

THE CITY OF STREETSBORO, OHIO

**FINANCE COMMITTEE MEETING AGENDA**

Monday, July 22, 2024

TIME: Immediately following the Special Service Committee Meeting  
PLACE: Streetsboro City Council Chambers  
CHAIR: Justin Ring 216-410-5267  
VICE-CHAIR: Steve Michniak 330-676-3056

1. **Call to Order**
2. **Roll Call**
3. **Disposition of Minutes**  
Regular Finance Committee Meeting of January 22, 2024  
Regular Finance Committee Meeting of March 25, 2024  
Regular Finance Committee Meeting of June 24, 2024
4. **Monthly Financial Report**  
-- Quarterly Credit Card Report
5. **Old Business**  
None.
6. **New Business**
  - a. T-7634 Sundance Invoice for MFA Software License/Maintenance (Coffman)
  - b. T-7635 Authorize Annual Invoice for Citizenserve/Online Solutions (Coffman)
  - c. T-7636 Authorize Sale of Fire Engine 2616 (Reinholz)
  - d. Discuss Opening a New Bank Account (Matt Miller)
  - e. T-7637 Accept Amount and Rates (Matt Miller)
  - f. T-7638 Amend Section 133.051(h) Increase Credit Card Limit (Matt Miller)
  - g. T-7632 Amend 2024 Annual Appropriations [#8] (Matt Miller)
7. **Citizens' Comments**
8. **Announcements**  
A Regular Council Meeting will immediately follow this meeting.
9. **Adjournment**

**City of Streetsboro  
Credit Card Policy - Ordinance #2018-147**

Mayor's Office				
Card Type	Credit Card Number	Expiration	Credit Limit	Custodian
Huntington Credit Card (1)	XXXX 1040	February 2024	\$ 20,000.00	Melissa Procop
Huntington Credit Card (2)	XXXX 3046	February 2024	(shared)	Melissa Procop

With an approved PO in Place, all City Employees are able to use the Huntington Credit Card when requested.

Fire Department				
Card Type	Account/Card Number	Expiration	Credit Limit	Custodian
Home Depot	XXXX 0003	N/A	\$ 3,200.00	Stacey Vadaj
Wal-Mart Community Card	XXXX 8295	08/25	\$ 5,000.00	Stacey Vadaj
Wal-Mart Community Card	XXXX 8030	08/25	\$ 5,000.00	Stacey Vadaj

With an approved PO in place, all Fire Department employees are able to use the Home Depot, Wal-Mart, and/or Super Fleet Cards. Super Fleet is only used for emergencies or out of town travel.

Police Department				
Card Type	Account/Card Number	Expiration	Credit Limit	Custodian
Home Depot	XXXX 0003	N/A	\$ 3,200.00	Sharon Gumm
Wal-Mart Community Card	XXXX 8212	08/25	\$ 5,000.00	Sharon Gumm
Wal-Mart Community Card	XXXX 7958	08/25	\$ 5,000.00	Sharon Gumm

With an approved PO in Place, all Police Department Employees are able to use the Home Depot and Wal-Mart Community Card when requested. An authorized PO must be in place before ordering from Amazon as well.

Parks and Recreation Department				
Card Type	Account/Card Number	Expiration	Credit Limit	Custodian
Wal-Mart Community Card	XXXX 7834	08/25	\$ 5,000.00	Office Safe - Parks & Rec
Wal-Mart Community Card	XXXX 8121	08/25	\$ 5,000.00	Office Safe - Parks & Rec

With an approved PO in Place, all Parks and Recreation Department Employees are able to use the Wal-Mart Community Card when requested.

Service Department				
Card Type	Account/Card Number	Expiration	Credit Limit	Custodian
Home Depot	XXXX 0004	N/A	\$ 3,200.00	Bill Miller

With an approved PO in Place, all Service Department Employees are able to use the Home Depot Card when requested.

Lowe's - City of Streetsboro Open Account - (No Physical Cards)				
Card Type	Account/Card Number	Expiration	Credit Limit	Custodian
Lowe's	XXXX 1240	N/A	\$ 10,000.00	N/A

With an approved PO in place, all City of Streetsboro Employees are able to use the open account at Lowe's.

Staples Business Credit - City of Streetsboro Open Account - (No Physical Cards)				
Card Type	Account/Card Number	Expiration	Credit Limit	Custodian
Staples Business Credit	XXXX 92 & XXXX 30	N/A	\$ 7,500.00	N/A

With an approved PO in place, all City of Streetsboro Employees are able to use the open account at Staples

Amazon - City of Streetsboro Online Account - (No Physical Cards)				
Card Type	Account/Card Number	Expiration	Credit Limit	Custodian
Amazon (Online)	XXXX 9396	N/A	\$ 15,000.00	Online Access - Matt Miller, Kara Dolansky, Sharon Gumm, Leslie Bair, Melissa Procop, Rachel Miller & Stacey Vadaj

With an approved PO in place, authorized users can login online and make purchases for the various city departments

RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30043

Ordinance No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_\_

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH SUNDANCE SYSTEMS, INC. FOR THE PURCHASE OF MULTI-FACTOR AUTHENTICATION LICENSE MAINTENANCE FOR USE BY THE STREETSBORO POLICE DEPARTMENT, AND DECLARING AN EMERGENCY TO EXPEDITE THE AGREEMENT.

WHEREAS, the City of Streetsboro is desirous of purchasing multi-factor authentication License Maintenance along with the server setup and configuration from Sundance Systems, Inc. for use by Streetsboro police personnel and other authorized users on Police Department computers; and

WHEREAS, Sundance Systems is a cloud-based platform utilized by all Police Department personnel that is necessary for all day to day activities and Sundance is requiring Multi-Factor Authentication to be enabled on all active user accounts to protect access to all applications, from anywhere and verifies users' identities with strong multi-factor authentication. The licensing agreement will be authorized for a one-year period at a cost not to exceed \$3,200.00; and

WHEREAS, the City of Streetsboro will be utilizing the Multi-Factor Authentication licenses and tokens already approved by the Council of the City of Streetsboro under ordinances 2024-10 and 2024-11 respectively.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Streetsboro, Portage County, Ohio, three-fourths (3/4) or more of the members elected or appointed thereto concurring:

SECTION 1: That Council hereby authorizes the Mayor to enter an Agreement, attached as Exhibit "A", with Sundance Systems, Inc for the purchase of Multi-Factor Authentication License Maintenance and Setup for use by the Streetsboro Police Department for an amount not to exceed \$3,200.00.

SECTION 2: The Director of Finance is hereby authorized and directed to make payment for the same from Account No. 101.11.5733.

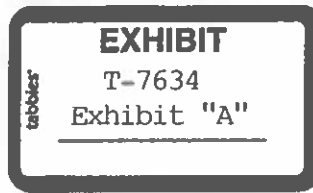
SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, to the extent applicable, including Chapter 107 of the Codified Ordinances.

SECTION 4: This ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, convenience and welfare of the residents of this City for the reason that it is immediately necessary to enable multi-factor authentication on all computers used by the Police Department, and provided it receives the affirmative vote of three-fourths of the members elected or appointed to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor.

PASSED: \_\_\_\_\_  
Date Steve Michniak, President of Council

ATTEST: \_\_\_\_\_  
Caroline L. Kremer, Clerk of Council

APPROVED: \_\_\_\_\_  
Date Glenn M. Broska, Mayor



# Quotation

Valid Till: Jul 31, 2024  
Quote Number : 20240620a  
Modified Time: Jun 20, 2024 11:28 AM

Sundance Systems, Inc.  
8001 Sweet Valley Rd. Suite 5  
Valley View, OH 44125  
Phone: (216) 328-8551 Fax:

**Quotation Description:**  
CJIS Compliant MFA Feitian Bundle: Streetsboro

**Quotation For:**  
Patricia Wain  
Streetsboro Police Dept  
2080 State Route 303  
Streetsboro, Ohio 44241

**Payment Terms:**

Product Name	Description	Qty	List Price	Total
MFA Software License / Maintenance (\$100.00 x 12Mths)	The customer is using DUO server for MFA	1	\$ 1,200.00	\$ 1,200.00
MFA Server Setup and Configuration	The customer is using DUO server for MFA	1	\$ 2,000.00	\$ 2,000.00
			Sub Total	\$ 3,200.00
			Discount	\$ 0.00
			Tax	\$ 0.00
			Adjustment	\$ 0.00
			<b>Grand Total</b>	<b>\$ 3,200.00</b>

**Comments or Special Instructions:**  
Workstations and MDTs must be Windows 10 and above. Prices quoted are for the first year.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PO#: \_\_\_\_\_

RECEIVED

JUL 10 2024

CLERK OF COUNCIL  
STREETSBORO, OHIO

## Caroline Kremer

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**From:** Matt Coffman  
**Sent:** Wednesday, July 10, 2024 4:43 PM  
**To:** Caroline Kremer; David Nott  
**Subject:** RE: Please add to July 22 Council Agenda

I had to wait for the 22<sup>nd</sup> due to a budget adjustment that was needed. We need to pay this before the next Safety Meeting... This is Maintenance for enabling the MFA setting on the Sundance System that the PD uses, which we will be utilizing the multi-factor tokens that we purchased earlier this year.

Respectfully,

Matt Coffman  
City IT Administrator  
330.626.4942 x4107  
440.422.2095 – Direct  
[mcoffman@cityofstreetsboro.com](mailto:mcoffman@cityofstreetsboro.com)

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**From:** Caroline Kremer <[ckremer@cityofstreetsboro.com](mailto:ckremer@cityofstreetsboro.com)>  
**Sent:** Wednesday, July 10, 2024 4:40 PM  
**To:** Matt Coffman <[mcoffman@cityofstreetsboro.com](mailto:mcoffman@cityofstreetsboro.com)>; David Nott <[dnott@cityofstreetsboro.com](mailto:dnott@cityofstreetsboro.com)>  
**Subject:** RE: Please add to July 22 Council Agenda

Why is this on the July 22 Finance Committee and not the Safety Committee like Police Department things usually are? {exasperated sigh} There doesn't seem to be a time constraint since we just approved multi-factor authentication tokens earlier this year.

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**From:** Matt Coffman <[mcoffman@cityofstreetsboro.com](mailto:mcoffman@cityofstreetsboro.com)>  
**Sent:** Wednesday, July 10, 2024 4:29 PM  
**To:** David Nott <[dnott@cityofstreetsboro.com](mailto:dnott@cityofstreetsboro.com)>; Caroline Kremer <[ckremer@cityofstreetsboro.com](mailto:ckremer@cityofstreetsboro.com)>  
**Subject:** Please add to July 22 Council Agenda  
**Importance:** High

David/Caroline,

Please add to July 22<sup>nd</sup> Council Agenda. David, I wrote the attached Ordinance – please verify that this is correct and check for accuracies, and then return to Caroline. Thanks in advance! Caroline, I will get you a memo to council to send along with this. Thanks to you both!

Respectfully,

Matt Coffman  
City IT Administrator  
City of Streetsboro  
555 Frost Road  
Streetsboro, Ohio 44241  
330.626.4942 x4107

**Online Solutions LLC**  
 1101 E. Warner Rd Suite 160  
 Tempe, AZ 85284 US  
 (800)325-9818x703  
 jim@citizenserve.com  
 www.citizenserve.com



**BILL TO**

City of Streetsboro  
 9184 State Route 43  
 Streetsboro, OH 44241

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5625	07/08/2024	\$27,300.00	07/08/2024	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
<b>Annual Billing</b> Annual billing for 6 Citizenserve user subscriptions (11/01/2024 - 10/31/2025) - BUILDING/REGISTRATION	6	2,100.00	12,600.00
<b>Annual Billing</b> Annual billing for 2 Citizenserve user subscriptions (11/01/2024 - 10/31/2025) - ENGINEERING	2	2,100.00	4,200.00
<b>Annual Billing</b> Annual billing for 4 Citizenserve user subscriptions (11/01/2024 - 10/31/2025) - PLANNING AND ZONING	4	2,100.00	8,400.00
<b>Annual Billing</b> Annual billing for 1 Citizenserve user subscriptions (11/01/2024 - 10/31/2025) - STREETSBORO, OH	1	2,100.00	2,100.00

SUBTOTAL	27,300.00
TAX (8.3%)	0.00
TOTAL	27,300.00
<b>BALANCE DUE</b>	<b>\$27,300.00</b>

**RECEIVED**

JUL 10 2024

CLERK OF COUNCIL  
 STREETSBORO, OHIO

# RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30043

Ordinance No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_\_

AN ORDINANCE AUTHORIZING THE MAYOR TO RENEW AN ANNUAL SUBSCRIPTION WITH ONLINE SOLUTIONS LLC (AKA CITIZENSERVE) FOR A WEB-BASED SOFTWARE FOR VARIOUS CITY DEPARTMENTS AND DECLARING AN EMERGENCY IN ORDER TO MAINTAIN CONTINUITY OF SERVICES.

WHEREAS, this Council previously adopted Resolution No. 2023-105, which authorized the Mayor to enter into a contract without competitive bidding with Online Solutions LLC (aka Citizenserve) for the purchase of a web-based law software subscription service, for a period of one year, for use by multiple City of Streetsboro Departments; and

WHEREAS, Citizenserve has submitted an invoice for the renewal of the service for an additional year, in the amount of \$27,300.00.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Streetsboro, Portage County, Ohio, (3/4) or more of its members concurring:

SECTION 1: The Mayor is hereby authorized to renew a contract without competitive bidding with Online Solutions LLC (aka Citizenserve) for the use of a web-based law software subscription service, for a period of one year, in an amount not to exceed \$27,300.00, for use by multiple City of Streetsboro Departments.

SECTION 2: The Director of Finance is hereby authorized and directed to make payment for the same from Account Nos. 101-41-5337, 101-42-5337, 101-43-5337 and 101-81-5337.

SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, to the extent applicable, including Chapter 107 of the Codified Ordinances.

SECTION 4: This ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, convenience and welfare of the residents of this City for the reason that the Council wishes to maintain continuity of web based software subscription services for the various city departments, and provided it receives the affirmative vote of three-fourths of the members elected or appointed to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor.

PASSED: \_\_\_\_\_  
Date Steve Michniak, President of Council

ATTEST: \_\_\_\_\_  
Caroline L. Kremer, Clerk of Council

APPROVED: \_\_\_\_\_  
Date Glenn M. Broska, Mayor

Prepared and approved as to legal content by: \_\_\_\_\_  
David L. Nott, Law Director

Date Submitted to Mayor for Approval: \_\_\_\_\_ Returned: \_\_\_\_\_

Sponsored by: Mayor



# STREETSBORO FIRE DEPARTMENT

9184 State Route 43 • Streetsboro, Ohio 44241

330-626-4664

Fax: 330-626-5918

Robert A. Reinholz  
Fire Chief

RECEIVED

JUL 15 2024

CLERK OF COUNCIL  
STREETSBORO, OHIO

Council Members

July 15, 2024

I would like to list and sell our 2000 E-One fire engine with Brindlee Mountain Fire Apparatus. Our Legal Department has reviewed and approved the listing and marketing commission agreement (see attachment). We asked Brindlee Mountain for their estimate of the value of the fire engine and they thought the price range would be \$50-\$70K (see attachment). I plan on listing it for \$100K and see where it goes. Our new fire engine should be delivered by October of this year. I'm also requesting the funds received from the sale of the fire engine go into the 402.12.4184 line item (fire equipment).

Sincerely

A handwritten signature in black ink, appearing to read "Robert Reinholz".

Robert Reinholz

*Providing the Citizens of Streetsboro with Prompt,  
Courteous, Professional Emergency Service*





**BRINDLEE MOUNTAIN FIRE APPARATUS**  
**15410 Hwy 231 Union Grove AL 35175 • 256-776-7786**

**Listing and Marketing Commission Agreement**

The undersigned Seller and Brindlee Mountain Fire Apparatus, LLC ("Brindlee") being duly authorized, hereby enter into the following contractual agreement (the "Agreement") effective as of , 20\_:

Apparatus: (the "Apparatus")

Apparatus owned or exclusively offered for sale by: ("Seller") If Apparatus not owned by Seller, then owner of the Apparatus:

("Owner")

List Price: The price at which the Apparatus will be listed shall be\_ or such other price agreed upon by Seller and Brindlee (the "List Price")

Seller grants Brindlee the non-exclusive right to offer the Apparatus for sale for the List Price. Brindlee shall have the right, but not the obligation, to market and advertise the Apparatus in any media of Brindlee's choosing, including the internet. Seller represents and warrants that the information provided to Brindlee by Seller, Owner and their agents and representatives regarding the Apparatus is true and correct and agrees to release Brindlee from any liability resulting from inaccuracies in such information. Seller agrees to pay Brindlee the commission set forth below (the "Commission") if Seller or Owner sells the Apparatus or any other fire apparatus to a buyer referred by Brindlee (a "Referral"), or anyone acting on behalf of a Referral, whether or not the Apparatus is sold at the List Price.

The Commission shall be calculated as follows:

- 10% of the sales price if the subject Apparatus is sold for less than \$200,001; and
- 7% of the sales price if the subject Apparatus is sold for a price from \$200,001 to \$350,000; and
- 5% of the sales price if the subject Apparatus is sold for a price above \$350,000

Payment of the Commission will be made to Brindlee within 10 days after the sale of the subject Apparatus. Seller shall pay interest in the amount of 1.5% per month on Commission not paid within such 10 day period. Seller further agrees that any additional costs incurred by Brindlee as part of collection efforts for past due Commission will be reimbursed to Brindlee by Seller. The Commission rights of Brindlee and the Commission obligations of Seller set forth in this Agreement shall survive expiration or termination of this Agreement.

Seller agrees to notify Brindlee at the time of sale of the Apparatus as to the sales price and the name and

address of the buyer, regardless of whether such buyer is a Referral which was referred by Brindlee. Seller agrees that if Seller fails to provide such information then Seller will pay a Commission to Brindlee as if the buyer of the Apparatus was a Referral referred by Brindlee and the Apparatus was sold at the List Price. Either party may terminate this Agreement at any time by notifying the other party in writing. If any sale of the Apparatus takes place to a Referral previously referred by Brindlee within one year subsequent to termination of this Agreement, Seller shall pay the same Commission to Brindlee as would have been paid if this Agreement had not been terminated.

Seller agrees that Brindlee may list, market and sell other fire apparatus to prospective buyers who are interested in the Apparatus, including but not limited to fire apparatus owned by Brindlee.

This Agreement shall create an independent contractor relationship between Brindlee and Seller. Brindlee shall at no time be considered an employee of Seller. Seller represents that Seller has full authority to enter into this Agreement. This Agreement constitutes the entire agreement between the parties. This Agreement and the terms and conditions herein may not be amended, modified or waived except by the written agreement of the parties hereto. The failure of the parties to adhere to strictly to the terms and conditions of this Agreement shall not constitute a waiver of the right of the parties later to insist on such strict adherence. This Agreement may be executed in any number of separate counterparts and all such executed counterparts shall constitute one agreement, which shall be binding on the parties notwithstanding that all parties are not signatories to the same counterpart or counterparts. Each party may transmit its signature by facsimile or e-mail (.pdf or similar) to the other party or parties, and any faxed or e-mail signature and/or faxed or e-mail counterpart of this Agreement shall have the same force and effect as an original. This Agreement shall be governed by, construed, and enforced in accordance with the laws of Ohio. The undersigns by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts located in Portage County, Ohio.

Agreed to by:

**Seller: Brindlee:**

**BRINDLEE MOUNTAIN FIRE APPARATUS, LLC**

*[insert seller name above]*

By: By:

Name: Name:

Title: Title:

Date:

Date:

# RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 644-224-3336 FORM NO. 30043

Ordinance No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_\_

AN ORDINANCE DECLARING FIRE ENGINE NO. 2616 NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSE. AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR THE SALE OF SAID FIRE ENGINE WITHOUT PUBLIC BIDS. AUTHORIZING THE MAYOR TO ENTER INTO A REFERRAL AGREEMENT WITH BRINDLEE MOUNTAIN FIRE APPARATUS, LLC TO PUBLICIZE THE SALE OF FIRE ENGINE 2616; AND DECLARING AN EMERGENCY TO EXPEDITE THE SALE PROCESS.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Streetsboro, Portage County, Ohio, (3/4) or more of its members concurring:

SECTION 1: This Council finds and determines that Fire Engine No. 2616, VIN# 4EN3AAA85X1001072 is no longer needed for any municipal purpose and authorizes the Mayor to enter into a contract for the sale of said fire engine without public bids, pursuant to Sections 949.03(a) and (c) of the Codified Ordinances, at a price not less than fair market value as determined by the Fire Chief in advance of the sale.

SECTION 2: The Mayor is authorized to enter into a contract with Brindlee Mountain Fire Apparatus, LLC to publicize the sale of Fire Engine No. 2616 and to refer potential buyers to the City.

SECTION 3: The Director of Finance is hereby directed to deposit the proceeds of the sale of Fire Engine No. 2616 into Account No. 402.12.4181. The Director of Finance is further directed to pay Brindlee Mountain Fire Apparatus LLC any and all fees due said company from the sale of Fire Engine No. 2616 from Account No. 402.12.5338.

SECTION 4: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, to the extent applicable, including Chapter 107 of the Codified Ordinances.

SECTION 5: This ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, convenience and welfare of the residents of this City for the reason that the City wishes to expedite the sale of Fire Engine No. 2616, and provided it receives the affirmative vote of three-fourths of the members elected or appointed to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor.

PASSED: \_\_\_\_\_  
Date Steve Michniak, President of Council

ATTEST: \_\_\_\_\_  
Caroline L. Kremer, Clerk of Council

APPROVED: \_\_\_\_\_  
Date Glenn M. Broska, Mayor

Prepared and approved as to legal content by: \_\_\_\_\_  
David L. Nott, Law Director

Date Submitted to Mayor for Approval: \_\_\_\_\_ Returned: \_\_\_\_\_

Sponsored by: Fire Chief

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY  
THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX  
LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

(CITY COUNCIL)  
Revised Code, Secs. 5705.34 & 5705.35

The Council of the City of Streetsboro, Portage County, Ohio, met in  
regular session on the 22nd day of July, 2024 at the  
office of City Council with the following members present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mr. \_\_\_\_\_ moved the adoption of the following Resolution:

WHEREAS, This Council in accordance with the provisions of law has  
previously adopted a Tax Budget for the next succeeding fiscal year commencing January  
1<sup>st</sup>, 2025; and

WHEREAS, The Budget Commission of Portage County, Ohio, has certified its  
action thereon to this Council together with an estimate by the County Auditor of the rate  
of each tax necessary to be levied by this Council, and what part thereof is without, and  
what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of Streetsboro, Portage  
County, Ohio, that the amounts and rates, as determined by the Budget Commission in its  
certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City  
the rate of each tax necessary to be levied within and without the ten mill limitation as  
follows:

**SCHEDULE A**

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX  
APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S  
ESTIMATED TAX RATES

Fund	Amount Approved by Budget Commission Inside 10 Mill Limit	Amount to Be Derived from Levies Outside 10 Mill Limit	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
General Fund	\$1,141,247		1.90	
Road & Bridge				
Police Protection	\$ 180,197		.30	
Fire Protection				
Recreation Levy				
Bond Retirement	\$ 420,459		.70	
Capital Improvement Fire Station & Service Garage		\$ 480,525		.80

**SCHEDULE B**

**LEVIES OUTSIDE 10 MILL LIMITATION**

Levy Purpose	Date of Vote & Duration of Levy	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy
Capital Improvements - Construct New Fire Station and New Service Garage	May 7, 2019 20 years	0.80 mills	\$480,525

and be it further

RESOLVED, That the Clerk of this Council be, and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Mr. \_\_\_\_\_ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

- Mr. \_\_\_\_\_, \_\_\_\_\_
- Mr. \_\_\_\_\_, \_\_\_\_\_
- Mr. \_\_\_\_\_, \_\_\_\_\_
- Mr. \_\_\_\_\_, \_\_\_\_\_
- Mr. \_\_\_\_\_, \_\_\_\_\_
- Mr. \_\_\_\_\_, \_\_\_\_\_
- Mr. \_\_\_\_\_, \_\_\_\_\_

Adopted the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Attest:

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
Clerk of Council

CERTIFICATE OF COPY  
ORIGINAL ON FILE

The State of Ohio, Portage County.

I, \_\_\_\_\_, Clerk of the Council of the City of  
\_\_\_\_\_, in said County, and in whose custody the Files and Records of  
said Council are required by the laws of the State of Ohio to be kept, do hereby certify  
that the foregoing is taken and copied from the original \_\_\_\_\_

\_\_\_\_\_ now on file, that the foregoing has been compared by me with said original document,  
and that the same is a true and correct copy thereof.

WITNESS my signature, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
City  
Portage County, Ohio

RESOLUTION ACCEPTING THE  
AMOUNTS AND RATES AS DETERMINED  
BY THE BUDGET COMMISSION AND  
AUTHORIZING THE NECESSARY TAX  
LEVIES AND CERTIFYING THEM TO THE  
COUNTY AUDITOR.

(City Council)

Filed \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
County Auditor

Finance Dept.  
9184 St. Rt. 43  
Streetsboro, Ohio 44241



**Matt Miller**  
Finance Director  
330-626-4942 Ext. 4110  
MMiller@cityofstreetsboro.com

Council,

At May 20<sup>th</sup> Council – I brought forward for discussion the City’s purchasing (credit) card: where we’re at, potential changes and opportunities.

I shared my vision for this upgrade is:

- To allow a couple of our heavy-use departments (Police, Fire, Parks) their own card, with pre-set monthly or daily limits, to make purchases for their own department, managed by the Department Head/Chief.
- For remaining departments – two cards would remain with the Mayor’s Assistant, Melissa Procop, who currently handles credit card usage, to be shared amongst remaining departments for purchases and travel.
- This new setup would also come with updated credit card procedures to maintain tight controls on the card & require department heads to manage their departments purchases.
- All activity would be digitally managed via the portal that the Finance Department and Department Heads would have access to.
- This portal would also have digital workflows to approve all purchases before being imported into BSA.

### Update

Since that meeting we have been working with our account representative to implement a new credit card. This is estimate to be a 2-month project implementation. In order to maximize the benefits of this payment application – City Council would need to amend:

Code Section 133.051h (h): The requirements of Section 133.05 apply to all credit card and open account purchases. No credit card issued in the name of the City shall have a credit limit in excess of one hundred and fifty ~~twenty~~ thousand dollars (\$150,000 ~~20,000~~).

If there are any questions from Council Members that I can sort through before Monday’s meeting, please let me know in advance and I will do my best to get an answer for you.

Thank you

*Matt Miller*  
Finance Director

RECEIVED

JUL 12 2024

July 12th, 2024 1

CLERK OF COUNCIL  
STREETSBORO, OHIO



# RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 3060

Ordinance No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_

AN ORDINANCE AMENDING SECTION 133.051 OF TITLE FIVE, PART ONE (ADMINISTRATIVE CODE) OF THE CODIFIED ORDINANCES, RELATING TO CREDIT CARD, ONLINE AND OPEN ACCOUNT PURCHASES, AND DECLARING AN EMERGENCY SO THE AMENDMENT CAN TAKE EFFECT AS SOON AS POSSIBLE.

WHEREAS the City of Streetsboro wishes to capture potential rebate opportunities by utilizing a credit card for larger and high-volume purchases instead of payment by check, Electronic Funds Transfer or Automatic Clearing House; and

WHEREAS, Mayor Broska recommends that Section 133.051 of the Codified Ordinances be amended to increase the credit card limit from \$20,000 to \$150,000;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Streetsboro, Portage County, Ohio, (3/4) or more of its members concurring:

SECTION 1: Section 133.051 of the Codified Ordinances of the City of Streetsboro is hereby amended:

**133.051 CREDIT CARD, ONLINE AND OPEN ACCOUNT PURCHASES.**

(a) As used in this Section:

(1) "Credit card account" means any line of credit made available to the City by a financial institution or other entity, documented by a physical card and a unique account number, allowing the possessor of the card to purchase goods or services on credit or to engage in other financial transactions using the account information. For the purposes of this Section, "Credit card accounts" includes merchant cards and fleet cards.

(2) "Merchant card" means a credit card that can be used only at a designated merchant.

(3) "Fleet card" means a credit card that can be used to purchase only one type of service or commodity (e.g., gasoline).

(4) "Open account" means any arrangement with a vendor, including an online vendor, under which the vendor will fill orders from City employees without verifying the employee's purchasing authority or the existence of an applicable purchase order.

(b) Credit card accounts, under which the City bears liability for purchases, will be established only in the name of the City and will be used only for authorized City purchases and only in conformance with this Section. New credit card accounts will be authorized only on written approval of the Mayor and the Finance Director. The Finance Director shall process the issuance, reissuance and cancellation of credit card accounts.

(c) The Mayor will from time to time specify in writing those employees or positions that are authorized to have custody of City credit cards ("card custodians"), and the Mayor shall promptly revise the list of card custodians when personnel changes occur. A current roster of card custodians and the credit cards they are permitted to possess will be kept in the Finance Director's office at all times. Card custodians will be responsible for the security of the credit card(s) issued to them and will immediately notify the Finance Director in the event a card is lost or stolen. A card custodian who separates from City employment shall immediately return possession of all credit cards to the Finance Director. Separation payments may be withheld until credit cards are returned.

(d) Credit card and open account purchases may be made only in conformance with a valid, previously approved purchase order. Any employee making a purchase in violation of this requirement will be subject to disciplinary action.

(e) No persons other than the card custodians will execute credit card purchases, except that card custodians may transfer possession of credit cards to authorized employees to make off-site purchases from retail merchants, or to pay for

# RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 644-224-9338 FORM NO. 30043

Ordinance No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_

travel expenses when out of town on official business. The card custodian will retake possession of the card immediately thereafter. Receipts for credit card and open account purchases will be supplied to the Finance Department no later than the business day next following the purchase or, if the employee is out of town, the next business day in which the employee is at his or her City office or workplace. Whenever possible, the receipts supplied to support the purchase shall include documentation from the vendor showing the vendor's name, items purchased, date, location and price; not merely the credit card transaction receipt.

(f) To the extent the City possesses credit card accounts that earn affinity "points" or other rewards, such rewards will remain the property of the City. Products, services or money obtained through redemption of any such rewards are the property of the City. Redemption of points or rewards will be made only on written request of a department head with approval of the Finance Director and the Mayor.

(g) No checks shall be written against a credit card account and no cash advances shall be authorized. If blank checks are received from a card issuer, they will be immediately submitted to the Finance Director for destruction.

(h) The requirements of Section 133.05 apply to all credit card and open account purchases. No credit card issued in the name of the City shall have a credit limit in excess of ~~twenty thousand dollars (\$20,000)~~ one hundred fifty thousand dollars (\$150,000).

(i) The Financial Assistant will, quarterly, review the number of credit cards and accounts issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits. The Financial Assistant will provide a report of each such review to the Mayor, Finance Director, and the Clerk of Council.

SECTION 2: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, to the extent applicable, including Chapter 107 of the Codified Ordinances.

SECTION 3: This ordinance is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, safety, convenience and welfare of the residents of this City for the reason that it is necessary to allow a higher limit for city credit cards as soon as possible. For this reason and other reasons manifest to this Council this ordinance shall take effect and be in force immediately upon proper passage by Council and approval by the Mayor.

PASSED: \_\_\_\_\_  
Date Steve Michniak, President of Council

ATTEST: \_\_\_\_\_  
Caroline L. Kremer, Clerk of Council

APPROVED: \_\_\_\_\_  
Date Glenn M. Broska, Mayor

Prepared and approved as to legal content by: \_\_\_\_\_  
David L. Nott, Law Director

Date Submitted to Mayor for Approval: \_\_\_\_\_ Returned: \_\_\_\_\_

Sponsored by: Finance Director

# RECORD OF ORDINANCES

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 30043

Ordinance No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_

### AN ORDINANCE AMENDING ORDINANCE NO. 2023-156, THE 2024 ANNUAL APPROPRIATION ORDINANCE. [#8]

WHEREAS, it is necessary to amend certain 2024 appropriations provided for in the 2024 Annual Appropriations Ordinance in order to adequately administer the City's resources in accordance with financial requirements now known; and

WHEREAS, the 2024 appropriations were previously amended by Ordinance No. 2024-93 passed June 24, 2024, Ordinance No. 2024-84 passed May 20, 2024, Ordinance No. 2024-73 passed April 29, 2024, Ordinance No. 2024-60 passed April 22, 2024, Ordinance No. 2024-48 passed March 25, 2024, Ordinance No. 2024-31 passed February 26, 2024 and Ordinance No. 2024-06 passed January 22, 2024; and

WHEREAS, pursuant to Section 4.13 of the City Charter, this Ordinance will take effect immediately upon approval by the Mayor;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Streetsboro, Portage County, Ohio, that:

SECTION 1: The 2024 Annual Appropriations Ordinance is hereby amended as set forth in Exhibits "A" and "B" hereto, which are attached and incorporated as if fully rewritten herein.

SECTION 2: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, to the extent applicable, including Chapter 107 of the Codified Ordinances.

SECTION 3: This Ordinance shall take effect immediately upon the signature of the Mayor pursuant to Section 4.13 of the City Charter.

PASSED: \_\_\_\_\_  
Date Steve Michniak, President of Council

ATTEST: \_\_\_\_\_  
Caroline L. Kremer, Clerk of Council

APPROVED: \_\_\_\_\_  
Date Glenn M. Broska, Mayor

Prepared and approved as to legal content by: \_\_\_\_\_  
David L. Nott, Law Director

Date Submitted to Mayor for Approval: \_\_\_\_\_ Returned: \_\_\_\_\_

Sponsored by: Finance Dept.

<b>INCREASE IN ESTIMATED RESOURCES:</b>		
Line Item	Description	Amount <b>Comment(s):</b>
102.91.4191	TRANSFER IN	\$ 2,000.00
	<b>Total Health Reimbursement Fund</b>	<b>\$ 2,000.00</b>
		Additional funds required to cover employees electing to go to H S A medical plan
215.81.4116	HOTEL/MOTEL TAX	\$ 75,000.00
	<b>Total VCB Fund</b>	<b>\$ 75,000.00</b>
		Additional budget required to cover remittance of hotel/motel receipts to Visitors Convention Bureau
702.81.4244	PARKS AND REC RENTAL DEPOSIT	\$ 10,000.00
	<b>Total Escrow Fund</b>	<b>\$ 10,000.00</b>
		Establishing budget for the receipt of Community Center Rentals
	<b>Total Increase in Estimated Resources</b>	<b>\$ 87,000.00</b>
<b>DECREASE IN ESTIMATED RESOURCES:</b>		
	<b>Total Decrease in Estimated Resources</b>	<b>\$ -</b>
<b>INCREASE APPROPRIATIONS:</b>		
Line Item	Description	Amount <b>Comment(s):</b>
101.11.5733	SOFTWARE	\$ 3,200.00
		Request from IT Director for additional funds for Police Dept software
101.11.5745	EQUIPMENT	\$ 1,000.00
		Request from Police to move budget between Materials/Supplies to Equipment to cover appliance need. Nets to zero
101.44.5338	CONTRACTUAL SERVICES	\$ 12,500.00
		Request from Econ Dev to cover TIF Legal Services
101.51.5438	STREET LIGHT MAINTENANCE	\$ 10,468.00
		Covers light pole insurance settlement paid out of Service Dept per Ord 2024-88. Revenue budget adjustment in June #7 request.
101.73.5241	SCHOOLING	\$ 328.00
		Request from Finance to move budget between PT Seasonal and Schooling. Nets to zero
101.73.5745	EQUIPMENT	\$ 500.00
		Request from Finance to move budget between Materials/Supplies & Equipment. Nets to zero
101.75.5222	MEDICARE	\$ 16.00
		Medicare portion for additional commission stipends
101.81.5971	TREE/BENCH PROGRAM	\$ 350.00
		Request from Parks to cover remaining expenditures for memorial benches
101.81.5337	SOFTWARE	\$ 2,100.00
		Citizen Serve license for general use
101.81.5523	INSURANCE DEDUCTIBLE/SETTLEMENT	\$ 5,000.00
		HAS CLAIM NO: 10001989-C170 to cover City's deductible

101.91.5911	TRANSFER OUT			Additional funds required to cover employees electing to go to H S A medical plan
			\$ 2,000.00	
	<b>Total General Fund</b>		<b>\$ 37,462.00</b>	
102.81.5212	HSA		\$ 2,000.00	Additional funds required to cover any new employees electing to go to H S A medical plan
	<b>Total Health Reimbursement Fund</b>		<b>\$ 2,000.00</b>	
201.61.5931	REFUNDS		\$ 5.00	Request to cover Road Fund refund issue
	<b>Total Road Fund</b>		<b>\$ 5.00</b>	
204.22.5931	REFUNDS		\$ 1,000.00	Request to cover Cemetery Fund refunds
	<b>Total Cemetery Fund</b>		<b>\$ 1,000.00</b>	
215.81.5352	VISITOR & CONVENTION BUREAU		\$ 75,000.00	Additional budget required to cover remittance of hotel/motel receipts to Visitors Convention Bureau
	<b>Total VCB Fund</b>		<b>\$ 75,000.00</b>	
503.52.5713	IOB - WATERLINE		\$ 48,230.00	Request from Service Director & City Engineer to cover costs for Aurora/Hudson Road Waterline line design for replacement
503.52.5750	CHEROKEE TRAIL AND APACHE PASS		\$ 9,100.00	Request from City Engineer for additional funds to split Arrowhead Waterline replacement design into two phases
	<b>Total Water Improvement Fund</b>		<b>\$ 57,330.00</b>	
702.81.5958	REFUND - PARKS & REC RENTAL DEPOSIT		\$ 10,000.00	Budget needs established to refund security deposits for Community Center
	<b>Total Deposit Escrow Fund</b>		<b>\$ 10,000.00</b>	
	<b>Total Increase to Appropriations</b>		<b>\$ 172,797.00</b>	
<b>DECREASE APPROPRIATIONS:</b>				
Line Item	Description		Amount	Comment(s):
101.11.5611	MATERIALS AND SUPPLIES		\$ 1,000.00	Request from Police to move budget between Materials/Supplies to Equipment to cover appliance need. Nets to zero
101.73.5611	MATERIALS AND SUPPLIES		\$ 500.00	Request from Finance to move budget between Materials/Supplies & Equipment. Nets to zero
101.73.5146	PART TIME SEASONAL		\$ 328.00	Request from Finance to move budget between PT Seasonal and Schooling. Nets to zero
	<b>Total General Fund</b>		<b>\$ 1,828.00</b>	
	<b>Total Decrease in Appropriations</b>		<b>\$ 1,828.00</b>	



F-7632

Exhibit "B"

to come