

VILLAGE OF SEVILLE
FINANCE COMMITTEE MEETING
16 JULY 2012

Mrs. Schwartz called the meeting to order at 7:35 PM. The meeting opened with the pledge of allegiance.

Present: Barb Schwartz (Chairwoman), Kathy Rhoads, Rick Stallard, Larry Landis, Leslie Miller

Absent: None

Mrs. Miller moved to approve the minutes from the June 18th meeting. The motion was seconded by Mrs. Rhoads. The motion passed unanimously.

Privilege of the floor

None

Fiscal Officer Report:

The report is attached. All fund balances are at or above expected levels. Mrs. Schwartz asked about the drop in the amount in the police levy fund. Mr. Carrick explained that because of the timing of transfers, individual funds may change because of the size of the transfers. He suggested that the very bottom line on the fund status page be used when assessing the operating funds because it combined the general, street and police operating funds and allowed for any transfers made. Mrs. Schwartz asked about fund 2901 which is the Gazebo Repair Fund. There is currently a zero balance in the fund. It used to have a balance of \$500.00 and Mrs. Schwartz wanted to know what happened to the money. Mr. Carrick said he would research the fund to see how the money was used. Total revenues are down from 2011 by about \$40,000 but are still above budgeted amounts. Total expenses for 2012 are above 2011 but within budget expectations. All check book totals have been reconciled to the UAN computer system with outstanding items noted. Mrs. Rhoads asked about the budget for the Technology Committee. The Fiscal Officer explained that money spent by the Technology Committee comes out of the Council appropriations for supplies and contractual commitments.

Mrs. Schwartz asked about any donations from the "Run for the Trails" group. There have been no donations to date.

The latest report from CCA concerning the Village income tax was discussed. Total revenue is down for the year by approximately \$3,000.00 and the situation will need to be monitored. The potential loss of Panther Trucking will need to be discussed when planning for future years.

Jeff Plumer and Jim DeLucas of Ohio Insurance Services will be invited to the Government Committee meeting on August 6th to go over the insurance audit from Crain-Langner.

Ordinances under consideration:

None

Mr. Carrick went over the current status of the payroll audit. Paperwork for pay raises to Reece Clevenger and Kate Lynch was missing but has been located and forwarded to the Auditors. The Auditor questioned a \$50.00 pay raise given to the Fiscal Officer in December of 2010. It was found that it was a one-time only \$50.00 longevity pay amount

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and that there was no increase in pay. There was also a question concerning the amount of vacation time paid to Police Officer Jerry Coffee upon his leaving Village employment. The separation agreement with Sergeant Coffee authorized the payment and the agreement was provided to the auditor.

There was a discussion about longevity pay. Mrs. Schwartz pointed out that budget figures for 2013 included longevity pay for employees that would not be eligible for longevity pay. It was also discovered that two police officers had received longevity pay of \$25.00 that they were not eligible for. The officers should not have received any longevity pay after their first year. Mr. Carrick will make sure that the officers are informed that their longevity pay will be reduced by \$25.00 next year.

Mrs. Schwartz will be meeting with department heads about standardizing time sheets. Holiday pay has been used when calculating overtime in many instances. Mrs. Schwartz said that overtime should not be used when calculating overtime. Employees should be signing off on their time sheets according to the handbook. All departments should be using the same time sheet format and must follow the Employee Handbook. There was a discussion about several letters from the Village Solicitor concerning sick-time, holiday pay, and vacation pay, and how it affects both exempt and hourly employees. Several committee members asked for more clarification on the issues. The Mayor volunteered to work with the Solicitor to get clarification.

Old business:

The committee recommended that a goal of \$500,000.00 carryover in the general fund at the end of 2013 would be appropriate. This is a recommendation and may be changed as the budget develops.

The agenda item for police, parks, and streets was moved to the next finance meeting. There was a discussion of the appropriations for sidewalk installation and repair and building repair. The committee felt that \$75,000 for each appropriation line item would be appropriate.

Mrs. Miller reported that she has spoken with Dan Lloyd concerning repairs to the roof at the Village Administration Building. Mr. Lloyd will be back in late summer or early fall to assess the situation.

The committee asked that price checking be done on the purchase of office supplies. Combining orders from different departments may allow for better pricing.

Mrs. Schwartz reported that budgets for wages have increased from 2010 to 2012 by a total of \$112,132.92.

New business:

Mrs. Schwartz asked about the training program attended by the Fiscal Officer. Mr. Carrick gave an explanation of the topics covered which included the issuance of bonds, basic investing of Village funds, and ethics.

Fiscal Officer Jim Carrick informed the committee that the new version of the UAN software package will be implemented on January 1, 2013. He would provide more details as they become available.

There was a discussion about the problems with the 2010 State of Ohio Income Tax. The taxes were paid timely but the direct payment from the bank had an incorrect state identification number so the payments were not properly credited to the Village resulting

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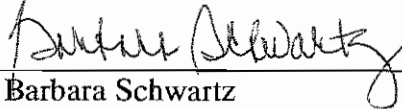
in a late notice. The Fiscal Officer said that the problem had been rectified. Mrs. Schwartz asked if anything had been received in writing to that effect. Mr. Carrick said that a letter had been received stating that the problem was fixed.

There was a discussion on bill paying procedures. The committee recommended not to change the current procedures.

The credits for the wellness credits portion of the current health insurance plan were discussed. Some employees did not earn all their wellness credits and ended up with a negative balance on their deductible amount. Mrs. Miller explained that there was confusion among the employees as to how the program worked. There is an ordinance under consideration that will allow the Village to do a payroll deduction from any employee with a negative balance at the end of the year. Letters from the insurance company to employees explaining negative balances should be sent out earlier to allow employees time to earn their credits. A letter will be issued to all employees on the plan explaining that the deductible will be enforced and employees may have to reimburse the Village for any overpayments.

Mrs. Miller moved to adjourn. The motion was seconded by Mr. Stallard. The motion passed unanimously.

Adjourned at 9:23 PM



Barbara Schwartz
Committee Chair