

**FINANCE COMMITTEE MINUTES
JANUARY 15, 2019**

The Finance Committee meeting was held on January 15, 2019 at North Royalton City Hall, 14600 State Road. The meeting was called to order at 6:06 p.m.

PRESENT: Committee Members: Chair: Larry Antoskiewicz, Vice Chair Gary Petrusky, Paul Marnecheck; Council: John Nickell, Dan Langshaw, Cheryl Hannan, Dan Kasaris; Administration: Mayor Robert Stefanik, Law Director Thomas Kelly, Finance Director Eric Dean, Police Chief Ken Bilinovich, Safety Director Bruce Campbell; Other: Lou Krzepina, Linda Barath.

APPROVAL OF MINUTES

Moved by Mr. Petrusky, seconded by Mr. Marnecheck to **approve the minutes for the November 20, 2018 Finance Committee meeting.** Yeas: 3. Nays: 0. **Motion carried.**

UNFINISHED BUSINESS

1. **Monthly Finance report including tax collections status**

Mr. Dean reviewed these reports, copies of which are attached to these minutes.

2. **Overtime**

Mr. Dean reviewed this report, a copy of which is attached to these minutes. Mr. Langshaw asked if the federal shutdown will have any ripple effect for us. Mr. Dean said that the federal government is such a large employer and the economy could take a hit over a long period of time so unemployment and general expenditures could impact us as it ripples through the economy. Our residents who are employed by the federal government and affected by the shutdown could affect us as well.

NEW BUSINESS

1. **Ordinance No. 18-119 – Credit Card Policy**

Mr. Kelly said that North Royalton was ahead of the times in that we had a regulatory credit card ordinance for many years. What we are doing here is updating it to conform to the state statute which was recently enacted to cover those communities who did not have a policy.

Moved by Mr. Petrusky, seconded by Mr. Marnecheck to **remove from committee.** Roll Call: Yeas: 3. Nays: 0. **Motion carried.**

ADJOURNMENT

Moved by Mr. Petrusky, seconded by Mr. Marnecheck to **adjourn the January 15, 2019 Finance Committee meeting.** Yeas: 3. Nays: 0. **Motion carried.**

Meeting adjourned at 6:11 p.m.

City of North Royalton
Bank Reconciliation
November 30, 2018

Bank Balance

Bank Statements:

Fifth Third Bank - Operating	\$5,785,047.68
Fifth Third Bank - Payroll	\$ -
Petty Cash	\$ 5,050.00
Fifth Third Bank - Investment Account	\$ 8,036,980.90
Star Ohio - Investment Account	\$ 1,812,248.42
First National Bank Investment Account	\$ 504,604.14
Fifth Third Bank-OGBC Agency Fund	\$ 559,569.80
	<hr/>
Total Statements	\$16,703,500.94

Adjustment to Bank Balance:

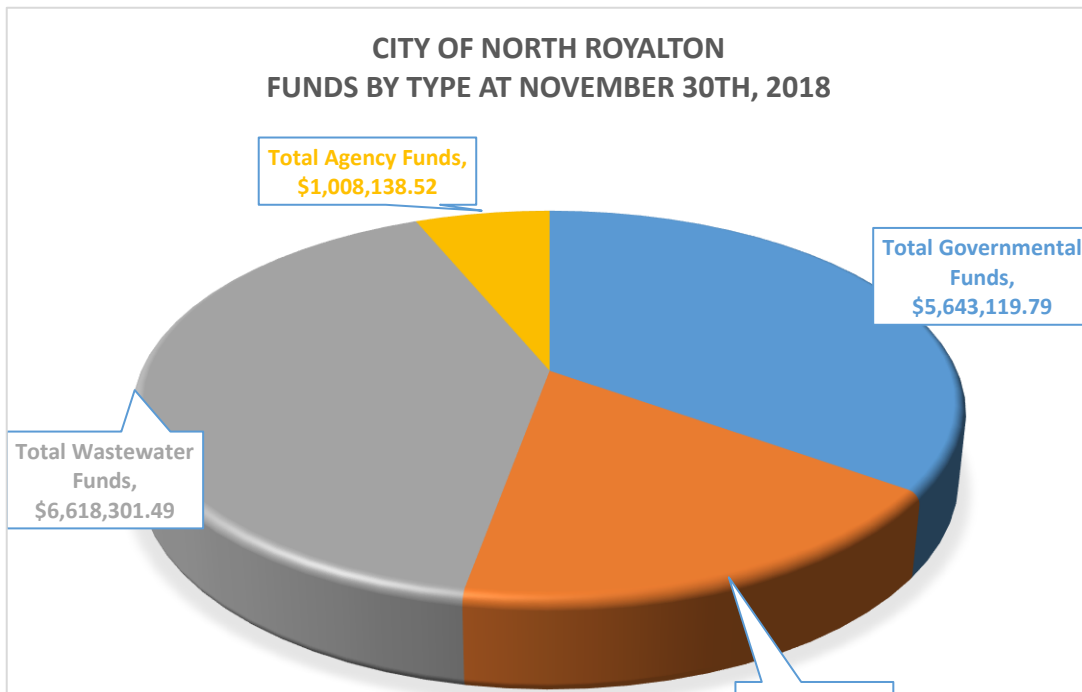
Deposits in Transit	-
Fifth Third - Pending Payroll payments	(27,611.64)
Fifth Third Bank - interest premium	(15,435.45)
Accounts Payable-OGBC Agency Fund	(168,377.38)
Outstanding Checks	\$ (321,557.78)
	<hr/>

Adjusted Bank Balance 16,170,518.69

Book Balance:

Total All Funds - per Tyler Munis System \$16,170,518.69

Difference -



City of North Royalton
City Income Tax Collections
12/18/2018

CURRENT MONTHLY RECEIPTS	Net Receipts
---------------------------------	---------------------

received in

collections for the month of November-2018 / December-2018

Regional Income Tax Agency	\$ 956,074.83
Ohio Department of Taxation	\$ 2,612.52
	\$ 958,687.35

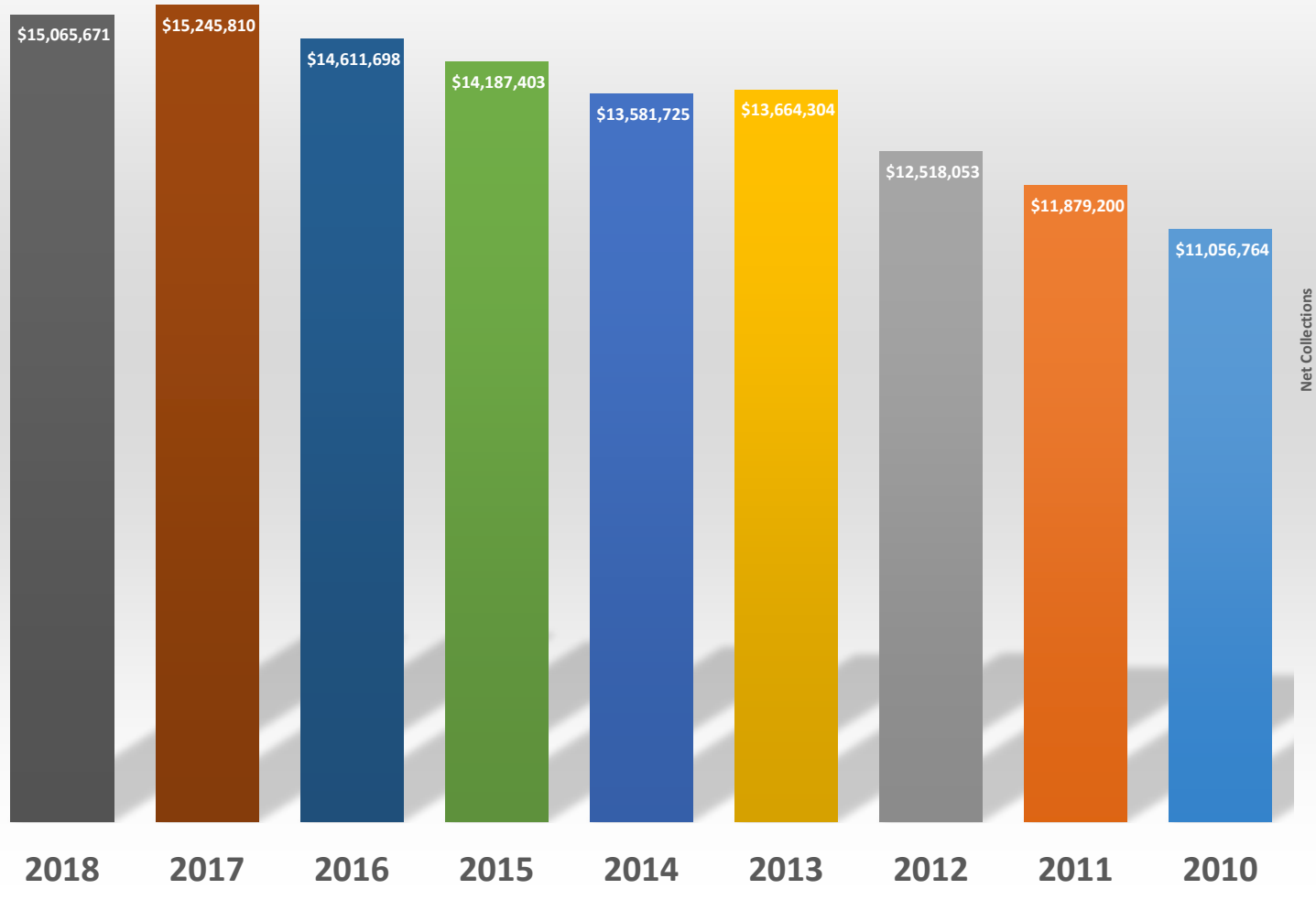
YEAR TO DATE RECEIPTS	Net Receipts
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Regional Income Tax Agency	\$ 15,005,486.57
Ohio Department of Taxation	\$ 60,184.82
Fiscal Year 2018	\$ 15,065,671.39
Fiscal Year 2017	\$ 15,245,809.52
Increase (Decrease)	\$ (180,138.13)

COLLECTION DETAIL

	This Year	Prior Year		
	December-2018	December-2017	Difference	%
WITHHOLDING	\$ 561,501.79	\$ 543,287.45	\$ 18,214	3.35%
INDIVIDUAL TAXES	\$ 228,517.54	\$ 305,241.89	\$ (76,724)	-25%
NET PROFIT TAXES	\$ (3,585.15)	\$ 37,189.37	\$ (40,775)	-110%
TOTAL GROSS RECEIPTS	\$ 786,434.18	\$ 885,718.71	\$ (99,285)	-11%
3% withholding for collection				
fees	(23,491.87)	(26,571.56)	\$ 3,080	-12%
legal fees/court costs	(3,057.54)	(2,985.64)	\$ (72)	2%
TOTAL LEGAL FEES AND				
COLLECTION COSTS	(26,549.41)	(29,557.20)	3,007.79	-10%
TOTAL NET RECEIPTS	759,884.77	856,161.50	\$ (96,277)	-11.25%

Year to Date Income Tax



**CITY OF NORTH ROYALTON
Income Tax Receipts Summary**

Month Received	#101 - General Fund			#207 Police Facility	#211 - SCMR Fund			#219 Office on Aging	#213 - Income Tax Fund			#433 - Storm Water Fund			Refunds	Overhead & Legal Fees	Net Receipts
	RITA	ODT-Net Profit	#101 - General		RITA	ODT-Net Profit	#211 - SCMR		RITA	ODT-Net Profit	#213 - Income Tax	RITA	ODT-Net Profit	#433 - Storm Water			
January	\$ 1,134,557.83	\$ -	\$ 1,134,557.83	\$ 16,666.67	\$ 198,749.29	\$ -	\$ 198,749.29	\$ 14,583.33	\$ 58,347.52	\$ -	\$ 58,347.52	\$ 99,374.65	\$ -	\$ 99,374.65	\$ (2,195.01)	\$ (50,752.32)	\$ 1,469,331.96
February	\$ 739,234.22	\$ -	\$ 739,234.22	16,666.67	175,842.73	-	175,842.73	14,583.33	35,399.79	-	35,399.79	87,921.36	-	87,921.36	(5,306.37)	(34,738.39)	1,029,603.34
March	\$ 685,443.83	\$ 10,187.26	\$ 695,631.09	16,666.67	148,333.63	\$ 593.33	\$ 148,926.96	14,583.33	28,835.01	\$ 359.55	\$ 29,194.56	898.87	\$ 898.87	1,797.74	(13,625.28)	(28,819.56)	864,355.51
April	\$ 1,108,809.63	\$ 107.40	\$ 1,108,917.03	16,666.67	165,052.97	\$ 5.69	\$ 165,058.66	14,583.33	50,919.12	\$ 3.79	\$ 50,922.91	9.48	\$ 9.48	18.96	(52,780.17)	(41,967.14)	1,261,420.25
May	\$ 1,930,270.97	\$ 3,778.25	\$ 1,934,049.22	16,666.67	243,258.95	\$ 200.03	\$ 243,458.98	14,583.33	93,576.61	\$ 133.35	\$ 93,709.96	333.38	\$ 333.38	666.76	(67,098.39)	(63,500.59)	2,172,535.94
June	\$ 1,315,061.94	\$ 20,861.56	\$ 1,335,923.50	16,666.67	206,632.92	\$ 1,104.44	\$ 207,737.36	14,583.33	59,745.75	\$ 736.29	\$ 60,482.04	1,840.72	\$ 1,840.72	3,681.44	(51,527.45)	(48,818.33)	1,538,728.56
July	\$ 1,435,522.26	\$ -	\$ 1,435,522.26	16,666.67	193,133.96	\$ -	\$ 193,133.96	14,583.33	69,163.90	\$ -	\$ 69,163.90	-	\$ -	-	(41,101.44)	(52,402.07)	1,635,566.61
August	\$ 839,578.98	\$ 15,434.23	\$ 855,013.21	16,666.67	154,997.19	\$ 289.19	\$ 155,286.38	14,583.33	36,547.75	\$ 198.50	\$ 36,746.25	496.99	\$ 496.99	993.98	(33,196.89)	(32,554.91)	1,013,538.02
September	\$ 835,176.23	\$ -	\$ 835,176.23	16,666.67	138,430.73	\$ -	\$ 138,430.73	14,583.33	37,291.26	\$ -	\$ 37,291.26	-	\$ -	-	(42,547.84)	(32,002.55)	967,597.83
October	\$ 1,029,775.91	\$ -	\$ 1,029,775.91	16,666.67	247,131.75	\$ -	\$ 247,131.75	14,583.33	55,928.76	\$ -	\$ 55,928.76	100,000.00	\$ -	100,000.00	(20,771.45)	(45,521.75)	1,397,793.22
November	\$ 726,640.01	2210.19	\$ 728,850.20	16,666.67	173,328.03	130.62	\$ 173,458.65	14,583.33	34,014.96	78.37	\$ 34,093.33	38,915.88	193.34	39,109.22	(14,139.68)	(33,934.37)	958,687.35
December	\$ 567,637.23	\$ -	\$ 567,637.23	16,666.63	100,000.00	\$ -	\$ 100,000.00	14,583.37	27,259.09	\$ -	\$ 27,259.09	101,000.00	\$ -	101,000.00	(44,084.11)	(26,549.41)	756,512.80
Total	\$ 12,347,709.04	\$ 52,578.89	\$ 12,400,287.93	\$ 200,000.00	\$ 2,144,892.15	\$ 2,323.30	\$ 2,147,215.45	\$ 175,000.00	\$ 587,029.52	\$ 1,509.85	\$ 588,539.37	\$ 430,791.33	\$ 3,772.78	\$ 434,564.11	\$ (388,374.08)	\$ (491,561.39)	\$ 15,065,671.39
Original Fiscal Budget			\$ 12,600,000.00	\$ 200,000.00			\$ 2,200,000.00	\$ 175,000.00			\$ 700,000.00			\$ 330,000.00	\$ (300,000.00)	\$ (475,000.00)	\$ 15,430,000.00
			98%	100%			98%	100%			84%			132%	129%	103%	98%

Month Received	#101 - General Fund			#207 Police Facility	#211 - SCMR	#219 Office on Aging	#213 - Income Tax	#433 - Storm Water	Refunds	Overhead & Legal Fees	Net Receipts
		#101 - General									
January		\$ 1,080,749.29		\$ 16,666.67	\$ 167,494.28	\$ 14,583.33	\$ 56,982.26	\$ 83,747.14	\$ (6,377.22)	\$ (45,405.77)	\$ 1,368,439.98
February		794,280.86		16,666.67	181,032.16	14,583.33	38,497.99	90,516.08	(3,852.86)	(37,510.67)	1,094,213.56
March		614,795.04		16,666.67	120,268.36	14,583.33	31,121.48	60,134.18	(9,242.41)	(28,964.46)	819,362.19
April		995,127.83		16,666.67	178,713.64	14,583.33	47,417.81	89,356.82	(38,348.58)	(66,436.60)	1,237,080.92
May		1,705,275.43		16,666.67	236,949.12	14,583.33	83,281.51	59,237.28	(71,766.85)	(63,828.56)	1,980,397.93
June		1,380,723.06		16,666.67	225,797.53	14,583.33	63,092.10	-	(32,695.45)	(52,138.48)	1,616,028.76
July		1,298,944.74		16,666.67	192,301.68	14,583.33	61,027.96	-	(33,227.01)	(52,410.55)	1,497,886.82
August		950,243.58		16,666.67	166,270.46	14,583.33	42,288.00	-	(30,848.83)	(38,726.97)	1,120,476.24
September		748,557.84		16,666.67	147,536.51	14,583.33	34,676.33	36,884.13	(17,762.07)	(34,362.69)	946,780.05
October		1,201,907.03		16,666.67	285,143.56	14,583.33	63,785.47	51,506.79	(2,766.66)	(52,667.20)	1,578,158.99
November		855,677.30		16,666.67	150,000.00	14,583.33	40,379.69	100,000.00	(8,688.85)	(37,795.57)	1,130,822.57
December		639,640.86		16,666.63	110,000.00	14,583.37	30,224.69	80,000.00	(5,396.84)	(29,557.20)	856,161.51
Total		\$ 12,265,922.86		\$ 200,000.00	\$ 2,161,507.30	\$ 175,000.00	\$ 592,775.29	\$ 651,382.42	\$ (260,973.63)	\$ (539,804.72)	\$ 15,245,809.52
Original Fiscal Budget		\$ 11,900,000.00		\$ 200,000.00	\$ 2,150,000.00	\$ 175,000.00	\$ 720,000.00	\$ 650,000.00	\$ (300,000.00)	\$ (450,000.00)	\$ 15,045,000.00
		103%		100%	101%	100%	82%	100%	87%	120%	101%

NOTES: Shaded columns reflect the additional tax.

CITY OF NORTH ROYALTON
Summary of Overtime Budgets
2018 Fiscal Year

12/8/2018

Fund	Department	2018 Budget	2018 Actual
General Fund	Police Department	\$ 180,000	\$ 162,603
General Fund	Animal Control	2,000	931
General Fund	Fire Department	5,000	3,130
General Fund	Dispatch	6,800	3,955
General Fund	Parks & Recreation	20,000	13,001
General Fund	Building Department	1,000	142
General Fund	Mayor's Office	2,050	1,364
General Fund	Finance Department	2,500	571
General Fund	Engineering	200	82
General Fund	Legislative Activity	2,500	2,249
General Fund	Mayor's Court	5,050	3,420
General Fund	City Hall Building and Grounds	400	21
Police Facility Operating	Jail	40,000	27,604
EMS Fund	Fire Department	425,000	392,143
SCMR	Streets	20,200	18,340
SCMR	Snow removal	35,350	27,265
Office on Aging	Senior Assistance	5,000	43
Community Diversion	Police Department	5,000	-
Waste Water	Treatment	85,850	63,013
Waste Water	Storms Sewer and Drainage	19,000	7,018
Waste Water	Maintenance	35,500	30,817
		\$ 814,464	\$ 757,713

93%

Current Date Represents This Percentage of the Year- 96%

**NORTH ROYALTON
CASH POSITION REPORT
1/01/2018 to 11/30/2018**

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All Funds	Beginning Cash Balance 1/01/2018	MTD 11/01/2018 - 11/30/2018 Receipts	MTD 11/01/2018 - 11/30/2018 Expense	1/01/2018 thru 11/30/2018 2018 Receipts	1/01/2018 thru 11/30/2018 2018 Expense	Cash Balance w/o Encumb	Thru 11/30/2018 Encumbrances	Ending Balance
101 General Fund	2,033,442.98	916,312.68	1,776,212.02	15,044,025.01	14,600,431.39	2,477,036.60	366,062.38	2,110,974.22
203 DARE Fund	-	0.00	0.00	-	-	0.00	-	0.00
205 Enforcement & Education Fund	49,165.66	100.00	0.00	17,277.93	16,147.08	50,296.51	475.00	49,821.51
206 Drug Law Enforcement Fund	1,824.66	0.00	0.00	1,170.00	-	2,994.66	-	2,994.66
207 Police Facility Operating Fund	31,684.43	129,137.99	94,429.20	903,853.43	862,868.31	72,669.55	18,057.33	54,612.22
208 Law Enforcement Fund	73,654.78	2,275.04	0.00	91,683.32	28,287.37	137,050.73	-	137,050.73
209 EMS Levy Fund	90,806.19	314,456.14	394,575.66	2,491,914.46	2,570,301.80	12,418.85	9,437.78	2,981.07
210 Motor Vehicle License Tax Fund	25,850.79	20,652.75	0.00	224,645.73	259,900.21	-9,403.69	-	-9,403.69
211 SCMR Fund	570,366.99	292,158.40	331,643.93	4,497,356.62	4,188,070.86	879,652.75	537,825.32	341,827.43
212 State Highway Fund	129,260.13	8,832.00	0.00	97,435.77	98,562.28	128,133.62	855.00	127,278.62
213 City Income Tax Fund	88,434.60	20,151.42	29,700.28	406,448.10	458,044.80	36,837.90	-	36,837.90
215 Police Levy Fund	147,839.88	0.00	243,649.15	1,299,604.90	1,320,111.55	127,333.23	125,331.38	2,001.85
216 Fire Levy Fund	26,706.15	0.00	90,000.00	1,036,143.83	900,000.00	162,849.98	-	162,849.98
217 Recycling Grant Fund	6,517.73	0.00	800.00	-	4,340.00	2,177.73	-	2,177.73
218 FEMA Fund	-	0.00	0.00	-	-	0.00	-	0.00
219 Office on Aging Fund	62,782.65	15,441.57	15,495.54	169,087.02	137,066.46	94,803.21	816.00	93,987.21
221 NOPEC Grant Fund	-	1,000.00	1,164.80	16,000.00	15,753.48	246.52	224.28	22.24
236 Court Computer Services Fund	61,135.61	0.00	0.00	-	5,103.11	56,032.50	-	56,032.50
237 Community Diversion Fund	41,085.05	500.00	0.00	4,520.00	49.95	45,555.10	650.05	44,905.05
238 Cemetery Maintenance Fund	26,620.80	500.00	0.00	3,300.00	-	29,920.80	-	29,920.80
239 Enterprise Zone Fund	16,776.97	0.00	0.00	1,500.00	16,298.45	1,978.52	-	1,978.52
249 YMCA Spcial Revenue Fund	156,348.75	43,458.36	416,500.00	478,052.38	521,500.00	112,901.13	-	112,901.13
260 Accrued Balances Fund	546,948.06	12,534.36	0.00	150,307.76	128,617.21	568,638.61	-	568,638.61
261 Police Pension Fund	57,857.54	0.00	29,776.79	504,398.55	538,665.14	23,590.95	-	23,590.95
262 Fire Pension Fund	44,791.57	0.00	31,601.58	604,398.68	635,564.81	13,625.44	-	13,625.44
321 General Bond Retirement Fund	61,840.05	1,454,863.00	1,708,503.76	2,149,070.88	2,093,111.65	117,799.28	-	117,799.28
341 Special Assess Bond Rtmt Fund	569,767.57	0.00	214,395.87	163,688.98	235,477.24	497,979.31	-	497,979.31
414 Industrial Park Fund	-	0.00	0.00	-	-	0.00	-	0.00
430 Service Capital Fund	19,011.38	5,371.87	66,156.84	64,417.62	66,156.84	17,272.16	-	17,272.16
431 Rec Capital Improvement Fund	134,131.92	0.00	0.00	162,604.08	313,063.18	-16,327.18	23,499.42	-39,826.60
432 Future Capital Improvem't Fund	725,776.83	7,369.83	286,500.00	1,217,937.65	289,998.73	1,653,715.75	-	1,653,715.75
433 Storm Sewer & Drainage Fund	137,059.81	39,597.13	300,950.00	1,080,965.92	1,318,735.00	-100,709.27	9,557.50	-110,266.77
434 Fire Capital Improvement Fund	590,759.03	35,561.16	269,868.27	461,221.35	344,163.13	707,817.25	312,688.38	395,128.87
435 Route 82 Fund	348,469.31	0.00	0.00	-	-	348,469.31	-	348,469.31
437 YMCA Capital Reserve	46,019.29	3,581.25	10,175.00	42,945.09	17,925.00	71,039.38	3,850.00	67,189.38
442 Issue 1 - Bennet Road	6,837.02	0.00	0.00	-	-	6,837.02	-	6,837.02
443 Edgerton Road Waterline Fund	-	0.00	0.00	-	-	0.00	-	0.00
444 Excessive Load Fund	43,667.00	267.00	0.00	2,209.00	-	45,876.00	-	45,876.00
445 Water Main Fund	47,065.44	0.00	0.00	16,750.00	1,081.60	62,733.84	7,850.00	54,883.84
446 State & Wallings Intersection	-	0.00	0.00	-	-	0.00	-	0.00

**NORTH ROYALTON
CASH POSITION REPORT
1/01/2018 to 11/30/2018**

12/11/2018
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All Funds	Beginning Cash Balance 1/01/2018	MTD 11/01/2018 - 11/30/2018 Receipts	MTD 11/01/2018 - 11/30/2018 Expense	1/01/2018 thru 11/30/2018 2018 Receipts	1/01/2018 thru 11/30/2018 2018 Expense	Cash Balance w/o Encumb	Thru 11/30/2018 Encumbrances	Ending Balance
448 York Road Sewer Fund	46.52	0.00	0.00	-	-	46.52	-	46.52
449 YMCA Capital Improvement Fund	-	0.00	0.00	-	-	0.00	-	0.00
451 Issue 1 - Sprague Rd	122,075.11	0.00	17,887.00	-	17,887.00	104,188.11	-	104,188.11
551 Wastewater Treatment Fund	3,745,076.50	363,182.55	329,104.76	4,209,668.58	3,996,217.69	3,958,527.39	793,883.25	3,164,644.14
552 Wastewater Maintenance Fund	239,217.11	156,302.62	172,241.81	1,814,666.40	1,516,843.26	537,040.25	138,224.83	398,815.42
553 Wastewater Debt Service Fund	970,710.73	24,046.56	0.00	621,126.98	138,979.92	1,452,857.79	-	1,452,857.79
555 Wastewater Rep & Replace Fund	106,050.04	67,314.70	25,088.13	719,628.09	155,802.07	669,876.06	917,510.32	-247,634.26
556 WW NR Conv Fund	-	0.00	0.00	-	-	0.00	-	0.00
557 WW NEORSD Conv Fund	-	0.00	0.00	-	-	0.00	-	0.00
710 Ohio Government Benefit Co-op	-	333,444.92	383,095.25	3,413,973.30	3,027,386.37	386,586.93	65.28	386,521.65
763 Improvement Holding Fund	337,304.33	1,451.20	928.40	6,683.68	4,129.10	339,858.91	-	339,858.91
764 OBBS Fund	1,957.19	117.42	4,000.89	8,058.79	8,027.74	1,988.24	-	1,988.24
766 Bldg Construction Bond Fund	237,050.00	0.00	8,500.00	58,500.00	37,500.00	258,050.00	-	258,050.00
768 Office on Aging Trust Fund	13,515.67	0.00	0.00	850.00	1,587.78	12,777.89	-	12,777.89
769 Unclaimed Funds	8,167.35	0.00	0.00	709.20	-	8,876.55	-	8,876.55
Total All Funds	12,801,477.17	4,269,981.92	7,252,944.93	44,258,799.08	40,889,757.56	16,170,518.69	3,266,863.50	12,903,655.19

From: [Eric Dean](#)
To: [Cheryl Hannan](#); [Dan Kasaris](#); [Dan Langshaw](#); [Gary Petrusky](#); [John Nickell](#); [Larry Antoskiewicz](#); [Paul Marnecheck](#)
Cc: [Robert Stefanik](#); [Dana Schroeder](#); [Laura Haller](#)
Subject: November 2018 Finance Report
Date: Tuesday, December 18, 2018 3:00:32 PM
Attachments: [November 2018 Finance Report.pdf](#)
[November 2018 Cash Position Report.pdf](#)

Please see the attached Finance Report for the months of November/December.

1. The Total Funds in the bank at 11/30/2018 were \$16.17 million at the end of November (compared to \$13.28 million at 11/30/2017).
2. Tax receipts were down (\$-96,277) for the period and will be down (\$-180,138.13) for the year.
 - a. Similar to November collections, the decrease was due to Individual tax collections (\$-76,724) and net profit collections (\$-40,775).
 - b. We are seeing the effect of federal tax change law on payments, as some residents prepaid their 2018 taxes in 2017 to claim the deduction on their 2017 federal tax return.
 - i. The timing of individual payments should be in our favor next year.
 - ii. We will have a subpoena program in the first week of 2019 to go after tax filers who did not file in 2017.
 - iii. The subpoena program is crucial to ensure this decrease in 2018 is not due unfiled taxes.
 - iv. I will have information on the subpoena program shortly. I will be help at city hall in the front room.
 - c. I was told other local cities are also experiencing similar declines in individual tax payments.
 - d. While we may end the year with a slight decrease, I feel it is due to timing of the payments we received as evidenced by the increase in withholding taxes from employment within the city (up 4.2% for the year).
3. Year to date overtime was at 93% of budgeted amounts with one payment left in the year (25 of 26 pays = 96% of year completed).

Please feel free to contact me if you have any questions.

Thank you,



Eric Dean

**Finance Director
City of North Royalton**

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