

CUYAHOGA FALLS CITY COUNCIL

Minutes of the Meeting of the Finance & Appropriations Committee

December 15, 2014

Call to Order

The meeting was called to order by Mrs. Klinger, Chair, at 6:31 p.m. A quorum was present.

Approval of the Minutes

Without objection, the minutes of the meeting of November 17, 2014 were approved.

Agenda Items

Temp. Ord. A-112

An ordinance providing for supplemental and/or amended appropriations of money for current operating expenses and capital expenditures of the City of Cuyahoga Falls, and authorizing the transfer of appropriations within and for the various funds hereinafter set forth, and declaring an emergency.

The Chair recognized Finance Director Bryan Hoffman, who stated that Exhibits A, A-2 and B to the Ordinance have been provided to the Council. On Exhibit A-2, the long list of transfers is due to recent audit findings and associated changes in the way the City carries out such transfers.

In Exhibit B, \$244,500 reflects the decision to cancel the transfers from various funds in 2014 to the Compensated Absences Fund for the purpose of covering the 27th pay day in 2015, and to undo the previous transfers that had been made to the Compensated Absences Fund. The Chair stated that the net effect of this is zero. Mr. Hoffman stated this is correct.

General Administration is increased \$20,000 to reflect increased income tax collections in the Boston Township JEDD and associated remittance to Boston Township.

A \$20,000 decrease to the Electric Fund relates transfer of Kilowatt Hour tax collections associated

with accounts outside the City, and reduced electric sales associated with these accounts.

A \$6,500 increase in the Finance Director's office is associated with audit fees charged by the State and Unemployment Compensation charges.

A \$30,000 decrease in the Law Director's office is associated with salary savings due to vacant positions and backfilling a Secretary II position with a Secretary I.

A \$10,000 increase personal services in the City Engineer's office is associated with vacation sellbacks and the 2.25% raise which was not budgeted. However, there will be a decrease of \$10,000 in other operations due to unused appropriations.

Minor adjustments to Human Resources is due to vacation sellbacks and an office carpet project that went over budget.

A \$40,000 increase to Police Dept. personal services is due to difficulty in estimating such large department in September. In Other Operations, a variety of changes are made. In Capital Outlay, a \$13,000 decrease is associated with lower expenditures for police cars. Police Pension Fund transfer of -\$60,000 is due to lower personal services costs.

The Fire Dept. is being reduced by \$150,000 after having been increased by the same amount in September. Fire Pension Fund transfers are being decreased by \$10,000.

A \$50,000 decrease in Riverfront Center is due to salary savings from vacant positions.

Park & Recreation is decreased due to salary savings from vacant positions.

Community Development is reduced by \$70,000 due to salary savings from vacant positions.

Information Services is being reduced by \$15,000 in personal services due to salary savings from vacant positions. A \$30,000 increase is associated with unbudgeted software purchases: a spam filter and GovClarity.

Total General Fund appropriations for 2014 are being reduced by \$732,300.

In other funds, personal services in the Municipal Income Tax Fund are reduced by \$10,000 due to salary savings from vacant positions. \$75,000 reduction in other operations is due to fewer tax refunds being paid. Increases in transfers to the General Fund, Capital Projects Fund and Recreation Levy Fund are due to increases in income tax collections.

A \$40,000 decrease in personal services in the Street Construction Repair & Maintenance Fund is balanced by an increase in Sanitation and Storm Water Funds in order to allocate employee assignments.

Police Pension Fund is reduced by \$30,000 in personal services. Fire Pension Fund is increased by \$5,000.

Permissive Tax Fund is increased by \$10,000.

CDBG Fund Capital Outlay is reduced by \$25,000 due to unused appropriations.

Capital Projects Fund is increased by \$300,000 due to the May 12th storm, which has been reimbursed by insurance proceeds. Transfer to General Fund from the Capital Projects Fund is reduced by \$139,500 due to transport fee receipts being booked directly to the General Fund.

The Sewer Fund is reduced by \$750,000 due to the lack of any EPA sewer upgrade mandate for which these funds were appropriated.

Personal services in the Water Fund are increased due to overtime costs. Other operations are reduced by \$20,000 and Capital Outlay is reduced by \$500,000 due to delay in the Second Street water main project.

Electric Fund personal services is reduced by \$25,000. Other operations is increased by \$300,000 due to increased purchase power costs.

Sanitation Fund other operations is reduced by \$30,000 due to reduced vehicle maintenance charges.

Leisure Time Fund is reduced by \$100,000 in personal services and \$100,000 in other operations as expenditures have been cut to deal with reduced revenues.

Storm Drainage Utility Fund is increased by \$40,000 in personal services, decreased by \$100,000 in other operations, and decreased by \$50,000 in Capital Outlay due to projects cancelled because of the May 12th storm.

The Garage Fund is decreased \$25,000 due to salary savings from vacant positions. This money is being used to offset increased costs for parts, tires and charges for outside services.

Utility Billing Fund personal services is increased by \$15,000 due to unbudgeted part time labor costs and salary increases. Other operations are increased \$25,000 due to credit card transaction fees.

Workers' Compensation Fund is reduced by \$175,000 due to decreases in claims experience.

\$250,000 increase in the Compensated Absences Fund is due to separation payments for former employees.

An additional document will be provided further explaining the transfers outlined in this presentation.


The Chair asked that the document to be provided be attached to the minutes.

Motion by Mr. James to release Temp. Ord. A-112 with a favorable recommendation. Seconded by Mr. Iula. Motion adopted by acclamation.

Non-Agenda Items

None

Without objection, the Chair adjourned the meeting at 6:54 p.m..



Carol A. Klinger, Chair



Paul A. Janis, Clerk of Council

Requested Amendments Detail

CITY OF CUYAHOGA FALLS
2014 APPROPRIATIONS
EXHIBIT B

	12/12/14 Requested Amendments	
GENERAL FUND		
GENERAL ADMINISTRATION		
Other Operations	\$ (244,500)	
Transfer (Electric Fund, KWH Tax - Inside Sales)	20,000	SUBMIT COUNTY REAL ESTATE REFUNDS WITHHELD FROM PROPERTY TAX DISTRIBUTIONS GREATER THAN ANTICIPATED AMOUNT.
Transfer (Compensated Absences Fund)	(20,000)	TRANSFER TO ELECTRIC FUND FOR INSIDE KWH TAX LESS THAN ANTICIPATED.
	(244,500)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION.
FINANCE DIRECTOR		
Personal Services	\$ 6,500	
Other Operations	3,250	UNEMPLOYMENT COMPENSATION FOR FORMER DIRECTOR NOT BUDGETED.
	3,250	AUDIT CONTRACT GREATER THAN ANTICIPATED.
LAW DIRECTOR		
Personal Services	\$ (30,000)	
	(30,000)	DEPARTMENT SALARIES LESS THAN ANTICIPATED DUE TO VACANCIES OF POSITIONS AND LOWER RATES ON PAY SCALE WHEN FILLED.
ENGINEERING		
Personal Services	\$ -	
Other Operations	\$ 10,000	VACATION SELLBACK GREATER THAN ANTICIPATED, AND INCREASE IN SALARIES AND RELATED FRINGE BENEFITS DUE TO PAY INCREASE.
	\$ (10,000)	INTERNAL GARAGE CHARGES AND VARIOUS OTHER OPERATIONS LINE ITEMS LESS THAN ANTICIPATED.
HUMAN RESOURCES / RECORDS		
Personal Services	\$ 700	
Other Operations	300	VACATION SELLBACK GREATER THAN ANTICIPATED.
Debt Service	400	UNBUDGETED CARPET REPLACEMENT, DUE TO SAFETY CONCERNS.
POLICE		
Personal Services	\$ (73,000)	
Other Operations	40,000	MID-YEAR PERSONAL SERVICES REDUCTION DUE TO VACANCIES PARTIALLY RESTATEED AND USE OF UNIFORM ALLOWANCE.
Capital Outlay	(40,000)	INTERNAL GARAGE CHARGES LESS THAN ANTICIPATED.
Transfer (Police Pension Fund)	(13,000)	PURCHASE OF POLICE CRUISERS AND ACCESSORIES LESS THAN ANTICIPATED.
	(60,000)	LESS TRANSFER TO POLICE PENSION FUND NEEDED DUE TO VACANCIES IN SAFETY FORCES POSITIONS.
FIRE		
Personal Services	\$ (160,000)	
Transfer (Fire Pension Fund)	(150,000)	MID-YEAR PERSONAL SERVICES INCREASE NOT NEEDED DUE TO SAVINGS IN EDO WORKED, HOLIDAY SELLBACK AND MEDICAL/DENTAL.
	(10,000)	LESS TRANSFER TO FIRE PENSION FUND NEEDED DUE SAVINGS IN PENSIONABLE ITEMS.
RIVERFRONT CENTRE DISTRICT		
Personal Services	\$ (72,000)	
Other Operations	(50,000)	REDUCTION DUE TO SAVINGS FROM VACANCIES IN BUDGETED POSITIONS, SUCH AS FULL-TIME LABORER AND DISTRICT MANAGER.
	(22,000)	VARIOUS OTHER OPERATIONS LINE ITEMS LESS THAN ANTICIPATED, SUCH AS PROPERTY SERVICE CONTRACTS EQUIPMENT AND UTILITIES.
PARKS & RECREATION		
Personal Services	\$ (105,000)	
	(105,000)	REDUCTION DUE TO SAVINGS FROM VACANCY IN THE ASSISTANT SUPERINTENDENT POSITION AND SEASONAL PART TIME.
COMMUNITY / ECONOMIC DEVELOPMENT		
Personal Services	\$ (70,000)	
	(70,000)	SAVINGS FROM A TEMPORARY VACANCY, MEDICAL/DENTAL BENEFITS AND ALLOCATION OF SALARIES TO CDBG FUND.
INFORMATION SERVICES		
Personal Services	\$ 15,000	
Other Operations	(15,000)	SAVINGS FROM A TEMPORARY VACANCY DUE TO A RETIREMENT.
	30,000	COMPUTER SYSTEM SUPPORT CONTRACTUAL SERVICES HIGHER THAN ORIGINALLY ANTICIPATED.
Total Fund Appropriation	\$ (732,300)	

Requested Amendments Detail

MUNICIPAL INCOME TAX FUND

Personal Services	(10,000)	REDUCTION DUE TO SAVINGS FROM A VACANCY OF THE ACCOUNTANT POSITION
Other Operations	(75,000)	REFUNDS AND PRINTING SERVICES EXPENSE LESS THAN ANTICIPATED
Transfer (General Fund)	274,777	INCREASE DUE TO A GREATER NET REVENUE TO DISTRIBUTE THAN ANTICIPATED
Transfer (Capital Projects Fund)	128,598	INCREASE DUE TO A GREATER NET REVENUE TO DISTRIBUTE THAN ANTICIPATED
Transfer (Recreation Levy Fund)	35,076	INCREASE DUE TO A GREATER NET REVENUE TO DISTRIBUTE THAN ANTICIPATED
Transfer (Compensated Absences Fund)	(3,497)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION
Total Fund Appropriation	\$ 349,954	

STREET CONST., MAINT. & REPAIR FUND

Personal Services	(40,000)	SAVINGS FROM THE TIMING OF "HYBRID" EMPLOYEES IN THE WINTER PROGRAM AND OVERTIME.
Transfer (Compensated Absences Fund)	(25,115)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION
Total Fund Appropriation	\$ (65,115)	

POLICE PENSION FUND

Personal Services	\$ (30,000)	SAVINGS FROM LESS PENSION DUE TO SAFETY FORCES VACANCIES
Transfer (Compensated Absences Fund)	(12,268)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION
Total Fund Appropriation	\$ (42,268)	

FIRE PENSION FUND

Personal Services	5,000	INCREASE IN "PENSIONABLE" SALARY ITEMS
Other Operations	1,000	SUMMIT COUNTY REAL ESTATE REFUNDS WITHHELD FROM PROPERTY TAX DISTRIBUTIONS GREATER THAN ANTICIPATED AMOUNT.
Transfer (Compensated Absences Fund)	(16,518)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION
Total Fund Appropriation	\$ (10,518)	

PERMISSIVE TAX FUND

Capital Outlay	10,000	INCREASE DUE TO ADDITIONAL REVENUE ALLOCATION FROM COUNTY OF SUMMIT ENGINEER'S OFFICE.
Total Fund Appropriation	\$ 10,000	

C.D.B.G. FUND

Capital Outlay	(25,000)	SAVINGS IN MISCELLANEOUS INFRASTRUCTURE PROJECTS.
Transfer (Compensated Absences Fund)	(979)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION
Total Fund Appropriation	\$ (25,979)	

CAPITAL PROJECTS FUND

Capital Outlay	300,000	INCREASE IN MACHINERY AND EQUIPMENT, AND INFRASTRUCTURE RELATING TO THE MAY 12TH CATASTROPHIC STORM.
Transfer (General)	(139,500)	GENERAL FUND SHARE OF EMS TRANSPORT FEES BEING DIRECTLY RECORDED INSTEAD OF TRANSFER, PER AUDIT RECOMMENDATION
Total Fund Appropriation	\$ 160,500	

SEWER FUND

Capital Outlay	(750,000)	BUDGET RESERVE FOR EPA MANDATED SANITARY SEWER OVERFLOW INFRASTRUCTURE PROJECTS NOT SPENT.
Transfer (Compensated Absences Fund)	(7,737)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION
Total Fund Appropriation	\$ (757,737)	

WATER FUND

Personal Services	20,000	OVERTIME AND RELATED FRINGE BENEFITS GREATER THAN ANTICIPATED DUE TO THE BAILEY ROAD WATER PAINTING PROJECT.
Other Operations	(20,000)	CHEMICAL SUPPLIES EXPENSE LESS THAN ANTICIPATED.
Capital Outlay	(500,000)	LESS EXPENSE DUE TO THE SECOND STREET WATERLINE PROJECT DELAY
Transfer (Compensated Absences Fund)	(16,728)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION
Total Fund Appropriation	\$ (516,728)	

Requested Amendments Detail

ELECTRIC FUND

Personal Services	(25,000)	MEDICAL / DENTAL INSURANCE FRINGE BENEFITS LESS THAN ANTICIPATED.
Other Operations	300,000	PURCHASED POWER EXPENSE GREATER THAN BUDGET.
Capital Outlay	(100,000)	PROJECTS SUCH AS 12.5 KV AND 23KV UPGRADES AND ANNUAL UNDERGROUND REPLACEMENT PROJECTS LESS THAN BUDGETED.
Transfer (KWH Tax - Total)	(70,000)	TRANSFER TO GENERAL FUND FOR TOTAL KWH TAX LESS THAN ANTICIPATED.
Transfer (Compensated Absences Fund)	(39,010)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION.
Total Fund Appropriation	\$ 65,990	

SANITATION FUND

Personal Services	25,000	ADDITIONAL EXPENSE RELATED TO PART TIME EMPLOYEES MOVED FROM CONTRACTUAL AND TIMING OF "HYBRID" EMPLOYEES TO STREET.
Other Operations	(30,000)	SAVINGS IN VEHICLE MAINTENANCE AND REPAIRS CONTRACT.
Capital Outlay	5,000	ADDITIONAL STORAGE BUILDING EXPENSE.
Transfer (Compensated Absences Fund)	(13,146)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION.
Total Fund Appropriation	\$ (13,146)	

LEISURE TIME FUND

Personal Services	(100,000)	SAVINGS IN PART TIME WAGES AND RELATED BENEFITS.
Other Operations	(100,000)	VARIOUS OTHER OPERATIONS LINE ITEMS LESS THAN ANTICIPATED, SUCH AS TOOLS & EQUIPMENT, REFUNDS AND ITEMS FOR RESALE.
Transfer (Compensated Absences Fund)	(29,912)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION.
Total Fund Appropriation	\$ (229,912)	

Requested Amendments Detail

STORM DRAINAGE UTILITY FUND

Personal Services	40,000	ADDITIONAL EXPENSE RELATED TO THE TIMING OF STREET EMPLOYEES "DITCH CREW" ALLOCATION TO STORM WATER PROJECTS.
Other Operations	(100,000)	SAVINGS FROM EXPENSES RELATED TO STORM WATER PROJECT PARTNER IN PROPERTY MAINTENANCE AND CONTRACTUAL SERVICES.
Capital Outlay	(50,000)	SAVINGS FROM VEHICLES AND EQUIPMENT PURCHASES WHICH WERE DELAYED DUE TO INFRASTRUCTURE REPAIRS FROM MAY 12TH STORM.
Transfer (Compensated Absences Fund)	(1,563)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION.
Total Fund Appropriation	\$ (111,563)	

GARAGE FUND

Personal Services	(25,000)	REDUCTION DUE TO SAVINGS FROM A VACANCIES IN BUDGETED MECHANIC POSITIONS.
Other Operations	25,000	ADDITIONAL TIRES AND PARTS FROM HARSH WINTER, AS NOTED TO COUNCIL IN RECENT COMMUNICATION.
Total Fund Appropriation	\$ -	

UTILITY BILLING FUND

Personal Services	15,000	ADDITIONAL EXPENSE FROM PART TIME BEING UNDERBUDGETED AND INCREASE IN SALARIES / FRINGE BENEFITS DUE TO PAY INCREASE.
Other Operations	25,000	BANKING FEES IN EXCESS OF BUDGET RELATING TO CREDIT CARD PAYMENTS FOR UTILITIES
Transfer (Compensated Absences Fund)	(9,021)	ELIMINATION OF TRANSFER FOR FY 2015 27TH PAY (ORDINANCE 70-2012) TO ADDRESS AUDIT RECOMMENDATION.
Total Fund Appropriation	\$ 30,979	

WORKERS COMPENSATION FUND

Personal Services	(175,000)	CLAIMS EXPENSE PAID TO THE BUREAU OF WORKERS' COMPENSATION LESS THAN ANTICIPATED.
Total Fund Appropriation	\$ (175,000)	

COMPENSATED ABSENCES FUND

Personal Services	250,000	ADDITIONAL EXPENSE RELATING TO SEVERANCE PAYMENTS FOR THE FORMER ADMINISTRATION.
Other Operations		
Transfer (General Fund)	489,000	
Transfer (Municipal Income Tax Fund)	6,994	
Transfer (Street Const., Maint. & Repair Fund)	50,230	
Transfer (Police Pension Fund)	24,536	
Transfer (Fire Pension Fund)	33,036	
Transfer (CDBG Fund)	1,958	
Transfer (Sewer Fund)	3,126	TRANSFER OF AMOUNTS PREVIOUSLY MOVED TO THIS FUND FOR FY 2015 27TH PAY (ORDINANCE 70-2012), BACK TO ORIGINATING FUND
Transfer (Water Fund)	15,474	AMOUNTS WERE TRANSFERRED IN FISCAL YEARS 2012 AND 2013 THIS CHANGE HAS BEEN MADE TO ADDRESS AUDIT RECOMMENDATION.
Transfer (Electric Fund)	33,456	
Transfer (Sanitation Fund)	78,020	
Transfer (Leisure Time Fund)	26,292	
Transfer (Storm Drainage Utility Fund)	59,824	
Transfer (Garage Fund)	13,960	
Transfer (Utility Billing Fund)	18,142	
Total Fund Appropriation	\$ 1,164,648	

TOTAL APPROPRIATION

\$ (958,845)