



SHAKER HEIGHTS

Administration Committee Agenda Via Conference - Zoom Tuesday, July 11, 2023, 8:00 am

This meeting is being held remotely (Zoom) pursuant to Chapters 113 and 115 of the Codified Ordinances (as amended in Ordinance 22-28), and Resolution 22-29, enacted on March 22, 2022.

Join the Zoom meeting as a viewer or listener from a PC, Mac, iPad, iPhone or Android device. Join online at <https://zoom.us/j/98833542366?pwd=N3VrVFV4eEZLOWJBSFJFU0ZJbkFzUT09>, Password: 33553400; Description: Administration Committee; or join by phone at 833-548-0282 (toll free); Webinar ID: 988 3354 2366, Password: 33553400. International numbers available at <https://zoom.us/u/amN71NpvB>.

1. Approval of the May 9, 2023 meeting minutes

Documents:

[ADMINMIN 5-09-23 DRAFT.PDF](#)

2. Shaker Heights Arts Council lease request for use of the STJ Community Building for storage of administrative & event materials for the period August 1, 2023 through July 31, 2024

Documents:

[SHAC LEASE - STJ.PDF](#)

3. Renewal of lease with the Shaker Heights School District for use of the STJ Community Building for the district's Innovation Center for the period August 1, 2023 through July 31, 2024

Documents:

[IC LEASE STJ.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.



SHAKER HEIGHTS

**Administration Committee
Tuesday, May 9, 2023
8:00 A.M.
Via Teleconference - Zoom**

Members Present: Earl Williams, Chairperson, Council Member
Tres Roeder, Council Member
Kim Bixenstine, Resident Member
James Brady, Resident Member

Others Present: William Gruber, Law Director
Sandra Middleton, Human Resources Director
Frank Miozzi, Information Technology Director

The meeting was called to order by Resident Member Kim Bixenstine, chairing the committee at the request of Chairperson Earl Williams, at 8:00 a.m.

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Approval of the February 14, 2023 Meeting Minutes

Member Bixenstine asked if there were any changes or comments to the minutes of the March 14, 2023 meeting minutes.

It was moved by Chairperson Earl Williams and seconded by Council Member Tre Roeder, that the minutes be approved as submitted.

Minutes of the March 14, 2023 meeting were approved as submitted.

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Appropriation of Medical Mutual Wellness Reimbursement

Human Resources Director Sandra Middleton stated, although the City is self-insured for medical claims, Medical Mutual supports our wellness initiatives by reimbursing the City up to \$5,000 per year. The City received a \$5,000 reimbursement in 2022 and used the funds to purchase and provide COVID tests to employees, offer a flu clinic and hosted a welcome back reception for employees following their return to the office. Medical Mutual has, again, reimbursed the City \$5,000 in 2023 which was deposited into the general fund. Normally the funds would remain there, however higher costs are anticipated, particularly the increase in food costs, for employee events including Winter Fest and the Employee Recognition Program. Therefore, the City is asking this committee to recommend supporting appropriation of these funds back into the Human Resources (CCSE) budget for employee events.

It was moved by Council Member Tres Roeder and seconded by Chairperson Earl Williams, that the Committee support appropriating funds of \$5,000 from the general fund to the Human Resources (CCSE) budget.

CITY OF SHAKER HEIGHTS

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shakeronline.com www.shaker.life

Other

Member Bixenstine asked if there were any updates on the inspections of the dams and the effect on the insurance for Horseshoe Lake dam. Director Middleton responded all three dams were inspected by the Ohio Department of Natural Resources (ODNR) and at least one of the reports is complete. Zurich insurance is still considering added coverage. The City responded to some additional questions they had and they indicated if a favorable determination is made, they will retro coverage back to the April 1 start date.

In response to an inquiry regarding receipt of an oral report, Director Middleton stated ODNR did email the City and, as expected, repairs are needed. The goal is to remove the dam. The information was given to Zurich.

A comment was made that in the previous meeting it was mentioned that the risk of any failure is low since the dam has been drained. Director Middleton confirmed adding the City is a bit perplexed by the insurance company's decision not to cover it, as they keep referring to the repairs. She said it is like saying a house is slated for demolition, but you need to replace the windows:

Chair Williams mentioned people were not observing the "Do Not Enter" sign, which is not always there, and that people are climbing on the rocks and crossing the area. He was concerned someone would get hurt and sue the City. However, Director Middleton the City liability coverage for this.

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There being no further business, it was moved by Chairperson Earl Williams and seconded by Council Member Tre Roeder, that the meeting be adjourned. The meeting was adjourned at 8:10 a.m.

Earl Williams, Council Member, Chair
Administration Committee



SHAKER HEIGHTS

Memorandum

To: Members of the Administration Committee

From: Alexandria Nichols, Director, Recreation Department

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

Date: July 11, 2023

Re: Shaker Heights Arts Council Lease Request for use of the Stephanie Tubbs Jones Community Building, 3450 Lee Road, for Storage of SHAC Administrative and Event Materials for the period August 1, 2023 through July 31, 2024

The Shaker Heights Arts Council (SHAC) is a volunteer nonprofit organization whose mission is to enrich the cultural fabric of Shaker Heights by establishing the arts as a vibrant and integral part of the community. SHAC was established in 2002 and in 2005 this organization received 501(c)3 status as an official nonprofit and their mission is to build community through the arts and to build the arts through the community.

In 2014, SHAC received a three year lease for unused office space at the Stephanie Tubbs Jones Community Building for storage of administrative and event materials as well as office space for administrative work on SHAC based events. The original lease period was from May 15, 2014 through May 31, 2017 and this space was primarily used for storage with limited use for administrative work. Although the lease expired in 2017, SHAC continued to store items in the STJ Community Building but they discontinued using the space for administrative tasks. In 2023, SHAC requested a new lease for storage and event materials to include storage cabinets and tables.

SHAC has an ongoing partnership with the City and has supported events such as the Shaker Heights Arts and Music Festival in the past. SHAC has also provided instructors for Recreation programs to engage the community in fine arts creativity.

SHAC and the City have agreed that the City will provide an unused room on the second floor of the community building for storage of SHAC event items. SHAC will be able to lock the space and will have access to their items during normal building hours or upon request.

The City is recommending a one-year lease with SHAC for storage space with options to renew for five years. There is no proposed lease fee for this group. It is requested that the Administration Committee recommend to City Council a one year lease with SHAC from August 1, 2023 through July 31, 2024 with the option for renewal for five years.



SHAKER HEIGHTS

Memorandum

To: Members of the Administration Committee

From: Alexandria Nichols, Director, Recreation Department

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

Date: July 11, 2023

Re: Renewal of Lease with the Shaker Heights School District for use of the Stephanie Tubbs Jones Community Building, 3450 Lee Road, for the School District's Innovation Center for Personalized Learning and Family Engagement (IC) for the period August 1, 2023 through July 31, 2024

The Shaker Heights School District leases space in the Stephanie Tubbs Jones Community Building for the operation of their Innovation Center for Personalized Learning and Family Engagement (IC). The original 5-year lease expired on July 31, 2019 and was renewed for the period August 1, 2019 through July 31, 2022. This item was also renewed in 2022 for the period August 1, 2022 through July 31, 2023.

The purpose of the IC is:

- to provide high-quality alternative and accelerated learning opportunities for students who are not finding success in the traditional setting,
- to provide a resource center where parents can interact, learn more about navigating the system, and gain access to online information about the schools and student performance,
- to expand options for students who wish to take courses that are not offered at Shaker Heights High School or do not fit into their schedules, and
- to provide professional learning for teachers through partnerships with local colleges and universities.

The operations of the IC are located in the basement level and on part of the first floor of the STJ Community Building and includes offices, a classroom, a server room, a Teacher Lounge and School Security Desk. School District staff are in the building from 8 – 4:30 p.m. M-F and students are scheduled from 9 – 12 noon and from 1 – 4 p.m. School District staff have after-hours access when needed. The School District pays \$1/year in rent and pays for building improvements and furnishings needed to operate their program, custodial services and for their telephone and internet service. The City pays for utilities.

The Shaker Schools are in the process of reviewing their facilities requirements as part of the master planning process and have not yet determined the ultimate location for the IC in one of their own buildings, so a one-year lease with two one year renewals is recommended at this time.

It is requested that the Administration Committee support the recommendation for the renewal of the lease with the Shaker Heights School District for the use of the STJ Community Building, 3450 Lee Road, for the School District's Innovation Center for the period August 1, 2023 through July 31, 2024 with the provision of two one year renewals.