

ORDINANCE NO. 2025-8

AN ORDINANCE ESTABLISHING THE COMPENSATION OF THE DIRECTOR OF LAW OF THE CITY, REPEALING CERTAIN ORDINANCES, AND DECLARING AN EMERGENCY.

WHEREAS, the Mayor has appointed Mandy J. Gwartz, an attorney duly admitted to practice law in the State of Ohio, as Director of Law, pursuant to the provisions of Section 5.5 of the Willowick City Charter, for a term commencing January 21, 2025 and terminating December 31, 2027; and

WHEREAS, Council has confirmed the appointment of the Director of Law.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Willowick, County of Lake, State of Ohio:

Section 1. That effective January 21, 2025, the Director of Law shall receive compensation as follows:

The City shall pay the Law Director Three Thousand Seventy-Six Dollars and Ninety Two Cents (\$3,076.92) bi-weekly, for legal services rendered up to 1508 hours per year. Said payments shall be pensionable to the Ohio Public Employees Retirement System and reported as W-2 (or equivalent) wages. The Law Director shall be enrolled in the Ohio Public Employee's Retirement System ("OPERS") and the City shall pay the full employer contribution and the portion, if any, of the Law Director's contribution required by the OPERS.

- a) This compensation is for the following: attendance at all regular meetings of Council, and such special and adjoining meetings of Council as the Mayor or Council may request; the preparation of legislation, contracts and legal documents; the furnishing of legal advice as may be required for the various officials, departments, boards or commission of the City; the preparation and supervision of the proceedings for the construction and financing of all improvements of the City; drafting zoning ordinances; services in connection with zoning; services in connection with revisions of the Codified Ordinances of the City; and attendance at meetings and hearings of various commissions and boards of the City at which the attendance of the Director of Law is requested; representing the City in certain matters of litigations, including the prosecution of proceedings before administrative boards or tribunals.
- b) The City shall reimburse the Director of Law for reasonable out-of-pocket expenses incurred by her in the performance of the duties imposed herein.

Section 2. In addition to the payment provided in the foregoing paragraphs, the City shall pay the City Prosecutor, appointed by the Law Director, compensation in the amount of One Thousand Three Hundred Forty-Six Dollars and Sixteen Cents (\$1,346.16) bi-weekly. The Prosecutor shall be enrolled in the Ohio Public Employee's Retirement System ("OPERS") and the City shall pay the full employer contribution and the portion, if any, of the Prosecutor's contribution required by the OPERS.

Section 3. Pursuant to Section 5.5 of the Charter, the Director of Law is hereby authorized to retain the services of assistants or designees to assist her in the performance of the duties imposed upon her by virtue of this Ordinance upon the approval of the Mayor and Council.

Section 4. That said Director shall respond to the inquires of Council regarding the services of her Department and such matters that would come within her Department's responsibilities.

Section 5. That said Director shall have the authority to retain outside legal counsel for various legal matters subject to the approval of the Mayor and Council.

Section 6. That all Ordinances or parts thereof in conflict herewith be and the same are hereby repealed.

Section 7. That this Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peach, health, safety and welfare of the inhabitants of the City of Willowick and further, provides for the usual daily operation of the municipal law department.

WHEREFORE, this Ordinance shall be in full force and effect immediately upon its passage by Council and approval by the Mayor.

Adopted by Council: _____, 2025

Monica Koudela, Council President

Submitted to the Mayor: _____, 2025

Michael Vanni, Mayor

Approved by the Mayor: _____, 2025

ATTEST: _____
Clerk of Council