

**MINUTES COMMITTEE MEETING
REYNOLDSBURG FINANCE AND ADMINISTRATION COMMITTEE
October 14, 2019**

Chairman Barth R. Cotner called the meeting to order at 8:29 PM

Call to Order - Roll Call

PRESENT: Cotner, Luzader, Spalding, Bryant
ABSENT: Clemens

Approval of Agenda

Agenda was approved as presented.

Approval of Minutes

- a. Finance and Administration Committee – Committee Meeting – September 23, 2019

RESULT: ACCEPTED

NEW LEGISLATION/DISCUSSION ITEMS

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT WITH EQUIVANT FOR COURTVIEW SOFTWARE, TO WAIVE COMPETITIVE BIDDING, APPROPRIATE FUNDS, AND DECLARING AND EMERGENCY --- Cotner. Finance and Administration Committee.

Clerk of Court Clark: I am advising Council that the department's Equivant Courtview Software is out-of-date. Equivant needs to update the software program by January 1, 2020. The current software will no longer be supported and will be unable to be used. There has not been an update since 2009. This update is mandatory for the Court to continue to operate properly.

Councilmember Cotner: The software has not been updated since 2009?

Clerk of Court Clark: We have received an internal update, but this particular software is no longer being supported. We have been using this software since 2010. The software still works, but will no longer be supported. The new computers being installed will also not support this current version.

Councilmember Cotner: That is a long time for a software program. Surprised that you were not kicked out of the software before now in order for the company to make more money. Any questions?

Councilmember Bryant: Is this the same Courtview software that is used by municipal court and various other Mayors Courts in the area?

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Clerk of Court Clark: Yes. It is modified for each municipal court depending on the need. The Courtview system, that is used downtown, was modified for the volume of cases they have. We are more in line with Westerville and Upper Arlington, who just moved to this software.

Councilmember Bryant: A number of Mayor's Courts allow me to go online, put in someone's name, and find when they have court and the case number. We cannot do that. Will this change?

Clerk of Court Clark: No, not unless we want to spend a lot of money. It's more costly. We looked into it and discussed it with our previous IT person and the current IT company. As it stands now, when people call, they will ask us their case number, the docket, or when they have court. Those are generally the questions we get. We weighed the cost effectiveness with the volume of calls we receive, and it is not that big of difference. We decided to avoid paying another \$10,000 to \$15,000. The current system is not causing us any issues.

Councilmember Bryant: I just wanted to find out if there is anything new about the software that people can use.

Clerk of Court Clark: The options are open so we can tailor the software to include public access at any point. As it stands now, we just want to see that the Court remains operating properly.

RESULT:	REFERRED TO COUNCIL [UNANIMOUS]	Next: 10/28/2019 7:30 PM
MOVER:	Barth R. Cotner, Chairman	
SECONDER:	Marshall Spalding, Ward 3 Councilmember	
AYES:	Cotner, Luzader, Spalding, Bryant	

LEGISLATION FOR THIRD READING

109-19

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A 36-MONTH CONTRACT FOR AUTOMATION OF PAYROLL TIME KEEPING AND ATTENDANCE WITH NOVATIME TECHNOLOGY, INC. --- Cotner. Finance and Administration Committee.

Councilmember Bryant: Auditor Cicak, is the payroll time keeping something that your office does by hand now? Can you explain the benefit to your office?

Auditor Cicak: This process is all done by hand now.

Councilmember Bryant: Will this software cover all City employees?

Auditor Cicak: It is not going to cover the police department.

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Councilmember Bryant: It will cover Parks & Rec, Street Department, . . . That's strictly done by you now - the payroll and time keeping?

Auditor Cicak: That's correct. The individual sheets go through many hands and then tabulated in our office. We hope to bring the police department on at the beginning of their next contract.

Councilmember Bryant: About how much of your office's time is spent on this process?

Auditor Cicak: Quite a lot. That's the reason behind it. Brenda Browning is our Payroll Specialist. She probably spends two to three days doing this process.

Councilmember Bryant: A week?

Auditor Cicak: Every two weeks.

Councilmember Cotner: Any one else with questions?

Councilmember Luzader: Not really a question, but I know, from my experience, this has been an ongoing problem for years. I think it is something that really needs to be done to help streamline the time keeping and the auditor's time.

Councilmember Bryant: And this is a time clock system?

Auditor Cicak: It is online. There will be a couple of time clocks at the street department, water department . . . salaried people it won't matter to. It will keep track of vacation time and sick time. Employees will be able to go in and look at it. It will be very user friendly. The biggest part is that 69% of our budget is spent on payroll. If we spend just a little bit of money to save a little bit or keep a closer eye on it, I think it will really pay for itself in the future.

Councilmember Bryant: Do you have numbers for that?

Auditor Cicak: Not with me tonight. I could definitely present them to you.

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SECONDER:	Brett Luzader, Ward 2 Councilmember	
AYES:	Cotner, Luzader, Spalding, Bryant	

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A RENEWAL CONTRACT WITH MUTUAL OF OMAHA FOR EMPLOYEE LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, SHORT TERM DISABILITY AND LONG TERM DISABILITY INSURANCE FOR THE PERIOD OF JANUARY 1, 2020 THROUGH JANUARY 1, 2022 --- Cotner. .

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