

**Cuyahoga Falls City Council  
Minutes of the Finance Committee Meeting  
December 29, 2008**

**Members:** Don Walters, Chair  
Debbie Ritzinger  
Carol Klinger

Mr. Walters called the meeting to order at 6:25 p.m. Mrs. Klinger was absent.

**Legislation Discussed**

Temp. Ord. A-132

Temp. Ord. A-133

Temp. Ord. A-134

Temp. Ord. A-146

**Discussion:**

**Temp. Ord. A-146**

An ordinance amending Section 123.03 of the Codified Ordinances and creating the non-bargaining position of Director of Information Technology Services and the bargaining unit position of Technician Specialist and reclassifying the position of Information Services Manager and declaring an emergency.

Mr. Brodzinski distributed and discussed a one-page summary showing the difference in expenditures under the old way vs. the new proposed way. After merging the three departments, there would be an approximate savings of \$60,200 in 2009, \$148,400 in 2010, and \$155,400 in 2011. The savings is based on retirement phase-outs in 2010 as well as the elimination of some positions. Mr. Walters asked where Bob Leonard fell in 2009. Mr. Brodzinski stated his salary was 50% tech services/50% sanitation. He added that Bob Leonard would be working on special projects in 2009. Mr. Konich stated they are taking three departments and merging them into one. Dispatch will be taken out of police and brought into IS along with Technical Services. This will enable all projects and priorities to be managed under one manager, which will be more productive. There are two major projects currently in Tech Services which will continued to be handled by Bob Leonard. The first is rebanding, which is the changing of the frequency of how the radios communicate. A lawyer has been hired but is paid by Sprint. This project will not cost the City anything unless the City drops the ball somewhere along the line. Having Bob Leonard continue handling this project will help ensure that does not happen. The second project is the relocation of the radio tower that does the public service radio. Mr. Walters asked about positions being eliminated. Mr. Konich stated with the reorganization, there was no longer a need for the Chief Technician position. Also, they currently have a data processing operator. Since everything is now done automatically through the software, there is no longer a need for that position. Once that individual retires, the position will remain vacant. With regard to dispatch, Mark Wiggins currently oversees that area. He will be retiring so he is training Mark Rehs from Tech Services to step into the position. Mr. Walters asked where Mr. Konich's focus will be going forward in his new position. Mr. Konich responded it will be concentrated more in the information technology area because it drives the other areas. The IS Manager will be focusing on the day-to-day operations which will allow him to focus on the direction the City is heading. Mrs. Colavecchio asked why dispatch was merging out of Police and into ITS. Mr. Konich explained that the decision was based on the technology involved in public safety. In addition to Police, Dispatching was also involved with Fire and EMS. It wasn't just Police. Chief

Conley is on board and highly supportive with this decision and does not see any concerns regarding personnel issues.

***Committee recommended bringing out Sub. Temp. Ord. No. A-146 (dated 10-29-08).***

**Temp. Ord. A-132**

An ordinance providing for current operating expenses of the City of Cuyahoga Falls by appropriating, re-appropriating and transferring money within and for the various funds hereinafter set forth, and declaring an emergency.

Mr. Brodzinski referred to the handout regarding the 2008 clean-up explanations. He reviewed each amount being transferred and cut. With regard to the amounts being cut from police and fire pension funds, Mr. Brodzinski stated that the charges within those funds were not as great as originally anticipated so they are transferring them back. With regard to the Capital Projects Debt Service Principal, the High Glens Bridge Park project is not completed so the City has not yet borrowed the money for it. With regard to the amount being cut from Sewer – Other Operations, Mr. Brodzinski explained that the County is behind in its billings, which means less monies were spent on disposal costs than budgeted.

***Committee recommended bringing out Temp. Ord. No. A-132.***

**Temp. Ord. A-133**

An ordinance making the annual appropriation for the current expenses, other expenditures and the capital outlays of the City of Cuyahoga Falls for the fiscal year ending December 31, 2009, and declaring an emergency.

Mr. Brodzinski referred to a one-page cheat sheet regarding changes to the exhibits. On Technical Services, there is \$52,343 being added which is nine months of salary and benefits for the Technical Services Specialist. There had been some confusion as to when that position would be placed in the budget. The position is now budgeted to start at the beginning of April. Parks and Rec is cutting \$52,734, which is money not needed to be transferred to the Leisure Time Fund. There will be \$5,800 transferred to S.C.M.R. for telephone charges; \$2,000 to Sanitation for natural gas charges; and \$25,875 to Garage for utilities. Mrs. Colavecchio stated that Report 21 was very helpful to her and asked whether Council could receive that report on a quarterly basis. Mr. Brodzinski indicated he would do that. Mrs. Hummel indicated she had requested information during a previous committee meeting from Mr. Brodzinski regarding the Storm Drainage Utility fund but had not heard back. She had also not heard back from Mrs. Meganhart regard information requested of her the previous week. She was disappointed with the lack of response. Mrs. Carr stated that Mrs. Meganhart had responded via e-mail. Mrs. Hummel indicated she would check her e-mail again to make sure it did not get sent to her spam folder. Mr. Brodzinski stated with regard to the \$9 charge, Peter Bell handles the master spreadsheet and he is on vacation. Mrs. Carr indicated she had requested Mr. Bell go through each of those to make sure everything is correct and that nothing was lost in the translation. If the review warrants it, credits will be made back to the appropriate accounts.

***Committee recommended bringing out Temp. Ord. No. A-133.***

**Temp. Ord. A-134**

An ordinance adopting the report on staffing for the City of Cuyahoga Falls for the year 2009, and declaring an emergency.

Mr. Brodzinski reviewed the exhibit to the staffing ordinance. Mr. Walters asked if there will be any changes in Utility Billing in 2009 in light of AMR. Mrs. Carr stated as people get placed, staffing may

change. Most will go into existing positions so that would not change any numbers. There are currently five meter readers and a utility service worker. After the entire transition is complete, only the utility service worker will remain. There will be three or four meter readers left in Utility Billing at the end of 2009. Mr. Walters asked if the City was o.k. with the number of housing inspectors. Mrs. Truby stated they are evaluating that and may be bringing a proposal to Council during the first part of the year. She felt that things are fine despite the number of vacant homes within the City.

***Committee recommended bringing out Temp. Ord. No. A-134.***

***The meeting adjourned at 7:15 p.m.***

## **Affected Personnel within Technical Services, Dispatch Communications, & Information Services**

### **Old Way**

<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
713,285.19	736,110.31	754,513.08	771,489.61	788,848.14

### **New Proposed**

694,286.10	623,090.81	633,474.36
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### **Savings**

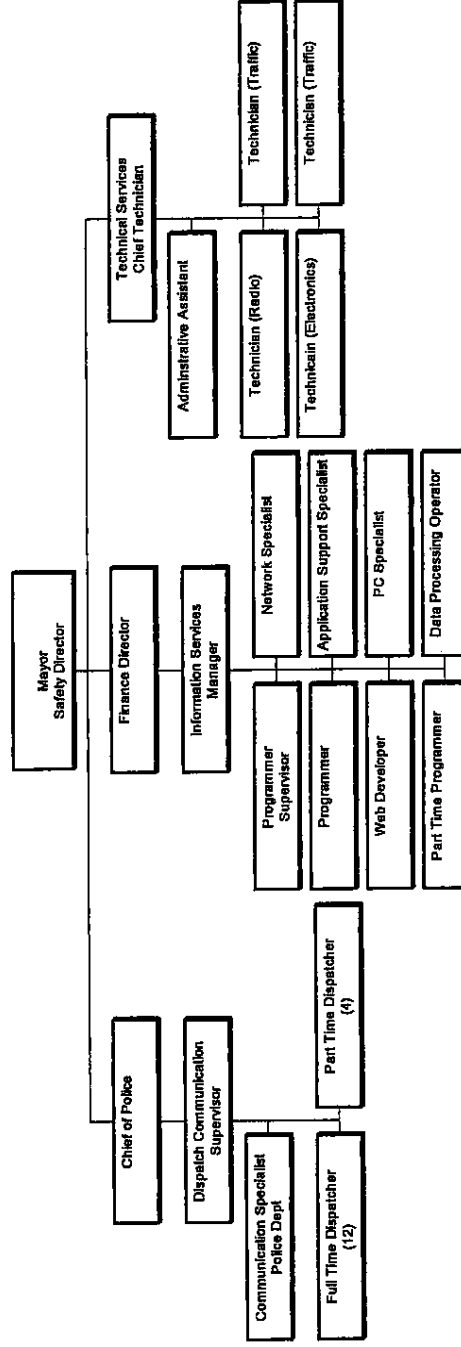
60,226.98	148,398.80	155,373.78
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### **Key Highlights**

- \*\*\* Department Head (Sabino/Leonard) phased out upon retirement in 2010  
(Bob Leonard to work on specific departmental projects in 2009)
- \*\*\* John Konich moves from Pay Grade 32 to Pay Grade 33 - 2009
- \*\*\* Gary Bishop within IS to move from Pay Grade 27 to Pay Grade 29 - 2009  
(Information Services Manager) - Replaces John K's position of Pay Grade 32
- \*\*\* Technical Services personnel to cross-train with Aux. Services Manager in Communications  
(This is eliminate back-filling of Aux. Service Manager upon retirement) - 2011

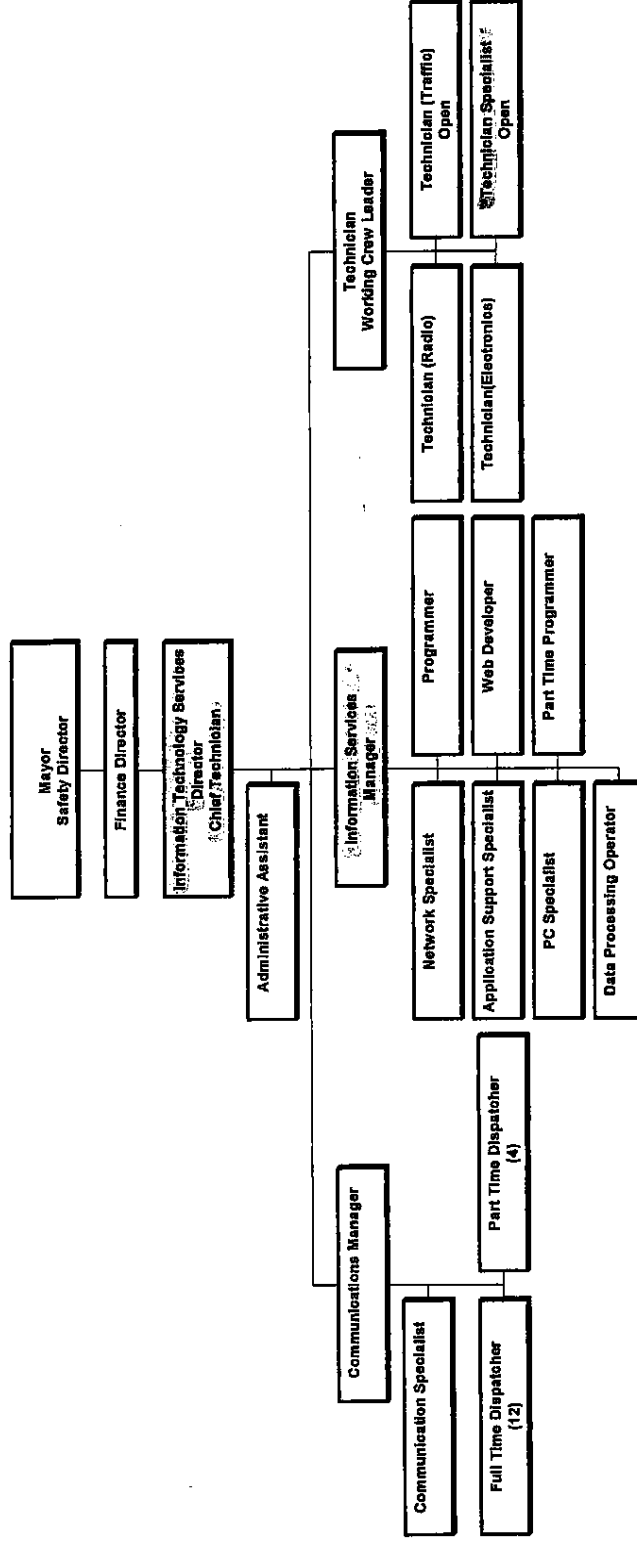
# ITS Reorganization

Current Organizational Chart  
As of 7/23/08



# ITS Reorganization

Proposed Organizational Chart  
Information Technology Services  
Effective 1/1/2009



## 2008 Clean Up Explanations

General Admin	Add 105,000 to Other Operations	105,000	41,800 County Auditor Fees (Estate Taxes were higher) 32,500 Land & Bldg - Maint. & Repair (Repair costs higher than budgeted) 30,700 Real Estate taxes paid to Boston Twp as part of JEDD <u>105,000</u>
Human Resources	Add 16,000 to Other Operations	16,000	14,500 higher IS Charges and 1,500 for HTE Maint. Costs
Print Shop	Add 5,000 to Other Operations	5,000	Increased Information Services Charges
Building and Grounds	Add 30,000 to Other Operations	30,000	16,000 Land & Bldg - Maint and Repair (Due to Bldg water damage) 2,000 Compensated Absences Higher than budget 4,000 Natural Gas costs higher 4,000 Ladies Cemetery costs were higher 4,000 Sanitation costs higher than budget <u>30,000</u>
Police	Cut 60,000 from Police Pension Transfer	(60,000)	Less monies needed for the transfer
Fire	Add 112,000 to Other Operations	112,000	81,000 Garage costs higher than budget 15,000 IS charges higher than budget 10,000 Compensated Absences Higher than budget 6,000 Land Building - Maint & Repair cost were higher <u>112,000</u>
Fire	Cut 80,000 from Fire Pension Transfer	(80,000)	Less monies needed for the transfer
Parks and Recreation	Cut 90,000 from Personal Services	(90,000)	Less payroll needed than anticipated
Community Gardens	Add 8 to Other Operations	8	Refunds were greater than budgeted as was cash out pay for retirements
		<b>38,008</b>	<b>Total in General Fund</b>

Municipal Income Tax	Add 108,000 to Other Operations	108,000	Refunds were higher than budgeted
	Add 14,923 to Transfer, General Fund	14,923	Additional Funds were available for transfer
	Add 53,785 to Transfer, Capital Projects	53,785	Additional Funds were available for transfer
	Add 14,670 to Transfer, Recreation Levy	14,670	Additional Funds were available for transfer
		<u>291,378</u>	
S.C.M.R.	Add 32,000 to Other Operations	32,000	Garage costs were higher than budgeted
	Add 13,500 to Capital Outlay	13,500	Carryover office remodel costs from 2007
		<u>45,500</u>	
Permissive Tax	Cut 2,000 from Capital Outlay	(2,000)	Less funds were available from the County
C.D.B.G.	Cut 150,000 from Other Operations	(150,000)	Spent less than budgeted
	Add 65,000 to Capital Outlay	65,000	Items spent were classified as Capital vs Other Operations
		<u>(85,000)</u>	
Probation	Cut 175,000 from Other Operations	(175,000)	Spent less than budgeted
Court Computer Fund	Cut 120,000 from Capital Outlay	(120,000)	Spent less than budgeted
	Add 120,000 to Other Operations	120,000	Expenditures were budgeted as capital outlay and in reality were Other Operations
		<u>-</u>	
General Bond Retirement	Add 3,000 to Other Operations	3,000	County Auditor fees were higher than budgeted
Capital Projects	Cut 1,000,000 in Debt Svc Principal	(1,000,000)	Debt has still not been issued for High Glens Bridge Park
	Add 42,000 to Debt Svc Interest	42,000	Interest was higher due to premium received in 2007
	Cut 500,000 from Capital Outlay	(500,000)	All project monies not spent
		<u>(1,458,000)</u>	
Capital Improvement Reserve	Cut 300,000 to S.C.M.R. Transfer	(300,000)	Monies not needed for 2008 Budget Year
Storm Drainage Utility	Add 125,000 to Other Operations	125,000	Reclassification of Expenses
	Cut 125,000 from Capital Outlay	(125,000)	Reclassification of Expenses
		<u>-</u>	



Sewer	Cut 575,000 from Other Operations	(575,000)	Less monies spent on disposal costs than budgeted
Electric	Cut 300,000 from Personal Services	(300,000)	Spent less than budgeted
	Cut 500,000 from Capital Outlay	<u>(500,000)</u> <u>(800,000)</u>	Less money spent than budgeted
Sanitation	Cut 100,000 from Personal Services	(100,000)	Spent less than budgeted
Garage	Add 39,000 to Personal Services	39,000	Monies needed for Mechanic who went back to Garage
	Add 305,000 to Other Operations	305,000	205,000 Additional Fuel Costs
			73,000 Additional Vehicle Repair
			11,000 Additional Tools & Equipment - Maint. & Repair
	Add 5,500 to Capital Outlay	<u>5,500</u> <u>349,500</u>	16,000 Additional capitalizable vehicle repairs
Office Supply	Add 8,300 to Other Operations	8,300	Additional office supplies needed
Compensated Absences	Add 36,000 in Personal Services	36,000	Sick leave and vacation cash outs greater than budgeted

**2009 Changes before Passage of Ordinance**

Technical Services	Add 52,343 to Personal Services	52,343	There was confusion between Finance and Information Services as to the timing of when the Technical Services Specialist was going to be placed in the budget. Mr. Konich assumed early in 2009 and I thought during the Budget Process. This correction for this position starting the beginning of April has been made
Parks and Recreation	Cut 52,734 from Transfer	(52,734)	Monies not needed to be transferred to the Leisure Time Fund
	<b>Total General Fund</b>	<u><u>(391)</u></u>	
S.C.M.R.	Add 5,800 to Other Operations	5,800	Monies needed for telephone charges
Sanitation	Add 2,000 to Other Operations	2,000	Monies need for natural gas charges
Garage	Add 25,875 to Other Operations	25,875	Monies needed for Utilities