driver.....	21.00	21.50	22.00

GOLF COURSE	A	B	C
Cashier.....	11.00	11.50	12.00
Greens 1.....	11.00	11.50	12.00
Greens 2*.....	13.00	13.50	14.00
Mechanic *.....	14.00	14.50	15.00
Concession Manager.....	13.00	13.50	14.00

*** must have 3 yrs + driving experience & able to drive a city vehicle**

GENERAL	A	B	C
Intern Seasonal.....	15.00	15.50	16.00

GENERAL	Range
Seasonal/Administrative Intern.....	15.00 - 20.00
Professional Intern.....	20.00 - 25.00