

THE CITY OF STREETSBORO, OHIO

FINANCE COMMITTEE MINUTES

Monday, August 24, 2020

This Finance Committee Meeting was called to order on Monday, August 24, 2020 at 7:00 p.m. by Justin Ring, Chairman. Mrs. Field gave an invocation and Mr. Ruediger led the Pledge of Allegiance.

PRESENT: Jon Hannan, Justin Ring, Mike Lampa, Jennifer Wagner, Chuck Kocisko, John Ruediger, Julie Field

ABSENT: None.

ALSO PRESENT: Glenn Broska, Mayor
Frank Beni, Law Director
Rob Reinholz, Fire Chief
Caroline Kremer, Clerk of Council
[by Zoom video conferencing:]
Troy Beaver, Interim Police Chief
Kevin Grimm, Fire Captain
Jenny Esarey, Finance Director
Bill Miller, Service Director
John Cieszkowski, Planning Director
Patrick O'Malia, Economic Development Director
Greg Mytinger, Parks and Recreation Director

Disposition of Minutes

MOTION: TO ACCEPT THE SPECIAL FINANCE COMMITTEE MEETING MINUTES OF MARCH 9, 2020, AND THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF APRIL 27, 2020, MAY 18, 2020, JUNE 22, 2020 AND JULY 13, 2020 AS PRESENTED.

Moved by Mrs. Field, seconded by Mr. Lampa. Upon voice vote, **motion carried.**

Monthly Financial Report

Ms. Esarey said the July financial statements had been distributed to Council on August 3, 2020. At the time there were no issues with salaries and wages. Both expenses and revenues were above target (58.33%). At the end of July General Fund expenses were at 69% and Total expenses were at 72% but that included encumbrances beyond July. The General Fund revenue was above target at 63% and Total revenue was at 68% and that included the Fire Station and Service garage note money. 100% of the municipal income tax receipts we going toward the General Fund and total collections was right at budget at 67% (target was 66.67%).

Mr. Ring asked when Ms. Esarey might be comfortable reallocating money back into other funds. She said she'd like to leave the allocations alone for this year since things were at target and move a specific amount to the Capital Fund if it was needed for a specific purchase. She was planning to reallocate the revenue starting January 1, 2021. Mr. Ring agreed with this proposal.

Old Business

None.

New Business

T-6875 Certify Unpaid Bills for Excessive Fire Alarms as Tax Liens

Chief Reinholz said there were two local motels that had been a problem with excessive nuisance calls. An ordinance had been passed a couple of years ago to institute charges for excessive nuisance calls. He said the department's aim was not to charge fees and generate money off of businesses, but to discuss the issue and work to a resolution if possible. The charges were instituted because the department had no teeth to enforce changes to prevent numerous false alarms at the same location. These two motels had suites where they allowed smoking, which was their prerogative, but they had smoke detectors in these smoking rooms and the Fire Department was constantly going to these motels over the last year or two. The Chief and Capt. Grimm had met with the owners a few times over the last year or two and explained the problem, but no changes had occurred so Chief Reinholz wanted to have these unpaid charges applied as tax liens as a last resort. The State had also had problems with these hotels and had given them corrections that they had to fix or else they would be fined a daily amount. The Fire Department only billed the businesses \$500 per nuisance call when it was a legitimate cost, not for a system malfunction or other reason the detector may properly go off.

Mr. Ring appreciated the effort because he was concerned about the number of calls to these locations that he could hear on his scanner at his home. It cost the City money every time the Fire Department went to a call and if these businesses, which had been told kindly that changes were needed and the department had tried to work with them with various suggestions, but they were still unwilling to cooperate, so he felt this was appropriate.

Mr. Kocisko said he would recuse himself from this subject.

Mr. Ruediger asked if these charges were applied as a lien the City would not recoup the money unless there was a transfer of ownership of the property. Mr. Beni said or a foreclosure. Mr. Ring noted that the City could start foreclosure proceedings against them. Mr. Ruediger commented that he worked for hotels for many years and sometimes there were faulty alarms and the staff could not shut them off, it had to be taken care of by the fire department. So he thought this action by the City may actually help the employees of the local businesses that did not have the ability to make the changes needed for these nuisance alarms.

Chief Reinholz confirmed for Mr. Lampa that the City had not received any payments from these two motels. They had been billed quarterly through June 2020. The City would continue to bill for each nuisance call until this was resolved.

MOTION: TO MOVE THIS TO TONIGHT’S REGULAR COUNCIL MEETING.

Moved by Mrs. Field, seconded by Mr. Lampa. Upon voice vote, **motion carried with Mr. Kocisko recusing himself from the vote.**

T-6876 Accept Assistance to Firefighters Grant for SCBA

Chief Reinholz said the SCBA were the air masks the firefighters wore into a fire scene. Lt. Eric Moss wrote the grant and the department was successful in winning a grant of \$221,386.67 with a 5% match (\$11,069.33), which was already included in the 2020 budget in anticipation of winning this grant. He asked Council to accept the grant so the department could move forward and purchase the SCBA equipment. The department had one year to use the grant, but the existing air cylinders would be out of date before that. Mr. Ring was pleased with the effort to get this sizable award.

Chief Reinholz confirmed the grant would be used for the entire ensemble (harness, cylinder, air mask) for each spot on each fire vehicle (21 units), plus one spare cylinder for each unit (21 spare cylinders).

MOTION: TO MOVE THIS TO TONIGHT’S REGULAR COUNCIL MEETING.

Moved by Mr. Ruediger, seconded by Mrs. Field. Upon voice vote, **motion carried.**

Discuss Staffing for Planning/Building Departments

Mayor Broska had provided the information Mr. Ruediger had requested at the last meeting regarding the number of permits for the last few years. The number was trending upward. He mentioned that in 2012 there was more staff in the Building Department than there was now. So even if there was a drop in the number of permits, it would still be more than the current staff was able to handle most efficiently for the customers. Mayor Broska felt adding this additional Clerk would help some of the strain with the Building Department and also the Planning and Zoning Department. Having this additional staff person would allow the departments to be able to make changes and updates in the system to make it more user friendly and efficient; right now the departments were just “treading water” and were not able to move the departments forward.

Mr. Ring agreed the Planning and Zoning Department was understaffed and the turnaround time was longer than the customers wanted. Mr. Ring agreed the number of permits requested increased since 2018 and he felt that was because Meadow View was building a lot. He expected that would decrease again in time to the pre-2018 levels, but the City would still have more money than pre-2018 levels because of the recent increase in permit prices, which was needed. He emphasized that although there was now more money in the Building Department it may not always be enough to cover the salary for this new position and the 101- fund may need to absorb some of it, but the 101- fund was already at a deficit so when some of the income tax revenue was reallocated back to the Capital Fund, that may need to be considered.

Mrs. Field also agreed there was a need for another person. She was concerned this new person should be assigned to the best place to cover all the things that were needed. She wondered if it had

been considered to give the Planning Director his own (non-union) executive assistant, beyond the Planning Clerk, who could assist with the Building Department tasks too for maybe less money than \$93,000 for the proposed Building Department Clerk. She said most Building and Zoning Departments had a multitude of people working there. Mayor Broska said if Mrs. Field was looking to add someone to the Planning Department, the City would need to hire a degreed planner, which would cost even more. He clarified that the proposal to add a Building Department Clerk was designed and intended to split that Clerk between the Planning and Zoning Department and Building Department. Mr. Cieszkowski ran the Planning and Zoning Department and Mr. D'Agostino was in charge of the Building Department. Mayor Broska noted that there was constant communication between the departments and also with the Economic Development Department. He said if this new Clerk did not accomplish what the administration wanted to accomplish, he would come back to Council. He knew he needed additional personnel in a lot of different places, none more important than another, but he was trying to build as the City could afford.

Mrs. Field asked if the Council Members had any others thoughts on this subject; she was just trying to put forward another idea. Mr. Ring clarified with Mayor Broska that the salary for this new Clerk would come out of the Building Department, not the Planning and Zoning Department. Mr. Ring wondered if this new person's job description would only reflect the Building Department or would it clarify that the person would work for both departments. Mayor Broska said they hoped the person hired would have experience in Planning and Zoning and Building, they were separate departments but they went hand in hand; they didn't want just anybody that would need a lot of training.

Mr. Ruediger said it seemed at the last meeting that this new person would be dedicated to Planning and Zoning and Building, but then it was said that if the Water Clerks were to move to the refurbished Water Department at the Carter Lumber property, this new person would also handle the receptionist duties at the front door, but that would take away from their work for Planning and Zoning and Building. Mayor Broska noted that if the Water Department moved out of City Hall, then 98% of the people that came to City Hall would be coming for Planning and Zoning and Building, so that new person would be in a perfect spot to meet them. The person would not be a "receptionist;" there were five different people that answered the phones. Mayor Broska preferred to have a live person answer the incoming phone calls instead of an automated system. Mr. Ruediger said he thought an automated system was better because it got the incoming calls directly to the person the caller wanted. Mayor Broska said a live person could let the callers know if the person they wanted was not in and if another staff member might help them instead of the caller just getting voicemail with an automated system. He said the customers liked talking to a live person.

Mr. Ruediger thought a lot of the workload in the Building Department and the Planning and Zoning Department might be reduced with more automation and online applications and maybe hiring an IT person could help with that. Mayor Broska responded that the departments had just been treading water and had not been able to look forward to doing the things they needed to do to make the program run more efficiently. If the City hired this additional Clerk, it would free up some time in the departments so the staff could work with IT and get more step by step information on the website for the citizens to use to make the departments more modern and more efficient.

Mr. Lampa agreed with creating a “multiple-hat-wearing” job description to be clear what the new hire would be expected to do. Mr. Ring said sometimes it was difficult to ask union employees to do something that was not within their job description so he also supported a thorough job description. Mrs. Field agreed it could be tricky with a union position, that’s why she suggested a non-union assistant type position. Mr. Lampa asked if a non-union assistant in the Planning and Zoning Department could also assist the Building Department. Mayor Broska said it depended on what they were hired for, but if he wanted to hire someone to specifically help the Planning Director he would get an assistant planner instead of a clerical assistant, which would be a professional, experienced, degreed planner. He expected there would be people from other communities that had experience with planning or building permits that would apply for the union position because it would pay relatively well. The job qualifications would list some required experience in this field.

Mr. Ring asked why the City didn’t hire an assistant planner instead of this Clerk position, it couldn’t be that much more money. Mayor Broska said it would be a lot more money. He felt right now, that would be counterproductive to what the City was trying to do because an assistant planner would not really free up the Planning Clerk for her to be able to help the Building Department. That may be something for the future if the City felt that was a need; maybe the City could hire someone fresh out of school.

Mr. Hannan thought this topic had been brought up to help all the departments. He understood it would be under the Building Department because that’s where the funding was available, but he agreed there needed to be a job description to clarify what the position was for so in a few years when the people in this room may no longer be here, the intentions for this position would not get lost. He understood a need for an assistant planner, but that position would not help the Building Department and the complaints Mr. Hannan had heard were about delays with the Building Department permits; when a Clerk was out of the office for a few days things got behind. Mayor Broska explained that the Residential Building Official (RBO) was the only one that could sign building permits and the Planning Director was the only one that could sign zoning permits, but the Clerks checked the pieces that made the permits complete and ready to be signed. Mr. Hannan supported creating this Clerk position for the short term to be more efficient for the customers. For the long term he felt there needed to be an additional person in both departments.

Mr. Kocisko asked if this additional Clerk could be part-time. Mayor Broska didn’t think a part-timer would satisfy the needs of the departments. Mr. Kocisko suggested a part-time position, similar to the lawyers who worked part-time for different communities. Mayor Broska said there were consultants who could be on retainer to assist Streetsboro for certain things (like the Core Concept) but for the day-to-day reviews and things Mr. Cieszkowski could handle those. Mr. O’Malia had also asked to have a consultant to help the City redesign the CRA. Mayor Broska said it was possible the workload might decrease in the future so he didn’t really want to add an assistant planner; he preferred to hire consultants for specific tasks as needed. He felt this Clerk position, split between the Planning and Zoning Department and the Building Departments, may not answer all the City’s prayers, but it would be the answer to some of the prayers. There was a dire need for people in the Service Department and also a need for more police officers and firefighters. There was a department that was generating

adequate funding to fund the position and that's why he was proposing to add a position to the Building Department, in addition to the enormous amount of complaints that had been received. Mr. Kocisko suggested Mayor Broska talk with Mr. Cieszkowski who may know people in the field that would be willing to work part-time for different communities. Mayor Broska said he had already discussed the issue with Mr. Cieszkowski and with the Building Department and they all felt this would be a good step forward for the City. This was an opportunity because of the recent increase in the building fees. The Mayor was aware Streetsboro was at about 52% of the staffing for a city of its size and the administration asked a lot out of all of its employees. The City needed to generate more revenue to add more people at a minimum of almost \$93,000 each for salary and benefits. Mr. Kocisko said Council understood the Mayor's reasons for proposing this, but as the purse holders, Council was trying to be cautious on spending.

Mr. Ring asked what the salary would be (without benefits). Ms. Esarey explained that the person would be hired in at Step 1 at \$20.89/hr per the union CBA, then move to Step 2 at \$21.53/hr, and Step 3 at \$22.20/hr so the proposed \$93,000 per year was based on a full year and at the highest level of insurance (family plan). Ms. Esarey said she had budgeted this position in the Building Department because the building permits fees were the revenue source for paying for this position. She said she could adjust the budget to split the pay between the departments if Council preferred. She mentioned again that the City would have a huge expense next year (\$300,000+) that would affect the budget because there would be 27 pays instead of the usual 26.

Mrs. Field asked if the union would have something to say about the classification of this position during the negotiations or if they could refuse to do something not specifically listed in the job description. Ms. Esarey said the negotiation process did not include job descriptions because most of them were already set and they included the general "other duties as required/assigned" phrase so the job could be expanded or adjusted with other type clerical or administrative duties as needed, and the position could be split because that was within the realm of what management was allowed to do. Mrs. Field agreed the City needed someone in this department, but she was concern the permit fee revenue source may not be able to cover this position into the future forever. She didn't want to hire someone just to help in the short term; she wanted someone for the long term. She also thought it might be beneficial to start with someone part-time and see what could be accomplished and learn what else might be needed and what direction to go. She felt more discussion was needed and she wanted to hear from Mr. Cieszkowski on what would benefit his department the most right now.

Mr. Cieszkowski addressed Mr. Kocisko's question about whether someone could work part-time because for seven years he had worked as a Planning and Zoning consultant and provided similar services to various communities. He thought if Streetsboro hired a consultant it would be similar to hiring a consulting engineer whereby the City would be paying them an hourly rate and it was probably not the most cost effective method. Mr. Cieszkowski said he had interned each summer of his graduate degree program and ended up getting a job at one of the places he interned. He said if the City chose to hire an intern the City would have to pay some money (>\$110/hr) to get a graduate student intern of any quality. He said that could get costly, that's why consultants were used for bigger-picture projects. He noted that Bridget Pavlick had done a phenomenal job as the new Planning Clerk, but it was not the same as having a Clerk with 15 years of experience as Stacey Vadaj did, and

Mrs. Pavlick had started when the work load this summer was tremendous. She had learned the Code more over the last few months and was better able to explain to people what they needed to provide with their applications. He added that there was equal responsibility on the side of the applicant as on the side of the administrator of the Code and the applicant needed to make the effort to get all the proper information submitted in a timely manner to expect to get a response in a timely manner. Mr. Cieszkowski said he would not sign off on a permit until he had all the pieces of information that he needed to verify conformance with the Code. He agreed the City needed a lot of efficiencies built into the website like checklists and application requirements, etc. He said he thought the idea of an Assistant Planner was phenomenal and necessary but he understood there were financial constraints and other departments needed assistants too. He offered to talk with any Council Members that wanted more information outside the meeting. Mr. Hannan said that was why it was so important to get the forms, procedures and checklists online to save time.

Mr. Ring thought there was still a lot of discussion to be had on this issue and just making the budget amendment tonight was rushing. He didn't know if the City had explored all options to the fullest.

Mr. Ruediger also thought this needed further discussion. He suggested having Mr. Cieszkowski attend the next discussion in person instead of by Zoom for more thorough discussions. Mr. Lampa mentioned that the longer this issue was delayed the more the backlog in the Planning and Zoning and Building Departments may grow. He said he had already received numerous complaints and he was ready to make a decision.

Mrs. Field said she'd also received numerous complaints, but this was the end of summer and there would be fewer requests for pools, fences, sheds, etc. She also wanted to fix this issue as soon as possible, but she did not want to rush the creation of a position, especially a union position because once you hire them, they were basically on for life. Mayor Broska disagreed. Mrs. Field wanted a little more clarity of this position before making a decision; she asked for a job description of what the person would do.

Mr. Ring wanted to understand the other options as well, especially a part-time option. He thought a full-time person may be needed now to clear the backlog of requests, but one that backlog was cleared would the City need a full-time staff person. He wanted an understanding or an analysis of what it would look like to hire a part-time person into that position to see if that would help clear the backlog and get the efficiencies that was desired, or maybe hire a part-time person and get an intern, or maybe hire two part-timers. He just felt this needed more discussion of all options for Council to decide what would get the work done and spend the City's money most effectively.

Ms. Wagner commented that sometime with part-time employees they use the position to learn the field and then go flourish somewhere else so Streetsboro would spend the time to train the employee on multiple tasks who may go elsewhere after a short time and then Streetsboro would have to start again with a new employee. Mr. Ring said Mr. Kocisko had proposed part-time similar to the Law Department staff where the person was already trained and experienced and worked part-time for one community and could do the same in Streetsboro part-time. He felt there were a lot of options and a lot things that needed considered before authorizing a \$93,000 job.

Mayor Broska asked that the Council Members call and talk to the administration prior to the meeting because he had come to the meeting tonight expecting to be able to add a sorely needed person. The administration had not asked for this randomly; the Mayor had discussed the issue with the Chief Building Official and with Mr. Cieszkowski and they decided this was the best option for the City at this time. This had been discussed here in the Council meeting for well over an hour and it was no further ahead, and Council was suggesting to wait another month to look at all the options. Mayor Broska said this was his job as Chief Executive Officer of the City and he had come to City Council for authorization for the money to fund the position that was discussed amongst the directors and decided as the position that was needed to move forward. He understood Council controlled the money, but this was the position the administration, who was in charge of operating the City, had decided on. He didn't really want to put it off for another month. The \$93,000 amount was in 1 ½ years after the three steps and could be less depending on the person's insurance choices. Mayor Broska said he was trying to do something to help the citizens of Streetsboro, and he had worked with the directors who run the departments, and they had both agreed this position would help their departments immensely. He didn't want to "kick the can down the road."

Mrs. Field disagreed that Council was "kicking the can down the road." She said this was brought to Council a month ago and the City had been in dire need for people in those departments for years, so she wanted to think through the issue and be wise and diligent about this decision to make the right choice for the City. Mayor Broska was concerned that the discussion would be pushed off until next month and then it might take a month to hire someone to get the help those departments needed. Mrs. Field thought the discussion and thoughts tonight had been helpful. She wanted to forward this topic to the next meeting for a job description and other options and have more discussion about it with Mr. Cieszkowski present.

Mr. Hannan wanted to move forward with this topic tonight and was told that there was no legislation associated with this topic to send to the Council Meeting; it was part of the appropriation amendment later on tonight's Finance Committee agenda. It could be authorized in the budget amendments as presented or removed from the proposed budget amendments. Mr. Hannan was ready to move forward with this and did not want to move it to next month's Finance Committee Meeting. He suggested a Special Finance Committee Meeting along with the Service Committee Meeting in three weeks to review a job description. He said he respected the Mayor's and Mr. Cieszkowski's opinions that this position was needed and Council had had the information for a month; he was ready to approve it tonight. Mr. Ruediger clarified that this topic was brought up at the last Service Committee Meeting two weeks ago, not a month ago. Mr. Hannan said Council knew all the departments needed help and here was an opportunity to do so. It would probably not cost the whole \$93,000, and part-time was probably not the best way to go as Ms. Wagner had mentioned, so he felt Council needed to go ahead and do this. Mr. Lampa agreed.

Mr. Kocisko said the Mayor and Council all wanted to do what was best for the City, but Council needed more information, like the job duties, instead of just doing it because the Mayor presented it, and he wanted to look at this again in two weeks. Mr. Ring agreed that it was important that Council review what was presented. Mr. Ring understood it was the administration's job to put together the

job descriptions and he thought a union Clerk would have a basic job description but this was a new position of a Planning/Building Clerk and would have a unique job description; he wanted to avoid any grievances. He felt Council should discuss all this and make sure everything was in order before anything was approved. He was comfortable with a Special Finance Committee meeting in two weeks.

Mr. Hannan thought Council could approve the funding tonight to start the process and still review the job description in two weeks because the administration wouldn't hire someone in a completely different position in that time. Mr. Ring said the administration could start the process without the funds being approved, they just couldn't make the final hire until the funds were approved.

Mayor Broska clarified the hiring process: the position would have to be posted in-house for five days, if no one in-house applied, then it would be posted to the outside. It could be two to four weeks for the application process, then Mrs. Lockhart-Reese, Mr. Cieszkowski, and Mr. D'Agostino would get together and review the resumes and arrange interviews. It could be at least six weeks before the person would actually start.

Mr. Ring asked the Law Director, with the union contract, if the City could hire someone and specify a different duty than was already listed for the position of Clerk. Mr. Beni didn't think the union contract specified duties, but he hadn't reviewed the contract with regard to these positions. Mayor Broska said there were specific areas within the contract; the "Planning and Zoning Clerk" was not considered along the same lines as a "Clerk" for job classifications. This would not be a new classification, this would be a Clerk classification which included "other duties as assigned" as long as the other duties assigned were that of a clerk. Mr. Ring was concerned about the job duties description, because he didn't want the City to hire someone in and then find out they won't or can't do duties in both departments. Mayor Broska said the duties were essentially the same. Mr. Ring asked if Mrs. Vadaj, now in the Service Department, was out for a week, could the City send this new Clerk to do that Clerk job for the week. Mayor Broska said realistically the City could; he could do that easier than sending a non-union person to do the job, which wasn't allowed under the union contract.

MOTION: TO SCHEDULE A SPECIAL FINANCE COMMITTEE MEETING FOR SEPTEMBER 14, 2020.

Moved by Mrs. Field, seconded by Mr. Kocisko. Upon voice vote, **motion carried.**

Ms. Esarey commented that the City had two retirements recently (Mrs. Dengg in the Water Department and Mrs. Corbett in the Service Department) and although they were both clerks within the union, each job description was specific to their functions, and there could be a job description specific to this proposed position. The clerks were interchangeable but the job description itself could be written to include the duties for both Building and Planning and Zoning.

Mr. Ring was interested in discussing this at the September 14, 2020 Special Finance Committee Meeting any other options beyond just hiring a full-time clerk to determine what was most feasible.

He also asked for a job description with specified duties for this position with both Building Department and Planning and Zoning Department tasks to be implemented with the position.

MOTION: TO MOVE THIS ISSUE TO THE SPECIAL FINANCE COMMITTEE MEETING ON SEPTEMBER 14, 2020.

Moved by Mrs. Field, seconded by Mr. Hannan. Upon voice vote, **motion carried**. Mrs. Kremer clarified that Council would need to add the budget amendment for this issue as an agenda item to the Special Finance Committee of September 14, 2020 if they were to remove the corresponding appropriations from tonight's budget amendment.

Discuss Carter Lumber Property

Mayor Broska thought Council had rejected his proposal to refurbish the Carter Lumber property for the Water Department at the last meeting and wasn't certain why it was on today's agenda. Mr. Hannan said a rate increase had been mentioned in the past to make improvements to the Water Department and the water system, but thought a rate increase should not be done now, in the middle of a pandemic. He liked the proposal and thought it should be looked into, but now was not the best time to do it. Mr. Ring agreed a rate increase would be needed eventually (not now) in order to get the \$10 million+ in waterline projects done. Although the idea to refurbish the Carter Lumber property was not bad, Mr. Ring did not want to spend 30% of the currently available funds on it. Mr. Ring felt this was more "nice to have" not "need to have;" the City needed the waterlines, meter replacements, etc.

Mr. Hannan remembered that at the last meeting there had been discussion about just getting a quote for the roof to at least save the building. Mr. Hannan said if there was to be a move of the Water Department to the Carter Lumber property, maybe that should probably happen at the same time the City Hall would move to save money.

Mr. Miller said he had reached out to get prices for the roof and expected to have that information for the next Service Committee Meeting. It may need to be bid out, which could take several weeks. Mr. Hannan hoped to be able to get a new roof before the end of this year and the winter weather.

MOTION: TO MOVE THIS TO THE SEPTEMBER 14, 2020 SERVICE COMMITTEE MEETING.

Moved by Mr. Ruediger, seconded by Mrs. Field. Upon voice vote, **motion carried**.

Executive Session

MOTION: TO RECESS INTO EXECUTIVE SESSION TO CONSIDER PENDING LITIGATION AND ECONOMIC DEVELOPMENT PACKAGES.

Moved by Mr. Ruediger, seconded by Mrs. Field. Upon roll call vote, **motion carried unanimously and the meeting recess at 8:40 p.m.**

MOTION: TO RECONVENE FROM EXECUTIVE SESSION.

Moved by Mr. Ruediger, seconded by Mrs. Field. Upon voice vote, **motion carried and the meeting reconvened at 8:57 p.m.**

T-6877 Authorize CRA Agreement w/WMS/Buckeye Quality Meats

Mr. O'Malia said the former gas station on SR 14 near the old Arby's would soon be demolished. The owner WMS LLC/Buckeye Quality Meats was going to completely tear down the gas station and put up a new 3,266 sq. ft. facility. The total cost of the project would be about \$1.2 million, it would create about 8 fulltime and 10 part-time employees. The agreement with the CRA stipulated that the company would join the Streetsboro Area Chamber of Commerce, make a one-time donation of \$1,000 to the Streetsboro bicentennial, remit an annual donation of \$500 in cash or the same value in food donations to the Streetsboro Community Food Pantry during the term of the agreement, and an annual payment in lieu of taxes of 5% of the value of the taxes forgone to the Streetsboro's Community Improvement Fund (with which Council could have some discretionary spending). Because this was under 50% the City did not need to get the formal approval of the Schools, however, the Schools had been notified. Mr. O'Malia had told the Schools that Council may take action on this CRA as soon as Monday, September 14, 2020.

MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING FOR FIRST READING.

Moved by Mr. Ruediger, seconded by Mr. Lampa. Upon voice vote, **motion carried.**

T-6873 Amend 2020 Annual Appropriations [#10]

Ms. Esarey said this was amendment #10 with Exhibits "A," "B" and "C." She understood Council wasn't comfortable moving forward with the Building/Planning Clerk tonight, so she suggested removing Exhibit "C," which is why she put it in a separate exhibit. She could reintroduce the exhibit at the September 14, 2020 Special Finance Committee Meeting for Council's further consideration.

Ms. Esarey explained that Exhibit "A" was normal items, but she noted that she was increasing the General Fund Municipal Income Tax Receipts by \$850,000 based on actual receipts due to the 100% reallocation done earlier in the year. This would help offset some of the transfers that had been made to the Capital Fund. She also increased both the estimated resources and appropriations for unclaimed monies. Back in 2014, per an audit requirement, an unclaimed money policy was put in place, and now that 5 years had passed and letters had been sent per the policy, the City was now able to put those unclaimed monies into the General Fund.

There was \$137,500 in the Deposit Escrow Fund. Mr. D'Agostino, the Residential Building Official, was doing deposits instead of performance bonds and Ryan Homes was doing these deposits, so there was a line item for the revenue and a line item for the expenses; so the money was recorded when it came in and when it was refunded. Mr. Ring wanted to know if it was legally proper if the City had to use the deposit money to get a job done instead of a performance bond. Mr. Beni answered that the City would follow the same procedures it would if it were to execute on a performance bond. The

City had not changed the language on any forms that indicated what the applicant/contractor was required to do.

Ms. Esarey said the Police Department had approached the Mayor and Ms. Esarey because they were not looking for a part-time dispatcher as originally budgeted, but needed a part-time police officer, so a budget amendment for this adjustment was included tonight. Most everything was an in and an out except the additional \$1,155 for the RKS biohazard cleaning which was the remainder of an invoice that was approved at the last meeting (Ord. No. 2020-95) and would be included with the allowable expenses for the Coronavirus Relief Fund.

Ms. Esarey said Exhibit "B" was adjustments to wages, salaries and benefits to make sure the line items made it through the end of the year based on actual expenditures so far this year. These ins and outs resulted in \$0 affect to the net budget. Exhibit "C" could be removed by motion and then this ordinance would just have Exhibits "A" and "B."

MOTION: TO REMOVE EXHIBIT "C" FROM THIS APPROPRIATION AMENDMENT.

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

MOTION: TO PLACE THE EXHIBIT "C" ITEMS ON THE SEPTEMBER 14, 2020 SPECIAL FINANCE COMMITTEE MEETING AGENDA AS A SEPARATE AMENDMENT TO THE 2020 ANNUAL APPROPRIATIONS.

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

MOTION: TO MOVE T-6873 AS AMENDED TO TONIGHT'S REGULAR COUNCIL MEETING AS EMERGENCY LEGISLATION.

Moved by Mr. Ruediger, seconded by Mr. Hannan. 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. Ruediger, seconded by Mrs. Field, this meeting adjourned at 9:07 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Justin Ring, Chairman