

**ORDINANCE NO. 20-021**

**AN ORDINANCE AMENDING PART ONE (ADMINISTRATIVE CODE), TITLE FIVE (OFFICERS AND DEPARTMENTS), CHAPTER 145 (EMPLOYMENT PROVISIONS) OF THE CODIFIED ORDINANCES OF THE CITY SANDUSKY, IN THE MANNER AND WAY SPECIFICALLY SET FORTH HEREINBELOW; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.**

**WHEREAS**, the purpose of the amendment is to update the salary ranges to account for two years of raises; and

**WHEREAS**, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter so that payroll will be in compliance with Section 145.05 of the Codified Ordinances of the City of Sandusky; and

**WHEREAS**, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Finance, of the City of Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. Part One (Administrative Code), Title Five (Officers and Departments), Chapter 145 (Employment Provisions), Section 145.05 (Monthly Salary Ranges Administrative, Confidential, Management, Supervisory, Judicial and Professional), of the Codified Ordinances of the City is hereby amended as follows:

**NEW LANGUAGE APPEARS IN BOLD PRINT  
LANGUAGE TO BE STRICKEN APPEARS WITH A STRIKE THROUGH IT  
LANGUAGE TO REMAIN UNCHANGED APPEARS IN REGULAR PRINT**

145.05 MONTHLY SALARY RANGES – ADMINISTRATIVE PAY CLASSIFICATIONS.

<u>Salary Range</u>	<u>Class Title</u>	<u>Min</u>	<u>Max</u>
A1	Commission Employees (City Manager & Clerk of the City Commission)	\$3,088.00	<del>\$11,678.70</del> <b>\$12,950.00</b>
A2	Department Heads / Directors / Chiefs	\$4,138.00	<del>\$10,617.00</del> <b>\$11,042.00</b>
A3	Assistant Directors / Superintendents / Technical / Municipal Court Clerk	\$3,088.00	<del>\$9,171.00</del> <b>\$9,538.00</b>

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A4	Project Managers / Program Managers / Supervisors / Municipal Court Bailiff & Probation Officers	\$2,802.00	<del>\$6,843.00</del> <b>\$7,117.00</b>
A5	Administrative Executives / Assistants / Secretaries / Municipal Court Deputy Clerks	\$1,654.00	<del>\$4,863.00</del> <b>\$5,128.00</b>

~~(Ord. 18-009. Passed 1-22-18)~~

(a) Upon successfully completing their probationary period of employment, all officers and employees may be afforded an adjustment, not to exceed five percent (5%), based upon a written evaluation of their performance. The probationary period shall be one calendar year commencing with the date of employment. Part time employees shall serve the same probationary period.  
(Ord. 08-146. Passed 12-22-08)

(b) An Administrative Benefit Review Committee comprised of the Commission President (or designee), a City Commissioner appointed by the City Commission, City Manager, Law Director, Finance Director, and Commission Clerk shall convene at least annually to make recommendations regarding administrative salary adjustments. It is the Commission's intent to maintain a fair compensation package that recognizes inflationary pressures, cost-of-living increases and employee contributions that maintain and improve quality of life for the Citizens of the City of Sandusky, while remaining fiscally responsible stewards of public funds. (Ord. 17-048. Passed 3-13-17)

(c) All City employees not presently covered by a collective bargaining agreement with AFSCME Local No. 1519, IAFF Local No 327 or F.O.P. Lodge No. 17 shall be considered for an annual market adjustment to their salary. The Administrative Benefit Review Committee shall make a recommendation to the Finance Committee. After the Finance Committee and the Administrative Benefit Review Committee agree on the recommendation, it shall then go before the Commission for approval. The process should be completed prior to the first pay period of each fiscal year. All recommendations shall take into consideration the City's ability to fund such an increase. (Ord. 08-146. Passed 12-22-08)


(d) In addition to the annual market adjustment, the Administrative Benefit Review Committee shall make a recommendation for the amount of a special merit bonus allocation pool, if any, which will be awarded to those City employees not presently covered by a collective bargaining agreement with AFSCME Local No. 1519, IAFF Local No. 327, or F.O.P. Lodge No. 17 who have exhibited extraordinary service to the City during the prior fiscal year. The Administrative Benefit Review Committee shall recommend the allocation of the funds based upon an annual written review of employee performance and the recommendation of supervisors. The Administrative Benefit Review Committee shall make a recommendation to the Finance Committee. After the Finance Committee and the Administrative Benefit Review Committee agree on the recommendation, it shall then go before the Commission for approval. The process should be completed prior to the first pay period of each fiscal year.  
(Ord. 08-146. Passed 12-22-08.)


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Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

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

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.

  
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RICHARD R. BRADY  
PRESIDENT OF THE CITY COMMISSION

ATTEST:   
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KELLY L. KRESSER  
CLERK OF THE CITY COMMISSION

Passed: January 27, 2020