

City of Middleburg Heights, Ohio

Ordinance No. 2024-61

Introduced by: Mr. Bortolotto, Mr. Meany, and Mr. Ference

AN ORDINANCE AMENDING CODIFIED SECTIONS 127.15

WHEREAS, the Administration has undergone a thorough review of our existing ordinances and determined it necessary to amend our current ordinances to properly authorize existing positions, amend certain employment provisions, and accurately reflect job duties/titles.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MIDDLEBURG HEIGHTS, CUYAHOGA COUNTY, STATE OF OHIO:

Section 1. That Section 127.15. "Office Specialist" shall be amended as follows:

127.15 ADMINISTRATIVE ASSISTANT~~OFFICE SPECIALIST~~.

The position of Administrative Assistant~~Office Specialist~~ is hereby established for the purpose of assisting the administration of the Police Division. Such employees will be appointed by the Police Chief and shall serve at his or her pleasure.

(a) There shall be no more than two full-time Administrative Assistants~~Office Specialists~~.

(b) There shall be no more than three part-time Administrative Assistants~~Office Specialists~~.

(c) Part-time Administrative Assistants~~Office Specialists~~ shall not be entitled to any fringe benefits such as paid holidays, paid vacations, paid sick leave, longevity, hospitalization or the like.

(Ord. 2021-52. Passed 7-13-21; Ord. 2022-4. Passed 1-11-22.)

Section 2. That it is hereby found and determined that all formal actions of this council concerning and relating to the passage of this ordinance were adopted in an open meeting of this council, and that all deliberations of this council and any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements including chapter 107 of the Codified Ordinances and section 121.22 of Ohio Revised Code.

PASSED 9/10/24

David Bortolotto
PRESIDENT OF COUNCIL

ATTEST:
M. Meala
CLERK OF COUNCIL

PRESENTED TO MAYOR 9/11/24

APPROVED ON: 9-11-24

	YEAS	NAYS
BORTOLOTTA	<u>X</u>	<u> </u>
ALI	<u>X</u>	<u> </u>
SAGE	<u>X</u>	<u> </u>
MEANY	<u>X</u>	<u> </u>
MCGREGOR	<u>ABSENT</u>	<u> </u>
FERENCE	<u>X</u>	<u> </u>
ZAKEL	<u>X</u>	<u> </u>

Matthew Cash
MAYOR

I, Mary Ann Meala Clerk of the Council of the City of Middleburg Hts., Ohio, hereby certify that Ord. 2024-61 adopted by the Council of the City of Middleburg Hts., on 9/10/24 was posted for a period of fifteen days, beginning 9/12/24 and remained so posted for fifteen days at the two posting places as designated by Charter.

Mary Ann Meala
Clerk

CERTIFICATE

I, Mary Ann Meala Clerk of Council of the City of Middleburg Heights, Ohio, do hereby certify that the foregoing is a true and accurate copy of Ord. 2024-61 passed on the 10th day of September 2024 by said Council.

Mary Ann Meala
Clerk of Council