

THE CITY COUNCIL OF NORTH ROYALTON, OHIO

ORDINANCE NO. 22-32

INTRODUCED BY: Mayor Antoskiewicz

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF NORTH ROYALTON PART 2 ADMINISTRATION CODE CHAPTER 232 DEPARTMENT OF FINANCE, AMENDING ORDINANCE 10-103 STAFFING AND CLASSIFICATION PLAN FOR THE VARIOUS DEPARTMENTS OF THE CITY OF NORTH ROYALTON SECTION 4 FINANCE DEPARTMENT, AND AMENDING ORDINANCE 21-182 ESTABLISHING RATES OF COMPENSATION FOR NON UNION EMPLOYEES OF THE CITY OF NORTH ROYALTON, AND DECLARING AN EMERGENCY

WHEREAS: Council and the Administration have determined that the position of Assistant Director of Finance should be created in the City of North Royalton; and

WHEREAS: It is therefore necessary to amend the Codified Ordinances of the City of North Royalton, Part 2 Administration Code, Chapter 232 Finance Department; and

WHEREAS: It is also necessary to amend Ordinance 10-103 Staffing and Classification Plan for the City of North Royalton to provide for the staffing of this position; and

WHEREAS: It is further necessary to amend Ordinance 21-182 in order to establish the salary for the position of Assistant Director of Finance; and

WHEREAS: Council desires to provide for these amendments.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORTH ROYALTON, COUNTY OF CUYAHOGA AND STATE OF OHIO, THAT:

Section 1. Part 2 Administration Code, Chapter 232 Department of Finance of the Codified Ordinances of the City of North Royalton is hereby amended to hereinafter read as follows:

232.10 ASSISTANT DIRECTOR OF FINANCE

(a) Establishment. There is hereby established the position of *part time* Assistant Director of Finance. The Assistant Director of Finance shall work at the direction of, and under the supervision of, the Director of Finance. The Assistant Director of Finance shall be hired upon the recommendation of the Finance Director and approval by the Mayor.

(b) Responsibilities.

(1) *Assist and Coordinate with the Independent Public Accountants with the A* annual conversion of City's cash basis accounting records to GAAP basis records in accordance with GAGAS and Ohio Revised Code Compliance Guide requirements. ~~This includes the creation and maintenance of individual fund working trial balances.~~

(2) Preparation review of all workpapers required to perform the GAAP conversion.

(3) Supervision and review of Finance Department staff with regards to preparation of GAAP workpapers.

(4) Preparation for the City's annual audit. This includes completion of audit preparation work and coordination of annual audit process with independent audit team.

(5) Assists the Director of Finance in compilation and periodic review of the City's annual fiscal budget.

(6) Assists the Director of Finance with annual preparation, filings and appropriate revisions of County reports such as Certificate of Estimated Resources, Annual Tax Budget, Annual Tax Rate Ordinance, etc.

(7) Completion of all other schedules, reports, etc. deemed necessary by the Director of Finance.

(8) All other duties as directed by the Director of Finance *or as set forth in the City's job description.*

(c) Qualifications.

(1) Bachelors Degree in accounting or related field.

(2) Valid State of Ohio Certified Public Accountant certificate, *preferred but not required.* ~~This certificate must be kept current during employment by compliance with continuing professional education requirements.~~

(3) A minimum of 5 years previous experience in governmental/fund accounting. This includes preparation of GPFS and/or CAFR reports, and *assistance with* completion of GAAP conversions.

(4) Working knowledge of Ohio Revised Code compliance requirements, Yellow Book standards, GAAP procedures and GAGAS requirements.

(5) Proficiency with Excel/*Muni and ADP preferred* ~~Lotus computer software.~~

(6) Ability to work effectively with Finance Department staff, Director of Finance and other City officials.

(7) **Other requirements as set forth in the City's job description.**

Section 2. Council hereby amends Ordinance No. 10-103, Staffing and Classification Plan, Section 4 Finance Department, which shall hereinafter read as follows:

Section 4. The **Finance Department** may employ and be staffed by employees classified in the following classifications providing that there shall be no greater number of employees employed in any one classification than specified herein.

<u>CLASSIFICATION (Job Title)</u>	<u>MAXIMUM NO. OF EMPLOYEES</u>
1) Finance Director	One (1)
or	
2) Interim Finance Director	One (1)
3) Assistant Director of Finance (part time)	One (1)
3 4) Admin. Secretary/Clerical/Bookkeeper	One (1)
4 5) Payroll and Accounting Administrator	One (1)
5 6) Accounting Administrator	One (1)
6 7) Admin. Secretary/Clerical/Bookkeeper (part time)	One (1)

Section 3. Council hereby amends Ordinance 21-182 to hereinafter read as follows:

<u>Finance Department</u> <u>Assistant Director of Finance</u>	<u>Entry</u>	<u>2nd year</u>	<u>3rd year</u>
	37.25	40.10	41.51

Section 4. Chapter 232 of the Codified Ordinances, Ordinance 10-103, and Ordinance 21-182 are hereby amended as provided for herein and all other provisions of each ordinance shall remain in full force and effect.

Section 7. This Ordinance shall supersede all previously adopted Ordinances in direct conflict herewith.

Section 8. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 9. This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of the city, and for the further reason that Council has determined that it is immediately necessary to establish the position of Assistant Director of Finance.

/s/ Paul F. Marnecheck
PRESIDENT OF COUNCIL

APPROVED: /s/ Larry Antoskiewicz
MAYOR

DATE PASSED: February 15, 2022

DATE APPROVED: February 16, 2022

ATTEST: /s/ Dana A. Schroeder
DIRECTOR OF LEGISLATIVE SERVICES

First reading February 1, 2022
Second reading suspended
Third reading February 15, 2022

YEAS: Marnecheck, Nickell, Barath, Krejci,
Dietrich, Carbone-McDonald, Wos

NAYS: none