



**Finance Committee
Tuesday, February 16, 2021, 8:00 A.M.
Via ZOOM Meeting Due to
COVID-19 Public Health Emergency**

- Members present: Council Member, Nancy Moore, Chair
Council Member, Anne Williams
Council Member, Earl Williams
Council Member, Tres Roeder
Citizen Member, Martin Kolb
Citizen Member, Anthony Moore
Citizen Member, Linda Lalley
- Others present: Mayor, David E. Weiss
Chief Administrative Officer, Jeri E. Chaikin
Director of Finance, John Potts
Assistant Director of Finance, Cheryl Arslanian
Director of Neighborhood Revitalization, Kamla Lewis
Director of Public Works, Patricia Speese
Director of Planning, Joyce Braverman
Principal Planner, Kara Hamley O'Donnell
Director of Human Resources, Sandra Middleton
Sr. Human Resources Analyst, Monica Hayes
Chief of Fire, Patrick Sweeney
Sustainability Coordinator, Michael Peters
League of Women Voters, Frank Goforth

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APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 19, 2021.

Chair Moore stated that the minutes of the January 19, 2021 meeting were approved as recorded.

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AUTHORIZING A PERSONAL SERVICES CONTRACT WITH COVENTRY LAND COMPANY, LLC IN A TOTAL NOT-TO-EXCEED AMOUNT OF \$50,000 FOR PROFESSIONAL SUSTAINABILITY CONSULTING SERVICES FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022.

Jeri Chaikin, Chief Administrative Officer, stated this request is for authorization to enter into a personal service contract with Coventry Land Company, LLC in a total not-to-exceed amount of \$50,000 for professional sustainability consulting services for the period of March 1, 2021 through February 28, 2022.

CITY OF SHAKER HEIGHTS

The Council's Sustainability was established in 2019 to formalize sustainability policies and priorities and Michael Peters of Coventry Land Company, LLC has served as the City's Sustainability Coordinator and works with the Sustainability Committee. CAO Chaikin presented a brief summary of Michael Peters' accomplishments in making the City more sustainable on terms of reducing energy consumption and saving money.

Council in 2019 included funds in the General Fund budget for a Sustainability Coordinator to support the Sustainability Committee, provide assistance in making recommendations for, and implementing, energy-efficiency and cost-saving initiatives, and to research and recommend best practices for City-wide sustainability. Funding has been included in the 2021 General Fund budget to continue these services. Coventry Land Company LLC was selected in 2018 after a competitive request for proposal process to provide consulting services for sustainability initiatives and the City has contracted with Coventry Land for the past two years.

This was presented and approved at the Sustainability Committee on February 11, 2021 meeting.

Council Member Anne Williams touted the work that Michael Peter has performed, highlighting how he has engaged residents to work together on topics in a very unique fashion.

The Finance Committee recommended authorizing a personal services contract with Coventry Land Company, LLC in a total not-to-exceed amount of \$50,000 for professional sustainability consulting services for the period March 1, 2021 through February 28, 2022.

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AUTHORIZING AN AGREEMENT WITH CUYAHOGA COUNTY FOR THE REHABILITATION OF THE WARRENSVILLE CENTER ROAD BRIDGE.

Patricia Speese, Director of Public Works, stated Cuyahoga County Department of Public Works determined the bridge at Warrensville Center Road and Shaker Boulevard was structurally compromised and since 2016, a weight restrictions was placed on the bridge. The City reached out to the County to fast track this project as soon as possible due to the challenges associated with the weight restrictions, especially since it abuts Fire Station 2 and their operation.

The County selected a consultant and is currently designing the rehabilitation of the bridge and construction is scheduled in 2022 and estimated duration of the project is eighteen months. Since the located of the bridge is in Shaker Heights, Cuyahoga County is requesting to enter into an agreement. The general terms of the agreement acknowledges the County will be responsible for the design, construction and administration of the project. The City supports the funding of this project with the County using their Motor Vehicle License Tax Fund. The County will also coordinate and fund any utility relocations that will be necessary to rehabilitate the bridge. After the project is complete, the City would be responsible for what we have always been responsible for in the routine maintenance, i.e. snow removal, pavement markings, replacement of traffic signage as required, etc. The County will still be responsible for structural inspection and related maintenance items.

This item was presented and approved at the Safety & Public Works Committee Meeting on February 5, 2021.

In response to Citizen Member Lalley regarding the hiring of an inspector; Director Speese stated that no inspector needs to be hired for this project.

The Finance Committee recommended authorizing an agreement with Cuyahoga County for the rehabilitation of the Warrensville Center Road Bridge.

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AUTHORIZING A CONTRACT WITH GPD GROUP IN A TOTAL NOT-TO-EXCEED AMOUNT OF \$172,519 FOR PROFESSIONAL DESIGN SERVICES FOR THE RESURFACING OF CHAGRIN BLVD. (PID 112472) AND APPROPRIATING FUNDS FROM THE GENERAL CAPITAL FUND 0401 FOR THE DESIGN.

Director Speese stated this request is for authorization to enter into a contract with GPD Group in the total not to exceed amount of \$172,519 for professional design and related personal service for the resurfacing of Chagrin Boulevard. The Ohio Department of Transportation (ODOT), under an ODOT Local Public Agency (LPA) Project, has agreed to fund 80% of the resurfacing of Chagrin Boulevard, which the project is to be designed and managed by the City.

Director Speese stated to design the resurfacing project a Request for Proposal (RFP) was issued in December, 2020 with three (3) firms submitting a proposal. The Quality Based Selection (QBS) process is required to be used for projects receiving funding from the State scoring the technical merits of the proposals. Based on scoring, Public Works interviewed GPD consultant's project team on January 28, 2021. GPD has an understanding of the project, with an experienced project team and have performed in the past the design of Chagrin Blvd.

This request was presented and approved at the Safety & Public Works Committee Meeting on February 5, 2021.

In response to Citizen Member Lalley regarding the project budget; Director Speese stated the design project was not budgeted for 2020 Capital Budget, but was in the 10-year Capital Plan and the design portion is being moved to 2020.

The Finance Committee recommended authorizing a contract with GPD Group in a total not-to-exceed amount of \$172,519 for professional design services for the resurfacing of Chagrin Blvd. (PID 112472) and appropriating funds from the General Capital Fund 0401 for the design.

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AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A GRANT FROM THE HEALTHY URBAN TREE CANOPY GRANT PROGRAM IN THE AMOUNT OF \$67,000 BEING COORDINATED BY CUYAHOGA COUNTY DEPARTMENT OF SUSTAINABILITY, THE CUYAHOGA COUNTY PLANNING COMMISSION, THE CUYAHOGA COUNTY BOARD OF HEALTH, AND THE CUYAHOGA SOIL & WATER CONSERVATION DISTRICT.

Director Speese stated this request is for approving an application for, and acceptance of a Healthy Urban Tree Canopy Grant in the amount up to \$67,000 from the Cuyahoga County Planning Commission, as coordinated by several County agencies to provide financial assistance for tree plantings in the City. The grant is due February 26th and requires a 10% match.

This funding opportunity aims to provide financial assistance for tree plantings throughout the county to help lessen the impacts of climate change and tree canopy loss. In keeping with the County's efforts to ensure historically underserved areas receive funding, additional consideration will be given to projects in vulnerable communities. The current Tree Assessment does not cover the reforestation of the center strips/medians throughout the City. The Van Aken median has lost a significant amount of trees during the past several years due to storm damage and the City would like to apply for funding to plant 149 trees in the Van Aken median, including 25 additional trees in the Onaway median. The total amount of trees to be planted in this application will be 174 at an estimated cost of \$67,000 and requires a 10% match (\$6,700) which would come from Public Works general fund Tree budget. The typical grants to be awarded are from \$25,000 to \$50,000.

This request passed unanimously at the Tree Advisory Board Meeting on February 9, 2021 with members echoing their full support.

Citizen Member Kolb questioned if the storm back in November that damaged trees on Shaker Boulevard had any connection with the Van Aken trees and this grant.

Director Speese stated that RTA and the City has an agreement with 50/50 participation on the replacement of the Shaker Boulevard trees.

The Finance Committee recommended authorizing the application for and acceptance of a grant from the Healthy Urban Tree Canopy Grant Program in the amount of \$67,000 being coordinated by Cuyahoga County Department of Sustainability, the Cuyahoga County Planning Commission, the Cuyahoga County Board of Health, and the Cuyahoga Soil & Water Conservation District.

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AUTHORIZING A DEVELOPMENT AGREEMENT WITH CAP CONSTRUCTION FOR THE SALE OF CITY-OWNED PROPERTY LOCATED AT 3662 RIEDHAM ROAD, SHAKER HEIGHTS, OHIO, PERMANENT PARCEL NUMBER 735-27-141, AUTHORIZING THE DISPOSITION OF CITY-OWNED PROPERTY.

Kamla Lewis, Director of Neighborhood Revitalization stated this item is requesting an authorization to enter into a Development Agreement with CAP Construction LLC for the sale, rehabilitation and re-sale of the City-owned property located at 3662 Riedham Road (PPN 735-27-141) under the City's Shaker Renovator program. In September 2010, the Neighborhood Revitalization Committee endorsed the City's Private Purchase-Rehab Program with the goal of returning vacant and/or abandoned residential properties to productive use by transferring City-owned houses to reputable firms for rehabilitation and sale to owner occupant.

The proposed buyer of the property, CAP Construction LLC., has completed 20 similar renovations in the following cities: Shaker Heights (7), Cleveland (10), & Euclid (3). The most recent one in Shaker was 3726 Traver Road, which was sold in August 2018 for \$225,000. CAP Construction LLC has consistently produced high quality rehabs and has an excellent reputation with all City departments.

This was presented and approved at the Neighborhood Revitalization & Development Committee meeting on February 10, 2021.

Citizen Member Lalley asked what arrangements the City has made to protect the City if the contractor defaults on the agreement and does not complete the rehab.

Director Lewis stated that the City does have clauses to protect them, one of the main protection being the prescreening process the contractors go through to show they have the financing to back the project and their past history of work. The second is that there are always funds in escrow to cover the rehab.

The Finance Committee recommended authorizing a Development Agreement with CAP Construction for the sale of City-owned property located at 3662 Riedham Road, Shaker Heights, Ohio, Permanent Parcel Number 735-27-141, authorizing the disposition of City-owned property.

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AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A GRANT IN THE AMOUNT OF \$281,141 FROM THE OHIO DEPARTMENT OF NATURAL RESOURCES 2021 CLEAN OHIO TRAILS FUN/RECREATIONAL TRAILS PROGRAM FOR THE LOWER LAKE MULTIPURPOSE TRAIL.

Kara Hamley O'Donnell, Principal Planner, stated this request is for approval and authorization to submit a grant application to, and to accept a grant from, the Ohio Department of Resources' 2021 Clean Ohio Trails Fund/Recreational Trails Program for the Lower Lake Multipurpose Trail. This request will be for \$281,141 with a \$93,714 local match. The City has already committed \$40,000 in the 2021 General Capital Fund for this project. We ask that \$53,714 in additional matching funds be committed to be appropriated if we receive the grant. Grant applicants that show matching funds are committed will receive additional consideration in the grant review process. Grant applications and supporting legislation are due to the Ohio Department of Natural Resources on March 15, 2021. Grant recipients will be notified of awards in fall 2021.

The \$281,141 ODNR Clean Ohio Trails/Recreational Trails Program grant application will fund 75% of the engineering and construction of the multipurpose trail which will improve recreational opportunities and safety for park users. In 2013, the City received \$60,000 in ODNR Recreational Trails Program funds to implement Phase 2 of the Lake to Lakes Trail.

The project cost involves possible environmental review studies which will not be determined until after the grant is submitted. If fewer environmental/historic studies are required, the project cost and the City's match would be reduced. This grant may later be paired with a \$10,000 People for Bikes grant, for which we have submitted a Letter of Interest, which would pay for bike trail improvements and would reduce the City's required match.

A City Council Work Session was held on February 2, 2021, and the proposed trail was presented. The council discussion included: need to work with our stakeholders, the lack of sidewalks/curbs along South Park Boulevard, need to protect the existing bioswale and trees, be flexible about the trail location, take into account the woodchip pile, review flooding mitigation, consider bringing the trail closer to the lake for scenic views, balance needs of pedestrians and cyclists, and consideration of a

nature trail by the lake and a sidewalk nearer to South Park. This project was presented to the Safety and Public Works Committee on February 5, 2021.

Citizen Member Lalley requested a brief breakdown of the budget of this project.

Ms. O'Donnell stated the budget was \$93,000 with \$40,000 committed to design of the project with the other monies being applied for to build the project. Most grants do not include engineering portion of the project, so that is the additional monies in the \$93,000.

The Finance Committee recommended authorizing the application for and acceptance of a grant in the amount of \$281,141 from the Ohio Department of Natural Resources 2021 Clean Ohio Trails Fun/Recreational Trails Program for the Lower Lake Multipurpose Trail.

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AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A GRANT FROM THE FEDERAL MANAGEMENT AGENCY (FEMA) FOR THE FISCAL YEAR 2020 FEMA ASSISTANCE FOR THE REPLACEMENT OF THE DIESEL EXHAUST SYSTEM AT FIRE STATION 1.

Patrick Sweeney, Fire Chief stated this request is to authorize the application for and acceptance of a grant from the Federal Management Agency (FEMA) in the estimated amount of \$72,149 through the Assistance to Firefighters Grant funding program for the replacement of the diesel exhaust system at Fire Station I at a total estimated project cost of \$80,166. A Diesel Exhaust Systems is vital to maintaining a healthy environment within the stations which is designed to capture emissions with a hose that is connected directly to the Fire Trucks and then exhausted directly to the outside. The diesel exhaust system at Fire Station I was designed on a total air exchange concept with this type of system being outdated and inefficient during winter months. The replacement or upgrading of diesel exhaust systems for Fire Stations are receiving a high priority from the FEMA Assistance to Firefighters Grants program.

The Fiscal Year 2020 FEMA Assistance to Firefighters Grant program has recently opened up for applications. A successful grant application would provide 90% funding with a required 10% match from the community making application. Based on our current estimates, this would equate to approximately a \$7,200.00 community match from Shaker Heights. If awarded the grant, the Fire Department would request that the city match be allocated from the General Capital Fund.

This item was presented and approved by the Safety and Public Works Committee on February 5, 2021.

Council Member Roeder stated that that the older technology seems to be working better and asked how the Fire Department handles the exiting or returning trucks before they are hooked up to the system.

Chief Sweeney stated that the fire bay doors are on timers and remain open for two minutes after leaving or returning which allows air flow into the building. There is an additional sensor that is on a timer that actually senses diesel emissions with a pressure switch that will turn the systems on and off.

In response to Citizen Member Kolb regarding Fire Station I; Chief Sweeney stated Fire Station I was built in 2004.

Citizen Member Kolb stated it is interesting that the old manual system where someone actually has to connect a hose to the exhaust has proven to be a safer, better alternative than the automated system. Chief Sweeney stated Fire Station II had installed a similar system back in 1994 or 95 which reached its end of life and in 2013 that system was replaced. The thought process that goes into some of these stations built back in 2000 was a desire to keep all space clutter-free and not have hoses and equipment hanging from the stations which wasn't a real good idea in hindsight. The newer fire stations are being built with these direct capture systems and is the recognized industry standard. The National Fire Protection Association recognizes direct capture as the optimal system.

Citizen Member Lalley stated agreement with some of the concerns expressed by the Safety and Public Works committee regarding this sounds like a significant health hazard and questioned why the delay with this FEMA grant and should the City appropriate the funds to correct the program.

Chief Sweeney stated the FEMA grant was released two weeks ago and due in a couple of weeks, so the City will find out quickly if the City will receive the funding and if not, the City will move ahead with the project.

The Finance Committee recommended authorizing the application for and acceptance of a grant from the Federal Management Agency (FEMA) for the Fiscal Year 2020 FEMA Assistance for the replacement of the Diesel Exhaust System at Fire Station 1.

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AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A GRANT IN THE MAXIMUM AMOUNT OF \$38,264 FROM THE NORTHEAST OHIO PUBLIC ENERGY COUNCIL (“NOPEC”) ENERGIZED COMMUNITY GRANT PROGRAM FOR THE BUILDING AUTOMATION SYSTEM PROJECT AT FIRE STATION 1.

Michael Peters, Sustainability Coordinator, stated this is a request authorizing the acceptance of a grant in the maximum amount of \$38,264 from the Northeast Ohio Public Energy Council (NOPEC) Energized Community Grant program for the Building Automation System Replacement Project at Fire Station I. The City is a member of the Northeast Ohio Public Energy Council (NOPEC), which is a regional council of governments formed under Chapter 167 of the Ohio Revised Code to electric and natural gas aggregation services to communities throughout Ohio.

NOPEC's Energized Community Grant Program provides funds to help member communities to implement energy savings or energy infrastructure measures and the City's grant is \$38,264 for 2021, based on the number of customers enrolled in the NOPEC electric aggregation program.

When the City receives the \$38,264 in grant funds it will be deposited in Fund 401, the General Capital Fund, to offset the City funds allocated to this project.

This request was reviewed and approved by the Sustainability Committee on February 11, 2021.

Chief Sweeney stated this building automation system primarily controls the heating and cooling system at Fire Station I and this system also controls the diesel exhaust the air exchange system out on the apparatus floor, so the existing systems has been part of the automation system that is part of the problem that is presently going on with the diesel emission system. This will be an added benefit.

The Finance Committee recommended authorizing the application for and acceptance of a grant in the maximum amount of \$38,264 from the Northeast Ohio Public Energy Council (“NOPEC”) Energized Community Grant program for the Building Automation System project at Fire Station 1.

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AUTHORIZING AN APPROPRIATION OF \$28,514 FROM THE GENERAL CAPITAL FUND FOR THE PURCHASE OF AN ELECTRIC VEHICLE FOR USE BY THE RECREATION DEPARTMENT AND APPROPRIATING FUNDS FROM THE GENERAL CAPITAL FUND 0401.

Michael Peters stated the City has made a commitment to sustainability initiatives, including participation in programs such as LEED for Cities and support for the Paris Accord, which is an opportunity to consider a different approach to replacement vehicles for the City fleet. As a pilot, the purchase of an electric vehicle for use by the Parks and Recreation Department is being proposed. The Bolt can be purchased through a State of Ohio Department of Administrative Services contract from a local dealer. There is a vehicle immediately available at the DAS contract price of \$28,514. This represents over a \$10,000 savings from the sticker price as General Motors has an incentive for \$8,500 and the additional savings is attributable to the DAS pricing. This represents a tremendous value and to capture these savings we do need to receive approvals soon.

There is no specific allocation for an electric vehicle in the current budget, but a request is being made to allocate this purchase from the General Capital Fund.

This request was presented and approved by the Sustainability Committee meeting on February 11, 2021.

The Committee is requested to authorize an appropriation of \$28,514 from the General Capital Fund for the purchase of an Electric Vehicle for use by the Recreation Department and send this matter to City Council for final approval.

The Finance Committee recommended authorizing an appropriation of \$28,514 from the General Capital Fund for the purchase of an Electric Vehicle for use by the Recreation Department and appropriating funds from the General Capital Fund 0401.

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AMEND APPROPRIATIONS IN FUND NO. 101, THE GENERAL FUND, FUND WITHIN THE HUMAN RESOURCES DEPARTMENT TRAINING ACCOUNT FOR A REIMBURSEMENT OF \$1,549 RECEIVED FROM USI TO BE USED FOR VARIOUS TRAINING PROGRAMS.

Monica Hayes, Sr. Human Resources Analyst, stated The City has self-insured its Workers Compensation Program since September 1, 2008. Excess insurance is purchased to protect the City from catastrophic claims.

USI is the broker that is used to procure this coverage. During the process, the Finance Department provides an estimated payroll total for the upcoming year, September 1 to September 1. This estimated payroll is used to determine the cost of the coverage.

Each year, an audit is conducted to determine if this estimated payroll was correct. The audit for September 1, 2019 to September 1, 2020 indicated that the City was due a refund of \$1,549.

The Finance Committee recommended to amend appropriations in Fund No. 101, the General Fund within the Human Resources Department Training account for a reimbursement of \$1,549 received from USI to be used for various training programs.

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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.

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 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.

The Finance Committee recommended authorizing the execution of certificates by the Director of Finance and the payment of amounts due upon certain contracts for which the Finance Director has issued Then and Now Certificates in connection with certain expenditures.

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There being no further business, the meeting was adjourned at 9:00 a.m. The next meeting will be March 15, 2021.

Respectfully submitted,

John J. Potts, Finance Director
Finance Committee