



SHAKER HEIGHTS

FINANCE COMMITTEE AGENDA

Monday, July 17, 2023 8:00 A.M.

VIA ZOOM MEETING

[https://us06web.zoom.us/j/87148785828?](https://us06web.zoom.us/j/87148785828?pwd=NmEzc2JvT3c4V3NiaDM2dXIJaUNZQT09)

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**Meeting ID: 871 4878 5828| Passcode: 455805| Dial In 833 548-0276 (toll free)
Virtual meeting 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.**

1. Approval of the minutes of the regular meeting of June 20, 2023.

Documents:

[1 FNMN0620.PDF](#)

2. Request to appropriate grant funds totaling \$18,803 received from the Ohio History Connection's 2023 Certified Local Government (CLG) grant program to restore urgent-priority gravestones within Warrensville West Cemetery.

Documents:

[2 MEMO_FINANCE_2023_CLG APPROPRIATION_7-6-23.PDF](#)

3. Request to accept and appropriate a \$309,721 Ohio Department of Resources' 2022 Clean Ohio Trails Fund/Recreational Trails Program grant with an additional \$63,241 local match for engineering and construction of the Lower Lake Multipurpose Trail.

Documents:

[3 2023 07 11 MEMO FINANCE ODNR LOWER LAKE MULTIPURPOSE TRAIL ACCEPT AND APPROPRIATE.PDF](#)

4. Request to enter into a planning and design contract with MKSK for the Recreation Strategic Plan project for a not-to-exceed amount of \$130,000 and appropriate to the General Capital Fund.

Documents:

[4 REC PLAN MEMO_FINANCE COMM 7-17-2023.PDF](#)

5. Request to renew 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 with the option of two one year renewals.

Documents:

[5 2023 - 2024 IC LEASE STJ FINANCE COMMITTEE 07172023.PDF](#)

6. Request to approve lease with the Shaker Heights Arts Council (SHAC) 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 with the option for renewal for five years.

Documents:

[6 2023 - 2024 SHAC LEASE STJ FINANCE COMMITTEE 07172023.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 Committee

Tuesday, June 20, 2023, 8:00 A.M.

Virtual meeting 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.

Members present: Council Member, Anne Williams, Chair
Council Member, Nancy Moore
Council Member, Earl Williams, Jr.
Council Member, Tres Roeder
Council Member, Carmella Williams
Citizen Member, Ketan Patel
Citizen Member, Anthony Moore
Citizen Member, Martin Kolb

Others present: Chief Administrative Officer, Jeri E. Chaikin
Chief of Police, Wayne Hudson
Director of Finance, John Potts
Director of Public Works, Patricia Speese
Director of Planning, Joyce Braverman
Director of Economic Development, Laura Englehart
Planner, Anna Mates
Neighborhood Development Specialist, Brendan Zak
MAS Financial Advisor, Matthew Stuczynski
Frank GoForth, League of Women Voters

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APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MAY 15, 2023.

Chair Anne Williams stated that the minutes of May 15, 2023 meeting were unanimously approved.

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REQUEST TO AUTHORIZE THE ISSUANCE AND SALE OF BONDS IN THE MAXIMUM PRINCIPAL AMOUNT OF \$1,300,025 FOR THE PURPOSE OF PAYING COSTS OF REMODELING, RENOVATING, FURNISHING, EQUIPPING AND OTHERWISE IMPROVING THE CITY'S TRANSFER STATION LOCAED AT 15600 CHAGRIN BOULEVARD.

In April, Council authorized the City to apply for and accept a 20 year, low interest loan from the Ohio Water Development Authority (OWDA) in the amount of \$1.3 million, with annual debt service payments coming directly from the General Fund, for the Public Works Transfer Station Repair Project. The OWDA provides competitive interest rates for environmental infrastructure projects for Solid Waste Programs such as Transfer Stations. At the OWDA's May meeting, the City's application was approved.

CITY OF SHAKER HEIGHTS

The OWDA calls the financing program a “Loan”. The City documents will reference the financing as a General Obligation bond issue. The OWDA financing program requires a dedicated “revenue” pledge. As the City does not have a specific Enterprise Fund for Refuse, nor does it charge a dedicated fee for Refuse, the OWDA was willing to accept a General Obligation pledge to repay the Loan (Bonds).

The OWDA financing program provides a more attractive interest rate than that which can be achieved via a public sale of debt or direct loan from a bank. The interest rate authorized by the OWDA is 3.86% with a 20 year repayment. In the current interest rate environment, a public sale of debt or a direct loan from a bank would likely be in a range of 4.75% to 5.25%.

The City’s Debt capacity will be modestly impacted by the additional General Obligation debt issuance. The issuance should have no impact on the City’s current bond rating. The Finance Department continues to work closely with bond counsel and the City’s financial advisor, Matthew Stuczynski of MAS Financial Advisory Services on this transaction. Council legislation is required to issue General Obligation debt in order to proceed with the OWDA Loan proposal.

Mr. Stuczynski stated that the OWDA has a historic presence in the water and sewer lending space. They have a small program that deals with solid waste. The City smartly approached them and applied for a loan through their solid waste program. As mentioned by Director Potts earlier, the OWDA programs traditionally rely on a pledge of revenue from water and sewer. Typically, those pledges of revenues show a rate study that projects out the annual revenues and expenses of those water and sewer programs. The OWDA then has the confidence to proceed with a loan to the political subdivision based upon that formal rate study that’s been proposed.

Mr. Stuczynski went on to state, as there is no Enterprise Fund for the transfer or refuse at the City, the OWDA had to pivot and suggest an alternative pledge for the repayment of the loan. The path of least resistance was a general obligation pledge for the repayment of this loan. The term bonds will be utilized to describe the loan through OWDA throughout the course of the legislation. As complied with the revised code, there is no option for general obligation loans through the OWDA. This in turn will be considered a bridge between a general obligation bond issue and an OWDA loan. Some of the documents will look very similar. The City will incur general obligation debt but it will be in the form of an OWDA loan. If the City would have tried to go out for a bond issue or direct loan from the bank for the 20 year amortization, that would be a difficult path; it is more costly and fewer purchasers of this type of debt.

Director Potts stated that the City’s debt capacity will be modestly impacted and it should have no impact on the bond rating. The legislation being presented to Council was included in the memorandum.

Citizen Member Anthony Moore questioned if they were confident that there will be purchasers. Mr. Stuczynski stated the purchaser is OWDA whom has already approved the interest rate and the amortization for the City of Shaker Heights. Mr. Moore questioned if this is essentially creating just a sinking fund for the payment of the debt. Mr. Stuczynski stated it’s basically providing a pledge of general obligation which is the full faith and credit of the City to repay the debt in the absence of having a dedicated revenue stream from water, sewer or refuse that was dedicated to repay this. The alternative from the OWDA was to provide a general obligation pledge which is what is being done.

Council Member Earl Williams commented that he hopes the City can repeat this trend as it sounds like it's an advantage for the City and can be done again with other areas they want to borrow in.

The Finance Committee approved the request authorize the issuance and sale of bonds in the maximum principal amount of \$1,300,025 for the purpose of paying costs of remodeling, renovating, furnishing, equipping and otherwise improving the City's Transfer Station located at 15600 Chagrin Boulevard.

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REQUEST TO AUTHORIZE THE CITY TO ENTER INTO A DEVELOPMENT & USE AGREEMENT (D&U) WITH COLUMBUS-BASED DEVELOPER METROPOLITAN HOLDINGS LIMITED, OR ITS AFFILIATE, FOR THE ARCADIA REDEVELOPMENT PROJECT AT 3393 WARRENSVILLE CENTER ROAD (FORMER QUA BUICK SITE).

Director of Economic Development Laura Englehart requested to authorize the City to enter into Development & Use Agreement (D&U) with Columbus-based developer Metropolitan Holdings Limited, or its affiliate, for the Arcadia Redevelopment Project at 3393 Warrensville Center Road (former Qua Buick site).

The City is partnering with Metropolitan Holdings and Shaker-based RDL Architects to construct a mixed-use, mixed-income redevelopment project named Arcadia at 3393 Warrensville Center Road. Historically, the site was a Qua Buick-Pontiac dealership until its closing in 2005. It was sold at Sheriff Sale in 2012, and the City acquired it in 2013. Since then it has been tax-exempt. In 2015, the City partnered with the Cuyahoga County Land Bank to demolish the vacant buildings and prepare the site for redevelopment.

In 2016 City Council and the school board agreed to a TIF arrangement, which remains largely unchanged but there were two technical changes requested that are outlined briefly in the presentation. Director Englehart mentioned to citizen committee members she did present these deal terms publicly to Council on May 22nd and also introduced legislation on first reading at the Council meeting on June 12th. These two items were also taken to the Neighborhood Economic Development Committee on June 14th. Upon recommendation from this committee, this will be returned to Council on second reading expected on June 26th.

Metropolitan Holdings now intends to purchase the entire 2.3 acre site and construct an approximately 250,000-square-foot building to house about 140 rental units (including a mix of market-rate, affordable, and townhome-style units), approximately 15,000 square feet of active commercial, retail and office space, and a 182-space parking garage, with an additional 32 surface parking spaces, more or less. RDL Architects is designing the project and will be the primary office tenant, which will retain a current and growing employer in Shaker Heights.

This project will drive activity to and within the Greater Van Aken District, activate the street level, provide a safe, inviting pedestrian experience, create opportunities for increased use of public transit, and complement adjacent uses. The project also adds to Shaker's diversity of housing by creating newly constructed, mixed-income rental units, including a portion of units set aside for households earning 80% and 100% of Area Median Income (AMI).

The City, Metropolitan Holdings and RDL Architects entered into a preliminary, non-binding agreement in August 2022 to proceed with the development process. Throughout fall 2022 and winter 2023, the development team held community meetings, developed site plans and project designs, modified plans in response to comments from neighbors and incorporated community feedback into design, and obtained City Planning Commission and Board of Zoning Appeals approvals, including site plan review, subdivision of land, conditional use permits and variances. City Council voted to approve conditional use permits at its March 27, 2023 meeting. To date, the project team presented to the City's Architectural Board of Review four times and will return for final design approvals.

The Arcadia development project has been evolving as the development process continues. With site plans and project design now largely complete, Metropolitan Holdings recently obtained updated project cost information. Total project costs and interest rates continue to escalate. Since first proposed in 2021, total project costs have increased by nearly 33%. Due to these rising project costs and to help close a financing gap, the developer will put in additional equity, take out additional loans, and accept a lower profit margin. Additional contributions included maintaining the existing TIF arrangement on the former Qua property, with 82% of PILOTs to the developer and 18% of PILOTs to the Schools for 30 years, as previously approved by both the Shaker Schools and City Council. The ED Department proposes amending the language that would restart the TIF for this project. The 30 year term would start when there is value placed on the tax duplicate for the newly constructed improvements on the site. There is also amended language to apply the TIF to a consolidated parcel.

Citizen Member Anthony Moore questioned if Director Englehart was saying in terms of the affordable housing units that they are only guaranteed as affordable housing for 20 years and therefore after that 20 year period, the housing could shift to some other kind of financial model. Director Englehart stated yes. The financing that the developer is seeking privately does not require affordability. The City is requiring affordability in the development and use agreement. The private financing of the developer at this time does not require the affordability but is something that City would require. Citizen Member Moore questioned why the City is not requiring that to be perpetual. Director Englehart stated in the market much of the private financing that the City is aware of that requires affordability has either 15 or 30 year terms. 30 years is less common and typically there are buyouts or recaptures that end after a 15 year period. So much of what is happening today in the affordability market is a 15 year period that has been seen. The Affordability and Fair Housing advocates also want to get significantly longer periods of time which in turn changes the long-term profitability of the deal. The City does not want to create any scenario in which the developer doesn't have the ability to reinvest in the property when major systems of the building are going to require reinvestment. Conversations and negotiations were had and the City and developer were able to come to a term of 20 years.

Citizen Member Moore stated his understanding for the needs for financial changes but noted that it is a bit different from what's been advertised. Director Englehart requested for clarification. Citizen Member Moore stated what the Press has reported and what the City has boasted as implementing are not concurrent. To not require affordability for the lifetime of the project seems to him to be a bit disingenuous. Director Englehart stated she will make sure to note and make clear that this is for a 20 year period for this project and will make sure that is advertised clearly on the City's website. All of the public memorandums have stated that to date. Director Englehart also stated the idea of having a perpetual affordability period is not really marketed. Upon her research, Director Englehart had not seen any projects within region that have that but was pleased to receive 20 years in this

project, knowing that other developers are able to avoid recapture and buy out of that after about 15 years. This is longer than some of those other financing mechanisms. The financing on the private side here does not require it. The City is requiring something above and beyond, intentionally for a community benefit. Director Englehart acknowledged Citizen Member Moore’s concerns about the length of time. It is something that can be discussed as the City continues to discuss development and incentives and how the City receives community benefits and the length of that time. Additional discussions and research options in the market can be had.

Citizen Member Patel commented stating to echo Director Englehart’s comments, from his experience, it is not only not market locally for these sorts of affordability per developments, but it is not market across the country to have a perpetual or permanent affordability requirement. 15 years is by far the most common. As mention by Director Englehart, there are significant potential future impediments through the second or third refinancing of these sorts of projects, permitting the future or current owner in 15 years to continue to invest in that asset. In Mr. Patel’s opinion, it would be shortsighted to handcuff this particular property 20 plus years from now. It is much more common to have these sorts of requirements tied to public financing. Of course, if they are using private financing this is something that is less common when you are able to get affordability requirements.

Director Englehart clarified there is a difference between stating that the definition of affordability should be flexible so that 20 years from now, you have an ability to refine what affordability means so that you don’t handcuff refinancing. This is different from saying that the units that are essentially set aside to be affordable should not still be affordable. If the City is seeking to establish a community benefit that says that certain of its citizens in a lower socioeconomic context should be able to live in this facility, it seems that, that can clearly go forward beyond 20 years even if the notion of what affordability means may change 20 years from now.

The Finance Committee approved the request with Citizen Member Moore abstaining, to authorize the City to enter into a Development & Use Agreement (D&U) with Columbus-based developer Metropolitan Holdings Limited, or its affiliate, for the Arcadia redevelopment project at 3393 Warrensville Center Road (the former Quick Buick site).

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REQUEST TO ADOPT A TAX INCREMENT FINANCING (TIF) ORDINANCE AND AUTHORIZE THE CITY TO ENTER INTO A FOURTH AMENDMENT TO THE SCHOOL COMPENSATION AGREEMENT WITH THE SHAKER SCHOOLS TO RESTART THE CLOCK ON THE 30-YEAR EXEMPTION PERIOD FOR THE ARCADIA REDEVELOPMENT PROJECT AT THE QUA BUICK SITE AND TO ENSURE THAT THE TIF APPLIES TO THE ENTIRE PROPERTY, AS TWO PARCELS WILL BE CONSOLIDATED INTO ONE FOR THE PROJECT.

The original Van Aken Development & Use Agreement approved by City Council in 2016 for the phased Van Aken District development included a TIF for development on the Qua Buick Parcel. As agreed to in that 2016 D&U, 100% of the regular property tax payments paid on the improvements constructed on the Qua Buick Parcel will be converted to “payments in lieu of taxes” or PILOTs for 30 years, with 18% of PILOTs paid to the Shaker Schools and 82% of PILOTs paid to the developer of the Qua site.

Also in 2016, the School Board and City Council voted to approve this 82/18 TIF structure on the Qua Buick Parcel. Accordingly, on April 14, 2016, the City and the School District entered into a School Compensation Agreement for the Van Aken District that included, among multiple parcels, the Qua Buick Parcel. That agreement also sets forth that 18% of PILOTs generated by improvements to the former Qua property that would be paid to the Schools and 82% of PILOTs that would be paid to the developer for 30 years.

The Arcadia development project maintains this existing TIF structure, with the following two technical changes requested: (1) language to re-start the clock on the 30-year exemption period for this project (as originally intended and as both the City and Schools recently approved for the Farnsleigh apartments project); and (2) language to ensure that the TIF applies to the entire Qua site, not just the larger of the two parcels on the site as previously approved (the two parcels will be consolidated into one for the project).

The existing TIF and School Compensation Agreement provide that the improvements constructed on several properties will be exempt from taxation (and subject to PILOTs) for a period “commencing with the tax year in which the TIF Ordinance to which such Parcel relates is adopted.” This timing worked well for the original Van Aken Development parcels. However, the Qua Buick Parcel was not developed under the same timeframe. As noted above, the approved Qua Buick Parcel TIF is intended to provide funding for 30 years for development. Under the current language, the Qua Buick Parcel TIF commenced in 2016, reducing the intended 30-year TIF by at least 7 years. This would turn the 30-year TIF into effectively a 23-year TIF.

State law now expressly authorizes TIF commencement dates based on when a project’s improvements are significantly constructed, or to the year in which the tax valuation includes the improvements. Accordingly, last year, City Council and the School Board approved amended language to update the start date for the Farnsleigh Lot. Similarly, the Arcadia development project requires new language that starts the Qua Buick Parcel TIF when the value of improvements are reflected on the real estate tax duplicate.

As proposed, the estimated benefit to the Schools from the Arcadia development project is approximately \$374,650 annually for 30 years. Estimated total revenue to the Schools over the entire 30-year term is approximately \$11.1M. These estimates include both new taxes that will be paid on the land value and 18% of PILOTs paid on the improvements. The estimated benefits do not account for future valuation increases. Please note that these early estimates are based on a conservative and preliminary as-built property valuation estimate that looks at construction hard costs less contingency. The estimated valuation will need to be re-evaluated closer to closing and discussed with Cuyahoga County. Still, the estimated revenues to the Schools are substantially higher from a project of this size and scale than could be originally expected in 2016 when the TIF was approved.

The City administration recommends that City Council pass a new TIF ordinance and authorize an amendment to the School Compensation Agreement reflecting the two technical changes outlined above. This remains conditioned on approval by the Shaker Heights School Board authorizing the Shaker Schools to enter into this amendment to the School Compensation Agreement.

The Finance Committee approved the request with Citizen Member Moore abstaining, to adopt a Tax Increment Financing (TIF) ordinance and authorize the City to enter into a Fourth Amendment to the School Compensation Agreement with the Shaker Schools to restart the clock on the 30-year

exemption period for the Arcadia redevelopment project at the Qua Buick site and to ensure that the TIF applies to the entire property, as two parcels will be consolidated into one for the project.

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REQUEST TO APPROPRIATE \$50,000 FROM THE GENERAL FUNDS, WHICH WILL LATER BE REIMBURSED BY THE COUNTY'S 2023 COMMUNITY DEVELOPMENT SUPPLEMENTAL GRANT (CDSG) PROGRAM AND A REQUEST TO AUTHORIZE AN AMENDMENT TO THE CITY'S CURRENT CONTRACT WITH THE HOMRE REPAIR CENTER (HRRC) TO INCREASE THE CONTRACT AMOUNT BY \$50,000, WITH ALL SUCH ADDED FUNDS RESERVED AS GRANT FUNDS AVAILABLE TO SHAKER HEIGHTS RESIDENTS FOR BRICK-AND-MORTAR REPAIRS.

Director of Economic Development Laura Englehart requested to appropriate \$50,000 from the General Fund, which will later be reimbursed by the County's 2023 Community Development Supplemental Grant (CDSG) program and a request to authorize an amendment to the City's current contract with the Home Repair Resource Center (HRRC) to increase the contract amount by \$50,000, with all such added funds reserved as grant funds available to Shaker Heights residents for brick-and-mortar repairs.

In December 2022, the Building & Housing, Planning, and Economic Development Departments collaborated to submit a grant application to Cuyahoga County's 2023 Community Development Supplemental Grant (CDSG) program, through which the City requested \$50,000 to supplement and expand the City's existing home repair grant programs. In November 2022, this committee recommended and City Council authorized that grant application and the acceptance of the award. In May 2023, Cuyahoga County approved the City's \$50,000 CDSG application for home repair grant dollars.

The City has an exterior maintenance grant program, a senior safety program, paint program and the Moreland Model Block program in Southern Moreland. All of these programs except for Moreland Model Block are violation based. If a resident receives a violation from the City's Building and Housing Department these grant funds are available to help repair those violations and bring the property up to code.

Historically, the City has allocated \$50,000 annually for violation-based, income-restricted home repair grants through the Exterior Maintenance Grant, the Senior Exterior Maintenance Grant, Senior Safety Grant, and the Free Paint Program. Because these grant programs address code violations cited by the Building and Housing Department, usage of these programs varies by year and generally increases in the years following inspections in low- and moderate-income neighborhoods.

From 2012 through 2022, an average of 25 households completed a City-funded grant project each year, and average total yearly spending on all City-funded home repair projects is approximately \$38,500. In 2022, including the Moreland Model Block program, the City funded 37 home repair projects and distributed approximately \$56,200 in home repair grants to homeowners (excluding HRRC fees).

For 2023, as of May 15, a total of 11 eligible households have completed applications for the City's violation-based exterior maintenance, senior safety or paint program grants, totaling approximately \$13,000. An additional 16 applications are in process. Additionally, to date, 14 households are applying for the Moreland Model Block Program this year, and 13 site visits are completed.

That is more funding than the City has had in recent memory put out into these types of programs. The maximum grant is \$2,500. It will need to employ multiple proactive strategies to get these funds out and make sure the residents are aware of these new resources. The ED department has been for numerous years, included information on the home repair grants in every violation notice that the Building and Housing Department sends out and will continue to do so. Starting within the week, the ED department will be sending a letter out to the households that have open violations to make them aware that there are additional funds, in hopes that some residents will be urged to apply now that there is additional funding for this year. The ED department is also doing a lot of proactive engagement, one-on-one outreach, engaging residents in Southern Moreland to expand the Moreland Model Block Program.

The Moreland Model Block Program was created in response to resident requests for assistance in maintaining and keeping up their older homes in light of increased single-family infill construction in southern Moreland. This year, infill activity continues to increase. As you know, Developer YRM Corp. has proposed to build six single-family homes on every vacant lot on Sudbury Road. Due to the sizeable scope and scale of infill activity on one short block and in light of the significant additional grant funds available for home repair this year, as a pilot program, Sudbury owner-occupants applying for the Moreland Model Block Program this year will qualify for an additional \$1,000, making the maximum grant amount per home \$3,500. Sudbury homeowners will also automatically qualify to receive the lowest required homeowner's match percentage of 10% under the program. After a community meeting on May 22 regarding the six new infill houses proposed on Sudbury and discussion of this pilot grant add-on, Sudbury homeowners have shown increased interest in applying for the Moreland Model Block Program this year.

Citizen Member Kolb commented that this seems very resident friendly and is glad to see that it's really important not to just serve the violation but also offer some possible financial solutions. Mr. Kolb questioned if 25 households being helped from 2012 to 2022 a significant number or are there hundreds more that need this.

Director Englehart stated the ED and Building and Housing (B&H) departments are in the process of looking through data that they have and the new CitizenServe software that the Building & Housing department has implemented, will help them to better analyze some of the existing data they have about the types of repairs and the types of violations. There will be an analysis done this summer and fall and plan to bring the findings back to Council to have a better understanding of the demand and the need in the community. The 25 household amount mentioned has been largely tied to the amount of funding that the City has been authorized. Typically the department will receive about \$40,000 a year but that is averaged and each year that amount varies. There are some years where it's less than \$15,000 and some years where the department will get all \$50,000 but that is largely based on neighborhood inspection cycles. After the exterior inspections are systematically done every five years and two neighborhoods are done each year the year or two after some of the neighborhoods that have lower and middle income populations in larger prevalence in the community. The program of \$50,000 that was previously authorized was largely expending in the years where other neighborhoods are inspected and fewer people need assistance. All of the fund are not utilized. There may be some backlog due to the pandemic and because the state of the market in

which it is really challenging to find contractors. The departments are confident they will be able to get out a large amount of this money. The ED department has never gotten out \$135,000 in one year. The CDSG program does allow them to expend these funds until March 31, 2024. Any projects that carry over can be completed and those funds still can be utilized. The ED department also intends to use the County's CDSG funds first, submit for reimbursement for every project, get the full reimbursement and then continue spending the remainder of the City provided funding.

The Finance Committee approved the request to appropriate \$50,000 from the General Fund, which will later be reimbursed by the County's 2023 Community Development Supplemental Grant (CDSG) program and a request to authorize an amendment to the City's current contract with the Home Repair Resource Center (HRRC) to increase the contract amount by \$50,000, with all such added funds reserved as grant funds available to Shaker Heights residents for brick-and-mortar repairs.

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REQUEST TO ENTER INTO A DESIGN AND ENGINEERING CONTRACT WITH GPD GROUP FOR A NOT-TO EXCEED AMOUNT OF \$246,300 FOR THE VAN AKEN BIKEWAY PROJECT.

Planner Anna Mates requested to enter into a design and engineering contract with GPD Group for a not-to-exceed amount of \$250,000 for the Van Aken Bikeway project.

The Van Aken Bikeway will improve connections throughout Shaker Heights, connecting the eastern and western residential neighborhoods, and commercial centers at Lee Road and the Van Aken District, making them more accessible to cyclists. This project is an essential part of the Van Aken District redevelopment and will create a critical connection to future Lee Road bicycle infrastructure. The new urban bike facilities will improve neighborhood connections to primary transportation arteries for both pedestrians and cyclists of all levels.

The design, engineering and construction of the Van Aken Bikeway will build upon the Van Aken Bikeway Plan, adopted by City Council on May 22, 2023. The plan was the result of six months of planning, including two community engagement rounds consisting of an online survey, virtual meetings, in-person meetings, and a walk & bike audit of the project area. The Planning Department also conducted targeted outreach by sending letters to the apartment and condominium building owners and management, and to the single-family homes on Van Aken Boulevard to offer individual meetings. Event information was also shared through the City's various communication channels. Implementing the Van Aken Bikeway Plan will result in infrastructure and safety improvements, increased ridership, and equitable transportation connections for all. These enhancements will include new in-road bicycle facilities, landscape and cyclist amenities, signage and signals, pavement markings, intersection upgrades and other improvements designed to improve the public realm experience, expand transportation alternatives, and increase pedestrian and cyclist safety.

The Bikeway will provide an extension of existing multipurpose paths and introduce new on-street facilities for cyclists. The Van Aken Bikeway Plan recommends a combination of both separated and parking separated, one-way bike lanes on Van Aken Boulevard eastbound and westbound, reducing Van Aken Boulevard to one motor vehicle travel lane in each direction, and lane reconfigurations at Van Aken Boulevard and Lee Road to accommodate transitions.

The Van Aken Bikeway is a \$1.8M project that will be implemented in 2024. A \$1.8M construction budget of local capital funds and Northeast Ohio Areawide Coordinating Agency (NOACA) funds has been secured.

Citizen Member Kolb questioned if the design fee of \$250,000 that is about 14% of the total project cost representative of what is found in other bids. Director Braverman stated this is correct and the Planning department usually budgets 10 to 15 percent. So for this bid the budget was a total 15 percent of that construction. Especially for smaller projects, it is found that the design in engineering phase is a bit higher.

Council Member Nancy Moore commented she has attended much of the public meetings. This is encouraging more people to bike as opposed to take cars for short distances. It compliments not only the City's efforts on Lee Road but also the City's transit-oriented development at Van Aken District. There is concern specifically the apartments on the north side of Van Aken which involves access to the road, both backing out of the parking lot and then coming out of the buildings and parking on the street. Council Member Moore believes there is a great responsiveness on the part of the Planning department to their questions and also believes the net result will be more people using a non-vehicular means of getting around the City. This will be good both for climate change and for carbon emissions of all kinds of green related drivers.

The Finance Committee approved the request to enter into a design and engineering contract with GPD Group for a not-to-exceed amount of \$250,000 for the Van Aken Bikeway project.

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REQUEST TO WAIVE COMPETITIVE BIDDING AND ENTER INTO A SOLE SOURCE CONTRACT WITH MOBILE MOUNTS FOR \$78,090.06 FOR THE INSTALLATION OF 23 VEHICLE CONSOLE AND DOCKING STATION KITS TO REMOVE AND REPLACE CURRENT EQUIPMENT.

Chief of Police Wayne Hudson requested to waive competitive bidding and enter into a sole source contract with Mobile Mounts for \$78,090.06 for the installation of 23 vehicle console and docking station kits to remove and replace current equipment.

This installation is part of the 2023 Capital Project for computer replacements for each police cruiser. The vendor of the laptops Panasonic, has two (2) local vendors that are authorized and recommended to install their product. Only one of the vendors "Mobile Mounts" is able to complete the installation as requested. Their additional install vendor declined to take the project due to their current workload.

The Panasonic computers are being purchased by an authorized GSA federal contract holder Law and Order. The quote originally included installation by the authorized vendor Mobile Mounts. During the purchase process, we believed that Law and Order would be subcontracting the installation to Mobile Mounts. However, that is not the case and we will need a separate contract with Mobile Mounts. The GSA contract installation price to include parts will be honored by the vendor Mobile Mounts, however they are not a GSA contract holder. The total quote by sole distributor including parts and installation is \$78,090.06.

In December of 2022, our Department presented a request to City Council for \$175,000.00 to fund this Capital Project for the complete replacement of computers and related equipment to include installation. City Council granted our request and authorized the \$175,000.00 capital request in ordinance 22-127, Project Code 127B.

Council Member Earl Williams questioned why a GSA Contract is needed. Chief Hudson stated with GSA it is a guaranteed price. CAO Chaikin commented that Council has passed a number of ordinances allowing the City to purchase from various government joint purchasing arrangements. One is with the federal governments also with the State. Since this vendor is not either of those, this request is to ask Council to waive competitive bidding as the only available vendor that can provide this service in a manner that's timely to get the equipment installed.

Citizen Member Kolb questioned to clarify the total amount of \$175,000 includes the \$78,090.06 fee. Chief Hudson stated this is correct.

The Finance Committee approved the request to waive competitive bidding and enter into a sole source contract with Mobile Mounts for \$78,090.06 for the installation of 23 vehicle console and docking station kits to remove and replace current equipment.

* * * *

REQUEST TO TRANSFER BUDGET APPROPRIATIONS OF \$80,000 FROM THE POLICE DEPARTMENT PERSONAL SERVICES BUDGET TO THE POLICE DEPARTMENT OTHER EXPENSES BUDGET TO MEET ONGING POLICE DEPARTMENT TRAINING NEEDS.

Chief of Police Wayne Hudson requested to transfer budgeted appropriations of \$80,000 from the Police Department Personal Services budget to the Police Department Other Expenses budget to meet ongoing Police Department training needs.

Right now, the patrol budget is about 30-36% spent. The department is tracking to come in under budget. The investigation bureau budget is about 46% spent. The department's training budget is \$53,000 which is a minimum amount of training that can be done for that. Ohio does provide some funds for training but that is a minimum standard and the Police department is not a minimum standard department. Chief Hudson's hope is to get some of the training for the officers caught up because during the Pandemic there were some training certification that went into laps. Some classes weren't being offered.

The Finance Committee approved the request to transfer budgeted appropriations of \$80,000 from the Police Department Personal Services budget to the Police Department Other Expenses budget to meet ongoing Police Department training needs.

* * * *

REQUEST TO WAIVE COMPETITIVE BIDDING AND ENTER INTO A SOLE SOURCE CONTRACT WITH AXON ENTERPRISE, INC IN THE AMOUNT OF \$108,526.56 TO REPLACE THE LOW-LETHALITY ELECTRO MUSCULAR DISRUPTION (EMD) DEVICES (ALSO REFERRED TO AS "TASERS").

Tasers are issued to each officer in the department and have become instrumental in efforts to provide officers with less lethal force options. The 2023 Taser replacement bid is supplied by Axon Enterprise, Inc. (Axon), the sole proprietor and distributor of Axon products, including Taser and related components.

The Police department has utilized Axon Taser system since 2007 and generally replace/upgrade every five years due to warranty duration and technology advancements. The current system Axon offers, and the most popular with law enforcement agencies nationwide is the Taser 7. The quote for the Taser 7 by sole distributor, Axon is \$108,526.56. This amount includes all hardware and software needed to transition to this system. The actual Taser 7 itself, minus accessories and software is \$1,814.17 for each unit (37 units' total). Additionally, this quote includes a five year "bumper to bumper" warranty on all hardware and software. That also includes the cartridges and other items that is needed for training.

In December 2022 Council granted the department's request and authorized the \$110,000 capital request in ordinance 22-127, Project Code 127B.

The Finance Committee approved the request to waive competitive bidding and enter into a sole source contract with Axon Enterprise, Inc. in the amount of \$108,526.56 to replace the Low-Lethality Electro Muscular Disruption (EMD) Devices (also referred to as "Tasers"). SPW

* * * *

REQUEST TO ENTER INTO A PURCHASE AGREEMENT WITH KEYSTATE DEVELOPMENT TO ACQUIRE VACANT CITY-WIDE PARCELS FOR CONSTRUCTION OF CUSTOM BUILT SINGLE-FAMILY HOMES TO SELL TO OWNER-OCCUPANT PURCHASERS.

Neighborhood Development Specialist Brendan Zak requested to enter into a purchase agreement with Keystate Development to acquire vacant city-wide parcels for construction of custom build single-family homes to sell to owner-occupant purchasers.

The City's 2015 Housing and Neighborhood Plan and the updated 2022 Housing and Neighborhood Plan have the objectives of attracting and retaining new residents, increasing demand for homes in the City, and increasing property values. During the 2022 update, the City prioritized the expansion of infill housing development. This is accomplished through the use of the City's Land Reutilization Program (City Land bank), the City's Residential Community Reinvestment Area (CRA) Districts (Transit Village CRA and Southern Moreland CRA), and attracting multiple builders and types of housing units to the City.

There are currently 37 City-owned parcels across the City with an active application, a Development and Use agreement, or that are under construction. Of the 37 active parcels, 35 are in the Moreland Neighborhood. Of the 37 active applications, three parcel applications are under review, 30 lots are under contract, including nine from Giltz and Associates, six from YRM Corp, seven from Knez, four from two owner-occupant proposals, two from GLH, LLC, and two from the Cuyahoga County Land bank, and four are under construction: three by Knez and one owner-occupant. Since 2018, four new construction homes have finished construction and have sold to owner-occupants on former City Land bank property. The City owns 159 parcels that do not have an end use, 98 of which are in Moreland.

The City is allowing the Developer to reserve and market up to three parcels at a time for a three-year period. Once the Developer receives all necessary City approvals and the City transfers ownership of the parcel, the Developer may request to reserve a new parcel, as long as the Developer does not exceed three parcels. Additionally, with Staff approval, the Developer may change the three reserved parcels at any time, as long as the total number of parcels reserved does not exceed three. The Developer will use construction loans and financing secured by the owner-occupant purchasers to finance the construction of these homes.

The Developer is proposing to build custom single-family homes in the \$500,000 and above price range. The Developer does not anticipate seeking City approvals for any construction until a buyer is under contract and has selected the design and finishes of the home. All designs are subject to ABR and CPC approval.

On June 14, 2023, the Neighborhood and Economic Development Committee reviewed the application and unanimously recommended approval to Council. Andrew Gotlieb of Keystate Homes was present to answer questions. There was some discussion around the five properties that were previously under contract with Keystate Homes and never developed. Mr. Gotlieb stated that they have shifted their marketing strategy to target slightly smaller sized homes. With the current agreement expiring last April, the proposed three properties under this current application would be the only properties under contract with Keystate homes and for a period of three years. Mr. Gotlieb stated that they believe the three lots they have selected are marketable at the proposed price point, and that their real estate agent, a resident of Shaker Heights, believed that the Milverton site is a good fit for their product. One of the committee members sought clarification as to whether the vacant lot adjacent to 3292 Milverton was city owned and available for infill development. That adjacent lot, 3282 Milverton, is city owned and reserved for infill development only.

Council Member Earl Williams questioned if a similar process is in place for escrow monies used to construct the houses. Mr. Zak stated the City does not require any escrow for any developer for new construction. The safeguard is not transferring the land until all of the approvals are in place. If the construction does not start within a certain time period or development and use agreement expires, the land will be sent back to us.

CAO Chaikin commended Mr. Zak on negotiating the arrangement for 3305 Lee Road and 3311 Lee Road. The neighbor next to this vacant lot really wanted to buy it as a side lot for \$1 even though the City had it reserved for infill. Mr. Zak was able to work with Keystate and the neighbor to pay for a split lot.

The Finance Committee approved the request to enter into a purchase agreement with Keystate Development to acquire vacant city-wide parcels for construction of custom build single-family homes to sell to owner-occupant purchasers.

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2024 TAX BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024.

Director of Finance John Potts presented the 2024 Tax Budget for the Fiscal year beginning January 1, 2024.

The Ohio Revised Code requires that Ohio city councils adopt a tax budget for the next fiscal year no later than July 15th of the current year and that the adopted tax budget be submitted to the County Budget Commission no later than July 20th. The tax budget represents the City's first estimate of its anticipated financial resources and needs for the coming fiscal year. The primary purpose of the tax budget is to demonstrate the City's need to levy property taxes for the coming fiscal year (2024).

The Ohio Revised Code Section 5705.281 allows county budget commissions, if desired, to waive the adoption of the tax budget requirement. While not waiving the requirement completely, the Cuyahoga County Budget Commission implemented the prescribed alternate tax budget format in order to gather basic fiscal data from County governments while streamlining the process. The City of Shaker Heights' 2024 Tax Budget has been prepared in the prescribed format and it is attached. The City of Shaker Heights has been submitting this alternate format since 2003 when the new requirement was implemented in Cuyahoga County. The alternate format includes four separate schedules and the approved resolution adopting the 2024 tax budget.

Revised Code also stipulates that the tax budget be made available for public inspection. Therefore, a copy of the proposed 2024 Tax Budget is available in the City's Finance Department prior to adoption and submission to the Budget Commission. In accordance with ORC 5705.30, a public hearing is not required prior to the City Council's adoption of the tax budget. However, the City of Shaker Heights in previous years has held such hearings prior to City Council's adoption. Maintaining the public hearing prior to adoption will enable the public to comment if desired. In addition, an advertisement of the 2024 Tax Budget public hearing to be held on June 26, 2023 was published in the Sun Newspaper on June 8, 2023 and again on June 15, 2023. The published notification satisfies the ten day advance notice required by Revised Code.

It is recommended that the resolution adopting the 2024 Tax Budget be approved by City Council on June 26, 2023 and subsequent transmittal to the Cuyahoga County Budget Commission after such approval no later than July 20, 2023. Although not required by the Ohio Revised Code per Section 5705.30, it is also recommended that a public hearing be held on June 26, 2023 prior to City Council's consideration of the 2023 Tax Budget to continue the City of Shaker Heights' open government philosophy.

The Finance Committee approved the 2024 Tax Budget for the Fiscal year beginning January 1, 2024.

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There being no further business, the meeting was adjourned at 9:02 a.m. The next meeting will be July 17, 2023.

* * * *

Respectfully submitted,

John J. Potts, Finance Director
Finance Committee



Memorandum

To: Members of the Finance Committee

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

From: Joyce G. Braverman, Director of Planning
Kara Hamley O'Donnell, Principal Planner, Planning
Anna Mates, Planner, Planning

Subject: Appropriation of 2023 CLG Grant Funds for **Warrensville West Cemetery Gravestone Restoration**

Date: July 6, 2023

This is a request to appropriate grant funds received from the Ohio History Connection's 2023 Certified Local Government (CLG) grant program to restore urgent-priority gravestones within Warrensville West Cemetery.

The Warrensville West Cemetery is located within the Shaker Town Center commercial district, is just over one acre, and is owned and maintained by the City of Shaker Heights. The first burial took place in 1811, making it the second-oldest burial ground in Cuyahoga County. The cemetery was designated as a local Landmark in 1976 and is a contributing site to the Shaker Village National Register Historic District.

In 2021, the City received funds through the CLG grant program to create a Historic Preservation Master Plan for Warrensville West Cemetery. The Plan was completed in March 2022 and was adopted by the Landmark Commission, City Planning Commission, and City Council in March and April of 2022. Through this planning process, the consultants created an inventory of 170 visible gravestone markers in the cemetery, which includes an assessment of their current condition and prioritization for restoration. The Plan identified over 50 gravestones as an urgent priority, meaning they are considered a public hazard or are at risk of further damage and require immediate action to be preserved.

The 2023 CLG grant funds will be used to restore up to 57 gravestones that were categorized as an urgent priority during the planning process for the Warrensville West Cemetery Historic Preservation Master Plan. Restoration work will include removing and resetting fallen or leaning gravestones, treating biological growth, removing interfering plantings and roots, remedying previous temporary fixes, and cleaning. This restoration work is a critical first step in fully implementing the Historic Preservation Master Plan.

In February 2023 (Ord. 23-11), Council authorized the Planning Department to apply for, and accept, \$25,000 in grant funds. This application was successful, and the Ohio History Connection CLG grant program awarded an \$18,803 grant to the City. A match of at least 40% is required and the City has \$15,000 appropriated for the project in the Capital Budget under 2020 Neighborhood Projects. Given the reduced funding, we will work to restore as many of the first priority gravestones as possible with the CLG grant and the City’s Capital Fund.

The following is a breakdown of the funding:

Funding Source	Budget Amount
2023 CLG Grant (gravestone restoration)	\$18,803
City Funds (appropriated in Capital Budget)	\$15,000
Local in-kind match	\$1,830
Total	\$35,633

On July 6, 2023, the Safety and Public Works Committee unanimously recommended the appropriation of 2023 CLG grant funds totaling \$18,803. Questions from Committee members included clarification on the location of the Cemetery, if there are plans to increase the visibility of the cemetery with these grant funds or in the future, the number of gravestones in the Cemetery, and if families will be notified of the work being done.

Staff clarified the cemetery is located on Lee Road between the Kingsbury Building and the Heinen’s parking lot and these grant funds are strictly for the restoration of gravestones, but other recommendations from the Master Plan will address the visibility of the cemetery from Lee Road in future implementation phases. Staff noted over 130 gravestones were identified during the Master Plan process and the cemetery is one of the oldest in Cuyahoga County and many of the descendants are no longer living. Additionally, while families would need to be contacted if graves are being moved, they do not need to be notified of the cleaning and restoration work.

Recommendation. This is a request to recommend to Council the appropriation of 2023 CLG grant funds totaling \$18,803 from the Ohio History Connection for the restoration of up to 57 urgent-priority gravestones within the Warrensville West Cemetery.



Memorandum

To: Finance Committee Members

CC: David E. Weiss, Mayor
Jeri E. Chaikin, Chief Administrative Officer
Patricia Speese, Director of Public Works

From: Joyce G. Braverman, Director of Planning
Kara Hamley O'Donnell, Principal Planner

Subject: 2022 Ohio Department of Natural Resources Clean Ohio Trails Fund/Recreational Trails Program grant: Accept & Appropriate Grant for **Lower Lake Multipurpose Trail**

Date: June 26, 2023

In 2021, the City applied for an Ohio Department of Natural Resources (ODNR) grant for the Lower Lake Trail. The grant narrowly missed funding in that round and we were given the opportunity to have it considered in the 2022 round. We made minor adjustments to the grant, including ensuring a 10' wide path and updating the cost estimate to adjust for inflation.

This is a request to accept and appropriate a grant from ODNR's 2022 Clean Ohio Trails Fund/Recreational Trails Program to engineer and construct a 10' wide multipurpose trail in the Shaker Lakes Parklands. The proposed trail will be located between Lower Lake and South Park Boulevard from Coventry Road to West Park Boulevard (see attached diagram). The estimated project cost, including engineering, environmental studies, and construction is \$412,962. The \$309,721 grant awarded will pay for 75% of the project cost. A 25% local match (\$103,241) is required. The City committed \$40,000 in the 2020 General Capital Fund (Ordinance 19-122) and, in Ordinance #21-13, pledged to appropriate \$53,714 if the grant was received. Due to higher construction costs, our required match increased to \$63,241.

Funding Source	Budget Amount
2020 General Capital (Ord. 19-122)	\$ 40,000
2023 General Capital (required match)	\$ 63,241
TOTAL CITY SHARE (25% project cost)	\$103,241
ODNR GRANT (75% of project cost)	\$309,721
TOTAL PROJECT (engineering & construction)	\$412,962

The Shaker Lakes Parklands are popular for passive recreation, including hiking, walking, biking, and jogging. Nearby residents often access the parklands on foot or by bike. A sidewalk or asphalt path surrounds the Lower Lake except along South Park Boulevard, roughly between Larchmere Boulevard and Brook Road where there is no paved path or sidewalk on either side of South Park. While there is a dirt footpath on the north side roughly parallel with South Park Boulevard, it can be muddy and impassible and is not comfortable for those on bikes, with strollers, or with limited mobility. Cyclists and pedestrians often travel within the South Park Boulevard roadway, sharing the street with vehicles. Considering these existing conditions, the proposed multipurpose trail will:

1. Build missing pedestrian/bicycle connections to complete a paved Lower Lake Loop and connect to the Lake-to-Lakes Trail, Nature Center at Shaker Lakes, Shaker park land, and surrounding neighborhoods;
2. Create a connected, accessible, safe trail for pedestrians and cyclists along South Park Boulevard; and
3. Protect environmental resources.

The exact location of the trail has to be determined. Design of the trail, which will include community engagement and coordination with Public Works, will start this Fall with bidding in late Winter/early Spring and construction in 2024. ODNR requires that the funds be spent within 15 months of signing the contract.

This item was considered and approved by the Safety and Public Works Committee on July 6, 2023. There was support for the project. One question had to do with the path location and connecting to Shaker Boulevard. The exact location will be determined during the public engagement process and design.

Recommendations:

1. This is a request to recommend to Council to accept and appropriate the \$309,721 Ohio Department of Resources' 2022 Clean Ohio Trails Fund/Recreational Trails Program funds to engineer and construct the Lower Lake Multipurpose Trail.
2. This is a request to recommend to Council appropriation of \$63,241 in the Capital Budget for the required City grant match.



Memorandum

To: Members of Finance Committee

CC: David E. Weiss, Mayor
Jeri Chaikin, Chief Administrative Officer
Ann McGuire, Communications & Marketing Director
Colleen Jackson, Chief Diversity, Equity and Inclusion Officer
John Potts, Finance Director

From: Joyce G. Braverman, Director, Planning
Alexandria Nichols, Director, Recreation
Kara Hamley O'Donnell, Principal Planner, Planning

Subject: Recreation Strategic Plan Recommendation to Award Planning Contract and to Appropriate Funds

Date: July 17, 2023

This memo recommends awarding a planning/design contract to MKSK in the amount of \$130,000 for the Recreation Strategic Plan project. It is also recommended to appropriate \$130,000 from the General Capital Fund for the Recreation Strategic Plan.

Project Overview

It is important to plan for future recreation needs now to aid other planning priorities which include supporting strong neighborhoods, promoting economic development, and attracting and retaining a diverse resident population. Phase 1 of the Recreation Strategic Plan will include:

1. Community engagement and community needs assessment
2. Existing state of recreation
3. Recreation Strategic Plan
4. Estimate of probable cost

The Recreation Strategic Plan will be informed by robust community engagement to reflect needs in all parts of the community. This Plan will include a community engagement strategy and summary, community needs assessment, assessment of existing conditions and trends, priority uses for each potential site, site plans, and recommendations for multiple options for selected sites. There will be a comprehensive analysis of recreation needs including community support for certain facility types and locations.

The Recreation Strategic Plan will build upon *Forward Together: A Vision for Community Facilities* (Vision Plan, October 2019) and work on a Joint Facilities Plan (2022). It is important to coordinate with the Shaker Schools' plans to update educational buildings with the potential opportunity to redevelop the Middle School site for recreation. The Plan will coordinate with the school facility plans as well as incorporate City facilities not impacted by school decisions, focusing on key

locations. The plan will investigate the four (4) most likely sites for future recreational facilities or amenities: the Shaker Heights Middle School, Thornton Park, Chelton Park/Shaker School District Bus Depot, and the Stephanie Tubbs Jones Community Building/Colonnade area. In addition, two (2) additional sites may be determined during the plan process and would also be evaluated. The plan will include costs and options for renovation and/or building new at each site.

Phase 2, under a separate contract and not as a part of this plan, will include a phasing plan, financing plan, operations plan, and partnership best practices. If Phase 2 moves forward, a new RFP will be issued.

Design Contract Recommendation

A Request for Proposals (RFP) was issued on May 25, 2023, to 72 planning, architectural, landscape architecture, and community engagement firms. Many were selected from the State of Ohio’s list of MBE and WBE engineers. The RFP was sent to the Urban League and Greater Cleveland Partnership Inclusion Marketplace, and also posted on websites of the Ohio Chapter of the American Planning Association, the American Society of Landscape Architects, the Ohio Parks & Recreation Association, and the City of Shaker Heights. The RFP requested proposals from teams of qualified professional planners, engineers and landscape architects, and community engagement professionals, to prepare a Recreation Strategic Plan. Six teams submitted proposals on June 20:

Consultant	Proposed Fee
Brandstetter Carroll	\$127,000
Design Jones	\$127,750
GPD Group	\$127,600
Legat Architects	\$128,480
MKSK	\$130,000
Williams Architects	\$127,000

The proposals were evaluated on specific criteria, including: experience with similar projects, proposed project approach, diversity of project team, and DEI strategy. Three firms best met these criteria and were short-listed for interviews by the selection committee comprised of Joyce Braverman, Alex Nichols, Ann McGuire, Colleen Jackson, and Kara Hamley O’Donnell. The selection committee interviewed three teams on June 29.

After interviews, the Selection Committee determined that MKSK provided a proposal that best met the RFP requirements and demonstrated the best qualifications for the project. MKSK has experience undertaking similar recreation strategic plans and recreation master plans, includes a multipronged approach to community engagement, and has roots and experience in our community. MKSK has completed many similar plans including: *Great Parks of Hamilton County: Park and Facility Plan*; *Clermont County District Comprehensive Master Plan*; *Canton Parks Priority Improvement Plan*; and the *New Albany Parks Framework Plan*. In addition, the Project Manager, with another organization, completed the *Solon Connects Trails Plan*, the *East Cleveland Parks Master Plan*, as well as the *Canton Parks Master Plan* with MKSK. The selection committee was impressed with the community outreach for the East Cleveland plan, including working with the local CDC and Northeast Ohio Alliance for Hope (NOAH) to identify community leaders and use existing networks to lay out the process.

The team includes sub-consultant RDL Architects and Pros Consulting. RDL will work on the site plans, layouts and renderings. Pros Consulting will contribute to park and recreation planning. The team was selected due to extensive experience with creating high-quality recreation plans that incorporate extensive community engagement.

The City has worked with MKSK on the landscape design for the Van Aken District, the Warrensville Multipurpose Path design and is currently engineering the Van Aken District Public Realm project. Even though proposals were received with lower fees, consultant services are evaluated on project approach, project experience with similar projects, community engagement approach and DEI and team diversity.

Schedule

It is anticipated that the Recreation Strategic Plan will be a 12-month process, with community engagement throughout the year. It is anticipated that project kick-off will take place in September with plan completion Fall of 2024.

At its July 11 Recreation Committee meeting, staff verified that this contract will include fit plans for proposed buildings as well as cost estimates—MKSK is the lead and the team includes RDL Architects which will help with fit plans and Pros Consulting which will provide guidance on services and programming. Staff clarified that there are four required study sites and up to two additional sites included in this contract. The two additional sites may be chosen and further studied based on the outcome of planned community input.

The Recreation Committee noted that the recent community attitudes survey has information about recreation included and may be used to test hypotheses. The Committee noted that the last comprehensive recreation assessment was in 2005 and it was confirmed that Council feels it is important that the plan is timed to coincide with the School District's facility planning.

Staff explained that MKSK is the most qualified team, has a strong and varied community engagement background, offers an approach tailored to Shaker's needs, and has ties and experience in Shaker. Multi-pronged community engagement was discussed including accessing people who gather in small neighborhood parks as well as at larger sites. Staff confirmed that there will be a stakeholder committee and it was suggested that the group include people involved in recreation from both the City and School District. Council will receive regular updates in public work sessions throughout the planning process. Staff clarified that there will be a final plan document as part of the scope of work.

The Recreation Committee unanimously recommended Council award the \$130,000 contract to MKSK and appropriate \$130,000 in the General Capital Fund for this project.

Recommendations

1. This is a request for the Finance Committee to recommend that Council award the Phase 1 recreation strategic planning contract to MKSK for a not-to-exceed amount of \$130,000. References were checked and are excellent.
2. This is a request to recommend to Council the appropriation of \$130,000 in the General Capital Fund for this project.



Memorandum

To: Members of the Finance Committee

From: Alexandria Nichols, Director, Recreation Department

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

Date: July 17, 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 three one year renewals is recommended at this time.

CITY OF SHAKER HEIGHTS | *Information Technology*

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This item was presented to the Administration Committee on July 11 and they were curious if the City incurred any additional costs due to the IC being present in the building. There are no additional costs to the City with this program operating at the STJ Community Building. The Administration Committee approved this item.

It is requested that the Finance 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 three one year renewals.



SHAKER HEIGHTS

Memorandum

To: Members of the Finance Committee

From: Alexandria Nichols, Director, Recreation Department

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

Date: July 17, 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.

This item was reviewed by the Administration Committee on July 11 and they recommend a \$1/year in rent. This committee approved the recommended lease agreement.

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 Finance

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. This lease will include a \$1 per year in rent.