

**CITY OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2025-20**

**AN ORDINANCE AMENDING THE CITY COMPENSATION PLAN RELATIVE TO
THE ASSISTANT CITY ADMINISTRATOR POSITION, AND DECLARING AN
EMERGENCY**

WHEREAS, per Ordinance No. 2020-24, the position of Assistant City Administrator was created in addition to setting the pay grade for said position based on the point factoring score for the position; and,

WHEREAS, upon review of the City's compensation plan and the current point factoring score of the Assistant City Administrator, staff is recommending a change from Pay Grade 7 to Pay Grade 8 for this position based on the duties and responsibilities of the position; and,

WHEREAS, due to the upcoming retirement of the current City Administrator, City staff is recommending the filling of the Assistant City Administrator position; and,

WHEREAS, immediate action is required to fill this position as soon as possible, and such action is necessary in order to preserve the public peace, health, safety or welfare of the City.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of South Lebanon, at least two-thirds of all members elected thereto concurring:

Section 1. That the City of South Lebanon Compensation Plan shall be amended to reclassify the Assistant City Administrator position from Pay Grade 7 to Pay Grade 8.

Section 2. That all other aspects of the Assistant City Administrator position shall remain the same; and,

Section 3. The recitals contained in the Whereas clauses set forth above are incorporated by reference herein.

Section 4. All formal actions of the City Council regarding this Ordinance were adopted in an open meeting of City Council in compliance with all legal requirements, including, but not limited to, Section 121.22 of the Ohio Revised Code.

Section 5. This Ordinance is hereby declared to be an emergency measure in accordance with Section 731.30 of the Ohio Revised Code for the immediate preservation of the public peace, health, safety, and general welfare; and this Ordinance shall be in full force and effective immediately upon its passage.

Ordinance No. 2025-20
Page 2

Adopted this 2nd day of October, 2025.

Linda S Burke
Linda S. Burke, Mayor

Attest: Jennifer O'Brien
Jennifer O'Brien, Clerk of Council

Rules Suspended:	<u>10/02/25</u> (if applicable)
First Reading:	<u>—</u>
Second Reading:	<u>—</u>
Vote:	<u>6</u> Yeas <u>—</u> Nays
Effective Date:	<u>10/02/25</u>

Prepared by and approved as to form:

Chase T. Kirby
Chase T. Kirby
Law Director
City of South Lebanon, Ohio