

RECORD OF LEGISLATION

No. 12.97.2025

Passed 12-16, 20 25

**AN ORDINANCE AMENDING CHAPTER 123.01(b)(2) OF THE CODIFIED ORDINANCES OF THE CITY OF CIRCLEVILLE FOR THE POSITION OF ASSISTANT CLERK OF COUNCIL AND DECLARING AN EMERGENCY.**

**WHEREAS**, the legislative authority is empowered by statute to establish compensation for the position of Assistant Clerk of City Council.

**NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CIRCLEVILLE, COUNTY OF PICKAWAY, STATE OF OHIO AS FOLLOWS:**

**SECTION I.** That Section 123.01(b)(2) of the Codified Ordinances of the City of Circleville is hereby amended for the Assistant Clerk of Council.

**SECTION II:** The position of Assistant Clerk of Council is a non-union, non-supervisory, unclassified position, subject to all applicable city policies and procedures and shall be paid under Pay Grade 3 in accordance with the established pay scale set forth for the positions of the same classification and aligning with the City of Circleville Comp Plan pay and increase scale, for all Committee or approved Council work. The Assistant Council Clerk shall be supervised by the President of Circleville City Council.

**SECTION III:** That any ordinance or resolution in conflict with this ordinance is hereby repealed.

**SECTION IV.** That this Ordinance is hereby declared to be an emergency measure, necessary for the preservation of health, safety and welfare of the citizens of the City of Circleville so that this ordinance shall take effect and be in force immediately from and after its passage and approval by the Mayor.

PASSED: 12-16-2025  
DATE

Barry J. Kille  
PRESIDENT OF COUNCIL

ATTEST: Melanie J. Bussan  
CLERK OF COUNCIL

APPROVED: 12-16-2025  
DATE

Michelle Y. Blanton  
MAYOR

APPROVED AS FORM:

KC  
KENDRA C. KINNEY - LAW DIRECTOR