

ORDINANCE NO.: 75 -2015  
INTRODUCED BY: O'Toole

**AN ORDINANCE AMENDING ORDINANCE NO. 79-2013 TO ADD THE POSITIONS OF HUMAN RELATIONS MANAGER AND ADMINISTRATIVE INTERN IN THE ADMINISTRATIVE OFFICES OF THE CITY; AND DECLARING AN EMERGENCY.**

WHEREAS, the Mayor has recommended adding the positions of Human Relations Manager and Administrative Intern in the Administrative Offices of the City and it is necessary to amend Ordinance No. 79-2013, adopted by this Council on April 22, 2014, to do so;

NOW, THEREFORE, Be It Ordained by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: Section 4 of Ordinance No. 79-2013, the Pay Ordinance of the City, is amended to add the positions of Human Relations Manager and Administrative Intern in the Administrative Offices, as follows, and the remainder of Section 4 shall remain unchanged:

**Section 4: ADMINISTRATIVE OFFICES**

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~~“C. The following employees shall serve various departments under assignment of duties by the Mayor and shall receive the following compensation:~~

<del>HNEx 1 - Special Assistant to Mayor</del>	<del>\$13.12 - \$25.46 per hour (2014)</del>
<del>(Full-time - up to 40 hour week)</del>	<del>\$13.12 - \$25.97 per hour (2015)</del>
<del>PHEx 1 - Special Projects Secretary/</del>	<del>\$9.07 - \$18.08 per hour (2014)</del>
<del>Receptionist (part-time)</del>	<del>\$9.07 - \$18.44 per hour (2015)</del>

**PSEx - Human Relations Manager (part-time) \$7,904 per annum (2015)**

D. The following employees shall serve various departments under assignment of duties by the Mayor and shall receive the following compensation:

HNEx 1 - Special Assistant to Mayor	\$13.12 - \$25.46 per hour (2014)
(Full-time - up to 40 hour week)	\$13.12 - \$25.97 per hour (2015)
PHEx 1 - Special Projects Secretary/	\$9.07 - \$18.08 per hour (2014)
Receptionist (part-time)	\$9.07 - \$18.44 per hour (2015)

**PHNEx - Administrative Intern \$10.00 per hour (2015)”**

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Section 2. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the City in that it is required to establish a classification and rate of pay for two part-time employees and further for the purpose of continued efficient and effective operation of the municipal government and the continuation of necessary City services. Wherefore, this Ordinance shall take effect and be in force immediately upon its passage by Council and signature of the Mayor.

PASSED: \_\_\_\_\_

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David H. Roche, Mayor

APPROVED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Betsy Traben  
Clerk of Council

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Eloise Cotton-Henry  
President of Council