



## SHAKER HEIGHTS

### **Safety and Public Works Committee Minutes April 5, 2019 8 A.M. Council Chambers**

Members Present: Nancy Moore, Council Chair  
Jonathan Hren, Citizen Member  
James Sammon, Citizen Member  
Julianna Senturia, Council  
David E. Weiss, Mayor  
Jeri Chaikin, Chief Administrative Officer  
Jeffrey DeMuth, Chief of Police  
Patricia Speese, Director, Public Works Department  
Patrick Sweeney, Chief of Fire

Others Present: Joyce Braverman, Director, Planning Department  
Ann Klavora, Principal Planner  
Annette Tucker Sutherland, League of Women Voters

The meeting was called to order by Council Chair Nancy Moore at 8:02 A.M. Chair Moore explained that the Committee does not have a quorum. Therefore, as was done last month, for each agenda item a sense of the Committee will be on record.

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#### Approval of the March 1, 2019, Meeting Minutes

Since there was not a quorum, Chair Moore explained that both February 1, 2019, and March 1, 2019, meeting minutes will be approved at the next meeting in May along with the draft minutes for April 5, 2019. There will be three meeting minutes for approval at the next meeting.

Chair Moore stated that the first two agenda items will be presented by both Director of Planning Joyce Braverman and Principal Planner Ann Klavora. First to be addressed from the agenda will be item four, then item three.

Chair Moore also congratulated the Planning Department for receiving the American Planning Association Gold Achievement award for the implementation of the redevelopment of the Van Aken District. The award is one of 20 awarded nationally this year.

Director Braverman stated that the award was based on 18 years of planning in the area we know as Van Aken District.

Chair Moore added that this has been a very laborious process that also included a tremendous amount of community input. To obtain this recognition is very sweet.

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**Warrensville Center Streetscape Improvements Construction**  
**Administration/Inspection Services Contract**  
**Joyce Braverman, Director, Planning Department**  
**Ann Klavora, Principal Planner, Planning Department**

Director Braverman thanked Chair Moore and stated that her statements were a great segway into this first agenda item, which are ongoing improvements of the Van Aken District. Even though the first phase of the development is complete, there is still much more to go and Principal Planner Ann Klavora will explain.

Principal Planner Klavora stated that this item is a recommendation to enter into a professional services contract for construction inspection and administration of the Warrensville Center Road Streetscape Improvements project. She indicated that she has set up boards on easels that explain the streetscape improvements. Principal Planner Klavora specified that she will leave them up to examine after the meeting and added that they were prepared early on in the process. Therefore, the design boards give a good idea of what will be accomplished, but are not exact renderings of the final plan. She went on to explain each board. She added that primary streetscape construction activities include concrete sidewalks, curbs, asphalt pavement, ADA ramp installation, pedestrian lighting landscaping and signage along the east side of Warrensville between Scottsdale and Farnsleigh, and along the north side of Farnsleigh between Warrensville and Thornton Park. Bids for construction of the improvements (estimated at \$1.8M) were due April 1, and the contract will be awarded via the regular competitive bid process. (For further description of the streetscape improvements please listen to the audio file of the meeting minutes.)

Principal Planner Klavora added that the professional services include construction inspection and administration for streetscape improvements along Warrensville Center Road in the Van Aken District. The consultant is required by the Ohio Department of Transportation (ODOT) when Federal funding is involved in a project, and will act as the City's onsite construction manager and inspector for the duration of the project. During the times a contractor is working, an engineer will also be present. These individuals will serve as the City's eyes and ears. The low bidder came in at \$1.7M. The Planning Department is currently working to confirm all the items contained in the \$1.7M bid and will have the ability to accept that bid in the near future.

In explaining the process, Principal Planner Klavora stated that the Request for Qualification (REQ) was posted on the ODOT website for three weeks per ODOT consultant contract administration requirements beginning March 11, 2019. Consultant letters of interest were due April 1. A selection committee (Principal Planner Ann Klavora, Assistant Director of Public Works Christian Maier, and Director of Building and Housing

Kyle Krewson) will review the letters of interest, rank them according to ODOT criteria and interview the top qualified consultants on April 8 - 9 . After the interviews, a cost proposal will be requested. She added that six letters of interest were received from firms throughout the area. The six firms that the Planning Department received letters of intent from were as follows: GPI, Mannik Smith Group, QCI, HR Gray, CTL, and JMT. GPI has done streetscape services for the City in the past and they have been asked to come in for an interview and the Manic Smith Group will also be interviewed. Once the interview process is completed, a fee proposal from the top candidate will be requested.

Principal Planner Klavora stated that the budgeted cost is \$234,000. The vast majority of that money will go towards the cost of the inspector. This is a side by side process as construction is expected to begin in June 2019. She added that the funding will come from Shaker Heights Capital Funds, which have already been appropriated for the Van Aken District construction. Federal grant funds will also be used if construction comes in significantly under budget.

Chair Moore asked if there were any questions regarding this item, which is basically an RFQ.

(For explanation on how the above inspector differs from other inspectors hired by other departments for projects affecting utility work, which is explained in City Ordinance and further discussion regarding the construction budget refer to the audio file.)

Chair Moore asked for any questions on the process. She added that she sensed a feeling of support from those present.

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**Warrensville Center Streetscape Improvements Construction Owner's Representative Services Contract**

**Joyce Braverman, Director, Planning Department  
Ann Klavora, Principal Planner, Planning Department**

Principal Planner Klavora stated that the second item that she will address is extremely similar to the first item, which is a recommendation to enter into a separate professional services contract for a construction owner's representative on the Warrensville Center Road Streetscape improvements project. This contract addresses the supplementation of services provided by the contractor—company providing services required by ODOT. This is to assist the City with managing all of the items that come up on a daily basis that cannot otherwise be addressed in a timely manner. This person would be able to answer questions and/or visit the site. The Planning Department expects that this work would entail approximately 5 -10 hours per week. Some of the work would involve the following:

- Respond to technical questions on behalf of City; coordinate with project manager as necessary
- Attend regular project meetings with construction project engineer (CPE) and contractor; provide weekly notes and updates to project manager

- Schedule weekly site visits during active construction; be on call as needed for troubleshooting
- Coordinate with CPE/inspector
- Review contract submittals with CPE and project manager
- Confirm pay applications/quantities with CPE if necessary
- Review design questions with project manager and design team
- Coordinate with adjacent property owners
- Utility coordination, if needed

Principal Planner Klavora added that this REQ was sent to five firms that provided these services. It was also posted on the City's website and three proposals were received. She will review them along with Director Braverman and Director Kyle Krewson. The same team will also interview the top two firms. There were three proposals received and the two top firms are RNC Contracting and Metro Consulting who will be interviewed next week. Parameters were provided in the REQ, which included 26 weeks of work, five to ten hours per week. This contract will be limited to less than \$25,000, which is available. Principal Planner Klavora explained that she did not believe this matter needed to go forward to Council or the Finance Committee, but wanted the Safety and Public Works Committee to know that this was going to be a supplemental contract for the project.

Chair Moore interjected that the reason it does not fall under the legal obligation to go to Council is because it is a personal service and under \$25,000. She asked what the sense was from the Committee.

Director Braverman added that this matter will not go to the Finance Committee as the contract will be kept under \$25,000. When it was placed on this agenda, proposals were not yet received. This contract is required to assist staff during the construction project. The Planning Department staff can do some construction service; however, it is not the Department's main activity and it takes a lot of time and staff to complete this type of service. There are other projects assigned this year and it is felt that the Planning staff should work on the other projects and this piece should be hired out.

Chair Moore asked if there were questions about this agenda item. There being none, she added that she sensed the support of the Committee for this matter to move forward.

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**Donation of 2004 Fire Department Rescue Squad – University Hospitals**  
**Patrick Sweeney, Chief of Fire**

Chair Moore explained that the next two agenda items are feel good items from the Fire Department. She introduced Chief Sweeney to present his first item.

Fire Chief Sweeney indicated that for the last couple of years the Fire Department has been updating the fleet of rescue squads and fire trucks. During this process, the Fire Department have not been able to remove from the fleet two large pieces of equipment. One is a 2004 Rescue Squad, which served the Department's needs for 14 years and was replaced by a 2018 Horton Rescue Squad. The old Rescue Squad was decommissioned

once the new one was received. What the Department would like to do is donate the Rescue Squad to University Hospitals EMS Training and Disaster Preparedness. University Hospitals has provided the Shaker Heights Fire Department with more than 25 years of *Medical Control* direction and instruction which has served to make the Fire Department one of the most professional and well-regarded EMS service provider organizations in Northeast Ohio. Providing the Department's paramedics with ongoing training, which helps the Department meet industry standards and continuing education requirements, developing and implementing comprehensive operational protocols to ensure our responders are following all recommended intervention guidelines, and supplying the Department with an extensive array of cutting edge medical equipment throughout these many years. These are just a few examples of the invaluable support that is received from the University Hospitals system.

Chief Sweeney added that the Department receives at least \$6,000 per month in training from Med Control staff and doctors, which is a huge savings and UH provides this training free-of-charge. UH has a cutting edge emergency protocol, which puts new equipment out into the EMS world to use in the rescue squads. (Refer to the audio file for additional information on how UH assists the Department.)

Chief Sweeney explained that University Hospitals initiated an inquiry to the Shaker Heights Fire Department regarding the possible donation of the recently decommissioned 2004 Horton Rescue Squad. This apparatus has served faithfully for more than 13 years. The unit was last appraised two years ago at which time its value was estimated at approximately \$10,000. It is assumed that, with its current age and additional mileage, the squad might sell at trade-in for \$8,000 -- \$10,000.

In summary, Chief Sweeney stated that it is his opinion that the goodwill generated from the donation of the vehicle to University Hospitals Emergency Medical Services Training and disaster Preparedness Institute would be a small but significant gesture of our appreciation for the ongoing service and support that University Hospitals graciously provides to the Department on a continual basis. He added that he is hoping that the Committee agrees that this is a worthy request and respond favorably.

To this end, Chief Sweeney added that the Fire Department is requesting that the Safety and Public Works Committee recommend the City donate the 2004 Horton Rescue Squad to University Hospitals Training and Disaster Preparedness Institute for the purpose of supporting their community outreach initiatives. Approval of this request would allow the City to transfer title of this vehicle to University Hospitals as quickly as possible.

Chair Moore asked if there were any questions or comments.

Citizen Member James Sammon asked where the Rescue Squad was sitting.

Chief Sweeney responded that the vehicle was stored in the basement of Station No. 2.

Citizen Member Sammon asked if it was ever used.

Chief Sweeney responded that it is not used as it is decommissioned and it is just being stored.

Mayor Weiss stated that he would like to mention a few facts. UH is our biggest employer in the City with 1,200 employees. Obviously, there is a good, close working relationship with UH. Additionally, he mentioned that he met with Tom Zenty approximately two months ago to maintain that relationship, interact with UH regularly and would love to see them expand in the City. Therefore there are many economic and noneconomic reasons to continue a good relationship with UH

Citizen Member Sammon asked if there were any tax implications or write-offs.

Chief Sweeney did not know and said he would have to speak with Director Baker about this matter. He added that UH would probably provide the City with documentation that the vehicle was donated to them.

Mayor David E. Weiss stated the good news is we do not pay taxes, but the bad news is we do not get deductions.

Chair Moore stated there being no objections to this donation, the sense of the Committee is in favor of the donation.

### **Donation of 1991 Fire Department Ladder Truck, Western Reserve Fire Museum and Education Center**

#### **Patrick Sweeney, Chief of Fire**

Chief Sweeney explained that it is difficult to get rid of old equipment and the piece that he will discuss has been around for a long time. He explained that in November of 2017, the Fire Department decommissioned a 1991 Fire Department Ladder Truck which served the community for 26 years and was replaced with a 2017 Pierce Ladder Truck. In an effort to remove this truck from the Department's inventory, the City of Shaker Heights contracted with Brindlee Mountain Fire Apparatus to serve as a broker to market and attempt to sell this vehicle on the open market. In March of 2018, the Fire Department was contacted by the Western Reserve Fire Museum and Education Center about the possibility of Shaker Heights loaning this vehicle to their organization. They wanted to use the truck to assist in visually marketing the museum to the public, especially during home Indians games, as they are located directly across the street from Progressive Field.

Chief Sweeney added that the Western Reserve Fire Museum and Education Center has been instrumental in preserving the rich history and contributions that the fire service has provided to Northeast Ohio. They are also actively engaged with their education center in providing fire safety education to school children and visitors to the center. He added that on March 26, 20108, City Council approved an agreement that allowed the Fire Department to loan the 1991 Ladder Truck to the Museum for the purpose of promoting their organization. The agreement between the city and the Western Reserve Fire Museum and Education Center was executed on April 3, 2018, and included language that required the museum to assume all costs and liabilities associated with this vehicle. Additionally, it was communicated through this agreement that the City would continue to

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

Chief Sweeney stated that recently the Board Members of the Western Reserve Fire Museum and Education Center have expressed that they have appreciated the use of this vehicle and how it has helped them promote the museum to the visitors of Cleveland. (It was even in the St. Patrick's Day parade downtown.) They inquired as to the possibility of the city of Shaker Heights permanently donating this vehicle to their organization. With appropriate approvals, The Fire Department would like to support this request for two good reasons:

- Inability to find a buyer.
- Good work will result from this donation relative to promoting fire safety education for the area's school-aged children.

He added that the museum has absorbed all the costs and liabilities associated with the apparatus up to this time, a donation and transfer of title to the museum would completely remove the City from any liabilities associated with this truck. Consequently, the Fire Department is requesting that the Safety and Public Works Committee recommend that the City of Shaker Heights donate the 1991 Ladder Truck to the Western Reserve Fire Museum and Education Center for the purpose of promoting their organization and fire safety education.

Chief Sweeney stated that the doors still say the "Shaker Heights Fire Department." It is unknown if Western Reserve will keep the name.

There were suggestions as to adding "Donated by the City of Shaker Heights."

Citizen Member Hren asked how much it was on the market for.

Chief Sweeney indicated it was on the market for \$10,000.

Council Member Julianna Senturia suggested that a stipulation of the donation should be that the City's name be left on the vehicle.

(For more discussion of the donation of the Fire Department Ladder Truck, please refer to the audio file.)

The sense of the Committee was in support of donating the ladder truck to the Western Reserve Fire Museum.

There being no further business, the meeting was adjourned at 9:00 A.M. The next meeting will be May 3, 2019, at 8:00 A.M.

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Debra R. Messing, Sr. Administrative Assistant  
Safety and Public Works Committee