

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

Monday, October 26, 2020

This Finance Committee Meeting was called to order on Monday, October 26, 2020 at 7:00 p.m. by Justin Ring, Chairman. Mr. Ruediger led the Pledge of Allegiance and then Mrs. Field gave an invocation.

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

ABSENT: None.

ALSO PRESENT: Glenn Broska, Mayor  
Frank Beni, Law Director  
Tricia Wain, Police Chief  
Rob Reinholz, Fire Chief  
Shawna Lockhart-Reese, HR Manager  
Melissa Procop, Mayor's Administrative Assistant  
Caroline Kremer, Clerk of Council  
[by Zoom video conferencing:]  
Jenny Esarey, Finance Director  
Bill Miller, Service Director  
John Cieszkowski, Planning Director  
Patrick O'Malia, Economic Development Director  
Greg Mytinger, Parks and Recreation Director  
Sara Fagnilli, Assistant Law Director/Prosecutor

**Disposition of Minutes**

**MOTION: TO ACCEPT THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF AUGUST 24, 2020 AS PRESENTED.**

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

**Monthly Financial Report**

Ms. Esarey said the September financial reports had been distributed to Council on October 1, 2020. The salary and wages were pretty much in balance. The General Fund expenses were a little over target at 80% and the Total expenses were also over target at 78.8% but included encumbrances beyond September 30. Target was 75%. The General Fund revenue was also a little over target at 82% and the Total revenue was also a little over target at 81.9%. The income tax was supposed to be at 83.33% through October and was at 85% so there was a little surplus.

## **Old Business**

### Discuss Audio to Text Software

Mr. Lampa asked that this item be moved to the next Finance Committee Meeting.

## **MOTION: TO MOVE THIS TO THE NOVEMBER FINANCE COMMITTEE MEETING.**

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

### Discuss Stage Rental for Streetsboro Family Days

## **New Business**

### Discuss Purchase of a Mobile Stage

Mr. Lampa said at the last meeting there had been discussion and a decision to rent a mobile stage. He had been in favor of that, but after some further thought he felt differently. He realized that in 2021 the City would need to rent the stage at least once (for Streetsboro Family Days) and in 2022 at least twice (for Streetsboro Family Days and for the Streetsboro Bicentennial). He didn't want to spend \$27,000 in two years for three events, it seemed excessive, so he looked into buying a mobile stage and did some research online.

He had distributed some information to Council. The City would need to purchase 4 panels to meet the size requirements for Streetsboro Family Days for a total cost of \$48,000 to own a mobile stage, instead of \$27,000 to rent one for use at three events. He said Council needed to determine what was best for the City. The City would need to determine where to store the purchased mobile stage between uses (rent a storage unit? purchase another shed? keep it at the Carter Lumber Building?). He listed some pros and cons for construction of a permanent stage vs. a purchased sectional mobile stage that could be used for more than just Streetsboro Family Days.

Mrs. Field thanked Mr. Lampa for looking further at this issue. She said purchase of a mobile stage was more like an investment and had more potential uses than to rent a stage for one or two weekends. She supported purchasing a mobile stage.

Mr. Ruediger didn't really want to rent a stage, but to construct a new stage for the City, but that would not happen soon, so this was a great option that could be used for various things. There was the issue regarding storage of the stage. He mentioned that if Streetsboro owned a mobile stage, Streetsboro could rent it out to the School or other local communities and recoup a little money.

Mr. Lampa said the intention was to provide Streetsboro Family Days the size of stage they needed and also to be able to use it for various other activities in the City. Each 4' x 4' panel of the mobile stage was 80 lbs.-124 lbs. so it would take a couple guys some time and effort to move these pieces into and out of storage and assemble and disassemble it; labor was a cost that needed to be considered. Mr. Ring liked this idea but felt the City needed to decide if it wanted to spend \$48,000-\$55,000 on this kind of stage or construct a permanent amphitheater/stage at around \$150,000 as had been considered; he didn't feel the City should do both. Mr. Ruediger felt it might matter how soon the City could construct a permanent amphitheater/stage; if a permanent feature could be done by 2022, then a one-time rental in 2021 might be appropriate.

Mrs. Field thought the purchase of a mobile stage might still be of great use even if the City did build a permanent amphitheater one day. The City, and maybe even the School, could do more programs if we had this facility. She said other projects were needed and it might be 5+ years before the City might build an amphitheater/stage, but a mobile stage would get some use in all kinds of ways. She hoped the City could budget for this. She thanked Mr. Lampa for looking into this.

Mr. Hannan also appreciated Mr. Lampa's efforts on this topic. Mr. Hannan wondered if the tent Streetsboro Family Days rented would fit on this proposed mobile stage. Mr. Ring thought they should be able to fashion a way to make the tent cover secure.

Mr. Mytinger said he had contacted the stage rental company about the billjacks stage system. Mr. Mytinger wasn't sure if the proposal Mr. Lampa had from School Outfitters included the stairsteps, railings, cross members, hand rails and other pieces or just the platforms themselves. Mr. Lampa said the stage package included stairs and guardrails. Mr. Mytinger said the stage rental company he talked to was to provide him with quotes for a 24' x 40' size stage, but he had not received that yet. Mr. Lampa said he had selected the all-terrain stage model that had the capacity to support 185 lbs./sq. ft. to handle the performers and equipment that might go on the stage at Streetsboro Family Days. Mr. Lampa would give Mr. Mytinger a copy of the information he had. Mr. Mytinger mentioned that the size of stage needed would be about 35 panels and the rental company also sold carts that could hold the panels in an upright position for storage. Each cart could hold about 4-6 panels with legs, etc. He said the City would still need to determine how it would transport these carts/panels to and from the performance locations; the City may need a vehicle with a lift to get these into a truck or trailer. Mr. Ring agreed the equipment and the labor to make this portable was a concern. He wanted to look into this further himself and suggested moving this issue to the next meeting.

Mr. Mytinger said he had met with the Streetsboro Family Days representatives and the Parks and Recreation staff at City Park a couple of weeks ago regarding platform needs and location once the existing stage was taken down. They discussed the idea of renting a stage and how long it would be and the idea of creating something more permanent. He thought at that time it was agreed to rent a stage for one year until they could get a plan together to construct a stage. They had also talked with someone from DWA Recreation, a playground company, that recently constructed a stage in Broadview Heights with an amphitheater type band shell. Mr. Mytinger described the stage which cost less than \$100,000 for construction, plus Broadview Heights did some additional site work, concrete sidewalks, and electrical work. Mr. Mytinger and the others planned to visit the site to see if it was something Streetsboro may want to do in the future.

Mr. Mytinger suggested renting a mobile stage for the first year and using that 12-18 months to discuss, consider and determine what to do for the future (what it might be, where it might be located, how much to spend, and how it might be funded) instead of just buying something right now.

Mr. Kocisko wanted to see the Broadview Heights facility. He said the City needed to look at options on where the funding might come from.

Mrs. Field wondered where Streetsboro might want to locate a permanent amphitheater. Mr. Mytinger thought one option might be south of the to-be-constructed basketball courts, near the school and soccer fields and the basketball courts could be used for seating. Mrs. Field still felt \$100,000 might be a conservative figure for an amphitheater type feature to be constructed in Streetsboro in the future. Mr. Mytinger said this was just an example and they still planned to visit Broadview Heights to see if it was something Streetsboro may want before pursuing it further.

Mrs. Field commented that she did not think the location Mr. Mytinger mentioned near the basketball courts was a good location for a stage/amphitheater. She said it really needed to be all planned out especially considering that Streetsboro may also have a field house one day or do other projects. She liked the idea of the portable stage option to be used for lots of different events/activities throughout town. She said a permanent amphitheater was still a goal but it needed a lot more brainstorming to determine what it would look like (maybe years of thinking, saving and prioritizing of projects). She thought the portable stage was an investment the City could get use out of for years even after the City constructed a permanent facility.

Mr. Hannan suggested purchasing fewer panels for a smaller portable stage that would be easier to store and transport and cost less than the large 28' x 40' size portable stage that Streetsboro Family Days needed, and still work toward a permanent stage/amphitheater. Mr. Ring thought that was a great option too.

Mr. Ring wondered how to pay for a portable stage. Ms. Esarey said a structure, even if it was movable, would be a Capital item. There was no money left over in the 2020 Capital Improvement Fund, so Council would need to transfer money from the General Fund to the Capital Improvement Fund to cover this in 2020. If it was to be done in 2021, then probably other items budgeted in the proposed 2021 Capital Improvement Fund would be reduced to cover this expenditure in 2021. Mr. Ring said the General Fund was already in deficit for 2020, and it wasn't feasible to add to that and he felt there were other Capital projects planned for 2021 that he thought took priority over a \$55,000 stage (like improvements to Thomas Heritage Park). He like the idea, but felt the City needed to determine how to pay for it.

Mr. Lampa said he had just wanted to bring options to Council. He didn't want to get stuck on just having one event in one location; he wanted to be able to have many events in many locations which a mobile stage would support. There was a need for one weekend in 2021 and at least twice in 2022. Mr. Ring agreed a mobile stage was a good idea and wasn't something the City currently had and would benefit the residents maybe more than a single stage, he just worried about the funding.

Mr. Kocisko commented that the City current had a stage but it was not used for multiple activities like Mr. Lampa was suggesting could be done, except occasionally, so he was concerned a mobile stage might not get used either. He was also concerned that this same Council and its thoughts and preferences may not be here in the future and things may change. The City had never talked about a new stage in the past because there was no money to build one, but now that the income tax rate had changed and the City had the option to look at different projects. He liked the idea of a mobile stage, but the City needed to determine where the money would come from, and a location needed to be decided carefully.

Mr. Ring said Council was not ready to take any action on this tonight, so this topic should be forwarded to a future meeting.

**MOTION: TO FORWARD “STAGE RENTAL FOR STREETSBORO FAMILY DAYS” AND “DISCUSS PURCHASE OF A MOBILE STAGE” TO THE NOVEMBER FINANCE COMMITTEE MEETING.**

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

Executive Session

**MOTION: TO RECESS INTO EXECUTIVE SESSION TO CONSIDER COMPENSATION AND PENDING LITIGATION.**

Moved by Mr. Ruediger, seconded by Mrs. Field. Upon roll call vote, **motion carried and the meeting recessed at 7:37 p.m.**

**MOTION: TO RECONVENE FROM EXECUTIVE SESSION.**

Moved by Mr. Ruediger, seconded by Mr. Lampa. Upon voice vote, **motion carried and the meeting reconvened at 8:29 p.m.**

T-6924 Establish 2021 Compensation for Non Collective Bargaining Employees

Mrs. Lockhart-Reese said this had been discussed in the executive session and asked that it be forwarded to tonight’s Council Meeting for first reading.

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

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

T-6925 Authorize 27 Pays in 2021

Mrs. Lockhart-Reese said this had also been discussed in the executive session and asked that it also be forwarded to tonight’s Council Meeting for first reading.

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

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

T-6912 Contract w/Ramsey & Associates for FF Entry Level Exams

Mrs. Lockhart-Reese said this was a request to pay an invoice from Ramsey & Associates for firefighter entry level exams. There had been prior legislation for authorization for an agreement with Ramsey & Associates but it was only for the Police Department promotional exams, so now this was needed also.

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

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

T-6913 Authorize 3-year Agreement w/Invoice Cloud Utilities for Online Bill Pay

Mrs. Lockhart-Reese said Katie Harrison was the project manager for Invoice Cloud Utilities. This would allow the City to take online payments, credit cards, e-checks and make the utility billing much more efficient. This was a three year contract so it needed Council authorization.

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

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

T-6914 Purchase Fire Prevention Vehicle

Chief Reinholz said this was to replace an old fire prevention vehicle, which was a 2008 Ford Fusion, with a Ford Explorer. The total \$38,320.99 cost was state bid pricing, plus the upfitting, and it was budgeted for 2020. Chief Reinholz clarified that the 2008 Ford Fusion was old but only had about 49,000 miles on it because no one over 6' could really fit into it comfortably and it didn't get used much. This vehicle was part of the department's 10 year vehicle replacement plan.

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

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

T-6915 Purchase SCBA and Air Fill Station

Chief Reinholz said the department had received an AFG grant from the federal government to purchase SCBA air packs. The department collected two bids: Fire Force at \$192,528 and another at \$203,359, for the basics (air cylinders, harnesses, face pieces). He said the department committee tried the equipment from both vendors and selected Fire Force. The grant was for \$231,000 so the department would also be able to get some related additional things like the air fill station and bags for the face pieces with the grant money. The City would contribute \$11,000 as its share of the grant. The existing equipment would be 15 years old in June and out of date according to the NFPA regulations and would no longer be able to be used, but the City could sell the old harnesses if some department had the cylinders and needed harnesses

Mayor Broska said most of the fire departments in the country were volunteer departments and may be able to use the equipment, but it was two generations old. He said the out of date equipment could not be sold, but the City may try to donate it to a fire academy for training purposes or for non-life support uses like inflating air bags, etc. The City would keep a few for such purchases too.

Mrs. Kremer mentioned there had been a revision to the language in the legislation and she had passed out the amended ordinance to Council on their tabletops tonight. She asked Council to adopt the amended version.

**MOTION: TO ACCEPT THE AMENDED VERSION OF T-6915.**

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

**MOTION: TO MOVE T-6915 AS AMENDED TO TONIGHT'S REGULAR COUNCIL MEETING.**

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

Mr. Ruediger asked to revisit T-6913, the Invoice Cloud Utilities/online bill pay item, again at the end of this meeting.

T-6916 Purchase Hands-Free Plumbing Fixtures for PD

Chief Wain asked that this be adopted as emergency legislation tonight due to the deadlines in which the CARES money needed to be used. She said the department had contacted Smylie One as their contracted HVAC and plumbing vendor because they had guaranteed rates to replace all the public and department-use fixtures (toilets, faucets, urinals) with touchless/hands-free fixtures. The drinking fountains would also be switched out to eco-friendly and ADA compliant bottle filling stations. Mrs. Field was pleased the Police Department could do this with CARES money.

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

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

T-6917 Accept Annual TIRC Recommendations

Mrs. Kremer explained the Tax Incentive Review Council usually met in March each year, but because of COVID-19 it was delayed until October this year and done by Zoom videoconferencing. The TIRC had reviewed three EZAs: one had just expired, one would expire at the end of 2020, and one was still new just starting up. The TIRC recommended the two existing ones be continued and City Council needed to act on the recommendation the TIRC provided.

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

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

Discuss Use of Coronavirus Relief Funds – 3<sup>rd</sup> Round

Ms. Esarey had provided a lot of information on how the City departments planned to use the 3<sup>rd</sup> round of funding. The City had received the 1<sup>st</sup> and 2<sup>nd</sup> rounds and then HB614 was passed and the City received the 3<sup>rd</sup> distribution. This time the City received \$593,797. In total Streetsboro had received \$949,999.40, which was a substantial amount of money.

She listed things the 3<sup>rd</sup> round of CARES money would be spent on that were pandemic related: website redesign with Proud City with online payments and online forms, another module from Proud City for paperless meeting agendas and packets, the one-time set up of online water billing,

some more biohazard cleaning, a collaboration with the Chamber of Commerce to purchase hand sanitizers and face masks to be distributed to businesses within the City. She added that there would be some money kept available to be used for PPE and cleaning supplies for City departments by the end of the year, but if the money was not going to be spent for that, she could come back to Council for an amendment and it could be used for salaries for police and fire by the end of the year. She would make sure to spend all the available CARES money; it would not go to waste. A few other things the 3<sup>rd</sup> round of CARES money would be spent on that were pandemic related: laptops for employees and Council Members for work-from-home or virtual meetings, a large plotter-scanner-printer for electronic documents, a software package and 3 iPads for online permit applications for Planning and Zoning and Building Departments, thermal scanning machines for temperature taking, touchless plumbing fixtures for the Parks and Recreation Department, and also allowable payroll expenses for police and fire. She emphasized that there were specific parameters for the CARES money and it had to be spent very carefully.

Ms. Esarey pointed out that she received different quotes after her initial presentation was prepared but there was enough money to cover the costs. She explained that the Building Department had provided quotes for \$36,000 for their software package that she had included in this memo, but tonight the Building Department would present quotes to Council for this purchase at \$41,100 because they wanted it for 7 users instead of 5 users. She also explained the update of audio/video equipment for better Zoom capability in Council Chambers and the conference room had two quotes. One from Jimmy D Productions and one from American Security, which was a lot more, and they could not guarantee the equipment would be purchased and installed by the end of this year which was a requirement to use the CARES money, but Jimmy D Production would guarantee the installation timeline. Mr. Ring added that he preferred to go with Jimmy D Productions anyway because it was a local business that was already familiar with the City's equipment and needs.

Mrs. Field asked about the thermal scanning machines. Ms. Esarey explained they were touchless scanners to identify people and check temperatures of people entering the various City buildings, which was a requirement for employees during this pandemic.

Mrs. Field asked if the City would be using all the CARES money. Ms. Esarey said the Law Department was looking into what, if anything, the City could do for the food bank. She did not want to spend any money that was not allowable because the City would have to pay it back and there would be an audit finding, which no one wanted. She said she had detailed everything for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> rounds so the City would spend every single penny of this money. When the first two rounds came through on September 28 she had presented everything, the Law Department reviewed it and signed off, then the Mayor reviewed it and signed off, and then Council reviewed it and had a roll call vote to acknowledge and approve the list. She hoped Council would do the same again with this presentation for the 3<sup>rd</sup> round of funds for the audit records. She mentioned that the more expensive items would still go through the usual purchase procedures with legislation for the individual items. Mrs. Field wanted to discuss some of the items as listed on tonight's agenda before doing that.

#### T-6918 Purchase Software for Building Department

Mr. D'Agostino said this was a cloud based storage system to speed up the Building Department



permit processing, inspections, record keeping, etc. and also help the Planning and Zoning Department. He said they looked at 5 options and selected Citizenserve because it was the least expensive and it integrated well with everything the Building Department wanted to do, plus it was already set up to accept the credit cards that the City would be using. It should be a smooth transition because they needed to get it up and running by the end of the year to use the CARES funds for the purchase of the software.

Mr. Ruediger confirmed with Ms. Esarey that the annual subscription fee of \$1,200 would be paid next year and CARES money could not be used for the subscription fee or any annual maintenance that would be expended in 2021 because CARES money had to be encumbered and expended before December 30, 2020.

Mr. D'Agostino said once the new website system was up and running citizens, builders, developers, and contractors would be able to go online to find their permit applications and do everything online and get most all their questions answered online. He said this program was almost like having an additional staff person answering questions. Mr. Ring thought the efficiency this software would provide could create a cost savings that might pay for the \$1,200 annual subscription fee. Mr. D'Agostino said they were also considering a portable printer so the property maintenance inspector in the field could print any violation notices while on site and leave it at the home, to save a lot of time.

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

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

T-6919 Purchase iPads for Building Department

Mr. D'Agostino said they planned to purchase 3 iPads. One for himself as Chief Building Official, one for Dave Petrie, the Plumbing and Building Inspector, and one for Bob Senvisky, the Zoning Inspector. This would allow the staff to look up the active permits as they drove by work sites without having to call the office. The cost was \$1,080, which could be purchased with CARES funds because it reduced the need for paper and allowed teleworking.

Mr. Ring wondered if the City could prepay the \$119/month iPad Verizon plan fee and the \$1,200 software subscription prior to December 20, 2020 and use the CARES funds. Ms. Esarey said that was not allowed; those costs would be part of the 2021 budget expenses. They didn't expect to get the items delivered and in service until probably December, so they were not even planning to apply the one month of subscription fee or Verizon plan fee from December to the CARES funds, just the purchase price for the software and the iPads.

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

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

T-6920 Purchase Laptops for Teleconferencing

Mrs. Procop said this was to purchase laptops for better teleconferencing capability for the City and

to also upgrade some existing desktop computers that she and TTx had determined would need to be upgraded in the next few years. She said some of the existing desktop computers were still in good condition so those would be repurposed and transitioned to replace some of the outgoing computers. Ms. Procop clarified that the hard drives would be removed and destroyed for the desktop computers that could not be repurposed. Mrs. Procop and TTx would review the inventory and determine how many desktops would be disabled and how many would be repurposed once Council gave permission to move forward with this project.

Mr. Ruediger mentioned the quote included 46 Dell Dock-WD19 130w Power Deliver -180w AC pieces at \$225 each, but he didn't feel that the Council Members needed those docking stations because they wouldn't have multiple monitors. Other Council Members agreed they didn't need it.

**MOTION: TO MODIFY THE EXHIBIT ATTACHED TO THE LEGISLATION (T-6920) FROM 46 TO 39 DELL DOCK -WD19 130w POWER DELIVERY – 180w AC UNITS.**

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

Mr. Hannan said since this equipment was being purchased specifically for teleconferencing, he wondered if the City could purchase its own Zoom account and download the Zoom app to all the new laptops because the City had been using his personal Zoom account, (for which he had paid an annual fee), for the recent government meetings, but if things changed and all the meetings had to be done virtually again he'd prefer to use a City account. Ms. Esarey noted any subscription for a City Zoom account could only use CARES money for the remaining 2 months of 2020, not into 2021. Mrs. Procop would look into a City Zoom account.

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

Moved by Mr. Lampa, seconded by Mr. Hannan. Ms. Esarey clarified that this was a large purchase of computer equipment that had not been budgeted in 2020, but the City would make this purchase with the CARES funds. Mr. Ring clarified with Mr. Beni that the State authorization for Council Members to vote by teleconferencing (not in person) was only valid through the end of the year, unless the State extended the authorization. Mr. Hannan noted that in the future, if Council Members were out of town, they may want to virtually participate in Council meetings, even if they could not vote by teleconference. Upon voice vote, **motion carried.**

T-6921 Authorize 2 Additional Months of RKS Biohazard Cleaning

Mrs. Procop said this would be for two additional months of biohazard spraying at various City facilities using the coronavirus relief funds.

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

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

### T-6922 Purchase Thermal Scanning Machine

Mrs. Lockhart-Reese said the City wanted to purchase thermal scanning machines with the coronavirus relief funds as an allowable expenditure. This was a portable machine to be placed at the entrances to the City buildings to scan people entering the building for their temperature and to see if they were wearing a face mask. It was for the safety of the employees regarding who was entering the building. The City didn't use key fobs or card scanners so we didn't actually know who was in the building at what time. These scanners were computer based and they would report to the HR Manager's computer so, if contract tracing was needed, she would be able to give a report on who was in what building on what day at what time.

Mrs. Field had some concerns. She understood why this might be helpful in the current situation, but wondered if taking temperatures and contact tracing would be needed into the future; it was a \$20,000 expenditure. Mrs. Lockhart-Reese couldn't know how much longer it would be needed, but currently she had to walk around and take each employee's temperature each morning, plus have it done at all the other City buildings.

Mrs. Field said this equipment had a lot of capabilities, (like facial recognition, other detections, etc.) that seemed over the top; she personally felt this was over-reaching, so she hesitated on something like this. Mrs. Lockhart-Reese said she had to look out for the safety of all the employees, so this was a useful tool. Mrs. Field understood her position.

Mr. Ring echoed Mrs. Field's thoughts and understood the need to take temperatures, but agreed the facial recognition and detection of a mask were not necessary. He wondered if a simpler, more basic temperature machine was available. Mrs. Lockhart-Reese said the City didn't have to use all the available features. Her concern was to know who was in the building to assist with contact tracing if necessary, if there was exposure to COVID-19 in a building because there was no sign-in sheet system. She also noted this equipment could be tied in to a payroll system so the employees that clocked in and out could use the facial recognition to clock in and out. She said this equipment could be used beyond the pandemic.

Mr. Lampa understood Mrs. Field's and Mr. Ring's concerns, but felt it was Mrs. Lockhart-Reese's responsibility to keep all the employees safe, so this machine was a great tool for her use. He used a facial recognition system at his work. Ms. Wagner said they used these machines at Twinsburg City Hall and other City buildings, but they were not part of the timeclock system, they just took temperatures.

Mr. Kocisko said this was not an overreach; people were dying from this virus.

Mrs. Field wondered if there were any health concerns with being scanned daily. She personally felt it was not someone else's job to monitor her health; she could do it for herself. Mr. Ruediger responded that everyone was responsible for everyone else's health. He said the U.S. had 4% of the world's population but 20% of world's deaths from COVID-19 and contract tracing was important because people that were asymptomatic could be spreading the virus. Mr. Lampa noted taking the temperatures was mandated by the government and Mrs. Lockhart-Reese was trying to meet that requirement efficiently. Mrs. Field was concerned that with this equipment Streetsboro might be

going beyond what was required. Mr. Ruediger felt the facial recognition aspect of this equipment might be important for contract tracing to help reduce the impact of this pandemic and he felt this purchase was a great idea.

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

Moved by Mr. Ruediger, seconded by Mr. Kocisko. Upon voice vote, **motion carried with Mrs. Field opposing the motion.**

Discuss 2021 Proposed Budget

Now that all the associated agenda items had been discussed, Ms. Esarey asked that Council go back to the Discuss Use of Coronavirus Relief Funds – 3<sup>rd</sup> Round agenda item and take a vote to approve it. Mr. Ring said he had not forgotten and had added that to the end of the agenda and wanted to proceed with the 2021 Budget discussion now.

Ms. Esarey had provided information to Council including the line item budget, the General Fund carryover balance, the estimated resources, the budget template of where the funds would start and end, and also a detail of the Capital Budget. She noted some main points of the 2021 budget. She said since the presentation of the 2017 budget she had been telling Council that the 2021 year would include 27 pays. The wages and Medicare and pension would cost the 2021 General Fund about \$322,000 for the 27<sup>th</sup> pay; overall with the Street Fund, Cemetery Fund, and the Water Fund, it would be an estimated \$358,000 as an added cost to the 2021 budget. She also mentioned that the CBAs for the Police, the Part-time Firefighters and AFSCME all had raises included for 2021 on top of the 27 pays; and the Full-time Firefighters contract would expire on December 31, 2020 so there was no pay rate change recorded for them in the 2021 budget since that would be in negotiations. She also noted there were two new full-time positions to be hired in 2021 that were included in the 2021 General Fund budget, a City Engineer and a Service Department utility worker.

Ms. Esarey explained the revenue estimates for 2021. The real property tax was based on the actual property tax from 2020 and be carried into 2021. The 2021 income tax was based on the actual income tax receipts from January through October 2020 plus November and December 2019 and known income tax receipts for certain companies in town. The General Fund also had an estimated receipt of \$200,000 for the RITA retainer refund. With the known increases (and no estimated increases to be very conservative) the income tax revenue was allocated at 82% toward the General Fund and 18% toward the Capital Fund; there was enough already in place to cover the Bond Retirement expenses for the judgement bonds. An ordinance would be needed to be passed, effective January 1, 2021, to change the income tax allocation from the current allocation of 100% toward the General Fund.

She had projected a 10% increase for health insurance in 2021, but hoped it would be lower. She noted almost 81% of the entire budget was salary and wages, the rest was operating.

Mr. Ring was concerned that using the actual income tax receipts from November and December 2019 (pre-COVID-19) to project the estimated 2021 income tax revenue would not be accurate. Mrs. Esarey was comfortable with the figures since the 2020 income had not dropped substantially.

Mr. Ring said he'd read through the 2021 budget. He said Streetsboro had run deficits for a number of years in the General Fund, and that had been OK because there had been substantial carryover, but the City could not continue to run anywhere from \$200,000 to \$500,000 deficits every year. He understood the pay issue in 2021 was a significant portion of the 2021 deficit, but Streetsboro couldn't continue to do that. He noted that after this year there would only be \$477,000 left on top of the required 25% carryover. He said next year even without the 27 pay issue the City would be down to only \$200,000 beyond the required 25% carryover and the following year would be getting into the required carryover. He asked the Council Members to question more of the expenses as they reviewed the budget information. He noticed there was a \$50,000 appropriation in 2021 for the Bicentennial preparations that he had requested. He didn't expect to spend that much and thought he would ask to reduce that amount later.

Ms. Esarey said it was not reflected in the 2021 budget, because she had thought about it after a conversation with Mr. Ring, and she had not made any budget amendments, but the City would probably save \$500,000 to \$600,000 in the 2020 General Fund because some of the salary, wages Medicare and pension expenses would be covered by the Local Coronavirus Relief Fund which would increase the carryover to close to \$1 million. She still agreed any future deficit budgeting really needed to be looked at.

Mr. Kocisko reminded everyone that the City didn't really need the 2021 budget set until March 2021. He suggested appropriating \$50,000 in 2021 and \$50,000 in 2022 for the Bicentennial with the intention of collecting donations and hopefully very little of those appropriated amounts would actually be spent. Ms. Esarey emphasized that she would rather not do a temporary budget for 2021 but have a permanent 2021 budget adopted before December 31, 2020.

**MOTION: TO MOVE THIS TO THE NOVEMBER FINANCE COMMITTEE MEETING TO GIVE COUNCIL MEMBERS MORE TIME TO REVIEW THE BUDGET.**

Moved by Mr. Ruediger, seconded by Mrs. Field. Upon voice vote, **motion carried.** Council Members thanked Ms. Esarey for her hard work on this and the Local Coronavirus Relief Fund information. Ms. Esarey commented that she was willing to talk with anyone who had questions about the budget.

Discuss Streetsboro Bicentennial

Mike Kuhstos, 758 Diane Avenue, Bicentennial Committee Chairman, said at the last Service Committee meeting he had talked about some ideas for the bicentennial and had proposed creating a Bicentennial Committee. He offered some thoughts regarding a portable stage that was discussed earlier tonight. He said he'd worked with Live Nation and they used portable stages for cookoff events, etc. and the cost for the labor to install and disassemble the stages was important, plus the work to restore the grass and anything else that was disturbed. He added that if Streetsboro was to purchase a stage, as was discussed, and let other towns borrow it there was significant liability if there was damage to the stage or injury to anyone working on or using the stage.

Mr. Kuhstos said at the last meeting there was some discussion regarding the finances for the bicentennial. He had provided some Streetsboro history information to Mr. Lampa for the City's

new website. After the last meeting the Council Clerk had provided Mr. Kuhstos with some October 1972 meeting minutes regarding a time capsule burial so he could narrow down the search for the time capsule. Mr. Ruediger commented that his elementary school class had created a time capsule in 1988-89 to be buried in front of Campus Elementary School near the flagpole and dug up the year the class graduated in 1997, but it never was, so maybe that could be added to the search in addition to the City time capsule from 1972. Mr. Kuhstos said he was collecting information on time capsule burial ceremonies for one they might bury in 2022 for the bicentennial.

He said it was discussed at the last meeting regarding setting up a separate bank account to hold any donations for the bicentennial that may be collected through the Streetsboro Heritage Foundation and he had established that bank account at Huntington. A couple economic development agreements had included donations for the Bicentennial and the bank account was ready to collect those donations when they came in.

Mr. Lampa had spearheaded development of a bicentennial logo. Mr. Kuhstos expected to get some committees in place by the end of the year and start monthly meeting in 2021 and keep Council updated along the way. Mr. Ring clarified that the bicentennial was on today's Finance Committee agenda to discuss City funding for the celebration, but Ms. Esarey had already included the \$50,000 in the proposed 2021 budget. Just because it was budgeted didn't mean it would get spent if donations were collected.

Mr. Lampa wanted to have a bicentennial logo determined by the time the new website was launched at the end of December so it could be included on the website. Mr. Lampa had asked his husband's cousin, who is a graphic designer, to create a potential bicentennial logo, at no charge, as an option. Mr. Ruediger had wanted to do a contest for Streetsboro students to design a logo, which the other Council Members supported to encourage community involvement and ownership early, but they needed someone to spearhead that effort, and then the Bicentennial Committee could select the winner. There was no Council action.

#### T-6923 Purchase Administrative Vehicle for Police Department

Chief Wain asked for approval to purchase an administrative vehicle this year. She said there were several administrative vehicles in the fleet. There were three unmarked vehicles that were starting to show their age and had limited usability since not everyone fit in a Ford Fusion. She wanted to get an SUV from Lebanon Ford with State bid pricing. The Chargers were not available by State bid. Lebanon Ford would take the three old vehicles (2007 Ford Fusion, 2008 Ford 500, and 2011 Ford Fusion) that were not serving a purpose in the department as trade ins to reduce the cost of the unmarked Ford Explorer from Lebanon Ford. The department had already purchased and outfitted three cruisers this year, but this administrative vehicle expenditure was also budgeted for 2020 and the department still expected to be \$20,000+ underbudget for all these vehicle purchases. She added that the SUV type vehicle was better for 24/7 police work than passenger type cars.

Mrs. Field supported an SUV over the passenger car. She asked if this administrative vehicle was part of the multi-year vehicle replacement plan. Chief Wain said yes; this purchase with the trade-ins would streamline the fleet, but the department would still have a few unmarked cars for their use. Mr. Kocisko observed that the cruisers were on a rotation schedule and the administrative vehicles

were on a separate rotation schedule. Chief Wain expected to be assigned the new administrative SUV vehicle.

**MOTION: TO AMEND SECTION 2 OF THE ORDINANCE TO CORRECT THE LIST OF TRADE INS: THE LAST VEHICLE SHOULD BE A 2008 FORD FUSION, NOT 2028.**

Moved by Mr. Ruediger, seconded by Mrs. Field. The VIN numbers were correct. Upon voice vote, **motion carried.**

**MOTION: TO MOVE THIS TO TONIGHT'S REGULAR COUNCIL MEETING AS EMERGENCY LEGISLATION AS AMENDED.**

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

T-6910 Amend 2020 Annual Appropriations [#13]

Ms. Esarey said there was Exhibit "A," "B" and "C." Exhibit "A" was basically the normal ins and outs. She was making a transfer to the Capital Fund to cover the expenditures that were approved and to have the fund year-end balance as projected, especially since no income tax revenue was going into the Capital Fund. Exhibit "A" had a negative effect because she was reducing a few ODOT projects that the City would not be expending money for in the Capital Fund. And there was money transferred into the unclaimed monies fund (600-) for the proper certificate of estimated resources with the County.

Exhibit "B" was the Local Coronavirus Relief Fund items that were on the memo discussed earlier tonight. This exhibit increased the revenue that was received and increasing all the associated expenses. Exhibit "C" also had to do with the Local Coronavirus Relief Fund but had to do with an adjustment regarding spending every penny of the first and second round of funds given to the City. \$938 was needed for Materials and Supplies and was being taken out of Equipment for the standing hand sanitizer machines. The net effect for Exhibit "C" was \$0.

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

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

Discuss Use of Coronavirus Relief Funds – 3<sup>rd</sup> Round (continued)

**MOTION: A RESOLUTION OF COUNCIL TO APPROVE THE EXPENDITURE OF THE CORONAVIRUS RELIF FUNDS AS PRESENTED BY MS. ESAREY THIS EVENING.**

Moved by Mr. Ruediger, seconded by Mr. Hannan. Upon roll call vote, **motion carried unanimously.**

T-6913 Authorize 3-year Agreement w/Invoice Cloud Utilities for Online Bill Pay (continued)

Mr. Ruediger said this agreement would give the City the ability for online bill pay but wondered what else it would do. Mrs. Lockhart-Reese said there were 2 parts for this system: 1) for utility

(water bills) payments and 2) an iCloud store for all other department to take on line payments too (Cemetery charges, Service Department fees, Building Department permit fees, and Zoning Department fees). Mr. Ruediger asked if it was a 50 cents credit to the customer per paperless bill per cycle or a 50 cents charge. Mrs. Lockhart-Reese said the City would get charged 50 cents for each paperless bill it sent, but the City felt that was offset by not paying postage. The City would continue to send paper bills, but customers could sign up for the option of getting paperless bills. She explained that the usual bill processing would mostly stay the same, but collecting the payments online would now be possible for the convenience of the customers and the Water Department. The customers would pay the convenience fee of 2.75% for credit card payments with a minimum \$2.75 charge, which would all be disclosed on the website system before they selected the online payment option. Mr. Ring thought the \$2.75 minimum charge was extremely aggressive, but it was the customer's choice to agree to it or not. Mrs. Lockhart-Reese noted that the utility customers pay the 2.75% and customers of the other department would pay 2.95%. Mr. Ring though 3% was pretty standard for the industry. Mrs. Lockhart-Reese emphasized that it was a convenience fee for using a credit card and the customers that did not want to use a credit card could still mail a check or pay cash or money order in person.

**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 10:06 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

\_\_\_\_\_  
Justin Ring, Chairman