

RESOLUTION NO. 061-2025(HB), *First  
Reading*

By Mayor Seren

A Resolution authorizing the Mayor to execute an extension to a professional services agreement with Online Solutions LLC (“CitizenServe”); and declaring the necessity that this legislation become immediately effective as an emergency measure.

WHEREAS, this Council has determined that it is in the best interests of the City and its residents to procure software services for code enforcement, permitting, licensing, registrations, online application submittals and similar services in support of the City’s Housing, Building, and Planning Department; and

WHEREAS, in 2024, the City contracted with Online Solutions LLC (“CitizenServe”) to provide those services; and

WHEREAS, the existing contract is an annual contract that can be renewed annually; and

WHEREAS, the City desires to extend the contract with Online Solutions LLC (“CitizenServe”) for an additional year; and

WHEREAS, Online Solutions LLC (“CitizenServe”) has provided a proposal for an extension as shown in Exhibit A on file with the Clerk of Council and incorporated herein; and

WHEREAS, such services are professional services for which no bidding is necessary.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The Mayor be, and he is hereby, authorized to execute an extension to the professional services agreement with Online Solutions LLC (“CitizenServe”), for the provision of professional services such as software services for code enforcement, permitting, licensing, registrations, online application submittals and similar services in support of the City’s Housing, Building, and Planning Department, substantially in the form of the draft amendment on file with the Clerk of Council, subject to approval by the Director of Law.

SECTION 2. It is found and determined that all formal actions of the Council relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal

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requirements.

SECTION 3. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights, or by posting the full text of this Resolution to the City of Cleveland Heights website.

SECTION 4. It is necessary that this Resolution become immediately effective as an emergency measure necessary for the preservation of the public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being to permit the uninterrupted provision of services to the Housing, Building, and Planning Departments. Wherefore, provided it receives the affirmative vote of five or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.



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TONY CUDA  
President of Council



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ADDIE BALESTER  
Clerk of Council

PASSED: April 21, 2025

Presented to Mayor: 04/24/2025 Approved: 04/28/2025



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KAHLIL SEREN  
Mayor