

10/17/22

lst

ORDINANCE NO. 181-22

BY: **MARK CASSELBERRY**  
(By Request – Service Director)

AN ORDINANCE TO AMEND A PORTION OF EXHIBIT “A” OF ORDINANCE NO. 348-04 TO AMEND THE JOB DUTIES, SALARY RANGE, AND JOB CODE OF “EXECUTIVE SECRETARY TO THE MAYOR”, AND DECLARING AN EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PARMA, STATE OF OHIO:

Section 1. That a portion of Exhibit “A” of Ordinance No. 348-04, passed February 6, 2006, and amended by several Ordinances, is hereby amended to reflect the proposed revised job duties, salary range, and job code for the position of “Executive Secretary to the Mayor”, as shown on the exhibit attached hereto.

Section 2. That only that portion of Exhibit “A” of Ordinance No. 348-04, passed February 6, 2006, and amended by several Ordinances, as it existed heretofore, is hereby repealed and replaced with the attached Exhibit “A”.

Section 3. 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 that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public health, safety, and welfare of the City of Parma, and for the further reason that this measure is necessary in order to make this change in the job duties and salary range as soon as possible, and this Ordinance shall become immediately effective upon receiving the affirmative vote of two-thirds of all members elected to Council and approval of the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_ PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
CLERK OF COUNCIL

FILED WITH  
THE MAYOR: \_\_\_\_\_ MAYOR, CITY OF PARMA, OHIO