

THE CITY OF STREETSBORO, OHIO
FINANCE COMMITTEE MINUTES

Monday, May 24, 2021

This Finance Committee Meeting was called to order on Monday, May 24, 2021 at 7:00 p.m. by Justin Ring, Chairman. There was a moment of silence in place of an invocation and then Mayor Broska led the Pledge of Allegiance.

PRESENT: Mike Lampa, Justin Ring, Jon Hannan [left at 8:56 p.m.], Jennifer Wagner, Chuck Kocisko

ABSENT: Julie Field [joined at 7:05 p.m.], [vacancy-Ward 2]

ALSO PRESENT: Glenn Broska, Mayor
Frank Beni, Law Director
Patricia Wain, Police Chief
Justin Czekaj, City Engineer
[by Zoom video conferencing:]
Kevin Grimm, Fire Captain
Sara Fagnilli, Assistant Law Director/Prosecutor
Jenny Esarey, Finance Director
John Cieszkowski, Planning Director
Patrick O'Malia, Economic Development Director
Greg Mytinger, Parks and Recreation Director
Jen Davis, NDS
Caroline Kremer, Clerk of Council

MOTION: TO EXCUSE MRS. FIELD.

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

Disposition of Minutes

MOTION: TO ACCEPT THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF APRIL 26, 2021 AS WRITTEN.

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

MOTION: TO RECESS THIS MEETING TO GO INTO THE REGULAR COUNCIL MEETING.

Moved by Mr. Hannan, seconded by Mr. Lampa. Upon voice vote, **motion carried and the meeting recessed at 7:01 p.m.**

MOTION: TO RECONVENE THIS MEETING.

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

Monthly Financial Report

Ms. Esarey said the April financial statements had been distributed on May 3, 2021. Overall the budget was looking good. The wages for the Building Department were showing a little high but that had to do with the Building Inspector getting the residential plan review fees. She would continue to monitor this and may need to make a budget amendment, like last year. The Street Fund Overtime for previous snow plowing was coming down and should balance out by the end of the year. The expenses and revenues were a little skewed right now because the City had received the money in from the bonds and had to pay the money out so both the expenses and revenues were a little over budget. Overall the budget was looking good. The January-May 2021 income tax receipts should have been at 41.66% and were at 45%, so that was good to be a little over budget.

Old Business

Discuss AECOM Water Rate Study

Mr. Ring said this topic had been forwarded to this meeting to continue the discussion on the water rate increases that would be needed for the upcoming water projects. Ms. Esarey had provided updated spreadsheets on the rate increases at 1%, 1.5%, and 2% over the normal annual 2% increase (not counting any County increases) for the next 6 years (2022-2027). Mr. Ring wondered if there was any more information regarding the stimulus money the City was to get and what it could be used for; it seemed to be available for water projects.

Ms. Esarey said there was a webinar last week and there was no new information on what the money could be used for. The Department of the Treasury said there was no rush; they wanted careful planning and a good process. The City would only get ½ the amount this year and the rest next year and couldn't get more than 75% of the budget, and the State had not even received the money yet. There was time; the money had to be expended by 2024.

Mr. Ring summarized that the City had time to pass any increases it may decide on; it didn't need to be done right away. He suggested waiting until the City knew for certain what it could use the stimulus money for. If it would all be used for water projects, the City would not have to increase the water rates by much at all. Ms. Esarey noted that there were additional future water projects beyond the ones currently being planned for so some water rate increase would eventually be needed to cover those also. She thought 1% over the normal annual 2% (3%) would be the bare minimum increase to cover the current projects and the future, but she agreed there was time to wait and see what projects would be allowed, and maybe the City wouldn't even have to take a loan out.

Mr. Ring thought a 3.5% total increase would cover the expense for the loan, plus enough to cover other future needed capital projects, plus some reserve left in the fund for any emergency issues. He just thought that if the City could use the stimulus money (about \$3.4 million), then the City wouldn't have to raise the water rates by 3.5% because there would be the stimulus money granted

and not have to be raised. Mr. Ring wanted to continue with the discussions once more was known about the stimulus money to determine what was the minimum amount of water rate increases needed to do what needed to be done.

Mayor Broska said GPD was currently surveying and working to design the water projects, which would take a couple months. By then the City would know what projects the stimulus money could be used for. He suggested Council not revisit this water rate discussion again until more was known about the stimulus money and the costs of the projects. Mr. Ring agreed and suggested this topic be put back on the agenda when GPD and the Department of the Treasury provided the information Council needed; but the water rate increases should be determined before the end of 2021.

Ms. Esarey said she had been taking the state webinars on the topic and had been keeping up on the issue; she would make sure Council was informed and she would work with GPD once it was known what projects were allowed. She didn't want to take out a loan for items the City could use this stimulus money for. There would be a rate increase because there would be a loan but maybe not as large as originally thought.

New Business

T-7042 Authorize 2021 CHIP Application

Jen Davis, Neighborhood Development Service (NDS), the grant administrator for the County CHIP program, said every two years they apply as a partnership (City of Ravenna, City of Streetsboro and Portage County) for the CHIP program. It was time to apply again. This year the City was eligible for up to \$350,000, which is what they would apply for. They planned to do four private full rehabs, and 7 home repairs with that money in Streetsboro for owner occupied homes. The City of Ravenna would be the lead agency and handle all the paperwork. Portage County was eligible for \$400,000 and Ravenna was eligible for \$300,000. Ms. Davis expected the average full private rehab to be about \$57,000 and each home repair to be about \$15,700.

Ms. Davis said NDS had been working with Streetsboro for several years. Eligible households need to be at or below 80% of area medium income. She said once the program was awarded and the funds were ready to be expended, they would put an ad in the newspaper and get the word out to the homeowners to apply through NDS. Then NDS would have to income qualify the homeowner and have one of their inspectors check the home to see if the requested repairs were necessary and met the state requirements. It was first come first served.

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-7043 Amend Ord. No. 2021-07 RKS Cleaning Contract

Mayor Broska said this was to increase the expenditure by \$4,000 (from \$41,000 to \$45,000) to add to the RKS contract to clean all the carpets, and deal with a HAZMAT incident. The common areas of the new fire station including the new foyer were already handled by the firefighters every day as part of their daily routine.

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

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

T-7044 Authorize Contract for Sale of Fire Engine/Tanker

Captain Grimm said the Fire Chief was requesting authorization to sell Streetsboro's 1991 tanker through Brindle Mountain Fire Apparatus. Brindle Mountain would advertise and sell the tanker for the City. The Fire Chief would like the funds from the sale to go into Capital account #402-12-5745 to be used to purchase a newer tanker from Bainbridge Township later this summer.

Ms. Esarey explained the money received from the sale would go into #402-12-4181 Sale of Asset (a revenue line) and then a budget amendment would increase the expense lines to cover the fee in #402-12-5341 and then the remaining money from the sale would go into #402-12-5745 as the Chief requested.

Mayor Broska said it was kind of sad to sell this tanker. This pumper tanker was the Fire Department's first real piece of brand new apparatus (Engine 24/2618). When it arrived it was the pride of the County and modernized the Department. All the equipment prior to this tanker had been purchased from another community and refurbished and rebuilt. This tanker had served Streetsboro very well for the last 30 years and it was good to move on, but it was sentimental to let it go too. He added that Streetsboro was proud of its fleet of vehicles and it would not have been possible without the #402- budgetary account.

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

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

T-7045 Contract w/Equature Interactive Response for Police Recording System

Chief Wain said this was a new recording system for police and fire phone and radio lines. The Departments were required to retain public records for a certain period of time. They were currently using a system called Enviser, which they have had for a very long time. The change proposed would be like changing from a manual typewriter to a laptop. Equature Interactive had many more options than the old system. The old Enviser system used an outdated Internet Explorer which the City's IT consultants have recommended the Police Department migrate from because of the lack of updates for malware, spyware etc. Equature Interactive used Chrome which was much more protected. Mr. Lampa confirmed that Microsoft had said they were not supporting Internet Explorer anymore.

Currently to listen to the audio of an incident and find the portion needed it was very time consuming and clunky. The new Equature system was easier and allowed the Department to document what was happening in real time. The most exciting part of the system was Equature Insight which allowed dispatch the opportunity to give the 911 caller a link to open a live stream so dispatch can hear through the caller's phone and see through their camera in case the caller can't talk due to a medical emergency or maybe a kidnapping. The caller has to do it and dispatch can't just access someone's phone without their permission. It's a one-time link, not ongoing.

Equature used geographic features similar to Lyft, Uber and Facebook to get a geographic pinpoint of the caller within 6 meters. The FCC has mandated for 2021 that cell phone companies have an 80% accuracy within 50 meters, so this Equature feature is exciting to be able to pinpoint the caller quickly and not have to search a large area if the caller isn't readily visible to the officers that go to the call. Chief Wain supported this purchase because of the combination of these features and the other things like the training for the dispatchers and the ability to break up the payment for the equipment over five years without finance fees. She said no other companies had a similar package.

She also noted it would make responding to public record requests for audio recordings so much quicker and easier because it had speech analytics to search for a specific name or location mentioned. The system also made redacting things easier too.

Mr. Ring noticed the annual maintenance/service/support would cost \$850 which he thought would continue once the equipment was paid off in five years. Chief Wain noted the annual cost after the purchase was about the same as Enviser currently, but the new system would be so much better. Equature would cost \$10,025/year for the next five years with a one-time installation fee of \$1,750, and after 5 years the annual service/maintenance/upgrades would be \$5,317/yr. There was a 1 year warranty built in for free for the first year. This purchase would be paid out of #401-11-5745 Capital Equipment (for the recording equipment) and #101-11-5431 Building Contractual (for the actual service/maintenance/software). Mrs. Field thought it sounded like a great program.

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

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

T-7046 Contracts for Engineering Services for Sand Volleyball Courts

Mr. Mytinger said this was engineering services for the sand volleyball courts and the lights. These engineering documents would be needed to get the permits from the Building Department to start the job. It would cost \$3,500. This legislation was a \$5,000 increase to the previous authorization to cover this engineering service and some increased costs in materials with a new vendor.

Mrs. Field questioned getting lights at the sand volleyball courts and not the new basketball courts. Mr. Mytinger said lights were not in the original grant request that had been submitted to ODNR for the basketball courts. He said the lights were already purchased for the volleyball courts; it was part of the package they had purchased. He thought if this lights/timer system worked well, then they would look at putting lights at the basketball courts next year. There were electrical cables underground there, disconnected, and after the next phase of the basketball courts they could put the cables to their new locations and be able to power any future lights. There was discussion about lights and timer options for the volleyball courts and basketball courts.

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

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

T-7047 Amend Ord. No. 2021-12 for More Software Licenses

Mayor Broska said the City needed more licenses. The City had reached its limit and TTX had requested approval for more licenses.

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

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

T-7040 Amend 2021 Annual Appropriations [#5]

Ms. Esarey said most everything was ins and outs. Council had talked about the \$33,000 estimated sale for the fire engine. The Water Fund had a large amount that had to do with the loan that Council approved through Ord. Nos. 2021-59 and 2021-69. They were not direct paying so the City would have to pay for it, but would get reimbursed. The revenue and expense would net to \$0 but had to be included here. Exhibit “A” had a net effect of \$10,160 because of mud bond refunds that were collected last year and were now coming due. She signed up the Revolving Loan Fund to institute Positive Pay with confirmation from NDS. There was a pretty large balance and she had wanted to be sure the account was included in Positive Pay.

It had been previously discussed that maybe some of the stimulus money would be allowed to be used for the 2021 annual road paving program, but the City later learned that was not allowed. The bids had come in and the City was about \$400,000 short. Before the job was awarded she prepared Exhibit “B” to transfer \$400,000 from the General Fund carryover to the Capital Fund and increasing the Paving line to accommodate the road paving program and the engineering. The carryover was about 49% as of April 2021, which was well above the required 25% for any catastrophic event that might arise, so Mr. Ring was comfortable with this transfer for paving roads which was needed for the community.

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

Moved by Mr. Lampa, seconded by Mrs. Field. 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. Lampa, seconded by Mr. Field, this meeting adjourned at 9:40 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Justin Ring, Chairman