



SHAKER HEIGHTS

**Finance and Administration Committee Agenda
City Hall Conference Room B
Tuesday, February 19, 2019, 7:30 a.m.**

1. Approval of Minutes of the regular meeting of January 22, 2019.

Documents:

[FNMN122.PDF](#)

2. Accepting a proposal and authorizing a contract with Glaus, Pyle, Schomer, Burns & Dehaven, Inc. dba GPD Group in the total estimated amount of \$63,311 for consulting services for the Huntington SSO (VA9) project. SPW

Documents:

[REC_HUNTINGTON SSO_FINANCE\(15FEB19\).PDF](#)

3. Authorizing a sole source contract with Jack Doheny Companies, without competitive bidding, for the purchase of the Vactor Truck, in the total estimated amount of \$20,750 for the Public Works Department. SPW

Documents:

[PURCHASING.PORT.VAC.PDF](#)

4. Authorizing an amendment to the personal services contract with shark&minnow to include a scope of work to promote Moreland Infill Housing in an additional amount of \$30,000 increasing the amount of contract to \$165,000. CMC

Documents:

[SHARKMINNOWCONTRACTAMENDMENTFA.PDF](#)

5. Authorizing an appropriation in the amount of \$1,995.17 of a reimbursement from Medical Mutual Wellness for various wellness items and events.

Documents:

[FINANCE COMMITTEE MMO WELLNESS REIMBURSEMENT APPROPRIATION
FEBRUARY 2019 - FINAL.PDF](#)

6. Authorizing a contract with Coventry Land Company LLC in the amount not-to-exceed \$50,000 for Sustainability Consulting Services for the period March 1, 2019 through February 28, 2020.

Documents:

[20190213114202444.PDF](#)

7. 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.

Documents:

[THEN AND NOW FINANCE FEBRUARY 2019.PDF](#)

8. Recommendation to enter into a contract with Dise & Company for professional consulting services for the recruitment of Economic Development Director candidates

Documents:

[DISECONTRACT.PDF](#)

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SHAKER HEIGHTS

**Finance Committee
Tuesday, January 22, 2019
7:30 A.M.
Conference Room B**

Members present: Council member Sean Malone, Chair
Council member Earl Williams
Council member Nancy Moore
Citizen member Marty Kolb
Citizen member Linda Lalley
Citizen member Tom Cicarella
Citizen member Anthony Moore

Others present: Mayor David E. Weiss
Chief Administrative Officer Jeri Chaikin
Robert Baker, Finance Director
Patrick Sweeney, Fire Chief
Kamla Lewis, Director of Neighborhood Revitalization
Joyce Braverman, Director of Planning
Ann Klavora, Principal Planner
Cameron Roberts, Planner
Patricia Speese, Director of Public Works
Chris Gordon, Public Works Superintendent
Sandra Middleton, Human Resources Manager
Monica Hayes, Sr. Human Resources Analyst

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

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APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 10, 2018.

Chair Mr. Malone stated that the minutes of the December 10, 2018 meeting were approved as recorded.

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AUTHORIZING AN AMENDMENT TO A PROFESSIONAL SERVICES CONTRACT WITH WEBER MURPHY FOX TO MODIFY THE NOT TO EXCEED AMOUNT OF \$31,280 TO THE NOT TO EXCEED AMOUNT OF \$35,030.

Joyce Braverman, Director of Planning, stated that this is a request to amend the contract with Weber Murphy Fox for the Phase 1 of the City Hall Space Study and Plan and modify

the cost for services in a not-to-exceed amount of \$3,750, which will bring the total of the contract amount to \$35,020. The original contract for Weber Murphy Fox (WMF) was signed in July 2018 after a competitive RFP process for the not-to-exceed amount of \$31,280 for completion of Phase 1: design concepts and related cost estimates.

This project is part of the City Hall Space Study and Plan, which aims to co-locate the Building and Housing Inspection Department by re-organizing department locations and functionality within City Hall.

This request was approved by the Safety and Public Works Committee on January 4, 2019. The Committee discussed the budget for project construction and emphasized that the work to be done will include necessary utility and structural work to bring locations into habitable conditions. This change order will be funded by 2019 Capital Budget funds.

Citizen member Lalley stated that the discussion at the Safety and Public Works Committee detailed members asking what degree of improvements was the City doing to this area and that Director Braverman clearly explained that this was really bare minimum for habitation.

In response to Citizen member Kolb regarding the vacant area in the basement, Director Braverman stated that was one of many options being explored, but that area was smaller and less desirable.

Citizen member Kolb stated that the budget for this particular project seemed high, but he does understand that even the simplest construction type project can be costly.

Jeri Chaikin, Chief Administrative Officer, stated that in 2018, \$250,000 was budgeted for this project with the idea that \$50,000 would be used to paint and clean-up the area and \$200,000 for the Housing Inspection move to City Hall, but that turned out not to be the best solution. Once the City hired the architect it realized that additional funds would be needed for this project.

In response to Citizen member Kolb regarding the cost and would it include additional improvements, Director Braverman stated that it would include improvements in other areas of City Hall.

The Finance and Administration Committee recommended authorizing an amendment to a Professional Services contract with Weber Murphy Fox to modify the not to exceed amount of \$31,280 to the not to exceed amount of \$35,030.

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ACCEPTING A PROPOSAL AND AUTHORIZING A CONTRACT WITH PLANNING NEXT IN THE NOT-TO-EXCEED AMOUNT OF \$52,780 FOR THE COORDINATED FACILITIES MASTER PLAN PHASE 1 VISIONING, AND AUTHORIZING AN ADDITIONAL APPROPRIATION IN THE AMOUNT OF \$35,186 FOR THE LIBRARY AND SCHOOLS SHARE TO BRING THE TOTAL AMOUNT TO \$85,186.

Director Braverman, stated that the first request to accept a proposal and authorize a contract with Planning NEXT in the total not –to-exceed amount of \$52,780 for professional personal services to serve as facilitator for the Coordinated Facilities Vision Plan Phase 1. The second request is to authorize additional appropriation in the amount of \$35,186 for the Library and Schools share to bring the total amount to \$85,186.

The City of Shaker Heights, Shaker Heights City Schools, and Shaker Heights Public Library issued a Request for Proposals (RFP) seeking a facilitator to assist in a Coordinated Facilities Planning Process Phase 1 on November 19, 2018. The project has two phases: Phase 1) Visioning, and Phase 2) Physical Space Study and Master Plan. The consultant contract will be held by the City of Shaker Heights, but the three entities have agreed to pay for Phase 1 of the project in equal amounts.

The Coordinated Facilities Master Plan Phase 1 Visioning RFP was sent to seventeen (17) firms, distributed to the AIA (architects) and APA (planners) professional organizations, and posted on the City’s website. Four proposals were received and after interviews the Planning NEXT team quickly rose to the top due to their expertise in vision planning and associated public participation processes. Planning NEXT adjusted the scope and provided an updated cost of \$52,780 for Phase 1 of the project. The Planning Department recommends entering into a contract with Planning NEXT in the not-to-exceed amount of \$52,780 for Phase 1 of the project. Payment of the contract will be equally shared by City of Shaker Heights, Shaker Heights Public Library and Shaker Heights City School District at \$17,593 each.

The Planning Department recommends accepting contributions of \$17,593 each from both Shaker Heights City Schools and Shaker Heights Public Library for their share of the project payment. \$50,000 is contained in the Planning Department operating budget for the City’s share of both phases of the project. We request an additional appropriation of \$35,186 for the Library and Schools share to bring the total appropriation to \$85,186.

In response to Citizen member Moore regarding the process in advance to the hiring of the consultant, Director Braverman stated that a Task Force was formed in 2018 that included three representatives from each organization and two Council members.

In response to Citizen member Moore stated that his understanding is that the consultant will be performing more than just the facilitation, Director Braverman stated that was correct.

Council member Moore stated that this is the first time she can remember a serious public transparent effort to look at facilities and not simply rush into the next tax initiative and wanted to compliment the Mayor’s Task Force.

Mayor David Weiss stated that it was time for this to be done and the Task Force has a positive working relationship, just sharing what we are trying to do is an accomplishment, which lead to the goals. One of the keys here is to make sure that it is clear to the public that this is a community discussion and plan. One of the reasons for the hiring of a consultant is to send the message, that this is a combined effort.

Director Braverman stated that there will be three community involvement meetings planned.

In response to Citizen member Lalley regarding the possibility of different outcomes for the choice of the consultant from the other agencies, Director Braverman stated that there was unanimous approval among the three agencies about this consultant.

In response to Chair Malone regarding the timing of Phase 1 in 2019, Director Braverman stated that that once the decision is made they expect Phase 1 to take six to seven months and Phase II is presently an unknown and could possibly be a little more expensive because it will include measuring spaces and performing physical plans.

Chair Malone asked if there was any concern with the company not being local or was it seen as a plus the company being located in Columbus.

Director Braverman stated that this firm under different names has previously worked with Shaker Heights for many years and was actually a part of the City's Strategic Investment Plan. The firm does have knowledge of the City.

In response to Citizen member Cicarella regarding the share total amount of \$85,186, Director Braverman stated the City budgeted \$52,780 for their share of Phase 1 and Phase II, so that appropriation will increase to \$85,186 leaving a portion reserved for Phase II.

The Finance and Administration Committee recommended accepting a proposal and authorizing a contract with Planning Next in the not to exceed amount of \$52,780 for the Coordinated Facilities Master Plan Phase 1 Visioning and authorizing an additional appropriation in the amount of \$35,186 for the Library and Schools share to bring the total amount to \$85,186.

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2019 CERTIFIED LOCAL GOVERNMENT GRANT APPLICATIONS

APPROVING THE APPLICATION FOR A GRANT AND THE ACCEPTANCE OF A GRANT FROM THE OHIO HISTORY CONNECTION CERTIFIED LOCAL GOVERNMENT GRANT (CLG) PROGRAM IN THE AMOUNT OF \$19,700 FOR CITY HALL SPACE STUDY AND PLAN.

APPROVING THE APPLICATION FOR A GRANT AND THE ACCEPTANCE OF A GRANT FROM THE OHIO HISTORY CONNECTION CERTIFIED LOCAL GOVERNMENT GRANT (CLG) PROGRAM IN THE AMOUNT OF \$16,000 IN PARTNERSHIP WITH THE CLEVELAND RESTORATION SOCIETY FOR 18520 WINSLOW ROAD REHABILITATION IMPROVEMENTS.

Director Braverman stated this is a request to authorize an application for, and acceptance of, two grants from the Ohio History Connection (Ohio's state historic preservation office). The Planning Department will submit two grant applications with one in partnership with the Cleveland Restoration Society.

The first application is a grant specifically for historic window work, while emphasizing its contribution to the overall rehabilitation of City Hall space. The grant application will request \$19,700 to repair windows deemed necessary and cover an 8% design fee required by the consultant for construction. This application requires a 40% match, which will be allocated from the \$450,000 currently budgeted for the project. Planning Department staff will prepare the grant application and facilitate all grant work.

The second application is for rehabilitation improvements at 18520 Winslow Road in partnership with the Cleveland Restoration Society (CRS). This property is located in the Winslow Road Local Landmark District. The grant application will request \$16,000 for the remaining exterior rehabilitation improvements to 18520 Winslow Road. This application requires a 40% match, which will be comprised of in-kind donations and additional project funds from CRS. No cash match is required from the City. CRS will prepare the majority of the grant application and facilitate all grant work as a third party administrator.

This request needs to be passed as an emergency and on first reading in order to meet grant application deadlines. Grant applications and supporting legislation are due February 11. Grant awards will be announced in late April.

In response Citizen member Kolb asking if it is possible to be awarded both grants, Director Braverman stated that it was.

The Finance and Administration Committee recommended authorizing the application for and acceptance of a grant from the Ohio History Connection Certified Local Government Grant (CLG) Program in the estimated amount of \$19,700 for rehabilitation improvements to Shaker Heights City Hall, 3400 Lee Road.

The Finance and Administration Committee recommended authorizing the application for and acceptance of a grant from the Ohio History Connection Certified Local Government Grant (CLG) Program in the estimated amount of \$16,000 for further rehabilitation improvements to 18520 Winslow Road.

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AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A COMMUNITY RECYCLING AWARENESS GRANT FROM THE CUYAHOGA COUNTY SOLID WASTE DISTRICT IN AN AMOUNT UP TO \$5,000.

Patricia Speese, Director of Public Works, stated that this was authorizing the application for, and acceptance of a Community Recycling Awareness Grant from the Cuyahoga County Solid Waste District in an amount of up to \$5,000. The Cuyahoga County Solid Waste District (CCSWD) is a zero match grant with a maximum award of \$5,000 per municipality. This grant meets the cities goal of Effective Cost-Efficient Government and assist to educate residents on the changes in recycling and promote the Reuse/Reduce/Recycle mantra. The application deadline is February 1, 2019 and the recipients will be announced no later than March 4, 2019.

This request was presented and unanimously approved by the Safety and Public Works Committee at their January 4, 2019 meeting. Discussion centered around educating residents on how to re-use items so that the recycling and contamination of recycling could be reduced.

Council member Williams asked what is the status with the recycling education process in terms of the residents, since there seem to be a lot confusion about the process.

Director Speese stated that there is a recycling application that can be purchased which is the best tool for residents to be using since it is updated weekly. The recycling industry has gone through many changes with the end result being, no one wants the City's recycling. Contamination was 5%, but since the arrival of the large recycling dumpster it has gone up to 50%. The City is trying to get rid of recycling and focus on reusable items. The rubbish collection personnel will check the recycling bucket and will place it in the trash if it is contaminated. There was a time we received revenue for recycling, but now it is an expense to the City to find someone to haul it away.

The Finance and Administration Committee recommended authorizing the application for and acceptance of a Community Recycling Awareness Grant from the Cuyahoga County Solid Waste District in an amount up to \$5,000.

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AUTHORIZING A PERSONAL SERVICES CONTRACT WITH EMPOWERING AND STRENGTHENING OHIO'S PEOPLE (ESOP) IN THE TOTAL AMOUNT OF \$25,000 TO PROVIDE SHAKER SENIORS WITH SERVICES TO ACHIEVE AND MAINTAIN FINANCIAL WELLNESS AND HOUSING STABILITY.

Kamla Lewis, Director of Neighborhood Revitalization, stated this item was authorizing a contract with Empowering and Strengthening Ohio's People (ESOP) for the provision of senior financial and housing counseling and education personal services for the period of February 1, 2019 through December 31, 2019, in the maximum amount of \$25,000.

ESOP staff would be available to assist seniors who receive housing violations create budgets, and connect with benefit programs which can provide financial assistance. For seniors facing crises related to high credit card debt and payday loans, ESOP will negotiate with creditors to create fair and affordable repayment plans and work with their partners at Hebrew Free Loan Association (HFLA) to seek interest free loans to get out of payday loans and or pay down high interest credit card debt. They provide specific property tax counseling services, including operating their own unique Senior Property Tax Loan Program. These are just a few examples of their services.

This proposal was discussed at the January Neighborhood Revitalization and Development (NRD) Committee and unanimously approved. Most of the discussion focused on positive feedback about ESOP and their partners, and questions about marketing the program, making adjustments if demand exceeds currently budgeted hours and ways to build trust with seniors.

Chair Malone asked what type of tracking or follow-up would be involved with the seniors to see if there is improvements with this service.

Director Lewis stated that there was a 92 year old Shaker resident who received housing violations and was not in a financial position to perform the repairs. The City Rehab Specialist referred the resident to ESOP and after a full investigation of the resident's financial situation, ESOP was able to reduce her monthly debt by \$2,000, by getting her into a low interest loan. As a result of the refinancing and ESOP working with her on multiple issues which went beyond the housing violations, she was able to pay for her repairs.

Council member Moore stated that many of our residents are professionals, but as they age at times need help and direction by a trusted agency and not be taken by predatory lenders, etc.

Citizen member Moore stated that 68 hours a month with group sessions being deducted from that 68 hours total, who would be responsible for the decision of how much time would be spent on group sessions versus individual sessions.

Director Lewis stated it would be a combination. In the past the City has setup various workshops for seniors. If the contract is approved, the first steps will be deciding which workshops should continue and setting up these workshops with ESOP for the senior residents. Workshops are one of the best ways to develop a comfort level among the residents, which will lead to individual sessions building the trust. ESOP will provide a monthly report of what activities are being requested and provided to the clients.

Citizen member Moore stated that his past experience suggests that individual situations provide more progress than one would receive from group settings. His suggestion was to keep in mind the actual problem solving comes from the individual sessions and not allow the group sessions to take away from that.

Director Lewis stated that she agreed and the very reason why ESOP would schedule regular office hours in the City as well making appointments to if people need outside of the office hours.

Citizen member Lalley stated since this is a pilot project and subject to renewal, what criteria is being used to decide to renew.

Director Lewis stated that delinquent taxes was one of the issues that lead to a decision that this type of service was needed in the community. There exists a list of all delinquent taxes, how much the resident owns and at the end of the year how many are on a payment plan. That will be one of the measurements to decide how the service is working. Other areas that the City will be monitoring are housing violations, reduction in debt, credit score improvement, decreasing monthly expenses and increasing savings for senior residents.

Citizen member Cicarella stated that he served on the board for Habitat for Humanity for 22 years. A group of bankers had volunteered their time to engage in a program called financial literacy. Taking their knowledge to the community to people that were involved in

the purchasing of houses and believes this is an area that Shaker could have many resources that would volunteer skills, along with using ESOP. Just an idea that would not cost the City and assist the senior residents.

Director Lewis stated that was an excellent idea and ESOP is a grass root organization with many of their employees being volunteers. She suggested that when this program is introduced it would be a good idea to also request volunteers with skills to offer the community.

The Finance and Administration Committee recommended authorizing a personal service contract with Empowering and Strengthening Ohio's People (ESOP) in the total amount of \$25,000 to provide Shaker seniors with services to achieve and maintain financial wellness and housing stability.

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AUTHORIZING AN APPROPRIATION IN THE AMOUNT OF \$4,721.00 FROM THE 2017 FLEXIBLE SPENDING ACCOUNT (FSA) TO THE HUMAN RESOURCES DEPARTMENT OPERATING BUDGET.

Monica Hayes, Sr. Human Resources Analyst stated that the City provides full-time employees with the opportunity to participate in a flexible spending account (FSA), administered by Medical Mutual of Ohio (MMO) called FlexSave. Effective January 1, 2019, Medical Mutual of Ohio will no longer collect the employee contributions each pay period. These funds will remain with the City and Medical Mutual of Ohio will submit a check register each week, containing the payments that were made to employees for their FlexSave reimbursements. The Finance Department will make an Automated Clearing House (ACH) transfer to Medical Mutual of Ohio for the amount owed.

In order to comply with this change, it is requested that a separate account be created to hold the payroll contributions until they can be distributed. Any forfeited amounts would be available for Wellness activities, as in the past. MMO has returned the \$25,108 surplus, which can be used to start this account. The monthly service fees would be paid out of this new account as well.

MMO has also sent a \$4,721 check for the 2017 forfeitures. There will be another check forthcoming when the 2018 forfeitures have been calculated. For 2019, these checks will be deposited into the Wellness fund, 10177000 484201 which is a revenue account for Human Resources.

It is requested that the Finance and Administration Committee authorize establishing an Agency Fund, Fund No. 772 Flexsave Fund to accommodate this change by MMO to fund the FlexSave FSA payments and service fees, as well as the appropriation of the 2017 and 2018 forfeiture money into the Wellness account in the Human Resources Department in the General Fund for 2019.

In response to Citizen member Moore regarding the possibility of increasing the City's fiduciary responsibility, Mrs. Haynes stated that she believed it would not, but she would

be overseeing the account and the process is identical to medical and dental expenses are her responsibly.

In response to Council member Moore regarding the monthly financial reporting, Mrs. Haynes stated that the new process will still be administered by Medical Mutual, but the City will be responsible for the finances.

Chair Malone stated that a topic that he would like to see presented and discussed at the Finance and Administration Committee in the future would be the number of agency funds in Shaker and is this type of fund a more complicated way of accounting for monies or is there an easier process.

The Finance and Administration Committee recommended authorizing an appropriation in the amount of \$4,721 from the 2017 Flexible Spending Account (FSA) to the Human Resources Department operating budget.

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ESTABLISHING AN AGENCY FUND, FLEXIBLE SPENDING IN THE FUND ACCOUNTS OF THE CITY.

Robert Baker, Director of Finance, stated that this item is establishing an Agency Fund, Fund No. 772 Flexsave Fund, in the accounts of the City. The City is changing the way it manages the Flexsave Program for the employees and in order to pay the Flexsave payments and service fees, it is necessary to create a new agency fund. An Agency Fund is somebody else's money that the City is holding and spending for an agreed purposes.

The Finance and Administration Committee recommended establishing an Agency Fund, Fund No. 772 Flexsave Fund, the fund account of the City.

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APPROVING A SEVEN-YEAR LEASE PURCHASE AGREEMENT WITH US BANCORP GOVERNMENT LEASING AND FINANCE INC. FOR \$725,000 TO FINANCE THE COST OF ACQUISITION OF A FIRE ENGINE FOR THE FIRE DEPARTMENT.

Director Baker stated that this item is authorizing the execution of a property schedule pursuant to an existing master tax-exempt lease/purchase agreement between U.S. Bancorp Governmental Leasing and Financing, Inc. and the City providing for the lease and acquisition of a fire truck for the Fire Department. The approved plan called for financing the cost of the pumper truck in the amount not to exceed \$725,000. The City has used this type of financing to fund the acquisition of a rescue squad vehicle for the Fire Department in 2013, the aerial ladder truck in 2016 and vehicles for Public Works in 2014 and 2017.

Lease financing offers the City low borrowing costs and flexibility. By using a lease purchase arrangement the interest rate is fixed and is not subject to the impact of interest rates increases during the term of the financing.

The Finance Department recommends acceptance of the lease proposal from US Bancorp Government Leasing and Finance Inc. (USBGLF). The City already has a Master Lease Agreement with USBGLF. The lease will be structured as a tax-exempt municipal lease, with title in the City's name and US Bank holding a security interest in the equipment during the term. In addition, the City currently has an existing master lease agreement with USBGLF for the lease purchase financing of the aforementioned Public Works equipment and aerial ladder truck. The new financing will be added to the existing agreement with the bank.

The equipment being replaced has a useful life in excess of fifteen years. The recommendation is to structure the lease for seven years thereby minimizing the interest cost paid and balancing the generational equity of the asset with the useful life. Payments for the acquisition of the ladder truck equipment will be made directly from the lease escrow account that is to be funded once the lease is closed. The City is paying the full cost of the truck up front in order to take advantage of the prepayment discount in excess of \$21,000 offered by the vendor. The final cost being financed net of the discount is estimated to be \$703,319. The trade in of the pumper being replaced will be used to purchase various equipment that will be housed on the truck once it is in operation.

The lease structure, if entered into, would have seven annual payments of \$113,954 including interest. Lease payments are required to be paid out of the Fire Department operating budget rather than the debt service budget. The appropriation will be included for the first payment commencing in February 2020. The final payment will occur in 2026 but the terms from US Bank do include the option to prepay the lease. If approved by Council the lease documents can be executed and a lease escrow funded early in February. Payment will be made to the vendor from the lease account to satisfy the prepayment terms. The City will own the equipment once the final lease payment is made and the financing will be categorized as a capital lease on the City's books.

In response to Chair Malone regarding a 7-year lease versus a 15-year lease, Director Baker stated that the rates on a 7-year lease are better.

In response to Council member Williams regarding bonds versus lease, Director Baker stated that there would be bond counsel fees associated with short term bonds.

In response to Citizen member Moore regarding master lease agreement having monetary limits, Director Baker stated at the moment he was not aware of limits, but will check into the actual agreement and inform the committee at a later time.

Citizen member Cicarella stated he believes the limit for a bank would be the extent to which they could use the tax basis and U.S. Bank being one of the larger banks.

The Finance and Administration Committee approved the recommendation to authorize the City entering into a seven-year lease purchase agreement with US Bancorp Government Leasing and Finance, Inc. to finance the acquisition cost of an pumper truck

for a the Fire Department. Council is requested to authorize entering into a seven-year lease purchase agreement with US Bancorp Government Leasing and Finance, Inc. The approval is requested on first reading and as an emergency in order to allow the City to preserve the vendor offered prepayment discount and close the lease agreement before the February 1st date.

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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 are three transactions this month that exceeded the \$3,000 cost, which was invoiced prior to the funds being encumbered.

The Finance and Administration 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 8:59 a.m. The next meeting will be February 20, 2019.

Respectfully submitted,

Robert H. Baker, Finance Director
Finance Committee



SHAKER HEIGHTS

TO: Members of Finance & Administration Committee

FROM: Patricia Speese, Director of Public Works

**CC: David E. Weiss, Mayor
Jeri E. Chaikin, CAO**

SUBJECT: Request to Enter into an Agreement with GPD Group for Consulting Services on Huntington Rd. (V1BX) SSO project

DATE: February 15, 2019

The City of Shaker Heights was awarded a grant through the Northeast Ohio Regional Sewer District's (NEORS) Member Community Infrastructure Program (MCIP) to mitigate the number of activations at the sanitary sewer overflows located at Huntington / Southington (V1BX). The estimated cost for the project, including construction, is estimated to be \$850,000. NEORS will reimburse the City for 50% of the project cost.

In the initial Request for Proposal (RFP), the City outlined a multi-prong approach that generally consisted of reducing infiltration and inflow, increasing capacity and modifying the SSO structure. This was to be accomplished using a combination of cured in place pipe in select sections, installing a new pipe downstream of the SSO and constructing a new structure.

Given the complexities of the project, on October 22, 2018 Public Works distributed Requests for Proposals (RFP) to six (6) consultants to help evaluate existing studies, develop recommendations and perform design services. Four proposals were received on November 16, 2018. After reviewing the proposals, one consultant's technical approach advocated for the complete removal of the 8-inch existing sanitary pipe and replacing with a larger diameter pipe. Per the proposal work could be performed within the City's budget. Public Works reviewed historical cost data for similar projects and consulted different contractors and the consultant's cost estimate was reasonable.

In an effort to provide the other three consultant firms an opportunity submit a proposal akin to the removal and replacement approach, a supplemental RFP was distributed on November 30, 2018. Public Works received four (4) proposals on December 19, 2018.

The scoring was based on criteria outlined in the RFP and consisted of:

- Technical Approach (40 Points)
- Project Team Experience (30 Points)
- Firm's Project Experience (30 Points)

Evaluations were performed by Public Works staff using the Quality Based Selection (QBS) process to score the technical merits of the proposals. As part of the QBS process, fee is not used as a scoring criterion. The consultant firms that submitted proposals were:

Consultant Firm	Average Score	Fee
GPD Group	91	\$63,311
CT Consultants	81	\$94,900
Brown & Caldwell	81	\$95,567
ms Consultants	76	\$75,204

As the City Engineer, GPD has been providing guidance with the Huntington / Southington SSO project prior to releasing the RFP. Their depth of knowledge and familiarity with project constraints were presented in a professional yet practical manner. We have successfully worked with the proposed consulting team on the Kendal-Cheshire Sewer Relief project, Farnsleigh Sanitary and Storm Relocation project. They are currently assisting the City with the SSO at Ingleside / Parkland (VA9). Although fee is not used as a scoring criterion, it should be noted that GPD’s proposed fee was below the other consultants.

Our recommendation was presented to Safety and Public Works Committee on February 1, 2019 and was unanimously passed. There was a general discussion about the Quality Based Selection and if fee was negotiated after reviewing the proposals. Public Works explained that proposals were reviewed and scored prior to looking at fee. For other projects, we have negotiated fee; however, we felt that GPD’s fee for the Huntington SSO was fair and reasonable. As such, we did not think it was necessary to negotiate the fee.

Recommendation

Based on their understanding of the project, proposed project team and technical approach, we request to enter into a contract with the GPD Group for consulting services for the Huntington SSO (VA9) project in the amount of \$63,311 so the City can proceed with this much needed improvement. NEORSRD will reimburse the City for 50% of the cost which is \$31,655.50.



SHAKER HEIGHTS

TO: Finance & Administration Committee

FROM: Patricia Speese, Director of Public Works

**CC: Mayor David E. Weiss
Jeri E. Chaikin, Chief Administrative Officer**

SUBJECT: Request to Purchase Vactor Trailer

DATE: February 15, 2019

Over the course of 2018, Public Works has rented a vactor trailer from Jack Doheny Companies. The Vactor Trailer uses high pressure water jetters to clean sewer mains and laterals. The equipment is towed behind a work truck making transportation less laborious. We have used this piece of equipment to augment our vactor truck and keep up with the many sewer maintenance needs of the City. The Vactor Trailer has been pivotal in our cleaning and inspection for work performed in the northeast quadrant and various SSO projects. The rental cost of the Vactor Trailer has been offset with grants received by the Northeast Ohio Regional Sewer District and from capital funds for the northeast quadrant.

In review of our forecasted sewer work in 2019 and 2020, Public Works made the determination that it would be fiscally responsible to purchase the Vactor Trailer in lieu of renting the equipment on a month-to-month basis. This forecasted work includes, but is not limited, to our continuing efforts in the northeast quadrant I/I reduction program, cleaning and inspection of sewers on streets scheduled to be resurfaced and Huntington SSO. After discussing the purchase option with Jack Doheny, they were agreeable to our request and offered a purchase price of \$20,750.

The City rented the equipment for a total cost of \$57,500 and the company has agreed to give us a 50% credit of the rental costs or \$28,750 towards the purchase price.

INITIAL VALUE	\$70,000
Value at Purchase	\$49,500
Credits	-\$28,750
PURCHASE PRICE	\$20,750

Public Works employees have direct experience with this piece of equipment. Given our prior experience with this piece of equipment, we are familiar with its operation and know its existing condition. As such, we request that City Council waives the competitive bidding process, in the

amount of \$20,750, to purchase this much needed piece of equipment from Jack Doheny Companies. Payment would come from existing sewer project funds.

The Law Director has indicated that a purchase which is only available from one source may be excepted from competitive bidding by City Council and awarded as a sole source. Due to the fact that the City has already leased this equipment, and now wishes to purchase it as a used piece of equipment that is already in the City's possession, and with which the City has had extensive experience, there is no other similar equipment in the same circumstance.

The purchase of the Vactor Trailer was presented to Safety and Public Works Committee on February 1, 2019. In general, there was support to purchase this piece of equipment provided that Public Works receive other prices from different vendors to ensure Jack Doheny's offer was reasonable. The information below summarizes our findings:

Vendor	Price
ORB Environmental	\$83,387.00
O'Brien	\$86,200.00
Hot Jet USA	\$60,000.00

Please note Jack Doheny is the only vendor to sell or lease a vac trailer that has a 1,000 gallon capacity. The equipment listed above all have a 750 gallon capacity. Additionally, we did solicit prices from other vendors that sold Vactor Trailer Jets. However, Jack Doheny is the exclusive dealer for this particular piece of equipment and other vendors would not provide pricing.

It is requested that the Committee recommend to Council that Council authorize the purchase of the Vactor Trailer in the amount of \$20,750 from Jack Doheny Companies.



SHAKER HEIGHTS

Memorandum

To: Members of the Finance and Administration Committee
From: Victoria Blank, Director, Communications and Marketing
cc: Mayor David E. Weiss
Chief Administrative Officer Jeri E. Chaikin
Date: February 19, 2019
Re: Amendment to contract with shark&minnow

The Communications and Marketing Department requests the Finance and Administration Committee's recommendation to amend a personal services contract with shark&minnow to include a scope of work to promote Moreland Infill Housing in an additional amount not to exceed \$30,000. The total contract would now be \$165,000. The term of the original contract is from January 1, 2019 through December 31, 2020.

Context

One of the goals of the 2015 Housing and Neighborhood Plan is to "attract new residents to Shaker Heights, increase demand for houses, and increase property values." Among the strategies identified in the plan are:

- Providing "incentives to encourage modernization of properties, especially energy efficiency and accessibility upgrades;"
- "Leveraging City-owned land assets to strengthen neighborhoods;" and
- Developing "a neighborhood marketing, branding, and resident recruitment effort to attract a diverse population of new residents."

The 2016 Shaker Design Competition, a Moreland Rising initiative, was created to seek "architect-builder teams with innovative ideas for high quality, super energy-efficient, owner-occupied housing for middle income households that can serve as a catalyst to attract new residents to neighborhoods that were hard hit by the housing crisis."

Some of the Competition winners entered into development and use agreements with the City to build new homes in the target southern Moreland neighborhood on vacant properties which have been granted 10 year tax abatement. These efforts have laid the groundwork to incentivize purchase by a new group of prospective residents. The amended contract with shark&minnow will develop a promotion and advertising campaign targeting this market. The effort addresses this specifically articulated goal of the Housing and Neighborhood Plan.

Recommendation

The current contract with shark&minnow was approved by Council in fall 2018. The selection of shark&minnow was based on an RFP process conducted a year earlier during which a firm to provide services in the marketing campaign to promote the Van Aken District was selected. That contract anticipated the potential for exactly this sort of marketing support to the Moreland Rising initiative. The amended contract provides that additional support.

The Communications and Marketing Committee reviewed the amendment on Thursday, February 14 and recommended its approval. In response to a question from the committee, I explained the strategy behind using the same marketing firm for the Moreland Infill campaign as for the overall Shaker Heights attract and retain campaign: Any promotion, even one as specific as a neighborhood infill project, exists as part of a campaign which promotes the City as a whole. We can target those who may be interested in this housing product, or in this storied neighborhood, but the qualities of the community as a whole are always the essential motivation. We sell a package that includes an engaged community, superior public education, and a commitment to economic development and quality housing options.

In response to another question, I emphasized the close relationship among the City, the Schools, and the realty community and the ongoing efforts to work collaboratively to educate prospective residents about the value of buying a home in Shaker Heights.

Funds sufficient to cover the cost of these additional services have been allocated in the Neighborhood Revitalization budget for 2019. The Communications and Marketing Department will be responsible for managing the contract as part of the previously approved contract and now requests that the Finance and Administration Committee recommend approval of the amended contract with shark&minnow in the amount of \$165,000 for the period January 1, 2019 through December 31, 2020.



SHAKER HEIGHTS

Memorandum

TO: Members of the Finance and Administration Committee

CC: Mayor David Weiss
Jeri E. Chaikin, Chief Administrative Officer
Sandra Middleton, Human Resources Manager

FROM: Monica Hayes, Sr. Human Resources Analyst

SUBJECT: **Appropriation of Medical Mutual Wellness Reimbursement**

DATE: February 19, 2019

Medical Mutual of Ohio (MMO) administers the City's self-insured healthcare plans. Along with processing medical, dental and prescription claims, MMO also assists the City with wellness initiatives.

For 2018, MMO agreed to provide the City up to \$5,000 in reimbursement for various wellness items and events. The City has submitted documentation totaling \$1995.17 for Lunch & Learn events that centered on information and activities that promoted wellness: fire safety, nutrition, yoga and our Browns Trivia event, which included outdoor activities.

MMO has sent a reimbursement check for the \$1995.17 and it has been deposited in the General Fund.

It is requested that the Finance and Administration Committee authorize the appropriation of this reimbursement into the Human Resources Department Training account for 2019 to be used towards upcoming Lunch & Learn events.



SHAKER HEIGHTS

MEMORANDUM

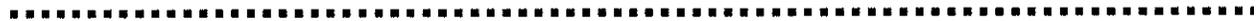
TO: Members of the Finance and Administration Committee

FROM: Jeri E. Chaikin, Chief Administrative Officer 

CC: Mayor David E. Weiss

DATE: February 4, 2019

RE: Recommendation to Enter into a Contract with Coventry Land Company LLC. in the Amount Not-to-Exceed \$50,000 for Sustainability Consulting Services for the Period March 1, 2019 through February 28, 2020.



The City's Sustainable Shaker Task Force was formed in response to the extraordinary rainfall incident of July 2014, which resulted in mass flooding. Recognizing the many green initiatives, energy efficiency work, and emergency planning the City had accomplished over time, the Task Force agreed early in its process to focus its efforts on the concept of "resiliency," which combines both sustainability efforts and readiness preparations. The Task Force published a report in December 2015, *Building a Resilient City*, which identified steps the City and residents can take to improve sustainability and address the effects of climate change.

In order to formalize sustainable policies and priorities within the City, a formal Council Sustainability Committee has been established. Council included funding in the 2019 General Fund budget for a Sustainability Coordinator to support the Sustainability Committee and provide assistance in making recommendations for, and implementing, energy-efficiency and cost-saving initiatives, and to research and recommend best practices for City-wide sustainability.

In the fall of 2018, the City sought proposals for a consulting firm or individuals with expertise in environmental sustainability, municipal operations, and organizational best practices to support the Sustainability Committee. Only one firm, Coventry Land Company LLC, submitted a proposal. At the suggestion of the Council members who sit on the Sustainability Committee, we drafted an Independent Contractor position description for the Sustainability Consultant and posted it on the City's website in November 2018. Six applications were received in response to this posting:

- Michael Peters - Shaker Heights, OH
- Julia Larouche, PhD - Shaker Heights, OH
- Kristeena Blaser - Stow, OH
- Hannah Kiraly- Lakewood, OH

- Geri Unger - Shaker Heights, OH
- Rick Flood - Oberlin, OH

The review committee (Mayor David E. Weiss, Committee chair Council member Julianna Senturia, Chief Administrative Officer Jeri E. Chaikin, Senior Economic Development Specialist Katharyne Starinsky, Neighborhood Revitalization Director Kamla Lewis, and Planner Cameron Roberts) interviewed three applicants:

- Michael Peters
- Geri Unger
- Julia Larouche, PhD

Michael Peters of Coventry Land Company LLC was determined to be the most qualified to provide the desired consulting services. Mr. Peters, a Shaker Heights resident, was a member of the original Sustainable Shaker Task Force. As a commercial and investment banker for 20 years he understands that any project must be structured so that it is financeable. Coventry Land Company which Mr. Peters started in 2010, serves community development corporations, local governments, institutional clients and individuals to achieve neighborhood and real estate sustainability goals. Mr. Peters is a founder of Sway Mobility Inc., which is a shared mobility platform that provides the technology, insurance, and operational tools to create a shared transportation network for cities and neighborhoods. Locally this is being piloted by REV Community Car Share in conjunction with various philanthropic partners. It was through REV that Mr. Peters secured the donation of an electronic vehicle (EV) charger for The Dealership. Mr. Peters' vision of sustainability for Shaker is as an "attract and retain" tool. He understands that we need to show tangible results of our sustainability efforts amid short, medium, and long term goals, and that public outreach and feedback is important in addition to the input of those who serve directly on the Sustainability Committee. He has experience working with the Ecodistrict model for sustainable urban development, and is currently consulting for the City of Lakewood and MetroHealth Hospital. He has established relationships with many community partners, including both the Cuyahoga County and City of Cleveland offices of sustainability, and has overall knowledge of and experience in the City of Shaker Heights.

This recommendation was discussed by the Sustainability Committee at its February 7, 2019 meeting. Committee members were impressed with the "Shaker quality" applicants for this work. The consultant will have a unique role working with the Administration, Council and our residents. They felt that Mr. Peters has both the technical and practical experience for this consultant work and will bring continuity to the role, having been a member of the original Sustainable Shaker Task Force. The Committee voted unanimously to approve the recommendation for a contract with Coventry land LLC. It is recommended that the Finance and Administration Committee support the recommendation of the review committee for a contract with Michael Peters and Coventry Land Company LLC in the not-to-exceed amount of \$50,000 for sustainability consulting services for the period March 1, 2019 through February 28, 2020. Funds are available within the \$60,000 appropriated by Council in the 2019 General Fund budget for sustainability activities. The remaining \$10,000 can be used for other services needed to support the activities of the Sustainability Committee and its initiatives.



SHAKER HEIGHTS

Memorandum

To: Members of Finance and Administration Committee
From: Robert H. Baker, Director of Finance
cc: Mayor David E. Weiss
Chief Administrative Officer Jeri E. Chaikin
Date: February 19, 2019
Re: Then and Now Approval – February 19, 2019

Section 5705.41 (D) (1) requires in part that the fiscal officer certify that amounts required to meet obligations have been lawfully appropriated and are available for expenditure prior to the obligations being incurred. If this is not done the fiscal officer may make such certification, after the fact (commonly referred to as "Then and Now"), however if the amount of the obligation is \$3,000 or more City Council must approve payment within 30 days of such certification.

The Finance and Administration Committee is requested to recommend to Council that the Then and Now Certificate presented for the transactions on Exhibit A and the related payment be approved.

EXHIBIT A

Monthly Then and Now Certification Summary
January 20 - February 15, 2019

Table with 7 columns: DEPARTMENT, P/O #, P/O DATE, INVOICE DATE, WARRANT*, AMOUNT, DESCRIPTION. Rows include PW (Jack Doheny Companies) and HR (Bureau of Workers ' Compensation).



SHAKER HEIGHTS

MEMORANDUM

TO: Members of the Finance and Administration Committee

FROM: Jeri E. Chaikin, Chief Administrative Officer

CC: Mayor David E. Weiss

DATE: February 18, 2019

RE: Recommendation to Enter into a Contract with Dise & Company for professional consulting services for the recruitment of Economic Development Director candidates for the City of Shaker Heights.

The City's Director of Economic Development position has been vacant since March, 2018. The City advertised the position and interviewed a number of candidates but has not found the ideal person for the job. At this time the administration feels our best option is to hire a human resources consulting firm with experience in successful, diverse, mission critical executive searches.

The Economic Development Director position has been posted on the City's website and on Indeed.com since May 2018. The position was also listed on the following professional websites:

- APA Ohio (www.ohioplanning.org)
- Ohio State – Planning & Economic Development programs
- Ohio Community Development Association
- International Economic Development Council
- Ohio Economic Development Association
- Urban Land Institute

In addition, the job posting was distributed to many organizations in the CAO's, Planning Director's, and the Mayor's networks, including the Greater Cleveland Partnership, Downtown Cleveland Alliance, the Cleveland and Gund Foundations, University Circle Inc., the Cleveland State University Levin College, and Cleveland Neighborhood Progress, Inc., among many others. Our real estate consultant Russell Berusch also circulated the job posting among his network. Over 100 resumes were received, and at least 14 individuals, both local and national, were interviewed. Seven candidates had more than 1 interview. The interview team included Council Member Anne Williams as Chair of the Neighborhood Revitalization and Development Committee, three department directors, myself and the Mayor.

Although we met with some talented individuals, we have not yet found the right person to join the city's management team as the ED Director, and believe that at this time an experienced search firm will best be able to find a candidate to meet our needs.

In 2016, the city issued a Request for Qualifications (RFQ) for an executive search firm to fill our then-vacant Finance Director position. Three proposals were received:

- The Mercer Group, Inc., Atlanta, Georgia. Total fee of \$20,000
- Slavin Management Consultants, Norcross, Georgia. Total fee of \$22,064
- Dise & Company, Shaker Heights, Ohio. Total fee of 1/3 of base annual compensation. (About \$38,000)

The City's former Finance Director Robert Baker returned to the position shortly after RFQ's were received, so we did not engage a search firm at that time.

Because we feel that filling the Economic Development Director position is crucial to our efforts to increase our commercial tax base, we reviewed the three proposals received in 2016. Since Dise & Company is a Shaker-based firm, Mayor Weiss, Human Resources Manager Sandra Middleton and I invited Ralph Dise and the firm's Vice-President Susan Paley Zak (both Shaker residents) to present their proposal. We also contacted Shaker resident Lee Ann Howard, of Beachwood-based Howard & O'Brien Associates Inc. Howard & O'Brien has limited experience in filling economic development or municipal jobs, and stated that their minimum fee would be \$60,000.

The Dise & Company approach for an executive search process focuses on key outcomes and accomplishments for the position, as well as how the new hire is expected to perform on the job and fit into our culture. Dise will seek candidates who have the behavioral competences that we desire among the qualified professionals in their extensive regional and national network. Their network includes successful professionals who are not actively looking for a change in position. Dise uses metrics, outcomes and accountability to identify qualified candidates for our job. They feel that there are candidates here in north east Ohio that are able to meet our needs. Dise has placed quite a number of high-level non-profit executives in the Cleveland area, and although local governments in our area typically do not use search firms, Dise has placed executives at public agencies, such as MetroHealth Hospital and Cuyahoga Community College.

Dise's proposed time to placement is three months. Given that this position has been vacant for almost one year, we feel that via the proposals submitted in the 2016 RFQ process and the interviews with Dise & Company and Howard O'Brien, we have a range of companies to consider. Dise has a track record of recruiting key executives to public universities, private schools, major hospitals, arts institutions, and manufacturers and will bring a fresh perspective to helping the city meet our needs.

The 2019 General Fund budget includes funding for a full year salary and benefits for the position of Economic Development Director which at this point will be vacant for at least five months. Unexpended funds will therefore be available for Dise & Company's fee of one-third of the first year total compensation (salary excluding benefits) plus any pre-approved expenses. We do not expect expenses to be significant since Dise is a local company and will not require travel.

Based on our review of proposals submitted, the Finance and Administration Committee is requested to recommend to Council to enter into a contract with Dise & Company for professional consulting services for the recruitment of Economic Development Director candidates for the city, at a cost not to exceed one-third of the base salary of the new director plus minimal expenses.

JEC19Disecontract