

AN ORDINANCE CONFIRMING THE APPOINTMENT OF CELENA CRYTZER TO THE POSITION OF PUBLIC WORKS ADMINISTRATIVE ASSISTANT, ESTABLISHING THE RATE OF COMPENSATION FOR SAID POSITION AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Public Works Director and Human Resources Committee of Council that Celena Crytzer be transferred laterally to the position of Administrative Assistant in the Public Works Department; and

WHEREAS, Council coming now to consider said recommendation approves it in full and desires to put it into effect.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the lateral transfer of Celena Crytzer to the position of Administrative Assistant in the Public Works Department, effective July 24, 2023, be and it is hereby approved and confirmed, subject to all provisions of Chapter 256 of the Codified Ordinances of the City of Avon Lake.

Section No. 2: That the powers, duties, and responsibilities to be performed and undertaken by the Public Works Administrative Assistant shall be those provided for in Ordinance No. 66-2018.

Section No. 3: That based on Mrs. Crytzer's experience and ability, Council does hereby fix a bi-weekly Step 2 salary of \$24.48/hour for the position effective July 10, 2023. After 60 days and upon a favorable review, Mrs. Crytzer's salary will be adjusted to a bi-weekly Step 3 salary of \$25.38/hour.

Section No. 4: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 5: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to fill a vacancy to ensure the efficient operation of the Public Works Department, thus for the health, safety, and welfare of the citizens of Avon Lake. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: 7/10/2023

/s/ Martin E. O'Donnell

President of Council

POSTED: 7/14/2023

APPROVED: 7/11/2023

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor