

GREENWOOD COMMON COUNCIL

ORDINANCE NO. 25-11

AN ORDINANCE AMENDING THE 2025 SALARY ORDINANCE, COMMON COUNCIL ORDINANCE NO. 24-27, TO ADD AN ADDITIONAL ADMINISTRATIVE ASSISTANT POSITION AND ELIMINATE THE PERMIT TECHNICIAN/ADMINISTRATIVE SUPPORT POSITION IN THE DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES

WHEREAS, the Greenwood Common Council passed Ordinance 24-27, “An Ordinance Fixing Salaries of Appointed Officers and Employees of the City of Greenwood, Indiana and City Utilities for the Year 2025” (the “2025 Salary Ordinance”), setting 2025 salaries for all employees and stating whether each position is exempt or non-exempt;

WHEREAS, as part of a reorganization of the Department of Community Development Services a Cityworks Administrator position was created which necessitated changing duties and responsibilities of various positions to apportion duties that were performed by the former Cityworks/Administrative Support position, and an additional Administrative Assistant position is needed to effectuate the reorganization, but the Permit Technician/Administrative Support Position is no longer needed;

WHEREAS, the 2025 Salary Ordinance requires amendment to increase the number of Administrative Assistant positions from one (1) to two (2) and to eliminate the Permit Technician/Administrative Support position in the Department of Community Development Services;

WHEREAS, there exist unobligated funds in the Department of Community Development Services salary budget to compensate the two (2) Administrative Assistant positions, and no additional appropriation by the Common Council is necessary to fund the amendments;

WHEREAS, the Administrative Assistant position is a non-exempt position eligible for overtime compensation under the Municipal Code,

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF GREENWOOD, INDIANA, AS FOLLOWS:

Section 1. The 2025 Salary Ordinance, Common Council Ordinance No. 24-27, Section 2, Community Development Services, is hereby amended to delete the Permit Technician/Administrative Support position and increase the number of Administrative Assistant positions from one (1) to two (2), in the Department of Community Development Services, as follows:

Community Development Services

Position	Class	# of POSNs	MAXIMUM Bi-Weekly Salary	Fund GF	Fund SWO	Fund SW	Fund WM	Fund MVH
Administrative Assistant	NE	2	\$2,310.85	75%		25%		

Section 2. This Ordinance shall have no effect upon any other provisions of Ordinance No. 24-27 except as herein provided, and all other sections of Ordinance No. 24-27 not inconsistent herewith shall remain the same.

Section 3. The sections, paragraphs, sentences, clauses, phrases and words of this Ordinance are separable, and if any word, phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional, invalid or unenforceable by the valid judgment or decree of a Court of competent jurisdiction, such unconstitutionality, invalidity or unenforceability shall not affect any of the remaining words, phrases, clauses, sentences, paragraphs and sections of this Ordinance.

Section 4. This Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.
Passed by the Common Council of the City of Greenwood, Indiana, this 7th day of April, 2025.

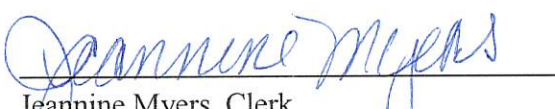

Michael Campbell, President

ATTEST:


I hereby certify that the foregoing within and attached ordinance was duly passed by the Common Council of the City of Greenwood, Indiana, at a meeting thereof held on the 7th day of April, 2025, by the following vote:

	AYE:	NAY:
Michael Campbell	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linda S. Gibson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ezra J. Hill	<u>ABSENT</u>	<input type="checkbox"/>
J. David Hopper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Erin Kasch	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Lekse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teri Manship	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Moan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The foregoing within and attached ordinance passed by the Common Council of the City of Greenwood, Indiana, on the 7th day of April, 2025, is presented by me this 8th day of April, 2025, at 8:00 o'clock AM.m., to the Mayor of the City of Greenwood, Indiana.


Jeannine Myers, Clerk

The foregoing within and attached ordinance passed by the Common Council of the City of Greenwood, Indiana, on the 7th day of April, 2025, is approved by me this 8th day of April, 2025, at 8:30 o'clock A.m.


MARK W. MYERS, Mayor of
the City of Greenwood, Indiana