

City of Willoughby Hills

ORDINANCE NO. 2017-79

AN ORDINANCE AMENDING PART ONE – ADMINISTRATIVE CODE, TITLE FIVE – ADMINISTRATIVE, CHAPTER 135 – DEPARTMENT OF FINANCE, SECTION 135.001 – POSITION OF DIRECTOR OF FINANCE, SUBSECTION (b) DUTIES AND RESPONSIBILITIES OF THE CODIFIED ORDINANCES OF THE CITY OF WILLOUGHBY HILLS; REPEALING CERTAIN ORDINANCES AND DECLARING AN EMERGENCY.

WHEREAS, to make the City's finances as transparent as possible, and to keep the Council and the citizens of Willoughby Hills fully informed as to the City's financial activity, the Finance Director posts the following records to the City's website: Bank Reconciliation Reports, Fund Balance Change Analysis Reports, Revenue Budget Reports, Expenditure Budget Reports, Purchase Order Register and Monthly Vendor Payments; and

WHEREAS, to ensure the timely disclosure of the financial records of the City, Council has determined that such disclosure should be codified as a part of the duties and responsibilities of the Director of Finance, as set forth by this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:

SECTION 1. Subsection (b), Duties and Responsibilities, of Section 135.001, is hereby amended to provide in its entirety as follows:

“135.001 POSITION OF DIRECTOR OF FINANCE.

(b) Duties and Responsibilities.

(1) Under the direction of the Mayor, the Director of Finance shall be the executive head of the treasury of the Municipality, and shall keep an account of all monies received by the Department of Finance, showing the amount thereof, the time received, from who and on what account received; all disbursements made by the Department of Finance, showing the amount thereof, the time made, to whom and on what accounts paid.

(2) No later than the fifteenth of each month, the Director of Finance shall provide to Council and post to the City's website reports of the accounting for revenues and expenses identified in this section for the month immediately preceding the current month, along with the current statement of fund balances from the previous month.

(3) The financial reports to be provided to Council and posted to the website shall include:

- A. Cash Reconciliation;
- B. Complete Check Report - Month;
- C. Complete Check Report – YTD
- D. Encumbrance Report by Account & Fund;
- E. Month to Date Bank Report;
- F. Month to Date Fund Report;
- G. Month to Date and Year to Date Carryover Expense Report by Fund;

- H. Month to Date/Year to Date Current Expense Report by Fund;
- I. Month to Date/Year to Date Revenue Report by Fund;
- J. Month to Date/Year to Date Total Expense Report by Fund;
- K. Encumbrance Report by Purchase Order and Fund;
- L. Year to Date Bank Report;
- M. Year to Date Fund Report – Budget Basis Actual Fund Summary;
- N. Year to Date Fund Report.

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SECTION 2. The existing Subsection (b), Duties and Responsibilities, of Section 135.001, of the Codified Ordinances of the City of Willoughby Hills is repealed.

SECTION 3. The actions of this Council concerning and relating to the passage of this legislation were conducted in lawful meetings of this Council and that all deliberations of this Council and any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

SECTION 4. This Ordinance constitutes an emergency measure in that the same provides for the immediate preservation of the public peace, health, safety and welfare of the inhabitants of the City of Willoughby Hills, insofar as it provides for the usual daily operation of the Finance Department, and further reason being that this will immediately establish provisions to ensure the timely administration of the financial records of the City; wherefore this Ordinance shall be in full force and effect from and after its adoption and approval by the Mayor.

PASSED: January 11, 2018

Submitted to the Mayor for his approval
on this 11 day of January, 2018

ATTEST:

Victoria Ann Savage, CMC
Victoria Ann Savage, CMC
Clerk of Council

Nancy E. Fellows
Nancy E. Fellows
President of Council

Approved by the Mayor

January 12, 2018

Robert M. Weger
Robert M. Weger
Mayor