



CITY OF GAHANNA
DEPARTMENT OF FINANCE

To: Tom Kneeland
Members of Council
City Attorney

From: Joann Bury
Director of Finance

Date: July 25, 2016

Department of Finance Action Items:

Action Item #1 – Request a Motion Resolution to Transfer Appropriations:

Finance has performed a mid-year projection of salaries and benefits to determine if adjustments are required based on staffing and benefit changes. The Parks and Recreation Department has also reviewed current staffing requirements to complete the summer season, as well as, specific contract services that will require completion. The contract services include parking lot crack and seal, striping, and Academy Park fencing and concrete repair. In addition, Human Resources has begun the process of selecting a company for the compensation study which will require transfers to the department’s contract services account. Based on these analyzes, we are requesting a motion resolution to transfer appropriations as follows:

From Account	To Account	Amount
101.211.5102 – Police Deputy Director	101.123.5105 – Records Admin FT Admin Salary	\$12,290
101.125.5105 – Human Resources FT Admin	101.125.5101 – Human Resources Director	\$8,400
101.431.5102 – Parks Deputy Director	101.432.5113 – Parks Seasonal Escrow	\$14,000
101.431.5103 – Parks Superintendents	101.432.5113 – Parks Seasonal Escrow	\$10,000
101.433.5104 – Golf Supervisors	101.432.5113 – Parks Seasonal Escrow	\$500
101.433.5104 – Golf Supervisors	101.434.5111 – Senior Services Part Time	\$7,000
101.438.5104 – Hunters Ridge Supervisors	101.440.5112 – GSC Seasonal	\$8,000
101.438.5131 – Hunters Ridge PERS	101.432.5131 – Recreation PERS	\$2,030

101.438.5131 – Hunters Ridge PERS	101.432.5132 – Recreation Workers Comp	\$290
101.438.5131 – Hunters Ridge PERS	101.432.5138 – Recreation Medicare	\$211
101.438.5131 – Hunters Ridge PERS	101.434.5131 – Senior Services PERS	\$980
101.438.5131 – Hunters Ridge PERS	101.434.5132 – Senior Services Workers Comp	\$140
101.438.5131 – Hunters Ridge PERS	101.434.5138 – Senior Services Medicare	\$102
101.438.5131 – Hunters Ridge PERS	101.440.5131 – GSC PERS	\$1,120
101.438.5131 – Hunters Ridge PERS	101.440.5132 – GSC Workers Comp	\$160
101.438.5131 – Hunters Ridge PERS	101.440.5138 – GSC Medicare	\$116
101.431.5306 – Parks Maintenance Supplies	101.431.5249 – Parks Contract Services	\$15,000
101.431.5133 – Parks Health Insurance	101.431.5249 – Parks Contract Services	\$15,000
101.125.5292 – Human Resources Flexible Spending	101.125.5249 – Human Resources Contract Services	\$10,000
101.135.5456 – Miscellaneous Operational Expenses	101.125.5249 – Human Resources Contract Services	\$9,200
101.130.5249 – Finance Contract Services	101.125.5249 – Human Resources Contract Services	\$30,800

Department of Finance Update Items:

- The Comprehensive Annual Financial Report has been completed and filed with the Government Finance Officers Association. The Audit report was released by the Auditor of State on July 18, 2016. The City has received and unmodified or clean opinion.
- The 2017 Budget process has begun.
- The Finance Department is experiencing technical problems with our accounting software that stops the monthly close out process. Sungard is currently researching the problem and we are awaiting a resolution to fix the system. Because we are unable to post all transactions and close the month the Q2 finance report to Council will be delayed.