

THE CITY OF UNIVERSITY HEIGHTS, OHIO
CITY COUNCIL MEETING AGENDA via ZOOM

7:00PM

TUESDAY, JANUARY 19, 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/82706855762?pwd=M2tyOVB1YUVzTkM2QS9rLzk2TDVXUT09>

Meeting ID: 827 0685 5762

Passcode: 196077

One tap mobile

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+19292056099,,82706855762#,,,,*196077# US (New York)

Dial by your location

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+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 827 0685 5762

Passcode: 196077

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 to Approve Appointment of Kelly Jablonski to Board of Zoning Appeals
 - B) Ordinance 2021-02 Adopting Codified Ordinance Section 212.05 Entitled "Construction Contractor Dispute Resolution and Administrative Claims Process," and further Adopting the City's Contractor Dispute Resolution and Administrative Claims Process Policy (on emergency)
 - C) Ordinance 2021-03 Creating a Facility Capital Improvement Fund (on first reading)
 - D) Motion to Approve the RFP Comprehensive Zoning Code Update and Advertise for bids
 - E) Motion to Enter a contract with GT Environmental, Inc. to survey University Heights residents regarding potential changes in City solid waste and recycling collection methods
 - F) Motion to Approve Price Quote from Signal Service for Upgrade Pole Mounted Traffic Signal Control Cabinet to Accommodate New Pedestrian Movement at South Green and Silsby Road not to exceed \$20,722.00
 - G) Motion to Hold an Executive Session immediately following this Regular Meeting for the Purpose of Discussing Personnel, Legal and/or Real Estate Matters

Directors Reports:

- | | |
|---------------------------------|--------------------------------------|
| a) Finance | f) City Engineer |
| b) Law | g) Communications / Civic Engagement |
| c) Public Safety (Police/Fire) | h) Economic Development |
| d) Service | |
| e) Building/Housing/Development | |

8. Adjournment

AGENDA

TUESDAY, JANUARY 19, 2021
REPORTS FROM STANDING COMMITTEES

BUILDING/HOUSING

Chairman

Barbara Blankfeld

COMMUNITY OUTREACH

Chairman

Susan Pardee

ECONOMIC DEVELOPMENT

Chairman

John Rach

FINANCE

Chairman

Michele Weiss

RECREATION

Chairman

Phillip Ertel

SAFETY

Chairman

Saundra Berry

SERVICE AND UTILITIES

Chairman

Justin Gould

COMMITTEE OF THE WHOLE

Vice Mayor Michele Weiss

Kelly Jablonski
2572 Fenwick Road
University Hts., OH 44118

January 14, 2021

Mayor Michael Dylan Brennan
2300 Warrensville Center Road
University Hts., OH 44118

Re: Board of Zoning Appeals

I'm writing to express my interest in continuing to serve on the city's Board of Zoning Appeals for an additional two years. I have resided in University Heights since 1999. I have a career in Commercial Real Estate that helps me serve in this capacity.

Attached you will find my bio.

Best,

A handwritten signature in black ink, appearing to read 'Kelly', with a long horizontal flourish extending to the right.

Kelly Jablonski

KELLY JABLONSKI

Kelly began her career in commercial real estate as a Management Associate with Key Corporate Banking completing underwriting assignments within Real Estate Capital Markets, Cash Management and Structured Finance. There she analyzed credit risk and evaluated loan structure and pricing on multi-million dollar financing proposals. Within a year Kelly was promoted to Assistant Vice President and Portfolio Manager within Key Commercial Real Estate underwriting nearly \$500 million of construction and permanent loans for retail, multifamily, residential, office and industrial properties throughout the Great Lakes region. During this time she became highly skilled in real estate documentation including leases, purchase agreements, market/feasibility studies, appraisals, environmental site reports and title work.

Beginning in 2002, Kelly served as Vice President and Relationship Manager in Fifth Third Bank's Commercial Real Estate Division. There she originated \$120 million in construction financing and \$20 million of bond financing while managing a \$200+ million portfolio comprised of retail, multifamily, residential, office and industrial properties.

In 2008 she formed CenterMark Development with her husband, Mark. CenterMark Development is a commercial real estate firm specializing in new construction of multi-tenant outlot centers and free-standing retail stores, as well as the acquisition and redevelopment of existing shopping centers throughout Ohio. www.centermarkdev.com

Kelly has a Bachelor of Business Administration in Finance from the University of Toledo and earned her M.B.A. from John Carroll University.

Throughout her professional and personal life, Kelly has served on many boards and committees in the community including:

- Board of Zoning Appeals, City of University Heights, Ohio
- Urban Land Institute
- Home Builders Association of Greater Cleveland, Urban Housing Committee
- Epilepsy Association, Cleveland
- Interfaith Hospitality Network of Greater Cleveland

ORDINANCE 2021-02

INTRODUCED BY: MAYOR MICHAEL DYLAN BRENNAN AND ALL OF COUNCIL

AN ORDINANCE ADOPTING CODIFIED ORDINANCE SECTION 212.05 ENTITLED “CONSTRUCTION CONTRACTOR DISPUTE RESOLUTION AND ADMINISTRATIVE CLAIMS PROCESS,” AND FURTHER ADOPTING THE CITY’S CONTRACTOR DISPUTE RESOLUTION AND ADMINISTRATIVE CLAIMS PROCESS POLICY, AND DECLARING AN EMERGENCY.

WHEREAS, the Ohio Department of Transportation (“ODOT”) has indicated that the City must have a formal contractor dispute resolution process in place in order for the City to administer local let projects; and

WHEREAS, in order to obtain ODOT approvals for the proposed Cedar Road resurfacing project, the City must adopt a dispute resolution process applicable to contractors;

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

Section 1: City Council hereby enacts Codified Ordinance Section 212.05 entitled Construction Contractor Dispute Resolution Process, to read in its entirety as follows:

212.05 CONSTRUCTION CONTRACTOR DISPUTE RESOLUTION AND ADMINISTRATIVE CLAIMS PROCESS

(a) In connection with construction contracts to which the City is a party having a value in excess of \$50,000.00, the City and the contractor shall be obligated to exhaust the City’s Dispute Resolution and Administrative Claims Process prior to the filing in any court of competent jurisdiction of any claim arising out of the parties’ contracts or the work performed thereby.

(b) The City’s Dispute Resolution and Administrative Claims Process shall be formulated and adopted by City Council from time to time, in order to facilitate the requirements of this ordinance.

Section 2: Council hereby adopts the City’s Dispute Resolution and Administrative Claims Process Policy, in the form attached hereto as Exhibit A, which is incorporated herein by reference as if fully rewritten.

Section 3: The Council hereby finds and determines that all formal actions relative to the passage of this Ordinance were taken in an open meeting of this Council, that all deliberations of this Council and of its committees, if any, which results in formal action were taken in meetings open to the public, in full compliance with the applicable legal requirements, including Section 121.22 of the ORC.

Section 4: 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 obtain prompt and timely approval from ODOT to administer the Cedar Road resurfacing project; wherefore, this Ordinance 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

EXHIBIT A

City of University Heights, Ohio
Effective Date:

Dispute Resolution and Administrative Claims Process

In the event of a dispute, the parties shall exhaust the *City of University Heights's* Dispute Resolution and Administrative Claim process as set forth below prior to filing an action in any court of competent jurisdiction. The following procedures do not compromise the Contractor's right to seek relief in any court of competent jurisdiction, provided that the Contractor is required to exhaust its administrative remedies.

All parties to the dispute must adhere to the 3-step Dispute Resolution and Administrative Claim process. The Contractor should not contact University Heights personnel who are to be involved in a Step 2 or Step 3 review until a decision has been issued by the previous tier. *City* personnel involved in Step 2 or Step 3 reviews will not consider a dispute until the previous tier has properly reviewed the dispute and issued a decision.

Failure to meet any of the timeframes outlined below or to request an extension may terminate further review of the dispute and may serve as a waiver of the Contractor's right to file a claim.

Disputes and claims by subcontractors and suppliers may be pursued by the Contractor on behalf of subcontractors or suppliers. Disputes and claims by subcontractors and suppliers against the *City of University Heights* but not supported by the Contractor will not be reviewed by the *City of University Heights*. Disputes and claims of subcontractors and suppliers against the Contractor will not be reviewed by the *City of University Heights*.

During the pendency of any dispute, the Contractor shall continue with all work, including that which is in dispute. The *City of University Heights* will continue to pay for work not in dispute in accordance with the procures set forth in the parties' written contracts (the "Contract Documents.")

Step 1 (On-Site Determination): The *City Engineer* will meet with the Contractor's superintendent within two (2) working days of receipt of written notice from the Contractor requesting dispute resolution in accordance with City of University Heights Codified Ordinance Section 212.05. The parties will review all pertinent information and contract provisions and negotiate in an effort to reach a resolution according to the parties' Contract Documents. The *City Engineer* will issue a written decision of Step 1 within fourteen (14) calendar days of the meeting and receipt of substantiating documentation. If the dispute is not resolved, the Contractor may either abandon or escalate the dispute to Step 2.

Step 2 (City of University Heights Administrative Review Committee): The *City of University Heights* Dispute Resolution Committee will be responsible for hearing and deciding disputes at the Step 2 level. The committee will consist of *the Mayor, City Engineer and Law Director* or designees (other than the project personnel involved).

Within seven (7) calendar days of receipt of the Step 1 decision, the Contractor shall submit a written notice for a Step 2 meeting to the *City Clerk of Council*. Within fourteen (14) calendar days of receipt of the notice for a Step 2 meeting, the parties shall submit to the City Clerk of Council the dispute documentation as follows:

- a) Three (3) complete copies of the relevant documentation of the dispute.

- b) Identify the dispute on a cover page by county, project number, Contractor name, and subcontractor or supplier (if involved in the dispute).
- c) Clearly identify each item for which additional compensation and/or time is requested.
- d) Provide a detailed narrative of the disputed work or project circumstance at issue. Include the dates of the disputed work and the date of early notice.
- e) Reference the applicable provisions of the plans, specifications, proposal, or other contract documents in dispute. Include copies of the cited provisions in the dispute documentation.
- f) Include the dollar amount of additional compensation and length of contract time extension requested.
- g) Include supporting documents for the requested compensation stated in letter (f) above.
- h) Provide a detailed schedule analysis for any dispute involving additional contract time, actual or constructive acceleration, or delay damages. At a minimum, this schedule analysis must include any schedule update immediately preceding the occurrence of the circumstance alleged to have caused delay and must comply with accepted industry practices. Failure to submit the required schedule analysis will result in the denial of that portion of the Contractor's request.
- i) Include copies of relevant correspondence and other pertinent documents.

Within fourteen (14) calendar days of receipt of the Contractor's dispute documentation, the committee will conduct the Step 2 meeting with the Contractor personnel who are authorized to resolve the dispute. The committee will issue a written decision of Step 2 within fourteen (14) calendar days of the meeting. If the dispute is not resolved, either party may abandon or escalate the dispute to Step 3.

Step 3 Hired Neutral Third Party (Mediation): Submit a written Notice of Intent to File a Claim to the *City Law Director*, who will serve as the Dispute Resolution Coordinator (DRC), within fourteen (14) calendar days of receipt of the Step 2 decision.

The dispute becomes a claim when the DRC receives the Notice of Intent to File a Claim.

a)

The parties shall be obligated to select a mediator within thirty (30) days of receipt of the Notice of Intent to File a Claim. The DRC will coordinate the agreement of the parties to the Mediation, and the selection of a Mediator. The parties may mutually agree upon a Mediator, or may request a panel of mediators from the American Arbitration Association or from the Cleveland Metropolitan Bar Association. The fees of the Mediator will be shared equally between the *City of University Heights* and the Contractor. The DRC will obtain a written agreement, signed by both parties, that establishes the Mediation process. The Mediator will have complete control of the claim upon execution of the Mediation agreement.

The decision of the Mediator is the final step of the *City of University Heights's* Dispute Resolution Process. Mediation shall be non-binding.

**CITY OF UNIVERSITY HEIGHTS
INTEROFFICE MEMORANDUM**

TO: CITY COUNCIL MEMBERS/MAYOR MICHAEL BRENNAN

FROM: DENNIS KENNEDY, FINANCE DIRECTOR

SUBJECT: NEW CAPITAL PROJECTS FUND

DATE: JANUARY 14, 2021

CC: KELLY THOMAS, CLERK OF COUNCIL

As discussed at several Finance related meetings of Council, I would request that Council adopt an ordinance/resolution creating a new Facility Capital Improvement Fund under the authority provided in Ohio Revised Code Section 5705.13 (C) (see attached).

This fund would be created for the sole purpose of accumulating resources for expenses related to the planning, study and other preliminary costs associated with creation, land acquisition, design and construction of new or improved municipal facilities for the City of University Heights.

This new fund is expected to have a life not to exceed ten years from the date of adoption. Revenue credited to this fund shall be determined by action of Council and may include, but not be limited to, transfers from the General Fund, assignment or allocation of tax monies collected by the City, assignment or allocation of funds remitted to the City for various types of permits, fees or fines and any other resource as determined by Council.

All expenditures from this fund, set aside for the specific purpose of improving or constructing facilities for the City, shall be expressly approved by Council by means provided in the City Charter and/or ordinances. Ordinances appropriating funds for expenditures to be charged against this fund shall be duly adopted by Council as necessary.

The ordinance/resolution should contain a statement that authorizes the Finance Director to establish the fund in accordance with governmental accounting standards and use the City financial system to account for revenue and expenses charged to the fund.

Attachment

ORDINANCE 2021-03

INTRODUCED BY: MAYOR MICHAEL DYLAN BRENNAN

AN ORDINANCE CREATING A FACILITY CAPITAL IMPROVEMENT FUND

WHEREAS, the City of University Heights has the need to create a Facility Capital Improvement Fund under the authority provided in Ohio Revised Code Section 5705.13(c); and

WHEREAS, the City of University Heights may establish a Facility Capital Improvement Fund for the sole purpose of accumulating resources for expenses related to the planning, study and other preliminary costs associated with creation, land acquisition, design and construction of new or improved municipal facilities for the City of University Heights; and

WHEREAS, the Finance Director is authorized to establish the Facility Capital Improvement Fund in accordance with governmental accounting standards and use the City financial system to account for revenue and expenses charged to the fund.

WHEREAS, the Facility Capital Improvement Fund expected to have a life not to exceed ten (10) years from the date of adoption. Revenue credited to this fund shall be determined by action of Council and may include, but not be limited to, transfers from the General Fund, assignment or allocation of tax monies collected by the City, assignment or allocation of funds remitted to the City for various types of permits, fees or fines and any other resource as determined by Council; and

WHEREAS, all expenditures from this fund are to be set aside for the specific purpose of improving or constructing facilities for the City and shall be expressly approved by Council by means provided in the City Charter and/or Ordinances.

WHEREAS, Ordinances appropriating funds for expenditures to be charged against this fund shall be duly adopted by Council as necessary.

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 create a Facility Capital Improvement Fund.

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

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

(A) A taxing authority of a subdivision, by resolution or ordinance, may establish reserve balance accounts to accumulate currently available resources for the following purposes:

- (1) To stabilize subdivision budgets against cyclical changes in revenues and expenditures;
- (2) Except as otherwise provided by this section, to provide for the payment of claims and deductibles under an individual or joint self-insurance program for the subdivision, if the subdivision is permitted by law to establish such a program;
- (3) To provide for the payment of claims, assessments, and deductibles under a self-insurance program, individual retrospective ratings plan, group rating plan, group retrospective rating plan, medical only program, deductible plan, or large deductible plan for workers' compensation.

The ordinance or resolution establishing a reserve balance account shall state the purpose for which the account is established, the fund in which the account is to be established, and the total amount of money to be reserved in the account.

Not more than one reserve balance account may be established for each of the purposes permitted under divisions (A)(2) and (3) of this section. Money to the credit of a reserve balance account may be expended only for the purpose for which the account was established.

A reserve balance account established for the purpose described in division (A)(1) of this section may be established in the general fund or in one or more special funds for operating purposes of the subdivision. The amount of money to be reserved in such an account in any fiscal year shall not exceed five per cent of the revenue credited in the preceding fiscal year to the fund in which the account is established, or, in the case of a reserve balance account of a county or of a township, the greater of that amount or one-sixth of the expenditures during the preceding fiscal year from the fund in which the account is established. Subject to division (F) of section [5705.29](#) of the Revised Code, any reserve balance in an account established under division (A)(1) of this section shall not be considered part of the unencumbered balance or revenue of the subdivision under division (A) of section [5705.35](#) or division (A)(1) of section [5705.36](#) of the Revised Code.

At any time, a taxing authority of a subdivision, by resolution or ordinance, may reduce or eliminate the reserve balance in a reserve balance account established for the purpose described in division (A)(1) of this section.

A reserve balance account established for the purpose described in division (A)(2) or (3) of this section shall be established in the general fund of the subdivision or by the establishment of a separate internal service fund established to account for the operation of an individual or joint self-insurance program described in division (A)(2) of this section or a workers' compensation program or plan described in division (A)(3) of this section, and shall be based on sound actuarial principles. The total amount of money in a reserve balance account for self-insurance may be expressed in dollars or as the amount determined to represent an adequate reserve according to sound actuarial principles.

A taxing authority of a subdivision, by resolution or ordinance, may rescind a reserve balance account established under this division. If a reserve balance account is rescinded, money that has accumulated in the account shall be transferred to the fund or funds from which the money originally was transferred.

(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.

(C) A taxing authority of a subdivision, by resolution or ordinance, may establish a capital projects fund for the purpose of accumulating resources for the acquisition, construction, or improvement of fixed assets of the subdivision. For the purposes of this section, "fixed assets" includes motor vehicles. More than one capital projects fund may be established

and may exist at any time. The ordinance or resolution shall identify the source of the money to be used to acquire, construct, or improve the fixed assets identified in the resolution or ordinance, the amount of money to be accumulated for that purpose, the period of time over which that amount is to be accumulated, and the fixed assets that the taxing authority intends to acquire, construct, or improve with the money to be accumulated in the fund.

A taxing authority of a subdivision shall not accumulate money in a capital projects fund for more than ten years after the resolution or ordinance establishing the fund is adopted. If the subdivision has not entered into a contract for the acquisition, construction, or improvement of fixed assets for which money was accumulated in such a fund before the end of that ten-year period, the fiscal officer of the subdivision shall transfer all money in the fund to the fund or funds from which that money originally was transferred or the fund that originally was intended to receive the money.

A taxing authority of a subdivision, by resolution or ordinance, may rescind a capital projects fund. If a capital projects 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.

Notwithstanding sections [5705.14](#), [5705.15](#), and [5705.16](#) of the Revised Code, the taxing authority of a subdivision, by resolution or ordinance, may transfer money to the capital projects fund from any other fund of the subdivision that may lawfully be used for the purpose of acquiring, constructing, or improving the fixed assets identified in the resolution or ordinance.

Amended by 133rd General Assembly File No. TBD, HB 197, §1, eff. 3/27/2020.

Amended by 129th General Assembly File No. 64, HB 225, §1, eff. 3/22/2012.

Effective Date: 03-31-2003 .

Scope of Service	Functional and Technical Requirements	Score	Comments
Contract Management: Provide overall project oversight and management to ensure that the project stays on schedule and budget	Availability and willingness to be flexible for conference calls and meetings Ability to provide quarterly progress reports which include: • A summary of progress and accomplishments over the previous quarter • Explanation of Contract management activities completed in the previous quarter • Explanation of current quarter's activities and plans • Discussion of any major issues encountered, deviations from schedule and budget, etc. Ability to provide monthly status reports Ability and willingness to provide backup documentation including timesheets showing hours worked, hourly rate, staff person, and title for both prime and sub-Consultants		
Existing Conditions Analysis: Review previous plans, studies, and relevant regulations	Ability to review available materials and needs discussed and identify any existing issues or gaps in information required to properly complete a comprehensive zoning code update Ability to work with city staff to host a series of stakeholder interviews with city officials, city planning staff, civic organizations, business groups, and other partners to determine interests and concerns that should be evaluated through the Existing Conditions Analysis Ability and willingness to organize, host and record public workshops/events to vet and refine the collected existing conditions data Ability to draft an Existing Conditions Chapter which incorporates up to date and best in class city code, which is still unique to the needs and interests of University Heights		
Inclusive Public Engagement: Develop a plan for public engagement	Ability to create a method and process to encourage community participation in the development and implementation of the comprehensive zoning code update Ability to utilize a variety of methods to gather public input and present work products (e.g. pop-up workshops, stakeholder meetings, surveys, focus groups, online tools, etc.) Ability to identify key roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of public workshops/events Ability to identify, communicate with, and spark interest for key individuals, organizations, and entities to be involved		
Full Comprehensive Plan Update and Identification of City Improvements: Prepare a full comprehensive zoning code update; identify sustainability indicators, associated metrics, and tracking methods	Ability to draft a Full Comprehensive Plan Update which supports sustainable urban development, economic revitalization, and follows local/regional laws Ability to identify key findings and identify recommendations from documentation/current code review, stakeholder interviews, and the general interest of the public and city officials Ability and willingness to present proposed zoning amendments to the City officials and residents during at least two public workshops Ability and willingness to present draft zoning code amendments to the City Council for discussion in the setting of a public hearing Ability and willingness to facilitate the formal adoption of the proposed zoning code amendments by providing the final documents to the City Council for review and final adoption Ability to provide immediate and long-range goals and strategies for the enhancement, growth and development of University Heights Ability to provide a Full Comprehensive Plan Update that is in a visually appealing, easily digestible format for residents and city officials Ability to identify and describe key indicators and performance criteria for monitoring projects, establish milestones and tracking mechanisms to evaluate the progress of code updates over time, and propose mechanisms for reporting progress and updating the comprehensive zoning code		
Planning Board Review and City Adoption: Prepare proposed zoning code updates for adoption by the City Planning Commission, Board of Appeals, ARB, City Council, and/or city officials	Ability and willingness to present proposed zoning amendments to the City officials and residents during at least two public workshops Ability and willingness to present draft zoning code amendments to the City Council for discussion in the setting of a public hearing Ability and willingness to facilitate the formal adoption of the proposed zoning code amendments by providing the final documents to the City Council for review and final adoption Ability to prepare and socialize all required forms and supporting information for the City Planning Commission, Board of Appeals and ARB for review Ability and willingness to iterate the Full Comprehensive Plan based on concerns raised from the City Planning Commission, Board of Appeals, ARB, City Council, and/or city officials		

Scoring

- 1 - Does not fulfill
- 2 - Can accommodate but not well
- 3 - Mostly fulfills but not ideal
- 4 - Fulfills to expectation
- 5 - Excels in this area



CITY OF UNIVERSITY HEIGHTS
SERVICE DEPARTMENT
MEMORANDUM

To: Mayor Michael Dylan Brennan
City Council

From: Jeffrey Pokorny, Service Director

Date: January 13, 2021

Re: Request to enter a contract with GT Environmental, Inc. to survey University Heights residents regarding potential changes in City solid waste and recycling collection methods

In response to requests from residents and in accordance with discussions during several public meetings concerning the 2019 Solid Waste Collection Analysis study, I requested GT Environmental, Inc. to provide a proposal to perform a public opinion survey of City residents. Attached please find their proposal.

The proposal provides four (4) potential methods to perform the survey. Each proposed method provides a minimum required response to achieve a statistically valid survey with a 5% margin of error and a 95% confidence level. In order to maximize the response rate and receive input from all residents, I recommend Method 1 which will provide a hard copy paper survey with a return postage paid envelope to all residents of the City.

With the City budget process well under way it is imperative that we expedite this process to allow for budgeting of equipment compatible with the collection method selected. If approved, the proposed survey could be completed prior to our March budget deadline.

I respectfully request City Council to authorize the Mayor to enter into an agreement with GT Environmental, Inc. to perform a survey utilizing proposed method 1, a hard copy mailing to 100% of the residents, and providing analysis and a final report to City Council for a cost not to exceed \$11,350.

Should you have any questions please feel free to contact me.

Cc: Dennis Kennedy, Finance Director



January 11, 2021

Jeffrey Pokorny
Service Director
2300 Warrensville Center Road
University Heights, OH 44118

Re: Survey of City Residents

Dear Jeffrey:

GT Environmental, Inc. (GT) is pleased to assist the City of University Heights (City) with surveying residents regarding potential changes to the City's solid waste and recycling collection program.

GT has the experience to assist the City with the surveying and evaluation of the results. GT has conducted residential surveys and or assisted with the City of Springfield and Kenton Ohio as well has survey tens of thousands of commercial, industrial and communities each year. The scope of services in this proposal includes a survey of up to 100% of the residential homes included in the City's solid waste and recycling collection program. The survey would collect information to assist the City in determining if a change in collection systems should be implemented.

The following section summarizes the scope of work to conduct the survey and to evaluate the responses.

PROJECT SCOPE OF WORK

TASK 1 – CITY OF UNIVERSITY HEIGHTS REFUSE COLLECTION EVALUATION TEAM

GT is recommending a City of University Heights Refuse Collection Evaluation Team (Evaluation Team) be created to assist GT and City management with important input into the development of the survey instrument. GT recommends the following make-up of the Evaluation Team:

- Mayor
- Service Director
- Representative from the City of City Council
- Public Representative
- Gt Environmental Project Manager

The Evaluation Team would meet to develop the questions for the survey via virtual meeting.

TASK 2 – RESIDENTIAL SURVEY DEVELOPMENT

GT will work with the City and the Evaluation Team to develop the residential survey instrument. The purpose of the survey is to collect information from residents about their participation levels and preferences regarding solid waste and recycling collection. This may include, but not be limited to:

- Standard identification information
- Current trash, special pick-ups, recycling and yard waste participation metrics
- Value of increased recycling in the City
- Willingness to pay additional property taxes to maintain current collection service
- Value of new or expanded City services if savings can be achieved from changed collection program
- Other factors or metrics as determined

GT will prepare an initial draft survey instrument and cover letter and present to the City and Evaluation Team for review. GT and the Evaluation Team will then meet to discuss the questions on the surveys and overall survey design. Revisions will be made based on the discussion to finalize the survey and cover letter.

TASK 3 – RESIDENTIAL SURVEY DELIVERY

Once the survey instrument and cover letter are designed and approved by the City, GT will prepare to deliver the survey package to the targeted households. GT will require a complete mail list from the City and or the North East Regional Sewer District in Excel spreadsheet form.

There are 4,272 household which received service from the City. GT will survey up to 100% of these households or a reduced targeted amount as determined by the City. If a targeted number of households is selected, the surveys will be sent to all areas of the City using a random selection of households by ward or zip code.

The key to the survey process is to statistically achieve a minimum of 5% or less margin of error and a confidence level of at least 95%. The following table depicts the households

surveyed and the minimum required responses to achieve the above statistical requirements for a valid survey:

Response Rate	Households Surveyed	Required Response	Margin of Error	Confidence Level
8%	4,272	353	5%	95%
10%	3,530	353	5%	95%
30%	1,177	353	5%	95%
50%	706	353	5%	95%
80%	442	353	5%	95%

The following table depicts the households surveyed and the estimated responses and associated margin of error:

Response Rate	Households Surveyed	Required Response	Margin of Error	Confidence Level
10%	4,272	427	5.91%	99%
30%	4,272	1,281	3.01%	99%
50%	4,272	2,136	1.97%	99%
80%	4,272	3,417	0.99%	99%

GT is proposing to deliver the survey using two different methods as defined below:

Method 1

GT will prepare the cover letter and the survey instrument as separate documents in hard copy form. The documents will be printed and assembled into a package that will be sent to the approved number of households. Each package will include a postage paid return envelope. The return envelope will be addressed to GT's office in Columbus where the information and data will be evaluated.

Method 2

GT will prepare the cover letter as separate documents in hard copy form. GT will design the approved survey onto an online survey platform. The cover letter will include a web link to access the survey. The online survey will be designed for ease of use and will include identification information to eliminate any duplication of surveys. This method reduces the printing and initial mailing costs and eliminates the return postage costs as compared to Method 1.

Once the method of survey delivery is selected by the City, GT will work with our printer and mail house to deliver the survey package to the targeted residents.

TASK 4 – SURVEY DATA EVALUATION AND FINAL REPORT

As surveys are returned to GT, a master spreadsheet of the data will be developed where information and data will be collected for future analysis. Once all data and information is finalized, GT will prepare a brief summary report of the survey results and submit to the City for review. Upon review of the City, GT will finalize the report and provide to the City.

TASK 5 – MEETINGS

GT will plan on attending several meetings as a part of this project. The following meetings are included in this proposal:

- 1 virtual meeting with the Evaluation Team to develop the survey
- 1 meeting with City Council to present the Study and answer questions

Additional meetings requested by the City will be charged on a per unit basis depending if the meeting is virtual or face to face.

GT has assumed numerous conference call-based meetings to clarify data and information with the City. These costs have been included in the overall costs of this proposal.

SCHEDULE

Assuming a Project start date of January 15, 2021 the following is a proposed schedule to complete the Tasks.

Task	Completed By:
Task 1 – City of University Heights Refuse Collection Evaluation Team	January 19, 2021
Task 2 – Residential Survey Development	January 22, 2021
Task 3 – Residential Survey Delivery	February 8, 2021
Task 4 – Survey Data Evaluation and Final Report	February 26, 2021
Task 5 – Meetings	TBD

The assumed completion dates are reliant on starting the project by or before January 15, 2021 and normal delivery performance by the mail house.

PROJECT COST

GT will complete the above listed tasks for the following not-to-exceed costs for the following options:

Mr. Jeffrey Pokorny

January 11, 2021

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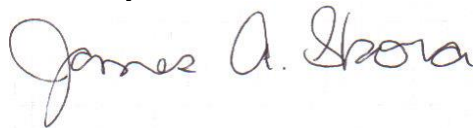
Option	Description	Cost
1	Task 1-5 Using Method 1 Survey Deliver to 100% of the Residential Homes	\$11,350
2	Task 1-5 Using Method 1 Survey Deliver to 50% of the Residential Homes	\$9,000
3	Task 1-5 Using Method 2 Survey Deliver to 100% of the Residential Homes	\$8,900
4	Task 1 -5 Using Method 2 Survey Deliver to 50% of the Residential Homes	\$7,700
n/a	Additional Virtual Meeting Unit Cost	\$310
n/a	Additional Face to Face Meeting Unit Cost	\$545

The costs above include printing and mailing expenses that range from \$4,000 - \$9,800 depending on option. GT's charges are 28-41% of the overall cost of the project depending on option.

GT is proposing to complete this project on a lump sum, not-to-exceed cost basis. GT will conduct the work and bill the City on a percent completed basis monthly until the project is complete. GT will communicate with the City if additional out-of-scope work would cause GT to exceed the lump sum budget presented in this proposal. Billings will not exceed the lump sum amount above without prior approval from the District. Payment terms are net 30 days.

GT is pleased to have this opportunity to continue to work with the City. If you have any questions about this proposal, please call me at (330) 603-0138. If this proposal is satisfactory, please sign the authorization to proceed and return a copy to our office. Thank you.

Sincerely,



James A. Skora, CHMM, SC

Materials Management and Sustainability Business Unit Manager

Authorization to Proceed

By: _____

Title: _____

Date: _____

Option Selected _____

Signal Service Company

CONTROLS
TRAFFIC SIGNALS
INSTALLATION AND
MAINTENANCE

Phone: (216) 662-4820/21

Fax: (216) 662-4823

Email: signal@signalservicecompany.net

4341 Cranwood Parkway • Warrensville Heights, Ohio 44128

GPD GROUP
520 S MAIN ST
AKRON, OH 44311

ATTN: RYAN GILLESPIE

JANUARY 15, 2021

QUOTE: UNI2--027 REVISED

APPROVED _____ DECLINED _____

QUOTATION

We are pleased to quote on the installation and/or purchase of Traffic Signal Equipment at the intersection of:

GREEN & SILSBY

UPGRADE POLE MOUNTED TRAFFIC SIGNAL CONTROL CABINET TO ACCOMMODATE NEW PEDESTRIAN MOVEMENT

INSTALL PEDESTRIAN SIGNAL BUTTONS AND INFORMATION SIGNS

REPLACE TRAFFIC CONTROL CABINET RISER ASSEMBLY

REPLACE GROUND ROD ASSEMBLY

INSTALL NEW WOOD POLE IN CEMENT, TRANSFER SIGNAL SPAN AND CABINET TO NEW POLE
EXTEND CONDUITS TO NEW POLE LOCATION FOR VEHICLE DETECTION LOOP EXITING CAMPUS

Date _____ PO# _____

Authorized Acceptance Signature _____

Above signed agrees to pay in full 30 days upon completion of work.

NOTE: Prices subject to change after 3 months.

"An Equal Opportunity Employer"

Complete Price Materials and Installation \$20,722.00

Complete Price Materials Only _____

Approximate Price _____

Sales Tax _____

Total \$20,722.00

Quoted By

David Board