

IMPORTANT NOTICE

**ALL UNIVERSITY HEIGHTS CITY COUNCIL MEETINGS ARE HELD AT THE
CLEVELAND HEIGHTS/UNIVERSITY HEIGHTS SCHOOL BOARD
2155 MIRAMAR BOULEVARD ~ CONFERENCE ROOM (1st Floor)**

**CITY OF UNIVERSITY HEIGHTS, OHIO
AGENDA**

COUNCIL MEETING 7:00PM

WEDNESDAY, JANUARY 22, 2020

**CLEVELAND HEIGHTS/UNIVERSITY HEIGHTS SCHOOL BOARD
2155 MIRAMAR BOULEVARD**

NOTE: Executive Session may follow meeting to discuss legal, personnel and real estate matters. (Motion Required)

1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Approval of Minutes
 5. Comments from the Audience (Speakers are limited to 5 minutes, total time allowed 15 min. per meeting, unless otherwise permitted by Council Ord. No. 91-25)
 6. Reports and Communications from the Mayor and the taking of action
 7. Agenda Items:
 - A) Motion Approving Engagement Letter with the Office of the Auditor of State for the 2019 City Financial Audit in an amount not to exceed \$20,787.00
 - B) Ordinance 2020-02 Authorizing the Director of Finance to Disburse a 27th Payroll Commencing in 2020 (on first reading)
 - C) Ordinance 2020-03 Revising the General Fund Carryover Balance Policy for the City of University Heights (on first reading)
 - D) Ordinance 2020-04 Amending Codified Ordinance Section 1280.10 Entitled "Rental of One- and Two-Family Dwelling Units in U-1 and U-2 Districts" by Changing the Fee Structure and Amending Provisions Relating to the Frequency of Registration and Inspections (on emergency)
 - E) Motion to Accept the Bid from AAA Advanced Plumbing and Drain Company for the 2020-2022 Catch Basin, Inlet, Sewer Cleaning & Televising Program as the best and lowest bid in an amount not to exceed \$694,800.00 and Entering into Contract with the same.
 - F) Motion to Accept the Bid from Fabrizi Trucking and Paving Company for the 2020-2022 Emergency Sewer Repairs Program as the best and lowest bid in an amount not to exceed \$397,545.00 and Entering into Contract with the same.
 - G) Motion to hold an Executive Session immediately following this regular meeting for the purpose of discussing personnel, legal and/or real estate matters
- Reports:
- | | |
|--------------------------------|--------------------------------------|
| a) Finance | f) City Engineer |
| b) Law | g) Communications / Civic Engagement |
| c) Public Safety (Police/Fire) | h) Economic Development |
| d) Service | i) Housing / Community Development |
| e) Building | |

AGENDA

WEDNESDAY, JANUARY 22, 2020
REPORTS FROM STANDING COMMITTEES

BUILDING/HOUSING

Chairman
Barbara Blankfeld

COMMUNITY OUTREACH

Chairman
Susan Pardee

ECONOMIC DELVELOPMENT

Chairman

FINANCE

Chairman
Michele Weiss

RECREATION

Chairman
Phillip Ertel

SAFETY

Chairman
John Rach

SERVICE AND UTILITIES

Chairman
Justin Gould

COMMITTEE OF THE WHOLE



Lausche Building, 12th Floor
615 Superior Avenue, NW
Cleveland, Ohio 44113-1801
(216) 787-3665 or (800) 626-2297
NortheastRegion@ohioauditor.gov

ENGAGEMENT LETTER

January 13, 2020

Dennis Kennedy, Finance Director
City of University Heights

This engagement letter describes the arrangement between the City of University Heights (the City) and the Auditor of State including the objective and scope of the services we will provide, the City's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services satisfy the City's audit requirements.

Summary of Services

We will audit the City's basic financial statements as of and for the year ended December 31, 2019. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. The objective of an audit is to express our opinion concerning whether the basic financial statements and related notes present fairly, in all material respects, the City's financial position, changes in financial position, and required budgetary comparison, in conformity with U.S. generally accepted accounting principles.

We expect to deliver our report on or about August 31, 2020.

We will audit to form an opinion on the basic financial statements. We will also opine on whether supplementary information is fairly presented, in all material respects, in relation to the basic financial statements taken as a whole.

We will apply certain limited procedures to required supplementary information. However, we will not opine or provide any assurance on this information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any other assurance.

Engagement Team

The engagement will be led by:

- * Allen Allred, Chief Auditor, who will be responsible for assuring the overall quality, value, and timeliness of our services to you;
- * Matthew Goldman, Senior Audit Manager, who will be responsible for managing the delivery of our services to you; and
- * Mike Ealy, Audit Manager, who will be responsible for on-site administration of our services to you.

The Auditing Process

Our Responsibilities:

The *Summary of Services* above describes our responsibilities for the City's basic statements and other financial information.

We will conduct our audit in accordance with U.S. generally accepted auditing standards (GAAS) and the Comptroller General of the United States' standards for financial audits included in *Government Auditing Standards*. Those standards require that we plan and perform the audit to reasonably assure that the financial statements are free of material misstatement.

Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatement may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We may limit certain procedures to selective testing of data. Therefore we might not detect material error and fraud if it exists. It is not cost-efficient to design procedures to detect immaterial error or immaterial fraud. Also, because of the characteristics of fraud, including attempts at concealment through collusion and forgery, a properly designed and executed audit may not detect a material fraud.

We will communicate all instances where we believe fraud *may* exist to you. These would include instances where we:

- Have persuasive evidence that fraud occurred.
- Determined fraud risks exist and were unable to obtain convincing evidence to determine that fraud was unlikely.

Similarly, noncompliance may have occurred. However, our audit provides no assurance that noncompliance generally will be detected and only reasonable assurance that we will detect noncompliance directly and materially affecting the determination of financial statement amounts. We will inform you regarding material error or noncompliance that come to our attention.

If we find indications of abuse, we will expand our tests to determine its financial statement effect. *Government Auditing Standards* defines *abuse* as behavior which while not necessarily a legal violation, is behavior a prudent person would deem improper or deficient. Because this determination is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

If for any reason we are unable to complete the audit or are unable to form an opinion, we may disclaim an opinion on your financial statements. In this unlikely event, we will communicate the reason for disclaiming an opinion to you, and to those charged with governance, in writing.

Your Responsibilities and Identification of the Applicable Reporting Framework:

We will audit assuming that management and those charged with governance acknowledge and understand they are responsible for:

1. Preparing the financial statements and other financial information, including related disclosures and selecting and applying accounting principles in accordance with accounting principles generally accepted in the United States of America. This includes compliance with Ohio Admin. Code § 117-2-01 which requires designing, implementing and maintaining internal controls relevant to preparing and fairly presenting financial statements free from material misstatement whether due to fraud or error.
2. Providing us with:
 - a. Access to all information of which management is aware that is relevant to preparing and fairly presenting the financial statements such as records, documentation, and other matters;
 - b. Written representations as part of the engagement, from management and/or attorneys, understanding separate legal fees from attorneys may result;
 - c. Additional information that we may request from management for the audit; and
 - d. Unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.
3. Inform us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.
4. Preparing supplementary information in accordance with the applicable criteria.
 - a. Include our report on the supplementary information in any document that includes the supplementary information and that indicates that the auditor has reported on this supplementary information.

- b. Present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the City of the supplementary information and the auditor's report thereon.
5. Reporting fraud and noncompliance of which you are aware to us.
6. Making available to the auditor draft financial statements and any accompanying other information in time to allow the auditor to complete the audit in accordance with the proposed timeline.
7. Reviewing drafts of the audited financial statements, footnotes, any supplemental information, auditor's reports and any findings; and informing us of any edits you believe may be necessary.
8. Designing and implementing programs and controls to prevent and detect fraud.

You should not rely on our audit as your primary means of detecting fraud.

Compliance with Laws and Regulations

Our Responsibilities

As part of reasonably assuring whether the financial statements are free of material misstatement, we will test the City's compliance with certain provisions of laws, regulations, contracts, and grants if noncompliance might reasonably directly and materially affect the financial statements. However, our objective is not to opine on overall compliance with these provisions.

Your Responsibilities:

Management and those charged with governance are responsible for:

1. Being knowledgeable of, and complying with, laws, regulations, contracts, and grants applicable to the City.
2. Identifying for us other financial audits, attestation engagements, performance audits, internal audits, reports from regulators or other studies related to the City (if any), and the corrective actions taken to address these audits' significant findings and recommendations.
3. Tracking the status of prior audit findings.
4. Taking timely and appropriate steps to remedy fraud, noncompliance, violations of provisions of laws, regulations, contracts or grant agreements, or abuse we may report.
5. Providing your views and planned corrective action on audit findings we may report.

Internal Control

Our Responsibilities:

As a part of our audit, we will obtain an understanding of your City and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses.

In assessing risk, we consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of opining on the effectiveness of the City's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Your Responsibilities:

Design, implement and maintain internal control relevant to compliance and the preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error. Appropriate supervisory reviews are necessary to reasonably assure that adopted policies and prescribed procedures are followed.

Your Responsibility for Service Organizations:

Service organizations are other governmental entities, organizations, or companies that provide services to you, as the user City, relevant to your internal controls over financial reporting. Service organizations process transactions reflected in your City's financial statements, and therefore fall within the scope of our audit. While service organizations are responsible for establishing and maintaining their internal control, you are responsible for being aware of the service organizations your City uses, and for establishing controls to monitor the service organization's performance. Because the complexity of service organization transaction processing can vary considerably, your monitoring activities can vary accordingly.

When transaction processing is complex and the volume of transactions is relatively high, obtaining and reviewing a service organization auditor's *Independent Service Auditor's Report on Management's Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls Report* (Type 2 Service Organization Control Report (SOC 1)) may be the most effective method of meeting your responsibility to monitor a service organization, and may also be the only efficient means by which we can obtain sufficient evidence regarding their internal controls. AT Section 801, *Reporting on Controls at a Service Organization* for service organization reports dated prior to May 1, 2017 and AT-C Section 320, *Reporting on an Examination of Controls at a Service Organization Relevant to User Entities' Internal Control Over Financial Reporting* for service organization reports dated on or after May 1, 2017 discuss the aforementioned report. (In some circumstances, we can accept a suitably-designed agreed-upon procedures report (AUP) in lieu of a SOC 1 report.)

You are responsible for informing our staff of the service organizations your City uses, and for monitoring these service organizations' performance.

Service organizations of which we are aware are:

- Cuyahoga County, which processes your City's property tax receipts and disbursements; and
- Regional Income Tax Agency (RTIA), which processes your City's income tax receipts and disbursements.

Please confirm to us that, to the best of your knowledge, the above listing is complete.

Of the service organizations above, that for which we believe the complexity of processing and volume of transactions warrant a SOC 1(or AUP) report is:

- RITA

Without an acceptable SOC 1 or AUP report for the above-listed organization, generally accepted auditing standards may require us to qualify our opinion on your City's financial statements due to an insufficiency of audit evidence regarding service organization transactions included in your City's financial statements. You are responsible for communicating the need for a SOC 1 or AUP report to this service organization.

Representations from Management

Your Responsibilities

Upon concluding our engagement, management and, when appropriate, those charged with governance will provide to us written representations about the audit that, among other things, will confirm, to the best of their knowledge and belief:

- Management's responsibility for preparing the financial statements in conformity with generally accepted accounting principles;
- The availability of original financial records and related data, the completeness and availability of all minutes of the legislative or other bodies and committee meetings;
- Management's responsibility for the City's compliance with laws and regulations;

- The identification and disclosure to the auditor of all laws, regulations, and provisions of contracts and grant agreements directly and materially affecting the determination of financial statement amounts and;
- The absence of fraud involving management or employees with significant roles in internal control.

Additionally, we will request representations, as applicable, regarding:

- The inclusion of all components, and the disclosure of all joint ventures and other related organizations;
- The proper classification of funds, net position and fund balances;
- The proper approval of reserves of fund equity;
- Compliance with laws, regulations, and provisions of contracts and grant agreements, including budget laws or ordinances; compliance with any tax or debt limits, and any debt covenants;
- Representations relative to required supplementary information;
- The identification of all federal assistance programs, and compliance with grant requirements.
- Events occurring subsequent to the fiscal year end requiring adjustment to or disclosure in the financial statements.

Management is responsible for adjusting the financial statements to correct misstatements we may detect during our audit and for affirming to us in the representation letter that the effects of any uncorrected misstatements we aggregate during our engagement and pertaining to the latest period the statements present are immaterial, both individually and in the aggregate, to the opinion units. (*Financial statements include the related footnotes and required and other supplemental information*).

Communication

Our Responsibilities

As part of this engagement the Auditor of State will communicate certain additional matters (if applicable) to the appropriate members of management and to those charged with governance. These matters include:

- The initial selection of and changes in significant accounting policies and their application;
- The process management uses to formulate particularly sensitive accounting estimates and the basis for their conclusions regarding the reasonableness of those estimates;
- Audit adjustments, whether posted or waived;
- Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our opinion;
- Our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- Major issues that were discussed with management related to retaining our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- Serious difficulties we encountered in dealing with management during the audit.

We will present those charged with governance our Summary of Identified Misstatements (if any) at the conclusion of our audit.

Terms and Conditions Supporting Fee

As a result of our planning process, the City and the Auditor of State have agreed to an approach designed to meet the City's objectives for an agreed-upon fee, subject to the following conditions.

Our Responsibilities:

In providing our services, we will consult with the City regarding matters of accounting, financial reporting or other significant business issues. Accordingly, our fee includes estimated time necessary for this consultation. Circumstances may require the Auditor of State to confirm balances with your financial institution resulting in additional nominal charges which will not require an amendment to this agreement. However, should a matter require research, consultation or audit work beyond this estimate, the Auditor of State and the City will agree to an appropriate revision in services and fee. These revisions will also be set forth in the form of the attached *Amendment to Engagement Letter*.

Your Responsibilities:

The City will provide in a timely manner all financial records and related information to us, an initial list of which will be furnished to you, including timely communication of all significant accounting and financial reporting matters, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the City is unable to provide these schedules, information and assistance, the Auditor of State and the City will mutually revise the fee to reflect additional services, if any, we require to achieve these objectives. These revisions will be set forth in the form of the attached *Amendment to Engagement Letter*.

Confidential Information:

You should make every attempt to minimize or eliminate the transmission of personal information to the Auditor of State (AOS). All documents you provide to the AOS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. should be redacted of any personal information. Personal information includes social security numbers, date of birth, drivers' license numbers or financial institution account numbers associated with an individual. The public office should redact all personal information from electronic records before they are transmitted to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If personal information cannot be redacted from any records or documents; the public office must identify these records to the AOS.

If redacting this personal information compromises the audit or the ability to prepare financial statements, the public office and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on the public office in terms of resources, recordkeeping or other issues, the public office and the AOS may collaborate on alternative methods of providing the public office's data to the AOS without compromising the personal information of individuals served by the public office. The AOS is willing to work with the public office and it is our intent to greatly reduce the amount of personal information submitted to the AOS for audit or financial statement preparation purposes. It is important that the public office review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

Fee

Except for any changes in fees and expenses which may result from the circumstances described above, we expect our fees and expenses for our audit services will not exceed \$20,787.

Pursuant to Ohio Rev. Code Section 117.13, you may charge all of this audit's cost to the general fund or you may allocate the cost among the general fund and other eligible funds.

Reporting

We will issue a written report upon completing our audit of your financial statements. We will address our report to those charged with governance. We cannot assure you that we will issue an unmodified opinion. Circumstances may arise in which it is necessary for us to modify our opinion, add an other matters or emphasis-of-matter paragraph or withdraw from the engagement.

Upon completing our audit, we will also issue a written report in accordance with Government Auditing Standards on internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

Access to Our Reports and Working Papers

AU-C 905—*Alert That Restricts the Use of the Auditor's Written Communication* requires our reports to disclose the following:

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards:

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

AU-C 905 requires us to include this restrictive language in our reports due to concerns that other readers may not fully understand the purpose of the report, the nature of the procedures applied in its preparation, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, an audit report becomes a public record under Section 149.43, Revised Code, when we file copies of the report with the public officers enumerated in the Revised Code. When we file the reports, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. AU-C 905 does not affect public access to our reports or working papers.

Under generally accepted auditing standards, we must retain working papers for five years after the release date of our opinion. However, AOS policy requires we retain working papers for seven years or longer, as needed.

Peer Review Report

As required by *Government Auditing Standards*, we have made our most recent external quality control review report (Peer Review) publicly available, at https://www.ohioauditor.gov/publications/Peer_Opinion_2018.pdf. Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The Auditor of State received a peer review rating of *pass*.

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If you have any questions, please call Matthew Goldman at 216-787-3665.

Sincerely,

KEITH FABER
Auditor of State



Allen K. Allred, CPA
Chief Auditor, Northeast Region

Attachment

cc: Michael Dylan Brennan, Mayor
City Council

ACCEPTED BY

DATE

TITLE

SAMPLE
AMENDMENT #___ TO ENGAGEMENT LETTER

[Date]

[ENGAGEMENT LETTER ADDRESSEE]

Dear _____:

The engagement letter dated _____ between the Auditor of State and the City is hereby amended to reflect the following:

<u>Description of / Causes for Amendment</u>	<u>Estimated Fee Effect</u>
1	
2	
3	
4	
<hr/>	
Total this amendment	\$0.00
Previous fee estimate	
<hr/>	
Revised fee estimate	<u>\$0.00</u>

Please sign the copy of this letter in the space provided and return it to us. If you should have any questions, please call _____ at _____.

Sincerely,

KEITH FABER
Auditor of State

[Name of Chief Auditor]
Chief Auditor, [Name] Region

cc: [Engagement Letter cc's]


ACCEPTED BY

DATE

TITLE

CITY OF UNIVERSITY HEIGHTS
INTEROFFICE MEMORANDUM

TO: MAYOR MICHAEL D. BRENNAN

FROM: DENNIS KENNEDY, FINANCE DIRECTOR 

SUBJECT: NEW FUND – 27TH PAY

DATE: JANUARY 13, 2020

CC: CITY COUNCIL MEMBERS

As discussed at last week's Finance Committee meeting, I would recommend that Council approve legislation that creates a new fund to provide for annual contributions to accumulate resources that will materially offset additional payroll expenses in a year when there is an extra pay period.

The 27th pay period (as oppose to 26 regular pays), occurs once every 11 years. The extra pay will take place this year, which will add an extra \$400,000+ in expenses in 2020. Had this reserve fund been created after the last occurrence of an extra pay period, our additional expense this year would have been nominal.

Here is the language in the Ohio Revised Code that allows for creation of this fund:

5705.13 Reserve balance accounts - special revenue fund - capital projects fund.

(B) A taxing authority of a subdivision, by resolution or ordinance, may establish a special revenue fund for the purpose of accumulating resources for the payment of accumulated sick leave and vacation leave, and for payments in lieu of taking compensatory time off, upon the termination of employment or the retirement of officers and employees of the subdivision. **The special revenue fund may also accumulate resources for payment of salaries during any fiscal year when the number of pay periods exceeds the usual and customary number of pay periods.** Notwithstanding sections 5705.14, 5705.15, and 5705.16 of the Revised Code, the taxing authority, by resolution or ordinance, may transfer money to the special revenue fund from any other fund of the subdivision from which such payments may lawfully be made. The taxing authority, by resolution or ordinance, may rescind a special revenue fund established under this division. If a special revenue fund is rescinded, money that has accumulated in the fund shall be transferred to the fund or funds from which the money originally was transferred.

I would propose that we deposit a small amount prior to year end this year, due to the fact that we have to absorb the extra cost in 2020. Beginning in 2021, we should budget an annual transfer to this fund, barring extraordinary circumstances, in the amount of approximately \$40,000 per year. If you agree with this recommendation, I'll coordinate drafting the appropriate legislation and get it on a future Council agenda through the Clerks' Office.

In future years, we could also use this fund to pay annual costs associate with termination leave payouts. Accrued resources in this fund will alleviate annual pressure in the General Fund on a department basis to fund leave payouts to employees terminating service with the City.

ORDINANCE 2020-02

**AN ORDINANCE AUTHORIZING THE DIRECTOR OF FINANCE
TO DISBURSE A 27TH PAYROLL COMMENCING IN 2020**

WHEREAS, the City of University Heights compensates its employees by issuing pay checks on a bi-weekly basis, i.e. every two weeks; and

WHEREAS, this method of payments results in 26 payrolls during most calendar years; and

WHEREAS, a year (365 days) is not equally divisible by 14, the number of days in a two week pay period; and

WHEREAS, in certain years, this method of payment results in a 27th pay date; and

WHEREAS, 2020 is the next year in which the City will have 27 pay dates; and

WHEREAS, all employees whose compensation is set by an annual amount in an ordinance or collective bargaining agreement will therefore receive total regular compensation greater than the annual amount previously authorized; and

WHEREAS, the necessary funds will be budgeted and appropriated by this Council commencing in the year 2020 to meet this payroll obligation.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, CUYAHOGA COUNTY, OHIO:

Section 1. - The Director of Finance is hereby authorized to prepare and disburse a 27th payroll commencing in the year 2020, and for every year thereafter that has 27 pay periods.

Section 2. - Said payment shall be in keeping with previously enacted legislation covering compensation rates, whether stated annually or hourly.

Section 3. - That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

City of University Heights, Ohio

Michael Dylan Brennan, Mayor

First Reading: _____


Passed: _____

Attest: _____
Kelly M. Thomas, Clerk of Council

Approved
as to form: _____
Luke F. McConville, Law Director

CITY OF UNIVERSITY HEIGHTS
INTEROFFICE MEMORANDUM

TO: MAYOR MICHAEL D. BRENNAN

FROM: DENNIS KENNEDY, FINANCE DIRECTOR 

SUBJECT: GENERAL FUND CARRYOVER BALANCE POLICY

DATE: JANUARY 13, 2020

CC: CITY COUNCIL

I would like to recommend that Council be asked to approve legislation that will create a reserve policy that requires a minimum fund balance in the City's General Fund (GF) be established and carried over year-to-year unless emergency situations dictate otherwise.

The purpose of any reserve policy is to facilitate an environment where the City remains a financially stable organization that will allow for planning for short and longer term objectives while still providing for an ability to deal with unplanned and unforeseen needs caused by significant economic downward trends or to manage any consequences of external actions that potentially could impact City revenue. These actions may include, but not be limited to, natural disasters, catastrophic events initiated or influenced by human activity or excessive liabilities or legal judgments assessed against the City.

In determining the amount of reserves the City should strive for in the GF, I considered both the historical revenue of the City and various economic factors that create risk for operations. The Government Finance Officers Association (GFOA) recommends no less than two months of GF annual revenue, exclusive of any one-time transfers in.

Based on our 2019 revenue, the projected carryover balance that would satisfy the minimum recommendation of the GFOA would be approximately \$2.25M annually. At this time, I believe that would be a prudent level to budget for, with the understanding that the policy will be reviewed on a regular basis to determine if adjustments are warranted.

I have attached a draft Carryover Balance Policy for your review. If you agree with this proposed action, I would like to move forward with an official submission to Council to review for approval.

Attachment

ORDINANCE 2020-03

**Revising the General Fund Carryover Balance Policy
for the City of University Heights**

WHEREAS, the purpose of this policy is to reinforce the proactive approach to financial management in the City of University Heights; and,

WHEREAS, a General Fund Carryover Balance Policy assists the City in maintaining long-term financial stability through the development of an adequate fund balance and appropriate reserve account.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, CUYAHOGA COUNTY, OHIO:

Section 1. After thoroughly discussing the memorandum from the City’s Finance Director attached hereto as Exhibit A, that City Council hereby adopts the revised General Fund Carryover Balance Policy attached hereto as Exhibit B, amending the Policy adopted pursuant to Resolution No. 36-2008.

Section 2. That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

City of University Heights, Ohio

Michael Dylan Brennan, Mayor

First Reading: _____

Passed: _____

Attest: _____

Kelly M. Thomas, Clerk of Council

**Approved
as to form:** _____

Luke F. McConville, Law Director

CITY OF UNIVERSITY HEIGHTS
GENERAL FUND CARRYOVER BALANCE POLICY

January 2020

PURPOSE – The purpose of this policy is to ensure the current and future financial stability and security of the General Fund of the City of University Heights and to provide a mechanism to guard against cyclical or temporary changes in revenue and/or expenditures. In conjunction with other City financial policies, this carryover balance policy serves as an important source of direction to guide the use of City resources in meeting financial commitments and also develops a formal approach to rely on when addressing unexpected future events in a fiscally prudent manner.

POLICY – The City shall conduct all annual business in a manner and method that will allow for a minimum carryover balance in the General Fund equal to fifteen percent (15%) of the previous year operating revenue recorded in the General Fund.

The estimated ending fund balance of the General Fund will be calculated at the time the annual, permanent budget is prepared and adopted. The estimated ending fund balance in the General Fund will be calculated by considering the current budget year projected beginning fund balance, plus anticipated revenue to be credited to the General Fund, less appropriations approved by Council for the current year.

As necessary throughout the year, annual appropriations set by Council and/or material changes to the revenue projections established at the time of budget adoption shall be reviewed to ensure that the estimated ending carryover balance does not fall below the required fifteen percent. The Finance Director shall report to Council on a quarterly basis the status of the carryover balance for the current year.

SCOPE – This policy applies only to the General Fund of the City of University Heights.

COMPLIANCE – Due to unforeseen emergency situations, there may specific times or circumstances where the carryover balance falls below the required fifteen percent level established at the time of permanent budget adoption. Corrective actions necessary to promote compliance will be taken in the subsequent annual budget process which may include reductions in appropriations or proposed increases in revenue.

Any changes, revisions or waivers to this policy must be approved by City Council by motion, resolution or ordinance as determined by the Law Director. This policy shall be reviewed at a minimum every five (5) years to determine if it appropriately addresses the financial needs of the City of University Heights.

ORDINANCE NO. 2020-04

INTRODUCED BY: COUNCILWOMAN BLANKFELD

AN ORDINANCE AMENDING CODIFIED ORDINANCE SECTION 1280.10 ENTITLED “RENTAL OF ONE- AND TWO-FAMILY DWELLING UNITS IN U-1 AND U-2 DISTRICTS” BY CHANGING THE FEE STRUCTURE AND AMENDING PROVISIONS RELATING TO THE FREQUENCY OF REGISTRATION AND INSPECTIONS; AND DECLARING AN EMERGENCY.

WHEREAS, the City has an interest in maintaining its housing stock by, among other things, requiring registration and conducting rental inspections; and

WHEREAS, compliance with the rental registration requirements set forth herein serves the public interest insofar as the City is able to inspect housing units to determine that they are safe and habitable and the City is able to maintain a current registry of rental units and residents within the City;

WHEREAS, the costs to the City to run its rental inspection program are measurable and significant, and the current application fees cover only a portion of those costs, and an analysis of the City’s costs and expenses in running its rental registration and inspection program indicates that the fee charges enacted hereby are commensurate with the City’s actual costs and expenses in operating the program;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF UNIVERSITY HEIGHTS, OHIO THAT:

Section 1. Council hereby amends subsection (d) of Codified Ordinance Section 1280.10, entitled “Rental of One and Two Family Dwelling Districts” which shall read in its entirety as follows:

1280.10 RENTAL OF ONE- AND TWO-FAMILY DWELLING UNITS IN U-1 AND U-2 DISTRICTS.

(a) Findings, Purpose and Intent. By adopting this section, the City of University Heights acknowledges the overall general increase of rental properties and because the U-1 and U-2 Districts have special features, characteristics, needs, issues, concerns and problems that are not prevalent in other zoning districts. These concerns include the safety and tranquility of the residential neighborhood, both of which may be impaired by, among other things, the significant increase in parking of vehicles at one-and-two family dwellings. It is with these concerns in mind that the City now adopts this section in an effort to help ensure safe living conditions and adequate parking areas, as well as to avoid overcrowding in the U-1 and U-2 zoning districts.

(b) Permit Required.

(1) No owner, renter, tenant or regular occupant of any single family or two-family dwelling in the U-1 and U-2 zoning districts shall rent, lease or regularly occupy any dwelling unit without first obtaining a rental permit from the City Building Department, except in the following circumstances:

A. The owner resides in the dwelling unit;
or

B. Both of the following criteria are met:

1. The dwelling unit is occupied by one family as defined in Section 1240.10 and the family is related by blood, marriage or adoption to the owner of a dwelling unit; and
2. No monetary or in-kind consideration is exchanged between the owner and the subject family. For purposes of this section, in-kind consideration does not include child care, elder care, other caregiving among family members, housekeeping, landscaping, repairs or maintenance, household chores or services, and such other customary deeds or services among family members.

(2) A dwelling unit may be occupied by one family as defined in Section 1240.10 and/or 1472.14 (or related by blood, marriage or adoption) or can be occupied by not more than three unrelated persons. "Regular occupancy" means the physical presence of a person in the dwelling unit overnight for at least 15 nights in a consecutive 30-day period.

(3) Any one-or-two-family dwelling including those with a rentable third floor shall be required to obtain a rental permit.

A. One-family dwelling. Each third floor unit shall be limited to one tenant and have its own private bath complete with shower and/or tub, toilet, and sink. No culinary or cooking equipment shall be permitted within this area. (See Section 1472.30 for definition of "culinary facilities.")

B. Two family dwelling. Each third floor unit must meet all the requirements of a one-family third floor unit. In addition, the unit must have direct access to the outside without traversing through any other unit.

(c) Rental Permit Application.

(1) The application for a rental permit shall contain the following information and any additional information the Building Commissioner finds necessary:

A. The name and signature of the owner of the property, including the mailing address and the telephone number;

- B. The name and phone numbers of the primary contact tenant;
 - C. The name of each tenant and, if under the age of 21, his or her permanent address.
 - D. Affirmation that the property is not delinquent on property taxes or is enrolled in a payment plan for delinquent property taxes.
 - E. Any application or renewal shall be accompanied bywith the fee provided in division (f) (1) of this section.
- (2) Upon filing an application for a rental permit, the Building Department shall inspect the dwelling unit to determine the following:
- A. That the dwelling unit is of adequate size and has an adequate number of sleeping rooms to accommodate the proposed number of tenants, renters or regular occupants, including the requirements under this Zoning Code and the Building Code that are applicable.
 - B. That one off-street parking space per tenant shall be provided.
 - C. That the dwelling unit shall not contain culinary facilities outside of the kitchen (See Section 1472.30 for the definition of “culinary facilities.”)
 - D. That each unrelated tenant shall be provided with his or her own bedroom which shall be approved by the Building Commissioner. Bedrooms must have a bathroom directly attached or abut a hallway leading to a bathroom and shall be a minimum of 120 square feet in area with no dimension being less than eight feet. Bedrooms in basements or otherwise below grade are prohibited.
 - E. That such dwelling unit is not and will not be used as a day care center, fraternity house, sorority house, residential cooperative, commune, dormitory, rooming house, boarding house, halfway house or equivalent occupancy. (see Sections 1472.31 and 1472.32.)
 - F. That the dwelling unit satisfies the provisions of Part Fourteen – Building and Housing Code and Part Sixteen – Fire Prevention Code of the Codified Ordinances of the City.

G. That the owner/landlord acknowledges responsibility for all maintenance, both exterior and interior, adhering to all adopted State and all local Codified Ordinances within the City and within the U-1 and U-2 Districts of the City.

G.H. The applicant shall be obligated to pay an inspection fee in connection with the performance of any rental inspection in the amount set forth in division (f)(2) of this section.

(3) Upon filing an application, for a rental permit, the Building Department also shall inspect Cuyahoga County property tax records to ensure the owner/landlord has no delinquent property taxes or is enrolled in a payment plan for delinquent taxes for the property listed on the rental application.

(d) Rental Permit Duration Inspections.

(1) A rental permit shall be valid for the property, for up to the number of occupants authorized in the permit for a ~~two~~ one year period from the date of inspection or anniversary of inspection, as applicable. Any rental permit must be renewed annually. Should the property ownership change, the rental permit is non-transferable and a new application must be applied for and all requirements must be met by the new owner(s). The owner or occupant is required to notify the City Building Department whenever there is any change in tenants, renters or regular occupants (including, but not limited to, the substitution of a single tenant or renter for another), provided, however, such a change(s) will not invalidate the rental permit, so long as the number of tenants, renters, or regular occupants permitted on the leased premises does not exceed the maximum tenancy allowed for the property; and provided further that Tenant shall file a Notice of Change in Tenancy along with an administrative fee in the amount of \$25.00.

(2) No rental permit may be issued without an inspection as required by division (c)(2) of this section. Thereafter, an inspection shall be required every other year as a prerequisite to the issuance of a renewal permit in any given year in which an inspection is required hereunder.

(e) Appeal and Special Application for More Than Three Unrelated Persons as Tenants.

(1) An owner of a single family or two-family dwelling may make a written application to the Board of Zoning Appeals to allow occupancy of more than three unrelated persons in a

dwelling unit. In reviewing such an application, the Board of Zoning Appeals shall consider the criteria contained in division (c) of this section. However, no provision of this section shall be applied in circumstances where the application of such provision would violate the fair housing rights of the disabled as defined by applicable Federal, State or local law.

(2) An applicant who has been denied a rental permit by a decision of the Board of Zoning Appeals may seek further administrative appeal to the Cuyahoga County Court of Common Pleas.

(f) Application Fee and Inspection Fee.

(1) The fee charged for a rental permit shall be ~~fiftythree hundred~~ dollars (\$~~50.00~~~~300.00~~) for a single-family dwelling. The fee charged for a rental permit shall be ~~seventy-five dollarsfour hundred~~ (\$~~75.00~~~~400.00~~) for both units of a two-family dwelling. The fee charged for one-half of a two family dwelling shall be ~~fiftythree hundred~~ dollars (\$~~50.00~~~~300.00~~). The fee charged for a rental permit shall be ~~fiftyone hundred~~ dollars (\$~~50.00~~~~100.00~~) for a rentable third floor unit. Fees shall be paid at the time the application for a rental permit is filed with the City and for any renewal thereof. For every month, or portion thereof, during which premises are rented and/or occupied by tenants without a current rental permit or renewal, an additional fee of ~~twentytwo hundred~~ dollars (\$~~20.00~~~~200.00~~) shall be assessed to the owner(s), should the owner(s) fail to comply with this section.

(2) The fee for inspection shall be Two Hundred Twenty-Five Dollars (\$225.00) per housing unit.

(g) Revocation of Rental Permit; Notice to Show Cause. In addition to any other remedy or penalty otherwise provided in these Codified Ordinances, should the Building Commissioner have information or other reasonable cause to find that the holder of any rental permit or his or her tenants has been cited for failure to be in compliance in any respect with the conditions contained in this chapter or in Chapters 648 or 1442 on three different occasions within the duration of the rental permit, the Building Commissioner shall issue, upon the holder thereof by residence service, a notice to show cause to the Building Commissioner within five calendar days thereafter why said permit should not be revoked because of chronic violations. The Building Commissioner may revoke said rental permit forthwith. Said permit holder may appeal said revocation to the Board of Zoning Appeals as otherwise provided in these Codified Ordinances. The form of said notice to show cause shall be on a form prepared by the Building Commissioner and approved as to form by the Law Department. In

determining if a rental permit should be revoked, the Building Commissioner may consider the following:

- (1) Submission of inaccurate or misleading information to the Building Department to secure a rental permit.
- (2) Failure to notify the Building Department within 30 days of any change of information supplied in the application for rental permit.
- (3) Failure to correct violations discovered during inspection within the time specified in a Notice of Violation or three violations of Chapter 1442 during the duration of the rental permit.
- (4) Three violations of Section 648.17 during the duration of the rental permit.
- (5) Chronic parking violations on or about the premises, including overnight parking on public street, blocking the public sidewalk and driving or parking on landscaped areas.
- (6) Repeated complaints from adjacent residents that conditions exist which are detrimental to the peace and quality of the neighborhood. The Building Commissioner or Mayor/Safety Director shall use only such complaints that have been investigated and verified to be valid and based on fact.
- (7) Evidence supplied by the permit holder that the nuisance property is being rented to tenants not involved in prior violations of Section 648.17.
- (8) County tax rolls that demonstrate the owner/landlord is delinquent in the payment of property taxes or failed to complete a payment plan for delinquent taxes.

(h) Penalty.

(i) Whoever violates any provision of this section is guilty of a misdemeanor of the first degree and shall be fined not more than one thousand dollars (\$1,000.00) or imprisoned not more than six months, or both, for each offense. A separate offense shall be deemed committed each day during on which a violation occurs or continues.

(ii) No rental permit shall be issued for a period of one year from the date of revocation for an address at which a rental permit is revoked for any of the reasons set forth in subsection (g) hereof, including any of sub-subsection (f) through (8), except in circumstances in which there has been, with respect to the subject property, an intervening arms-length sale resulting in a change of ownership.

Section 4. Council repeals Codified Ordinance Sections 1280.10 as in existence immediately prior to the passage of this ordinance.

Section 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements.

Section 6. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, so that the City may collect rental inspection fee collections at a rate that will significantly help to offset the costs of the rental registration program, for the financial health and security of its building department and/or the benefit of taxpayers; wherefore, this resolution shall be in full force and effect from and immediately after its adoption and approval by the Mayor.

CITY OF UNIVERSITY HEIGHTS, OHIO

**_____
MICHAEL DYLAN BRENNAN, MAYOR**

PASSED:

ATTEST:

**_____
KELLY M. THOMAS, CLERK OF COUNCIL**

APPROVED AS TO FORM:

**_____
LUKE F. MCCONVILLE, LAW DIRECTOR**



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January 15, 2020
2020003.01

Honorable Michael D. Brennan, Mayor
City of University Heights
2300 Warrensville Center Road
University Heights, Ohio 44118

RE: 2020-2022 Catch Basin, Inlet, Sewer Cleaning & Televising Program

Dear Mayor Brennan:

The City accepted bids for the above referenced project on January 7, 2020. Several contractors purchased bid books however only one bid was submitted.

AAA Advanced Plumbing and Drain Company submitted the one bid that was received, for a total bid price of \$694,800.

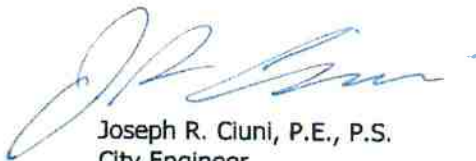
The intent of this project is to clean approximately 400 catch basins per year for the next 3 years. This project will also clean and televise approximately 50,000 linear feet of storm and sanitary sewers. The locations of the cleaning and the televising will be directed by the Service Director. The priority of this contract will be the catch basin/inlet cleaning and after that work is completed the Service Director can utilize the cleaning and televising of sewers as the budget allows.

The lone bid was submitted by AAA Advanced Plumbing and Drain Company. AAA Advanced has performed this same contract for the City for the past 2 contracts, spanning the last 4 years. The prices that were submitted for this bid are considered reasonable and fair and all prices submitted must be held for the entire 3 year period of this contract.

We have been very satisfied with AAA Advanced's work over the past 4 years.

We hereby recommend the City enter into a contract with AAA Advanced Plumbing and Drain as the lowest and best bidder for the 2020-2022 Catch Basin, Inlet, Sewer Cleaning and Televising Program.

Very Truly Yours,



Joseph R. Ciuni, P.E., P.S.
City Engineer

Cc: Jeff Pokorny, Service Director
File 2020003.01

Bid Tabulation
 City of University Heights
 Catch Basin Cleaning
 2019003.1
 Bid Due: 1/03/2020

BID TABULATION
 AAA Advanced Plumbing &
 Drain
 Revised
 rmg
 1/15/2020

Item No.	Approx. Quantity	Unit	ITEM DESCRIPTION	UNIT PRICE BID	TOTAL AMOUNT BID
1	1200	EACH	CATCH BASIN OR INLET CLEANING	\$ 115.00	\$ 138,000.00
2	150,000	L.F.	LIGHT SANITARY SEWER CLEANING	\$ 0.88	\$ 132,000.00
3	150,000	L.F.	LIGHT STORM SEWER CLEANING	\$ 0.88	\$ 132,000.00
4	2,250	L.F.	HEAVY SANITARY SEWER CLEANING	\$ 1.00	\$ 2,250.00
5	2,250	L.F.	HEAVY STORM SEWER CLEANING	\$ 1.00	\$ 2,250.00
6	750	L.F.	ROOT CUTTING AND REMOVAL	\$ 0.20	\$ 150.00
7	1,500	L.F.	FLOODING OF STORM SEWERS	\$ 0.10	\$ 150.00
8	150,000	L.F.	TELEVISION INSPECTION AND REPORT SANITARY SEWER	\$ 0.96	\$ 144,000.00
9	150,000	L.F.	TELEVISION INSPECTION AND REPORT STORM SEWER	\$ 0.96	\$ 144,000.00
TOTAL =				\$	694,800.00



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Honorable Michael D. Brennan, Mayor
City of University Heights
2300 Warrensville Center Road
University Heights, Ohio 44118

January 15, 2020
2020003.01

RE: 2020-2022 Emergency Sewer Repairs

Dear Mayor Brennan:

The City accepted bids for the above referenced project on January 7, 2020. Several contractors purchased bid books however only one bid was submitted.

Fabrizi Trucking and Paving Company submitted the one bid that was received, for a total bid price of \$397,545.00.

The intent of this project is to provide construction services to the City for the line items shown in the bid for the next 3 years. This project will essentially be a service contract on an "as-needed" basis, as determined by the Service Director. The contractor's services will be required when the work contemplated is beyond the capabilities of the City staff or when City forces cannot respond to the need in a timely manner.

The work generally consists of the removal and replacement of existing pavement, removal and replacement of concrete curb and walk, trench excavation and backfill, remove and replace damaged sewer pipes (both main line and house laterals), remove and replace sewer inspection tees, reconstruction of street catch basins or manholes, and landscape restoration items. Again all work is on an "as-needed" basis as determined by the Service Director.

In order to bid the project and determine the lowest and best bidder, our office established bid items and quantities for the contractors to submit a bid. We used quantities given to us by the Service Director from last year's contract and we projected the numbers out for a 3-year period.

The lone bid was submitted by Fabrizi Trucking and Paving Company. Fabrizi has performed this same contract for the City for the past 2 contracts, spanning the last 4 years. The prices that were submitted for this bid are very close and in some cases less than their contract from last year. All prices submitted must be held for the entire 3-year period of the contract.

We have been very satisfied with Fabrizi's work over the past 4 years.

We hereby recommend the City enter into a contract with Fabrizi Trucking and Paving Company for the 2020-2022 Emergency Sewer repairs.

January 15, 2020

Very Truly Yours,



Joseph R. Ciuni, P.E., P.S.
City Engineer

Cc: Jeff Pokorny, Service Director
File 2020003.01

BID TABULATION

ITEM NO.	APPROX. QUANT.	UNIT	ITEM DESCRIPTION	Fabrizi Trucking & Paving Co.	
				UNIT PRICE	TOTAL AMOUNT
1	18	EA.	MOBILIZATION TO TOWN. FIXED FEE PER EACH	\$ 1,500.00	\$ 27,000.00
2A	225	FT	SANITARY SEWER LATERAL REMOVED & REPLACED 5" DIA. OR 6" DIA.	\$ 295.00	\$ 66,375.00
2B	150	FT	8" to 15" SANITARY SEWER REMOVED & REPLACED	\$ 300.00	\$ 45,000.00
3A	150	FT	10" to 24" STORM SEWER REMOVED & REPLACED	\$ 300.00	\$ 45,000.00
3B	225	FT	6" STORM LATERAL REMOVED & REPLACED	\$ 295.00	\$ 66,375.00
4	75	SY	ASPHALT ON CONCRETE BASE PAVEMENT REPAIR	\$ 180.00	\$ 13,500.00
5	75	SY	ASPHALT PAVEMENT REPAIR	\$ 50.00	\$ 3,750.00
6	375	SY	CONCRETE PAVEMENT REPAIR	\$ 75.00	\$ 28,125.00
7	375	CY	EXCAVATION INCLUDING BACKFILL UNDER PAVEMENT	\$ 25.00	\$ 9,375.00
8	225	FT	CONCRETE CURB REMOVED AND REPLACED, including 6" Underdrain	\$ 40.00	\$ 9,000.00
9A	225	SF	4-1/2" CONCRETE WALK REMOVED AND REPLACED, USING MS CONCRETE	\$ 9.00	\$ 2,025.00
9B	225	SF	6" CONCRETE WALK REMOVED AND REPLACED, USING MS CONCRETE	\$ 10.00	\$ 2,250.00
10A	225	SF	6" RESIDENTIAL DRIVE APRON, REMOVED & REPLACED USING MS CONCRETE	\$ 10.00	\$ 2,250.00
10B	60	SF	8" COMMERCIAL DRIVE APRON, REMOVED & REPLACED USING MS CONCRETE	\$ 12.00	\$ 720.00
11A	8	EA.	CATCH BASIN, RECONSTRUCTED TO GRADE	\$ 1,500.00	\$ 12,000.00
11B	2	EA.	CATCH BASIN 3C W/SLUMP & CONCRETE BLOCKOUT	\$ 4,000.00	\$ 8,000.00
12A	3	EA.	MANHOLE, RECONSTRUCTED TO GRADE	\$ 1,500.00	\$ 4,500.00
12B	2	EA.	MANHOLE NO. 3	\$ 4,000.00	\$ 8,000.00
12C	2	EA.	DOG HOUSE MANHOLE	\$ 5,000.00	\$ 10,000.00
13	1500	LB.	MISCELLANEOUS METAL	\$ 3.00	\$ 4,500.00
14	3	EA.	SPRINKLER SYSTEM MAINTAINED	\$ 50.00	\$ 150.00
15A	15	EA.	TEST TEE ADJUSTED TO GRADE (less than four (4') feet)	\$ 50.00	\$ 750.00
15B	15	EA.	TEST TEE ADJUSTED TO GRADE (greater than four (4') feet)	\$ 100.00	\$ 1,500.00
15C	38	EA.	6" X 6" TEST TEE & 6" RISER	\$ 200.00	\$ 7,600.00
15D	30	EA.	LOCATE ONLY SANITARY AND STORM TEST TEE & RISER (PER HOUSE)	\$ 10.00	\$ 300.00
16A	750	FT	TELEVISION INSPECTION & REPORT SANITARY SEWER	\$ 1.00	\$ 750.00
16B	750	FT	TELEVISION INSPECTION & REPORT STORM SEWER	\$ 1.00	\$ 750.00
17	225	CY	LOW STRENGTH MORTAR BACKFILL	\$ 80.00	\$ 18,000.00
TOTAL =				\$	397,545.00