



SHAKER HEIGHTS

**Finance Committee
Monday, November 20, 2017
7:30 A.M.
Conference Room B**

Members present: Council member Nancy Moore, Chair
Council member Rob Zimmerman
Council member Earl Williams
Council member Sean Malone
Citizen member Marty Kolb
Citizen member Linda Lalley

Others present: Mayor Earl M. Leiken
Chief Administrative Officer Jeri Chaikin
Robert Baker, Finance Director
Jeffrey DeMuth, Chief of Police
Joyce Braverman, Planning Director
Ann Klavora, Principal Planner
Cheryl Arslanian, Assistant Finance Director
Frank Goforth, League of Women Voters

The meeting was called to order by Council Chair Nancy Moore at 7:30 A.M.

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APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF OCTOBER 16, 2017.

Chair Mrs. Moore stated that the minutes of the October 16, 2017 meeting were approved as amended.

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AUTHORIZING AN APPROPRIATION IN THE AMOUNT OF \$35,250 FROM THE POLICE "PERSONAL SERVICES" APPROPRIATION TO THE POLICE "OTHER" APPROPRIATION FOR THE COST OF THE FIRST YEAR OF THREE-YEAR SUPPORT AND MAINTENANCE AGREEMENT FOR THE PURCHASE OF RECORDS MANAGEMENT SYSTEM (RMS) FROM TAC COMPUTER, INC.

Jeffrey DeMuth, Chief of Police, stated this item was requesting approval for the transfer of funds in the amount of \$35,250 from Police "Personal Service" appropriations to Police "Other" appropriations. The funds are for the payment of the first year of a three-year Support and Maintenance agreement including costs related to a data conversion from the Police Department's current public safety software to the newly purchased Records Management System (RMS) from TAC Computer Inc. (TAC).

The Police Department, in 2005 purchased public safety software with five years of prepaid support and maintenance. Computer Aided Dispatch, Mobile Reporting and a RMS were the primary software modules used with a projected life of the software being 8 to 10 years. Due to our agency's involvement in forming a regional dispatch center, there was a delay in the purchase of new public safety software despite nearing and moving past the projected life of the software purchased in 2005.

In 2017, the dates were set for the move of both police and fire dispatching services to the Heights Hillcrest Communication Center (HHCC). During May 2017, the Board of the Council of Governments for the HHCC awarded a "Personal Services" contract approving TAC as the provider of Computer Aided Dispatch (CAD) and MDT Mobile Software for the HHCC dispatch center. The original member agencies entering the HHCC who are not using TAC, which included Shaker Heights, agreed to migrate from their present RMS and mobile vendors to TAC due to the obvious operational efficiencies and cost effectiveness.

The cost of the new TAC RMS including optional modules will be absorbed in the 2017 operating budget. The first year cost is \$25,250 of the three-year Support and Maintenance agreement for the RMS including optional modules. The one-time data conversion cost is \$10,000. HHCC will pay the \$3,744 cost for the first year of Support and Maintenance for the MDTs. After the first year, Shaker Heights is responsible for the second and third year's cost of the MDTs Support and Maintenance agreement. This will raise the Support and Maintenance costs for year two and three of the contract to \$28,994.

This appropriations transfer is viable since the Police Department is not yet at its full budgeted staffing level of 68 officers. The proposed 2018 operating budget will be adjusted to reflect the savings in the Support and Maintenance costs as mentioned above.

This item was reviewed and approved by the Safety & Public Works Committee on November 3, 2017. The Safety & Public Works Committee approved the funding transfer while taking note of the operational efficiencies provided by the software and saving approximately \$115,000 in maintenance and support costs over the three-year life of the contract.

In response to Citizen member Kolb regarding the number of cities involved in the Chagrin Valley Dispatch Council, Chief DeMuth stated that 13 were members of that joint dispatch reflecting that the system had been tested. Chief DeMuth stated that out of the 57 agencies in Cuyahoga County that 45 of the agencies are users of TAC.

Citizen member Lalley stated that there seems to be a discrepancy between the 10-year Capital Plan numbers versus the projected amount of excess funds up for consideration for transferring to the Capital Budget for temporarily support of this project. She believes that every project needs to be evaluated before using excess funds already designated for staffing or another use.

Mayor Leiken stated his total agreement with the careful evaluation of all projects. The City has a long-term strategy to deal with the infrastructure needs including a 100-year-old sewer system and old roads just to name a few with not enough funds to pay for all of the items needing to be done. The City has prioritized the list of projects and as funds become available, they will deal with them.

The Finance Committee recommended authorizing an appropriation in the amount of \$35,250 from the Police "Personal Services" appropriation to the Police "Other" appropriation for the cost of the first year of three-year Support and Maintenance Agreement for the purchase of Records Management System (RMS) from TAC Computer, Inc.

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AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF GRANT FUNDS FROM THE 2018 CUYAHOGA COUNTY OVI TASK FORCE FOR USE TOWARD ADDITIONAL TRAFFIC ENFORCEMENT PATROLS IN THE AMOUNT OF \$9,476.82.

Chief of Police Jeffrey DeMuth stated that this item requests authorization to enter into a service agreement with the Cuyahoga County OVI Task Force, administered by the University Hospitals of Cleveland for \$9,476.82 for use toward additional traffic enforcement patrols. The request is that the funds go to the Crime Suppression overtime appropriation for the 2018 Police Department Operating Budget.

Because Shaker Heights is a participating member of the Cuyahoga County OVI Task Force, we are eligible to apply for grant funding. This grant is to help reduce injuries resulting from the crash through zero-tolerance traffic enforcement. The intent is to focus on crash causing violations.

This item was reviewed and approved by the Safety and Public Works Committee on November 3, 2017.

Council member Zimmerman questioned if there were additional audit requirements that had to be completed as part of the administration portion of this grant to ensure that funds are used strictly for this program.

Chief DeMuth stated that a monthly detailed report listing the number of officers working, their hours, number of violations issued and various other information; as a requirement of this grant.

In response to Citizen member Kolb regarding the number of violations issued by this grant, Chief DeMuth stated that 521 citations were issued all on overtime paid for by this grant money.

In response to Council member Williams, question regarding if the violations issued are mostly for juveniles because of the Rainbow Babies and Children's Hospital involvement, Chief DeMuth stated no, it is mostly adults cited and their involvement is prevention to protect children.

The Finance Committee recommended authorizing the application for and acceptance of grant funds from the 2018 Cuyahoga County OVI Task Force for use toward additional traffic enforcement patrols in the amount of \$9,476.82.

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AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A GRANT IN THE AMOUNT OF \$75,000 FROM THE NATIONAL ENDOWMENT FOR THE ARTS (NEA) ART WORKS PROGRAM.

Ann Klavora, Principal Planner, stated this request is to authorize the application for and acceptance of a grant in the amount of \$75,000 from the National Endowment for the Arts. If the grant is received it will be used for the implementation of a new public art in the Van Aken District and is guided by an ongoing visioning process that started with the 2016 Van Aken District Connections Plan. The Planning Department is working with the Cleveland Urban Design Collaborative and LAND Studio to create a compelling vision for public art in the Van Aken District. Art Works grants require a one-to-one match with the minimum allowable grant request being \$10,000.

This item was reviewed and approved at the City Planning Commission on November 8, 2017.

In response to Council member Williams question regarding competition for this grant, Principal Planner Klavora stated this is a federal grant for which the competition is nationwide.

Council chair Moore stated this is a one to one match and the City match is already budgeted.

In response to Citizen member Lalley regarding the budgeting of the funds for this grant, Ann Klavora stated this is a part of the Warrensville/Van Aken District \$3.2M funding that was appropriated.

The Finance Committee recommended authorizing the application for and acceptance of a grant in the amount of \$75,000 from the National Endowment for the Arts (NEA) Arts Works Program.

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AUTHORIZING A CONTRACT WITH THE CUYAHOGA COUNTY BOARD OF HEALTH TO PROVIDE MANDATORY AND DISCRETIONARY PUBLIC HEALTH SERVICES TO AND WITHIN THE CITY.

Jeri Chaikin, Chief Administrative Officer, stated this item is requesting the authorization to enter into a contract with the Cuyahoga County Board of Health in the total amount of \$117,206 to provide public health services to the City. Compensation for all cities under contract with the County is based on a per capita fee, using the latest census population estimate. The current per capita rate established is \$4.12, with the fee multiplied by population of the City. The State of Ohio adopted a requirement that the Federal Public Health Accreditation Board accredit all City Health departments by July 1, 2020 or lose necessary funding from the Ohio Department of Health. The costs to become accredited would be high and would require additional resources and reorganization. On November 13, 2017, Council voted to close the Health Department and join the Cuyahoga County Board of Health, effective January 1, 2018. The decision to close the Health Department is not based on strictly accreditation. The elimination in 2012 of a \$100,000 grant by the federal government and the housing of all prisoners in the Solon jail also eliminated the need of our health department to provide certain services.

Mayor Leiken stated that consolidation of Health with the Cuyahoga County Board of Health, Joint Dispatch Center with other communities and combining the Building and Housing Department all address the concerns of the spending of City funds and the effort to maximize savings.

Council member Williams questioned the possibility of a rate increase of the \$4.12 per capita distributed between 57 communities in Cuyahoga County. Many of these communities are experiencing financial issues and health problems. They are in need of financial assistance to support their participation in this program.

Jeri Chaikin, Chief Administrative Officer, stated that the rate will change in the future, but presently the Cuyahoga County Board of Health has no plans for an increase. The rate based on services provided.

Director Gruber stated the Fiscal Office of Cuyahoga County has authorization to deduct the total fee in two, semi-annual installments of \$58,603 each from the City's property tax settlement in 2018. This insures that the County payment is made.

CAO Chaikin stated that the estimated savings to be \$245,000 a year.

In response to Council member Williams regarding the sanitation inspection of the jail facilities, Director Gruber stated the inspection is to the Shaker Heights jail since the facilities provide temporary housing of prisoners.

In response to Council member Malone regarding outside health service providers if a facilities does not have an in-house health department, Director Gruber stated it has to be a health district which has to be a governmental entity.

Citizen member Lalley asked about services provided to children that the City once provided.

CAO Chaikin stated that the Cuyahoga County Board of Health does provide all the same services that the City once provided, except blood pressure screenings. A new county facility will be opening up in South Pointe Hospital for vaccinations two days a month.

Mayor Leiken stated that there is a plan to offer transportation for seniors to facilities outside of Shaker Heights, but presently not for children.

Council chair Moore stated that presently they are discussions with the schools concerning the issue of child transportation.

The Finance Committee recommended authorizing a contract with the Cuyahoga County Board of Health to provide mandatory and discretionary Public Health Services to and within the City.

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AUTHORIZING THE EXECUTION OF CERTIFICATES BY THE DIRECTOR OF FINANCE AND THE PAYMENT OF AMOUNTS DUE UPON CERTAIN CONTRACTS FOR WHICH THE FINANCE DIRECTOR HAS ISSUED THEN AND NOW CERTIFICATES IN CONNECTION WITH CERTAIN EXPENDITURES.

Robert Baker, Finance Director, stated that there is one transaction this month that exceeded the \$3,000 cost, which was invoiced prior to the funds being encumbered.

The Finance Committee recommended authorizing the execution of certificates by the Director of Finance and the payment of amounts due upon certain contracts for which the Finance Director has issued Then and Now certificates in connection with certain expenditures.

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There being no further business, the meeting was adjourned at 8:27 a.m. The next meeting will be December 11, 2017.

Respectfully submitted,

Robert H. Baker, Finance Director
Finance Committee