

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

Monday, November 14, 2022

This Special Finance Committee Meeting was called to order on Monday, November 14, 2022 at 7:45 p.m. by Justin Ring, Chairman.

PRESENT: Justin Ring, Mike Lampa, Anthony Lombardo, Jon Hannan, Jennifer Wagner, Steve Michniak, 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  
Patrick O'Malia, Economic Development Director  
Greg Mytinger, Parks and Recreation Director  
Shawna Lockhart-Reese, HR Manager  
Caroline Kremer, Clerk of Council

**Special Business**  
**Executive Session**

**MOTION: TO RECESS INTO EXECUTIVE SESSION TO CONSIDER COMPENSATION OF PUBLIC EMPLOYEES.**

Moved by Mr. Michniak, seconded by Mr. Lampa. Upon roll call vote, **motion carried unanimously and the meeting recessed at 7:45 p.m.**

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

Moved by Mrs. Field, seconded by Mr. Hannan. Upon voice vote, **motion carried and the meeting reconvened at 8:18 p.m.**

**Present 2023 Non-Bargaining Pay Ordinance**

Mrs. Lockhart-Reese said the administration would have an ordinance drafted for the November 28, 2022 Finance Committee Meeting for approval that night.

**Present 2023 Annual Budget**

Matt Miller had distributed the proposed 2023 Annual Budget by email last week and provided a

binder book with a hard copy tonight. He had provided five years of budget history, along with a few columns regarding the budget changes made this year, and the proposed 2023 budget. He had included the 2023 revenues, which would match what was sent to Portage County back in June 2022. New this year was a five-year Capital Improvements Plan to show where the City's initiatives were and what different projects were in the pipeline. This collaborative plan between all the directors helped the Finance Director understand where funds were needed and where monies were going for the City. The last item in the binder book was a quick dashboard of the 101- General Fund with revenues and expenses broken down. There was also a report of the current status of 2022 through October. Matt Miller planned to present budget adjustments at the November 28, 2022 Regular Finance Committee Meeting to true up the 2022 municipal income tax, etc. There was a summary at the front of the binder book for those that didn't want to read the in-depth budget line by line.

Mr. Ring thanked Matt Miller for the great presentation. The additional information was helpful and Mr. Ring really appreciated all the work. Mr. Ring had already met with Matt Miller individually for a half hour last week to review the 2023 budget. Mr. Ring noted the Council Members had just received the electronic version of the 2023 budget last Wednesday and the hard copy tonight, so he did not expect much discussion tonight until the Council Members had more time to study the budget reports. The 2023 budget needed to be passed by City Council by December 19, 2022, the last meeting of the year.

Mr. Lombardo asked if it would be easier for the department heads (especially the Service Department) if Council could work something out so the department heads did not have to get permission from Council every time they had to move a few dollars between line items within their own departmental budget. Matt Miller thought, when it was a minimal change with \$0 effect to the department's budget, it was a good idea, i.e., moving a few hundred from the Materials and Supplies line to the Equipment line, but Council would want to set a cap. Mr. Ring was not sure how Council would codify that to make it clear money could not be transferred from the fund balance. Matt Miller said even in his department there were times when he received an invoice and didn't have enough money in a certain line and would have to wait to pay the bill until money could be moved. He thought it would be nice to have that flexibility. Mr. Lombardo thought there were a lot of other cities that allowed money to be moved between account lines as long as Council was aware and there was a cap on it.

Mr. Michniak felt City Council was the checks and balances for the City's finances which prevented fraud that the State auditors may not find until years later. Matt Miller said City Council approval was a good control and the City could keep doing what it was doing, but sometimes things had to wait a couple weeks for a budget adjustment; it was not a big issue. Mr. Michniak liked the checks and balances. He thought this was a convenience argument and the department heads should try to plan ahead.

Mr. Mytinger thought it would be a convenience if the department head could make a transfer of money between accounts within their own department if they didn't have enough in one line but had available money in a different line and not have to wait (maybe a month) until the next Finance Committee Meeting and it didn't affect their total departmental fund balance. He said it wasn't

necessarily poor planning, but issues arose and the need for an expenditure may come up that wasn't expected. It was clarified that the Board of Control, or the Mayor (if it was an emergency) could authorize an expenditure more quickly, but only if there was money available in the account, which only Council could authorize. Mr. Ring noted there had been a Special Finance Committee meeting almost every month this year to accommodate such things. Mr. Mytinger thought it would be helpful if something could be discussed to allow the transfers within departments that were \$0 affect to the departmental budget so it was the same total amount that was budgeted to that department at the beginning, and then have those items presented to Council at the next Finance Committee Meeting. He said it would be helpful because it had happened in his department multiple times.

Chief Reinholz agreed with Mr. Mytinger. Especially at the end of the year when each account line had been spent and minimal money remained in each line. Chief Reinholz gave a couple examples within his department when he had to wait for Council approval. He added that getting quotes from vendors often took time, and then it was more time to get Council approval to transfer the money and then get Council approval for the expenditure before he could purchase something that was needed. He found the procedure and waiting frustrating.

Mrs. Field said there were procedures in place. She felt the Police Department and Fire Department could be different because they were a safety service. She said the budget was set with certain amount in each of the lines and maybe City Council didn't want the department to spend more out of a certain line and have the department heads make the transfers themselves. Mrs. Field said Council needed to have the checks and balances. Mr. Mytinger answered that the checks and balances were that the same amount of money was still within the department's preapproved budgetary total.

Mr. Michniak felt the transfers should go through City Council approval. He thought what the department heads were suggesting tonight was a "bucket budget" per department and not the line item budgeting the City had been using, and therefore City Council would not have the control or authority over the budget. He said the line item budgeting gave Council the checks and balances as residents and citizens to direct where the money was spent. He noted that Council very seldom said No to a transfer request. Mr. Michniak said if the transfer of money was a real emergency the department head could request an emergency meeting, but Mr. Michniak felt it wasn't really a real emergency but was just an inconvenience. Mr. Ring thanked Mr. Lombardo for bringing up the issue for discussion.

### **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 Mr. Lampa, seconded by Mrs. Field, this meeting adjourned at 8:36 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

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Justin Ring, Chairman