



SHAKER HEIGHTS

Finance and Administration Committee Agenda City Hall Conference Room B Monday, October 21, 2019, 7:30 am

1. Approval of the minutes of the regular meeting of September 16, 2019.

Documents:

[FNMN916.PDF](#)

2. Approving and authorizing execution of a Purchase Agreement under the City's Side Lot Program, for the sale of the City-owned property at 3308 Sutton Road, Shaker Heights, Ohio, (PPN 735-14-005) for a purchase price of \$100.00, authorizing the disposition of City-owned property without competitive bidding. NRC

Documents:

[MEMO 3308.PDF](#)

3. Approving and authorizing execution of a Purchase Agreement under the City's Side Lot Program, for the sale of the City-owned property at 3713 Strandhill Road (PPN 736-15-092) for \$1.00 and utilize it as an expanded backyard. NRC

Documents:

[MEMO 3317.PDF](#)

4. Amending Section 141.22 of the Administrative Code of the Shaker Heights Codified Ordinances to increase hockey program fees. RC

Documents:

[HOCKEYFEESMEMOFORFINANCEANDADMINISTRATIONCOMMITTEE10212019.PDF](#)

5. Authorizing a personal services contract with Precision Wildlife Management LTD for the 2019-2020 Deer Management Program in the total amount not to exceed \$68,000. SPW

Documents:

[FINANCE.2019-2020 WINTER DEER CULLING PROGRAM VF.PDF](#)

6. Authorizing the City's application for and acceptance of a grant in the total amount of up to \$50,000 from the Cuyahoga County Department of Development 2020 Supplemental Grant Program for pedestrian and bicycle improvements at the Chagrin Boulevard-Lynnfield Road intersection. SPW

Documents:

[MEMO_FINANCE_CDSG_10-21-19.PDF](#)

7. Authorizing an amendment to the professional consultant contract with Weber Murphy Fox for additional funds in amount of \$35,874 for the completion of the Phase 2 detailed design documents for the City Hall Space Study and Plan.

Documents:

[MEMO_FINANCE_SPACE STUDY_10-21-19.PDF](#)

8. Discussion regarding the potential to refund the 2012 Urban Renewal Bonds.

Documents:

[2019 TIF DEBT REFUNDING AUTHORIZATION REQUEST - FIN COMMITTEE.PDF](#)

To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.



**Finance and Administration Committee Minutes
Monday, September 16, 2019
7:30 A.M.
Conference Room B**

Members present: Council Member Sean Malone, Chair
Council Member Earl Williams, Jr.
Council Member Rob Zimmerman
Council Member Nancy Moore
Citizen Member Tom Cicarella
Citizen Member Martin Kolb

Others present: Mayor David E. Weiss
Chief Administrative Officer Jeri Chaikin
Frank J. Brichacek, Interim Finance Director
Cheryl Arslanian, Assistant Finance Director
Patricia Speese, Director of Public Works
William Hanson, Housing Commissioner
John Cole, Police Commander
Ann Klavora, Principal Planner

The meeting was called to order by Chair Sean Malone at 7:31 A.M.

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APPROVAL OF THE AUGUST 20, 2019 MEETING MINUTES

Chair Malone stated that approval of the minutes of the August 20, 2019 were approved as recorded.

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AUTHORIZING THE WAIVER OF THE COMPETITIVE BIDDING REQUIREMENT FOR THE TEMPORARY SHORING OF THE TRANSFER STATION (W CONSTRUCTION - \$46,500).

Patricia Speese, Director of Public Works, stated in 1970 the Service Center Transfer Station was constructed with substantial structural reconstruction performed in the 90's. The building consist of two levels, the top section the trucks load the compactors with rubbish or brush and the basement level the compactors, compactor's trailers, forestry equipment and salt storage are located. All the City's rubbish, recycling, brush and leaves are processed through the building's compaction and loading facility including storing of the road salt supply.

In early summer of 2017, areas of the floor of the Transfer Station were discovered to be cracking and portions of the concrete floor about 4" – 6" in diameter were breaking loose. An examination of the Transfer Station floor by the City's engineer (GPD Group) determined that the floor was showing signs of failure. Areas of cracked floor concrete was expanding and cracks were found in the brush

CITY OF SHAKER HEIGHTS

truck entry doorway floor. These cracks allowed water to corrode the concrete's reinforcement bar and as the steel bar corrodes, it caused the concrete to break apart exposing more re-bar to water. Further examination showed that the majority of the basement ceiling (underside of the floor) appeared in acceptable condition, but the condition of the floor near the brush truck entry was found to be in questionable condition. Recommendation for temporary shoring to be put in place to hold the floor in position was submitted by the GPD Group. Six contractors were contacted with only W Construction being able to supply and install the temporary shoring. Due to the emergency nature the public bidding was not done. The rental cost of the shoring is \$11,400 per year at an estimated rental cost of \$46,500. The shoring will remain in place until the repairs are made, thereby exceeding the \$25,000 limit which requires public bidding or Council approval.

Repairs to the Transfer Station were part of the 2019 Capital budget in the amount of \$200,000 as a placeholder with the understanding that once the comprehensive assessment of the Transfer Station was performed a more accurate final figure would be included in the 2020 Capital Budget.

The Safety & Public Works Committee approved this request at the September 6, 2019 meeting. During the discussion at the meeting the question was asked if there is a final dollar figure for the complete repair yet. That figure will be completed any day now and will be included in the 2020 Capital budget.

In response to Council Member Williams regarding the rental cost of shoring \$11,400 per year, Director Speese stated that it would be two to three years estimated total cost of \$46,500.

Council Member Moore stated that the alternative to the temporary shoring would be to re-bid the project, keeping in mind that no bids were received from the six contractors the first time, with the possibility of receiving even lower bids on the re-bid.

Director Speese stated that part of the City's bidding process requirements include bonds (Labor and Material, Performance or Contract, and Maintenance) and certificate of insurance which of course the cost of the bonds and insurance is passed onto the City with the end result being higher bid amounts.

In response to Chair Malone regarding the final cost of repair to the Transfer Station, Director Speese stated that would be \$600,000.

The Finance and Administration Committee recommended authorizing the waiver of the competitive bidding requirement for the Temporary Shoring of the Transfer Station (W Construction - \$46,500).

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AUTHORIZING AN APPROPRIATION IN THE AMOUNT OF \$65,000 IN HOUSING NUISANCE ABATEMENT FUND NO. 223 TO BE USED FOR DEMOLITION.

William Hanson, Housing Commissioner, stated that this item is a request to appropriate \$65,000 of available cash receipts in Fund 223, Housing Nuisance Abatement Fund, so that the funds can be used for demolition activities. The City received these funds as reimbursements through the Cuyahoga County Demo Fund from previous demolitions. The County authorized the City to keep any reimbursed demolition funds provided such funds are used for additional demolitions. Therefore, this action is a request to make these funds available for additional demolition work.

The City currently has 5 to 7 vacant and abandoned homes under consideration for demolition and this request will ensure funds are available should we determine to proceed. Vacant properties are closely monitored by the City in an effort to keep them secure and in compliance with the City's Vacant Property Ordinance. The City can declare a property a public nuisance if the owner fails to take action to make necessary repairs on property and could result in the recommendation for demolition of the property. The City also considers demolition of deteriorated vacant homes acquired through the tax foreclosure process.

The City has received three (3) separate awards for demolition funding through the County Demo Fund since 2012 totaling \$2,140,000 and 155 houses and 8 commercial buildings have been demolished during this period by the City or the County Land Bank acting on our behalf.

The City has applied to the County for an additional \$400,000 of demolition funding and anticipates a favorable response to this request though the award has not yet been made.

In response to Council Member Zimmerman regarding the reimbursements, Commissioner Hanson stated that the reimbursements are from banks. Upon completion of the demolition the owner will be billed for cost of the demolition plus a 22% administration fee. In most cases the fee is not paid and the City then files a lien against the property and ultimately ends up acquiring the property. Banks will reimburse the City for their cost which goes into Fund No. 223.

In response to Council Member Zimmerman regarding the award of the \$400,000 from the County; Commissioner Hanson stated that we have not received the funding yet, but the City is continuing communications with the County and so far have been receiving different dates as to when the funds will be received.

Council Member Zimmerman asked if there exist a list of properties that are possible candidates for the additional demolition funds.

Commissioner Hanson stated that there is a tentative list that is always being reviewed and updated and because this funding could possibly be the last through the County for demolitions, the City was requesting as much funds as possible in the event it was needed. Commissioner Hanson stated that the County is moving away from the demolition of houses and moving more toward rehabbing the homes.

Council Member Moore stated that the First Suburbs Consortium has been pushing for certain municipalities to move to rehabbing and one of the reasons the County is stopping the demolitions. Some communities have houses that are so low in value, that to demolish the homes would involve a larger percentage of their housing market. Shaker looks at demolitions as a last end strategy.

Citizen Member Cicarella stated that Commissioner Hanson used the term vacant, abandoned homes that are blighted and questioned if these are homes beyond rehab or economically rehab is not feasible or if they are houses for which there is no buyer for rehab?

Commissioner Hanson stated that there is a combination with most being not economically viable for rehab, but there are situations where a home could be potentially rehab, but the owner has abandoned the property and this can go on for a long periods of time. Presently the City is dealing with a home that has been vacant for twenty plus years and with time no one is really sure who has the mortgage.

The home is abandoned and the property just sits and deteriorates while the banks continues to pay the property taxes. The City has to determine what the appropriate course of action is and typically the property has become so deteriorated because of vandalism that it is not economically viable. The City presently has a tremendous amount of rehab activity, particularly renovators that perform high quality work and if the house can be renovated and if there is a willing seller it will happen. Each house has a story and a reason why nothing seems to be happening with the house. From a neighborhood prospective just how long do you wait, while the neighbor deals with the deterioration of this vacant property?

In response to Citizen Member Cicarella regarding the number of residents, CAO Chaikin stated that the population was down 200 plus residents since 2008.

Commissioner Hanson stated that presently there are 302 vacant homes which is only 3.8% of the total number of homes in Shaker and most of the vacant homes are well maintained and many are on the market. Of the 302 houses 41.7% has been vacant less than a year followed by 35.1% which have been vacant for one to three years. There are 19 homes that have been vacant for five to ten years and another 13 homes that have been vacant for more than ten years. The vacant homes are monitored regularly to make sure they are secure and being maintained. The highest point of the vacant home crisis had 450 vacant homes and the City used demolition as a last resort.

Council Member Moore stated that having a vacant home right next door is not a good situation and really impacts the values on the whole street.

The Finance and Administration Committee recommended authorizing an appropriation in the amount of \$65,000 in the Housing Nuisance Abatement Fund No. 223 to be used for demolition.

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AUTHORIZING A RENEWAL OF THE AMENDED CONTRACT WITH THE CITY OF SOLON, OHIO FOR THE PROVISION OF JAIL SERVICES FOR PRISONERS OF THE CITY OF SHAKER HEIGHTS, IN AN AMOUNT NOT TO EXCEED \$229,200 FOR THE PERIOD JANUARY 1, 2020 THROUGH DECEMBER 31, 2021.

John Cole, Police Commander, stated that this item is requesting an extension of the current contract with the City of Solon for prisoner housing services. In 2015 the City entered into a three-year contract with the City of Solon in the annual fee in the amount of \$264,000 which calculates to \$22,000/month or \$710/day. The City would have access to Solon's 26-bed full service facility and staff, including a prescription drug rebate program, inmate transport to medical facilities, video arraignments from the jail facility and use of the BAC Datamaster.

In 2017, a review of the first two-years of the contract revealed the City should consider transitioning from a flat rate customer to a per date customer rate. The City issued a letter to the City of Solon stating our intention to cancel the initial contract and negotiate modifications. After a period of negotiations, an agreement was reached by both parties for the modifications which were considered as an amendment to the original contractual agreement which will expire December 31, 2019. The City approached the Solon jail facility requesting a renewal of the amended agreement for two more years expiring at December 31, 2021 in the amount of \$229,200 per year.

In response to Council Member Moore regarding two-years versus three-years, Commander Cole stated that due to the instability of the Solon Chief's position they would only extend just two-years. Council Member Williams stated that if he remembered correctly, Shaker used to provide jail facilities to six other communities. Mr. Williams inquired did the other communities move their prisoners to Solon when Shaker decided to start housing prisoner in Solon.

Commander Cole stated that only a few communities decided to move to the Solon's jail facilities, but mentioned that Solon does have the largest facilities and serves about 12 communities with Shaker being their largest population.

In response to Council Member Zimmerman regarding the court and jail, Commander Cole stated that the court and the jail are separate issues.

Council Member Moore stated that the only other alternative the City has would be the County and presently the County is not a desirable destination or rebuild the jail and since one of the requirements for a jail is natural lighting and the Shaker jail is in the basement, the City would have to rebuild the whole jail.

Chair Malone stated that the City's decision to move to Solon was a good one and the City is still saving money through this contract and keeping officers on the streets.

Council Member Moore stated that the memo is very informative and actually overwhelming and suggested possibly adding a schematic to the memo.

Citizen member Kolb stated that he was involved in the original committee back in 2015 when this was being evaluated and believed the City made the right decision to move to Solon. Mr. Kolb agreed with Council Moore that it was difficult to follow the financial implications in the memo and suggested that a summary financial chart be added to the memo and re-enhance the soft benefits.

The Finance and Administration Committee recommended authorizing a renewal of the amended contract with the City of Solon, Ohio for the provision of jail services for prisoners of the City of Shaker Heights, in an amount not to exceed \$229,200 for the period January 1, 2020 through December 31, 2021.

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AUTHORIZING THE CITY'S APPLICATION FOR AND ACCEPTANCE OF A \$200,000 GRANT FROM NORTHEAST OHIO AREAWIDE COORDINATING AGENCY'S (NOACA) TRANSPORTATION FOR LIVABLE COMMUNITIES (TLCI) PROGRAM TO MAKE IMPROVEMENTS AT THE SOUTH WOODLAND/WARRENSVILLE CENTER INTERSECTION.

Ann Klavora, Principal Planner, stated that this item is requesting authorizing the application to, and acceptance of a grant from, NOACA's Transportation for Livable Communities (TLCI) implementation grant program. The Northeast Ohio Areawide Coordinating Agency (NOACA) Transportation for Livable Communities Initiative implementation grant helps communities move forward with the development and installation of low-cost infrastructure that strengthens community livability. The NOACA Governing Board has allocated \$1.5M of federal funds for the competitive

grant program. The minimum grant request is \$100,000; there is no maximum grant request, but we expect NOACA to optimize the number of projects assisted and grants awarded. In 2019, nine of fifteen applications were funded, including improvements at the Shaker/Warrensville intersections.

The City will apply for grant funds to make improvements at the South Woodland/Warrensville Center intersection. This project implements recommendations in the 2018 Van Aken District Signal Study prepared by HNTB.

In response to Chair Malone regarding \$200,000, Ms. Klavora stated that \$200,000 would cover the construction and the \$40,000 match from the City would be for the design.

In response to Council Member Williams regarding the grant, Ms. Klavora stated that the City could hope to receive this grant. Considering it is different every year because it is a competitive grant program and depends on what other communities submit and essentially what the City is competing against is other City's presenting their projects and how their project will enhance the community. This grant is to improve the quality of life and to add pedestrian and bicycling experience in the City, so our application will emphasize how these changes will improve those aspects of the intersection.

The Finance and Administration Committee recommended authorizing the City's application for and acceptance of a \$200,000 grant from Northeast Ohio Areawide Coordinating Agency's (NOACA) Transportation for Livable Communities (TLCI) program to make improvements at the South Woodland/Warrensville Center intersection.

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AUTHORIZING A REQUEST TO WAIVE THE PROCEDURE TO DESIGNATE PUBLIC DEPOSITORIES TO ALLOW FOR AN AMENDMENT TO THE DEPOSITORY AGREEMENT WITH HUNTINGTON NATIONAL BANK FOR THE CITY'S BANKING SERVICES.

Frank Brichacek, Interim Finance Director, stated that the current agreement with Huntington National Bank will expire December 1, 2019. The City's Codified Ordinance Section 143.03 specifies a procedure for designation depositories (banks) which includes an application process open to any bank which has an office in Shaker Heights or in the City of Cleveland. The Finance Director has the authority to designate one or more depositories for the City's active deposits, for a period of up to five years.

The City contracted in May 2019 with PFM Asset Management in the amount of \$24,500 to draft the required request for proposal (RFP) for banking services, assist in the evaluation of proposals and negotiate pricing with the selected banks.

The City received the draft banking services RFP in July, coinciding with the retirement of then Finance Director Robert Baker. Given the temporary reduction in staff in the Finance Department and the focus on the 2020 budget a recommendation has been made that the City delay the current process of designating City depositories. Interim Director Brichacek recommended that the current depository agreement with Huntington National Bank be extended for a period not-to-exceed one-year, expiring December 1, 2020.

Chair Malone stated that this was very thoughtful and it is a long term relationship which the new Finance Director should be involved in the decision.

In response to Council Member Moore regarding the RFP, Interim Director Brichacek stated that the RFP is only being placed on hold pending the hiring of the new Finance Director and will not have to be redone.

Council Member Williams stated that presently the City is handling the Housing escrow accounts and asked if there is a section in the RFP regarding the bank possibly taking over the handling of the escrow accounts.

Council Member Moore stated that the RFP does not have a section on the bank services taking over the escrow accounts from the City.

The Finance and Administration Committee recommended authorizing a request to waive the procedure to Designate Public Depositories to allow for an amendment to the Depository Agreement with Huntington National Bank for the City's Banking Services.

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APPROVING TAX YEAR 2019 (COLLECTION YEAR 2020) PROPERTY TAX RATES.

Interim Director Brichacek, stated that this item is for the annual required approval of our tax rates for tax year 2019 for collection in 2020. We are required by the Ohio Revised Code to approve tax rates even though they are the same every year. Shaker Heights has set inside and Charter millage totaling 9.9 mills. The City's property tax rate has remained unchanged since 1993. The current rate represents a decrease of 1.60 mills from the 1992 tax rate of 11.50 mills which included a levy for debt.

In response to Council Member Moore regarding the increase of \$549,314, Interim Director Brichacek stated that was a result of the recent re-appraisal and new construction.

In response to Citizen Member Cicarella regarding 2018 pre-payment of taxes at the end of 2017, Interim Director Brichacek stated that it could be re-appraisal and 2018 pre-payment and stated that he had not taken that pre-payment into consideration until now.

In response to Chair Malone regarding the inside millage and Council increasing or decreasing it, Interim Director Brichacek stated in order for the City to increase the millage, the City would have to go to the schools and the county and request they give some monies up. The reason the Council has to approve this item is because the City is the one that is actually levies the property taxes. The County can't levy property taxes on our residents for the City purposes.

The Finance and Administration Committee recommended approving Tax Year 2019 (Collection Year 2020) Property Tax Rates.

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REQUESTING THE COUNTY FISCAL OFFICER TO ADVANCE 2019 PROPERTY TAX RECEIPTS COLLECTED BY THE COUNTY DURING 2020

Interim Director Brichacek, stated each year, the County Fiscal Office requires the City to formally request to participate in the County Fiscal Office tax advance program for the following year. Under this program, the County Fiscal Officer will make periodic advances of up to 90% of the property taxes collected on the City's behalf by that office as the revenue is identified. Generally, the City would expect to receive approximately six periodic distributions under this program. Without these requests, the County Fiscal Office will hold all of the City's funds until final settlement, meaning that the City will receive only two lump-sum distributions a year.

The Finance and Administration Committee recommended requesting the County Fiscal Officer to advance 2019 Property Tax receipts collected by the County during 2020.

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There being no further business, the meeting was adjourned at 8:14 a.m. The next meeting will be October 15, 2019.

Frank J. Brichacek
Finance and Administration Committee



SHAKER HEIGHTS

Memorandum

To: Members of Finance and Administration Committee
From: Kamla Lewis, Director of Neighborhood Revitalization
cc: Mayor David E. Weiss
Jeri Chaikin, CAO
Date: October 11, 2019
Re: **Application to Acquire City Owned Vacant Lot at 3308 Sutton Road (PPN 735-14-005) for Side Lot**

Summary

The City has received an application from Lila Campoblanco, 3304 Sutton Road, who is interested in acquiring the city owned vacant lot adjacent to her home in order to expand her lot which has no backyard. The Neighborhood Revitalization & Development (NRD) Committee considered this application at their October 10th meeting and recommended the sale of the vacant lot located at 3308 Sutton Road (PPN 735-14-005) to Ms. Campoblanco.

Background & Discussion

Proposal Summary

- **Applicant:** Lila Campoblanco, 3304 Sutton Road
- **Proposal summary:** to purchase this vacant lot, and landscape it to use it as a side yard, at a cost of approx. \$3,000. She proposes to use a contractor to do the work. (see attached drawings)
- **Price offered:** \$100.00

Staff Review of Application

- The applicant's property is not in foreclosure, she is current in her property taxes, and has had no criminal nuisance activity complaints. She has no outstanding Housing or Zoning Code violations. She has owned this home in Shaker Heights since April 2009, and is an owner occupant.
- The applicant's proposal is consistent with the City and neighborhood goal of expanding the size of lots in the neighborhood to enable households to have larger yards without selling their home and moving elsewhere. Larger lots typically command higher prices at sale as well. Sale to Ms. Campoblanco would return the vacant lot to productive use and tax revenue generation.
- The City has no redevelopment plans for this vacant lot.
- Staff considers that the use of the lot as described would be an improvement over it being maintained by the City as a vacant lot. It currently costs the City approx. \$615 per year to maintain a vacant lot.

Background Information

- In May 2008, the City adopted a Side Lot Program to make City owned vacant lots available to the adjacent neighbors. The goal of the program was to encourage adjacent neighbors to acquire these lots to make capital improvements to the property that would increase tax value, such as construction of a house addition or garage, landscaping, etc.
- Applications are accepted on a “first quality, first served” basis. Proposals that are approved by NRD and the Finance and Administration Committee will go to City Council for final approval.
- There is no set price for side lots under the Program; pricing is negotiable based on lot size, location, configuration, planned improvements, etc.
- If the Finance and Administration Committee recommends acceptance of this application, and it is approved by Council, the City will enter into an agreement with the applicant that will include all of the conditions and the buyer’s responsibilities. The buyer will have to seek Planning Commission (CPC) approval for the consolidation of the lots. If there are variance requirements, they may also have to seek Zoning Board approval. Only once all these conditions are met would the property be transferred.
- The property was acquired by the City in 2008 through a grant from the First Suburbs Consortium. The single family house that previously stood on this lot was demolished with grant funds by the City in 2009.
- Through its vacant lot program, the City so far has sold seventeen (17) vacant lots:

Year	# lots	Price	Buyer	Street	Use
2003	2	\$1.00 each	Rysar	Lindholm	New houses
2011	3	\$1.00 each	Zaremba	Strathavon	New houses
2011	1	\$1,000	Adjacent neighbors	Ashwood	Two side yards
2011	1	\$100	Neighbor	Enderby	Side yard
2011	1	\$1,000	Heights Christian Church	Daleford	Community garden
2012	1	\$50	Neighbor	Menlo	Side Yard
2013	1	\$50	Neighbor	Riedham	Side yard
2013	1	\$1,000	Neighbor	Daleford	Side Yard
2014	1	\$1,000	Neighbor	Avalon	Side Yard
2014	1	\$100	Neighbor	Albion	Side Yard
2017	1	\$50	3 adjacent neighbors	Palmerston	Side Yards
2019	1	\$1	Knez	Hildana	New house

- One additional vacant lot on Rolliston is being leased to a community group for use as a Community Garden, another lot on Winchell was approved for sale to a neighbor in May 2019 and another on Avalon in August 2019.

Recommendation

Staff recommends that Ms. Campoblanco's application to acquire the City owned vacant lot located at 3308 Sutton Road (PPN 735-14-005) for \$100.00 and utilize it as a side yard, be recommended by the Finance and Administration Committee to Council.

Vacant lot south of Campoblanco residence at 3304 Sutton Road



Proposed Improvements

Estimate

From
Valcarcel Landscaping
alonsovalcarcel@hotmail.com
3304 sutton rd
Shaker Heights
44120
Phone: 216-7029811

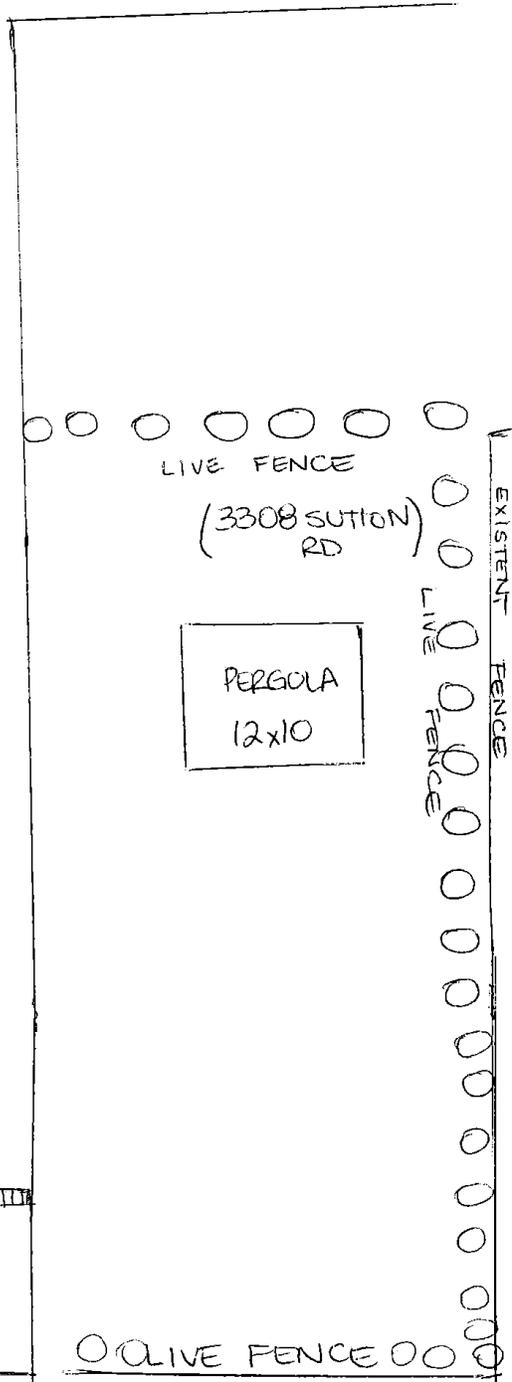
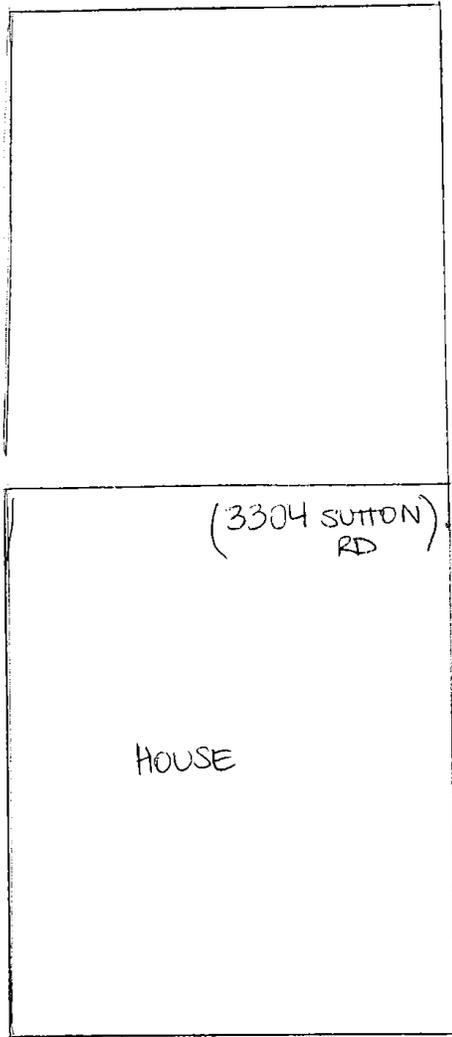
To
Lila Campoblanco
3304 sutton rd up
shaker heights
44120
Phone: 2165104665

Estimate #: EST0009
Date: Sep 28, 2019

Description	Rate	Qty	Amount
construction of pergola construction includes labor and material	\$2,200.00	1	\$2,200.00
Landscaping planting screen hedges around perimeter of lot , Includes labor and plants	\$800.00	1	\$800.00
	Subtotal		\$3,000.00
	Tax (0%)		\$0.00
	Total		\$3,000.00



STREET





SHAKER HEIGHTS

Memorandum

To: Members of Finance and Administration Committee

From: Kamla Lewis, Director, Director of Neighborhood Revitalization

cc: Mayor David E. Weiss
Jeri Chaikin, CAO

Date: October 11, 2019

Re: **Application to Acquire City Owned Vacant Lot at 3713 Strandhill Road (PPN 736-15-092) for Side Lot**

Summary

The City has received an application from Tim and Melissa Kalan, 3614 Glencairn Road, who are interested in acquiring the city owned vacant lot behind their home in order to expand their lot. The Neighborhood Revitalization & Development (NRD) Committee considered this application at their October 10th meeting and recommended the sale of the vacant lot located at 3713 Strandhill Road (PPN 736-15-092) to the Kalan family.

Background & Discussion

Proposal Summary

- **Applicant:** Tim and Melissa Kalan, 3714 Glencairn Road
- **Proposal summary:** to purchase this vacant lot, and landscape it to use it as an enlarged backyard, at a cost of approx. \$5,772. They propose to use contractors to do the work. (see attached drawings)
- **Price offered:** \$1.00

Staff Review of Application

- The applicants' property is not in foreclosure, they are current in their property taxes, and have had no criminal nuisance activity complaints. They have no outstanding Housing or Zoning Code violations. They have owned their home in Shaker Heights since January 2009, and are owner occupants.
- The applicants' proposal is consistent with the City and neighborhood goal of expanding the size of lots in the neighborhood to enable households to have larger yards without selling their home and moving elsewhere. Larger lots typically command higher prices at sale as well. Sale to the Kalan family would return the vacant lot to productive use and tax revenue generation.
- The City has no redevelopment plans for this vacant lot.
- Staff considers that the use of the lot as described would be an improvement over it being maintained by the City as a vacant lot. It currently costs the City approx. \$615 per year to maintain a vacant lot.

Background Information

- In May 2008, the City adopted a Side Lot Program to make City owned vacant lots available to the adjacent neighbors. The goal of the program was to encourage adjacent neighbors to acquire these lots to make capital improvements to the property that would increase tax value, such as construction of a house addition or garage, landscaping, etc.
- Applications are accepted on a “first quality, first served” basis. Proposals that are approved by NRD and the Finance and Administration Committee will go to City Council for final approval.
- There is no set price for side lots under the Program; pricing is negotiable based on lot size, location, configuration, planned improvements, etc.
- If the Finance and Administration Committee recommends acceptance of this application, and it is approved by Council, the City will enter into an agreement with the applicant that will include all of the conditions and the buyer’s responsibilities. The buyer will have to seek Planning Commission (CPC) approval for the consolidation of the lots. If there are variance requirements, they may also have to seek Zoning Board approval. Only once all these conditions are met would the property be transferred.
- The property was acquired by the City in 2019 through a tax foreclosure. The single family house that had previously stood on this lot was demolished by the City in 2016.
- Through its vacant lot program, the City so far has sold seventeen (17) vacant lots:

Year	# lots	Price	Buyer	Street	Use
2003	2	\$1.00 each	Rysar	Lindholm	New houses
2011	3	\$1.00 each	Zaremba	Strathavon	New houses
2011	1	\$1,000	Adjacent neighbors	Ashwood	Two side yards
2011	1	\$100	Neighbor	Enderby	Side yard
2011	1	\$1,000	Heights Christian Church	Daleford	Community garden
2012	1	\$50	Neighbor	Menlo	Side Yard
2013	1	\$50	Neighbor	Riedham	Side yard
2013	1	\$1,000	Neighbor	Daleford	Side Yard
2014	1	\$1,000	Neighbor	Avalon	Side Yard
2014	1	\$100	Neighbor	Albion	Side Yard
2017	1	\$50	3 adjacent neighbors	Palmerston	Side Yards
2019	1	\$1	Knez	Hildana	New house

- One additional vacant lot on Rolliston is being leased to a community group for use as a Community Garden, another lot on Winchell was approved for sale to a neighbor in May 2019 and another on Avalon in August 2019.

Recommendation

Staff recommends that the Kalan family application to acquire the City owned vacant lot located at 3713 Strandhill Road (PPN 736-15-092) for \$1.00 and utilize it as an expanded backyard, be recommended by the Finance and Administration Committee to Council.



Vacant lot west of Kalan residence at 3714 Glencairn Road



3713 Strandhill

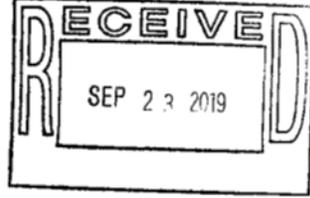


3714 Glencairn

Proposed Improvements

Anchor Landscaping Est. 1998

1461 Marlowe Avenue
Lakewood, OH 44107
anchorlandscaping1461@gmail.com
(216) 470-9177



August 30, 2019

Estimate Prepared for:

Tim Kalan
3714 Glencairn Road
Shaker Heights, OH 44122

Goal:

The vacant property at 3713 Strandhill Rd., Shaker Heights, OH 44122 will be transformed from its present grass covered state to a naturalized area landscaped with native woodland plants.

Plant Schedule:

1. Carya ovata	Shagbark hickory (2)	5' #5 cont.
2. Lindera benzoin	Spicebush (20)	30" #5 cont.
3. Pinus strobus	White pine (1)	5' B&B
4. Quercus alba	White oak (1)	2" B&B
5. Sassafras albidum	Sassafras (1)	3' #3 cont.

Description

The lawn area east of the house frontage line on Strandhill Road will be removed and beds will be created by adding topsoil. The spicebush will create a natural fence to the area. The remaining trees will be spaced throughout the beds. The oak, maple, and pine will anchor the northwest, southwest, and southeast corners of the property. The sassafras, ironwood, and hickory will anchor the middle of the area.

Total: 5772.00

A handwritten signature in black ink, appearing to read "Martin F. Williams".

Amended Kalan proposal for lot on 3713 Strandhill Rd.



↑ entry way to/from 3714 Glencairn (Kalan property)
↓

existing tree line

Living fence

Spicebush

Grey Owl Junipers

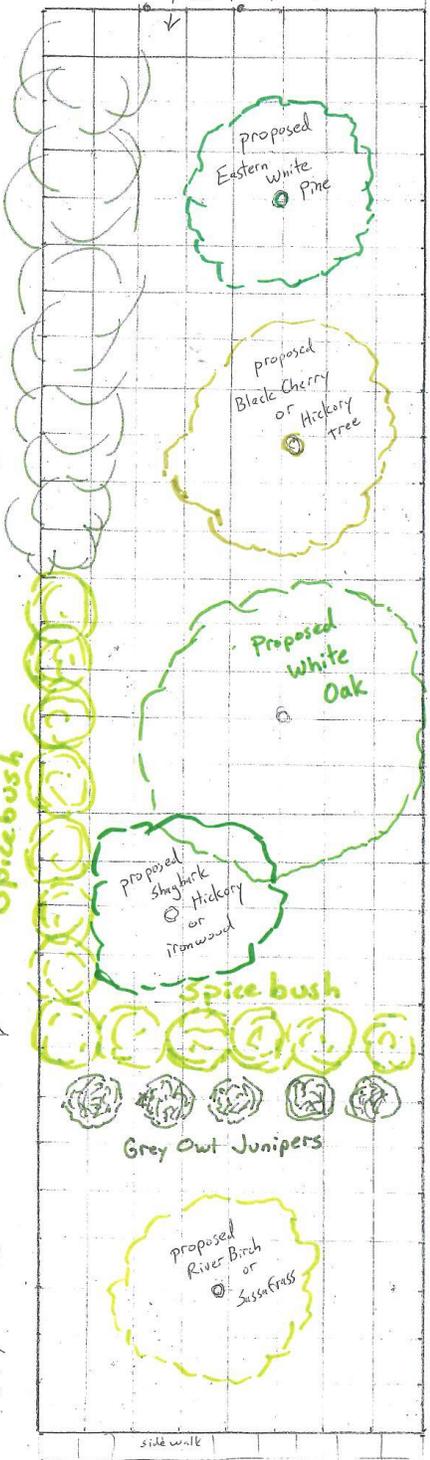
side walk

3713 STRANDHILL

Phase 1 (late summer/fall 2020)

- removal of turf grass in proposed woodland section of property
- planting of living fence (including Spicebush, and possibly red cedar or juniper)
- other anchor plantings (approximately 5 trees, including Eastern White Pine, Shagbark Hickory, White Oak, Sassafras, and possibly Black Cherry, River Birch)

Dixon House
(3717 Strandhill)





Memorandum

To: Members of Finance and Administration Committee
From: Alexandria Nichols, Recreation Director
cc: Mayor David E. Weiss
Chief Administrative Officer Jeri E. Chaikin
Date: October 21, 2019
Re: Recommendation on Hockey League Fee Changes

Shaker Youth Hockey is a program operated by the City and includes a youth hockey league, spring hockey clinics, other skills clinics, and a hockey camp. This program serves both residents and non-residents with priority for residents. Fees are higher for non-resident participants. Because not all communities have rinks, Shaker's hockey program services youth from surrounding communities including University Heights, Beachwood, Solon, and Hudson to name a few. The youth hockey league fees are regulated by City ordinance but were not considered as a part of recent rink fee changes because the program was already underway and the goal was to not raise fees for this 2019-2020 season but for the 2020-2021 season.

Recently, a hockey fee study was conducted to learn more about hockey league fees in surrounding rinks in the Cleveland Suburban Hockey League (CSHL) with a goal of learning more about what other rinks are charging. The attached Hockey Fee Study reflects fees found at CSHL rinks. As it relates to hockey program fees, it is hard to compare them across local rinks because most community facilities set pricing based upon their own unique formula. However, in reviewing the hockey fee spreadsheet, Shaker fees are neither the highest nor the lowest. A couple of commercially owned rinks are included and their fees tend to be on the higher side.

The last hockey fee increase took place in 2013 and prior to that, hockey fees were increased in 2002, 2007, and 2008. By trend, hockey fees increase every 5-6 years. Fee increases have typically been between 5 and 7.5% and in 2008, fees were modified to reflect how USA Hockey changed fee collection and the fee increase was only 2%. In 2013, fees were increased for all hockey league levels, except Mighty Mites, by approximately 5%. The rationale for not changing Mighty Mites was to attract new program participants by keeping this entry level at a low cost. For the 5% increase, fees were rounded to the nearest dollar.

As it relates to total revenue for rink programs and services, hockey fees account for approximately 33% of the rink revenue. See figures in Table 1. Because of this, it is important to also change fees for hockey as was done for other rink programming earlier this year.

Table 1

2018 Percentage of Revenue by Program	
Hockey Program	33.20%
Learn to Skate	13.10%
Summer Skate School	4.70%
Ice Show	6.50%
Other Ice Rink Revenue	42.60%
	100.00%

Table 2 shows the cost of rink operations over the past five years excluding the subsidy. With hockey fees bringing in 33% of the revenue, this accounts for approximately \$169,000 and a 5% increase in fees is expected to bring in an additional \$8,500 annually in revenue. While does not represent a lot of money, even a small incremental increase helps in cost recovery for this program. It should be noted that hockey camp and skills clinics contribute toward the hockey revenue and not all of the \$169,000 is from the hockey league. However, without the hockey league, the clinics and camp would not be strong programs.

Table 2

	Actual	Actual	Actual	Actual	Projected
	2015	2016	2017	2018	2019
Revenue	\$501,234.83	\$474,701.59	\$445,829.62	\$511,380.20	\$581,850.00
Expenditures	\$790,645.57	\$764,016.88	\$798,640.89	\$905,395.26	\$937,580.02

Table 3 shows the recreation subsidy for the rink included in rink revenue. The subsidy continues to increase and this is related to program depletion of the Recreation Fund account. In 2018 this fund was depleted which is why there is a significant increase in the rink subsidy.

Table 3

	Actual	Actual	Actual	Actual	Budgeted
	2015	2016	2017	2018	2019
Revenue	\$ 757,485	\$ 800,211	\$ 804,580	\$ 1,034,155	\$ 1,196,851
Expenditures	\$ 790,646	\$ 764,017	\$ 798,641	\$ 905,395	\$ 937,580
Subsidy	\$ 256,250	\$ 325,510	\$ 358,751	\$ 522,775	\$ 615,001

Table 4 below shows current fees and proposed change based upon a 5% increase in fees. These increases are approximate and are rounded to reflect whole dollars.

Table 4

	Current Fees	Proposed Fees
Mighty Mites		
Resident	\$190.00	\$200.00
Non-Resident	\$280.00	\$295.00
Mite ADM		
Resident	\$500.00	\$525.00
Non-Resident	\$625.00	\$650.00
Squirt/PeeWee/Bantams		
Resident (includes Program Fee)	\$755.00	\$800.00
Non-Resident (includes Program Fee)	\$1,050.00	\$1,100.00

The youth hockey program serves both residents and non-residents with residents being the majority. Non-residents typically come from surrounding communities such as Beachwood, Solon, Orange, and University Heights. Within the age ranges shown in Table 5, the hockey programs retain the age divisions for skills clinics and camps.

Table 5

Program Age Groups	
Mighty Mites	
Resident	9
Non-Resident	5
Mite ADM	
Resident	24
Non-Resident	14
Squirt	
Resident	33
Non-Resident	12
PeeWee	
Resident	24
Non-Resident	8
Bantum	
Resident	23
Non-Resident	10

This item was presented to the Recreation Committee on October 2, 2019 and the questions and responses are below.

Question: Table 2 shows increases in expenses and revenues between years 2017 and 2018. To what is this attributed to?

Answer: Expenses increased in 2017 and 2018 are attributed to staffing changes by backfilling the hockey coordinator and the addition of spring hockey skills clinics which added more staff hours. While the

expenses increased, so did the revenue. Hockey Tournament revenue was up, spring hockey clinics generated revenue new revenue, and overall there was growth in hockey registrations.

Question: In January 2019 minutes, it shows a summary of the rink study that took place in 2018. Was the rink study included in the 2018 operating budget and could this have contributed to the increase in expenses?

Answer: The rink study was paid for out of the capital budget and not the operating budget therefore it is not included in the 2018 operating expenses.

Question: Are there scholarships to help pay for hockey programs?

Answer: Through the Recreation Department, there is a scholarship program that primarily funds summer camp participation for qualifying families. For youth hockey, the Shaker Youth Hockey Association, a sports booster type organization, does have scholarship money to help families pay for youth hockey and to buy hockey equipment.

Question: How does Shaker's rink subsidy compare to other ice rinks in the region. Are there ways to reduce operational costs to reduce the subsidy?

Answer: Several area rinks were asked about their annual subsidy to the rink. Of the rinks responding privately operated rinks, such as The Pond and Center Ice, both cover all expenses through revenues. Kent, Brooklyn, Cleveland Heights, and Mentor are all publically funded rinks operating with a subsidy from each municipality's general fund. The only rink that identified a way to reduce the subsidy was Mentor and they did so by increased promotion using free marketing mediums. They also developed an afterschool program that buses youth to the ice rink. It should be noted that Mentor has fewer rinks located within a 5 mile radius than Thornton Park.

Question: Is it possible to have more tournaments at the rink to help increase revenue?

Answer: Thornton Ice Rink is heavily used for both hockey and figure skating and the schedule is full other than school days and overnight. Rink activities begin as early as 6 am and go as late at 11 pm. With that in mind, the only hours the rink is not typically used is school days and overnight so it would be difficult to find time for a tournament other than the High School Tournament which already displaced some of the rink activities.

Question: What local rinks have corporate sponsorship and what are the benefits?

Answer: Lakewood's Serpentine Ice Arena has corporate sponsorship and is operated by a private rink provider. Strongsville's OMB rink also has corporate sponsorship and is also operated by IceLand USA. Privately operated rinks tend to have higher user fees which are not offset by corporate sponsorship. One of the benefits of corporate sponsorship includes privatizing the operating thereby reducing municipal operating expenses. With City owned facilities that are operated by private operators, fees often are higher for residents and there are few accommodations for lower income families.

Question: Table 3 looks like with the subsidy included the rink is operating at a profit. Please explain what this means and how the subsidy is applied.

Answer: The subsidy is applied to the rink as a formula from the Finance Department. As a part of Recreation Department operations budget, Finance ensures that recreation does not operate at a deficit and applies funds to cover operational expenses including the pool and rink operations as well as administrative costs. As a part of the discussion, it was mentioned that the Recreation Committee previously discussed the recreation subsidy and with a philosophical conversation about the subsidy and whether recreation programs should be affordable and receive a subsidy or should they generate income to cover costs. The Recreation and Finance Departments are working closely together to realign the operation budget for recreation to make it easier to understand program and service revenue and expenses.

Question: Are there adult hockey leagues and programs?

Answer: There is a men's pick up hockey program during the school year on Monday, Wednesday, and Friday during lunchtime. Also, the Eastside Men's Hockey League operates out of Thornton Ice Rink.

Question: Are there payment plans for hockey program fees?

Answer: Yes, there are payment plans for hockey league fees if requested prior to the due date for fee payments. There is no upcharge for those families participating in the hockey fee payment plan.

Question: Looking at the number of participants, are the hockey programs meeting historic trends in participation?

Answer: In 2018 United State Hockey and United States Figure Skating aligned to improve the quality of learn to skate as it relates to hockey. The outcome was a Learn to Skate Hockey program with specific skills and skill levels and this has helped to get youth interested in hockey. Prior to 2018, learn to skate was primarily figure skating based and the new Learn to Skate Hockey Program has helped improve youth awareness and participation in youth hockey and the program is meeting historic trends for participation.

Shaker Recreation is committed to providing high-quality ice rink services and programming to residents and surrounding communities. As a department, financial goals include offering services at reasonable costs aligned with what other facilities charge. Following the discussion on hockey fees, the Recreation Committee approved the recommendation to City Council to increase hockey fees. It is recommended that the Finance Committee recommend to City Council an increase in hockey fees of approximately 5% to be implemented in spring of 2020 for the 2020-2021 program season.



SHAKER HEIGHTS

Memorandum

To: Members of Finance and Administration Committee
From: Jeffrey N. DeMuth, Chief of Police 
cc: Mayor David E. Weiss
Chief Administrative Officer Jeri E. Chaikin
Director of Law William Gruber
Director of Finance Frank Brichacek
Date: October 10, 2019
Re: Precision Wildlife Management LTD Contract
2019-2020 Deer Management Program

In 2016 in response to multiple resident complaints about the impact of the overabundance of deer, the Shaker Heights Deer Task Force (presently, The Wildlife Task Force) comprised of residents and Council members studied the impact of the deer population in the City. The negative impacts associated with an overabundance of or excessive browsing by the deer population are well-documented:

- A deer population that is out of balance with its native ecosystem has detrimental impacts by directly and indirectly affecting native plant and wildlife populations, habitat quality, and ecosystem processes.
- When deer become overabundant, they cause a decline in biodiversity (the number and variety of species of living organisms) in natural areas and reduce the ability of native plants to survive and reproduce. Deer browsing reduces the height, vigor and reproduction of plants through the repeated removal of stems, leaves, and flowering parts of plants. If left uncontrolled, the deer population impacts the health of our wooded areas by browsing trees on public and private land.
- Deer browsing negatively impacts wildlife that needs woodland understory for forage, nesting, and cover. Deer browsing can, for instance, significantly reduce vegetation that birds use for foraging, escaping predators and nesting.
- Deer browsing and antler rubbing can cause damage to landscape and garden vegetation.
- An overabundant deer population causes a reduction in the availability of forage, which leads to the decline in the health of individual animals.
- Overabundant deer populations hasten the spread of disease that impact deer (e.g., chronic wasting disease) and humans (e.g., Lyme disease).

Staff at the Nature Center at Shaker Lakes reported the deer population had significant negative impacts on the health of the forest at the Nature Center and throughout the Shaker parklands. A healthy, diverse forest has an understory full of native shrubs. A forest with too many deer does not



CITY OF SHAKER HEIGHTS | Police

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have this important layer. Most of the parklands' forest lacks this important shrub layer. Shrubs that do exist are non-native invasive plants that deer do not eat. These types of plants also decrease the diversity in our parklands.

After reviewing the results of resident responses to a questionnaire distributed by the City, the Task Force finalized its report and recommended that the City undertake a culling program on City-owned land. The Ohio Department of Natural Resources, Division of Wildlife, authorized the culling of 40 deer in both the 2016-2017 and the 2017-2018 winter seasons. For the first two years of the deer culling program, the City utilized two, specially trained, police marksmen who held the rank of Lieutenant. The two Lieutenants were reassigned from their traditional duties for approximately three months; December through February.

The Deer Task Force (presently, The Wildlife Task Force) reviewed the results of the 2016-2018 culling program and the responses to the City's most recent resident questionnaire and recommended the City continue its culling program for 2018-2019. We reviewed two organizations that provide deer culling services: the United States Department of Agriculture (USDA) – Animal and Plant Health Inspection Service (APHIS) and Wildlife Services (WS); and Precision Wildlife Management LTD. Precision Wildlife Management LTD is a limited liability corporation started by retired Lieutenant James Mariano.

Ultimately, Precision Wildlife Management LTD was chosen as the vendor and their contract was approved by the Shaker Heights City Council for the 2018-2019 culling season.

The 2018-2019 deer culling season extended into the middle of March 2019 due to Precision Wildlife Management LTD's challenges concerning culling only on public property. It was theorized the deer population would not venture into public parklands and would stay bedded down in private residential properties to remain safe. The 40 deer limit was reached, but took substantially longer than the first two years of the culling program.

The Wildlife Task Force has recommended we continue the deer culling program for the 2019-2020 season and that deer culling be permitted on private property. Precision Wildlife Management LTD has submitted a proposal for the 2019-2020 deer culling season. It is as follows:

- An all-inclusive solution to the City. Precision Wildlife Management LTD's proposal provides for processing, transportation, report compilation and filing with the Ohio Department of Natural Resources.
- Precision Wildlife Management LTD does not limit the amount of days in which to cull deer allowed by permit. Their proposal continues culling activities until the authorized deer permits are reached.
- If Precision Wildlife Management LTD is permitted to cull deer on both public and private property, the contract price is \$58,000.
- If Precision Wildlife Management LTD is only authorized to cull only on public lands, the contract price is \$68,000.

Private property culling is necessary for the overall and on-going success of the deer culling program. The following private property protocols were developed:

- The goal is to select private property sites where deer can be harvested safely, humanely and discretely in an effort to meeting the City's deer management goals.

- As a service to residents, the City will offer culling on private property as a pilot program in 2019-2020 to those owners who request it and their property qualifies after a site assessment.
- Prospective landowners wishing to participate in the deer management program will be contacted by a Precision Wildlife Management Team member to discuss the process.
- A Precision Wildlife Management Team member will conduct a safety site assessment on the prospective location. The assessment will include:
 - Ensuring that the location has proper topography and size to support harvesting deer safely.
 - Neighbors directly next to and to the rear of the prospective location will be contacted and advised of the landowner's intentions of participating in the deer management program.
 - All neighbors (as described above) will be provided a written notice describing the deer management program as well as the culling operations on private property, and will be provided a phone number of a Precision Wildlife Management Team member to call with any concerns.
 - The Precision Team member will discuss the program with the landowner as well as the neighbors directly next to and to the rear of the landowner's property to ensure they are aware of how operations will be conducted and will address any concerns; all will be given the option of being notified when Precision Wildlife Management LTD will be on the property culling
 - If any neighbor directly next to or to the rear of the landowner's property to be used for culling, objects to the culling, culling will not be conducted on the private property identified.
- Target engagements will be conducted from elevated positions predominately from a truck but could include other elevated options.
- The location will be baited on a regular basis and trail cameras will be set up overlooking the bait site.
- The landowner will be requested to provide written permission per law to allow Precision Wildlife Management LTD to harvest on their property.

It is recommended the City of Shaker Heights accept the Precision Wildlife Management LTD proposal for deer culling services and enter into a Personal Service Contract for the following reasons:

- James Mariano, President, Precision Wildlife Management LTD, has over 30 years of experience working for the City. He understands the culture and expectations of City government and Shaker Heights' residents.
- James Mariano's experience and relationships with City employees allows him to seamlessly operate in the environment in which he is uniquely familiar.
- James Mariano has three years of successful experience culling deer in the unique, densely populated environment of Shaker Heights.
- James Mariano has over 25 years of experience as a state certified scope sighted precision rifle instructor.
- Precision Wildlife Management LTD's proposal is an all-inclusive proposal requiring no additional work from other City employees.
- The Wildlife Task Force met on August 30, 2019, and supported Precision Wildlife Management LTD's proposal.

- Choosing the organization to handle our deer culling program is critical. Trusting the “people behind the rifles” is the overriding concern for the City. James Mariano’s performance in this area is a proven commodity through his 30+ years as a police officer and, more importantly, his past performance with our deer culling program.

The Precision Wildlife Management LTD proposal was presented to the Safety and Public Works Committee. There was a substantial amount of discussion on issues related to culling on private property. The following was discussed:

- A committee member asked about private property culling and if we were seeking permission from a property owner. It was explained that Precision Wildlife Management LTD would only approach residents who requested they be contacted for private property culling on the resident questionnaire, or who had independently reached out to the City or Precision Wildlife Management LTD requesting culling be done on their property. The above-mentioned protocols were provided to committee members.
- A committee member asked if we had sought permission to cull on non-residential private property. It was explained that last year we inquired with the Shaker Heights Country Club concerning deer culling on their property. They declined the request for deer culling on their property. No other non-residential private property owners have been approached about deer culling.
- There was significant discussion about identifying lot sizes for culling on private property. A committee member voiced concerns over deer culling on small, private property lots and minimum lot sizes should be established. Other members felt minimum lot size requirements should not be established. The site assessment process was explained which considers other factors than just lot size when culling on private property, and those factors are taken into consideration by members of Precision Wildlife Management LTD when assessing certain private property.

After discussion, the proposal from Precision Wildlife Management LTD for \$58,000 to cull on both public and private property was supported by a majority vote of the members of the Safety and Public Works Committee.

It is recommended the Finance and Administration Committee supports this proposal with Precision Wildlife Management LTD for the 2019-2020 Deer Management Program not to exceed \$68,000. If Precision Wildlife Management LTD is permitted to cull on private property and successfully finds parcels, the cost to the City will be \$58,000. If Precision Wildlife Management LTD is not successful in finding private property parcels to cull on, the cost to the City will be \$68,000. It is further recommended that this item be forwarded to City Council with a recommendation for approval.



Memorandum

To: Finance & Administration Committee Members

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

From: Jeffrey DeMuth, Chief of Police
Joyce G. Braverman, Director of Planning
Ann Klavora, Principal Planner

Subject: 2020 Cuyahoga County Supplemental Grant; Application for **Chagrin-Lynnfield Pedestrian and Bicycle Improvements**

Date: October 21, 2019

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This is a request to authorize a grant application to, and to accept a grant from, the Cuyahoga County Department of Development 2020 Supplemental Grant Program for pedestrian and bicycle improvements at the Chagrin Boulevard-Lynnfield Road intersection. The Planning Department will submit a grant application for \$50,000. No local match is required.

The Cuyahoga County Department of Development has allocated \$1M for the Supplemental Grant Program (CDSG) and will award up to twenty grants of \$50,000 each. The Supplemental Grant Program is a competitive grant that makes awards to help strengthen cities, encourage regional collaboration and improve quality of life for county residents. CDSG applications are open to all 59 Cuyahoga County communities and 501(c)(3) community development corporations. All grant projects must meet a community development need related to the health or welfare of the community. Last year, the Planning Department applied for and received \$50,000 to make landscape improvements in the Van Aken District RTA busway area.

The 2020 grant application will request funding to install enhancements at the Chagrin-Lynnfield intersection to make it easier for pedestrians and bicyclists to cross Chagrin Boulevard. The heavy volume of traffic through the intersection (approximately 15,000 cars/day) makes crossing the street difficult and dangerous without a traffic signal.

Lynnfield provides a direct connection to the #14 bus along Chagrin Boulevard and to the RTA Blue Line rapid transit along Van Aken Boulevard. Neighborhood residents (particularly in Sussex) have requested changes at this location since the traffic signal was removed in 2005.

City engineering consultant HNTB evaluated this intersection as part of the *Van Aken District Signal Study* completed in 2018. Conditions at that time did not support re-installation of a full traffic signal; the study recommended continued monitoring as the Van Aken District builds out. There is no schedule or funding for another signal study (or a signal, if warranted) at this time.

2019 Shaker Heights Capital Budget funds allocated to this project will be used to gather neighborhood feedback, further evaluate options and engineer final design documents for the intersection. Grant funds, if received, will be used for construction. Enhanced crossing treatments that will be evaluated could include:

- Mid-block crosswalks
- Curb extensions
- Pedestrian safety islands
- High visibility signage
- High visibility pavement markings
- Actuated pedestrian signals

This project was presented at a public meeting discussing the grant program on September 23. Sussex neighborhood residents in attendance voiced support for the project. This request was also presented to the Safety & Public Works Committee on October 4, where it was unanimously approved.

Grant applications and supporting legislation are due to the Cuyahoga County Department of Development January 3, 2020. Grant recipients will be notified of awards in spring 2020.



Memorandum

To: Finance & Administration Committee Members

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

From: Joyce G. Braverman, Director of Planning
Cameron Roberts, Planner

Subject: City Hall Space Study and Plan Contract Modification—Weber Murphy Fox

Date: October 21, 2019

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This is a request for approval to modify an existing professional services contract to initiate Phase 2 of the City Hall Space Study and Plan project, which aims to co-locate the Building and Housing Inspection Department by re-organizing department locations and functionality within City Hall.

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: fit plans and cost estimates. The contract was amended twice to allow WMF to explore cost reduction options. Phase 1 of the project is now complete at a total cost of \$38,980.

In Phase 1, WMF explored options to reorganize and renovate space within City Hall. The provided cost estimates include three major components:

- Renovations to the vacant second floor firehouse to allow moving Housing Inspection to City Hall to co-locate the Building & Housing Department.
- Moving Neighborhood Revitalization to City Hall, specifically into the current Economic Development space.
- Select renovations to the first floor Planning/Building wing in order to move Economic Development into the former Building Department space and improve visitor foot traffic flow.

For Phase 2, WMF will produce detailed design documents for bidding, permitting, and construction. Per the existing contract, compensation for this work is 8% of the project's total construction cost. Weber Murphy Fox has provided the following preliminary cost estimates for construction of the project:

Estimate with contingencies:

General Contractor Fee	\$ 32,030
Construction Cost	\$416,396
A/E Fee to WMF (8% of construction cost)	\$ 35,874
Estimated Total Project Cost	\$484,300

Estimate without contingencies:

General Contractor Fee	\$ 32,030
Construction Cost	\$320,304
A/E Fee to WMF (8% of construction cost)	\$ 25,624
Estimated Total Project Cost	\$377,958

Approximately \$411,000 is currently budgeted for this project. Due to the historical nature of City Hall and potential unknowns, the project team recommends a conservative approach that includes 30% in contingencies for unexpected conditions or changes in scope. As more detailed design plans are produced and cost estimates updated, the actual construction costs and WMF design fees will become clearer. If detailed estimates exceed the available budget, Council will be asked to appropriate additional funds over the \$411,000.

Recommendation:

This is a recommendation to modify the existing contract with Weber Murphy Fox to add the not-to-exceed amount of \$35,874 in order to complete Phase 2 detailed design documents for the City Hall Space Study and Plan. This modification brings the contract total to \$74,854, including Phase 1 costs. This contract modification will be funded by the allocated project funding in the 2019 Capital Budget.



SHAKER HEIGHTS

Memorandum

To: Members of the Finance and Administration Committee
From: Frank J. Brichacek, Interim Director of Finance *FJB*
cc: Mayor David E. Weiss
Chief Administrative Officer Jeri E. Chaikin
Date: October 16, 2019
Re: Potential for Urban Renewal Bond Refunding

In 2003 and 2009 the City issued Urban Renewal Bonds to finance public improvement projects (primarily Sussex Courts and Fire House No. 1) in the Sussex and Shaker Towne Centre areas of the City. Those bonds were refunded in 2012 and 2016 to take advantage of favorable interest rates at that time.

Interest rates are currently moving downward creating the potential opportunity to refinance the 2012 refunding issue, thereby reducing the City's annual TIF debt service requirement. This is significant as currently the TIF PILOT payments from these projects are not sufficient to fully finance the annual debt service requirement, forcing the General Fund to finance [subsidize] the shortfall. As such, any reduction in the annual TIF debt service requirement will free up General Fund resources for other City needs.

We have invited Matthew Stuczynski of MAS Financial Advisory Services, LLC, the City's financial advisor to meet with the Finance Committee at its October 21st meeting to review the refunding options available to the City should interest rates continue to move down. As the refunding decision is predicated upon movement in the debt market, it would serve the City well to prepare for the opportunity, should the refunding provide a material savings to the City. To try to give you an idea of the potential impact of refunding, attached is an analysis that was prepared by Fifth Third Securities on October 4, 2019.

If, after hearing Mr. Stuczynski's presentation, the Finance Committee agrees with refunding the existing TIF debt issues should conditions favorable to the City exist in the future, an ordinance authorizing the refunding will be presented to City Council. The City will then be in a position to act without delay if/when market conditions are favorable to the City. If you have any questions regarding this issue, please do not hesitate to contact me.

Attachment: 5/3 Refunding Summary



SHAKER HEIGHTS

City of Shaker Heights, Ohio: Refunding Analysis for Interest Rate Savings
Refunding Candidate: Urban Renewal Refunding Bonds, Series 2012
Estimated, Subject to Market Fluctuation

Refunding Candidate: Urban Renewal Refunding Bonds, Series 2012				
Dec Maturity	Par Amount	Coupon	Call Date	Price
2019	\$635,000	2.500%	-	-
2020	645,000	2.500%	-	-
2021	700,000	2.750%	-	-
2022	675,000	3.000%	12/1/21	100
2023	695,000	4.000%	12/1/21	100
2024	725,000	4.000%	12/1/21	100
2025	750,000	4.000%	12/1/21	100
2026	775,000	4.000%	12/1/21	100
2027	810,000	4.000%	12/1/21	100
2028	835,000	4.000%	12/1/21	100
2029	880,000	4.000%	12/1/21	100
2030	915,000	4.000%	12/1/21	100
2031	955,000	4.000%	12/1/21	100
Total	\$9,995,000			

Urban Renewal Refunding Bonds, Series 2012

Originally Issued April 11, 2012

The Series 2012 Bonds were issued to refund at a lower interest cost certain of the City's outstanding Urban Renewal Refunding Bonds, Series 2003, which were issued for the purpose of paying costs of carrying out City urban renewal project activities in accordance with the Shaker Towne Centre Community Development Plan and the Sussex Area Revitalization District Plan, including costs of acquiring real property, preparing property for redevelopment, constructing, equipping and furnishing public improvements, including, public streets and related public improvements and a new municipal firehouse.

Refunding Assumptions:

- Taxable advance refunding of callable Series 2012 Bonds
- "AA+" rated by Standard & Poor's
- Based upon municipal market interest rates and escrow reinvestment rates **as of October 4, 2019**
- Savings captured uniformly over remaining maturities of the Bonds
- Includes estimated issuance expenses

Estimated Refunding Statistics	
Par Amount of Series 2012 Refunded Bonds:	\$8,015,000
Average Coupon of Series 2012 Refunded Bonds:	3.97%
Est. Par Amount of Series 2019 Refunding Bonds:	\$8,510,000
Est. True Interest Cost of Series 2019 Bonds (%):	2.14%
Est. All-in Interest Cost of Series 2019 Bonds (%):	2.37%
Est. Cash Savings (\$):	\$626,014
Est. Present Value Savings (\$):	\$554,300
Est. Present Value Savings (%):	6.92%

Estimated Debt Service Savings by Year			
Maturity	Prior Debt Service	Est. Refunding Debt Service	Est. Cash Savings
2020	\$313,850	\$267,804	\$46,046
2021	313,850	260,073	53,778
2022	988,850	938,543	50,308
2023	988,600	934,773	53,828
2024	990,800	935,435	55,365
2025	986,800	935,425	51,375
2026	981,800	929,325	52,475
2027	985,800	932,618	53,183
2028	978,400	925,083	53,318
2029	990,000	936,915	53,085
2030	989,800	937,665	52,135
2031	993,200	942,080	51,120
Total	10,501,750	9,875,736	\$626,014

