



AGENDA
CUYAHOGA COUNTY FINANCE & BUDGETING COMMITTEE MEETING
MONDAY, OCTOBER 20, 2014
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT RELATED TO THE AGENDA

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 15, 2014 MEETING

5. MATTERS REFERRED TO COMMITTEE

- a) R2014-0239: A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation from the General Fund in order to meet the budgetary needs of a County department, and declaring the necessity that this Resolution become immediately effective.

6. MISCELLANEOUS BUSINESS

- a) Presentation of Financial Operations Legislation to be introduced at the October 28, 2014 Council Meeting.
- b) Preliminary discussion of departments likely to be heard during the 2015 budget update.

7. OTHER PUBLIC COMMENT

8. ADJOURNMENT

*Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Please see the Clerk to obtain a complimentary parking pass.



MINUTES

**CUYAHOGA COUNTY FINANCE & BUDGETING COMMITTEE MEETING
MONDAY, SEPTEMBER 15, 2014
CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS
COUNCIL CHAMBERS – 4TH FLOOR
1:00 PM**

1. CALL TO ORDER

Chairman Miller called the meeting to order at 1:14 p.m.

2. ROLL CALL

Mr. Miller asked Ms. Culek to call the roll. Committee members Miller, Greenspan, Schron and Brady were in attendance and a quorum was determined. Committee member Jones entered the meeting shortly after the roll call was taken. Committee members Gallagher and Connally were absent from the meeting.

3. PUBLIC COMMENT RELATED TO THE AGENDA

No public comments were given.

4. APPROVAL OF MINUTES FROM THE SEPTEMBER 2, 2014 MEETING

A motion was made by Mr. Schron, seconded by Mr. Greenspan and approved by unanimous vote to approve the minutes of the September 2, 2014 meeting.

5. MATTERS REFERRED TO COMMITTEE

- a) O2014-0021: An Ordinance amending Chapter 701 of the Cuyahoga County Code by adding sections 701.06 and 701.07 to establish guidelines for the County's investment policy and financial reporting requirements for Cuyahoga County.

Mr. Miller addressed the Committee regarding Ordinance No. O2014-0021. Discussion ensued.

On a motion by Mr. Miller, with a second by Mr. Greenspan, Ordinance No. O2014-0021 was considered and approved by unanimous vote to be referred to the full Council agenda for second reading.

- b) R2014-0223: A Resolution accepting the rates as determined by the Budget Commission; authorizing the necessary tax levies and certifying them to the County Fiscal Officer; and declaring the necessity that this Resolution become immediately effective.

Mr. Christopher Murray, Interim Director of the Office of Budget and Management, addressed the Committee regarding Resolution No. R2014-0223. Discussion ensued.

Committee members asked questions of Mr. Murray pertaining to the item, which he answered accordingly.

On a motion by Mr. Miller, with a second by Mr. Jones, Resolution No. R2014-0223 was considered and approved by unanimous vote to be referred to the full council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

- a) Discussion of the process for the 2015 budget update hearings.

Mr. Miller discussed a proposed schedule and process for the 2015 budget update hearings. Discussion ensued.

7. OTHER PUBLIC COMMENT

No public comments were given.

8. ADJOURNMENT

With no further business to discuss and on a motion by Mr. Miller with a second by Mr. Schron, the meeting was adjourned at 1:53 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2014-0239

Sponsored by: Councilmembers Conwell and Miller on behalf of Personnel Review Commission	A Resolution amending the 2014/2015 Biennial Operating Budget for 2014 by providing for an additional fiscal appropriation from the General Fund in order to meet the budgetary needs of a County department, and declaring the necessity that this Resolution become immediately effective.
---	---

WHEREAS, on December 10, 2013, the Cuyahoga County Council adopted the Biennial Operating Budget and Capital Improvements Program for 2014/2015 (Resolution No. R2013-0229) establishing the 2014/2015 biennial budget for all County departments, offices and agencies; and

WHEREAS, it is necessary to adjust the Biennial Operating Budget for 2014 to provide an additional appropriation to provide funding for the Personnel Review Commission to hire two (2) Employment Testing Specialists; and

WHEREAS, the Personnel Review Commission's plan is to centralize civil service testing with the two (2) Employment Testing Specialists; and

WHEREAS, the County Council will consider an appropriation for funding the two (2) Employment Testing Specialists in 2015 during the 2014/2015 biennial budget update process; and

WHEREAS, it is further necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue and to provide for the usual, daily operation of a County department.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the 2014/2015 Biennial Operating Budget for 2014 be amended to provide for the following additional appropriation increase:

Fund Nos./Budget Accounts

A.	01A001 – General Fund	HC019018 – Personnel Review Commission	Personal Services	\$	26,333.94
----	-----------------------	--	-------------------	----	-----------

Funding Source: Funding for two (2) employment testing specialists is from the General Fund.

SECTION 2. The additional appropriation provided in Section 1, Item A is for the purpose of providing funding to the Personnel Review Commission to hire two (2) employment testing specialists.

SECTION 3. That the County Council hereby directs the Clerk of Council to transmit a certified copy of this Resolution to the Director of the Office of Budget and Management and authorizes the County's Office of Budget and Management to carry out the necessary steps in order to provide the additional appropriation(s) in Section 1.

SECTION 4. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health, or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 5. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: October 14, 2014
Committee(s) Assigned: Finance & Budgeting

Journal _____
_____, 20__

FINANCIAL POLICIES: OPERATIONS

Dale Miller, October 7, 2014

Be it enacted by the County Council of Cuyahoga County, Ohio:

SECTION1: Title 7 of the Cuyahoga County Code is hereby amended to add new Sections 701.08, 701.09 and 701.10 to Chapter 701 as follows:

Section 701.08: Financial Management of Operations

- (A) The General Operating Fund may be used for any County funded activity, including health and human services.
- (B) In order to assist County departments and agencies to make effective resource allocation decisions, the Office of Budget and Management (OBM) shall prioritize and recommend expenditure options that meet one or more of the following objectives:
 - (1) Provides services required by law, administrative regulation, court order, or current contractual agreement;
 - (2) Provides services required to ensure public safety and welfare;
 - (3) Promotes effective management control of resources;
 - (4) Results in cost reductions in the current and/or future years or reduces the need for other costly County services; and
 - (5) Leverages significant funding from sources other than local County funds.
- (C) Departments and agencies are expected to submit requests for additional personnel as part of the biennial budget process or the budget review prior to the second year of the biennium, in order not to create obligations prior to budget review. Personnel levels authorized in the budget for departments and agencies with more than fifty (50) full-time equivalent staff shall be considered an average for the year, provided that the staffing level is not managed so as to carry staffing above the authorized level into a subsequent year.
- (D) OBM shall monitor the County budget on an ongoing basis and submit legislation to Council to authorize any increases or decreases in appropriations, transfers between budget accounts, and cash transfers, except that OBM may, without legislation, make budget transfers that are within both the same index code and object code. OBM shall submit to Council any budget adjustments needed to ensure that all County funds meet requirements set forth in general law regarding positive fund balances, sufficiency of resources, and appropriation authority for expenditures.
- (E) The Fiscal Officer shall certify that sufficient funds are available for all expenditures as provided in general law. Such certification shall be made prior to expenditure of funds, except that in exceptional circumstances, certification may be made through the "then and now" process authorized in general law.

Section 701.09: Long Term Planning and Stabilization

- (A) OBM shall proactively monitor projected revenues and expenses, using a forecasting horizon of five (5) years or longer, and shall promptly report to the County Executive and Council any conditions or trends that threaten the County's ability to maintain General Fund and Health and Human Services Levy Fund reserves at or above the thresholds provided in Chapters 706 and 707. Except during a sudden financial emergency, such reports may be made as part of the regular financial reporting provided for in Section 701.07.

- (B) The County Executive and Council shall conduct a Reserve Stabilization Planning Process whenever any of the following occur:
- (1) The reserve percentage reaches twenty-six percent (26%) or less in the General Fund or eleven (11%) or less in the Health and Human Services Levy Fund; or
 - (2) The Executive, OBM, or Council identifies trends reasonably expected to bring the General Fund and/or the Health and Human Services Levy Fund reserves below its reserve threshold with one year; or
 - (3) There is an excess of operating expenses over revenues, net of one-time expenditures, in the General Fund or the Health and Human Services Levy fund of more than three percent (3%) in any fiscal year; or
 - (4) The Executive and Council for any other reason agree to do so.
- (C) When conducting a Reserve Stabilization Planning Process, the County Executive and Council shall, within four (4) months after Subsection (B) of this section is triggered:
- (1) Prepare a plan for the affected fund(s) to ensure long term structural balance and maintain or restore the reserve percentage at or above its reserve threshold; and
 - (2) Include in the plan a process for ongoing monitoring and revision of the plan, as needed.

Section 701.10: Administrative Financial Rules

Administrative financial rules shall be adopted, amended, rescinded, and administered as provided in Chapter 113 of the County Code. The administrative financial rules relevant to Chapters 701, 706, and 707 of the County Code shall be published in one place as a separate section within the County Administrative Code.