

MINUTES REYNOLDSBURG CITY COUNCIL MEETING

Tuesday January 11, 2011

President of Council William L. Hills called the meeting to order at 7:30 p.m.

Members of Council present: Mel Clemens, Barth R. Cotner, Nathan Burd, Fred Deskins, Jr., Doug Joseph. Councilman Chris Long and Councilwoman Leslie Kelly were absent.

The Invocation was given by Mr. Hills, who also led the Pledge of Allegiance.

Minutes of the Council meeting held December 20, 2010 were approved without objection.
Minutes of the special Council meeting held January 4, 2011 were approved without objection.

The agenda was approved.

Community Comments and Requests:

Bruce Sowell: Thank you very much, President Hills. As usual, the celebration is coming up for the City of Reynoldsburg and the invite definitely goes out to everyone in the community, which is a free event, plus all members of Council. I was kind of hoping that they were all here tonight so I could invite you, as this year's program's going to be directed at the youth of our community right now, and the theme is "Keeping Hope Alive Today, Tomorrow and in the Future". One of the recipients will be one of the High School students this year and actually, the unique thing about the High School student, he typifies what the dream is all about. He's, his country is, where he comes from is the Ukraine, but he's heavily involved in the activities of our community and he'll be there as well. Entertainment is going to be provided by the Anointed Sons of God, and there is also going to be the Hallal Christian Church Dance Ministries from the Antioch Bible Fellowship Church, which is local here, too; and some of the people you'll probably know that will be at the event as well, but as I do all the time, I mean to extend it to you. Hopefully, our members of Council, our leaders of this city will appear. Look forward to seeing some of your faces there as we tried to make this an open event, which includes everybody. Reynoldsburg is one of those towns that, you know, I kind of like. This has been my home, this has been my only home, since I left from Cleveland, Ohio. So with that, like I said, you're all invited. Hope to see you there.

Mr. Hills: And Bruce, that is the 17th, next Monday night?

Mr. Sowell: Next Monday, the 17th at 7:30 p.m., yeah.

Mr. Hills: At 7:30 p.m.? Okay.

Mr. Sowell: So I would like to say, I would look forward also too, Mayor, hope you can make a chance to come in and see your constituents and you guys get a chance to see what exactly goes on in our city and I know that you do and I know that a lot of you up here certainly do care about what happens in this town. Other than that, you wouldn't be there. So the invite's extended to all of you. I hope to see you there.

Mr. Hills: We thank you and I'll just take the opportunity to note that the city is closed next Monday, which is Martin Luther King Day and the ceremony will be in here. Our Committee Meetings will be next Tuesday, the 18th instead of the 17th but thank you very much Bruce.

Reports:

Mr. Hills said the City Auditor would give an update on the conversion that was taking place.

City Auditor Harris: Thank you, President Hills, members of Council. For the last ten or eleven months, we've been going through the ending of the processing on the old CMI System which we've had since the late '80's, it's a DOS system, and converting that over to an internet system, which Council authorized the purchase of last year. I'm going to talk a little bit about first, of the closing out of the CMI system. We ended processing both for my department and the Water Department on 12-28-2010 and the reason we did that, those files had to be sent to New World because they had to convert all the data that was currently on those and move it around so that they could put it into the new system. In other words, you'd have a customer's name in the Water Department, it's in this spot on this, it has to go to this spot on this. So we've been working off and on for this since about May of last year, doing this in small chunks and doing some bigger and bigger ones. So they had to be sent to them to redo all those files and then send them back to us. They sent them back to us on 1-1-2011 and then it was uploaded into the new system on 1-2-2011. We came in on Monday, the 3rd, even though the city was closed and spent most of the day going through all the conversion data, making sure everything was right and some of the things we did, they had to go through all the Water accounts, there's over 12,000 Water accounts, to make sure that they all moved over correctly. They had a total inaccuracy of \$500 which was limited to four accounts so that data got converted, got fixed and got converted over very easily.

The files for payroll that we worked on, were everything had to be moved over from the current payroll to this one. Some of the stuff we had put in manually before like names, addresses, phone numbers, personal information, but all the things that are in there for each person, like how many deductions they claim, do they do deferred compensation, do they have Union dues to be paid, bank account numbers for direct deposit, anything like that, we had to go through and check all those along with their bank of hours and their sick pay and their comp time and then their vacation pay to make sure all those came through. So that took us quite a bit of time to do all that. Then we went to the files in the financial management, went through all the vendor files to make sure all the

information for the vendors was correct. The fund balances all came over correct. So this was obviously a very long process. Those were all uploaded and we put them into a, on 1-2-2011, they went in and they were ready to go. On 1-3-2011, we started processing on the new system. We did receive on that day also the files from CMI to do the 1099's and the W2's. Those will be the last items we'll basically pull out of the old CMI system along with the ones we claim, we finish the month ending, that will be the last month ending and the last year ending, but we do need to pull all the reports out of there to send to Don Schonhardt's people to do our Annual Financial Reports. So the CMI system now, other than the closing out of the year end is basically finished. We are going to keep the system running since there's really no reason to shut it off and we have two computers that are set up to actually be able to go in and pull history out if somebody wants to know what we purchased from American Rock Salt five years ago, we can still pull up the data, but we are not putting any additional data into that system. So processing began on June, on January the 3rd. The Water Department has been receiving payments ever since January the 3rd and they have been processed every day. They seem to be doing okay. I don't get involved with that obviously because I'm on the other side of the counter. Payroll, everybody got their HSA money last week. That went through the new system. We liked doing it that way because that way, we got to check the system's compatibility with PNC Bank to make sure we could send files over and get them processed. The first payroll is this week. We've done a number of payrolls that we did parallel over the last six weeks. We've done a number of them. They all seem to be working correctly. The time sheets all came through the system. Nobody seemed to have any problems with it. There were a couple of little problems in the Police Department because their payroll is much more difficult because they have all kinds of different things and they had some overtime with the Holidays. The employees all seem to like putting them through that way. It's a lot easier than putting them on paper although we did have them do it on paper so that when we went through we could double check to make sure what came through was the same as what they put through on the paper. The checks were printed out today. The file was sent to the bank today for the direct deposit; everything seemed to work all right. We done, all the Purchase Orders for this year have been put in. I've been doing about 75 - 100 of them a day through approval. The Purchase Orders that were carried over have all been put in from last year. The 2011 Budget that Council passed was imported into the system so all the appropriations for those are in there and the final expenditure numbers for 2010 have been put in. The only things we have yet to do is the carryover of the projects, the on-going projects like Summit Road, and there are still a few invoices from the Street Program from last year that there's still some money on. Those have not, we have not done any appropriation on those. We will get those in the next day or so. We have not paid any invoices to anybody yet because there's been nothing come in. We look to do a check run next week so we'll be able to look and make sure all those particular functions are working as they should. We've done some testing in this. Everything seems to be okay but you never know until you actually start doing it. There's a few, some additional training for the departments that they haven't gone through yet. This system has the ability for every department to do what they call report generation. If there's some kind of report that they need for something specific, chances are this system can put it together. If it's something that they've been currently doing on an Excel Spreadsheet or keeping track of manually, this can do it for them. They can

generate a report to do it that they would not have to do it manually. So they'll be getting some additional training on that. The last part of the system is the E Suite which is the part of the program which allows us to collect bills online. We sent out an RFP starting last October for people to act, banks to act as a gateway between our system and a processing center in order to process credit cards and stuff online. We have those back. We'll be making a decision sometime in January or February as to who we want to use and we plan late February or early March to take some of the people in the city who have email accounts that we can start training and testing on them as to the, how much work we're going to have to do to get this available and put the link into the city's website to allow people to pay those online and get online to see what their bill is and any information they want. So other than that, that's kind of where we're at and if anybody has any questions, I'll certainly be glad to answer them.

Mr. Hills: Any questions of the Auditor? So basically, we are moving into the electronic world or approaching that?

Mr. Harris: We're getting there, we're getting there. Everything now, all the Purchase Orders are now paperless, everything's online. You can look at them all in the Department. There was one little problem that a couple people said they would like to see the description put an account number in there. We've done that but everybody is using that. The time sheets are now all being captured electronically and so we're kind of moving in the right direction. We will be pay, we're going to pay on checks initially but we are going to get account numbers from all the vendors like AEP, the gas company and all those and we'll be able to pay those through an ACH rather than generating a check. Because of security issues with checks anymore, we like to generate as few checks as we can and so this will allow us to do that as well. We have the process from the State, which has been approved, where they allow you to do that and still keep the proper paper trail for an audit.

Mr. Hills: As far as we know, the employees are all working well with the new system?

Mr. Harris: Uh-huh.

Mr. Hills: Good. Any other questions? Everybody's going to let Mr. Harris off that easy? Dick, thank you very much.

Mr. Harris: Well, at least I didn't talk for five hours.

Mr. Hills: Mayor McCloud, are you going to give us an update on 911, or the 911 system - that sounds better.

Mayor McCloud: Yeah, thank you President Hills, members of Council. By way of background, when a Reynoldsburg resident picks up their home phone and calls 911, it shows up on the screen in front of the Dispatcher next door. The name of the person who called, their telephone number and

their address. On the afternoon of December 8th, that stopped working. The calls were coming in, the information was not displayed. The Dispatchers couldn't tell where the call was coming in. The calls were then, I will use the phrase, they flipped a switch. It was more complicated than that, but the layman's term, in order to transfer all incoming 911 calls to the County Sheriff's Office. So if I called 911 from my home line that day, it would have been answered "County Sheriff's Office, what is your emergency?" That happened at approximately 2:30. By about 9:00 p.m. that evening, the outside vendor who services that portion of the system, had been here, made the repair. There was a morning glitch, the following morning, they came back out and trouble shot that, but what I want to make clear is that at no time were our citizens without the capability of calling 911.

Mr. Hills: Okay, any questions? I had a question or two raised with me and that's why I asked you to do that because I think the key thing to remember is that if our system goes down, if a customer here, resident of the city is hitting 911, somebody's going to answer the phone and it may not be the Dispatchers in the Police Department. If there's an equipment problem, it will be answered by the County. So that's always rather helpful to know. It will not go unanswered. I have nothing else on the agenda. Does anybody else have anything else for the cause? Does anybody want to, Mr., Councilman Clemens.

Mr. Clemens: I have a question for Brad on this when I came in this evening. The receptionist's desk. I've never seen it that way. We have where somebody comes in and it tells them where to go and so forth.

Mayor McCloud: Yes.

Mr. Clemens: And that's if we don't have somebody there?

Mayor McCloud: That's correct.

Mr. Clemens: Okay.

Mr. Hills: Okay, anyone else have anything they want to address Council? If not we will adjourn at approximately 7:47 p.m.

William L. Hills, President of Council

Nancy C. Frazier, Clerk of Council