

THE CITY OF STREETSBORO, OHIO
FINANCE COMMITTEE MINUTES

Monday, November 27, 2023

[Prior to the meeting the newly elected Ward Council Members were sworn in. Lisa McDaniel, Ward 4, was sworn in by State Rep. Gail Pavliga; Marianne Glenn, Ward 1, Anthony Lombardo, Ward 2, and Jennifer Wagner, Ward 3, were sworn in by Mayor Broska.]

This Finance Committee Meeting was called to order on Monday, November 27, 2023 at 7:07 p.m. by Justin Ring, Chairman. Mrs. McDaniel gave an invocation and Mayor Broska led the Pledge of Allegiance.

PRESENT: Justin Ring, Jon Hannan, Anthony Lombardo, Marianne Glenn, Jennifer Wagner, Steve Michniak, Lisa McDaniel

ABSENT: None.

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

MOTION: TO RECESS THE FINANCE COMMITTEE MEETING TO GO INTO THE REGULAR COUNCIL MEETING.

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried and the meeting recessed at 7:09 p.m.**

MOTION: TO RECONVENE THE FINANCE COMMITTEE MEETING.

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon voice vote, **motion carried and the meeting reconvened at 7:20 p.m.**

Disposition of Minutes

MOTION: TO ACCEPT THE REGULAR FINANCE COMMITTEE MEETING MINUTES OF JULY 24, 2023 AND THE SPECIAL FINANCE COMMITTEE MEETING

MINUTES OF NOVEMBER 13, 2023 AS WRITTEN.

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

Monthly Financial Report

Matt Miller had distributed the October 2023 financial report by email on November 13, 2023. He said the target for the end of October was 83%. The General Fund expenses were 80%, Overall the expenses were 81%, the General Fund revenue was 94%, and the Overall revenue was 85%. Today the General Fund revenue had reached 100% of the budgeted amount, even before the month of November was over. The net cash went down in the month of October because construction projects were finishing up and needed paid. Bond payments were just made and there were three payrolls that would be booked in November, but the Finance Department had recently made some moves regarding where the City funds were stored so the City would be making more interest revenue from Star Ohio.

The income tax revenue was up by about \$330,000 compared to last year. Withholding was up considerably at around \$750,000 compared to last year. Net profit has been down throughout the year. The General Fund carryover above the 25% minimum was right under \$2.7 million.

Matt Miller mentioned that the State Auditor had given the City a clean audit for 2022; there were no management comments or written comments from the State. They would release the audit soon.

Old Business

None.

New Business

T-7502 Annual Purchase of Turn Out Gear

Chief Reinholz asked to purchase four sets of turn out gear (bunker pants, coats, boots, helmets). He had received three bids and was recommending the highest bid from Pheonix because it had an added safety feature to help prevent cancer for firefighters. He said the most common cause of death for retired/inactive firefighters was cancer, followed by heart attacks, and also suicide. The new feature on the Pheonix turn out gear was a containment ring inside the coat and bunker pants to prevent the smoke from coming in. He thought this additional \$1,800 containment package was a worthwhile feature to try to prevent cancer causing smoke from getting to the firefighters. The money for this annual purchase was set aside in the 402- fund.

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

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

T-7503 Second Change Order for City Center Infrastructure Package (waterline)

Mr. Czekaj had mentioned at the last meeting that they had identified that the waterline running from SR 43 to where the fire department connection was made was nearing the end of its useful

life. They would like to replace that waterline now instead of later when the new City Center pavement would have to be torn up to do a replacement waterline. This would be a second change order, in the amount of \$42,440, to do the work. It would be much more expensive to do the work in the future after the new pavement was in place.

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

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

T-7504 Authorize Annual Contract w/Portage County Public Defender Office

Mr. Beni said this was an annual contract with Portage County Public Defender's Commission. They would represent indigent defendants if needed at a cost of \$150 per charge. There was only \$350 budgeted for this because it was rarely used. If there was potential for incarceration for an offender, which would warrant a public defender, the Streetsboro Police usually charged the offender with a State statute, not a local statute. The contract was the same as last year with no increase in costs.

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

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

T-7505 Authorize Back Up IT Services

Mrs. Procop said this was a request to add back-up IT services for the City. It has been realized over the last two years that it was a lot of work for one person. Matt Coffman was on call 24/7 and it was quite a lot, so the administration was requesting to add back up. Mr. Ring felt it was a good idea for better response time for certain situations and would probably be worth the expense.

Mr. Hannan commented that when Council agreed to hire an in-house IT person, it was expected to serve the City's needs and maybe save money. He wondered if hiring an outside service now would increase costs to similar or more than when the City had only the outside service. Mrs. Procop explained that Mr. Coffman had budgeted for all the licensures and renewals, but this new package with Streamline Technologies offered those included in their price. So, it would be a net expense of about \$13,000 to add a full-time back up IT service for the City, which was cheaper than adding another staff person.

In the beginning Mr. Coffman was the only person at TTX that responded to the City, but as TTX grew, there were other people that could respond. Mrs. Procop said she and the Mayor met with a few other cities and Streetsboro was one of the few that only had one person for IT issues. Ms. Wagner said Twinsburg had 3-4 people.

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

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

T-7506 Amend Code Section 113.09 to Write Off Old Unpaid Water Bills

Matt Miller said currently the Finance Director could write off any account that was under \$5. It seems, over the last couple of decades, the City had not written off much at all, so the inactive accounts had just kind of grown in the system. He said he worked with the utility billing department and the Law Department to find a way to clean up the books, because it appeared the City would not be receiving this money...ever. They determined to use the statute of limitations and change the Code for any outstanding balances “under \$5 or over six years old” that could not be collected could be written off.

Mr. Ring wondered why the City couldn’t take some action to collect these outstanding accounts, maybe by attaching liens since Streetsboro was a taxing authority. Bill Miller said, in the past, renters would get the water accounts in their own names, and then move out with no contact information. The ordinances for the water accounts had been changed in the last few years so that the property owner was responsible for any outstanding accounts, so that cleaned up the problem, but the old accounts were still a problem. Now, if the water customers do not pay, the water gets shut off. The landlords will end up paying the water bill because they have to have water at their rental units.

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

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

T-7507 Authorize 2024 Property and Casualty Insurance Renewal

Matt Miller said this was the annual coverage for the City property, vehicles, land, buildings, etc. The price had increased slightly but it was still within the amount that was budgeted for 2024. The insurance brokers also offered cyber insurance and kept the cost the same as the previous year. Mr. Ring noted a line in the policy for “Fine Art \$25,000 coverage” and wondered what artwork that might cover. He didn’t think it was an additional cost in the standard policy, but he noticed that coverage was included and just questioned it.

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

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

T-7508 Authorize Cyber Insurance Renewal

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

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

T-7501 Amend 2023 Annual Appropriations [#13]

Matt Miller said this was to make adjustments and move money around to cover expenditures through the end of the year. There were some adjustments in the 401- account for the City Center to go along with the legislation presented tonight. The General Fund had been lowered about

\$72,700 but there were appropriation increases of \$72,700 so it evened out for the 101- fund.

Matt Miller asked to amend #101-81-5319 the RITA JEDD Administration Fees account line from \$200 to \$700 because his staff just realized there would be more RITA fees to be paid. This amount was hard to know because the JEDD was new and the fees were not consistent yet.

MOTION: TO AMEND THE EXHIBIT AS DESCRIBED BY MATT MILLER.

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

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

Moved by Mr. Hannan, seconded by Mr. Lombardo. 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. Hannan, seconded by Mr. Lombardo, this meeting adjourned at 7:40 p.m.

ATTEST:

Caroline L. Kremer, Clerk of Council

Justin Ring, Chairman