

RESOLUTION NO. 2020-7

A RESOLUTION APPROVING THE APPOINTMENT OF CATHY RAMEY AS A PART-TIME EMPLOYEE IN THE FINANCE DEPARTMENT.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF HURON, OHIO:

SECTION 1. The Huron City Council hereby approves the appointment of Cathy Ramey as a part-time employee in the Finance Department, pursuant to Article 5, Section 2 of the Huron City Charter, effective February 11, 2020 through December 31, 2020, at an hourly salary of \$40.00 per hour, in a total amount of hours not to exceed 120 hours.

SECTION 2: That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of the Council and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22 of the Revised Code.

SECTION 3: This Resolution shall be in full force and effect from and immediately following its adoption.


Sam Artino, Mayor

ATTEST: 
Clerk of Council

ADOPTED: 11 FEB 2020





February 11, 2019

Ms. Cathy M. Ramey,

This agreement details the terms and scope of work with the City of Huron's Finance Department and yourself as a part-time employee of the City.

Terms

The term of your employment is from the date of Council's approval through December 31, 2020, at no more than 20 hours per week, for total hours not to exceed 120 hours. Compensation will be \$40.00 per hour, payable on a bi-weekly basis. You will report directly to the Finance Director.

Each week, a timesheet must be submitted to the Finance Director of hours worked and the status of each task noted in the scope of work below.

The City may amend the "not to exceed" hours of this agreement, if necessary, in writing, with Council's approval.

Scope

You will be responsible for the following tasks:

- Assist the Finance Department with daily duties (e.g. billing, receipting, reconciling, payables, etc.)
- Review and organize old files per City retention schedule.
- Assist and train on City's financial system.
- Review new utility software options by researching and contacting software companies.
- Gather information for consolidating the City's credit card processing system.
- Other duties deemed necessary by the Finance Director.

We look forward to working with you in this capacity!

Sincerely,

Andrew D. White
City Manager

Cc: Law Department
Finance Department