

CITY OF FOSTORIA, OHIO

Ordinance No.: 2019 - 35
Introduced by: Lark
Requested by: Council as a Whole

AN ORDINANCE

Adopting and Amending ordinance No. 2018-64 (Permanent 2019 Appropriations) by appropriating from unappropriated funds in the General Fund, City Clean Up Fund, Sewer Fund, and Fire Insurance Trust Fund and declaring an emergency.

BE IT ORDAINED by the Council of the City of Fostoria, Seneca, Hancock, and Wood Counties, Ohio:

SECTION 1: That ordinance No. 2018-64 (Permanent 2019 Appropriations) passed December 18, 2018, be, and the same is hereby amended as delineated in the following sections:

SECTION 2: That Thirty Thousand Dollars (\$30,000) be appropriated from unappropriated funds to 101-450-531700 General Fund/Community Environment-Zoning/Contractual Services-Other Contractual Services.

SECTION 3: That Twenty Thousand Dollars (\$20,000) be appropriated from unappropriated funds to 248-499-56860 City Clean Up Fund/Community Environment-Community Development/Other-Refunds.

SECTION 4: That Fifty Thousand Dollars (\$50,000) be appropriated from unappropriated funds to 520-520-531700 Sewer Fund/Basic Utility-WWTP/Contractual Services-Other Contractual Services.

SECTION 5: That Fifteen Thousand Dollars (\$15,000) be appropriated from unappropriated funds to 708-120-561860 Fire Insurance Trust Fund/Security of Persons and Property-Fire/Other-Refunds.

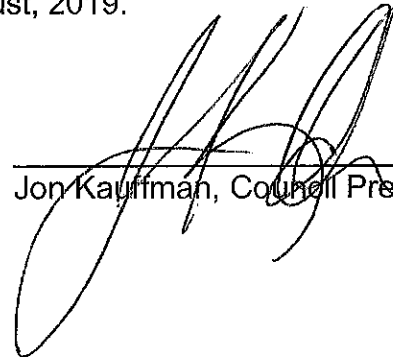
SECTION 6: That this ordinance shall be published in accordance with applicable Ohio Law.

SECTION 7: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this resolution 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 actions were in meetings open to the public, and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 8: That in order to preserve the public peace, health, safety and welfare of the City of Fostoria and its inhabitants, and in order to make the appropriation adjustments in the Permanent 2019 appropriations without delay to meet pending obligations, this measure is determined to be an emergency ordinance and shall take effect at the earliest time allowed by law after its passage.


THEREFORE, upon the affirmative vote of two-thirds (2/3) of all members elected to Council, and signature by Mayor, this ordinance shall take immediate force and effect.

Passed this 6th day of August, 2019.



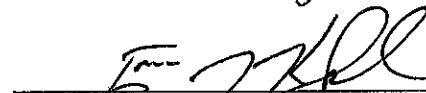
Jon Kauffman, Council President

ATTEST:



Tamara L. Drake, Clerk of Council

Filed with me and approved by me this 6th day of August, 2019.



Eric J. Keckler, Mayor

CITY OF FOSTORIA, OHIO

Ordinance No.: 2019 - 36
Requested by: Auditor

AN ORDINANCE

Creating the position of "Finance Administrator" for the City of Fostoria, Ohio, and declaring an emergency to exist.

WHEREAS, after reviewing the financial needs of the City of Fostoria, Ohio, the Auditor recommends to the City Council the creation of a position of "Finance Administrator" to efficiently assist the Auditor with preparing, maintaining, and reporting accurate financial information, among other tasks; and,

WHEREAS, the new position is recommended to be a full-time, non-exempt position with an hourly pay range of \$15.81 to \$17.56 with benefits.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Fostoria, Seneca, Hancock, and Wood Counties, Ohio:

SECTION 1. The Council of the City of Fostoria hereby establishes the full-time position of "Finance Administrator."

SECTION 2. The said position shall be a City-position (an employee), with compensation of no less than \$15.81 hourly and no more than \$17.56 hourly, with City benefits, to perform duties as specified in the attached job description.

SECTION 3. The position of "Finance Administrator" shall be synonymous with "Assistant Income Tax Administrator" as identified in all past ordinances.

SECTION 4. The "Finance Administrator" shall be directly responsible to the Auditor. The Auditor is further empowered, authorized and directed to determine the employee's hourly compensation package from within the said range, without further Councilmatic approval.

SECTION 5. The Auditor is authorized, empowered and directed to hire a qualified applicant immediately.

SECTION 6. 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 actions were in meetings open to the public, and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 7. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the public health, safety and welfare. The reason for such emergency is that the City budget process begins in September and the Auditor's office requires the services of a Finance Administrator so that said process is completed in a timely and competent manner.

Passed this 6 day of August, 2019.



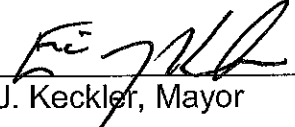
Jon Kauffman, President of Council

ATTEST:



Tamara L. Drake, Clerk of Council

Filed with me and approved by me this 6th day of August, 2019.



Eric J. Keckler, Mayor

CITY OF FOSTORIA
An Equal Opportunity Employer
JOB DESCRIPTION

Job Title:	Finance Administrator	Reports To:	Director of Finance
Employment Status:	Full-Time	Department:	Auditor's Office
Pay:	Ordinance	Division:	Finance

Qualifications:

Completion of high school education; knowledge of accounting, related experience, or minimum 2 years of related experience, or equivalent combination of education, training, or experience.

License or Certification Requirements:

None

Skills:

Use of standard office equipment such as computer, telephone, fax machine, scanner, and calculator (these are examples only and not intended to be all inclusive). Data entry, attention to detail, general math skills, calculate fractions/decimals/percentages, time management, data collection, data reporting, exercise independent judgement, understand and apply accounting principles to specific situations, communicate effectively, resolve conflict or complaints effectively, research and correction of errors as they develop, and familiar with preparing and editing WORD documents and EXCEL spreadsheets.

Inherently Hazardous or Physically Demanding Working Conditions:

Exposed to, may work with, or in the vicinity of potentially violent or emotionally distraught persons.

Job Duties:

- Processes accounts receivables by posting all revenue received, makes deposits and balances cash drawer daily
- Interfaces revenue from other departments when applicable; assist in end of month postings for balancing
- Prepares purchase orders, backs up and assists others with purchase order entry and questions
- Enters vendor information, any vendor maintenance, annual 1099MISC reporting
- Assists department heads with purchase order and receivable procedures, questions, or issues that arise
- Able to work closely, and communicate effectively, with accounts payable; assist in monthly reconciliation
- Assists the Auditor with preparing, maintaining, and reporting accurate financial information for the Revolving Loan Fund; able to work closely with, and communicate effectively with, the Chamber and FEDC
- Assists the Auditor with preparing, maintaining, and reporting accurate financial information for the CHIP grant and HOME funds; able to work closely with, and communicate effectively with, Seneca County WSOS
- Assists the Auditor with preparing, maintaining, and reporting accurate financial information for any other grant program the auditor's office may oversee
- Orders supplies for auditor/income tax office
- Takes care of the postage machine, funds, supplies, and forward department usages to accounts payable
- Balances EMS bank account(s), oversees the EMS revenue received/collections of, and communicates with the billing company on a regular basis to resolve any questions or issues that may arise
- Submits financial information to Ohio Checkbook monthly
- Process and oversee the collections of monthly bed tax
- Performs other duties that may be assigned that are associated with Fostoria finances
- To perform work duties in a professional manner with exceptional service, teamwork, and communication skills

Created: 07/19/2019 Date Adopted: _____

CITY OF FOSTORIA, OHIO

Ordinance No.: 2019 - 37
Introduced by: Shavel
Requested by: Council as a Whole

AN ORDINANCE

Adopting and Amending ordinance No. 2018-64 (Permanent 2019 Appropriations) by appropriating from unappropriated funds in the Storm Water Fund and declaring an emergency.

BE IT ORDAINED by the Council of the City of Fostoria, Seneca, Hancock, and Wood Counties, Ohio:

SECTION 1: That ordinance No. 2018-64 (Permanent 2019 Appropriations) passed December 18, 2018, be, and the same is hereby amended as delineated in the following sections:

SECTION 2: That Sixty-Six Thousand Dollars (\$66,000) be appropriated from unappropriated funds to 521-810-573010 Storm Water Fund/Debt-Principal/Principal.

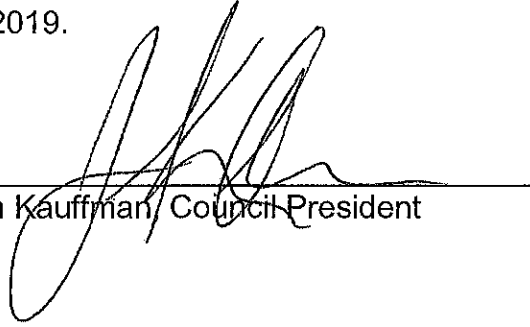
SECTION 3: That this ordinance shall be published in accordance with applicable Ohio Law.

SECTION 4: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this resolution 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 actions were in meetings open to the public, and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 5: That in order to preserve the public peace, health, safety and welfare of the City of Fostoria and its inhabitants, and in order to make the appropriation adjustments in the Permanent 2019 appropriations without delay to meet pending obligations, this measure is determined to be an emergency ordinance and shall take effect at the earliest time allowed by law after its passage.

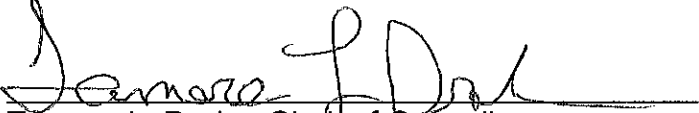
THEREFORE, upon the affirmative vote of two-thirds (2/3) of all members elected to Council, and signature by Mayor, this ordinance shall take immediate force and effect.

Passed this 6th day of August, 2019.



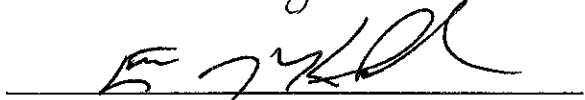
Jon Kauffman, Council President

ATTEST:



Tamara L. Drake, Clerk of Council

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Eric J. Keckler, Mayor