

2
3 CITY OF CUYAHOGA FALLS, OHIO

4
5 ORDINANCE NO. 25 -2011

6
7 AN ORDINANCE ENACTING NEW SECTION 123.07 OF TITLE FIVE,
8 PART ONE OF THE CODIFIED ORDINANCES, RELATING TO THE
9 ANNUAL REPORT ON STAFFING, APPROVING THE ANNUAL
10 STAFFING REPORT FOR THE CITY OF CUYAHOGA FALLS FOR
11 CALENDAR YEAR 2011, AND DECLARING AN EMERGENCY.

12
13 NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Cuyahoga Falls, County of
14 Summit and State of Ohio, that:

15
16 Section 1. The Report on Staffing for the City of Cuyahoga Falls for calendar year 2011,
17 submitted by the Mayor and attached hereto, is hereby adopted, and the same shall remain on file
18 with the Clerk of Council during the next following calendar year.

19
20 Section 2. New Section 123.07, Chapter 123, Title 5, Part 1 of the Codified Ordinances of the
21 City of Cuyahoga Falls is hereby enacted to read in full as follows:

22
23 123.07 ANNUAL REPORT ON STAFFING

24
25 (a) On the date of submission of the annual budget estimate, or within thirty (30) days
26 thereafter, the Finance Director will submit a report of anticipated staffing for the next
27 following calendar year, covering all City employment except seasonal, temporary, and part-
28 time (less than 1,040 hours annually) employees. The report will contain:

- 29
30 1. The anticipated staffing by classification/position for the year in which the report is
31 produced,
32 2. The actual number of employees in each listed classification/position as of the date of the
33 report,
34 3. An indication of each classification/position on the report that was never filled during the
35 year in which the report is produced, and
36 4. The anticipated staffing by classification/position for the forthcoming calendar year.

37
38 (b) The report of anticipated staffing will be advisory only, except that the anticipated number
39 of employees in any classification/position will not be exceeded, and new positions will not be
40 created, without first providing City Council with a revised report that clearly indicates the
41 staffing adjustments. The annual report on staffing and any revisions will be placed on file
42 with the Clerk of Council.

43
44 Section 3. Ordinance No. 137-1994, passed October 24, 1994, is hereby repealed.

45
46 Section 4. Any other ordinances and resolutions or portions of ordinances and resolutions
47 inconsistent herewith be and the same are hereby repealed, but any ordinances and resolutions or
48 portions of ordinances and resolutions not inconsistent herewith and which have not previously been
49 repealed are hereby ratified and confirmed.

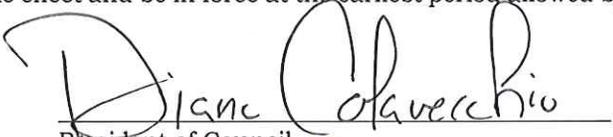
50
51 Section 5. It is found and determined that all formal actions of this Council concerning and
52 relating to the adoption of this ordinance were adopted in an open meeting of this Council and that
53 all deliberations of this Council and of any of its committees that resulted in such formal action were
54 in meetings open to the public, in compliance with all legal requirements including Chapter 107 of
55 the Codified Ordinances.

56
57 Section 6. This ordinance is hereby declared to be an emergency measure necessary for the
58 preservation of the public peace, health, safety, convenience and welfare of the City of Cuyahoga Falls

59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77

and the inhabitants thereof, and provided it receives the affirmative vote of two-thirds of the members elected or appointed to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force at the earliest period allowed by law.

Passed: 3-14-11



President of Council



Clerk of Council

Approved: 3/15/11



Mayor

CITY OF CUYAHOGA FALLS 2011 REPORT ON ANTICIPATED STAFFING BY CLASSIFICATION EXCLUDING SEASONAL EMPLOYEES AND EMPLOYEES WORKING LESS THAN 1040 HOURS	2010 Anticipated Staffing	2010 Actual Employment	2011 Anticipated Staffing
MAYOR'S OFFICE			
MAYOR	1	1	1
ASSISTANT TO MAYOR	1	1	1
MAYOR'S COURT			
MAYOR'S COURT MAGISTRATE	1	1	1
MAYOR'S COURT CLERK	1	1	1
MAYOR'S COURT ASSISTANT CLERK	1	1	1
FINANCE DEPARTMENT			
FINANCE DIRECTOR	1	1	1
DEPUTY FINANCE DIRECTOR	1	1	1
ADMINISTRATIVE SPECIALIST	1	1	1
PAYROLL ADMINISTRATOR	1	1	1
TREASURER	1	1	1
ACCOUNTANT	1	1	1
ACCOUNT CLERK II	1	1	1
HUMAN RESOURCES TECHNICIAN	1	1	1
PART TIME PERSONNEL	1	1	1
LAW DEPARTMENT			
LAW DIRECTOR	1	1	1
DEPUTY LAW DIRECTOR	1	1	1
LAW DEPT OFFICE MANAGER	1	1	1
SECRETARY II (NB)	1	1	1
PROSECUTOR	4	4	4
PART TIME PERSONNEL	1	1	0
SERVICE DIRECTOR'S OFFICE			
SERVICE DIRECTOR	1	1	1
DEPUTY SERVICE DIRECTOR	1	1	1
ADMINISTRATIVE SPECIALIST	1	1	1
PART TIME PERSONNEL	1	1	0
ENGINEERING			
CITY ENGINEER	1	1	1
ASSISTANT CITY ENGINEER	2	1	2
ENGINEERING AIDE	8	8	8
SECRETARY II (NB)	1	1	1
PART TIME PERSONNEL	1	0	0
BUILDING			
CHIEF BUILDING OFFICIAL	1	1	0
PLANS EXAMINER	1	1	0
ACCOUNT CLERK II	2	2	1
INSPECTOR	3	3	0

STORM WATER ADMINISTRATOR	1	0	0
*HUMAN RESOURCES *			
HUMAN RESOURCES DIRECTOR/RECORDS CLERK	1	1	1
SECRETARY II NB	1	1	1
HUMAN RESOURCES COORDINATOR	1	1	1
HUMAN RESOURCES TECHNICIAN	1	1	1
BUILDING AND GROUNDS MAINT.			
SUPERINTENDENT	1	1	1
FOREMAN	1	1	1
BLDG MAINT PERSONNEL	2	2	2
CLEANING PERSONNEL	4	4	4
GROUNDS MAINTENANCE	3	3	3
PART TIME PERSONNEL	2	2	2
SECRETARY II	1	1	1
PARKS & RECREATION			
PARKS & RECREATION SUPT	1	1	1
ASST PARKS & RECREATION SUPT	2	1	1
PARKS & RECREATION OFFICE MGR	1	1	1
SECRETARY I	1	0	0
SECRETARY II	1	1	1
PARK SUPERVISOR	1	1	1
CARPENTER	1	1	1
SECTION LEADER	10	10	10
BUSINESS SYSTEM COORDINATOR	1	1	1
GENERAL MANAGER OF GOLF OPERATIONS	1	1	1
GOLF COURSE MAINT SUPV	1	1	1
AQUATIC SUPERVISOR	1	1	1
FACILITY DIRECTOR	1	1	1
MAINTENANCE SUPERVISOR	1	1	1
PROGRAM SUPERVISOR	1	1	1
OPERATIONS SUPERVISOR	1	1	1
ADMINISTRATIVE SERVICES SUPERVISOR	1	1	1
ASST AQUATIC SUPV	0	0	0
SENIOR ADULT PROGRAM SUPV	1	1	1
RECREATION PROGRAM SUPV	1	1	1
DEVELOPMENT SUPERVISOR	0	0	0
ASST GOLF COURSE MAINT SUPV	1	0	0
DOWNVIEW SPORTS CENTER SUPERVISOR	0	0	0
PART TIME PERSONNEL	56	53	56
COMMUNITY DEVELOPMENT			
DIRECTOR OF COMMUNITY DEV	1	1	1
DEPUTY DIR OF COMMUNITY DEV	1	1	1
ADMINISTRATIVE SPECIALIST	1	1	1
SECRETARY II	1	0	0
PLANNING DIRECTOR	1	1	1
CDBG/ENTITLEMENT ADM.	1	1	1
SENIOR PLANNER	1	1	1
CHIEF CODE ENFMNT OFFICER (Housing Div. Manager)	1	1	1

INSPECTOR	2	2	1
RIVERFRONT CENTRE DISTRICT MANAGER	1	1	1
FALLS RIVER SQUARE SECTION LEADER	2	2	2
FULL TIME LABORER	2	2	2
PART TIME PERSONNEL	0	0	0
INCOME TAX			
TAX ADMINISTRATOR	1	0	1
ACCOUNT CLERK II	3	3	3
ACCOUNTANT	1	1	1
COLLECTION SPECIALIST	1	1	1
STREET & SANITATION			
STREET & SANITATION SUPERINTENDENT	1	1	1
SANITATION SUPERVISOR (former Sanitation Supt.)	1	1	1
FOREMAN	2	2	2
OPERATIONS SUPERVISOR	2	2	2
SECRETARY II NB	2	1	2
ACCOUNT CLERK II	1	0	1
DISPATCHER	1	1	1
MOTOR EQUIPMENT OP III	10	10	10
MOTOR EQUIPMENT OP II	0	0	0
MOTOR EQUIPMENT OP I	8	8	8
STREET MAINT WORKER	1	1	1
PAINTER	2	2	2
STOCKKEEPER (Tool & Inventory Clerk)	1	1	1
LABORER	1	1	1
PART TIME PERSONNEL	0	0	0
ROUTE LEADER	9	9	9
COLLECTOR	2	2	2
LABORER	4	4	4
PART TIME PERSONNEL	1	1	1
WATER (see note below)			
WATER UTILITIES SUPT	1	1	1
ASS'T WATER UTILITIES SUPT	1	0	0
WATER DISTRIBUTION MANAGER	0	1	1
SEWER COLLECTIONS MANAGER	0	1	1
WATER UTILITIES MAINTENANCE SUPV	1	0	0
SECRETARY II NB	1	1	1
CEMENT WORKER	2	2	2
STOCKKEEPER	1	1	1
WATER EQUIPMENT OP I	0	0	0
WATER EQUIPMENT OP II	0	0	0
WATER EQUIPMENT OP III	2	2	2
WATER METER REPAIR SP	1	1	1
WATER/SEWER REPAIR SP I	1	1	1
WATER/SEWER REPAIR SP II	0	0	0
WATER/SEWER REPAIR SP III	9	9	9
LABORER	0	0	0
PART TIME PERSONNEL	0	0	0
MAINT MECHANIC	2	2	2

WATER TREATMENT PLANT MANAGER	1	1	1
LAB TECHNICIAN	1	1	1
WATER TR PL OP I	2	2	2
WATER TR PL OP II	0	0	0
WATER TR PL OP III	3	3	3
ELECTRIC			
ELECTRIC UTILITY SUPT	1	1	1
ASST ELEC UTILITY SUPT	2	2	2
PUBLIC UTILITIES DISPATCHER	1	1	1
SECRETARY II NB	1	1	1
SERVICE REPRESENTATIVE	0	0	1
PURCHASING			
STOCKKEEPER	1	1	1
UTILITY MAN	1	1	1
ELECT ENG DRAFTSMAN	3	3	3
FOREMAN	4	4	4
METER SECTION			
ELECT METERMAN	3	3	3
SUBSTATION/METER SECTION			
ELECTRICIAN SUB	8	8	8
LINE SECTION			
EQUIPMENT OPERATOR	1	1	1
LINEMAN	16	16	16
GARAGE			
SUPT MOTOR VEHICLES	1	1	1
SECRETARY II NB	1	1	1
AUTOMOTIVE MECHANIC	6	6	6
AUTO PART STOCKKEEPER	1	1	1
UTILITY BILLING			
UTILITY BILLING MANAGER	1	1	1
ASST UTIL BILLING MANAGER	1	1	1
ACCOUNT CLERK II	9	8	9
METER READER	5	2	0
UTIL METER SERVICE WORKER	1	1	1
PART TIME PERSONNEL	2	2	2
TELEPHONE OPERATOR & RECEPTION	1	1	1
PUBLIC UTILITY CUST ADVOCATE	1	1	1
INFORMATION TECHNOLOGY SERVICES			
(combined Information Services, Tech Services, Dispatch)			
DIRECTOR OF INFORMATION TECHNOLOGY SERVIC	1	1	1
INFORMATION SERVICES MANAGER	1	1	1
NETWORK SYSTEMS ADMINISTRATOR	0	0	0
SYSTEMS PROGRAMMER SUPERVISOR	0	0	0
NETWORK SPECIALIST	1	1	1
SENIOR PROGRAMMER	0	0	0
INFORMATION SERVICES PROGRAMMER	1	1	1
DATA PROCESSING OPERATOR	1	1	0
PC SPECIALIST	0	0	0

WEB DEVELOPER	2	2	2
PART TIME PERSONNEL	1	1	1
APPLICATION SUPPORT COORDINATOR	1	1	1
ADMINISTRATIVE SPECIALIST	1	1	1
ELECTRONICS & SIGNAL TECH	4	4	4
APPRENTICE ELCTRN & SIG TECH	1	1	1
TECHNICIAN SPECIALIST	1	1	1
PART TIME PERSONNEL	1	1	1
AUXILIARY SERVICES MANAGER	1	1	1
DISPATCHERS	12	12	12
PART-TIME DISPATCHERS	4	4	4