

**MINUTES COUNCIL MEETING
CITY OF UNIVERSITY HEIGHTS, OHIO
FEBRUARY 2, 2015**

Mayor Infeld called the regular meeting to order at 7:37 p.m.

Roll Call:

Present: Ms. Nancy E. English
Mr. Mark Wiseman
Mrs. Adele Zucker
Mrs. Susan Pardee
Mr. Phillip Ertel
Mr. Steven Sims
Ms. Pamela Cameron

Also Present: Law Director Anthony J. Coyne
Finance Director Larry Heiser
Police Chief Steve Hammett
Fire Chief Douglas Zook
Service Director Jeffrey Pokorny
Clerk of Council Kelly M. Thomas

Pledge of Allegiance

Approval of Minutes from Council Meeting January 20, 2015

There were no additions or corrections to the Council Minutes of January 20, 2015.

MOTION BY MRS. PARDEE, SECONDED BY MS. ENGLISH to approve the minutes of January 20, 2015 as presented. On roll call, all voted "aye."

Comments from Audience

There were no comments from the Audience.

Mayor's Comments

Mayor Infeld provided the following comments and reminders:

- ❖ The Eastside Greenway Plan Project will be meeting on Tues., Feb. 3 from 6:30pm – 8:30pm at the University Heights Branch Library on Cedar Road. This will be one of the phase two meetings for the Eastside Greenway Project. The project is grant funded through NOACA's transportation for livable community initiatives program. The program will determine how to pull together all of the bike paths and bike lanes throughout the county, primarily on the eastside to the lakefront. This also interfaces with the NOACA project that is happening in University Heights.
- ❖ The State of the City was in the city's January newsletter, sent out to community via email and is also on the website. Information about the City's policy for sensible salting and how the sidewalks are plowed was also provided.
- ❖ Attended the First Suburbs Consortium Annual Meeting where the new County Executive announced his plans to pay attention to housing in the First Suburbs Communities.
- ❖ Announced that the County is looking for a Deputy Director of Housing and Community Re-Vitalization. This is a new position with the County.
- ❖ Announced that the Senior Transportation Connection (STC) Service is 10 years old and that University Heights has been an active participant in the program.
- ❖ The State of Ohio 2016 Budget has been released by Governor Kasich – some of the highlights are: elimination of tax on income for small businesses with annual gross receipts under \$2 million, the income tax exemption for Ohioans earning less than \$40,000 will be raised from \$2,200 to \$4,000 in 2015, for Ohioans earning \$40,000 - \$80,000 the exemption will increase from \$1,950 to \$2,800.

Agenda Items:**A. Presentation of the Senior Transportation Connection (STC) Service in University Heights by STC Executive Director Janice Dzigiel**

Mrs. Janice Dzigiel announced that STC is celebrating their 10 year anniversary and will be celebrating throughout 2015. In 2015 STC will also be delivering their 1 millionth ride this year. STC was created as a non-profit agency to provide transportation service to those who need it. Mrs. Dzigiel provided a brief history of the City's use for senior transportation. STC is highly concentrated on the eastside of Cleveland and also serves as a subcontractor for RTA (Regional Transit Authority). Mrs. Dzigiel noted that prior to 2009 University Heights was associated with TC3, which went out of business at which point STC assumed business in the eastside of town. Mrs. Dzigiel reported that STC serves 26 suburban municipalities in Cuyahoga County and cited University Heights usage of STC as the following:

- In 2009 University Heights initial contract with STC was for flat billing rate of \$40,000 (broken down into 12 monthly payments) and provided seniors/handicapped University Heights residents with unlimited rides.
- In 2010 University Heights requested STC place a contract limit of 80 rides per month at a cost of \$21 per trip billed to the City.
- There has been a steady decline in use since 2010.
- In 2014 a total of 574 rides were provided to University Heights residents; of which 27 residents were served. 65% of the rides were medically related, 12% were for personal use (post office, hairdresser, etc.) and 25% were used for shopping needs.
- No great distance with travelled, the rides were mainly within the community.

Mrs. Dzigiel stated that the City contract with STC expired in 2014 and is proposing a contract with a rate of \$25 per ride and group trips for \$8.50. With group trips a schedule would be set to take residents to a specific place, such as Heinen's on say Wednesdays, Whole Foods on Thursdays, etc. at a specific time. The fare would be the same, currently the fare for University Heights is \$3.00, but the off-set cost to the City would be lower (the fare amount is decided by the City). Throughout the 26 communities the STC serves the fares range from .50¢ to \$5.00. Mrs. Dzigiel stated STC participated in the health fair that was held at the University Heights Library and suggest that the City places information about STC continuously on the City's website, in community newsletter all serve as good reminders to residents and their caregivers that this service is available.

Ms. English asked Mrs. Dzigiel about the proposed contract allowing for 60 rides, will the City be charged for the 60 rides whether they are used or not used.

Mrs. Dzigiel replied that the City would only be billed for the number of rides delivered/used, this is a proposed change in the contract, and the City would then be saving monies by being billed per trip than paying the flat rate.

Ms. English asked if University Heights residents are using the group feature, what "MUS" stood for and what are the hours for STC.

Mrs. Dzigiel that University Heights has not set to group rides but could do so by sending out letters to the registered riders with the schedule and explanation on how group shopping will work in University Heights. The letter will be done in agreement with the City. STC would need a month notices to be able to handle the group rides. The call center (1-800-983-4782) is opened Mon. – Fri. 7am until 5pm; the hours of operation are 8am to 4pm (last pick-up). Clients are asked to cancel scheduled rides before 7am if possible. Clients can call the answer line 24/7 because there is a voice mail recording that picks up when the office is closed. In regards to the "no show" rate, STC assumes the first 5% of those trips because they understands things happen and appointment may not be kept and cancelled in due fashion. If the number of missed appointments exceeds the 5% of the total activity of the month the City is charge for half of the trip. Mrs. Dzigiel added that missed appointments have not been a problem in University Heights and stated that "MUS" stands for Mayfield, University Heights and Shaker Heights.

Mr. Wiseman asked if there was a distance limit.

Mrs. Dzigiel replied that some communities impose a limit; STC does not have a distance limit and would only suggest a limit if there are some real far trips. For example the City of Solon because of the location states if you go 10 miles the fare is this, if you go 15 miles it's this. The contract details and limitations are established by the City and not by STC. The basic protocol is that each city does what it best for their residents. The rides have been around the neighborhood within 5 miles or less. Mrs. Dzigiel added that STC has a fleet of 48 vehicles that were purchased in part with Federal Funds. All drivers receive a series of 6 background checks, fingerprinting, drivers receive 80 hours of training with included CPR, etc. before they are on the road.

Mr. Wiseman asked what happens if the usage extends over the allotted number of rides.

Mrs. Dzigiel stated the proposed contract is at a per trip rate and noted that the rides for University Heights have been as high as 167 or as low as 47 in a calendar year and suggested starting with an estimated number of approx. 100 rides. Mrs. Dzigiel also noted that riders are given cards with the phone to call in case they are done early with their appointment, etc. The group rides work well for community shopping trips.

Mr. Sims stated that this is a valuable service but that there also needs to be a balance between cost and service delivery. Mr. Sims asked if this type of service is cost competitive with for example taxi cabs, etc.

Mrs. Dzigiel replied that STC is cost competitive but that the agency has to plan for sustainability; not just price but also high standards and commitment to customer service.

Mr. Sims noted that he would not be able to vote on this issue due to his other employment.

Mayor Infeld added that this is not up for vote at this time; the agenda item was only for the presentation by Mrs. Dzigiel.

B. Motion to Approve the purchase of a Refurbished 2004 MACK LE 613 cab and chassis with a 25 yard HEIL 5000 rear load packer body from Holtz Industries Inc. in the amount of \$43,000

Mr. Pokorny stated that this truck is similar to the two trucks purchased in the previous two years and that he along with the head mechanic test drove the rubbish truck and believes that it would be a good investment for the city.

Mr. Sims asked what the cost would be for a new rubbish truck.

Mr. Pokorny answered a new rubbish truck of this style and type would cost approximately \$200,000.

Mrs. Zucker asked what the life expectancy for the rubbish truck is.

Mr. Pokorny replied that the City should get 15 to 20 years of service out of it.

Mr. Wiseman asked Mr. Pokorny how many of this type of rubbish truck is currently in the Service Department fleet.

Mr. Pokorny answered that this will be the third refurbished Mack rubbish truck that the Service Department will have and that this may be the last rubbish truck purchased this. There are currently two Fleet liners that were purchased new in 2007 and there is a total of six rubbish trucks in the fleet. At least four rubbish trucks are needed for the rubbish routes, one is used for brush and the last one is used as a spare.

MOTION BY MRS. ZUCKER, SECONDED BY MR. ERTEL to purchase of a Refurbished 2004 MACK LE 613 cab and chassis with a 25 yard HEIL 5000 rear load packer body from Holtz Industries Inc. in the amount of \$43,000. On roll call, all voted "aye."

C. Motion to Authorize Mayor to offer the City of Beachwood \$8,000 for the purchase of a 1989 Crane Carrier Rubbish Truck

Mr. Pokorny stated that the City had purchased a similar rubbish truck from Beachwood in 2002 and that it now needs to be replaced. The 1989 Crane Carrier rubbish truck with 380,121 miles or approx. 2300 hours. Mr. Pokorny stated that he and the City's head mechanic looked at it and it is in good condition for its age. Mr. Pokorny stated that he would like to offer the City of Beachwood \$8,000 for the vehicle.

Mr. Sims asked Mr. Pokorny what the \$8,000 offer was based on.

Mr. Pokorny stated that the offer was based on some of the earlier pricing University Heights paid in 2002 which was \$3,500 for the Crane Carrier which in our fleet. There was another Crane Carrier rubbish truck available for \$12,000 but it needed an additional \$20,000 worth of engine and transmission work. The city should get between 4 to 5 years of service out of it.

Mr. Sims asked what the minimum investment the City would have in order for the truck to last the expected 5 years and also where the City stands in winterizing the trucks by adding a protective coating to make sure they last longer.

Mr. Pokorny responded that it would need a little in house work such as sanding, painting and placing the city's emblem on it. The winterization is done by having the vehicles under coated and seal coated is performed on the new vehicles with a cost between \$5,000 and \$7,000 per vehicle but it can't be done to the older vehicles without getting them sandblasted first.

Mr. Ertel suggested that the City looks into sandblasting and undercoating some of the current vehicles in the future.

Mr. Pokorny added that the City is getting rid of the old rusty vehicles.

MOTION BY MRS. ZUCKER, SECONDED BY MR. SIMS authorizing the Mayor to offer the City of Beachwood \$8,000 for the purchase of a 1989 Crane Carrier Rubbish Truck. On roll call, all voted "aye."

D. Resolution 2015-02 Adopting a policy for the use of Apple iPad Tablets issue by the City of University Heights to its elected officials and certain staff members (on first reading)

Ms. English reported that the Civic Information has recommended that the City electronic technology through the use of the Apple iPad to distribute paperless council packets. Ms. English added that the policy establishes provisions for the efficient and proper use of the tablets in accordance with the law. The switch to iPads has been very successfully transitioned in several communities and has many advantages to making the switch such as; city being environmentally conscious and efficient in the performance of the public duties and is cost effective.

Mayor Infeld asked Ms. English is she had break even numbers on the cost because that might be a question that the community might want an answer to. Mayor Infeld added the Administrative Staff and herself would not be using iPads.

Ms. English replied that when the Technology Advisory Commission recommended the purchase they recommended the purchase of 16 iPads and since they are now only going to be purchased for the Council members, Law Director, Clerk and Mayor (if she choose to) the purchase would be for 10 iPads at a cost of \$5,629.50. When the City looked at purchasing iPads in the past, they were looking at purchasing 10 and the saving to the City at that time was approx. \$5,000 per year. The savings included; paper cost, copier charges (toner, per copy charge, maintenance), Clerk time, Police Officers for delivery. Once the Council goes paperless the Police Department will not have to use officer time to delivery, so the cost would be re-coped within a year to 18 months.

Mayor Infeld asked Ms. English to distribute the documentation showing how the figures for savings were figured out to the entire Council and herself.

Ms. English asked that the current copier pricing could be provided to her to update the numbers.

Mayor Infeld stated she would like to see the old number used to get the cost saving from the Police personnel because patrolling the city is part of their job as well as the paper savings. Mayor Infeld added that items were mentioned in the proposed policy that she believes is contrary to the City's Charter.

Mr. Coyne replied in the proposed police in the compliance section, it was presumed that if there was a need for any disciplinary action that it would be up to the Administration/Mayor's office to make that determination, but now that the iPads are not being used by the administration this may not be as applicable.

Mr. Sims added that this Legislation would transcend future Mayors where the Administration may decide to utilize iPads.

Mayor Infeld commented that the legislation should be able to stand the test of time and also be applicable to the current situation and that she thinks this reaches beyond that and also that there is a conflict with the Charter.

Mrs. Cameron asked Mayor Infeld what specifically in the compliance section does she feels violates the Charter.

Mr. Coyne read from section 3: compliance where it states "any staff member who violates this policy shall be subject to disciplinary action up to and including, if deemed appropriate, termination of employment." - that would be a determination that would have to be made by the Administration not by Council or by the Mayor if it were a staff person that did not appropriately use the device as it is meant to be used as stated in the general statement and in the detailed policy provision section.

Mr. Wiseman noted that that particular section does not say that Council will discipline anybody.

Mr. Coyne added that the legislation is silent; it says it is to be reported to the individual's supervisor, Law Director. After that it is something that the Mayor and Administration would have handle.

Mr. Wiseman commented that if it is silent as to something, it doesn't really conflict with the City's Charter.

Mr. Coyne stated if he were asked who is to do that it would be the Mayor and the Administration.

Mr. Wiseman noted that that was Council's thinking and that there was no intention to take any mayoral action out of the Mayor's hands and place into Council's hands. The idea is that iPads can be used for many things and one of the purposes for the policy was to say that the iPads have to be used just for Council matters and City work.

Mr. Heiser added that it is hard to figure for Police Department savings because the Police have to patrol the city streets as part of their duties. Mr. Heiser stated he would provide an update to the cost of paper.

Mrs. Cameron stated that there was a specific amount of time that is allotted for the police deliver the packets and that time was multiplied by seven; the number of Council members. That number was present to council as part of the cost in addition to the time, gas, paper, etc. it was an inclusive amount.

Mr. Sims agreed with Mrs. Cameron's statement in that it is not strictly a cost determination but that he would still be interested in whatever analysis can be developed using the current cost, and also include the police cost.

Resolution was placed on first reading.

E. Motion to hold an executive session immediately following this regular meeting for the purpose of discussing personnel matters

Mayor Infeld remarked that there was a need to discuss two separate issues; a personnel issue and a litigation issue in executive session with no additional actions being taken.

MOTION BY MRS. CAMERON, SECONDED BY MRS. ZUCKER to hold an executive session for the purpose of discussing s personnel issue and a litigation. On roll call, all voted "aye."

Directors' Reports

Law Department: Law Director Anthony Coyne provided City Council a copy of the memo he sent the Media regarding a public records request for the release of the in-car police video. Mr. Coyne added that he has requested a copy of the certificate insurance for the City's Jail Physician.

Mayor Infeld added that the record request was in response to the fatal accident that occurred in Shaker Heights.

Police Department: Police Chief Hammett had no report.

Mr. Sims asked Chief Hammett if there was any opportunity for the Police Department to obtain personal body cameras for the officers to use.

Chief Hammett replied that the department currently uses in car video and not the body cameras. The two are similar but the body cameras are more flexible, the in car video only shows the direction in which the car is aimed, the body cameras show once you are outside the car. Chief Hammett stated that he looks forward to any funding that will be made available and would like to explore the use of body cameras and how it would interface with the current system.

Service Department: Service Director Jeffrey Pokorny reported that the Service Department is working on snow removal and that another bombardier is out of service and is being repaired so it will take longer to get to the sidewalk plowing. Generally it takes 1 to 2 days to clean the sidewalks but will now take 4 to 5 days because there is only one bombardier.

There were no other director reports.

Standing Committee Reports:

Civic Information Committee: Chairwoman Nancy English reported that the Technology Advisory Committee that was scheduled for Thursday, February 5 has been postponed due to the Committee of the Whole meeting that night.

Finance Committee: Chairwoman Susan Pardee reported that there will be a joint Finance Committee/Financial Advisory meeting on Thursday, February 26, 2015 at 7pm in Council Chambers. Mrs. Pardee also stated that during the first Community Engagement Committee meeting Councilwoman English will serve as co-chair and another meeting will be set up for February.

Safety Committee: Chairman Phillip Ertel reported that the East side Greenway Project wants to interconnect 15 communities using a \$150,000 NOACA grant that is funding by the Cleveland Foundation and the Metroparks. There are four (4) meetings scheduled around the eastside of Cleveland, the last of the four is on February 3 from 6:30pm to 8:30pm at the University Heights Library.

Mayor Infeld announced that Dunkin Donuts will open for business at their new University Heights location on Cedar Road next to the library on Saturday, February 14 at 12noon.

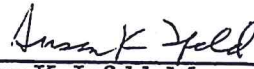
There were no other standing committee reports.

Council entered executive session at 8:43pm


MOTION BY MR. WISEMAN, SECONDED BY MR. ERTEL to exit from Executive Session and enter into regular Council Session. On roll call, all voted "aye."

MOTION BY MR. WISEMAN, SECONDED BY MRS. ERTEL to adjourn the meeting. On roll call, all voted "aye."

There being no further business to discuss, the meeting was adjourned at 9:26pm.



Susan K. Infeld, Mayor



Kelly M. Thomas, Clerk of Council