

THE CITY OF STREETSBORO, OHIO

**FINANCE COMMITTEE MINUTES**

Monday, December 18, 2023

This Finance Committee Meeting was called to order on Monday, December 18, 2023 at 7:00 p.m. by Justin Ring, Chairman. Lisa McDaniel gave an invocation and Mayor Broska led the Pledge of Allegiance.

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

ABSENT: None.

ALSO PRESENT: Glenn Broska, Mayor  
Frank Beni, Law Director  
Troy Beaver, Police Lieutenant  
Rob 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  
Shawna Lockhart-Reese, HR Manager  
Matt Coffman, IT Network Administrator  
Melissa Procop, Mayor's Executive Assistant  
Caroline Kremer, Clerk of Council

**Disposition of Minutes**

None.

**Monthly Financial Report**

Matt Miller said this was the financial report for November 2023 which had been distributed by email on December 14, 2023. The expenses were down and the revenues were up. The General Fund had 200% of it's revenue goal for the year. The cash was down by about \$1.9 million partly because the City had made some large payments on the Community Center and also had to pay the debt service payments for the bonds, which accounted for \$1.6+ million of the \$1.9 million. The City made interest income of about \$98,000 this year and Exhibit "B" provided tonight included some interest revenue increase for the year. The income tax revenue was above budget for the General Fund by about \$1.3 million and the last distribution for the year had been received last week and was booked.

**Old Business**

None.

## Executive Session

**MOTION: TO ADD AN EXECUTIVE SESSION TO TONIGHT’S AGENDA AND TO RECESS INTO EXECUTIVE SESSION TO CONSIDER HIRING, FIRING, AND PERSONNEL MATTERS.**

Moved by Mr. Hannan, seconded by Mr. Michniak. Upon roll call vote, **motion carried unanimously and the meeting recessed at 7:04 p.m.**

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

Moved by Mr. Hannan, seconded by Mr. Lombardo. Upon voice vote, **motion carried and the meeting reconvened at 8:13 p.m.**

## New Business

### Certification of Water Rates for 2024

Matt Miller said this was the annual increase of water rates for the new year as prescribed by Council. It would be 3.5% for the City and the County had raised their rates by 7% for 2024. The total increase to the residents would be 10.5% next year; about \$6.56 per quarter for the minimum water bill. The City increase was put in place in 2021 (through 2027, then it would be back to only 2% annual increase) to build up the Water Fund for the waterline projects. Mayor Broska emphasized that Streetsboro water rates were still very competitive with the surrounding communities. No Council action was needed.

### T-7521 Amend Ord. No. 2021-155 to Clarify Water Rates

Mr. Beni said this was the ordinance that put the 3.5% increase into place for several years. When he read it recently, he realized that someone may misunderstand and may read it to be a 3.5% increase for the entire period 2022-2027, so he prepared this legislation to clarify Council’s original intention by adding the word “annually.”

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

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

### T-7522 Re-Employment of Retired Employee William Miller Jr.

Mayor Broska asked to reappoint Bill Miller to his position as Director of Public Service. He also asked Council to amend the legislation to be effective January 17, 2024 instead of January 18, 2024 as written in WHEREAS 4 and Section 1.

**MOTION: TO AMEND THE LEGISLATION TO BE EFFECTIVE JANUARY 17, 2024 INSTEAD OF JANUARY 18, 2024 AS WRITTEN IN WHEREAS 4 AND SECTION 1.**

Moved by Mr. Hannan, seconded by Mr. Lombardo. 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.**

T-7523 Annual Transfers Between Funds for 2023

Matt Miller said this was an annual requirement to comply with O.R.C. 5705.14. This legislation listed all the monies that were moved between different funds throughout the year.

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

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

T-7524 Annual Contract w/Brightly Software

Bill Miller said this contract was with Brightly (formerly Dude Solutions) for a work order program to be used by the Water and Service Departments. The cost did increase slightly by about \$2,400 for the software. It was budgeted to cover the increase.

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

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

T-7525 Contract w/Info Tech/Bid Express for Online Bidding

Mr. Czekaj said this would bring Streetsboro into modern times. Instead of opening hardcopy bids in Council Chambers, the bids would be submitted into a software program that would open bids at the designated bid time, which would prevent any late bid arrivals. It would eliminate any math errors that may occur in hand-prepared bid tabulations because the software did the bid tabulations. Most all cities have moved to this type of bidding process and he recommended Streetsboro do this as well. There was no cost to the City.

Mr. Hannan wondered if Streetsboro would get more bids or more competitive bids for projects if the bids could be submitted electronically and the people would not have to print a bid package and bring it to the bid opening. Mr. Czekaj wasn't sure this system would increase competition and/or increase the number of bid submissions that the City would not have received otherwise. It would be easier for the bidders to submit electronically and if there was a math error the system would not let the bid be submitted. The City staff would still need to do reference checks and review the bid numbers, etc., but the system would prepare the bid tab spreadsheets for City review. He emphasized that almost all contractors had moved to this type of platform.

Mr. Czekaj added that when the City sent out bids and sent the information to the newspapers to be publicized, there were clearinghouses for bids that forwarded the information to their list of contractors. He didn't think this software system would increase competition, but it would make things easier for everyone.

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

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

T-7520 Amend 2023 Annual Appropriations [#15]

Matt Miller said there was an Exhibit “A” provided earlier to catch all the changes needed for the rest of the year, then in the last couple of days there were some more fees and things discovered so he produced an Exhibit “B” that was distributed tonight. Exhibit “B” also included a few adjustments to make sure none of the salary or wage lines would be underbudget for the year including overtime costs for the final payroll because there would not be another opportunity to make adjustments since this was the last Council Meeting of the year. He said he also increased the revenue budget for the General Fund because the City would possibly be going out for a bond next year and he felt this would be more attractive to the market and the City had received the money. It would show the market a balanced budget. He said the City had also received quite a bit from the JEDD agreement. This week Streetsboro would cut a check to Shalersville (and itself) for the JEDD for the second half of the year. It was nice that each community got about \$13,000-\$14,000 and the building was still under construction with no tenant yet.

**MOTION: TO AMEND SECTION 1 OF THE ORDINANCE TO STATE THERE WAS AN EXHIBIT “A” AND AN EXHIBIT “B.”**

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

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

Moved by Mr. Lombardo, seconded by Mrs. McDaniel. 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. Michniak, this meeting adjourned at 8:25 p.m.

ATTEST:

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Caroline L. Kremer, Clerk of Council

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Justin Ring, Chairman