



**Ravenna City Council  
Information Systems Committee Meeting Minutes  
August 11, 2025**

**The public meeting was held in person in City Council Chambers.**

Council present: Council President Rob Kairis, Amy Michael, Cheryl Wood, Matt Harper, Tyler Marovich, Tim Calfee, Christina West

Also attending the meeting: Mayor Frank Seman; Police Chief, Jake Smallfield; Service Director, Tim Contant; City Engineer, Bob Finney; Council Clerk, Chelsea Gregor; Larry Silenius, Cliff Soudil, Cynthia Miller, Barbara Niemiller, Greg Francis, Eve Francis, Stacey Woolf

**The Information Systems Committee Meeting was called to order at 6:58 P.M. by Committee Chair, Mr. Marovich.**

**The first item was a discussion on monthly departmental reporting.**

Mr. Marovich began by outlining concerns he had noted while reviewing the regular reports submitted by departments. While the data provided—covering items such as salt usage, brush pickup, sewer cleanings, and police or fire calls—was informative on the surface, it often lacked the necessary context to be truly useful for Council. He explained that without benchmarks or comparisons, the raw numbers were difficult to interpret. Council members, for example, could not tell whether a reported number of calls or work hours was above or below average, whether it indicated strain on staffing, or whether it suggested the need for adjustments in budgeting or resources. Mr. Marovich suggested that the reports should begin including historical comparisons, trends, and key performance indicators to better inform decision-making.

Ms. Michael supported this direction, noting that she would like to see reports show percentage increases or decreases compared with prior periods. She suggested quarterly and yearly breakdowns, as well as time-of-day analysis for police and fire calls, to highlight peak periods of activity and provide insight into staffing needs. Ms. Michael also emphasized that in departments such as building and rental inspections, data showing workloads relative to staff capacity could make it clear where backlogs exist or where additional resources might be warranted.

Ms. West echoed the need for more context, particularly when it came to nuisance calls. She pointed out that Council often receives data showing the number of nuisance-related incidents but without detail on the nature of those calls or whether they involve repeat properties. She advocated for categorizing such incidents more clearly and developing a system that would track chronic problem properties, allowing Council to see trends and take appropriate action.

Mr. Marovich then turned the conversation toward the role of technology in improving the City's reporting process. He observed that most departmental systems were already database-driven, meaning they should be capable of producing dashboards or automated reports. Consolidating this data into a central system, he argued, would not only save staff time but also reduce duplication of effort and give Council members real-time access to meaningful information.

Mr. Finney and Mr. Contant spoke about the ongoing challenges of property maintenance and nuisance enforcement. They explained that many cases stall when residents fail to respond to notices or appear in court, and even when violations are pursued, the process often resets due to lack of communication.

Police Chief Smallfield addressed the reporting side, explaining that the Police Department's Sundance software tracks calls by category—such as “loud music” or “suspicious activity”—but not under a general “nuisance” code. While Sundance could be configured to generate custom reports or even provide heat maps of activity, these features would require additional modules or development costs.

Ms. Michael raised concerns about rental properties owned by absentee landlords, arguing that repeated violations across departments should be flagged in a more systematic way.

Ms. West and Mr. Marovich agreed, noting that an integrated reporting system could highlight patterns across police, fire, and building departments, giving a fuller picture of problem properties.

Mr. Marovich suggested that such integration could enable the City to be more proactive in addressing persistent issues and to hold landlords accountable.

Mr. Kairis remarked that the current monthly reports function more as broad informational documents than as actionable tools. He suggested that if the City were able to automate reporting or create a centralized dashboard, Council could gain better insight into departmental operations while also reducing the time staff currently spend compiling data. Mr. Kairis also stressed the potential benefits of linking departmental systems, which could provide a comprehensive view of properties and neighborhoods experiencing repeat issues.

Although members acknowledged that integrating software systems might require new investments or vendor development work, there was consensus that this direction was worth exploring further. Council agreed that the next step should involve conversations with department heads to determine what key performance indicators would be most valuable for Council and what reporting methods would make the most sense.

- The item was for discussion only.

## **Management Update**

**There being no further business for discussion, the meeting adjourned at 7:27 P.M.**

**ATTEST:**

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**Clerk of Council**

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**Tyler Marovich, Chairperson  
Information Systems Committee**