Mayor Michael Dylan Brennan called the regular meeting to order at 7:04 p.m.

Roll Call:

Present: Mrs. Susan Pardee
Mrs. Pamela Cameron
Mr. Phillip Ertel (7:04 p.m.)
Mr. John Rach
Mr. Steven Sims
Mrs. Michele Weiss
Mr. Mark Wiseman

Also Present: Law Director Luke McConville
Clerk of Council Kelly Thomas
Police Lt. Dale Orians
Fire Chief Robert Perko
Service Superintendent Jeffrey Pokorny
Building Commissioner James McReynolds
Communications and Civic Engagement Mike Cook
City Engineer Joseph Ciuni
Economic Development Susan Drucker
Housing/Community Development Coordinator Patrick Grogan-Myers
Special Events Coordinator Rachel Mullen

MOTION BY MR. SIMS, SECONDED BY MRS. WEISS to excuse the absence of Mr. Ertel. On roll call, all voted “aye.”

Approval of Minutes from May 20, 2019

There were no corrections to the May 20, 2019 Council Minutes.

MOTION BY MR. WISEMAN, SECONDED BY MRS. WEISS to approve the Council minutes from May 20, 2019 as presented. On roll call, all voted “aye,” except Mrs. Pardee, who “passed.”

Comments from Audience

Mr. Paul Miller, 2370 Charney was present to report the problem with the rental property next door to him. Noting that there is more than the allowed number of tenants living there, there are also between 5 to 7 cars in the driveway. Lastly, Mr. Miller commended Service Director Jeff Pokorny for his work and stated he was an asset to the City.

Mrs. Sheila Hubman, 2528 Ashurst asked the status of the legislation regarding citing houses that have indoor furniture on the lawns. Mrs. Hubman asked why didn’t the City enforce the ordinances that already exist for example not allowing rubbish cans in the front yard. Lastly, noting the new additional flag on the city’s flag pole, Mrs. Hubman asked how do residents request to have flags that are special to them flown on the city’s flag pole.

Mayor’s Report

The joint meeting of University Heights City Government, Cleveland Heights City Government, and the Cleveland Heights – University Heights School Board will be Monday June 24 at 6:30PM, here at School Board Offices. I ask that all councilmembers, directors, and normal attendees of the city administration attend. Today Economic Development Director Susan Drucker and I met with representatives of the other two governmental bodies to discuss an agenda. The three items that we expect to have on the agenda are: Sharing of Resources/”Forward Together” ( -- borrowing Shaker’s term of their efforts – which will include brief presentations by all three identifying all the ways our three bodies already work together); a discussion of the Bus Depot and its future, which will dovetail
with a discussion of Wiley; and third, the 2020 Census. I am optimistic for a positive meeting where we work to move forward together on issues of mutual concern.

Since our last meeting, representatives of NEORSD met with Service Direct Jeff Pokorny, City Engineer Joe Ciuni, and me, to discuss a draft report regarding the Interceptor Local Sewer System Evaluation Study. They presented on Local System Evaluation, Potential Improvements, and Implementation Considerations. The report is in draft form, but once it is final, I will invite them to present at a council meeting or call a special meeting, so that they may deliver their findings and recommendations directly to the public in this forum.

Our Finance Director James Goffe has been busy at work modernizing the point of sale and credit card processing at the pool, at Building Dept., and City Hall. I do not want to steal his thunder, but he will be providing council with an extensive report of the activities, progress, and status of the ongoing conversion to the VIP accounting system and the ongoing reclamation project of the 2017 books that was a complication in the conversion. More on this in his report.

Ms. Drucker, Patrick Grogan-Myers, and I met with David Hartt and Kristen Hopkins of CT Consultants. A few years ago, our city worked with Mr. Hartt and his staff on a project meant to achieve a comprehensive rezoning of the city. That project was shelved in 2014. As we look to restart the process of a comprehensive rezoning of the city, we met to discuss where we left things off, to ascertain the whereabouts of work completed under the previous agreement, which all parties agree is no longer controlling, and how the city might proceed from here. Mr. Hartt is moving to Chicago to be closer to his grandkids. We will be discussing this matter further with Kris Hopkins as we weigh our options. In the meantime, there are two new zoning districts (Residential Attached and Parks & Recreation) for the Planning Commission to consider this coming Thursday June 6 at 7pm, both of which are different that those contemplated under the previous work. There will also be a Public Hearing before the next council meeting, at June 17 at 7pm.

This past weekend I attended Cleveland Pride for the second time. For the first time, today, we hoisted the Pride Flag at City Hall, in support of the LGBTQ Community. The fiftieth anniversary of the Stonewall Riots is later this month. I would like to issue a proclamation or joint resolution with council in recognition. More on that at the next meeting.

The Memorial Day Parade was a wild success. I thank Special Projects Coordinator Rachel Mullen, first and foremost, for her strong work in making this maybe the best parade yet. I also thank the committee (read from the program, read from Memorial Day speech). The flyover didn’t happen because of high air traffic over Cleveland, and fuel issue once the traffic was clear. No matter. The parade will be back next year. Mark your calendars: it will be on Memorial Day. Thank you this concludes my report.

A. Ordinance 2019-28 Amending Codified Ordinance Section 1620.02 Entitled “Establishment of Bureau Fire Prevention,” To Clarify the Schedule of Non-Residential or Commercial Inspections and to Provide for Referral to the City Prosecutor

Fire Chief Perko made note of the various sub-sections of the Ordinance that had been amended based on the suggestion made at the previous Council meeting.

Mr. Rach added that this Ordinance was also discussed at a Safety Committee meeting so this was essentially the third time Council reviewed this legislation.

MOTION BY MRS. WEISS, SECONDED MRS. CAMERON to Approve Ordinance 2019-28 Amending Codified Ordinance Section 1620.02 Entitled “Establishment of Bureau Fire Prevention,” To Clarify the Schedule of Non-Residential or Commercial Inspections and to Provide for Referral to the City Prosecutor. On roll call, all voted “aye.”
B. Ordinance 2019-30 Enacting Section 1620.06 Entitled “Fire Protection Systems” for the Purpose of Regulating Fire Alarm Inspections

Chief Perko stated that this Ordinance was an expansion of Ordinance 2019-28 in regards to clarifying the types of alarm systems such as sprinkler, standpipe, fire alarm or hood suppression system. Chief Perko noted that the testing has to be witnessed by a Certified State of Ohio Fire Inspector from the Ohio Fire Prevention Bureau. That testing has to be scheduled with the University Heights Fire Department two (2) days prior to that inspection so that our department can witness the inspection.

Mrs. Cameron asked if two (2) days sufficient notice for staffing.

Chief Perko replied yes.

Ordinance 2019-30 was placed on first reading.

C. Motion to Approval Applying for a FY2019 (2nd Quarter) Firehouse Subs Public Safety Foundation Grant for the purchase of personal TICs for the Fire Department

Chief Perko explained that the grant would allow for the purchase of fire saving equipment and fire prevention educational tools. In reviewing the departments five (5) year replacement plan, the thermal imaging cameras are on that list for replacement. The thermal imaging cameras have a heat indexing factor to assist in finding victims in smoke environments. The camera can also be used in search and rescue operations. Chief Perko commented that the industry standards have always been that the department has one (1) large inexpensive unit per vehicle; the National Fire Protection Association has come out with new standards along with the industry going towards Fire Departments having personalized camera because they are smaller, easier to use and offer better firefighter situational awareness for individual use. There is no City match for this grant.

Mrs. Pardee asked if training would be necessary for the new cameras and if so is that cost included in the purchase.

Chief Perko replied that training was not included, however even though the device is slightly different any training for it would be similar to the training that was received for the current digital devices.

MOTION BY MR. RACH, SECONDED BY MRS. WEISS to Approve Applying for a FY2019 (2nd Quarter) Firehouse Subs Public Safety Foundation Grant for the purchase of personal TICs for the Fire Department. On roll call, all voted “aye.”

D. Ordinance 2019-31 Authorizing Kelly M. Thomas, Clerk of Council for The City of University Heights to be the Designee for Various City Council Members for Open Government Certified Public Records Training

Clerk of Council Kelly Thomas informed City Council that she attended and completed the Ohio Auditor’s Public Records Training Program on May 31, 2019 at John Carroll University. Furthermore Mrs. Thomas stated that she completed the paperwork to be the designee for the following Councilpersons: Susan Pardee, Phillip Ertel and Mark Wiseman. The training session was hosted by the City of University Heights.

MOTION BY MR. ERTEL, SECONDED BY MR. SIMS to Approve Ordinance 2019-31 Authorizing Kelly M. Thomas, Clerk of Council for The City of University Heights to be the Designee for Various City Council Members for Open Government Certified Public Records Training. On roll call, all voted “aye.”
E. Motion to hold an executive session immediately following this regular meeting for the purpose of discussing personnel, legal and real estate matters

Mayor Brennan stated there was need to hold executive session for the purposes of discussing real estate and personnel legal matters.

MOTION BY MRS. CAMERON, SECONDED BY MR. WISEMAN to hold executive session immediately following this regular meeting for the purpose of discussing real estate and personnel legal matters.

Directors’ Reports

Finance Director – Mr. Goffe read the following report into the record.

Deputy Finance Director Rita Drew and I were able to close out the December 2018 bank reconciliation on April 18, 2019 by finalizing and posting reconciling items held over from 2017 and 2018 prior to the start of my tenure in July 2018. The reconciliation process required meticulous review of transactions from 2018 and unposted 2017 reconciling items in order to avoid ongoing and continued reconciling errors. Until the closeout of the December 2018 bank reconciliation was complete, I was unable to determine the final ending fund balances for December 31, 2018 for use in the new VIP accounting system. An accurate final ending fund balances for December 31, 2018 is critical due to the January 1, 2019 switch of accounting systems.

To enable use of the VIP accounting system beginning on January 1, 2019, I entered temporary beginning fund balances into the VIP accounting system, since without available fund balances to spend, the VIP accounting system will not permit the printing of checks to pay invoices. Initial attempts to update the January 1, 2019 beginning fund balances to match the final ending fund balances for December 31, 2018, resulted in the VIP accounting system incorrectly reporting the beginning fund balances as "Other Increases" rather than as "Beginning Balance." After receiving technical support from the vendor of the VIP accounting system, I entered correcting journal entries on May 22, 2019 in order for the January 1, 2019 beginning fund balances to properly report as "Beginning Balance."

The process of preparing the 2019 bank reconciliations thus began in earnest on May 22. The correction errors caused by operator error from the Finance Department's learning curve with the new system are hindering the bank reconciliation process.

Until recently, I have been unable to provide my full focus on preparation of the 2019 bank reconciliations due to an array of other projects and tasks requiring my attention. Auditors from James G. Zupka, CPA, Inc. were on-site April 23 to April 25. In early May, I was out of the office frequently to attend trainings: May 2 and May 3 in Columbus at SERB Academy; May 7 in Columbus at Ohio Government Finance Officers Association (Ohio GFOA) Update on Ohio Legislation and State of Ohio Budget; and May 9 in West Chester at Ohio GFOA Debt Seminar.

Since early April, I have been working with Dollar Bank to apply for and receive new credit cards for the City. Instead of having one credit card with a credit limit of $10,000 from Huntington Bank, the City now also has a $25,000 credit limit from Dollar Bank with six cards available for general circulation. The increase in the number of credit cards is important in order to allow multiple employees to use the credit cards at the same time, especially when employees are traveling out of town on City business. The increase in the available credit limit is important due to historical monthly usage of between $7,000 and $8,000 resulting in the maxing out the old $10,000 credit limit before Huntington Bank processed the monthly payment.

In April, I received a directive from the Mayor to ensure that the City could accept credit card payments in City Hall, as well as the Building and Housing Departments, by May 1st while also updating the credit card collection process at the City pool. For simplicity and in consultation with the Mayor, I decided to use the same merchant services vendor for both taking credit cards at these new locations and the new point of sale (POS) system for use at the City pool.

In order to ensure adequate audit documentation and to improve internal controls, as well as to address audit comments from prior years, the City pool was in need of a sale system to provide inventory tracking and improve documentation of revenue collection. In April, I worked with the pool managers
to review possible sale systems. The initial preference for a sale system was problematic due to the cost of merchant services fees for taking credit cards.

Working with Dollar Bank, I was able to organize a demonstration of the Clover point of sale system offered through Dollar Bank for pool managers and a few other staff to tryout on April 22. From this demonstration, we decided to purchase the Clover point of sale system from the City pool and the Clover Flex credit card terminals for City Hall, as well as the Building and Housing Departments. Clover Flex credit card terminals were ready for a soft opening for accepting credit cards in City Hall, as well as the Building and Housing Departments, on May 1 with the first credit card transaction occurring in the Building and Housing Departments on May 10. City Hall and the Fire Department share one of the Clover Flex credit card terminals. The City pool began using the Clover point of sale system on opening day on May 25th with rave reviews by staff and managers.

Due to my start date as Finance Director of July 2, 2018, I lacked awareness of the process previously used for collection monies for tennis lessons. This lack of awareness meant I was unaware of the lack of audit documentation from the old process for collecting tennis lesson fees. On short notice of less than a week, I was able to repurpose the Clover Flex credit card terminal intended for the Police Department for use as a mobile point of sale machine for the first day of tennis lesson sales on May 29. Residents expressed happiness with being able to pay for tennis lessons with credit and debit cards; out of $2,010 in tennis lessons paid on May 29, $1,270 was credit and debit cards with only $40 cash. After the summer tennis lessons are over, this Clover Flex credit card terminal will be setup in the Police Department to replace the older credit card terminal connected to Huntington Bank.

In the last few days, I updated the Finance Department webpage to increase financial transparency. The webpage includes links to all audited Generally Accepted Accounting Principles (GAAP) financial reports since 2013 with notes about the status of the 2018 GAAP financial reports and the reports current filing deadlines. Both the 2018 initial budget and 2019 initial budget are available for comparison. I have added the Monthly Financial Report and Bank Reconciliation Packets I provided to City Council for September, October, November, and December 2018 to the Finance Department webpage.

As I proceed with the preparation of the bank reconciliations for 2019, I will add the bank reconciliations to the Finance Department webpage as they are completed and approved. I identified any monthly financial reports, which I anticipate might change due to posting adjustments and corrections noted during the bank reconciliation process, as drafts; the draft status until remain until the respective month bank reconciliation is completed and approved. Currently, as of June 3, 2019, I posted draft monthly financial reports for January, February, March, and April 2019 on the Finance Department webpage as drafts. Additionally, I posted check registers and outstanding checklists for both non-payroll checks and payroll checks on the Finance Department webpage for January, February, March, and April 2019.

As we move forward into June, and at the Mayor's direction, I am placing an emphasis on completing the bank reconciliations. Other projects the Finance Department are working include the switch from ADP payroll processing to in house payroll processing with VIP, providing information to the GAAP Converter for preparation of the unaudited 2018 GAAP financial reports, updating the valuation of capital assets for the unaudited 2018 GAAP financial reports, and preparation of the first draft of the new five-year forecast.

As of June 3, 2019, the Finance Associate has performed data entry into VIP for the payrolls previously processed using ADP up to the pay period ending April 6, 2019; the posting of these entries to replace the temporary expense journal entries for gross payroll expense have not posted yet at the direction of the software technical support for VIP. While Finance might be ready for issuing the first payroll processed through VIP on the June 20 pay date, I anticipate finishing the quarter with ADP and starting on the July 3 pay date.

The Finance Department continues to work toward the goals of providing transparent financial reporting to enable improved decision-making and oversight by the Mayor and City Council while implementing best practices to improve internal controls and better support the operational activities of all departments. That ended Mr. Goffe’s report.

Mr. Sims asked what was the current status of the bank reconciliations.

Mr. Goffe replied that the 2019 bank reconciliations were still in process.
Mr. Sims suggested that a set of top-level reports that provides a snapshot of bank activity and the financial position of the City be produced.

Mr. Wiseman made the following four (4) suggestion points: Council be notified about issues as they are occurring; make the website not so confusing; don’t place draft financials on the website; place a limit of one (1) single purchase use on the credit card policy to avoid abuse.

Mrs. Weiss also agreed that no drafts financials should be on the City’s website and that the website should only have high-level financial information.

Mrs. Pardee noted that there will be a Finance Committee meeting and Council can discuss what type financial reports they would like to be provided to them and what financial reports should go on the website.

Mr. Ertel stated he would like to see quarterly or bi-monthly financial summary reports.

Mr. Sims noted that Council had previously passed a credit card policy and asked that the particulars be further explained.

Mr. McConville explained that the State of Ohio requires that the City established a policy regarding the use of City issued credit cards. Within that policy it calls for Council to be provided a quarterly review of the process.

Mr. Sims commented that if additional personnel is needed Council should be told so that duties can be accomplished.

**Law Department – Luke McConville** reported that he continues to work on legislation for various departments.

**Police Department – Lt. Dale Orians provided a report for Chief Rogers** and stated that the Cedar Road project is moving along and that on June 10 all traffic will be moved to the south side of the street and shortly after that the project will be moved further up Cedar Road in front of Beachwood Place. The City street striping project will begin soon. Lastly the 2018 Police Department annual report is ready for distribution.

**Fire Department – Chief Perko** reported that CPR week is June 1 – June 7 and the department will be holding classes at the library. Chief Perko stated that the department was also moving forward in their hiring process and that the next two (2) candidates are in the process of being interviewed. The department has also been received training from the County Emergency Operation Center for incident action training for the City’s band concerts.

**Service Director – Jeffrey Pokorny** reported that Purvis Pool and Park are ready for the summer season and that safety security doors have been placed within the pool fencing. The tree trimming project has move on to the following streets: Wrenford, Groveland, Ashurst and Silsby. Road repair project will start back up with Wrenford and East Carroll.

**Housing Director – James McReynolds** reported that following meetings are upcoming: Planning Commission on June 7 at 7pm; Board of Zoning (BZA) on June 12 at 8am and Architectural Review (ARB) on June 13 at 8am. Mr. McReynolds was happy to announce that the house located at the corner of Tullamore and Brockway that received sever fire damage is in the process of repair and rehabilitation. Lastly there are two (2) housing court cases.

**City Engineer – Joseph Ciuni** reported that the Washington Blvd. waterline project has started with signage for the traffic detour route. Cedar Road resurfacing project will have paving work done during the evenings of June 5 and June 6 after that the street will be stripped and traffic signal loop connectors, etc. will be completed.

**Communications and Civic Engagement – Mike Cook** reported that the “new homeowner packets” will be relaunched with information about the city, city services, local business, etc. placed in a handy reusable tote bag.

**Special Projects – Rachael Mullen** stated that the Memorial Day Parade was a huge success.
Economic Development - Susan Drucker stated her report would be provided in the Executive Session.

Housing/Community Development Coordinator – Patrick Grogan-Myers reported that he submitted the City’s ODNR grant application and the results will be received sometime in August or September. The Housing Department continues to survey the exterior of all the houses in the city with completion next month. Mr. Grogan-Myers stated that the department website has also been updated.

There were no other director reports.

Standing Committees

Civic Information Committee – Mrs. Cameron stated that the “move to amend” legislation will be on the next Council meeting agenda.

Safety Committee – Mr. Rach stated that the Safety Committee met on May 21 at 7pm and discussed overnight/street parking; traffic stop signs; dogs in the park and the city’s use of towing company. The committee will meet again for further discussion.

There were no other committee reports.

MOTION BY MRS. PARDEE, SECONDED BY MR. WISEMAN to return to regular session. On roll call, all voted “aye.”

MOTION BY MRS. PARDEE, SECONDED BY MR. SIMS to adjourn the meeting. On roll call, all voted “aye.”

There being no further business, the meeting was adjourned at 9:43pm.

Michael Dylan Brennan, Mayor

Kelly M. Thomas, Clerk of Council