

**COUNCIL MEETING MINUTES
CITY OF UNIVERSITY HEIGHTS, OHIO
MEETING HELD VIA ZOOM | 813 6529 7438
MONDAY, MARCH 1, 2021**

Mayor Michael Dylan Brennan called the meeting to order at 7:02p.m.

Roll Call:

Present: Mrs. Michele Weiss
Mrs. Sandra Berry
Mrs. Barbara Blankfeld
Mr. Phillip Ertel
Mr. Justin Gould
Mrs. Susan Pardee
Mr. John Rach

Also Present: Law Director Luke McConville
Clerk of Council Kelly Thomas
Fire Chief Robert Perko
Police Chief Dustin Rogers
Service Superintendent Jeffrey Pokorny
City Engineer Joseph Ciuni
Economic Development Susan Drucker
Interim Manager of Building, Housing & Community Development/City Planner Brendan Zak
Communications / Civic Engagement Michael Cook

Council Meeting February 16, 2021

There were no addition corrections to the February 16, 2021 minutes.

MOTION BY MR. RACH, SECONDED BY MR. ERTEL for the passage of the February 16, 2021 Council Minutes as presented. On roll call, all voted “aye.”

Comments from Audience

Mr. Steven Wertheim, Reaching Heights shared four pieces of news from the Cleveland Heights-University Heights School District. The Heights Tigers competed in the State Swim Championship for the first time in nearly 20 years after the Heights Boys relay team broke the Heights High relay and individual records at District I district meet. The 200 free relay team is the fastest Heights High relay team for 5 decades. Heights High Swim Coach Dan Budden couldn't be prouder. Two Heights Seniors, Maple Buescher and Xavier Routh were named National Merit Scholarship Finalists, which places them in the top 1% of the Nation's High Schools. Equality and Education is the focus of the Cleveland Heights-University Heights School District and that topic was the base for a two-part series sponsored by the League of Women Voters and the Ohio Department of Education. Both series are available for viewing on the Cleveland League of Women Voters website. The second part of the series was a discussion for Ohio Public School Superintendents and included the CH-UH School Superintendent Mrs. Elizabeth Kirby. Mrs. Kirby spoke to the importance of state funding for public schools due primarily to the State's position on funding ed-choice vouchers with public school's funds siphoning off more than \$8mil from the schools budget this year. That is more than any other district in the State. Lastly, on February 16 the School Board of Education once again began meeting in person. School Board meetings are held at Heights High auditorium.

Mrs. Sheri Sax, 14474 Summerfield inquired about residents having access to the Covid vaccine sign-ups and asked if the City could help inform residents via a public health manner. Mrs. Sax offered her services if she could be of any help with this effort.

Mayor's Report

Mayors Report 3/1/2021

Following the last council meeting, I signed our resolution that the council, vice-mayor and mayor co-sponsored together, calling on Governor DeWine and the State of Ohio to include law enforcement officers – as recommended by the CDC – in the 1B group for vaccination. We did this, as we lowered the flags at city hall, as flags across the country so joined, in remembrance of a half million dead in this country for far from COVID-19. Before the next regular council meeting, we will mark the anniversary of the State of Emergency here in Ohio.

Today, following last week's approval of the Johnson & Johnson vaccine, Ohio will receive an additional 96,100 doses, for a total of 448,390 doses this week. The Governor has announced a new 1C group, which does include law enforcement officers as last, and also includes other at risk groups: people who have type 1 diabetes, who are pregnant, who have received bone marrow transplants, who are living with ALS. 1C also includes people working in Childcare Services, Funeral Services, and as mentioned before Law Enforcement and Corrections Officers. There are some limitations, and the projected size of this group is approximately 240,000 Ohioans. Phase 1C begins Thursday March 4.

The Citizens Advisory Committee on Policing Policies will meet this Wednesday at 6pm. While the Use of Force recommendations are still under review, Chief Rogers will present to the committee and seek input on a formalized Community Advisory Committee, and a Procedural Justice Policy.

Speaking of police, applications are now available for an open competitive entrance exam for the position of Patrol Officer 3rd Grade. Details are available on the city website, including the application itself. Applications are limited to the first 100 received and must be submitted by 4:00PM on Wednesday, March 31, 2021. The written exam itself will be Sunday April 25, 2021 at 1pm at the former middle school building at 2181 Miramar Boulevard.

Please mark your calendars for Monday April 12 at 7pm for a joint meeting of the City Governments of University Heights and Cleveland Heights, CH-UH School Board, and Heights Library Board. While we once endeavored to meet quarterly, efforts to do so were on hold during the pandemic, until now. We do have business of mutual interest to discuss, regarding land and facilities, and coordinated efforts and services. We will formalize the agenda later this month. I ask that all council members, all directors and chiefs, be in attendance at this meeting. My thanks to Jim Posch, Jodi Sourini and the rest of the School Board for hosting this first meeting back, which means using their technology for this online meeting. My thanks also to CH Vice President of Council Kahlil Seren for his role in setting up this meeting, as well as Heights Library Director Nancy Levin, for same.

We have rescheduled the State of the City Address for Thursday, March 18 at 7pm. It will be online. More on how to watch it by Mike Cook in his report later this evening.

We postponed the address due to exigent circumstances here at City Hall, and in the Building and Housing departments in particular. Due to contact tracing, we had to quarantine the entire department. This meant the Building and Housing departments were closed for approximately a week and a half. This, on top of staffing issues we have had in the departments due to retirements, injuries, illness, among other things.

Almost any time would be a good time to look at where we are, where we've been, and where we're going. Almost. This time, instead, has been a time for action, not only to restore the level of service in these departments, but to elevate them to -- and then exceed -- the levels our residents and constituents expect them to be.

During the pandemic, given the hiring freeze and furloughs of 2020, we refrained from filling these positions and restoring the departments. This must end now. In the last two weeks, after an initial meeting some time ago, we resumed negotiations with SAFEbuilt, and have reached in principle the arrangements, staffing, and pricing needed to move the department forward. I have worked on little else these last two weeks. And not a moment too soon.

Brendan Zak, our interim Building, Housing, & Community Development Manager, leaves the city at the end of this week for an opportunity elsewhere worthy of his attention and his talents. I wish him only the best. I know that some of the most talented people we have attracted here to the city will only spend some time with us doing great work before moving onward and upward. You have a bright future ahead of you, Brendan, and I'm proud that you got your start here in University Heights.

Tonight, council will be hearing from representatives from SAFEbuilt to go over the services they offer the City of University Heights. I have observed them work in Cleveland Heights on Top of the Hill. I have received the recommendations from those in Cleveland Heights and in other cities for whom they deliver professional, high-quality work.

As is more fully set forth in the proposal, SAFEbuilt will provide a Building Official Services, Building Inspectors certified in Building / Electrical / Plumbing / Mechanical inspection as needed, a permit administrative assistant, and a housing administrative assistant. These personnel will cover city meetings as well, including BZA, Planning Commission, and ARB, and our council meetings as needed.

We will keep the three housing inspectors presently on staff. We will post the position of Housing and Community Development Director to direct and manage the Housing programs, community development programs and activities, CDBG supplemental grants and other grantwriting, and city planning functions. Essentially, the position and role previously fulfilled by Patrick Grogan Myers and in more recent months, by Brendan Zak. This position has been vacant for a year now, and with SAFEbuilt here to provide the critical and state-required services needed, we will keep in house and on staff the administration of Rental Registration and Inspection, the Point of Sale program, and the Exterior Maintenance program. Basically, all the programs that are local to our city, that we have as a city developed strong public policy in favor of, to achieve maintenance and preservation of our aging housing stock, so that we may continue to live up to the time-tested, if officially retired moniker. "City of Beautiful Homes."

Time is of the essence. The administration is asking for authority from the council tonight to enter the contract so that tomorrow we can begin work on the transition, and have the first personnel on site even before Mr. Zak departs. We must take advantage of this time to effect the best possible transition, and avoid needless disruption of service.

Without further ado, thank you, this concludes my report.

Agenda Items:

- A) Ordinance 2021-09 Authorizing Permanent Appropriations for Current and Other Expenditures of The City of University Heights, Ohio for the Period Commencing January 1, 2021 and Ending December 31, 2021 (on second reading)**

There was no additional discussion regarding Ordinance 2021-09.

MOTION BY MRS. WEISS, SECONDED BY MRS. BLANKFELD for the passage of Ordinance 2021-09 Authorizing Permanent Appropriations for Current and Other Expenditures of The City of University Heights, Ohio for the Period Commencing January 1, 2021 and Ending December 31, 2021. On roll call, all voted "aye."

- B) Motion to Authorize the Mayor to Enter into a Professional Services Agreement Between the City of University Heights, Ohio and SAFEbuilt Ohio, LLC for Building Department Services for the period of one (1) year.**

Mayor Brennan introduced SAFEbuilt representatives Steve Nero, Senior Director of Business Development and John Cheatham, Regional Operations Manager.

Mr. Nero stated that he, Mr. Cheatham and a few other members of their team looked at all the historical activity at the Building Department down to the inspection and permit processes to enable them to put together an appropriate team to deliver the needed services in University Heights. SAFEbuilt has been in business for approximately 30 years all over the Country. With representation of over 1,600 communities both in neighboring local cities and in Ohio. To date SAFEbuilt is in 52 communities with 45 local employees and 500 regional employees. SAFEbuilt is ready to start in University Heights as soon as tomorrow if approved.

Assuming and based on the quote some administrative duties will be done by SAFEbuilt, Mrs. Weiss asked how would that work? Will there be someone on site or will there be a call center at the SAFEbuilt site. Mr. Cheatham replied that inspections would be called in to a call center located on Aurora Road. The call center

covers 16 communities with a full-time staff to receive phone calls and schedule inspections. There will also be 2 full-time administrative staff physically in the University Heights Building Department for 40 hours per week to process permits and to help the clerical side of the Building Department.

Mrs. Weiss asked if the Building Official also be on site. Mr. Cheatham stated that that Mr. Fred White who will serve as the University Heights' Building Official will have be a combination of on-site and off-site hours. In the contract the term "as needed" is used so he will be there for as many hours it takes to get the job done up to 40-hours a week. Mr. White will also attend all Council, BZA, ARB, Planning Commission meetings. The inspectors are based out of the Aurora office and will handle inspections on a next day basis. Plan reviews are completed remotely by their plan examiners with the Mr. White overseeing.

Mrs. Weiss asked the Mayor if there was an annual estimated cost for using SAFEbuilt based on hours of this work in previous years. Mayor Brennan said he could not precisely state a figure but the rates that are stated in the contract were competitive with what the City has been paying outside person over the course of the last year for permits, plan review, etc. Mayor Brennan explained he believed that the other rates in the contracts were also in-line with what the City has spent historically. Mayor Brennan added that he believed that there will be a review before the one (1) year contract is up based the fees that are in place and to whether the fees and rates are appropriate. Any adjustments to the fees and rates are subject to Council approval. The provide rates generally track what was done in the last year.

Mr. Zak reported that based on the 92/8 fee split the total cost for Building Commissioner and staff inspections at roughly \$163,000 and \$187,000 was budgeted.

Mrs. Blankfeld stated that last year was not a fair representation per say it would be better to use the previous year when there was not a pandemic and when there were not so many changes in staff. Using the figures from two to three years ago would serve as better apples to apples comparison.

Mr. Zak noted that the Building and Housing Department are two separated department with 2 separate financials and that he did not have the Housing financials. Mr. Zak reported that the Building Department 2019 actuals was roughly \$202,000 in revenue and \$434,000 in expenses for a deficit of \$231,000. The 2020 actuals reflected @ \$171,000 in revenue and \$313,000 in expenses for a deficit of \$142,000. The 2021 proposed budget has \$188,000 in revenue and \$223,000 in expenses for a deficit of \$135,000. The SAFEbuilt quote for using the 2021 \$187,800 in revenue would have an estimated cost of \$172,000 with a surplus of roughly \$15,000.

Mayor Brennan added that in 2019 the department was at peak capacity with the number of employees historically in the department. There was a Director of Community Housing, Building Commissioner; three (3) administrative assistance across the two departments, three (3) housing inspectors and two (2) building inspectors. And, even under the previous Building Commissioner Mr. McReynolds and Housing/Community Mr. Grogan-Myers there was a concession that when a few of those employees left there would not be a need to rehire anyone and had everything remained static there would have been some savings going forward from 2019.

Mrs. Weiss asked if there was a binding contract with the recent Building Commissioner or if it was just an internal contract. Mayor Brennan stated that the contract with Mr. Monaco was dischargeable by either side with 30 days-notice and also that Mr. Monaco was aware of the conversations between the Administration and SAFEbuilt.

Mr. Gould asked Mayor Brennan what accounted for the high percentage of fees that University Heights would have as he saw in reports from the initial contract SAFEbuilt has with Cleveland Heights for 79/21% split and with larger projects 68/32% and what negotiations took place.

Mayor Brennan stated that he believed that the split of 92/8% was appropriate given the amount that the City's fees will come in at and the cost of running a smaller department. Mayor Brennan added that the department does not break even and has not, but SAFEbuilt is confident with the 92/8 split that they will be able to run the department efficiently and still make a profit and the City will save money as well.

Mr. Gould asked about the cancellation clause. Mr. McConville replied that the contract listed a 90-day termination.

Mr. Gould said that he had some concerns with the services provided by a contractor in surrounding communities for this and the how that had affected the citizens in that community with their projects, fees they have been charged, the satisfaction with the services that the city is providing them. As well as the feeling that the services they receive; for example, the City of Cleveland Heights, the quality and level of

services they were receiving once Cleveland Heights switched to SAFEbuilt. Anecdotally, that is what has been reported. Mr. Gould asked Mayor Brennan in his reaching out to other communities what was the feedback from the administrators. Mayor Brennan replied he received overwhelmingly positive feedback with their working with SAFEbuilt and noted that he spoke with Suzanne Neuman O'Neill from Cleveland Heights and that there are some residents in Cleveland Heights as in most communities who preferred a certain way of service. The one thing that leaders of Cleveland Heights and other cities have noted was the flexibility that comes with SAFEbuilt when it comes to having a volume of work that varies. SAFEbuilt has the ability to flex and provide the needed staff when necessary. Mayor Brennan said that he was confident that they will provide coverage and deliver services of high quality.

Mr. Gould asked if this change in the department's structure would have an effect on exterior inspections. Mayor Brennan said that the administration would be keeping the same current three (3) inspectors allowing them to work with the residents in a continual positive manner with the goal of maintaining the housing stock and keep homeowners out of housing court.

Acknowledging Council only had a matter of hours to review the proposed contract when the discussion has been ongoing for some period of time to see what this might look like. Under normal circumstance he would not be in favor of voting for this given such a short period of time to review. Mr. Gould said he would not be doing his due diligence but that he did trust Mayor Brennan's motivation as Mayor to not want to angry citizens and building contractors because he would be the one to get the calls not members of Council. Mr. Gould added that he trusted the Mayor's, Law Director and staff member's work with negotiations with SAFEbuilt. Mr. Gould added that the city was in a position where the City has loss decades of institutional historic knowledge in the past year where now the interim director is leaving at the end of the week. To not have any period of transition is the current situation. Does Council want to approve this with the given two hours' notice or do they have the entire housing department unstaffed when a contractor comes in and the later proposition is unattemptable. Mr. Gould stated he was grateful for the 90-day termination period, in that it would not be a long period of time if something was missed, so he would support this request given the harder situation the City would be in if it was not approved.

Mayor Brennan commented that Mr. Gould's assessment was spot on and that he would not normally want to present something to Council on a short timeline. The attention that was given over the last two weeks in putting this contract in this form for presentation to Council was a function of both necessity and the understanding of what needed to be done for continuity.

Mrs. Blankfeld echoed Mr. Gould's comments and added that it has been a long 18- month process of patching up to this point with staff leaving and staff coming. Council's backs are against the wall and having heard both yeas and nays in regards to SAFEbuilt in particular Council has suggested that the Administration look at doing something with other communities or seek an outside agency such as SAFEbuilt. The citizens deserve service so she will support this because there is no choice. The city cannot just leave open a void.

Mrs. Weiss said that she wanted to make sure that this will line up with the Housing Department budget that was passed.

Mayor Brennan reviewed the previous three-person administrative staffing where two staff members were listed as Building and one staff member was listed as Housing but all three were crossed trained. SAFEbuilt will provide two administrative staff members.

Mrs. Blankfeld asked where does this put the City with the Citzenserv programming that was purchased years ago.

Mr. Zak replied that SAFEbuilt will use any programming that the City provides. But as the program stands Mr. Zak did not believe SAFEbuilt would be implementing the Citzenserv software.

Mayor Brennan stated for the purposes of the contract the city would be using SAFEbuilt's software and Citzenserv will be something that the incoming Housing and Community Development Director would likely implement on the housing side first. In discussions with SAFEbuilt the agreement could be amended to allow for the implementation of Citzenserv on to the Building Department side of things in lieu of or to supplement to the software that they have. As it stands Citzenserv has omitted from the present contract but there has been discussion with respect to a future amendment to add that in.

Mrs. Blankfeld asked who would train the new Housing Director on Citzenserve. Mayor Brennan replied that Citzenserv has people who have been thus far working with the city and will train who ever necessary. Mrs. Blankfeld asked if there was a current contract with Citzenserv that would be superseded and would there

then be an additional charge to train someone. Mayor Brennan stated neither and that the City made an investment and commitment in following through on the process. But no one in the Building Department has been trained yet because the module is still being built out.

Mr. Gould asked if SAFEbuilt was knowledgeable about Citzenserv. Mr. Cheatham stated that SAFEbuilt is able to use whatever software the city they are working in uses. SAFEbuilt does have its own proprietary software, Community Core and it is optional for cities if they want to use it. The SAFEbuilt inspectors use six or seven different software programs in the Cleveland region. Mr. Cheatham added that he was familiar with a few of the different software programs and Citzenserv was one of them and that they would just need to have access to which ever program on their devices.

Mr. Gould asked Mr. Cheatham if his team could build out the city's Citzenserv program. Mr. Cheatham replied no because every program is proprietary, they can use the software but can't help build it out. Mr. Gould asked if the city could assign one of the administrative assistants to input the cities data into Citzenserv? Mr. Cheatham said that the permit tech as well as the housing administrative assistant would be imputing that data as part of their duties. Mr. Gould said he was comparing exhibit B, paragraph 1 and paragraph 16 of the agreement where it states the understanding that if we require SAFEbuilt to use the city's proprietary program they will do so. Then in paragraph 16 it states that SAFEbuilt uses their proprietary program. If SAFEbuilt's will be finished putting University Heights data into the Citzenserv program within a manner or weeks or a few months the city will have its proprietary software programed. Mr. Gould stated that to him this presents a problem because the longer the city is with SAFEbuilt and their proprietary software the larger and larger the excel file of data becomes. As paragraph 16 states when or if the city moves away from SAFEbuilt the city losses access to their proprietary software, but they will provide the city the data in a csv file. Mr. Gould said he did not want to be in a position where a year or two down the line the city has to hire someone to put a csv file into Citzenserv because it did not take the time to get Citzenserv off the ground.

Mayor Brennan said he understood Mr. Gould's comment but the problem was that Citzenserv is not ready to go. When SAFEbuilt starts this week Citzenserv will not be loaded and ready to start being used. Because of that the city is going with the proprietary software that SAFEbuilt is familiar with and trained on.

Mrs. Berry asked if the Technology Committee had or would look at Citzenserv. Mrs. Pardee replied that the Technology Committee looked at the integration of the Fire and Police Department IT platforms but Citzenserv was not included or brought up in those discussions. Mayor Brennan stated that Citzenserv was discussed during the public RFP meeting and was discussed with Mr. Troxell in developing the RFP. Mrs. Pardee stated that they can look back at it in going forward with Rhea and Associates.

Mr. Cheatham stated that SAFEbuilt will work with whatever software the city is working with. Mrs. Weiss asked the Mayor if the City would be using SAFEbuilt's program or Citzenserv. Mayor Brennan replied that initially SAFEbuilt will be used, long-term will be Citzenserv but that is a discussion to be had later.

Mrs. Weiss asked for clarification whether in having SAFEbuilt coming in would all the historical information be ported over to SAFEbuilt or Citzenserv. Will anybody be working on Citzenserv? Mayor Brennan replied as a matter of principal is the basic function of the Building Department. Mrs. Weiss said she wanted this to happen and she did not want to backtrack but the City has spent well over \$100,000 on Citzenserv and that needs to be clarified in the contract with SAFEbuilt before it is approved. Mayor Brennan stated that was discussed in negotiations and he believed that would be done at a later date. But, it was specifically left out because until SAFEbuilt is here and working it was not believed that a timeline could be worked out that would be appropriate for the switch over. The Housing Department would be done first and then the Building Department.

Mrs. Weiss asked if after the 90-days and the clause in the contract allowing would the city to revisit how to proceed. Mayor Brennan said that 90-days would be too soon because the staff person who will be taking over the implementation of the Building Department has not been hired yet. Mayor Brennan agreed to revisit at the appropriate time.

Mr. McConville asked Mr. Cheatham if they would use which ever software that city elected. Mr. Cheatham stated that the two administrative assistance would be putting in the daily data as things progress, but they again are willing to use the city's software.

Mr. McConville stated that assuming passage it makes sense for the parties to circle back and negotiate an addendum immediately that addresses this particular issue allowing the City to direct SAFEbuilt to utilize the Citzenserv software at a time deemed appropriate by the City. That is a non-economic term and can be

done administratively and then provide Council with evidence of the addendum having been negotiated to. Mr. Nero stated that SAFEbuilt has no objection to what Mr. McConville proposed and added that the City could decide tonight what software they want to use, then change tomorrow or in 3 weeks. SAFEbuild does not care which program the City decides to use as they will mode to any decision Council decides.

Mrs. Blankfeld commented that she appreciated Mr. Cheatham and Mr. Nero flexibility and she was more comfortable with Mr. McConville suggestion.

Mr. Gould summarized that what he was hearing from Council was that they want Citizenserv implemented and was frustrated with the timeline it is taking to implement that process. Also, Council does not want to approve a contract without pushing the issue of getting Citizenserv moving. If it is stated that in 180 days the contractor shall use Citizenserv or return to Council so that the contract can be modified. Secondly, in a contract like this, with a noticing provision where the Mayor is the notice provider on the behalf of the City, what mechanism would Council use to cause the termination of the contract if ever there was a disagreement between the Administration and Council on whether the contract should remain in place.

Mr. McConville replied that Council would have the power of the purse.

Mayor Brennan added that in paragraph 7 of the contract it states that if council choose that is a fiscal termination clause but Mayor Brennan voiced his hope that it would never get to that.

Mr. McConville said that Council could state in an appropriation ordinance that Council was not appropriating funds for this particular contract.

Mr. Gould noted that to that point there is a currant appropriation that was just passed for the Building and Housing Departments. Mr. Gould asked how this was tied to that appropriation so that the contract is unable to cause an expenditure beyond that which was currently budgeted for the departments which is replacing. Mayor Brennan stated he spoke to the Finance Director about that and there was money in the budget for at least 2 months based upon the present appropriation for contracting. An adjustment will be needed to adjust the different salary and contract line items.

Mr. McConville added that the appropriation budget can be amended throughout the year. The contractual issues will be that Council ties the amended appropriation to the notice period, so that funds are available to pay the full term of the contract. The term can be terminated upon 90-day notice.

Mr. Gould noted that in a previous unrelated contract Mr. McConville had shared some concern with a clause that stated that once the appreciation had been made that defunding it was an inappropriate cancellation of the contract, would that concern carry to this contract and was it his advice to Council that defunding the contract would cause the termination under paragraph 7 and that the parties contemplate that Council has that authority.

Mr. McConville stated that the fact that that language is in the contract does give Council the authority to in essence terminate the contract by withdrawing the appropriation. By having a particular provision in the contract, the concern is not quite the same.

Mayor Brennan stated that after hearing from Mr. Nero and the suggestion from Mr. McConville to have an addendum executed in conjunction with the execution of the contract to ensure that Citizenserv is implemented once the City is ready for it to be implemented and that the parties agree that they will use it at that time.

Mr. McConville noted that from a drafting standpoint in terms of what they were asking him as Law Director to do. There was a distinction in his mind between a mandatory implementation verses a voluntarily implementation. Mr. McConville asked Council is requiring.

Mr. Gould stated to the Mayor his frustration with the implementation of the period of time that Citizenserv has taken for its implementation and that he wanted the Mayor to create a timeline, whatever it is. If Citizenserv is not available now for use as Council understands now. Mr. Gould stated that what he wanted was a definitive date that the City would either have Citizenserv implemented or be able to tie up quickly thereafter and ready to be used by the contractor. So that it will cause Council to come back to re-review that addendum showing a period of time such as 90, 180 days.

Mayor Brennan replied that there were a lot of moving parts to that that make providing a date today difficult. Part of it is the staffing, part of it is that the person most recently assigned to the Citizenserv transition is leaving at the end of the week and the next person to take this up has not been determined and hired yet. There

are different moving parts in having Citizenserv implemented by the end of 2019 was because there were people straddling the two departments that were not interested in Council's and the Administration's vision of having Citizenserv implemented and now those individuals are gone. Candidly if they had been more cooperative it would be already implemented and they would still have jobs here.

Mr. Gould said he appreciated whatever moving parts there were but he just wanted the Mayor as administrator to address those moving parts, examine what those parts are and create a timeline to be placed into an addendum for implementation. Whether the moving part is to hire, fire, transfer people; identify that moving part and examine it and move forward.

Mayor Brennan replied that he was more comfortable in placing some outside dates in the addendum to get this done, contingent if there are persons to get it done.

Mrs. Weiss suggested 90 days after hiring a Housing Commissioner.

Mayor Brennan asked Mr. Zak, everything else being equal and if he were still going to be with the City and managing the Citizenserv transition would the time from putting in Citizenserv be 90 days? Mr. Zak could not provide a yes or no because there was an inspector out on leave with personal issues and another inspector due to go out on leave as well. The implementation depends on the training of personnel and knowing that persons who will be out are determining factors that everyone needs to be aware of before contemplating the number of days.

Mrs. Weiss commented that Mr. Zak's comments bring another wrinkle. If we don't have housing inspectors available for months and months, does SAFEbuilt have replacements that the city can contract out. Mayor Brennan replied yes.

Mr. Gould stated he had concerns over making this contingent upon a thing in which the administration may or may not be able to do. In any organization people will come, go, get sick or retire. Mr. Gould said he was contemplating making a motion to approve the SAFEbuilt contract with the requirement that the Law Director draft an addendum agreed to by the parties for the implementation of the Citizenserv program no later than 180 days. That is six months out, giving a lot of time to figure out what will happen in that time frame. If the city can't hire and get people in and trained as needed and if the Mayor comes back to Council with a \$50,000 contract for data entry and a contract for needed resources and if Council then denies it then that decision would be on Council but at least they would have gone through the process of saying when it would be done.

Mayor Brennan said he was unclear on the 180 days because that would be an internal aspect and he did not know what SAFEbuilt's obligation is in the 180 days except not to get in the way of them.

Mr. Gould stated what was being heard had nothing to do with SAFEbuilt or its services. What it sounds like is that before Council is willing to allow appropriations for SAFEbuilt's purposes they are going to address the other concern and frustration they have with which will require them to come back in 180 days to address whether or not Citizenserv is up and running causing an addendum to the SAFEbuilt contract.

Mrs. Weiss asked Mr. Zak who would be inputting the historical information, will it be a clerical, inspector or director task. Mr. Zak replied most of it would be handled by Citizenserv. They have an internal team with scripting software that will pull the city information. Mrs. Weiss asked what was stopping the city from having them do that now? Mr. Zak stated that the city is constantly updating the working data. If they were to import data today but implement the program 6 months from now the information input from Franklin from today to then would not be there and it is not a clean cut and paste from system to system. Mrs. Weiss asked why couldn't the integration be within 24/48 hours and have things placed on hold and then backfill about one week's worth of data.

Mrs. Weiss commented that there was no one on the team with historical knowledge, there will be a new administrative assistant from SAFEbuilt coming on and the current inspectors have never used the system before. So, what is stopping the city from having Citizenserv upload the information. The Mayor replied to build out the Citizenserv system now but it does not go live until July or August there will be a gap. Mr. Zak added that personnel is needed in the buildings to learn and tweak the software. Mayor Brennan added that SAFEbuilt will offer the stability to afford a person to be named later to complete the work of building the Citizenserv platform.

MOTION BY MR. GOULD, SECONDED BY MRS. BLANKFELD to authorize the Mayor to enter into professional services agreement between the City of University Heights, Ohio and SAFEbuilt, Ohio LLC for Building Department services for a period of one (1) year with the requirement that the Law Director shall draft and the parties shall agree to an addendum that Citizenserv shall be implemented by the City and used by the Contractor or returned to Council for further action no later than 180 days from the date that the agreement goes into effect. On roll call, all voted “aye.”

C) Motion to Hold an Executive Session immediately following this Regular Meeting for the Purpose of Discussing Personnel, Legal and/or Real Estate Matters

There was no need to hold Executive Session.

Director’s Reports

Fire Department – Chief Perko reported that the department is receiving favorable responses on reinstating the Community Emergency Response Team (CERT).

Service Department – Jeffrey Pokorny reported that the 2020-2 Tree Pruning Program is almost completed with the stump grinding, removal of stumps and restoring of the area is undergoing. Staff is daily working on street patching and pot holes around the city. Mr. Gould asked Mr. Ciuni to circulate the map to Council members and inquired how the residents would be notified. Mr. Ciuni said there will be a preconstruction meeting and that the contract requires that notices be hand delivered to each household.

City Engineer – Joseph Ciuni reported that Dominion East Ohio Gas has informed the city that they will be replacing gas lines in the northwest corner of the city on Cedar (So. Taylor to Washington), Washington (Cedar to So. Taylor), So. Taylor (Washington to Cedar), Wynn and South on Washington to Edgerton for 14,000 feet of gas lines or almost 3 miles being replaced. The project will start sometime in April 2021 through the summer.

Communications/Civic Engagement – Michael Cook reported that the Mayor’s City address will take place on Thursday, March 18 at 7pm. It will be aired live on the City’s social media platforms or can be watched anytime on YouTube. The text of the speech will also be emailed and mailed out to subscribers.

There were no other director reports.

Standing Council Committees:

Building – Housing Committee – Mrs. Blankfeld reported that a meeting date will be decided soon regarding the rental registration ordinance.

Community Outreach Committee – Mrs. Pardee had no Community Outreach report. But offered the following concerning Citizenserv inclusion in the REA project. Mr. Troxell, Chair of the Technology Advisory Commission did not recall Citizenserv being named specially at any point. However, by the sheer nature of the work that they are doing REA should be coming in and talking with everyone in Building and Housing and learning what it is they doing and to include them in strategic plan for IT needs. Police and Fire were specifically included because they were proprietary and not included originally.

Mayor Brennan noted that as he reviews the latest agreement draft he would keep that in mind with respect to whether is anything further that should be added.

Economic Development – Mr. Rach stated that the committee met and developed a Steering Committee. The Steering Committee will be comprised of the members of Council, Architectural Review Board, Planning Commission and the Board of Zoning Appeals. The first Steering Committee meeting will be on March 9, 2021 at to interview the applicants for the Zoning Code. Mr. Rach added that he would work with Mrs. Drucker to finalize details.

Finance Committee – Mrs. Weiss reported that the Sub Committee (Strategic Planning Committee) of the Finance Advisory Committee will meet on Tues., March 16. The committee has already finalized the internal controls and will now begin to review the capital assets.

Safety Committee – Mrs. Berry stated that the Citizens Advisory Committee will meet on Wednesday at 6pm. Police Chief Rogers will be presenting various policies for the handbook. Mrs. Berry also reported that the Safety Committee would be meeting on either March 8 or 10.

There were no other committee reports.

MOTION BY MRS. WEISS, SECONDED BY MRS. BERRY to adjourn the meeting. On roll call, all voted “aye.”

There being no further business, the meeting was adjourned at 9:03p.m.

Michael Dylan Brennan, Mayor

Kelly M. Thomas, Clerk of Council