

THE CITY OF STREETSBORO, OHIO

**FINANCE COMMITTEE MINUTES**

Monday, December 19, 2022

This Finance Committee Meeting was called to order on Monday, December 19, 2022 at 7:33 p.m. by Justin Ring, Chairman.

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

ABSENT: Julie Field

ALSO PRESENT: Glenn Broska, Mayor  
Frank Beni, Law Director  
Patricia Wain, Police Chief  
Kevin Grimm, Fire Captain  
Matt Miller, Finance Director  
Bill Miller, Service Director  
Justin Czekaj, Municipal Engineer  
John Cieszkowski, Planning Director  
Patrick O'Malia, Economic Development Director  
Greg Mytinger, Parks and Recreation Director  
Shawna Lockhart-Reese, HR Manager  
Melissa Procop, Mayor's Executive Assistant  
Matt Coffman, IT Network Administrator  
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**

None.

**Monthly Financial Report**

Matt Miller had distributed the November 2022 financial reports. The target at the end of November was 92% and the General Fund expenses were below that at 84% and the Overall expenses were at 80%. The General Fund revenue was over 100% of the yearly target amount at 104.88% so any revenue in December 2022 would be "profit." He added that the overall expenses were above budget but that included all the funds in the City including bond payments, etc. so he would be keeping an eye on that.

He said there was not much more financial activity expected for the last few weeks of the year. He reported that the City had received all the RITA money for the year and the receipts were \$1.3

million over what was budgeted for the year, which indicated that the income tax revenues had been pretty healthy for the year. The municipal income tax for the General Fund was at 82%; the \$1.3 million was just for the General Fund, the Capital Improvement Fund was at \$230,000 above what was expected for the year.

Matt Miller mentioned that later in the meeting at the agenda item for appropriation adjustments the City would need to do some revenue switching between the 401- Capital Improvements Fund and the 101- General Fund to make sure the funds were in compliance with the 82% GF/18% Cap split that Council had authorized. The \$1.3 million and \$230,000 would be actual once those adjustments went into effect.

- Certify Annual Water Rates for 2023

Per the current plan the annual water rates would increase by 3.5%. He had provided a chart of rates for residential and commercial and the Senior Discount. The rates would go into effect for January 1, 2023 and be reflected in the first quarterly billing in April 2023.

**Old Business**

Discuss Modifying CRA Abatement Terms/T-7354 Amend CRA Abatement Terms

Mr. O'Malia said at City Council's request, and after a few months of discussion, it was decided to remove new residential construction from a real property tax abatement consideration. Remodeling and extensive rehabilitation were still eligible for a tax abatement so the City could take care of the existing housing stock. Adding a garage was not something that would be incentivized. The housing report included a number of homes from around the area in various states of disrepair that could demonstrate to the State that the housing stock did need some love and attention. The only other significant modification to the existing CRA was that it would now include pretty much the entire SR 14 business corridor as opposed to just parceling out the more high traffic areas. Mr. O'Malia reminded Council that City Council needed to appoint two people to the CRA Housing Council review board before their annual meeting in March.

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

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

**New Business**

T-7348 Amend Hattie Larlham Bond

George Sarkis, Attorney with Roetzel & Andress, said the resolution before Council had to do with the bond the City had issued for Hattie Larlham back in 2011. The interest rate index that was contained in the bond was the LIBOR index which was no longer going to be used as an index. He requested that the language of the bond be amended to substitute the SOFR index. Most banks were substituting the SOFR index for the LIBOR index. Because of the language in the bond, he had to come to Council to get the authorization through this resolution to make the amendment.

Mr. Michniak asked if there was any increased cost to the City at all. Mr. Sarkis said there was no cost to the City; this was a revenue bond and the bond was payable solely from payments that were

received from Hattie Larlham. He did not believe there were increased costs to Hattie Larlham. Mr. Sarkis clarified that in order to issue a tax-exempt bond for a 501(c) organization to take advantage of tax-exempt interest rates, it had to have a governmental issuer issue that bond and Streetsboro was the issuer of this bond in 2011; it was a conduit bond. The City did not have any obligation on the bond. There was a lease in place and Hattie Larlham paid the lease payments and those lease payments were used to pay the debt service on the bond. There term was until December 1, 2030.

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

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

Update on Parks and Recreation/Community Center

Mr. Mytinger introduced Christopher Trotta, Christopher Trotta, Jr., designer, and Anthony Duncan, architect from levelHEADS who distributed a Schematic Design Submission for the Streetsboro Community Center. Mr. Trotta said the building design was originally more commercial looking, now it was more fitting for a park setting. The size had been increased from about 6,300 sq. ft. to 7,400 sq. ft. to accommodate the request to increase the flexible event space capacity from 100 to 150 people. Mr. Trotta said they just finished the first phase which was the schematic design with floor plans, engineering detail, and landscape and civil plans. They had also gone through the RFQ process for a construction manager to support levelHEADS along the way to make sure everything stayed on budget. LevelHEADS had done a cost estimate which was a little less than \$3 million for the project with a total budget of \$3.1 million. There was a list of alternates that could be added back in. LevelHEADS wanted to have the construction manager give their detailed estimate to confirm where the project stands, and then work to keep the total project at \$3.1 million or under.

Mr. Trotta, Sr. explained that they had staked out the location for the building and actually moved it slightly to the right toward the ballfields across from the playground area. There was a pedestrian walkway planned through the parking lot for connectivity from the playground area into the front of the building. Mr. Trotta, Sr. noted that there were some considerably large trees on the property that would need to be taken down, but they were old, and kind of falling down already. Trees would be replaced with the landscaping work. There was a service drive to the left of the building for access to the catering entrance, the trash dumpsters, and mechanical units. Council Members commented that the proposed exterior colors blended well and were comfortable.

Mr. Trotta, Sr. said they were looking toward going to the Planning Commission with the site plan in February 2023, so by mid January they would have to submit the landscape drawings, the civil drawings, the exterior renderings which were pretty much all prepared, but he wanted to be sure everyone was all aligned. There had been geotechnical borings done on the site to make sure they knew what the soil conditions were for the building foundations, and a site survey, and those actions were finishing up so site plans and drawings could also be finished. Mr. Trotta, Sr. noted there were more than the minimum handicapped parking spaces because that may be important for a Senior Center. There was a land bank area for additional parking if it was needed in the future.

Mr. Hannan commented that additional parking might be useful with the initial construction instead of banked for later because of the need for parking for other events at City Park (soccer or baseball tournaments, etc.).

Mr. Trotta, Sr. said over the next two months they would finish up the drawings and would look into the cost of that additional parking. They were trying to stick to the \$3.1 million or less budget. There were a lot of things that would be nice to have but they wanted to be good stewards of the money and construction costs were still unpredictable and they wanted to be conservative. They had chosen a nice level of quality, but not extravagant.

Mr. Trotta, Sr. said the landscape plan would be part of the documents presented to the Planning Commission for the February meeting. The landscape plan would shield the trash dumpsters and the mechanical units with masonry walls and some shrubs, there was a pedestrian walkway with lighting bollards through the parking lot.

Christopher Trotta, Jr. presented the exterior renderings; these were not necessarily the final decisions. There were a lot of earthy tones and colors to blend in with the park. There was a pergola entrance with natural stone wainscoting. The building had standard shingles on the roof to save money, with standing seam canopies to shade some windows. There was a path from the parking lot along the side of the building to the event patio at the back of the building, as well as a side entry into the concourse. There were three double doors at the back of the building to the patio for each of the three sections of the event space which could fit a total of 150 people with tables and chairs. The existing woods of the park would be very close to the back of the 1,000 sq. ft. stamped concrete patio. The patio was still proposed and not part of the actual plan until it was certain it could fit (\$40,000-\$50,000) into the budget. If it did not fit into the budget, it would be graded and planted with grass so it could be ready for concrete at a future date.

Mr. Trotta, Sr. reviewed the floor plan. There was a vestibule and a concourse at the entrance, the Senior Center game room and multipurpose room to the right were flexible for various activities and the Parks and Recreation offices were to the left, with the event space that could be divided into three rooms at the back of the building. The event space could be used for fitness activities as well. There was a break room/kitchen space, mechanical-IT room and storage space also at the back of the building behind the Parks and Recreation offices. The floor plan was 7,400 sq. ft. but still compact. It was as rectangle as possible to reduce costs. They would use 68' trusses from front to back of the building and it was all wood construction.

Mr. Trotta, Sr. said the City would get a guaranteed maximum price (GMP) from the Construction Manager at Risk who would present the costs to Council for approval. That may be ready by mid February, and then ground-breaking would be after that.

Ms. Wagner asked what the concourse space would be used for; it seemed large. Mr. Trotta, Sr. said it was actually kind of small to accommodate up to 150 people that may be waiting to go into the event space. There would be some sofas, but there needed to be ample room for circulation to get to the restrooms, the break room/kitchen, and the Parks and Recreation office window. Ms. Wagner requested a stone fireplace in the concourse area, which Mr. Trotta, Sr. supported if there

was enough money. There were windows to the Parks and Recreation conference room, the Senior Center game room, and in the event space doors to make the activities visible and for natural light throughout the spaces. The colors and finishes for the interior spaces had not been determined yet, but would still fit with the natural setting outside. Mr. Lampa confirmed the permit fees for this City building would be waived.

Mr. Hannan wondered if there would be any cost savings if the patio was cut for now and some other details scaled back. Mr. Trotta, Sr. said they had a game plan if they needed to scale it back, but wanted to show the overall look for the Planning Commission review. Most of the walls were drywall and the interior design was pretty simple for the best cost.

Mr. Trotta, Sr. said they hoped to finish the drawings and go before the Planning Commission about mid-February, and go before Council for approval about March. The contractor that had been selected thought the staff could be in this building before the end of 2023; levelHEADS thought that may be a little aggressive and thought it might be the first quarter of 2024 because there were items that had a long lead time (air handler, etc.) for delivery. Mr. Lampa asked for conformation if a contractor was already decided. Mr. Trotta, Sr. answered that they had gone through a process and there was an RFP that was submitted, and there were two respondents. They interviewed both of them and went through a process and ranked and scored them and determined Panzica Construction Company would be the best fit as the construction manager.

Mr. Lampa thought levelHEADS had done a great job; he loved the proposal. Mr. Michniak suggested less curbs and plantings within the parking lot to save money, make snow plowing easier, and make parking simple; he wanted as many parking spaces as possible for use by the Park visitors. Mr. Lampa agreed that less costs for the parking lot could put money toward the patio, which would get a lot of use. Mr. Trotta, Sr. said they wanted to meet the zoning code requirements regarding landscaping, islands, and site improvements and they felt the parking lot was pretty simple with a main entrance and a service entrance and a walkway through the middle, but they would keep the suggestions in mind.

They were willing to keep today's suggestions in mind and were working to "not go over the top with this building" and there may be room to do some reducing; they wanted as much contingency as possible. Mr. Trotta, Sr. said originally the building was about \$3.6 million and they've been reducing things to make sure they could get to under \$3.1 million without sacrificing the quality of the building. He said they did not want to rush through the design process; they wanted to get it right and get the budget correct. They wanted to get the construction manager's estimates before deciding to put the patio back in or to do the additional parking. Mr. Trotta, Sr. didn't want the costs to go over \$3.1 million, unless the City decided to increase the budget to do some additional things. Mr. Lampa wanted to do this building right so it was usable well into the future.

Mr. Lampa asked if the senior citizens had seen this proposal. Mr. Mytinger said a couple of them had seen the floor plans and renderings and they seemed pleased but he planned to do a more formal presentation for the senior citizens after January 1. Mr. Lampa liked the rustic look to fit with the park setting. Mr. Trotta, Sr. said the building steering committee guided it that way.

T-7349 Authorize Annual Transfers and Advances Between Funds for 2022

Matt Miller said this was a requirement of ORC 5705.14 to have Council approve the transfers and advances the City undertook in 2022. It needed to be approved within the calendar year. It was done annually.

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

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

T-7350 Verizon Wireless Services for 2023

Matt Coffman said this was done annually for the Verizon cell phones for the City. There was no actual contract; Verizon had a contract with the State; the City was month to month. There was no increase in costs.

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

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

T-7351 Purchase and Install New 8x8 Phone System

Matt Coffman said this was to replace the current landline Shore Tel phone system. There were several reasons to replace the current system: 1) the age of the current system, and 2) we were currently maxed out on the number of extensions and voicemails. There was a request in the 2023 budget to upgrade the Shore Tel system, but it was discovered recently that Shore Tel was going to stop supporting their premise-based phone systems in 2025. It would still be usable after that, but not as reliable, so the City started looking at other phone systems. He found that the 8x8 system would save the City money in the long run. It was a cloud-based system and the City could add and remove extensions as needed. It was fully managed in-house.

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

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

T-7352 Amend Code Section 149.03 re Commercial Plan Review Fees

Mr. Beni explained the City had taken on a new CBO for the Building Department. With the old CBO's contract the individuals were billed directly and there was no involvement with the City. Under the new CBO, Mr. Flanik, the billing would be processed through the City. Since the City was saving money with the lesser cost from the new CBO, the City would charge an administrative fee, which would cover the individuals putting the paperwork together and sending it out to Mr. Flanik. The old chart of fees was based on the old CBO contract and needed updated.

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

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

T-7353 Authorize Change Order(s) for Dispatch Console Replacement

Chief Wain said this was a second amendment for the dispatch console. Motorola and B&C Communications had a price change, a little less for the project, but during the reconfiguring it was discovered that an essential piece of equipment was missing, the net clock. The net clock was needed for the all-digital system. It was expensive, but it merged all the data (GPS, all the computers, all the radio systems) and put everything in the same timeline because seconds were critical in emergency situation. Taking into account the price reduction from Motorola and adding the net clock from B&C Communications and the associated warranty, the total cost was now \$161,666.84. The project was originally budgeted at \$192,000. The money is budgeted in #401-11-5722 Capital Building.

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

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

T-7347 Amend 2022 Annual Appropriations [#17]

This was the last budget adjustment for the year and wage and overtime lines needed adjusted to be sure to meet the final payroll of the year and not go negative in any general ledger lines. There was also an adjustment to meet the Code required 82%/18% split of the municipal income tax. Matt Miller said there was an Exhibit "A" to cover these adjustments. There was also an Exhibit "B" to move some additional money for other lines as the end of the year approached, especially for the Fire Department, so there would not be any negative general ledger lines.

**MOTION: TO AMEND THE LEGISLATION TO ADD EXHIBIT "B."**

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

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

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

Executive Session

**MOTION: TO RECESS INTO EXECUTIVE SESSION TO CONSIDER HIRING/COMPENSATION.**

Moved by Mr. Hannan, seconded by Mr. Lampa. Upon roll call vote, **motion carried unanimously and the meeting recessed at 8:35 p.m.**

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

Moved by Mr. Lampa, seconded by Mr. Michniak. Upon voice vote, **motion carried and the meeting reconvened at 8:55 p.m.**

**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. Michniak, this meeting adjourned at 8:55 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

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Justin Ring, Chairman