

THE CITY OF STREETSBORO, OHIO  
**FINANCE COMMITTEE MINUTES**

Monday, May 20, 2024

This Finance Committee Meeting was called to order on Monday, May 20, 2024 at 7:10 p.m. by Justin Ring, Chairman.

PRESENT: Justin Ring, Jon Hannan, Anthony Lombardo, Jennifer Wagner, Lisa McDaniel, Marianne Glenn, Steve Michniak

ABSENT: None.

ALSO PRESENT: Glenn Broska, Mayor  
David Nott, Law Director  
Patricia Wain, Police Chief  
Rob Reinholz, Fire Chief  
Matt Miller, Finance Director  
Bill Miller, Service Director  
Justin Czekaj, Municipal Engineer  
John Cieszkowski, Planning Director  
Patrick O'Malia, Economic Development Director  
Greg Mytinger, Parks and Recreation Director  
Shawna Lockhart-Reese, HR Manager  
Matt Coffman, IT Network Administrator  
Caroline Kremer, Clerk of Council

**Disposition of Minutes**

**MOTION: TO ACCEPT THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF APRIL 22, 2024 AND THE SPECIAL FINANCE COMMITTEE MEETING MINUTES OF APRIL 29, 2024 AS WRITTEN.**

Moved by Mr. Michniak, seconded by Mrs. McDaniel. Upon voice vote, **motion carried.**

**Monthly Financial Report**

Matt Miller said this was the report for April 2024. He had distributed the financial reports to Council by email last Friday. The General Fund was on target with expenses and encumbrances. Overall the City was at 44% which was a little over target for this time of year, but it was because the City had just opened a PO for \$1.6 million for the splashpad. Revenue for the General Fund was looking good at about 39% and Total Revenue for the City was at about 38%. In April the City had received the first half of property tax (about 49% of what was expected), but perhaps there were some delinquents in there that would be received with the second half in September.

The hotel/motel tax was already at 1/3 of its expected collection although it was usually seasonal

with the highest revenue in the summer. The interest income was going well; last month the City earned \$92,000 in interest and \$57,000 of that went into the General Fund. There was also some salary saving because there were some unfilled positions. Income tax was also looking good at the end of April. The City had already received the May reconciliation which had gone up another \$65,000 which was about \$1.7 million over last year. A lot of that was coming from Net Profit, but he would rather see more in withholding. He thought the Net Profit was up because maybe the CFOs were thinking there would be an economic downturn, so a lot went to cash instead of reinvesting their money into Capital or Expansion, so he thought they were paying an estimate on the profits. Net Profit was one of the hardest things for a tax administrator to analyze. Last year Net Profit was down and this year it was up considerably.

### **Old Business**

None.

### **New Business**

#### **Discuss Purchasing Cards**

Matt Miller explained that the City had two credit cards with a credit line of about \$20,000. The City was usually able to use those two cards to cover all the employees of the City, but sometimes it was difficult when someone needed one for travel. There were some vendors that only used credit cards. These were old cards from First Merit bank. The bank had instructed the City that it needed to change out these old cards, so the Finance Department looked into it, but there were so many extra steps to use their new cards. Another bank offered a different card that would work with the City's software, which was by Chase bank, so it would be more electronic and streamlined and more efficient. Matt Miller had provided a memo to Council last week to explain the situation (see attached). *One Card* from Chase was a better portal for account management. In order to really make the program work, the City needed to use the *One Card* for some of its bigger vendors in order to get a rebate, and therefore needed to increase the City's credit line.

Under the current system there were so many staff from different departments traveling that the City could not give them one of the City credit cards. There was a concern about that because it was a violation of ORC for the City to reimburse an employee who received points through their own personal credit card, but there were not enough City cards to pass out. Matt Miller suggested the City get additional credit cards, not with the higher credit limit, but enough cards that Police, Fire, and Parks and Recreation (the heavy users) could each have their own department credit card, and still keep two cards for the rest of the City staff.

There was no legislation tonight, this was just for discussion. Huntington had not set a deadline date when they would pull the old credit cards, but it would probably be soon. To move the City to the next level of credit cards it would take some time to set up the technology, work with our software and programming and work with the bank, etc.

Matt Miller confirmed for Mr. Ring that it would be one credit card account with separate authorized user cards for each department so the purchases could be tracked to each department. The rule that a PO had to be in place before any purchase was made would still apply. There would be a built-in workflow procedure of department head approvals too.

Mr. Ring supported the modernization of the system. Mr. Michniak was surprised the City did not already have separate cards per department. He felt this was a good idea and there were plenty of controls within the software. Mr. Michniak recommended updating a City credit card policy to make it clear how the employees were to use the new credit cards, and that the policy was fiscally responsible and uniform across the departments. Matt Miller agreed because they had never had departmental credit cards before. He mentioned the City could get rebates if it paid the charges within 60 days, or better rebates if it paid the charges within 30 days. He supported paying off the charges within 30 days.

Mrs. Glenn liked the integrated transaction data and General Ledger coding, but wondered if it was entered manually. Matt Miller explained that each department head would only have access to GL lines for their own department. That's why it would take a month or two to set all this up in the system. Mr. Lombardo agreed this updated system was needed and he trusted the department heads to use the credit cards wisely.

Matt Miller said when he got more of this set up later this year, he would bring it back to Council to approve the increased credit line during a quarterly credit card report.

T-7614 Amend Code Sections 133.13 and 167.03 regarding Finance Staffing

Mrs. Lockhart-Reese said this was to amend two sections of the Code to update them because there had been a title change a few weeks ago and this was needed to update the staffing ordinances.

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING.**

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

T-7613 Amend 2024 Annual Appropriations [#6]

Matt Miller said this was the sixth budget adjustment for the year. It included transfers for the position just mentioned. It also included increases for Engineering, Special Fees and Dues, and Income Tax Sharing with the Schools because it was not initially budget with enough to cover that payment to the Schools. Matt Miller had provided an Exhibit "B" tonight with some additional adjustments that he was just made aware of last Friday and today. There would not be another Finance Committee Meeting for five weeks to make any other budget adjustments. These additional adjustments included money to cover the repair of the traffic signal box by Signal Service that was damaged in a car accident. The City would pay for the repair and then get reimbursed by the insurance company. There was a need to fund the Refund line for Parks and Recreation at \$3,000 so Parks could refund a rental deposit for an event that was cancelled or others cancelled throughout the year; there had been nothing budgeted for this in the 2024 budget that was created in December 2023. There was money budgeted for Parks and Recreation Schooling to cover training for water testing certification for the Splashpad.

**MOTION: TO AMEND T-7613 TO INCLUDE EXHIBIT "B."**

Moved by Mr. Hannan, seconded by Ms. Wagner. Upon voice vote, **motion carried.**

**MOTION: TO MOVE T-7613 TO TONIGHT'S REGULAR COUNCIL MEETING AS AMENDED.**

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried.**

**Citizens' Comments**

None.

**Announcements**

A Regular Council Meeting will immediately follow this meeting.

There being no further business to come before this Finance Committee, and upon motion by Mr. Hannan, seconded by Mr. Lombardo, this meeting adjourned at 7:36 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

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Justin Ring, Chairman