JOHNSTOWN
Established 1813

Finance Committee Meeting
Tuesday, February 20, 2024 - 5:00 PM
AGENDA

1. Call to Order/Roll Call
2. Action on Minutes
    a. February 6, 2024
3. Accounting/Financial Assistant Job Description & position posting
    a. Job description
4. Committee feedback on draft Travel Policy
    a. Policy Draft
5. Other Business
6. Adjourn

Finance Committee
Tuesday, February 6, 2024 - 5:00 PM
MINUTES

1. Call to Order

Committee Chair Don Barnard called the Finance Committee meeting for February 6, 2024 to order at 5:02 pm.

Present - Donald Barnard, Jeff Barr
Absent - Bob Orsini

Staff present - Sean Staneart - City Manager, Dave Delande - Finance Director, Jack Liggett - Service Director, Rusty Smart - Chief of Police, Dave Selan - City Council, Tiffany Hollis - City Council, Ryan Green - City Council, Teresa Monroe - Clerk of Council

Public present - +1

2. Action on Minutes

a. January 16, 2024

ACTION:	Donald Barnard moved to approve; Jeff Barr seconded and the vote was as follows:
AYES:	Donald Barnard, Jeff Barr
NOES:	None
ABSTAIN:	None

Passed 2 - 0

3. Financial Compliance Update - Dave Delande

Finance Director Dave Delande provided further updates on Bonefish, discussed at last meeting, the program that will crosscheck vendors for accounts payable before writing checks. The cost for the first year will be reduced to $5300 and they are waiving the $4000 set up fee. They will help the city with different policies and other alerts through their system. Committee in favor of trying it for one year as one incident of paying a fraudulent vendor would likely cost the city more than this. Mr. Delande said there are funds in the budget to pay for it now and he will reevaluate fourth quarter to see if any appropriation is needed.

4. Credit Card policy

Dave Delande is working on a credit card policy, he is working on the fuel card first. Looking at implementing a three step process such as vehicle and/or employee ID system, using the ID and entering the vehicle odometer mileage. An inventory of current cards and vehicles will need to be reviewed, some logistics to research. More information to follow.

5. Travel & Auto policy

Dave Delande passed out a draft employee travel policy, it has been reviewed by HR, this is something the city is pursuing but is not final yet. Mr. Delande highlighted different sections for the committee, one of which is the potential to eliminate city vehicles for take home use. Discussion on tips and travel time pay. Committee to review the draft and prepare feedback for next meeting.

6. Assistant Finance position

Sean Staneart said he had a good conversation with Integrity, discussion on what the finance department work load would look like if they backed away from their role with the city. Kathee Ingram with Integrity gave the opinion that if they were to back away, there would be no way that it could be a function that is a reasonable expectation of one individual and that at a minimum, it is a sixty to seventy hour per week position. Mr. Staneart said that Integrity would like to be moved on from the city within the next four to six months and this is why he is bringing it to the committee. He said they are comfortable with staying on from a payroll standpoint if needed. Mr. Barnard said he made the argument with Integrity that the city had one person doing it before, and their answer was that there was a lot not getting done, or being missed. Integrity said this is a bigger job than what they are typically used to and it takes up a lot of their work load. Mr. Staneart's proposal is that the city advertise for a full time financial assistant who will also be able to cross-train for back up to the utility and admin office departments in case of absence. In the short term, there will be a cost increase for the overlap in training but ultimately it will save the city money over outsourcing. Discussion on the position title, this position will not be a director, possibly an accounting assistant. Discussion on salary range of high $40,000 to mid $70,000. Sean Staneart said the job description does not exist, that will have to be something council approves. Job description and wage scale draft to be ready for committee review at next meeting.

7. Other Business

1. Dave Delande said they are also working on a Capital Asset Policy, current policy is $1,000 which is outdated, he is looking at changing it to $5-10,000; for depreciation of fixed assets. Mr. Barnard asked if there needed to be a review of the purchase threshold limit for employees without consent of council.
2. Dave Delande said the employee handbook and salary surveys are in process.
3. Dave Delande said he attended a webinar with a company named Paychecks, he is doing some research for them to handle city payroll, cost would be right around $9,000 annually. Mayor Barnard said he was kind of against outside payroll for government, there are a lot of issues from the research he has done, but will wait for Dave to see how many cities they handle.

8. Adjourn

No further business, meeting adjourned at 5:45 pm.

CITY OF JOHNSTOWN

CLASSIFICATION DESCRIPTION

FINANCE ASSISTANT

FLSA Status: **Non-Exempt**	
Service Type: **Unclassified**	
Probationary Period: **360 Days**	
Publication/Revision Date: **2-15-2024**	
Pay Scale $39,000 - $67,000	

Nature of Work – General Description

The Finance Assistant is a highly organized and detail-oriented professional. This position will assist with the day-to-day task in our finance department and play an integral role in maintaining account information; performs related duties as required. The Finance Assistant will also perform diverse administrative, and support activities.

Essential Functions of Work

- Help with financial data entry and general bookkeeping
- Manage data, records, and reports by checking for errors and verifying accuracy of information
- Prepare receipts, vouchers, invoices, etc. for entry into data sheets
- Assist with payroll and reporting
- Assist in preparation of financial statements and reports
- Assist in creating and setting budgets
- Update and maintain financial records
- Prepare spreadsheets for data entry, including budgets, accounting information, etc.
- Responsible for administrative functions including but not limited to composing correspondence and communications, maintaining, and creating reports, scheduling appointments, arranging meetings requested by the Finance Director, coordinating communications between departments, assisting in the administration of the standard operating policies and procedures of the department.
- Reception functions including but not limited to answering telephones, providing customer assistance, distributing mail, documents and other information.
- Take direction from and report to the Finance Director
- Independently prioritize daily tasks and responsibilities
- Provide quality customer service and assistance to members of the public; resolve customer issues when possible and appropriate.
- Processes vouchers covering expenditures, purchase orders, and contracts.

- Assist with audits as necessary
- Adhere to current accounting/finance laws and regulations
- Work to company standards
- Performs other duties as directed.

Minimum Qualifications and Skills

- Associate's or bachelor's degree in accounting, finance or related field preferred or a combination of education and experience.
- A minimum of 2 years general accounting experience.
- Knowledgeable in basic accounting/bookkeeping practices and processes
- Excellent computer knowledge and experience using Microsoft Suite (Excel)
- Accounting software Uniform Accounting Network (UAN) is preferred
- Professional demeanor and excellent customer service skills
- Excellent communication, verbally and written
- Strong organizational and time-management skills
- Thrives working both independently (a self-starter) and collaboratively
- Dependable, respectful and consistently works to uphold company ethics and standards

Other Requirements

- Possess and maintain a valid State of Ohio Driver's license.
- Meets the minimum requirements of a background
- Regular and punctual attendance is regarded as an essential requirement of this classification.

Physical Requirements and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools, or controls. The employee is required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

City of Johnstown
Administrative Offices
www.johnstownohio.org

CITY OF JOHNSTOWN

JOHNSTOWN
Established 1813

599 S. Main Street
Johnstown, Ohio 43031
Telephone: 740-967-3177
Fax: 740-967-6415

Travel and Personal City Car Usage Policy

Purpose:

The purpose of this policy is to provide guidance and direction for City employees traveling for City business and the use of City vehicles. It is not intended to address every travel related issue, exceptions or contingency that may arise during City travel. Specific issues that are not covered should be directed to the City Manager or Finance Director.

Policy:

Employees who travel on City business are encouraged to incur the lowest practical and reasonable expense while still traveling in an efficient and timely manner. Those traveling on City business are expected to avoid impropriety, or the appearance of impropriety, in any travel expense. Employees should conduct City business with integrity, in compliance with applicable laws and Ohio Ethics guidelines, and in a manner that excludes consideration of personal advantage. Should an expense be incurred that is subsequently determined to be improper or more than normal costs of travel, the traveler may not be fully reimbursed.

More restrictive policies and procedures may apply to travelers receiving funding from restricted sources (e.g., federal, private and/or state grants) or from departments or divisions that have chosen to enact more restrictive travel reimbursement practices.

Travel expenses between home and the workplace are not reimbursable. Most City related travel will originate from the workplace. In cases where it is advantageous to leave directly from the employee's home reimbursement should be based on total miles traveled for the City less normal daily mileage to and from the workplace.

City vehicles are for official City business, employees are not permitted to use City vehicles for personal use during or after shifts including taking a City vehicle home after the end of a shift. The exception, the Chief of Police may take a City vehicle home.

Employees are strictly prohibited from using City gas cards for personal vehicles. City gas cards must only be used to fill City vehicles and/or City equipment.

Employees are responsible for following this policy and, if applicable, the policy of their department.

Travel Authorization:

All travel must be authorized and approved in advance by the traveler's Department Director. If the Department Director is the traveler, the City Manager must authorize the travel.

The approval of the Travel Expense Report by the traveler and Department Director constitutes certification to the accuracy and appropriateness of all expenses and allowances listed as pertinent in the performance of official City business and inconformity with the City Travel Policy and Procedures.

Travel Expenses:

Generally, travel expenses should not be paid in advance (hotels, meals, car rental, etc.). However allowable travel items charged to a City purchasing card (airfare, conference registration) maybe charged in advance. Any advance purchases that were not utilized will remain the property of the City. Advances of City funds for travel purposes are not permitted.

Employees should keep track of all City-related expenses incurred during travel and submit receipts within 30 days of their return, along with any other documentation or forms required by their Department Director. If a receipt can't be located, employees should be prepared to provide other evidence and details of the expense. If acceptable documentation cannot be provided the expense will not be reimbursed.

This policy applies to all restricted fund programs. However, if specific agency guidelines are more restrictive than the City policy, the agency rules apply. Individuals traveling on restricted funds should be familiar with the allowable cost provisions of their funded program. In no case will an amount larger than that allowed under the City's policies be reimbursed. Travel expenses that do not conform with both this policy and the grant funded program guidelines will not be reimbursed or charged to the sponsoring agency.

Travel Time Pay:

During business travel, nonexempt employees will be paid for their normal work hours regardless of the day of the week. Time outside of their normal work hours will not be paid unless the employee is actively performing work, requested, or required to attend an event, or driving a vehicle. Nonexempt employees must accurately record all time worked during business travel. Exempt employees will not receive any additional compensation for travel time.

Personal Automobile Travel:

The use of a personal vehicle will be reimbursed at the current IRS Mileage rates. The IRS-specified mileage rate is intended to cover all expenses incurred for using a personal vehicle except for parking fees and tolls. Mileage reimbursements for a traveler who chooses to drive rather than fly should not exceed the lowest round trip coach airfare available at the time travel was authorized. The traveler must supply adequate dated documentation to support what the airfare would have been at the time of approval.

The owner's personal insurance on the vehicle is considered primary at all times. It is the responsibility of the vehicle owner to maintain insurance in an amount sufficient to pay for any loss and as required by the laws of the state of Ohio. The City may request proof of insurance at any time, and at least annually, this must be provided. The City does not provide coverage for loss of or damage to personal vehicles of employees when used in conjunction with City travel. Likewise, the City is not responsible for the loss of or damage to any personal property stored in the vehicle. Expenses for the maintenance and repair of privately owned vehicles used for City business are the responsibility of the traveler.

Meals

The City will reimburse meals at the IRS standard per diem rate (revised annually) for approved travel outside of the City. When travel is to a location designated by the IRS as a high-cost area, the traveler may be reimbursed at the higher per diem rate. The per diem allowance includes incidental expenses such as fees and tips for porters, baggage carriers, housekeeping and bell staff, therefore, requests for reimbursements of these types of expenses will be disallowed. Current standard, high-cost city, and foreign per diem rates can be found at the US General Services Administration. IRS per diem rates are provided as a total daily rate. For purposes of calculating partial days, breakfast represents 20% of the daily per diem total, lunch represents 31% of the daily per diem total, and dinner represents 49 percent of the daily per diem total. No alcoholic beverages of any kind can be reimbursed from City funds.

For partial days of travel, meals will be reimbursed, as shown below:

- Breakfast: Travel beginning prior to 6 am and continuing until after 9 am
- Lunch: Travel beginning prior to 11 am and continuing until after 1 pm
- Dinner: Travel beginning prior to 5 pm and continuing until after 8 pm

No reimbursement will be made for a meal that is provided as part of a conference registration fee. Reimbursement may be made for meals in excess of per diem allowances, when such meals are an integral part of the conference or seminar and are listed separately on the registration materials or are included in the cost of the conference or seminar. Supporting documentation such as the registration receipt or printed material showing which meal(s) are covered is required.

Lodging

Travelers will be reimbursed at the actual, reasonable single room rate for City business that is 50 miles or more from the traveler's primary work location and/or home. The reasonableness of the hotel will be determined by the Department Director. Exceptions to the 50-mile rule will only be granted by the City Manager for exceptional circumstances. When travel on official business requires overnight lodging more than 50 miles from the traveler's home or primary work location, reimbursement will be made for the actual and reasonable cost, plus taxes per night. When in the State of Ohio, the traveler should inquire as to the availability of a State tax exemption due to the tax exempt status of the City. A copy of the City's tax exemption certificate may be obtained from the Finance Director. Personal expenses such as in-room movies, in-room beverage or snack bars, recreational activities, room service, and other similar expenses will not be reimbursed.

Air Travel

Commercial Air
City employees are expected to take advantage of the lowest airfare available and to obtain the lowest possible fare by booking travel tickets well in advance of planned travel times, whenever possible. Direct flights may not always be the most economical, travels should also consider connecting flights. No reimbursement will be made for first-class or premium rates where other options are available. Expenses claimed under this section must be supported by a ticket stub, receipt, confirmation, or similar evidence of expense showing the details (destination and cost) of travel.

Private or Chartered Aircraft
Private and Charted flights are strictly prohibited by the City.
Airport Transportation and Parking
Airport parking and airport transportation will be reimbursed based on actual receipt. Travelers should use the economy lots that include transportation to and from the airport whenever possible.

Miscellaneous Transportation and Expenses

If the traveler is required to use other transportation (ride share services, train, taxi, subway, ferry, etc.) between airports; home and the airport; at a destination or overnight lodging, the actual cost of the transportation will be reimbursed. Receipts must be obtained and provided for any fare.

Car Rental

Rental cars are authorized if their use is as economical as any other type of transportation (ride share services, train, taxi, subway, ferry, etc.).

- **Reimbursable expenses**
  - Rented vehicle
  - Gasoline purchased for rental vehicle while on City business.
- **Vehicle Class**
  - Intermediate size car or comparable vehicle. City guidelines do not provide for the reimbursement of luxury vehicles.
- **Insurance**
  - Waive the rental company's loss/damage supplemental liability and/or personal accident insurance.
  - The City carries coverage for rental cars.
  - International rentals

- An international driver's license or permit may be needed in addition to your U.S. driver's license, in which case, the cost can be reimbursed with receipt.
- For travel outside the United States and Canada, the employee should accept the liability and collision damage insurance offered through the rental company.