

THE CITY OF STREETSBORO, OHIO
SPECIAL FINANCE COMMITTEE MINUTES

Monday, September 12, 2022

This Special Finance Committee Meeting was called to order on Monday, September 12, 2022 at 8:09 p.m. by Justin Ring, Chairman.

PRESENT: Mike Lampa, Justin Ring, Jon Hannan, Steve Michniak, Jennifer Wagner, Anthony Lombardo, Julie Field

ABSENT: None.

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

Special Business

Discuss City Hall and Parks and Senior Community Center Complex

Mr. Mytinger had distributed a draft of what the hours of operation and the staffing levels might look like for the new Parks and Recreation and Community Center building at City Park. There was also a report of the possible utility costs for the new building, a graph for possible staffing levels and salary costs, and a quote for levelHEADS' architectural and engineering services for the construction. These items were presented as requested by Council for discussion purposes.

Mr. Mytinger went over the suggested hours of operation with normal office hours of 8:00 a.m. to 4:30 p.m. Monday through Friday, and extended hours until 6:00 p.m. in the summer and until 8:00 or 9:00 p.m. in the winter, with weekend hours based on the community's needs and programming. He suggested part-timers for the evening hours, and possibly a building monitor position for evenings to close things up properly at night, and a front desk person to greet visitors, take registrations and reservations for the rentable spaces.

Mr. Mytinger and Matt Miller worked out some comparable figures for the possible utility costs for the new building based on a building similar in size to the Streetsboro Pierce Memorial Library. It had not been decided if the new building would have natural gas or not. They also worked out some possible salary costs for the staff at the new building with some extended hours and estimated an additional \$34,981 to \$44,310 in staffing costs.

Mrs. Field thanked Mr. Mytinger for providing this information for review. She asked about the current “front desk” position. Mr. Mytinger said right now there was someone in the Parks and Recreation office and someone in the Senior Center office and most of the in-person contact, face-to-face registration was at the Senior Center. About 95% of the Parks and Recreation program registrations were done online. The future “front desk” position could probably be done by scheduling both of the people who were currently doing it to share the position, but he had added it as a new position in these drafts to make sure every possibility was considered in calculating costs.

Mr. Lombardo agreed with Mrs. Field regarding using current staff to cover a front desk position, but acknowledged that once the facility opened the staffing would need to be reevaluated to determine the actual needs. Mr. Mytinger agreed; the information he provided tonight was just basic figures and first time thoughts on specific needs because Council had asked for this information at the last meeting.

Mayor Broska said keeping the new building open until 6 or 8 p.m. would probably be for specific programs or rental events, which would be a revenue stream that could offset some of the evening staff costs. Mr. Lampa thought the evening/weekend hours might be a good position for a high school student or a retiree because it would only be when there was an activity scheduled.

Mr. Mytinger said the quote for levelHEADS’ architectural and engineering services for the construction included a scope of service that Council had seen before, the approximate building size, and the approximate cost; the construction delivery model would be a Construction Manager at Risk. The services levelHEADS would provide in the phases would be to set the floor plan of what the building would look like and then start all the design work and engineering of the footprint, then go into the design development and the construction documents, somewhere around that phase the City would look for the Construction Manager at Risk to take on the project and work with the design team for the construction of the facility. He listed the deliverables from the list of services levelHEADS would provide. There was a timeline of activities that showed approximately 10 months for construction if everything went well and kept to the schedule. There were some deliverables that could be excluded, and there were some reimbursables listed. The fee for the services listed was \$169,000.

Mr. Ring summarized that the total cost for the building was estimated at \$2.6 million with all the contingencies. He wondered what the other items would cost (furnishings for the whole site, geotech borings, the site investigations and surveys, etc.). Mr. Czekaj said he was trying to combine the survey type work for this project with the work to be done for Miracle Lane in City Park. The culvert work would be done in spring 2023, but he would need this site information for the rest of Miracle Lane, so by combining the work for both projects he hoped for a cost savings. Mr. Mytinger said the furnishings costs could be reduced by reusing some of the existing furniture and transferring a lot of the computers and IT equipment. Those things would be clearer once they were in the design phase and knew exactly what would be needed. Mr. Ring was thinking if this were to start now, it would be at least 14 months before the Parks and Recreation Department could move in to the new facility.

Mrs. Field commented that when considering some of the indoor finishes, she would like the designers to remember the event rooms and spaces for the senior citizens and renters should be cozy, welcoming, and homey with big windows for natural light and maybe a fireplace. Mr. Mytinger mentioned that they were also considering an outdoor patio for events to overflow into. He said they would make it as nice as they could within the budget constraints.

Mr. Michniak wondered about the occupancy number and how many seniors could use the space on a daily basis. He was concerned the proposed space might be too small for their actual daily needs; if the City was going to do this it should be an adequate size. Mr. Mytinger thought they were designing a space for a little over 100 people; the membership was just over 200 with about 160 actively participating, but the bigger it was the more costly it was. This was all just pre-design and rough numbers right now and it would be more detailed as they got into the design process.

Mr. Lampa commented that it should be considered to have separate refrigerators/appliances for the Senior Center who use them daily and the rentals, so they didn't have to share. Mr. Lampa asked what event at the current Senior Center had the largest attendance. Mr. Mytinger answered that the party scheduled for October had about 45 registered, but the space really only fit 35 comfortably. There were 150 people schedule to attend this weekend at City Park for an event from Portage County Senior Services. The Daddy-Daughter Dance usually had over 200 registered and the Department was looking outside Streetsboro to hold such an event for next year. Mr. Ring said the proposed Community Center seemed to be planned for the current Senior Center membership without planning for the future with more members. Mr. Ring agreed with Mr. Michniak that Streetsboro needed to plan for the future expected attendance for daily and special events. Mr. Mytinger said in the proposed estimate the size was based on what the City felt comfortable as a budget for this facility. Mayor Broska said, during the design phase, the architect would be able to tell the City what the additional cost for additional size would be so the City could look at their options and decide on the ultimate size and ultimate cost.

Mr. Mytinger said there had already been conversations with the designers about size of rooms and maybe combining a janitor closet with the mechanical room, and reducing the size of the IT room so there would be more space for activities. All these details would be worked out as the design phase progressed. Mr. Lampa agreed with Mr. Michniak and Mr. Ring in that this needed to be done right the first time. There had been a complaint when the Senior Center was moved from the old City Hall to the McMichael Building that there was no room for the pool table, which they wanted, so that should be considered for the new facility so they have all the amenities they had before. Mr. Mytinger said the building was not that big of a site. The pre-design drawing showed room for future expansion; Mr. Lampa suggested just doing the "future expansion" now so the senior citizens would have more space and the rooms could be rented out to larger groups, if it was worth doing now before costs went up in the future. Mayor Broska said the designers would be able to show those options in the design phase. Mr. Mytinger said because they were going to do wood residential-type construction instead of metal or block work construction, they could add trusses and expand the space. They would look into that during the design phase. Mr. Lombardo agreed it would be good to have a little more space to accommodate the senior residents that wanted to attend and not have to limit who could attend the events. Ms. Wagner also didn't want to have to turn people away if the building was too small; it should be able to accommodate the senior residents

that wanted to get out and be active. She wanted the building to look nice and welcoming and homey with nice features like a fireplace and a big TV. She didn't want to outgrow the building right away.

Mayor Broska said the administration would bring legislation to the September 26, 2022 Finance Committee meeting with a not to exceed amount of about \$200,000. Mr. Czekaj commented that if City Council wanted to increase the square foot substantially, that would change the design cost. Mr. Ring wanted them to design a couple size options so Council could decide which one to go with.

Monthly Financial Report

Matt Miller said the City was two-thirds through the year and the General Fund expenses were right on target at 66%, and the General Fund revenues were a bit above target at 71%. He mentioned some revenue received in August was the second half property tax; it was about \$100,000 over what the County had suggested to be budgeted. He had provided an income tax analysis handout; income tax was the main source of revenue for the City. He reviewed the handout with Council. 73% of the income tax collection was withholding, the rest was residential (10%) and net profit (17%). Mr. Michniak estimated the City would have \$16.4 million in income tax revenue by the end of the year. The top 50 companies in Streetsboro accounted for 69% of the withholding revenue.

T-7289 Renew Drone Insurances.

Matt Miller said this was handled by a different insurance company and was budgeted out of the Police Department. This was the annual renewal and had traditionally gone through City Council each year; it was only \$1,624. It was budgeted for 2022.

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

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

T-7286 Amend 2022 Annual Appropriations [#12]

Matt Miller explained because the income tax revenue was more than budgeted, the corresponding fees lines also needed to be increased so the lines would not be negative. Other adjustments included the TIF money that was received and needed to be remitted back to the property owner. Matt Miller asked that Council approve an amendment to this exhibit to accommodate the change to the police vehicle purchases authorized earlier tonight in the Safety Committee Meeting to add \$132,214.00 to the line so a purchase order could be processed for three Dodge Durangos and a truck. After the initial purchase order was closed, and this amendment approved, there would be at least \$240,000 in the account line.

MOTION: TO AMEND THE EXHIBIT TO ADD \$132,214 TO #401-11-5741 CRUISERS.

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

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

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

Reschedule December 2022 Finance Committee Meeting

The Clerk noted the December 2022 Finance Committee meeting fell on Monday, December 26, 2022, which was an office holiday. After some discussion Council decided to reschedule the December Finance Committee meeting night to Monday, December 19, 2022. Matt Miller noted there were often end of year things that needed to be handled, but he could put on a purchase order freeze after December 19, 2022, and there would be no appropriation adjustments to the lines after that date. There was still the option to do a Board of Control Meeting or the Mayor could authorize an emergency expenditure, if an emergency arose the last two weeks of the year.

MOTION: TO RESCHEDULE THE DECEMBER 2022 FINANCE COMMITTEE MEETING NIGHT TO MONDAY, DECEMBER 19, 2022 AT 7 P.M.

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

Announcements

The Regular Council Meeting will immediately follow this meeting.

There being no further business to come before this Special Finance Committee, and upon motion by Mrs. Field, seconded by Mr. Lombardo, this meeting adjourned at 9:04 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Justin Ring, Chairman