

Finance Committee Meeting Monday, September 14, 2015

The Finance Committee met on Monday, September 14, 2015 at 6:30 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 Mayor Johnson, Auditor Beth Gundy, council member Rob Maurer, council president Sam Hitchcock, Clerk of Council Patti McKay, Treasurer Tom Gerber, council member Dan Lanzer, council member John Zucal, Mark Cox, Dean Holland and Aimee May. The above guests were present for all or part of the meeting.

Item 1: Ordinance 14-2015 - An ordinance by the Council of the City of New Philadelphia, Ohio, amending and adjusting the permanent appropriations ordinance for the year 2015 and declaring an emergency.

INCREASE/(DECREASE) IN APPROPRIATIONS:

General – Law Director

101-0700-5-2000	Travel	\$500.00
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(Attending meetings/seminars in regards to Law Director's duties and union interest based bargaining)

Cemetery

209-4500-5-1230	Medical Insurance	\$8,000.00
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(Discussed and approved at the finance meeting held on August 25, 2015. The difference in funding was due to the current superintendent being enrolled in a family plan, whereas the former superintendent was enrolled in a single plan)

Master Capital

437-7700-5-5200	Court	\$25,000.00
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(The court wishes to purchase a new vehicle; the old vehicle is being retired. The money will be advanced from Master Capital and will be paid back to the City at the rate of \$500.00 a month)

After discussion, Mr. Lautenschleger moved to add Ordinance 14-2015 to the next agenda on September 28, 2015, recommend suspension of rules and passage on the first reading. Mrs. Ramos seconded the motion and passed unanimously with 3 ayes. (Lautenschleger, Ramos and Cox)

Item 2: Resolution 23-2015 - A resolution by the Council of the City of New Philadelphia, Ohio to authorize the New Philadelphia City Auditor to issue blanket fiscal officer certificates, up to a maximum of \$5,000.00 for each certificate (Purchase Order) and declaring an emergency.

The Auditor informed the committee this was prompted by the management letter from our last audit. This resolution authorizes the Auditor to issue "blanket" certificates for a sum not exceeding an amount established by this resolution for these two or three months (temporary appropriations).

For example – we do regular purchasing through Staples and instead of getting a purchase order for every \$20.00 we spend there we already have one that covers a certain time period and we can spend off that purchase order. (i.e. gasoline, Lowes and salt)

When we are in the permanent appropriations that is a "super blanket" and that was taken care of 10-11 years ago.

The Auditor would like to see this resolution passed at the next regular meeting because it is a housecleaning item.

Recommendation from the committee was to change the \$500.00 typo to \$5,000.00 and include the maximum of \$5,000.00 in Section 1 of the resolution.

After discussion, Mr. Lautenschleger moved to add Resolution 23-2015 to the next agenda on September 28, 2015, recommend suspension of rules and passage on the first reading. Mrs. Ramos seconded the motion and passed unanimously with 3 ayes. (Lautenschleger, Ramos and Cox)

From Audit Report: The Ohio Revised Code Section 5705.41 (D) states that fiscal officers may prepare so-called "blanket" certificates for a sum not exceeding an amount established by resolution or ordinance adopted by the members of the legislative authority against any specific line item account over a period not extending beyond the end of the current fiscal year.

Recommendation from State Audit Report (Rea & associates) The City does not have an amount established by an ordinance or resolution passed by the majority of the legislative body. We recommend establishing an amount not to exceed for "blanket" certificates by an ordinance or resolution passed by a majority of the legislative body.

Item 3: Auditor Gundy - discussion of upgrading the payroll and accounting software in the Auditor's office.

The Auditor informed the committee since 2012 she has been considering updating the accounting and payroll software. The city is currently with a company called Software Solutions Inc. Right now we are using 90's technology and it is not doing what we need it to do. The new software would be internet-based, web-based, different departments can get in and produce better reports. Just the upgrade is approximately \$32,000 and we would be getting a substantial discount because we are a long-term customer. We haven't upgraded for the last 17-18 years.

The different departments would be able to send us their payroll items, send us their purchasing items and the estimated cost is almost \$28,000. So altogether the price is under \$60,000. What the Auditor does know she doesn't want to implement the departments being able to use the system until we are comfortable using it for at least three to six months.

She does not know if we need a resolution but was thinking about breaking the expense down into 3 payments. The Auditor wants to start some of the upgrades this year, which she does have approximately \$10,000 in her budget for 2015, in 2016 she will need \$25,000 and in 2017 \$25,000. We will be placed on a waiting list, would not transpire right away and there probably will be a 6 months waiting period.

Software Solutions informed us they will continue to support the software programs we have now as long as there are a few people using it. We don't have a drop dead date yet but they haven't been innovating the software or doing anything except making it work for the last 5 or 8 years. This year we are talking about just getting the process started and converting all our data. Software Solutions only does governmental software and training is included in the price.

The Auditor will check if this software has a time-keeping element and she will keep us informed on the project.

Mr. Lautenschleger moved to adjourn the meeting at 6:46 p.m.

Respectfully Submitted,



Finance Chair 9/14/15 MW