



Special Finance Committee Meeting
Tuesday, September 27, 2022 - 5:00 PM
AGENDA

1. Call to Order
2. Action on Minutes
 - a. August 16, 2022
 - b. September 6, 2022
3. Draft Budget 2023 Discussion
4. Discussion - Ordinances 26-2021 and 29-2021
5. Other Business
6. Adjourn



Finance Committee
Tuesday, August 16, 2022 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Don Barnard called the Finance Committee meeting for August 16, 2022 to order at 5:00 pm

Members Present - Don Barnard, Mayor Chip Dutcher, Jon Merriman
Absent - None

Staff present - Sean Staneart, Rusty Smart, Teresa Monroe.

Public present - Jamie Hartsough, Benjamin Lee

2. Action on Minutes

a. July 19, 2022

ACTION: Chip Dutcher moved to approve; Jon Merriman seconded and all were in favor.

AYES: Chip Dutcher, Jon Merriman, Donald Barnard

NOES: None

ABSTAIN: None

Passed 3 - 0

3. Ben Lee; Events Committee/Fireworks

Ben Lee attended to recap the Johnstown Fireworks Event continuing to create a template for next year. The city budgeted \$10,000 for this year, expenses came in at \$8,300. The event had one corporate sponsor who paid \$100 and the American Legion contributed \$2,500. At this point there is \$4,300 left in the account, Mr. Lee asks for another \$10,000 to be budgeted for the Events Committee and the 2023 Fireworks Event. Mr. Lee said that there is a spot for Johnstown with the same fireworks company, Hamburg, for next year, it will just be a matter of the size and scope and costs associated with the display. Committee in favor of budgeting an additional \$10,000 for 2023 adding to their current balance giving Events Committee around \$14,000 to work with.

Mayor Dutcher noted that he heard great things about the mental health evening, people were impressed. Mr. Lee said having the recording and resources for any to access is invaluable.

4. Contract Review

a. Siekman & Siekman

Mayor Dutcher said the Siekman's are needed more now than ever to help secure funding, his concern is for water and sewer, and as we embark on expansion, those state dollars are important because he does not want the expansion to be on the backs of our rate payers. Mayor Dutcher asked committee to extend Siekman and Siekman's contract for the four months and believes they will be successful in getting needed resources. Jon Merriman said that we have a lot that needs to get sorted before they will get us anything worth noting and that he also is concerned for water and sewer infrastructure but with development we will have to do a better job of pinning that on the people coming in with taxes, NCA's, and TIF's rather than relying on the State for dollars that might not come. He does not think we are giving them a lot to do until we figure out our needs. Sean Stanearth said he believes lobbyists can be a great asset and serve a great purpose but he is concerned that from an office perspective we are not giving them the resources they need in order to do their job effectively. Mr. Barnard asked Mayor Dutcher what the Siekman's focus was right now, with the state. Mayor Dutcher said their focus now is to lay the groundwork for us to go back to the Department of Development, meet with Director Mihalik as a follow up, they have already talked to the Governor's office, they have had follow up conversations with Balderson's office, Senator Brown's office and Senator Portman's office regarding the dollars we need. Mr. Barnard said he thinks we need lobbyists to help us in this but he does not know if we are focused enough to give them direction. Mr. Dutcher said we focused them on water and sewer money, on the RAISE grant which we were not successful in getting, they have been exploring what other pails of money are out there that we can take advantage of. Mayor Dutcher said we are competing with every other entity for the same dollars; noted that the Siekman's do not do this same work for New Albany, their work for New Albany is all legislative. Mr. Stanearth said he questions what we are competing for, what money are we asking for, Mayor Dutcher noted a list of projects and dollars given to Director Mihalik, discussion on items on the list.

A meeting for committee and staff to ask further questions of the Siekman's was scheduled for the next Finance Committee meeting on September 6, 2022 at 5:00 pm.

b. Training Marbles

Don Barnard said that two contracts were signed on January 18th and April 11th, in the contracts Training Marbles stated all that they would be doing, he noted that they did not seem to remember the January 18th contract. There are questions to be answered on whether or not all work contracted has been completed. Committee discussion on the Human Resources function and capacity, committee recommendation to not sign a new contract but continue with current contract option of month to month for sixteen hours per month. Discussion on oversight of hours being worked. Conversation will be brought to full Council tonight.

5. Audit Schedule

Mr. Barnard said he spoke to the audit manager for the city's account with the State of Ohio who said she should have the audit schedule in the next two weeks, some information requested has been sent. She will be researching the audit requirements revolving around Johnstown's transition to city status mid-year.

6. Budget Schedule

Mr. Barnard said he has begun to work on the 2023 budget schedule; discussion on timeline to comply with the City Charter. Discussion on work being done by Integrity to be able to gather the reports needed for budget. Review of budget schedule dates. Discussion on scheduling a meeting to learn about NCA's, CRA's and TIF's.

7. Review of Future Finance Dept. Staffing

Don Barnard said there has been a lot of talk about a Finance Director, keeping Integrity, and that Doug Lehner has been big on having two people in the position. Mr. Barnard said he had a conversation with St. Clairsville, Ohio, a city of 5,200 and similar size to Johnstown. They have a Deputy Finance Director who is part-time and does payroll and Accounts Payable. Finance Committee to review current applicants.

8. Finance Software - UAN

Mr. Barnard said UAN is the software created by the State of Ohio, it is the software that Integrity has been in favor of. He has spent some time on the UAN site, researched villages, townships and cities that use them. St. Clairsville, city of 5,200 and Parma Heights, city of 20,000 both use UAN. He has spoken to both finance departments and they could not say enough about UAN, how great it is and how easy it is to use. Speaking with UAN, there would be no down payment fee, based on our city, our fee would be \$325.00 per month plus a \$50.00 rental fee for equipment that is provided; software comes with a payroll module for free. If we should transition to UAN, it would not be completed until December or January and would hope to go live in January. Mr. Barnard said given that timeframe and with starting a new year, he recommends making a motion to accept UAN and move forward with a contract. Mr. Dutcher said he would be happy to make that motion.

Mr. Barnard said we pay \$17,000 per year for SSI, with UAN our cost will be about \$4,600 for the year but UAN does not have a utility billing software. Recommendations sought pointed Mr. Barnard to Muni-link, based out of Pennsylvania, they have thousands of customers, they have over one hundred customers in Ohio who use UAN and the two systems are very compatible. With Muni-link, we would pay a \$10,000 one-time fee for staff trainings and for the transfer of accounts. Muni-link is a cloud based system. Their service is \$795.00 per month, around \$9,600 per year so with Muni-link and UAN we will still come in under the \$17,000 we are currently paying, Mr. Dutcher noted that we would also save the \$35,000 SSI maintenance fee, Mr. Barnard added that there are no maintenance fees and all upgrades are included in the monthly fee. Muni-link will be giving a demo to staff. Mr. Dutcher said he would be happy to make the motion for UAN; will hold off on a motion for Muni-link until staff demo is complete. It was also noted that Integrity made the UAN conversion part of their agreement, goal would be to complete by January. Mr. Stanearth said it is also appropriated in this year's budget under SSI fees, money already set aside for an upgrade.

ACTION:	Chip Dutcher moved to approve UAN; Donald Barnard seconded and all were in favor.
AYES:	Jon Merriman, Donald Barnard, Chip Dutcher
NOES:	None
ABSTAIN:	None

Passed 3 - 0

9. Review of Salary Structure and COLA

Don Barnard said one of the things he has been concerned about is the salary structure for the city, we have lost quite a few people to higher pay elsewhere. Noted that the wage scale minimum and maximum does not take into account cost of living adjustment. Mr. Barnard suggested adjusting the minimum/maximum every year based on COLA. Suggestion and discussion on adjusting the wage scale for COLA and merit raises. Mr. Dutcher's suggestion is to wait on bringing this to full council until it is figured out what the COLA would be and what merit range would be and how Directors would make recommendation. Mr. Merriman said he likes the structure until you get to a certain pay rate and then it makes it hard because the percent jumps get really high. Some further discussion on how to keep a current police officer who may be considering leaving; Mr. Staneart asked council members to give a directive to the City Manager to reevaluate this situation.

10. Other Business

No further business

11. Adjourn

ACTION:	Mr. Dutcher moved to adjourn; Mr. Barnard seconded and all were in favor.
AYES:	Jon Merriman, Donald Barnard, Chip Dutcher
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Meeting adjourned at 6:25 pm



Finance Committee
Tuesday, September 6, 2022 - 5:00 PM
MINUTES

1. Call to Order

Committee Chairman Don Barnard called the Finance Committee meeting for September 6, 2022 to order at 5:05 pm

Members Present - Mayor Chip Dutcher, Jon Merriman, Don Barnard

Absent - None

Staff present - Jack Liggett, Sean Staneart, Rusty Smart, Kathee Ingram, Zoe McMaster, Ryan Green, Teresa Monroe

Public present - Jamie Hartsough, Logan Harrah, Ben Lee, Ryan Green

2. Flock Safety Presentation - Traffic Camera

Logan Harrah with Flock Safety was in attendance for a presentation on traffic camera equipment for the city. Mr. Harrah provided background on how the company was started and their mission to eliminate crime. The technology is license plate recognition, it gathers objective evidence and facts about vehicles, not people. The equipment surveys license plates of vehicles moving in and around the city and provides statistical data. It alerts police of wanted vehicles, it is used to solve crime and adheres to all state, local and federal laws. Mr. Harrah provided several examples of cases where this technology solved crime.

Chief Smart said he would like to begin with four initial cameras; cost is \$2,500 per camera per year and there is a \$350 installation fee for each camera. This would be a two-year contract; year one cost would be \$11,400 and year two would be \$10,000. Chief Smart said plus the cost of electric because he would like to have them hardwired instead of solar. Chief Smart said he plans to add this to his 2023 budget if council approves.

3. Integrity Financial

Kathee Ingram and Zoe McMaster with Integrity Bookkeeping were present to discuss some procedures, ask and answer some questions relating to their new role in City Finance. Discussion on management of investment accounts, transition to UAN accounting, budget and some internal procedures.

4. Budget Process

Budget worksheets were sent out to all Directors, hoping to have a budget draft to Finance Committee by September 16th.

5. Muni-Link

Staff was able to attend a demonstration and is in favor of the new system. Cost is around \$795 per month, software is cloud based, the annual cost of about \$9,500 plus the cost of the UAN (financial software) chosen is still under the annual cost of SSI. There is a

\$10,000 upfront cost to move forward with the software and will take four to eight months to get it transferred over to us.

ACTION: Donald Barnard moved to send to council with a recommendation to approve; Jon Merriman seconded and the vote was as follows:
AYES: Barnard, Merriman, Dutcher
NOES: None
ABSTAIN: None

Passed 3 - 0

6. Salary Structure & COLA

Mr. Barnard said he came up with some ideas based on discussions from last month, he will make copies and distribute. Mr. Liggett said to keep in mind that based on the outcome of the Police Officer vote on collective bargaining, their wage at some time might be set forth in a labor contract. Mr. Barnard said his idea was that salary structure would be COLA adjusted, with the exception of Directors, the pay scale needs to be a living document. Discussion on how COLA and merit raises would be calculated.

7. Other Business

1. Jack Liggett said he did get an estimate for the restructuring of the office (for Chamber of Commerce), has another estimate to get, the one he has is between \$8,000 - \$10,000.

8. Adjourn

ACTION: Donald Barnard moved to adjourn; Jon Merriman seconded and all were in favor.
AYES: Barnard, Merriman, Dutcher
NOES: None
ABSTAIN: None

Passed 3 - 0

Meeting adjourned at 6:15 pm