ORDINANCE NO. 2012-055

SPONSOR Mr. Pry

DATE __________________________ COMMITTEE: __Personnel_____

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

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

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

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

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

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

SECTION 1

Section 169.04(i) of the Codified Ordinances of the County of Summit, entitled “Staffing Report,” is hereby repealed in its entirety and replaced by the following:

“169.04 HIRING

…

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

(1) For each function performed by that office, department, agency, authority, board and commission, a list of each job classification and within each job classification the number of full-time and part-time employees anticipated to be filled during the next calendar year.
(2) For each classification and position identified in subsection (1), above, the name of each employee currently employed in that submission at the time of submittal or an indication that the position is currently vacant.

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

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

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

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

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

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

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

SECTION 2

This Resolution is hereby declared an emergency in the interest of the health, safety and welfare of the citizens of the County of Summit and for the further purpose to immediately provide for the orderly and proper of the administration of personnel in the County.
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SECTION 3

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

SECTION 4

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 of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

INTRODUCED January 30, 2012

ADOPTED

APPROVED

CLERK OF COUNCIL

PRESIDENT

EXECUTIVE

ENACTED EFFECTIVE