

## Capital Improvements Minutes

Honorable Council  
City of Newark, Ohio  
June 9, 2015

The Capital Improvement Committee met in Council Chambers on Monday, June 8, 2015 following the Service Committee with these members present:

|                 |               |
|-----------------|---------------|
| Dee Hall, Chair | Bill Cost Jr. |
| Jeff Rath       | Alex Rolletta |
| Curtis Johnson  |               |

We wish to Report:

1. There is hereby a request for an appropriation of the unappropriated balance of the 335, Capital Improvement Fund, in the amount of \$10,000.00 (Cemetery Management Software)

| Account      | Description | Amount      |
|--------------|-------------|-------------|
| 335.432.5536 | Software    | \$10,000.00 |

**Director Rhodes-** we are asking for \$10,000.00 to replace outdated software. What we have now in the Cemetery is software written in an extinct language. In another words it is a DOS based program. When we bought the program it was 2 years old in 1991. The current program has problems printing. We have to use old printers in order to get it to spit reports out which are not very reliable and the reports are not very detailed or through. It is difficult to navigate for existing information. As a matter of fact all of the people who are buried in Cedar Hill Cemetery can't be loaded up into this computer program because the number of people there exceeds the memory capacity. We have had several meetings on this and what we have decided is that we would like to build our own program. The first thing that we want to do is convert the data into an SQL which it basically makes it a more flexible data base language so different users can use it. We want to make it web based program so that it can be easily accessed from anywhere in the city. We want to have a public site on it so that if I have someone buried there I can easily locate where that person is buried. I want to have a calendar on there that shows the burials, when they are going to happen and s positive to that is we would have a separate log in for the funeral homes so they can see when we are having services so that they can schedule burials with their customer base. We want to have a sale, invoicing and accounts receivable feature, all things that we struggle with now. We want to have a final disposition form and

eliminate a hand written final disposition form. We want a burial report, a sales report and a payment history report. A lot of people will come and buy plots and they will enter into a payment arrangement with us and these documents are hand written but now it would data input so we can see when they are supposed to be in to make a payment. We want to be able to sort fields and have a mobile app. It is a much needed program. I would agree that the cost of a computer and computer program is agree gist but in light of the fact that the program was purchased in 1991 and was two years old at that point we are very concerned that the whole program will crash and we won't be able to get it open to get the information out. This includes the transferring of data and things of that nature.

**Motion by Mr. Johnson to send to full Council, second by Mr. Rath**

**Mr. Blake-** who is doing this work for you?

**Director Rhodes-** John Carson, Alpha Link so it is being done locally and what I like about that is if we find out that we need to make further tweaks we can.

**Ms. Hall-** how many people did you say need to be input into the computer system still?

**Jeff Hotchkiss-** 13,000 people.

**Director Rhodes-** we will have an up to date computer program.

**Ms. Hall-** this is just for software and updating? This isn't paying a new person to put this in?

**Director Rhodes-** it is software, that's correct. Under the Job and Family Services Grant that Ms. Gilkes was able to get Jeff Hotchkiss is able to bring a person in to help get the people input into the new system.

**Motion passed by a vote of 5-0.**

**Director Rhodes-** I just want to make mention that over the last 2 years Dee Hall has brought art to the second floor of City Hall and we appreciate that. We have decided to transfer into putting up old pictures of Newark up. Dee and I have spent a fair amount of time at The Buckingham House with the Historical Society we picked some pictures and tomorrow Dee is going to donate her time to help get them hung in City Hall. I also wanted to say thank you to Ryan Bubb for his input on this computer software for giving me some ideas.

**Chair, Dee Hall**