



## SHAKER HEIGHTS

**Finance and Administration Committee Agenda  
City Hall Conference Room B  
Monday, April 15, 2019, 7:30 am**

1. Approval of the minutes of the regular meeting of March 18, 2019.

Documents:

[FNMN318.PDF](#)

2. Authorizing an appropriation in the amount of \$2,456.89 from the 2018 Medical Mutual Wellness Reimbursement to the Human Resources Department Operating Budget.

Documents:

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

3. Authorizing the donation of a 2004 Fire Rescue Squad to University Hospitals. SPW

Documents:

[UNIVERSITY HOSPITALS FIRE DONATION.PDF](#)

4. Authorizing the donation of a 1991 Fire Ladder Truck to the Western Reserve Fire Museum and Education Center. SPW

Documents:

[WESTERN RESERVE FIRE.PDF](#)

5. Authorizing the application for and acceptance of a grant from the Ohio Department of Natural Resources (ODNR) NatureWorks program for the Fernway playground improvements. CPC SPW

Documents:

[MEMO\\_FINANCE\\_FERNWAY ODNR GRANT\\_4-15-19.PDF](#)

6. Approving and authorizing the acquisition of a portion of the Fernway School property,

Cuyahoga County Auditor's Permanent Parcel No. 736-09-106, for the Fernway Community Park. CPC

Documents:

[MEMO\\_FINANCE\\_FERNWAY LAND PURCHASE\\_4-15-19.PDF](#)

7. Accepting a proposal and authorizing a contract for the Warrensville Center Road Streetscape Improvements project for Construction Administration/Inspection Services. SPW

Documents:

[CONTRACT REC MEMO\\_WARRENVILLE CMCI\\_FINANCE\\_4-15-19.PDF](#)

8. Authorizing the issuance and sale of \$1,600,000 of Notes, in anticipation of the issuance of Bonds, for the purpose of paying costs of improving streets by reconstructing, grading, draining, paving, resurfacing and marking other improvements.

Documents:

[2019 NOTE ISSUE SALE FINANCE.PDF](#)

9. Amending 2019 Appropriation Ordinance.

Documents:

[APRIL FINANCE BUDGET AMENDMENTS.PDF](#)

10. 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 APRIL 2019.PDF](#)

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SHAKER HEIGHTS

**Finance and Administration Committee  
Monday, March 18, 2019  
7:30 A.M.  
Conference Room B**

Members present: Council member Sean Malone, Chair  
Council member Earl Williams  
Council member Nancy Moore  
Council member Rob Zimmerman  
Citizen member Tom Cicarella

Others present: Mayor David E. Weiss  
Chief Administrative Officer Jeri Chaikin  
Patricia Speese, Director of Public Works  
James Heath, Battalion Chief  
Katharyne Starinsky, Senior Economic Development Specialist  
Michael Peters, Sustainability Coordinator  
Frank Goforth, League of Women Voters

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

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**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 19, 2019.**

Chair Malone stated that the minutes of the February 19, 2019 meeting were approved as recorded.

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**AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A 2019-2020 STATE BOARD OF EMERGENCY MEDICAL, FIRE AND TRANSPORTATION SERVICES GRANT.**

James Heath, Battalion Chief, stated that this request is for the authorization to apply for and accept a 2019-2020 State Board of Emergency Medical, Fire and Transportation Services grant. This grant is administered by the Ohio Department of Public Safety, Division of Emergency Medical Services, and is to improve and enhance EMS and trauma patient care in Ohio through the provision of grant funding for equipment, training, and research. The Shaker Heights Fire Department has been awarded this grant in the past and the funds were used to purchase EMS equipment for all ALS squads and training programs as stipulated in the Ohio Department of Public Safety (ODPS) EMS Grant rules.

This item was presented and approved by the Safety & Public Works Committee on March 1, 2019 and received enthusiastic support for this continued grant request.

The Finance and Administration Committee recommended authorizing the application for and acceptance of a 2019-2020 Ohio Department of Public Safety EMS Grant.

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**RATIFICATION OF CUYAHOGA COUNTY SOLID WASTE MANAGEMENT PLAN DISTRICT.**

Patricia Speese, Director of Public Works, stated in 1988 the State of Ohio General Assembly passed the Ohio Solid Waste Disposal Act. This law established a regional system to plan for the proper disposal of the 14 million tons of waste produced in our state each year. The goal of this law was to reduce our reliance on landfills by expanding waste reduction and recycling activities statewide.

The Cuyahoga County Solid Waste District (CCSWD) was formed in 1989 to implement a Solid Waste Management Plan for Cuyahoga County. The County's first Solid Waste Plan was prepared and ratified by local governments in 1994. It was updated in 2000, 2006, 2012 and now again in 2019.

The CCSWD was charged with the implementation the Cuyahoga County Solid Waste Management Plan and to serve the community through programs designed to promote and increase recycling; thereby reducing solid waste being sent to landfills. The District is funded by a per ton "generation fee" of \$1.50 per ton of solid waste. We pay this fee to the CCSWD for trash sent to the landfill but we do not pay this fee for any recycled or composted (i.e. brush, leaves, etc.) waste.

The District has taken the lead in providing additional services, enabling communities to benefit in their regionalization of recycling services.

Throughout the years, the City of Shaker Heights has taken advantage of the services made available by the Solid Waste District. With their assistance we have more than doubled our recycling efforts in the past 15 years.

This plan update will become effective in 2019 through 2033 with required updates every five years during this time period; there is no additional cost associated with this update until 2023 when the generation fee will increase by \$.50 a ton which will bring the fee to \$2.00 per ton and will have a roughly \$4,500 yearly impact on our budget. For comparison purpose, the average statewide fee is \$4.50 per ton.

Should the local communities not ratify the plan, the Director of the Ohio EPA is required by state statute to prepare a plan for Cuyahoga County and to order the Solid Waste District to implement the state's plan.

This request was presented to the Safety & Public Works Committee at their March 1, 2019 meeting and while there was not a quorum, there was unanimous consensus from

the members that were present. Chairwoman Moore expressed her support and explained that she supports the District's plan as opposed to having one prepared for the City with no input.

Based upon the benefit provided to the residents of Shaker Heights by the CCSWD to encourage proper recycling, manage materials banned from landfills, safely dispose of household hazardous waste and promote cost-effective solid waste and recycling services in the county, we recommend that the Solid Waste Management Plan Update be ratified by the City of Shaker Heights.

Council member Zimmerman stated recently there were news articles talking about the cost of recycling increasing so much that larger cities were opting out of the program and requested Director Speese to comment on that with any information she had.

Director Speese stated that Los Angeles had been receiving \$3M a year in revenue for their recyclables and are now presently paying \$20M a year to get rid of them. It has reached a point that no one is willing to take recyclables and cities are being forced to consider discontinuing collection. Presently the City does have a contract that does not charge for pickup of recyclables, but that is due to expire in a year. If it does cost to pick-up recyclables, the City may have to look at options.

Council member Moore stated that the news article mentioned that a few large cities have resorted to incinerating, that being the only way to get rid of the recyclables without putting it in the landfill.

Director Speese stated that the City is criticized for having the small recycling containers, but the smaller container allows the refuse personnel the ability to go through the container making sure that it contains recyclable material and not contaminated waste.

Chair Malone suggested that the Cuyahoga County's Solid Waste representative should be invited to attend a Sustainability Committee and talk about their initiatives.

Council member Moore suggested inviting Cuyahoga Soil and Water to attend a Sustainability Committee meeting because they are an excellent resource regarding recycling and offer a good program.

The Finance and Administration Committee recommended the ratification of Cuyahoga County Solid Waste Management Plan District.

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**ACCEPTING A PROPOSAL AND AUTHORIZING A CONTRACT WITH SOLAR TESTING LABORATORIES, INC. FOR 2019 CONSTRUCTION INSPECTION SERVICES AT AN ESTIMATED AMOUNT OF \$73,625 OR \$50.00 PER HOUR WITH RENEWAL OPTION FOR 2020 AND 2021.**

Director Speese stated that on January 7, 2019, the City of Shaker Heights sent Request for Proposals (RFP) to six (6) consulting firms for construction inspection services. The

general scope of work included providing full time construction inspection for road resurfacing, waterline replacement, sewer improvements and other projects as requested by the City. This would be a one year contract with the option to renew in 2020 and 2021. These inspection services would not include projects that are receiving federal funding due to their special requirements.

Three proposals were received on January 25, 2019 with the number of hours being an estimate based on our experience with related projects but can change based on conditions in the field.

On February 21, 2019 Public Works interviewed the team from Solar Testing Laboratories, Inc. Based on their interview, understanding of the City's expectations and their fee proposal, we are requesting approval to enter into a contract with Solar Testing Laboratories, Inc. for 2019 Construction Inspection Services at an estimated cost of \$73,625.00 or \$50.00 per hour with the option to renew in 2020 and 2021.

This request was presented to the Safety & Public Works Committee at their March 1, 2019 and while there was not a quorum, there was unanimous consensus from the members present. The question was raised if the same inspector would be on the job for the entire duration. It is the expectation of the City as expressed to Solar Testing that the same inspector be on the job for continuity purposes.

In response to Chair Malone regarding the use of construction inspectors, Director Speese stated that the last several years there has been a variety of several different firms performing the construction inspections for various City projects.

The Finance and Administration Committee recommended accepting a proposal and authorizing a contract with Solar Testing Laboratories, Inc. for the 2019 Construction Inspection Services at an estimated amount of \$73,625 or \$50.00 per hour with renewal option for 2020 and 2021.

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**AUTHORIZING A VISION FUND INCENTIVE IN THE MAXIMUM AMOUNT OF \$80,000 TO ALIGN CAPITAL PARTNERS (ALIGN) FOR ITS RELOCATION TO THE VAN AKEN DISTRICT.**

Katharyne Starinsky, Senior Economic Development Specialist, stated this item is a request authorizing a Vision Fund Incentive agreement to provide installment payments over a six-year period not to exceed \$80,000 to Align Capital Partners (ACP) for its relocation to the Van Aken District. ACP has agreed on the terms with RMS and has signed a letter of intent and will process their lease agreement concurrent to the City's approval process.

City Council adopted the Economic Development Plan back in November 2010, calling for the implementation of tenant incentives programs to make it financially feasible for businesses to expand their operations and locate new offices in Shaker Heights. The

Vision Fund has made ten loans, totaling \$362K and have yielded \$653K income tax thru 2018, representing a return of 2:1 on the City's funds.

This item was presented and approved by the Neighborhood Revitalization and Development Committee on March 13, 2019.

In response to Chair Malone, Mrs.Starinsky stated that Align Capital Partners approached the City with interest to move to Shaker Heights.

Mayor Weiss stated the pros to this transactions included high wage earners, growth potential and the public relations to announce that the office building is 100% leased and it is time to start Phase 3 of Van Aken. This is a 10-year lease and the transaction is a "pay as you go" rather than taking all the risk up front by giving a Forgivable Loan.

In response to Council member Zimmerman in regards to Beachwood trying to retain them, Mayor Weiss stated that the company was actually looking to lease another office space in Beachwood, but decided to move to Shaker Heights instead.

Chair Malone asked the amount about left in the Vision Fund and what is the potential risk on the City if the company goes out of business?

Mayor Weiss stated that the City is at risk for the initial installment, but after that the terms of the agreement is pay as you go. It falls under a revenue sharing arrangement.

Council member Zimmerman requested a report on the results of these various investments and the type of investments.

Mrs.Starinsky stated that after this loan the balance of the Vision Fund is \$190,000.

In response to Chair Malone regarding repayments, CAO Chaikin stated that after the loan is paid the excess goes into the ED and Housing Reserve Fund which presently has a balance of \$2.7M and the income tax goes into the General Fund.

In response to Chair Malone regarding the availability of these fund, Mrs.Starinsky stated these funds are not strictly for the Van Aken District, but are available to all businesses in Shaker Heights.

Mayor Weiss stated as the Van Aken District grows so will the need for more incentives to help promote the office tower.

The Finance and Administration Committee recommended authorizing a Vision Fund Incentive Agreement to provide installment payments over a six year period in the maximum amount of up to \$80,000 to Align Capital Partners (ACP) for its relocation to the Van Aken District.

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**AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A NORTHEAST OHIO PUBLIC COUNCIL (NOPEC) ENERGY AND COMMUNITY GRANT FUNDS IN THE AMOUNT OF \$55,958 TO BE USED FOR THE CITY HALL GENERATOR AND ELECTRICAL SERVICES UPGRADE PROJECT.**

Jeri Chaikin, Chief Administrative Officer, stated that the City is a member of the Northeast Ohio Public Energy Council (NOPEC). NOPEC is a regional council of governments formed under Chapter 167 of the Ohio Revised Code which serves as a vehicle for communities wishing to proceed jointly with an aggregation program for the purchase of electricity or gas. NOPEC is currently comprised of over 200 communities who have been authorized by ballot to purchase electricity or gas on behalf of their citizens. NOPEC provides electricity or gas at the lowest possible rates while at the same time insuring stability in prices by entering into long-term contracts with suppliers to provide electricity or gas to our community and our residents.

Shaker Heights offers its residents an electric aggregation through NOPEC, but currently offers our own gas aggregation program approved by a vote of our residents.

NOPEC's Energized Community Grant Program provides funds to help member communities implement energy savings or energy infrastructure measures. In 2018 the City received \$60,445 in grant funds which were applied to the \$95,000 replacement of the original boiler in the Police/Court Building at 3355 Lee Road. For 2019, \$55,958 is available, based on 7,994 accounts (from April 2018 - September 2018) at \$7 per each account, a decline from the 8,635 accounts for the period April 2017 - September 2017.

The grant agreement entered into in 2018 between the City and NOPEC is in effect for the 2019 grant application, but Council approval is required for the application. We propose applying to use the \$55,958 toward the \$150,000 generator replacement and electrical service upgrade project at City Hall, 3400 Lee Road. City Hall currently has two electrical services and two generators. One service is single phase and is original to the building. The other electrical service is three phase and was added in 1973. A three phase electrical service is more efficient, provides a higher power factor and allows for future high efficiency equipment upgrades. The two City Hall generators are old and past their expected lifecycle. One generator was placed into service in 1973 and the other was installed in 1977. This project will allow the City to replace the two old generators with one new three phase generator - thereby reducing fuel usage and maintenance costs. The electrical service will be upgraded into a three phase (efficient) service and the single phase (inefficient) service will be eliminated.

When we receive the \$55,958 in grant funds it will be deposited in Fund 401, the General Capital Fund, to offset the City funds allocated to this project.

This application was approved by the Sustainability Committee on March 14, 2019. Members commented on the value of this grant to help reduce the costs of our capital projects that provide for energy savings.

The Finance and Administration Committee recommended authorizing the application for and acceptance of a Northeast Ohio Public Council (NOPEC) Energy and Community

Grant Funds in the amount of \$55,958 to be used for the City Hall Generator and Electrical Services Upgrade Project.

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**AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A U.S. GREEN BUILDING COUNCIL (USGBC) GRANT WITH THE ESTIMATED TOTAL VALUE OF \$25,000 TO BE USED FOR LEED FOR CITIES CERTIFICATION.**

Michael Peters, Sustainability Coordinator, stated that this request is for authorization to apply for and accept a grant from the U.S. Green Building Council's LEED for Cities and Communities Program. This new program will be announced April 1, 2019. In anticipation of that announcement there is the opportunity for 14 cities to receive a grant to support certification. In the grant application it was specifically mentioned that they were looking for diversity in the size of cities to apply as well as those cities that had an emerging sustainability program.

Chair Malone stated that in 2015 when the City was getting involved with program, the City was considering becoming a Star Community, but decided against it since there was not enough staff to allocate toward this project.

Council member Moore stated her interest in the connection between the Leed Certification and new housing. In the past while the City has been building new housing, Leed Certification seemed like a good idea, but it did not seem to pan out due to the cost involved in meeting the Leed guidelines.

Mr. Peters stated that on April 1<sup>st</sup> the specifics of this program will be announced. If the City is awarded one of the fourteen grants and if during the agreement process it should be discovered that the program and the City are not in alignment, the City will back-out from accepting the grant. The City has the ability to choose and prioritize within the categories what it is as a community it should do.

In response to Council member Williams, Mr. Peters stated that LEED is "Leadership in Energy and Environmental Design" founded in 1999. Leed is one of the most popular green building certification programs used worldwide. Developed by the non-profit U.S. Green Building Council it includes a set of rating systems for the design, construction, operation and maintenance of green buildings, homes and neighborhoods. In 2006 it was adopted by the General Services Administration to oversee all Federal building projects, which in turn started private industry adopting the program.

In response to Council member Williams, Mr. Peters stated that presently there are no LEED buildings in the City of Shaker Heights. Leed includes a building design program and an existing building operations and maintenance program.

Council member Zimmerman asked if this program would be attractive to the types of businesses that the City is looking to attract to the community.

Mayor Weiss stated that qualifying for these various standards is not easy. Even in the private sector where funds are more available, it is tough to meet these standards and it becomes a cost issue. Businesses that are not interested at all in these types of programs, it will make no difference in attracting them. There is a growing number of businesses that are interested in this program and it makes for a highly competitive edge attracting them to our City.

Council member Zimmerman stated that during the development of Oakwood Commons, there was controversy regarding the destruction of green space and Leed Certification was a very important part in selling that project to the community. He questioned if the City qualified, would this be useful in selling the City.

Mayor Weiss stated absolutely and that there are multiple advantages, one being able to sell it and attract businesses and potentially saves the City money over the long term.

Mr. Peters stated that Shaker Heights is the first City in Ohio to do this. The City of Cleveland is also presently looking at this program.

In response to Citizen member Cicarella regarding the award agreement and possible consequences for failing, CAO Chaikin stated that the agreement is subject to review by the City's Law Department.

Mr. Peters stated that since the City has stated their intention of going through this process, even if they did not receive a grant, it is a positive reflection.

Mayor Weiss stated that if the City does get certified, there is a potential of some cost as the City maintains their membership, but it is all to the good.

Council member Moore spoke about the discussion from the March meeting about the image of the City and changing that image and how to go about doing it. This type of program is an image changer moving the City into the next generation.

The Finance and Administration Committee recommended authorizing the application for and acceptance of a U.S. Green Building Council (USGBC) Grant with the estimated total value of \$25,000 to be used for Leed for Cities Certification.

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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.**

CAO Jeri Chaikin, 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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## **2018 YEAR-END OPERATING RESULTS.**

CAO Chaikin presented an overview of the 2018 Year-end operating results.

- **2018 Revenues were \$18,589 less than the 2018 budget and were only \$3,578 more than 2017 actual.**
  - Property taxes were \$72,320 more than was collected in 2017.
  - Income taxes were \$516,143 less than in 2017, the first year since the income tax rate increase that income tax revenues were less than the prior year income tax revenue.
  - Other Local Taxes, Licenses and Permits, and Fines and Forfeitures, were all lower than in 2017, in the aggregate by \$43,100.
  - Charges for Services, Local Government Fund, Intergovernmental Revenue, and Miscellaneous were higher than in 2017 in the aggregate by \$257,816.
  - Investment earnings went up by \$393,848 as a result increased interest rate and using brokered CDs and Treasuries for investments rather than overnight investments.
  - This is first year since 2013 that revenue has not grown by at least \$500,000.
  
- **2018 Operating Expenses were \$1,848,191 less than the 2018 budget and \$204,059 more than 2017 actual.**
  - Transfers Out of the General Fund were \$11,972,621 which exceeded the 2018 budget by \$1,090,994 and permitted funding for Recreation, the Economic Development Fund, and sewer construction.
  - Almost all departments spent less than they were budgeted in 2018.
  - The Fire Department, the Finance Department and the Recreation Department (General Fund) exceeded their 2018 Personal Service budgets as a result of separation payouts to long term employees.
  - Police under spent its original budget by as a result of a delay in hiring and reduced overtime.
  - Spending for all other General Fund departments was less than was budgeted for 2018.

### **2018 General Fund Results:**

#### **Revenues exceeded expenditures and transfers by \$1,264,405**

- Unencumbered Fund Balance increased from \$15,432,623 on January 1, 2018 to \$17,067,917 as a result of the underspending by departments of their General Fund budgets while revenues were only slightly greater than the 2018 and prior year encumbrance recovery.

- Year-end unencumbered General Fund balance is 36.18% of 2018 expenditures and transfers.
- The 2018 budget projected a year-end General Fund balance equal to 30.77% of expenditures and transfers. The actual unencumbered year-end General Fund balance is higher than was budgeted due to the reduced spending and prior year encumbrance recovery.
- Given the uncertainty of whether Shaker income tax revenues will recover in 2019, and by how much, and that all of the collective bargaining agreement for Shaker workers have expired, the unencumbered cash balance of the General Fund may be needed in 2019 to meet the City's obligations.

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There being no further business, the meeting was adjourned at 8:33 a.m. The next meeting will be April 15, 2019.

Respectfully submitted,

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Robert H. Baker, Finance Director  
Finance and Administration Committee



## 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: April 15, 2019

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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 \$2,456.89 for flu shots and a line dancing Lunch & Learn event.

MMO has sent two reimbursement checks, one for \$2,425 and the other for \$121.89, which have been deposited in the General Fund.

It is requested that the Finance and Administration Committee authorize the appropriation of the \$2,425 reimbursement into the Human Resources Department Wellness account for 2019 to be used for various Wellness activities and the appropriation of the \$121.89 reimbursement into the Human Resources Department Training account for 2019 to be used towards upcoming Lunch & Learn events.



## SHAKER HEIGHTS

### Memorandum

To: Members of Finance and Administration Committee

From: Patrick F. Sweeney, Chief of Fire

cc: Mayor David E. Weiss  
Chief Administrative Officer Jeri E. Chaikin

Date: April 15, 2019

Re: Donation of 2004 Fire Department Rescue Squad, University Hospitals  
Emergency Medical and Disaster Preparedness Institute

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In May of 2018, the Fire Department decommissioned a 2004 Rescue Squad that served the departments needs for 14 years and was replaced by a 2018 Horton Rescue Squad.

In an effort to remove this Rescue Squad from the department's inventory, the department would like to donate this vehicle to University Hospitals EMS Training and Disaster Preparedness Institute.

University Hospitals has provided the Shaker Heights Fire Department with more than 25 years of *Medical Control* direction and instruction which has served to make us one of the most professional and well-regarded EMS service provider organizations in Northeast Ohio. Providing our paramedics with ongoing training which helps us meet industry standards and continuing education requirements, developing and implementing comprehensive operational protocols to ensure our responders are following all recommended intervention guidelines, and supplying our department with an extensive array of cutting edge medical equipment throughout these many years, are just some examples of the invaluable support that we receive from the University Hospitals system.

The return-on-investment that results from of our relationship with U.H. is significant and weighs heavily in our favor. Each year, our paramedics receive hundreds of hours of continuing education instruction from Med-Control staff and doctors which equates to more than \$6,000 in annual instructor costs had it not been provided free-of-charge by U.H. Protocol-based theoretical and hands-on training by these instructors ensures our paramedics and first-responders are always following the most appropriate and prescribed medical algorithms and procedures – an extremely important factor in saving patient lives while also mitigating the liability associated with improperly applied medical care. Additionally, we have benefitted greatly by University Hospitals generous contributions of a wide variety of innovative medical equipment and supplies which ultimately enhances all aspects of our emergency service delivery system. Our two new LUCAS CPR devices (\$12k each), EZ-IO Bone guns (\$4k each), King-Vision

laryngoscopes (\$4K each), RAD 57 radiological devices (\$4k each), and routine drug replacement (\$\$), are just some of the innovative and technologically advanced devices we receive from University Hospitals Medical Control. Taking into account all of the donated equipment and training that is provided by University Hospitals, it is no exaggeration to say that we realize savings of tens of thousands of dollars per year. We rely heavily on their assistance and we certainly would not be able to deliver the superior level of emergency services we consistently provide without both their financial and professional support.

It is with this supportive and collaborative history between our organizations in mind that I submit this request to provide a small reciprocation of the benefit we are provided from University Hospitals by donating our 2004 Horton Ambulance to their recently established EMS Training and Disaster Preparedness Institute, which provides medical command, oversight, and education to approximately 150 prehospital agencies and fire departments in northeast Ohio. This division is dedicated to all facets of emergency services and provide unparalleled training and emergency care to all their associate agencies and medical care providers.

The Institute is currently in need of a rescue squad to utilize in their community training venues and medical care events which are coordinated throughout the area all year long. Bringing on-site, hands-on training to area fire departments and EMS service agencies, providing first aid and supportive health assessments at a wide range of events such as race venues, concerts, and a variety of other community gatherings, and working to bring basic medical support interventions to the underserved people in the Greater Cleveland Area, are just some of the important functions that this rescue squad would help to facilitate.

To this end, University Hospitals initiated an inquiry to our fire department regarding the possible donation of our recently decommissioned 2004 Horton Rescue Squad. This apparatus has served us faithfully for more than 13 years and was just recently retired in 2018. The unit was last appraised two years ago at which time its value was estimated at approximately \$10,000. It is assumed that, with its current age and additional mileage, the squad might sell at trade-in for \$8,000 – \$10,000.

It is my opinion that the goodwill generated from the donation of this vehicle to University Hospitals Emergency Medical Services Training and Disaster Preparedness Institute would be a small but significant gesture of our appreciation for the ongoing service and support that University Hospitals graciously provides to our department on a continual basis. I am hoping that you agree that this is a worthy request to which we might respond to favorably.

This item was presented to the Safety and Public Works Committee on April 5<sup>th</sup> and received a favorable recommendation by all in attendance. The Fire Department is requesting that the Finance Committee recommend The City of Shaker Heights donate the 2004 Horton Rescue Squad to University Hospitals Training and Disaster Preparedness Institute for the purpose of supporting their community outreach initiatives. Approval of this request would allow the city to transfer title of this vehicle to University Hospitals as quickly as possible.



## SHAKER HEIGHTS

### Memorandum

To: Members of Finance and Administration Committee

From: Patrick F. Sweeney, Chief of Fire

cc: Mayor David E. Weiss  
Chief Administrative Officer Jeri E. Chaikin

Date: April 15, 2019

Re: Donation of 1991 Fire Department Ladder Truck, Western Reserve Fire Museum and Education Center

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In November of 2017 the Fire Department decommissioned a 1991 Fire Department Ladder Truck which has served the community for 26 years and was replaced by a 2017 Pierce Ladder Truck.

In an effort to remove this truck from the department's inventory, the City of Shaker Heights contracted with Brindlee Mountain Fire Apparatus to serve as a broker to market and attempt to sell this vehicle on the open market.

In March of 2018, the Fire Department was contacted by the Western Reserve Fire Museum and Education Center about the possibility of Shaker Heights loaning this vehicle to their organization. They wanted to use the truck to assist in visually marketing the museum to the public, especially during home Indians games, as they are located directly across the street from Progressive Field.

The Western Reserve Fire Museum and Education Center has been instrumental in preserving the rich history and contributions that the fire service has provided to Northeast Ohio. They are also actively engaged with their education center in providing fire safety education to school children and visitors to the center.

On March 26, 2018, City Council approved an agreement that allowed the Fire Department to loan the 1991 Ladder Truck to the Museum for the purpose of promoting their organization.

The agreement between The City of Shaker Heights and The Western Reserve Fire Museum and Education Center was executed on April 3, 2018 and included language that required the museum to assume all costs and liabilities associated with this vehicle. Additionally, it was communicated through this agreement that the city will continue to attempt to sell the truck, and the Museum will return the truck if a buyer is identified.

Over the last 12 months, this truck has been on loan with the Museum and has been used to promote the organization as was hoped. During this same period of time, the City continued to utilize Brindlee Mountain Fire Apparatus as a broker for the potential sale of this vehicle. Unfortunately, the department has received no interest for the purchase of this truck and it is believed that this is most probably due to both its age and the wear and tear it has undertaken over its many years of service in Northeast Ohio.

Recently, the Board Members of the Western Reserve Fire Museum and Education Center have expressed to me how much they have appreciated the use of this vehicle and how it has helped them promote the museum to visitors of Cleveland. They also inquired as to the possibility of the City of Shaker Heights permanently donating this vehicle to their organization.

With the appropriate approvals, the Fire Department would like to support this request for several reasons which include the inability to find a purchaser for this vehicle and, importantly, the good work that will result from this donation relative to promoting fire safety education for the area's school aged children. While the Museum has assumed all costs and liabilities associated with the apparatus up to this time, a donation and transfer of title to the museum would completely remove the city from any liabilities associated with this truck.

This item was presented to the Safety and Public Works Committee on April 5<sup>th</sup> and received a favorable recommendation by all in attendance. There was some discussion relative to the legality of leaving the Shaker Heights Fire Department lettering on the truck. Chief Sweeney advised that a legal opinion will be obtained from the Law Department. The Fire Department is requesting that the Finance Committee recommend that The City of Shaker Heights donate the 1991 Ladder Truck to the Western Reserve Fire Museum and Education Center for the purpose of promoting their organization and fire safety education to the broader community in Northeast Ohio. Approval of this request would allow the city to transfer title of this truck to the Museum as quickly as possible.



# SHAKER HEIGHTS

## Memorandum

**To:** Finance and Administration Committee Members

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

**From:** Joyce G. Braverman, Director of Planning  
Ann Klavora, Principal Planner

**Subject:** 2019 ODNR Natureworks Grant; Application for **Fernway Community Park**

**Date:** April 15, 2019

.....

This is a request to authorize a grant application to, and to accept a grant from, the Ohio Department of Natural Resources (ODNR) NatureWorks program for Fernway playground improvements. The Planning Department will submit a grant application for \$100,000. The required 25% local match will be provided by the Shaker Heights School District.

NatureWorks projects are funded through the Ohio Parks and Natural Resources Bond Issue, which was approved by Ohio voters in November 1993. The NatureWorks grant program provides up to 75% reimbursement assistance for local government subdivisions for the acquisition, development, and rehabilitation of recreational areas. Approximately \$4.4M in grant funding is available through in the program statewide; \$281,236 is available for projects in Cuyahoga County. The maximum grant request is \$150,000.

The City received a \$60,000 NatureWorks grant in 2013 for the Lake-to-Lakes Trail project.

The 2019 grant application will request funding to construct a community park adjacent to Fernway Elementary School. The City is collaborating with the School District to assist with the rebuilding of the school campus after the devastating July 2018 roof fire.

The Fernway Community Park will be an outdoor community space for Shaker residents of all ages and physical abilities. It will be a public park providing playground equipment, fitness resources and recreational/educational green space. The School District will organize a public meeting in late April to gather community input for the design process.

### **Recommendation**

This is a request for Finance Committee to recommend Council authorization of a \$100,000 grant application to, and acceptance of a grant from, the Ohio Department of Natural Resources. The City Planning Commission reviewed and approved this request at their April 2 meeting. Public comment was accepted at the meeting and was supportive.

Grant applications and supporting legislation are due to the Ohio Department of Natural Resources on June 1. Grant recipients will be notified of awards in fall 2019.



## SHAKER HEIGHTS

# Memorandum

**To:** Finance and Administration Committee Members

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

**From:** Joyce G. Braverman, Director of Planning  
Ann Klavora, Principal Planner

**Subject:** Property purchase for **Fernway Community Park**

**Date:** April 15, 2019

.....

This is a request to authorize purchase of land for \$1.00 from the Shaker Heights School District to facilitate a grant application supporting creation of the Fernway Community Park. A portion of the Fernway School property, Permanent Parcel No. 736-09-106, will be transferred to the City of Shaker Heights, as shown on the preliminary plat (attached).

The City will submit a \$100,000 grant application to the Ohio Department of Natural Resources (ODNR) NatureWorks program for the Fernway Community Park adjacent to Fernway Elementary School. The City is collaborating with the School District to assist with the rebuilding of the school campus after the devastating July 2018 roof fire. In order to apply for the ODNR grant, the City must be the fee simple owner of the property on which the grant funds will be spent.

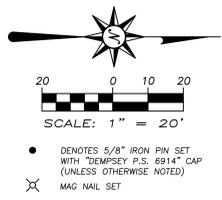
The transfer agreement between the city and school district will set forth key parameters:

- If a grant is awarded, the City will lease the property back to the School District to operate, maintain and repair the park grounds and facilities.
- If a grant is not awarded, the City will transfer the property back to the School District.

### **Recommendation**

This is a request for Finance Committee to recommend Council authorization of the purchase of land from the Shaker Heights School District. The City Planning Commission reviewed and approved the preliminary plat, preliminary site plan and subdivision of land at their April 2 meeting. Public comment was accepted at the meeting and was supportive.

Grant applications and supporting legislation are due to the Ohio Department of Natural Resources on June 1.



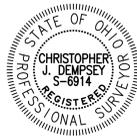
**ABBREVIATIONS**

- DE. - DEED
- ME. - MEASURED
- ACT. - ACTUAL
- CALC. - CALCULATED
- OBS. - OBSERVED
- TD. - TURNED
- FD. - FOUND
- ENCR. - ENCROACHES
- CURS. - CURBS
- ASPH. - ASPHALT
- CONC. - CONCRETE
- SUBJ. - SUBJECT
- CONT. - CONTIGUOUS
- U.G. - UNDERGROUND
- O.H. - OVERHEAD

• DENOTES 5/8" IRON PIN SET WITH "DEMPSEY P.S. 6914" CAP (UNLESS OTHERWISE NOTED)

X MAG NAIL SET

**LOT CONSOLIDATION & LOT SPLIT FOR  
THE BOARD OF EDUCATION OF THE  
CITY OF SHAKER HEIGHTS SCHOOL DISTRICT**  
SITUATED IN THE CITY OF SHAKER HEIGHTS, COUNTY OF CUYAHOGA, AND STATE OF OHIO, AND KNOWN AS BEING A PART OF ORIGINAL WARRENSVILLE TOWNSHIP LOT NUMBER 43, FURTHER KNOWN AS BEING ALL OF SUBLOTS 393 THROUGH 399 INCLUSIVE, AND SUBLOTS 428 THROUGH 434 INCLUSIVE, OF THE RESUBDIVISION OF THE VAN SWERINGEN COMPANY'S SUBDIVISION No. 17, AS SHOWN BY THE RECORDED PLAT IN VOLUME 52 OF MAPS, PAGE 1 OF CUYAHOGA COUNTY RECORDS



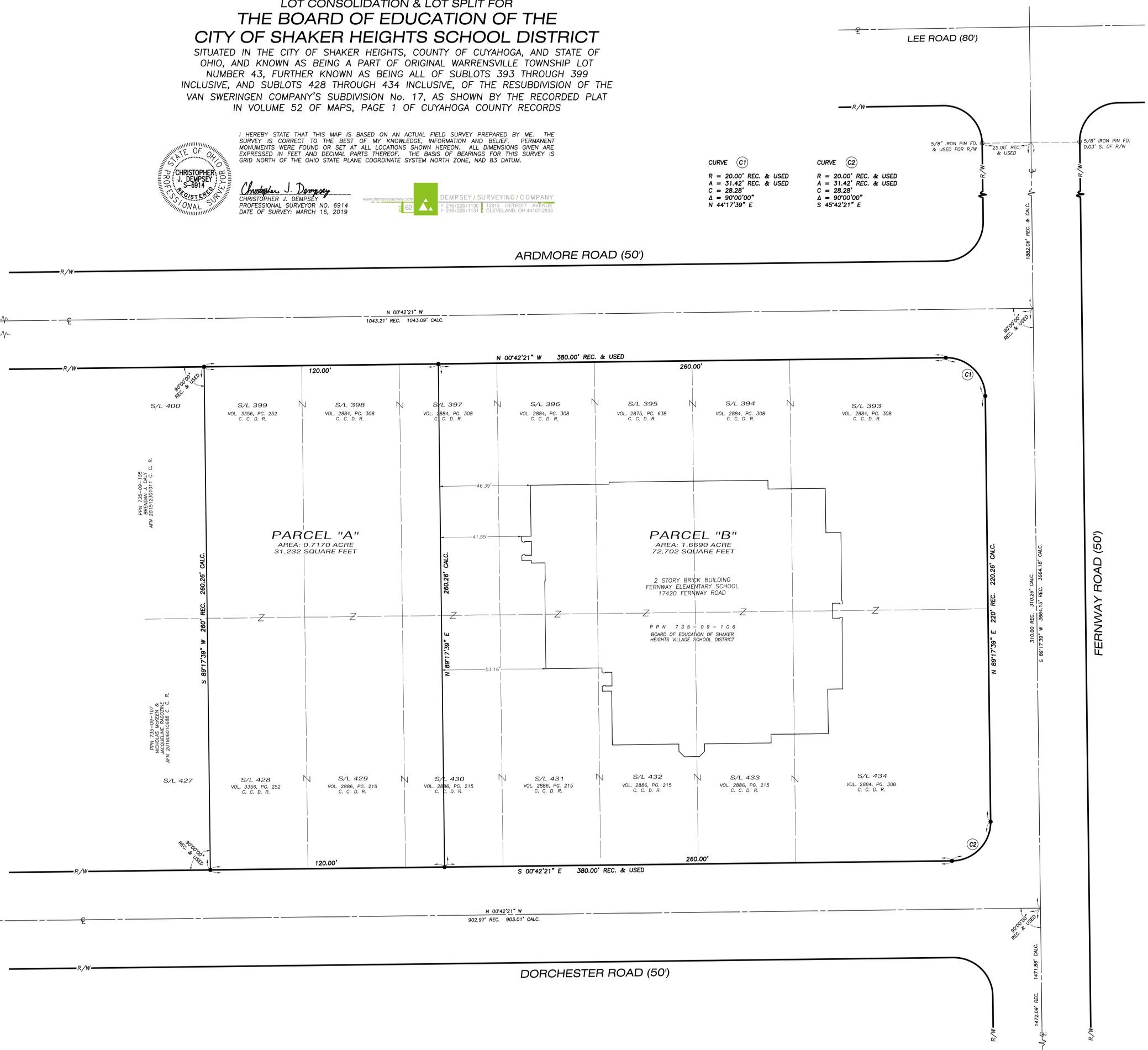
I HEREBY STATE THAT THIS MAP IS BASED ON AN ACTUAL FIELD SURVEY PREPARED BY ME. THE SURVEY IS CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF. PERMANENT MONUMENTS WERE FOUND OR SET AT ALL LOCATIONS SHOWN HEREON. ALL DIMENSIONS GIVEN ARE EXPRESSED IN FEET AND DECIMAL PARTS THEREOF. THE BASIS OF BEARINGS FOR THIS SURVEY IS GRID NORTH OF THE OHIO STATE PLANE COORDINATE SYSTEM NORTH ZONE, NAD 83 DATUM.

*Christopher J. Dempsey*  
CHRISTOPHER J. DEMPSEY  
PROFESSIONAL SURVEYOR NO. 6914  
DATE OF SURVEY: MARCH 16, 2019

www.dempseysurveying.com  
DEMPSEY SURVEYING / COMPANY  
P 216/229/1133 | 12815 DETROIT AVE. SUITE 100  
F 216/229/1131 | CLEVELAND, OH 44107-2835

**CURVE (C1)**  
R = 20.00' REC. & USED  
A = 31.42' REC. & USED  
C = 28.28'  
Δ = 90°00'00"  
N 44°17'39" E

**CURVE (C2)**  
R = 20.00' REC. & USED  
A = 31.42' REC. & USED  
C = 28.28'  
Δ = 90°00'00"  
S 45°42'21" E



**ACCEPTANCE**

I, THE UNDERSIGNED REPRESENTATIVE OF THE BOARD OF EDUCATION OF THE CITY OF SHAKER HEIGHTS SCHOOL DISTRICT, OWNER OF THE LAND SHOWN HEREON, DO HEREBY ASSENT TO AND ACCEPT THIS CONSOLIDATION AND LOT SPLIT OF THE SAME AND ACKNOWLEDGE THAT THE SAME WAS MADE AT MY REQUEST.

THE BOARD OF EDUCATION OF THE CITY OF SHAKER HEIGHTS SCHOOL DISTRICT BY:

SIGNATURE \_\_\_\_\_ PRINTED NAME \_\_\_\_\_  
TITLE \_\_\_\_\_

**NOTARY PUBLIC**

STATE OF OHIO } s. s.  
COUNTY OF CUYAHOGA

BEFORE ME, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, DID PERSONALLY APPEAR THE ABOVE SIGNED REPRESENTATIVE OF THE BOARD OF EDUCATION OF THE CITY OF SHAKER HEIGHTS SCHOOL DISTRICT, WHO ACKNOWLEDGED THAT HE DID SIGN THE FOREGOING INSTRUMENT AND THAT SAID INSTRUMENT IS HIS FREE ACT AND DEED. IN WITNESS WHEREOF I HAVE HEREOF SET MY HAND AND OFFICIAL SEAL AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

NOTARY PUBLIC \_\_\_\_\_ MY COMMISSION EXPIRES \_\_\_\_\_

**APPROVAL**

THIS PLAT APPROVED BY THE SECRETARY, CITY PLANNING COMMISSION, CITY OF SHAKER HEIGHTS, OHIO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

CITY PLANNING COMMISSION SECRETARY \_\_\_\_\_



# SHAKER HEIGHTS

## Memorandum

**TO:** Finance and Administration Committee Members

**FROM:** Ann Klavora, Principal Planner  
Joyce Braverman, Director of Planning

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

**SUBJECT:** Warrensville Center Streetscape Improvements  
Construction Administration/Inspection Services Contract

**DATE:** April 15, 2019

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This is a recommendation to enter into a professional services contract for construction inspection and administration of the Warrensville Center Road Streetscape Improvements project.

Primary streetscape construction activities include concrete sidewalks, curbs, asphalt pavement, ADA ramp installation, pedestrian lighting, landscaping and signage along the east side of Warrensville between Scottsdale and Farnsleigh, and along the north side of Farnsleigh between Warrensville and Thornton Park.

The professional services include construction inspection and administration for streetscape improvements in the Van Aken District. This consultant is required by the Ohio Department of Transportation (ODOT) when Federal funding is involved in a project, and will act as the City's onsite construction manager and inspector for the duration of the project.

The Request for Qualifications was posted on the ODOT website for three weeks per ODOT consultant contract administration requirements beginning March 11, 2019. Six letters of interest were submitted by the April 1 deadline. A selection committee (Ann Klavora, Christian Maier, and Kyle Krewson) reviewed the letters of interest and ranked them according to ODOT criteria.

The ODOT review criteria are: (1) project manager; (2) strength/experience of assigned staff including sub-consultants; (3) consultant's past performance; (4) firm's current workload/availability of personnel; and (5) project approach. All consultants must be pre-qualified by ODOT to perform construction inspection and administration.

ODOT requires the City to select a consultant based on qualifications and then request a cost proposal.



# SHAKER HEIGHTS

Firm	Ranking per ODOT Criteria
Greenman Pederson Inc. (GPI)*	91
Mannik Smith Group*	83
Quality Control Inc. (QCI)	82
HR Gray	82
CTL	81
JMT	69

\* interview scheduled

Interviews with the top two qualified consultants are scheduled for April 10 and 11. GPI is currently providing the same services for the federally-funded Farnsleigh streetscape project. Based on submitted qualifications, references and interview, the City will request a price proposal from the top candidate. The estimated/budgeted cost is \$234,000.

We will not have a final cost proposal before the April 15 Finance Committee meeting, but it is important to continue forward with the recommendation process in order to meet the required ODOT process and begin construction in a timely fashion this spring. A final recommendation and contract amount will be available for the City Council meeting on April 22. The Safety & Public Works Committee supported the recommendation approach and direction at their April 5 meeting.

The contract will be funded with Shaker Heights capital funds for Van Aken District construction, which were appropriated via Ordinance 08-87 and 08-127. Federal grant funds will also be used if available after construction is complete. Based on currently available information, no new funding or appropriation is required.

An overview of the current project budget is included below.

	Design/ Engineering	Construction	Construction Admin/ Inspection	Owner's Rep	Total
NOACA Grant		\$1,500,000			\$1,500,000
2016 State Capital Grant	\$197,000	\$293,000			\$490,000
City of Shaker Heights	\$41,500	\$176,000	\$234,000	\$25,000	\$476,500
	<b>\$238,500</b>	<b>\$1,969,000</b>	<b>\$234,000</b>	<b>\$25,000</b>	<b>\$2,466,500</b>

Bids for construction of the improvements were opened April 1, and that contract will be awarded via the regular competitive bid process. The apparent low bidder is Perk Company, with a base bid of \$1,746,035.37. Construction is expected to begin in June.



## SHAKER HEIGHTS

### Memorandum

To: Members of the Finance and Administration Committee

Cc: Mayor David E. Weiss  
Jeri Chaikin, CAO

From: Robert Baker, Director of Finance Department

Date: April 15, 2019

RE: Sale of Street Improvement Notes, (\$1.6 M)

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In 2017, the City issued \$2.0 million of Street Improvement Notes, Series 2017, to fund the 2017 street improvements that were a part of the 2017 capital plan. The 2017 Notes matured on June 1, 2018. The 2018 Notes were refunded by the issuance of \$1.8 million of Street Improvement Notes, Series 2018, which will mature on May 30, 2019. The Finance Department recommends that the City issue \$1.6 million of its Street Improvement Notes in 2019 to refund the 2018 Notes. The 2019 budget included \$200,000 to pay the principal of the 2018 Notes that will not be refunded by the 2019 Notes. The 2019 Notes will be issued with a one-year maturity and will be sold using a competitive bid process.

The 2019 Streets Notes are consistent with past City practice of financing street improvements. The Notes are rolled over each year, and at maturity of the notes each year, 10% of the original principal amount will be retired so that entire issue will be retired in ten years. The interest rate will that will apply each year will be a one-year interest rate determined at the time of the roll over. Since streets are not a long-lived asset, Notes are more appropriate financing than longer-term bonds. The entire note issue can be repaid on any maturity date as done in 2016 for the 2010 street notes.

The source of repayment for the Notes is technically revenue derived from the collection of ad valorem property taxes levied within the ten mill limitation, but really is the City general fund. I anticipate that the actual bids for the 2019 notes will be received on May 15. Bids are expected to come in around 1.85% to 1.90% (annual rate). There will be no call provision for early redemption on the notes. Squire, Patton, Boggs will serve as bond counsel for the note issuance. Although Council approval is not required for personal services under \$25,000 the note issuance ordinance includes the retention of bond counsel (Section 14) as a standard convention.

The Finance and Administration Committee is requested to recommend the adoption of the ordinance authorizing the issuance and sale of the Street Improvement Notes, Series 2019 in the principal amount of \$1,600,000. Consistent with City practice, it is also recommended that the 2019 notes be competitively sold through a publically advertised solicitation bidding process.



## 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: April 15, 2019

Re: 2019 Budget Amendments - April

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As the City implements its yearly budget, certain items may require changes or corrections in order to provide adequate Appropriations for all expected expenditures. Finance is requesting to amend the 2019 budget for one debt service fund, the General Fund and one Special Revenue Fund.

#### **Fund No. 301 – Debt Service Fund**

In the 2019 budget, the \$2,627,120 appropriation for Fund No. 301, the Debt Service Fund, was intended to equal the amount to be transferred from the General Fund to the Debt Service Fund for debt service and other debt related costs plus the amount of the proceeds of the 2019 Street Notes that will be used for retirement of the 2018 Street Notes. The amount of money that will be needed to pay off the principal on the 2018 Street Notes from the 2019 Street Notes is \$1,600,000. The amount of money transferred from the General Fund to the Debt Service Fund in the 2019 Budget is \$1,248,061. Subtracting this amount from the appropriation of \$2,627,120 leaves a balance of \$1,379,059 of appropriation authority for the use of the proceeds to retire the 2018 Notes. This requires an increase in the Fund 301 appropriation of \$220,941 in order to use the funds from the 2019 Notes to retire the 2018 Notes.

#### **Fund No. 101 – General Fund**

In 2018, a long-term employee of the Finance Department retired. There was a new hire to replace the retired employee, and the 2019 budget included funds in the Personal Service appropriation for the personnel costs of the temporary replacement employee. Unfortunately, the replacement employee left City employment, and the City hired a temporary replacement through an outside agency. The charges by the outside agency are paid through the “Other” budget of the Finance department. In order to keep paying for the work of the temporary employee, it is necessary to transfer Finance Department “Personal Service” appropriation to the “Other” budget line of the Finance Department. This transfer is budget neutral.

## Fund No. 223 – The Housing Nuisance Abatement Fund

The County has yet to award moneys to the City for housing demolitions for 2019, but the City holds money in Fund No. 223 from reimbursements for prior demolitions. The 2019 Budget appropriated \$50,000 from this fund for residential nuisance abatement. Several properties were declared public nuisances more than five months ago, but the owners have taken no action to repair or demolish the dwellings. As a result, the deterioration continues unabated prompting neighbor complaints. In order to continue with residential nuisance abatement pending an award for 2019 by the County, it is requested that the appropriation of Fund No. 223 from its current cash balance by \$75,000.

\$26,657 of demolition reimbursements were deposited into Fund No. 103, the Economic Development and Housing Fund, rather than Fund No. 223. In order to increase the money available for residential nuisance abatement it is requested that the \$26,657 be transferred from Fund No. 103 to Fund No. 223 since the reimbursements cannot be used for any other purpose than residential nuisance abatement.

Department	Fund	Amount	Exp. Category	Description
Debt Service	301	\$220,941	Other Expenditures	Appropriation authority so that all of the proceeds of the \$1,600,000 of the 2019 Street Notes may be used to retire the 2018 Street Notes.
Finance	101	(\$50,000)	Personal Service	Transfer of Personal Service to Other
Finance	101	\$50,000	Other Expenditures	Payment of outside employment agency services.
Demolitions	223	\$75,000	Other Expenditures	Additional Appropriation for 2019 demolitions.
Demolitions	103	(\$26,657)	Cash	Transfer Nuisance Abatement reimbursement to Fund 223.
Demolitions	223	\$26,657	Cash	Receive transfer from Fund 103

The Finance and Administration Committee is requested to approve these budget amendments and recommend them to City Council for passage on the first reading as an emergency.



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: April 15, 2019
Re: Then and Now Approval – April 15, 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

March 12, 2019 - April 12, 2019

Table with 7 columns: DEPARTMENT, P/O #, P/O DATE, INVOICE DATE, WARRANT\*, AMOUNT, DESCRIPTION. It lists 13 rows of transactions including MMO Admin Fee, MMO Register, and MMO Claims Register.