

Cuyahoga Falls City Council
Minutes of the Finance and Appropriations Committee Meeting

December 18, 2023

Members: Mary Nichols-Rhodes, Chair
Mike Brillhart
Adam Miller

Ms. Nichols-Rhodes called the meeting to order at 6:30 p.m. All members were present.

Legislation Discussed

Temp. Ord. B-134

Temp. Ord. B-135

Temp. Res. B-136

Temp. Ord. B-137

Temp. Ord. B-138

Temp. Ord. B-139

Discussion:

Temp. Ord. B-134

An ordinance authorizing the Mayor to enter into a contract or contracts with Medical Mutual of Ohio for Stop-Loss Insurance Coverage for the City's self-insured medical and prescription drug plans, for a period not to exceed one year, and declaring an emergency.

Mr. Bryan Hoffman, Finance Director, presented Temporary Ordinance B-134 to Council. The Mayor will hereby authorized to enter into a contract or contracts with Medical Mutual of Ohio, for stop-loss insurance coverage for the City's self-insured medical and prescription drug plans, for a period not to exceed one year. The Director of Finance will be authorized to pay approved invoices for work based upon the Contract, from the Self-Insurance Fund, Line Item Other Operations.

Mr. Hoffman stated that this ordinance is with Medical Mutual. Each year, they market their stop-loss insurance. Stop-loss insurance covers the City up to \$250,000 per individual for medical claims. Once they reach \$250,000, the City gets reimbursed for any dollar amounts over that amount. This year, they are going back to Medical Mutual for stop-loss insurance. This was built into the health insurance plan under the Self-Insurance Fund talked about at budget. This year, it is a 19-percent increase from the 2023 rates.

Ms. Nichols-Rhodes asked who the stop-loss insurance plan was with last year. Mr. Hoffman stated that Medical Mutual had it last year. The advantage is Medical Mutual is the City's third-party administrator, as well. That does not stop the City from going out and looking for another provider. It is an additional coordination of benefit type of advantage staying with Medical Mutual.

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Mr. Stams asked if they looked at other self-insurance carriers. Mr. Hoffman stated that they went out to the other carriers of insurance that they would be able to place this insurance with. They try to get the best bid. Mr. Stams asked if Medical Mutual came back the best. Mr. Hoffman stated that yes, they did, with a 19-percent increase. There are various factors to that. They might get a better rate increase, but they may want to laser one of the higher-cost individuals out of that plan. They looked at that and analyzed that that would not be advantageous to the City to do that.

Mr. Brillhart moved to bring out Temp. Ord. B-134 with a favorable recommendation, second by Mr. Miller. Motion passed (3-0).

Temp. Ord. B-135

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.

Mr. Bryan Hoffman, Finance Director, presented Temporary Ordinance B-135 to Council. Article VI, Sections 7 and 8 of the City Charter provides that City Council may revise, amend and supplement budgetary appropriations during the fiscal year, and may authorize the transfer of unencumbered appropriations within various accounts. In order to provide money to pay employee compensation, other expenses and capital expenditures during the fiscal year 2023, money is hereby appropriated, re-appropriated and transferred from the unexpended appropriations and from the un-appropriated fund balances of the departments or divisions as set forth in Exhibits A and B attached to the original ordinance.

Mr. Hoffman stated that this is a yearly cleanup ordinance. He provided Council Exhibit A, Exhibit A-2 and B, which contained the amended details. They make adjustments for various reasons, and he attempted to list all the descriptions, similar to what was done with the budget, as an explanation as to why these needed to be amended.

Ms. Nichols-Rhodes thanked Mr. Hoffman for providing the document he referred to. The amended detail says, "General Fund" at the top. Mr. Hoffman did a great job of specifying exactly what each one is. During the budget review, they had gone through each of these departments and talked about each of their budget amounts.

Mr. Miller moved to bring out Temp. Ord. B-135 with a favorable recommendation, second by Mr. Brillhart. Motion passed (3-0).

Temp. Res. B-136

A resolution requesting the Summit County Fiscal Officer to make advance distribution of tax receipts payable to the City of Cuyahoga Falls and declaring an emergency.

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Mr. Bryan Hoffman, Finance Director, presented Temporary Resolution B-136 to Council. Ohio Revised Code §321.33 provides for semi-annual distribution of tax receipts collected by the County Fiscal Officer and payable to the City of Cuyahoga Falls. Ohio Revised Code §321.34 provides that when local authorities by resolution so request, the County Fiscal Officer shall make advance payment of tax receipts that are in the county treasury to the credit of the account of the local authority, to the extent such tax receipts are lawfully applicable to the purpose of the current fiscal year in which the request is made.

Mr. Hoffman stated that this is a yearly resolution to ask the County of Summit Fiscal Office to make distributions of property tax receipts to the City. The City does that because property taxes are owed to the County twice a year, but the City still has to make payments out of the General Fund. Specifically, these distributions from the County are mostly deposited for payroll purposes during those periods and months when the City may not be getting any money in from property taxes. The County of Summit Fiscal Office will make advance distributions and then, when the settlements come through, they only give the City the remainder of what is owed during those times. The City usually receives those settlements in May and September of each year.

Mr. Brillhart moved to bring out Temp. Res. B-136 with a favorable recommendation, second by Mr. Miller. Motion passed (3-0).

Temp. Ord. B-137

An ordinance amending ordinance 58-2022 to hire an additional Secretary I and assign the position to the appropriate pay grade in accordance with the collective bargaining agreement between American Federation of State, County and Municipal Employees Local 2662 and the City of Cuyahoga Falls, and declaring an emergency.

Mr. Bryan Hoffman, Finance Director, presented Temporary Ordinance B-137 to Council. The Police Department requires an additional employee to aid in the fulfillment of public records among other duties. The Mayor, as Director of Public Safety, and the Police Chief desire to add an additional Secretary I to the Department. The position of Secretary I will be amended and placed in the American Federation of State, County and Municipal Employees bargaining unit pay grade of A04.

Mr. Hoffman stated that, as discussed in the budget this year, the City has requested an additional Secretary 1 position to help with records because of the Regional Dispatch Center. This will help the Police Department. In doing so, the Police Department has a staffing ordinance that states a certain personnel number that can be hired. They would have to make an adjustment to hire the additional Secretary 1 position. The other change to this ordinance is contained in the third paragraph. It was changed from 30 to 60 days. The City ran into an issue in the past couple of years because, when hiring at the Police Department, they want to make sure they get the best person in and get them trained. What they have been able to do is try to hire some police officers a little bit before the person they would be replacing would be leaving. In some cases, they try to hire them in addition to 30 days because the way the timing has worked. They wanted to make

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this change so that they are in compliance with the ordinance and they do not have an issue and will be able to maintain full staffing and the right staffing at the Police Department.

Mr. Miller moved to bring out Temp. Ord. B-137 with a favorable recommendation, second by Mr. Brillhart. Motion passed (3-0).

Temp. Ord. B-138

An ordinance authorizing the Director of Public Service to enter into a contract or contracts, according to law, for the City's requirement of maintaining the heating, air conditioning, and automatic control systems in the municipal building, and declaring an emergency.

Mr. Tony Demasi, City Engineer, presented Temporary Ordinance B-138 to Council. The Director of Public Service will be authorized to enter into a contract or contracts, according to law, for the City's requirement of maintaining the heating, air conditioning, and automatic control systems in the Municipal Building. The Director of Finance will be authorized and directed to make payment for same from the Other Operations and Maintenance line items of the Building and Maintenance and individual departments.

Mr. Demasi stated that the current contract expires December 31. The previous contract was a two-year contract and was extended three times annually as it was allowed previously. They propose to award the new contract in a similar fashion. The first part of the is scheduled maintenance routinely. They are currently out to bid. Bids were scheduled to open on June 11 of 2024. In looking at the budget sheet, the cost for this contract is shared across the various department in the city.

Mr. Brillhart asked if they have had a lot of interest in companies bidding on it, or do they normally just get one or two companies. Mr. Demasi stated that from what he can recall back in 2019, there were a fair number of bidders, maybe four or five. Traditionally, they have had about the same amount of interest.

Mr. Brillhart moved to bring out Temp. Ord. B-138 with a favorable recommendation, second by Mr. Miller. Motion passed (3-0).

Temp. Ord. B-139

An ordinance creating the position of Assistant Planning Director, updating pay grades for Aquatics Supervisor and Deputy Director of Community Development, correcting classifications for various non-bargaining positions, amending Exhibit "A" of Ordinance No. 7-2022, and declaring an emergency.

Mr. Bryan Hoffman, Finance Director, presented Temporary Ordinance B-139 to Council. The classified, exempt position of Assistant Planning Director will be created and incorporated into Exhibit "A" of Ordinance No. 7-2022 at pay grade N29. The pay grade or classification changes are hereby made to the following positions and incorporated into Exhibit "A" of Ordinance No.

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7-2022: Aquatic Supervisor, Classified/Exempt, Pay Grade N27; Deputy Director of Community Development, Unclassified/Exempt, Pay Grade N32; Electrical Engineer, Classified/Exempt; Tax Administrator, Unclassified/Exempt; Deputy Service Director, Unclassified/Exempt; Building and Grounds Maintenance Superintendent, Classified/Exempt; Police Captain, Classified/Exempt.

Mr. Hoffman stated that this ordinance was discussed during budget. They discussed creating the position of Assistant Planner, and those pay grades are reflected on Lines 28 and 29. What they noticed as they were into putting this ordinance together and looking at previous ordinances, there were a few other titles and positions that they needed to clean up. For reasons they do not know, they were not listed in previous ordinances and they wanted to clean those up to make sure they are listed under the correct classification whether they are classified or exempt employees, so they added them to the ordinance.

Mr. Mark Wilkerson, 2467 6th Street, Cuyahoga Falls, asked what was meant by exempt employees and does that mean they are exempt from the union. Mr. Hoffman stated that they are exempt from Fair Labor Standards Act Rules. There is a checklist that they go through for the City. Generally, employees are not exempt from Fair Labor Standards Act unless they have certain criteria. The Federal Government puts out a checklist so they are placed in the right classification.

Mr. Miller moved to bring out Temp. Ord. B-139 with a favorable recommendation, second by Mr. Brillhart. Motion passed (3-0).

The meeting adjourned at 6:46 p.m.