

**Finance Committee Meeting
Monday, October 27, 2014**

The Finance Committee met on Monday, October 27, 2014 at 7:00 p.m. in the council chambers at the Knisely Centre.

In attendance were committee members Darrin Lautenschleger, Mrs. Ramos, alternate Winnie Walker and Chair Sandy Cox.

Guests were Auditor Beth Gundy, council member Rob Maurer, council president Sam Hitchcock, Clerk of Council Patti McKay, council member Dan Lanzer, Service Director Jim Zucal, council member John Zucal, WJER Jamie Hambach, Safety Director Greg Popham and Law Director Marvin Fete.

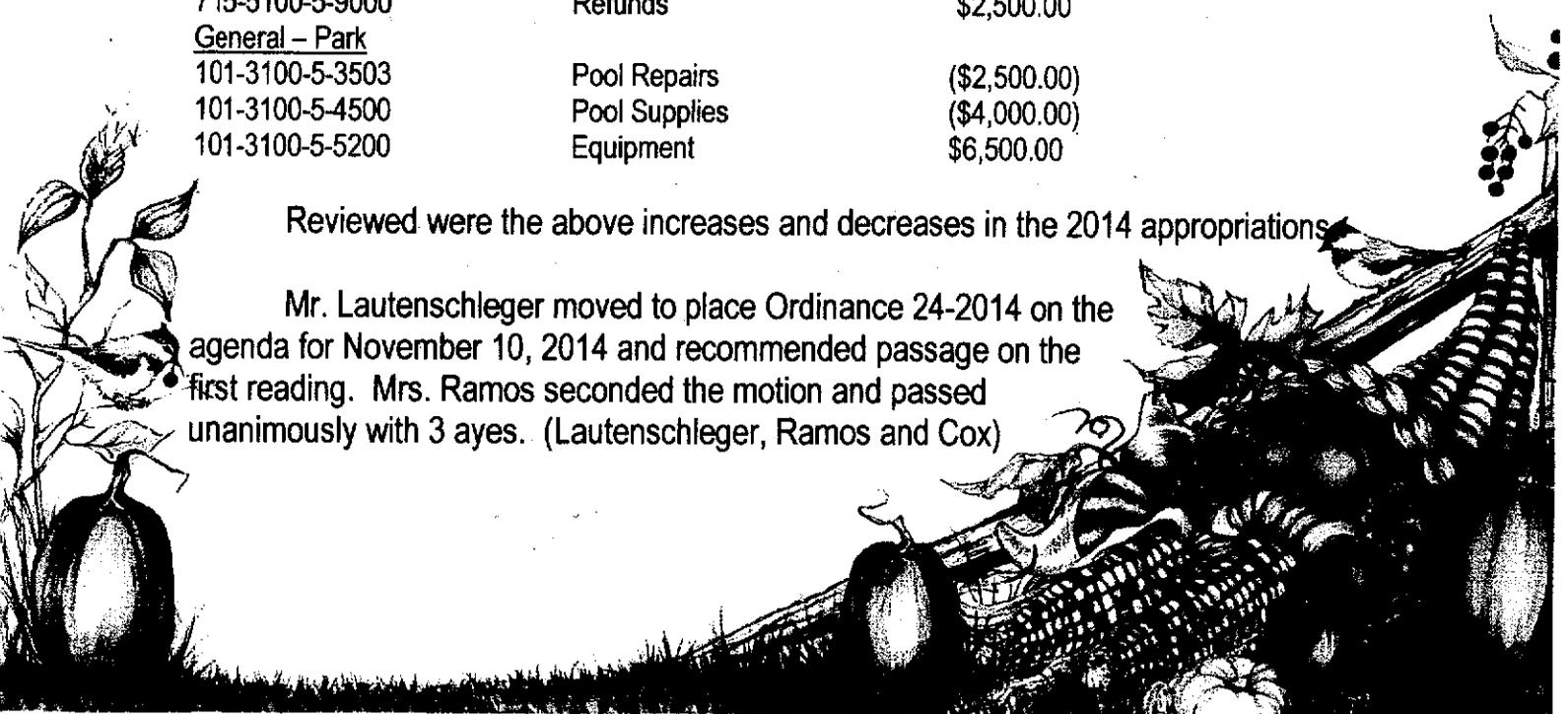
Item 1: Ordinance 24-2014 – An ordinance by the Council of the City of New Philadelphia, Ohio, amending and adjusting the permanent appropriations ordinance for the year 2014 and declaring an emergency.

INCREASE/(DECREASE) IN APPROPRIATIONS:

DATE

212-2200-5-1101	Wages, etc.	\$10,000.00
<u>Income Tax</u>		
233-3300-5-1102	Clerks	\$30,000.00
233-3300-5-9000	Refunds	(\$30,000.00)
<u>Ambulance</u>		
715-5100-5-9000	Refunds	\$2,500.00
<u>General – Park</u>		
101-3100-5-3503	Pool Repairs	(\$2,500.00)
101-3100-5-4500	Pool Supplies	(\$4,000.00)
101-3100-5-5200	Equipment	\$6,500.00

Reviewed were the above increases and decreases in the 2014 appropriations.



Mr. Lautenschleger moved to place Ordinance 24-2014 on the agenda for November 10, 2014 and recommended passage on the first reading. Mrs. Ramos seconded the motion and passed unanimously with 3 ayes. (Lautenschleger, Ramos and Cox)

Item 2: Temporary Appropriations for 2015.

Chair Cox informed everyone the present temporary appropriations are only to cover the first 3 month of 2015 and the figures are comparable to 2014.

The only question was in regards to page 25, under the Water Office, 711-3701-5-1103 Wages being \$93,000. Ms. Cox thought this was a mistake, being last year's figure was \$9,000.

The Auditor agreed this was a mistake and would correct the figure.

Mrs. Ramos moved for the Law Director to prepare the legislation, and recommended passage on the third reading. Mr. Lautenschleger seconded the motion and passed unanimously with 3 ayes. (Ramos, Lautenschleger and Cox)

Item 3: The Finance Committee met for the fourth time to examine the Personnel Policy and Procedure Manual. Reviewed was Chapter 6 "Personnel Procedures and Property" (pages 80 through 105)

The first topic of discussion focused around pages 81-84 Travel Policy Section 6.1 and Use of City Vehicles Section 6.2.

Council has a sufficient travel policy Codified Ordinance 159.05 but when the handbook was updated Clemans, Nelson and Associates added some more details to the policy. Plus the 2010 policy stipulates if a room is more than ten percent higher than the IRS rate, it shall be the employee's personal expense unless such amount is approved by the finance committee on a case by case basis.

Ms. Cox said she has never remembered a case in which this expense has been denied by the finance committee and believes the administration is not going to send employees/supervisors to any type of schooling/seminar or etc. that is not considered in the scope of the employee's employment and/or doesn't believe the administration will abuse this policy.

Mrs. Ramos said we would know what was being spent because of a line item for travel, correct?

Ms. Cox said yes, that almost every department has a line item for travel.

The Safety Director said in almost every case in every department, when the Mayor and different people have gone to schools the lodging was always over the 10% that was allotted. It was out of wack (off the mark) to start with. For example, if you are sending someone to Cincinnati you are not going to find a hotel/motel for \$65 or \$70.

Ms. Cox mentioned that all the employees do stay at the hotel that is hosting the conference.

The Auditor also reminded everyone the lodging rates are based on the federal employee with a federal government I.D. and we don't get those rates.

The Finance Committee agreed when and if the handbook passes, the new travel policy would be adopted.

There were no questions in regards to Secondary Employment Section 6.3, Tools, Supplies and Equipment Section 6.4, Bulletin Boards Section 6.5, Use of Telephones Section 6.6, Personnel Records Section 6.7 and Reporting Changes in Personnel Information Section 6.8.

Page 88 Public Records – Inspection, Release and Retention Section 6.9

The Auditor questioned who the Public Records Custodian(s) was?

Law Director - Basically in the past, each department head is the Public Records Custodian for that particular department.

Mr. Lautenschleger wasn't sure why this section was in here (on Public Records) when the city has passed a record policy.

Ms. Cox reminded everyone that the handbook was published before our record policy was passed a month ago. The reason the record policy was included in the handbook, from what I understand it goes back to the former Mayor wanting all information in one document for you wouldn't have to spend extra time looking through years of materials to see if something exists.

Mr. Lautenschleger wanted to delete the whole section and didn't know why the policy would be included in the manual.

Mrs. Ramos asked if we could delete Section 6.9 and make reference to the ordinance.

Ms. Cox said yes, we could delete the section and make reference to the ordinance.

The Finance Committee's recommendation was to delete the wording under Section 6.9 and make a note under Section 6.9 to refer to Public Records Request Policy - Ordinance 13-2014 – Passed 9-8-2014

Mr. John Zucal had a question in regards to personnel records, how long certain pieces of personnel related information would be maintained as part of that employee's personnel record. Questioned how long information would be on file – 3 years before information is removed from the personnel file?

The Law Director informed everyone that it depends on whether you have a retention records schedule. The statute mandates if you want to get rid of files and that is what you want to do, you follow that same category. My predecessor never did one for the law director's office and I doubt I will ever do one. I believe the rationale behind

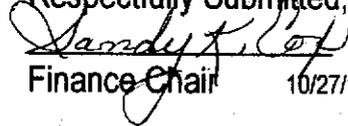
that is as attorney's personally with private offices we are required to keep records for 20 years and to make provisions for after we pass for them to be able to receive those records. I for one am glad that my predecessor never did because I had to research something back from the administration of Mayor Benjamin. So the records retention schedule will take care of that and if there is any agreement that is outside of that, that would take precedence. The records retention schedule is up to each department as to when they do it, there is no set timelines and all is subject to the Ohio Revised Code.

The Auditor said things like disciplinary actions, performance evaluations or something like that – they can only be maintained for three years and you get rid of them.

There were no questions on the following – Cellular Phone Usage Section 6.10, No Employee Expectation of Privacy Section 6.11, Self-Help to Public Records Prohibited Section 6.12, Identity Theft Section 6.13 and Credit Card/Purchasing Card Policy Section 6.14.

There being no further discussion, Mrs. Ramos moved to adjourn the meeting at 7:23 p.m.

Respectfully Submitted,



Finance Chair

10/27/14 MW