

ORDINANCE NO.: 2026-18
SPONSOR: MAYOR YEARGIN
INTRODUCED: JUNE 23, 2026 **ASSIGNED TO:** _____

AN ORDINANCE CREATING THE POSITION OF MEMBER SERVICES CLERK IN THE SERVICE DEPARTMENT; ESTABLISHING COMPENSATION, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Green administration has identified a staffing need at the Center of Recreation and Education (CORE) to support the growing operational, financial, and customer service demands of the facility, including responsibilities encompassing accounting, purchasing, revenue collection, customer service, membership administration, facility rentals, and related business functions; and

WHEREAS, the continued growth of memberships, programs, tournaments, rentals, and community events at the CORE has increased the volume and complexity of financial transactions, customer interactions, and administrative functions, creating a need for dedicated staff to oversee these essential business operations; and

WHEREAS, the City of Green administration desires to establish a Member Services Clerk position to provide specialized support for membership services, customer retention and outreach efforts, accounts receivable and payable functions, purchasing activities, revenue processing, budgeting support, facility rental coordination, and other administrative functions necessary for the efficient operation of the CORE facility; and

WHEREAS, the creation of the Member Services Clerk position will enhance operational efficiency, strengthen financial controls and accountability, improve customer service delivery, and ensure the City is adequately staffed to meet the evolving needs of the CORE facility and municipal operations.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GREEN, COUNTY OF SUMMIT, AND STATE OF OHIO, THAT:

SECTION ONE:

The Green City Council hereby establishes the position of Member Services Clerk at the Center of Recreation and Education (CORE), the job description for which is attached hereto and incorporated herein as "Exhibit A". The Member Services Clerk position shall be included in the AFSCME bargaining unit listing of jobs and shall be compensated at the same pay grade and step range as the Account Clerk classification, with an hourly wage range of \$24.26 to \$27.33. The wage rates for this classification shall be adjusted in accordance with the terms of the AFSCME Collective Bargaining Agreement.

SECTION TWO:

The Member Services Clerk will be classified and FLSA non-exempt.

SECTION THREE:

The City of Green finds and determines that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in open meetings of this Council and any deliberations of this Council and any of its committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

SECTION FOUR:

This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

ADOPTED: _____, 2026

Nichole Messner, Clerk

Justin Speight, Council President

APPROVED: _____, 2026

Rocco P. Yeargin, Mayor

ENACTED EFFECTIVE: _____, 2026

ON ROLL CALL: Brandenburg _____ DeVitis _____ Humphrey _____

Neugebauer _____ Noble _____ Meager _____ Speight _____

PUBLICATION CERTIFICATION

I, Nichole Messner, Clerk of Council of the City of Green, County of Summit and State of Ohio, whose custody the original files and records of said council are required to be kept by the laws of the State of Ohio, do hereby certify that the above legislation was duly published in the *Southside Leader* on _____ and _____, 2026.

Nichole M. Messner, Clerk of Council

_____, 2026 Approved as to form and content by Lisa Carey Dean, Law Director _____