

**FINANCE COMMITTEE
MOTION SUMMARY
July 27, 2015**

ITEM 1. Roll Call

Chairman Brush called the meeting to order at 4:11 p.m.

Members Present: Vice-Mayor George Hellinger and Chairman Andrew Brush

Members Absent: Vice-Chairman DiGenova

Staff Present: Dean Stelzer, Finance Director, and Tom Homan, City Manager

ITEM 2. Approval of the Motion Summary for February 12, 2015 as recorded and transcribed.

Motion: Vice Mayor Hellinger moved to approve the Motion Summary for February 12, 2015, as recorded and transcribed, seconded by Chairman Brush. Motion approved by a 2-0 vote.

ITEM 3. Motion to Excuse-Joe DiGenova

Motion: Vice-Mayor Hellinger moved to excuse Vice-Chairman DiGenova, seconded by Chairman Brush. Motion approved by a 2-0 vote.

ITEM 4. Review of 2014 Audit

- A. Audit Management Letter
- B. 2014 Single Audit Report

PRESENTOR:

Jason Carr
Wilson, Shannon & Snow, Inc.
10 West Locust Street
Newark, Ohio 43055

Mr. Carr reviewed the Audit Management Letter and the purpose of the letter which included significant audit findings. Mr. Carr provided a summary of the auditor's results. Also, reviewed were the negative cash balance funds in the Community Development Block Grant Fund and the FAA Airport Allocation/Improvement.

Motion: Vice-Mayor Hellinger moved to acknowledge and accept the review of the 2014 Single Audit Report and Audit Management Letter, seconded by Chairman Brush. Motion approved by a 2-0 vote.

ITEM 5. Discussion of HB5-Municipal Tax Reform

Mr. Stelzer discussed the new specific requirements to create a Tax Board of Appeal. Mr. Stelzer reviewed the changes that will need to be implemented with House Bill 5, including the establishment of the Board of Appeal and what the restrictions and requirements for the three-member Board. Mr. Stelzer plans to begin the establishment of the required Board of Appeal.

ITEM 6. Discussion of potential purchase of Time Card and Attendance Software

Mr. Stelzer provided an update of two vendors and the start up cost for the software and the yearly cost. Mr. Stelzer discussed the benefits of the software to department heads and can be used to schedule time off and to collect necessary data. Mr. Stelzer discussed that each vendor's software seems to be comparable in service but there is a cost difference.

A discussion was held on the cost difference between the vendors and the Finance Committee recommends focusing on the vendor with the lower startup and annual cost.

Motion: Chairman Brush moved to recommend to Council to direct staff to implement timecard software in 2016, seconded by Vice-Mayor Hellinger. Motion approved by a 2-0 vote.

ITEM 7. Discussion of Transparency Ohio participation

Mr. Stelzer provided an update on the status of the software and that staff is looking at what info is accessible and is shared externally. Mr. Stelzer will notify Council prior to the software being accessible to the public.

ITEM 8. Discussion of Performance Audit Status

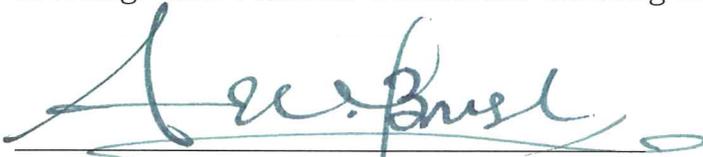
Mr. Homan recommended scheduling a meeting with the State Auditor to determine the next course of action. The members were in agreement to this recommendation.

ITEM 9. Next Meeting Date

The next meeting date to be determined.

ITEM 10. Adjournment

Motion: Vice Mayor Hellinger moved to adjourn the Finance Committee meeting. The Finance Committee meeting adjourned at 5:06 p.m.



Andrew Brush, Chairman



Elaine McCloskey, Clerk