

1 ORDINANCE NO. 2012-055

Late Filing

2  
3 SPONSOR Mr. Pry

4  
5 DATE \_\_\_\_\_

COMMITTEE: Personnel

6  
7 **An Ordinance amending Section 169.04(i) of the Codified Ordinances of the County of**  
8 **Summit, entitled “Staffing Report,” to modify the regulations regarding the annual staffing**  
9 **report, for the Executive’s Department of Finance and Budget and Department of Human**  
10 **Resources, and declaring an emergency.**

11  
12 WHEREAS, pursuant to Resolution No. 2009-111, this Council enacted Section  
13 169.04(i) of the Codified Ordinances of the County of Summit, entitled “Staffing Report,” which  
14 required the County Executive to submit to Council an annual Staffing Report to this Council;  
15 and

16  
17 WHEREAS, the Staffing Report is intended to serve as a budgetary tool for the various  
18 appointing authorities of the County, and was adopted by this Council during the onset of the  
19 recent economic crisis; and

20  
21 WHEREAS, this Council finds it appropriate to revise the structure of the Staffing Report  
22 to strengthen the budgetary and oversight functions of this Council, while leaving the appointing  
23 authorities of this Council with the authority to administer the personnel within their separate  
24 offices, agencies and/or departments; and

25  
26 WHEREAS, to accomplish the aforementioned goals, this Council finds and determines  
27 that it is necessary and in the best interest of the County to revise Section 169.04(i) of the  
28 Codified Ordinances of the County of Summit in the manner set forth herein.

29  
30 NOW, THEREFORE, BE IT ORDAINED, by the Council of the County of Summit,  
31 State of Ohio, that:

32  
33 SECTION 1

34  
35 Section 169.04(i) of the Codified Ordinances of the County of Summit, entitled “Staffing  
36 Report,” is hereby repealed in its entirety and replaced by the following:

37  
38 **“169.04 HIRING**

39  
40 ...

41  
42 **(i) Staffing Report.** Pursuant to Section 183.03 of the Codified Ordinances, the  
43 Executive shall submit to Council as part of its annual or temporary proposed  
44 operating budget, a Staffing Report for the upcoming year that will set forth the  
45 following information for each office, department, agency, authority, board and  
46 commission within the County:

- 47  
48 (1) For each function performed by that office, department, agency, authority, board  
49 and commission, a list of each job classification and within each job classification  
50 the number of full-time and part-time employees anticipated to be filled during  
51 the next calendar year.  
52

3  
4 (2) For each classification and position identified in subsection (1), above, the name  
5 of each employee currently employed in that submission at the time of submittal  
6 or an indication that the position is currently vacant.

7  
8 (3) A historical comparison comparing the number of employees in each job  
9 classification for the previous four (4) years.

10  
11 (4) The anticipated salary during the upcoming budget year for each employee  
12 identified in subsection (2), above, or the anticipated salary for each vacancy  
13 identified therein, and the fund(s) from which the salary will be paid.

14  
15 The Staffing Report shall be adopted by the Council concurrently with the  
16 permanent or temporary annual operating budget resolution, and said approval may  
17 be included in said resolution or in a separate resolution.

18  
19 The Staffing Report shall be used to determine and establish the amount of  
20 funds appropriated for salaries for the employees of each office, department, agency,  
21 authority, board and commission in the permanent or temporary annual operating  
22 budget resolution. Council shall not appropriate funds for employee salaries for any  
23 office in the permanent or temporary operating budget resolution exceeding the  
24 amount set forth in the Staffing Report.

25  
26 In the event Council appropriates additional funds for employee salaries for  
27 any appointing authority during the budget year, said additional appropriation  
28 resolution shall be accompanied by an updated Staffing Report reflecting the changes  
29 in staffing necessitating the additional appropriations.

30  
31 Following the adoption of the Staffing Report for each calendar year, any  
32 appointing authority may hire, fire, transfer, promote or demote any person into a  
33 position and job classification differing from the approved Staffing Report. However,  
34 to maintain Council's oversight and budgetary powers, the Executive shall, on a  
35 monthly basis, submit an updated Staffing Report reflecting any differences from the  
36 previously approved Staffing Report, and itemizing any difference for the review of  
37 Council.

38  
39 This section shall take be effective for operating budget year 2013, provided,  
40 however, that the Executive shall submit to Council, no later than June 30, 2012, a  
41 Staffing Report for the balance of the 2012 operating budget year that shall  
42 correspond with the 2012 operating budget adopted by Council. Council shall adopt  
43 said report at its earliest convenience. Following adoption, the provisions of this  
44 section shall be binding for the balance of the 2012 operating budget year."

45  
46  
47 SECTION 2

48  
49 This Resolution is hereby declared an emergency in the interest of the health, safety and  
50 welfare of the citizens of the County of Summit and for the further purpose to immediately  
51 provide for the orderly and proper of the administration of personnel in the County.  
52

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2 PAGE THREE

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4

5 SECTION 3

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7 Provided this Ordinance receives the affirmative vote of eight members, it shall take  
8 effect immediately upon its adoption and approval by the Executive; otherwise, it shall take  
9 effect and be in force at the earliest time provided by law.

10

11 SECTION 4

12

13 It is found and determined that all formal actions of this Council, concerning and relating  
14 to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all  
15 deliberations of this Council and of any of its committees that resulted in such formal action,  
16 were in meetings open to the public, in compliance with all legal requirements, including section  
17 121.22 of the Ohio Revised Code.

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19

20 INTRODUCED January 30, 2012

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23 ADOPTED \_\_\_\_\_

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27 CLERK OF COUNCIL

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30 APPROVED \_\_\_\_\_

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35 EXECUTIVE

\_\_\_\_\_  
PRESIDENT

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ENACTED EFFECTIVE