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## **MEMORANDUM**

TO: Members of Council  
FROM: Tanisha R. Briley, City Manager  
DATE: May 27, 2016  
RE: June 6, 2016

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## **MEETINGS & REMINDERS**

There will not be a meeting next week as we honor Memorial Day.

Monday, June 6      -      6:15 p.m.      -      Committee of the Whole  
   -      7:30 p.m.      -      City Council

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## **LEGISLATION**

Legislation has been prepared for the following:

1. Grant for bike lanes
  2. Second reading - SafeBuilt contract
  3. Authorizing the purchase of 3 SUVs for the Police fleet
  4. Declaring June LGBT Pride month
  5. Billing and collection services agreement with Life Force Management Inc.
  6. Community Development Block Grants (CDBG)
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## **GENERAL INFORMATION**

1. Enclosed is the Council Update.
2. Enclosed is a Community Outreach update from the Vice City Manager.
3. Enclosed is an update from the Public Works Director.
4. Enclosed is the weekly water report from the Utilities Commissioner.
5. Enclosed is an update from the Planning and Development Director.
6. Enclosed is an update from the Parks and Recreation Director.
7. Enclosed is the weekly activity report from the Fire Chief.
8. Enclosed is the weekly activity report from the Police Chief.
9. Enclosed is the weekly report from the Building Department.

TRB/jkw  
Enclosures



## COUNCIL UPDATE

May 27, 2016

### 1. LEGISLATION

- NOACA Grant. This legislation authorizes the acceptance of a NOACA grant of up to \$30,000 to transform bike lanes into buffered bike lanes on North Park Boulevard from Harcourt Drive to Lee Road.
- SAFEbuilt Agreement (Second Reading). This legislation authorizes the City Manager to enter into agreement with SAFEbuilt Ohio, LLC, to provide building department services in accordance with State law. Please note in the enclosed contract that EPL and cyber insurance have been added per Council's request. Additionally, there have been changes made to the alternate dispute resolution section and the services section.
- Police Vehicle Replacement. This legislation authorizes the purchase of 3 SUVs for the police fleet for a total of \$102,516. These new vehicles will replace (1) 2011 Ford Crown Vic #1764 Mileage 47,389. Condition: Total Loss; (2) 2002 Ford Crown Vic #1156 Mileage 56,866. Condition: Needs some front suspension parts, pwr str work. 14 years old; (3) 2006 Ford Crown Vic #3778 Mileage 62,524. Condition: Instrument cluster-odometer not operating. These vehicle replacements were previously approved in the 2016 Capital Improvement Program.
- LGBT Pride Month. This legislation declares June 2016, "LGBT Pride Month."
- Life Force Agreement. This legislation authorizes a 3 year renewal of the City's billing and collection services agreement with Life Force Management Inc. The City has hired Life Force to bill for its ambulance services since 1998. The services offered are professional and do not require bidding.
- CDBG Sub-Recipient Agreements. These individual pieces of legislation permit the City Manager to enter into CDBG sub-recipient agreements for the program year effective July 1, 2016 – June 30, 2017. Each program has been approved by

CAC and City Council and is described below. Due to volume the agreements will be presented over two meetings. The following agreements are included for the June 6<sup>th</sup> City Council meeting:

- Cedar Taylor Development Association - For assistance with the costs of the Association relative to the implementation of streetscape enhancements for the business district
- Heights Community Congress - For assistance with its programs to educate on diversity in our community
- Home Repair Resource Center - For assistance with their home-repair and home-improvement programs
- Cleveland Tenants Organization - For assistance with its telephone information services used to provide advice and assistance in housing matters in the Greater Cleveland area
- Heights Emergency Food Center - For the payment of operating expenses
- Family Connections - For assistance with its Family School Connections Program which has the mission to strengthen families and promote the healthy development of children by providing parent educations, parent support, and activities for families with children from birth to age ten
- FutureHeights - For assistance with its Community Capacity Building Program which promotes a vibrant and sustainable future for Cleveland Heights and University Heights through innovative ideas and civic engagement
- Gesher - For the payment of operating expenses of their corporation which offers benefits referral program to help local families access much needed support

## **2. TOP OF THE HILL**

- Six proposals were received in response to the Request for Qualifications. The respondents were all well qualified development firms including Fairmount Properties, Finch Group, Flaherty & Collins Properties (Indiana), Liberty Development Company, The NRP Group, and Cedar-Fairmount Redevelopment Partners (Orlean Company and others). This response is a good indicator of interest in the site and its potential for development.
- The qualifications packages are being evaluated by the review team consisting of City staff and our consultants. The review team will interview developers in mid-June to address follow up questions and continue the vetting process. The next step will be presentations to City Council in late June/early July.

### **3. CHECKS BETWEEN \$10,000 - \$50,000**

- Badger Meter, Inc. - \$11,998.38: M25 5/8" ADE W/Transponder
- The Illuminating Company - \$32,361.44: Electrical Usage for various accounts
- Davis Tree - \$20,425.24: Purchase of Spring Trees and Stakes/Webbing Ties
- Monte Construction Company - \$16,040.00: Lee Road Sanitary Sewer Overflow
- CMRS – POC - \$10,000.00: Postage
- William Morris Endeavor - \$25,000.00: Performance Fee - Melissa Etheridge
- William Morris Endeavor - \$15,000.00: Performance Fee - Ziggy Marley

**TO : TANISHA R. BRILEY , CITY MANAGER**

**FROM : SUSANNA NIERMANN O'NEIL , ASSISTANT CITY MANAGER**

**RE: COMMUNITY OUTREACH UPDATE**

**DATE : MAY 27 , 2016**

**COMMUNITY RELATIONS:**

- The streetscape/construction maps for Cedar Lee are online. The Homepage icon is in place that sends interested parties directly to the information page.
- There are 9 winning essays from Monticello Middle School. Each student will receive a proclamation from City Council.
- The Forest Hill annual garage sale throughout their neighborhood is this weekend.
- Safety Town registration went well and there are still openings in each session. Residents should call Community Relations (291-2323) to register.
- The Demington block party is this Monday, May 30<sup>th</sup>.
- Potter Village has rescheduled their neighborhood garage sale to Saturday June 4<sup>th</sup> from 9:00am to 4:00pm.
- Start Right Church is celebrating their 10<sup>th</sup> anniversary, Friday June 3<sup>rd</sup> . A Proclamation has been prepared.

**PUBLIC RELATIONS:**

- Ads have been prepared for Cleveland Magazine , the City Visitor and the Cleveland Jewish News.
- Posters and tickets for the Friends of Cain Park fund raiser at the DooWop concert (Saturday August 13<sup>th</sup> ) have been designed. This is the last time the Heights High alumni group will perform.

**SOCIAL MEDIA:**

- A variety of topics have been on Facebook and Twitter – The streetscape project , Memorial Day ceremony reminder , Change in hours for trash pickup due to the holiday, throwback Thursday photos..



# MEMORANDUM

**TO:** Tanisha Briley-City Manager  
**FROM:** Alex Mannarino-Public Works Director  
**DATE:** May 27, 2016  
**RE:** Weekly Update

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## **Lee Road Streetscape**

S.E.T. was out breaking and removing concrete. We have not experienced any major set-backs.

## **Construction Project Updates**

### **2016 Road Resurfacing**

No new updates

### **2016 Surface Treating**

We hosted a pre-construction meeting with Specialized Construction this week. They intend to start work next week making road repairs. ATTACHED BELOW is a hand-out that is being distributed to the residents affected by the surface treatment program.

### **2016 Pavement Striping**

J.D. Striping and company have been out and about throughout the city this past week. You probably have noticed all of the striping that has been completed. They are now in the process of doing the "hand work" (i.e. manual spraying). We asked that in the interest of pedestrian safety that they stripe the three mid-block crossings on Coventry with "ladder-style" markings.

### **2016 Traffic Signal Reconstruction**

Greenwich electric was out installing foundations for the new Pedestrian Poles. We have not experienced any major set-backs

### **Mayfield Signalization**

Current alternate traffic light scheme continues.

### **Blanche Avenue Waterline**

Terrace construction is finishing restoration work.

**Dominion East Ohio**

Construction on projects 1589, 1270, and 1271 continued as normal.

**Service Department**

All other public works operations continued as normal.

# NOTICE TO RESIDENTS

## YOUR STREET IS SCHEDULED TO BE SURFACE-TREATED

### What is Surface Treating of Roadways?

Typically, when the structural condition of an asphalt road is good, but surface related issues are present (weathering, cracking, and surface potting). A surface repair can be made along with the application of a surface treatment to prolong the life of the asphalt.

The first stage of the process is to correct surface imperfections such as pot holes and large cracks.

THIS MAY NOT BE NECESSARY ON ALL AFFECTED ROADS

The second stage of the process is a bit more complex and may affect accessibility. A petroleum based surface treatment is applied, and then a layer of 3/8" coated slag is applied. The material is then compacted with a vibratory steel roller. Once the base treatment is cured, a follow-up application (fogging) of an emulsion is applied to the surface to lock the loose stone into place.

"NO PARKING" SIGNS WILL BE POSTED WITH 24 HOURS NOTICE  
AND WILL BE ENFORCED  
BETWEEN THE HOURS OF 7:00 A.M. AND 7:00 P.M.  
WHILE WORK IS IN PROGRESS

THE ROAD MAY STILL BE DRIVEN ON ANYTIME DURING WORK UNLESS  
INDICATED BY FLAGGERS

PLEASE LIMIT YOUR SPEED TO LESS THAN 20 M.P.H. WHILE THE BASE AND  
SLAG TREATMENT ARE BEING APPLIED/AND CURED

"ROAD CLOSED" SIGNS WILL BE POSTED AT EACH END OF THE STREET, WITH  
RESIDENTIAL ACCESS WILL BE MAINTAINED



### QUESTIONS?

Please Contact Public Works at **216-291-2470**

Date: May 27, 2016

To: Tanisha Briley, City Manager

From: Collette Clinkscale, Utilities Commissioner

Subject: Water and Sewer Department Weekly Update

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#### Water

- Replaced hydrant valve at Euclid Height Blvd and Surrey
- Replaced service line at 1130 Castleton
- Replaced service line at 1356 Yellowstone
- Dug and replaced curb box at 925 Woodview for turn off
- Turned off 99 delinquent accounts
- Repaired tree lawns on Queenston, Monticello, Quilliams, and Delaware Roads
- Leak survey is in wrap status
- Transponder upgrade project continues
- Blanche Waterline – Restoration of street underway.

#### Sewer

- Ran sewer machine on Compton, Wilton, Burlington, Northhampton, Arlington, and Delamere
- Replaced catch basin at Berkeley and Maple Roads
- Replaced catch basin at Redwood and Parkway
- Dug street on Wellington to locate covered manhole
- Replaced catch basin at 3261 Silsby
- Jetted lines at Cedar Fire Station
- Repaired tree lawns on Quilliams, N.Taylor, Oakridge and Coleridge Rds

#### Other

- Attended bi-weekly Water Transition meeting
- Participated in weekly billing transition meeting
- Continue to coordinate with a number of contractors for the Heights High School Project
- On-going meetings with MIS on Cleveland Water requests

## MEMORANDUM

**To:** Tanisha Briley, City Manager  
**From:** Richard Wong, Director of Planning and Development  
**Date:** May 27, 2016  
**Subject:** Weekly Update

### Architectural Board of Review

At Wednesday's special meeting a proposed 4-car garage at 2890 Euclid Heights Boulevard (next to Coventry School) was again continued, still too incompatible even after a fancier garage door,



steeper roof, light fixtures and half-round gutters were added. The applicant was urged to look at alternatives to vinyl lap siding.

### Transportation Advisory Committee

Bus service again was the most involved topic. Jonathan Ciesla said he knew of nobody at RTA studying restoration of routes that would run from Cleveland Heights to Downtown Cleveland without a passenger's need to transfer and pay in a second RTA vehicle. RTA staff have also not changed their recommended service cuts. The plan is for action to be taken at the June 7 Board meeting with cuts to be made in August.

Members were briefed about the Master Plan and filled out the County Planning staff's questionnaire that requested ideas about the City's transportation network. Howard Maier met with Karen Knittel to review the suggestions.

### Master Plan

A Steering Committee meeting is planned for Thursday, June 23. The second public meeting will be at 7:00 PM Thursday, July 14. Policy development will be the main discussion topic and form a basis for the next phase, which is implementation.

# Memorandum

To: Tanisha Briley, City Manager

From: Joseph P. McRae, Parks and Recreation Director

Subject: Parks and Recreation Department Update

Date: May 26, 2016

Please find a brief summary of the Parks and Recreation Department announcements and activities attached for your review:

## **General Announcements**

- The Community Center will be closed Monday, May 30 for Memorial Day.
- Sunday, June 5 – Fire Department “Touch a Truck” event 2-4 pm scheduled at the Community Center.
- Staff is continuing pre-season prep for Cumberland Pool. The lifeguard staff orientation will be held on Saturday, June 4.
- Cumberland Pool and the Cain Park Splash Pad will open for the season on Saturday, June 11.

## **Senior Activity Center**

Activities included:

- Heights Library taught a computer class regarding the I-Pad.
- Dennis Sutcliffe spoke on Cleveland’s Mob Bosses.
- Commission on Aging held its Annual Forum recognizing Older Americans’ Month. The Forum topic was *Women Who Lead and Inspire*.
- 10 seniors traveled on the senior center van to attend the Friday morning concert series at Severance Hall.
- Students from Heights High School helped seniors learn to operate their cell phones.



# Cleveland Heights Fire Department

## Weekly Activity Report

|                                    |       |
|------------------------------------|-------|
| Total Emergency Calls Year To Date | 2,467 |
|------------------------------------|-------|

|                                  |     |
|----------------------------------|-----|
| Total Emergency Calls for Period | 129 |
|----------------------------------|-----|

Report Date Period: 05/20/2016 - 05/27/2016

### Fire Data

|                                    | <u>Current Period</u> | <u>Year to Date</u> | <u>Last Year to Date</u> | <u>Current Year % of Run Count</u> |
|------------------------------------|-----------------------|---------------------|--------------------------|------------------------------------|
| Emergency Fire Run Count           | 30                    | 444                 | 498                      | 18.61 %                            |
| Emergency Structure Fire Count     | 3                     | 27                  | 30                       |                                    |
| Emergency Non Structure Fire Count | 27                    | 409                 | 463                      |                                    |
| Emergency Vehicle Fire Count       |                       | 8                   | 5                        |                                    |

### Emergency Medical Data

|                                 |    |       |       |         |
|---------------------------------|----|-------|-------|---------|
| Total Emergency Run Count       | 99 | 2,023 | 1,921 | 81.39 % |
| Emergency Medical Run Count     | 92 | 1,956 | 1,840 |         |
| Automobile Accident Run Count   | 7  | 67    | 81    |         |
| Advanced Life Support Run Count | 29 | 544   | 573   |         |
| Basic Life Support Run Count    | 70 | 1,470 | 1,328 |         |
| Total EMS Transports            | 70 | 1,331 | 1,245 |         |
| Total EMS Non Transports        | 29 | 599   | 605   |         |

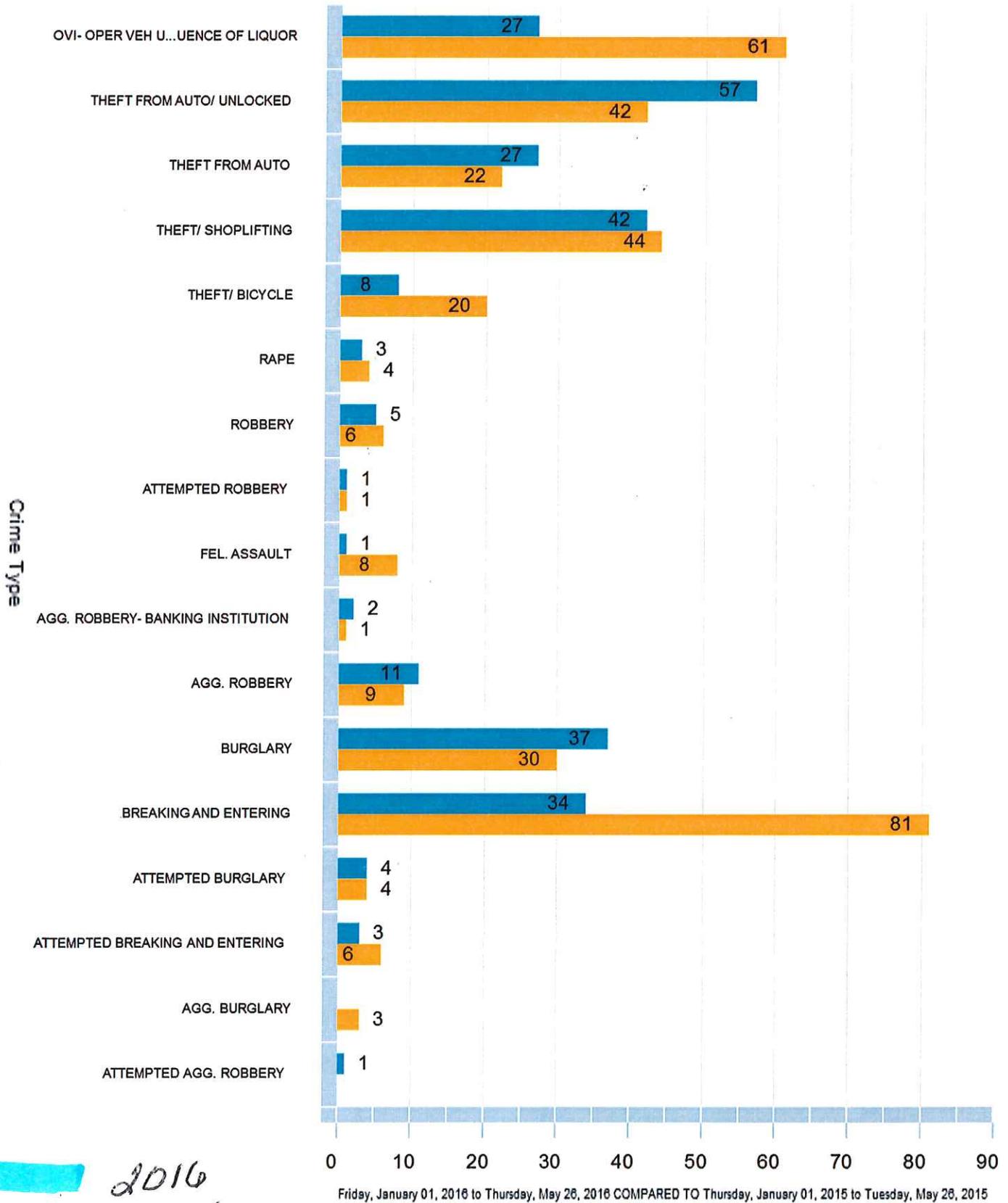
## Mutual Aid Run Count to Date

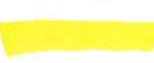
|                               |   |
|-------------------------------|---|
| <b>Mutual aid received</b>    | SEFD A - 18<br>SHFD A - 18<br>ECFD A - 8<br>UHFD A - 11 |
| <b>Mutual aid given</b>       | SEFD A - 13<br>SHFD A - 14<br>ECFD A - 8<br>UHFD A - 6  |
| <b>Automatic aid received</b> | SEFD A - 1<br>SHFD A - 7<br>ECFD A - 0<br>UHFD A - 2    |
| <b>Automatic aid given</b>    | SEFD A - 0<br>SHFD A - 3<br>ECFD A - 0<br>UHFD A - 6    |

| <b><u>Fire Prevention</u></b><br><b><u>Bureau</u></b> | <b><u>Current</u></b><br><b><u>Period</u></b> | <b><u>Year to</u></b><br><b><u>Date</u></b> |
|---|---|---|
| Total Completed Fire Inspections                      | 5   | 214   |
| Company Fire Inspections                              | 1   | 8   |
| Fire Prevention Fire Inspections                      |   | 28  |
| Fire Alarm Test Inspections                           |   | 1   |
| Kitchen Supression Test Inspections                   |   | 7   |
| Sprinkler Test Inspections                            |   | 1   |
| Other Inspections                                     | 4   | 169   |
| Smoke Detectors Distributed                           |   | 58  |



Dashboard Tab



 2016  
 2015

# MEMO



**To:** Tanisha Briley, City Manager  
**From:** Randi Ferritto, Administrative Assistant  
**Subject:** Weekly Report - Building Department - New Submissions  
**Date:** May 27, 2016

We had a total of 25 Commercial/Residential Building permits issued this past week. There were 41 additional permits issued consisting of Apron/Driveway/Sidewalk, Electrical, Plumbing, Mechanical & Sign Permits, a total of 66 Permits.

The following is a list of the substantial Commercial/Residential Plan Reviews for the past week:

| <u>ADDRESS</u>      | <u>OWNER</u>       | <u>TYPE OF PROJECT</u> |
|---------------------|--------------------|------------------------|
| 2489 Overlook Road  | Capitol Properties | New Canopy             |
| 1516 Warr. Ctr. Rd. | Hebrew Academy     | Mechanical Upgrades    |

Attached is a copy of the Building Department's weekly report. It details department activity from May 20, 2016 through May 26, 2016. It compares the same week recorded during the last 2 years. Also included are Permit Statistics for May 20, 2015 through May 26, 2015, May 20, 2014 through May 26, 2014 and the cumulative year to date totals, with a list of the Commercial/Residential activity for the past week as well.

The Building Department had 17 Contractors register totaling \$2550.00 in fees.

*rf*

**PERMITS ISSUED & ESTIMATED VALUATION OF CONSTRUCTION**

*5-20-14 --5-26-14, 5-20-15 --5-26-15 and 5-20-16 -- 5-26-16 AND A COMPARISON OF YEAR TO DATE TOTALS.*

| PERMITS                | 2014      | 2015      | 2016      | 2014        |             | YEAR TO DATE |            |             |
|------------------------|-----------|-----------|-----------|-------------|-------------|--------------|------------|-------------|
|                        |           |           |           | INCREASE(+) | DECREASE(-) | 2014         | 2015       | 2016        |
| BUILDING (RESIDENTIAL) | 19        | 27        | 25        | -           | 2           | 322          | 324        | 311         |
| BUILDING (COMMERCIAL)  | 2         | 1         | 0         | -           | 1           | 34           | 42         | 37          |
| PLUMBING               | 7         | 14        | 8         | -           | 6           | 172          | 172        | 196         |
| ELECTRICAL             | 8         | 6         | 8         | +           | 2           | 194          | 163        | 161         |
| MECHANICAL             | 5         | 10        | 4         | -           | 6           | 156          | 137        | 145         |
| ASPHALT/CONCRETE       | 23        | 8         | 18        | +           | 10          | 160          | 112        | 171         |
| BILLIARDS              | 0         | 0         | 0         |             | 0           | 0            | 0          | 0           |
| GAME MACHINE           | 0         | 0         | 0         |             | 0           | 15           | 3          | 2           |
| CERTIFICATE OF USE     | 0         | 0         | 2         | +           | 2           | 7            | 8          | 14          |
| LINK DEPOSIT           | 0         | 0         | 0         |             | 0           | 8            | 19         | 0           |
| MISCELLANEOUS          | 0         | 0         | 1         | +           | 1           | 1            | 2          | 5           |
| SIGN PERMIT            | 0         | 0         | 0         |             | 0           | 16           | 11         | 10          |
| <b>TOTAL:</b>          | <b>64</b> | <b>66</b> | <b>66</b> | <b>0</b>    |             | <b>1085</b>  | <b>993</b> | <b>1052</b> |

**ESTIMATED VALUATION OF CONSTRUCTION**

| TYPE OF CONSTRUCTION | 2014              | 2015              | 2016              | 2014        |                | YEAR TO DATE       |                    |                    |
|----------------------|-------------------|-------------------|-------------------|-------------|----------------|--------------------|--------------------|--------------------|
|                      |                   |                   |                   | INCREASE(+) | DECREASE(-)    | 2014               | 2015               | 2016               |
| <b>RESIDENTIAL</b>   |                   |                   |                   |             |                |                    |                    |                    |
| BUILDING PERMIT      | \$ 132,354        | \$ 232,531        | \$ 129,346        | -\$         | 103,185        | \$5,787,494        | \$4,124,603        | \$3,593,419        |
| <b>COMMERCIAL</b>    |                   |                   |                   |             |                |                    |                    |                    |
| BUILDING PERMITS     | \$ 24,800         | \$ 8,000          | \$ 0              | -\$         | 8,000          | \$4,190,017        | \$1,541,885        | \$3,307,119        |
| <b>TOTAL:</b>        | <b>\$ 157,154</b> | <b>\$ 240,531</b> | <b>\$ 129,346</b> | <b>-\$</b>  | <b>111,185</b> | <b>\$9,977,511</b> | <b>\$5,666,488</b> | <b>\$6,900,538</b> |

rf

**RESIDENTIAL PERMITS REPORT**

05/27/2016

05/20/2016 TO 05/26/2016

11:15 AM

TYPE: BUILDING PERMIT

| PERMIT #<br>APP #<br>PROJECT                         | PERMIT DT | ADDRESS<br>OWNER                           | WORK DESCRIPTION<br>CONTRACTOR DBA                    | ESTIMATED COST | STATUS | FEEES<br>SQ FT |
|--|-----------|--|---|----------------|--------|----------------|
| 2016040910B<br>154444<br>ROOFING GARAGE              | 5/20/2016 | 3302 DELLWOOD RD<br>HOOVER, MORGAN         | ROOFING GARAGE<br>OWNER                               | \$1,000        | OPEN   | 0.00<br>0      |
| 2016040911B<br>154469<br>GARAGE DEMO/FLOOR           | 5/23/2016 | 3257 SILSBY RD<br>ABD-FATIR, UMAR          | GARAGE - DEMO<br>GILBERT & GILBERT CONST.             | \$3,000        | OPEN   | 0.00<br>0      |
| 2016040912B<br>154463<br>STEPS                       | 5/23/2016 | 2552 CANTERBURY RD<br>GUTNICK, JESSE       | STEPS<br>OWNER  | \$50           | OPEN   | 0.00<br>0      |
| 2016040913B<br>154464<br>ROOF/GARAGE ROOF-REPAIRS    | 5/23/2016 | 998 ENGLEWOOD RD<br>TUBBS, PHILLIP         | ROOFING<br>PROVIISO INVESTMENTS LLC<br>GARAGE REPAIRS | \$6,000        | OPEN   | 0.00<br>0      |
| 2016040914B<br>154467<br>ROOFING/GARAGE ROOF-REPAIRS | 5/23/2016 | 3945 NORTHAMPTON RD<br>ROWLAND, BARRY      | ROOFING<br>PROVIISO INVESTMENTS LLC<br>GARAGE REPAIRS | \$4,000        | OPEN   | 0.00<br>0      |
| 2016040915B<br>154466<br>GARAGE FLOOR ONLY           | 5/24/2016 | 2184 MIDDLEFIELD RD<br>ROEDER, JENNIFER    | GARAGE FLOOR - ONLY<br>HUMMER PAVING COMPANY          | \$7,600        | OPEN   | 0.00<br>0      |
| 2016040916B<br>154470<br>TEAR/REROOF                 | 5/24/2016 | 2286 TAYLOR RD<br>PATTY J 123 LLC          | TEAR/REROOF<br>HALL CONSTRUCTION                      | \$6,000        | OPEN   | 0.00<br>0      |
| 2016040917B<br>154468<br>TEAR/REROOF                 | 5/24/2016 | 2385 OVERLOOK RD<br>BLOUCH, SUSAN          | TEAR/REROOF<br>RIGHT ON ROOFING, INC.                 | \$4,200        | OPEN   | 0.00<br>0      |
| 2016040918B<br>154465<br>GARAGE FLOOR ONLY           | 5/24/2016 | 1929 JANETTE AVE<br>JOHNSON, CHERYL A.     | GARAGE FLOOR - ONLY<br>GILBERT & GILBERT CONST.       | \$1,000        | OPEN   | 0.00<br>0      |
| 2016040920B<br>154471<br>2ND FLOOR BATHROOM REMODEL  | 5/24/2016 | 2224 ST JAMES PKWY<br>RAPP, EDWARD & HELEN | REMODEL - BATHROOM<br>ISABEL SON'S BUILDING           | \$20,000       | OPEN   | 0.00<br>0      |
| 2016040921B<br>154476<br>ADDITION                    | 5/24/2016 | 3324 HYDE PARK AVE<br>GISSANTANER, WARREN  | ADDITION<br>TOTAL STRUCTURAL SERVICES                 | \$20,000       | OPEN   | 0.00<br>0      |
| 2016040922B<br>154483<br>GARAGE ROOFING              | 5/25/2016 | 1530 TAYLOR RD<br>SPARK, JOHN              | ROOFING GARAGE<br>HEIGHTS ROOFING INC                 | \$3,500        | OPEN   | 0.00<br>0      |
| 2016040923B<br>154482<br>ELEVATOR INSTALL            | 5/25/2016 | 12638 MAYFIELD RD<br>ROSS, SUSAN           | ELEVATOR<br>GUGGENHEIM REMODELING INC.                | \$10,000       | OPEN   | 0.00<br>0      |

|                |           |   |   |               |                   |
|----------------|-----------|---|---|---------------|-------------------|
| 2016040924B    | 5/25/2016 | 2985 NORTH PARK BLVD<br>154481<br>STEPS                                 | STEPS<br>VAGNER MASONRY   | \$1,245 OPEN  | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040925B    | 5/25/2016 | 3791 BAINBRIDGE RD<br>154485<br>SIDING                                  | SIDING<br>MIDWEST CONSTRUCTION LLC  | \$2,000 OPEN  | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040926B    | 5/25/2016 | 1685 COVENTRY RD<br>154488<br>WINDOW REPLACEMENT                        | WINDOW REPLACEMENT<br>CLEVELAND GLASS BLOCK   | \$795 OPEN    | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040927B    | 5/25/2016 | 2195 ST JAMES PKWY<br>154489<br>WINDOW REPLACEMENT                      | WINDOW REPLACEMENT<br>CLEVELAND GLASS BLOCK   | \$651 OPEN    | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040928B    | 5/25/2016 | 2992 LINCOLN BLVD<br>154490<br>WINDOW REPLACEMENT                       | WINDOW REPLACEMENT<br>CLEVELAND GLASS BLOCK   | \$2,290 OPEN  | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040929B    | 5/25/2016 | 2814 OVERLOOK RD<br>154492<br>GARAGE FLOOR                              | GARAGE FLOOR - ONLY<br>DIFRANCO BROS. CONTR.  | \$3,500 OPEN  | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040930B    | 5/25/2016 | 3216 OAK RD<br>154491<br>ADDITION OF DECK                               | DECK<br>NEW VISIONS REMODELING  | \$1,300 OPEN  | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040931B    | 5/25/2016 | 3549 ST ALBANS RD<br>154494<br>PORCH/DECK                               | PORCH<br>CLEVELAND HOME IMPROVEMENT   | \$4,880 OPEN  | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040932B    | 5/25/2016 | 2459 QUEENSTON RD<br>154493<br>TEAR/REROOF                              | TEAR/REROOF<br>U.R.M. RENOVATIONS   | \$5,200 OPEN  | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040933B    | 5/26/2016 | 3492 GLEN ALLEN DR<br>154495<br>CHIMNEY REBUILD                         | CHIMNEY REPAIR<br>VAGNER MASONRY  | \$5,935 OPEN  | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040935B    | 5/26/2016 | 3426 BEECHWOOD AVE<br>154506<br>PORCH FLOOR REPAIRS                     | PORCH FLOOR<br>EASTSIDE GROUP   | \$3,200 OPEN  | 0.00              |
| -----          |           |   |   |               |                   |
| 2016040936B    | 5/26/2016 | 3021 LINCOLN BLVD<br>154505<br>REMODEL BATH/KITCHEN/GARAGE DEMO/WINDOWS | WINDOW REPLACEMENT<br>HEIGHTS REMODELING<br>REMODEL - BATHROOM<br>REMODEL - KITCHEN | \$12,000 OPEN | 0.00              |
| -----          |           |   |   |               |                   |
| PERMIT COUNT = | 25        |   | TOTAL EST. COST =   | \$129,346     | TOT FEES = \$0.00 |
| -----          |           |   |   |               |                   |

Proposed: 6/6/2016

RESOLUTION NO. (PD)

By Council Member

A Resolution authorizing the City Manager to accept a grant not to exceed \$30,000 in federal funds from the Northeast Ohio Areawide Coordinating Agency to transform bike lanes into buffered bike lanes on North Park Boulevard from Harcourt Drive to Lee Road; and declaring an emergency.

WHEREAS, the City of Cleveland Heights and University Circle, Inc., have prepared a Transportation for Livable Communities Initiative Planning Study entitled, "The University Circle-Cleveland Heights Bicycle Network Study," to increase the number of bicycle trips between Cleveland Heights and University Circle; and

WHEREAS, said study proposed that the North Park Boulevard bike lanes become buffered bike lanes (hereinafter referred to as the "Project") to provide greater protection to bicyclists and to calm traffic; and

WHEREAS, the Northeast Ohio Areawide Coordinating Agency's Board of Directors approved thirty thousand dollars (\$30,000) in federal funding for the entire probable cost of the Project; and

WHEREAS, the Project is expected to deter motorists' passing and speeding and subsequently improve the general public's safety.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The City Manager be, and she is hereby, authorized to accept a grant of up to Thirty Thousand Dollars (\$30,000) from the Northeast Ohio Areawide Coordinating Agency ("NOACA") for federal funding for improvements to North Park Boulevard. The City Manager is further authorized to enter into a program agreement with NOACA, which agreement will require the City of Cleveland Heights to provide funding of costs beyond the Thirty Thousand (\$30,000) should the buffered bike lane striping exceed the available funds. Pursuant to Cleveland Heights Codified Ordinance Section 171.02(g), such funding shall not exceed \$50,000, without prior Council approval. The agreement shall contain such further terms as recommended by the City Manager and Director of Law and shall be approved as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

RESOLUTION NO. (PD)

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to commence the above-described improvements at the earliest possible time to meet NOACA deadlines. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

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CHERYL L. STEPHENS, Mayor  
President of the Council

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TOM RAGUZ  
Clerk of Council

PASSED:

Proposed: 5/2/2016

RESOLUTION NO. 32-2016 (PSH), *Second Reading*

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with SAFEbuilt Ohio, LLC, on behalf of the City to maintain quality service within the City's Building Department; and declaring an emergency.

WHEREAS, this Council has determined that it is in the best interests of the City and its residents to procure professional services to maintain quality service within the City's Building Department and to continue to meet state law requirements; and

WHEREAS, after conducting a request for qualifications, the City Manager recommends the services offered by SAFEbuilt Ohio, LLC, to best meets the City's needs; and

WHEREAS, such services are professional services for which no bidding is necessary.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into a Professional Services Agreement with SAFEbuilt Ohio, LLC, to procure professional services to maintain quality service within the City's Building Department and to continue to meet state law requirements. The agreement shall be in substantively the same form as the draft on file with the Clerk of Council and shall be approved as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to continue to provide quality services within the City's Building Department and to continue to meet state law requirements. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. 32-2016 (PSH)

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CHERYL L. STEPHENS, Mayor  
President of the Council

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TOM RAGUZ  
Clerk of Council

PASSED:

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF CLEVELAND HEIGHTS  
AND SAFEbuilt OHIO, LLC**

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This Professional Services Agreement (“Agreement”), is entered into by and between the City of Cleveland Heights, (“Municipality”) and SAFEbuilt Ohio, LLC, (“Consultant”). The Municipality and the Consultant shall be jointly referred to as the “Parties”.

RECITALS

WHEREAS, the Municipality is seeking a consultant to perform services listed in Exhibit A – List of Services, (“Services”);

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Municipality and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant will provide “Services” to the Municipality using qualified professionals as directed by the Municipality. Consultant will perform services in accordance with State of Ohio adopted codes and Municipality adopted amendments and ordinances. The professionals employed by the Consultant will maintain current certifications, certificates, licenses as required by the State of Ohio for the services that they provide to the Municipality. Consultant is not obligated to perform services beyond what is contemplated by this Agreement. Consultant will perform work at a level of competency in accordance with industry standards.

2. CHANGES TO SCOPE OF SERVICES

Any changes to Services that are mutually agreed upon between the Municipality and Consultant shall be made in writing which shall specifically designate any changes in compensation for the Services and be made as a signed and fully executed amendment to the Agreement.

3. FEE STRUCTURE

In consideration of the Consultant providing services, the Municipality shall pay the Consultant for the Services performed in accordance with Exhibit B – Fee Schedule for Services.

4. INVOICE & PAYMENT STRUCTURE

Consultant will invoice the Municipality on a monthly basis and provide all supporting documentation. All payments are due to Consultant within 30 days of invoice date. The Municipality may request additional information before approving the invoice. When additional information is requested the Municipality will identify specific disputed item(s) and give specific reasons for any request. If additional information is requested, Municipality will submit payment within thirty (30) days of resolution of the dispute.

5. TERM

This agreement shall be effective and have a service start date of July 01, 2016. The initial term of this Agreement shall be three (3) years, subsequently, the Agreement shall automatically renew for a twelve (12) month term; unless prior notification is delivered to either party 120 days in advance of the renewal date of this agreement. In the absence of written documentation, this Agreement will continue in force until such time as either party notifies the other of their desire to terminate this Agreement.

6. TERMINATION

Twelve (12) months after the Effective Date, Municipality shall have the right to termination with or without cause with 120 days' notice. In case of such termination, Consultant shall be entitled to receive payment for work completed up to and including the date of termination within 30 days of the termination.

All structures that have had inspections made but are not completed at the time of termination may be completed through final inspection at the agreed fee rate if the Municipality so requests and if the Consultant agrees to do so, provided that the work to reach such completion and finalization does not exceed 90 days.

7. FISCAL NON-APPROPRIATION CLAUSE

Financial obligations of the Municipality payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of Municipality, and other applicable law. Upon the failure to appropriate such funds, this Agreement shall be terminated.

8. MUNICIPALITY OBLIGATIONS

The Municipality shall timely provide all data information, plans, specifications and other documentation required by Consultant to perform Services.

9. PERFORMANCE STANDARDS

Consultant shall use that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services. Consultant represents to the Municipality and retains employees that possess the skills, knowledge, and abilities to competently, timely, and professionally perform the Services in accordance with this Agreement.

10. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall be liable for and shall defend, save, indemnify, and hold harmless the Municipality, its elected and appointed officials, employees and volunteers and others working on behalf of the Municipality, from and against any and all claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities by reason of personal injury, including bodily injury or death and/or property damage to the extent that any such injury, loss or damage is caused by the negligence or breach of duty of Consultant or any officer, employee, representative, or agent of Consultant.

11. ASSIGNMENT

Neither party shall assign all or part of the rights, duties, obligations, responsibilities, nor benefits set forth in this Agreement to another entity without written approval of both parties; consent shall not be unreasonably withheld. Consultant is permitted to subcontract portions of the services to be provided. Consultant remains responsible for any subcontractor's performance. Subcontractors will be subject to the same performance criteria expected of Consultant. Performances clauses will be included in agreements with all subcontractors to assure quality levels and agreed upon schedules are met.

12. INSURANCE

- A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Consultant pursuant to this Agreement. Such insurance shall be in addition to any other insurance requirements imposed by law.
- B. At a minimum, the Consultant shall procure and maintain, and shall cause any subcontractor of the Consultant to procure and maintain, the minimum insurance coverage's listed below. Such coverage's shall be procured and maintained with forms and insurers acceptable to the Municipality. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. The Municipality and its

agents and volunteers shall be named as an additional insured on Consultant's insurance coverage except where otherwise provided herein.

- C. All insurance described herein shall be provided by a carrier with an AM Best's professional standard rating of A- or better with a financial capacity rating of VIII or higher. Should Consultant select a carrier with lower ratings than described herein, it shall acknowledge in writing that the carrier so selected does not comply with the minimum standards set forth herein.
- D. Prior to commencement of the Services, Consultant shall submit proof certificates of insurance acceptable to the Municipality as determined by the Municipality's Director of Law.
- E. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of one million dollars (\$1,000,000) bodily injury each accident, one million dollars (\$1,000,000) bodily injury by disease – policy limit, and one million dollars (\$1,000,000) bodily injury by disease – each employee. Worker's compensation coverage in "monopolistic" states is administered by the individual state and coverage is not provided by private insurers. Individual states operate a state administered fund of workers compensation insurance which set coverage limits and rates. Monopolistic states: Ohio, North Dakota, Washington, Wyoming
- F. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultant's, products, and completed operations. The policy shall contain a severability of interest provision, and shall be endorsed to include the Municipality and the Municipality's officers, employees, and consultants as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.
- G. Professional liability insurance with minimum limits of five million dollars (\$5,000,000) each claim and five million dollars (\$5,000,000) general aggregate.
- H. Employment Practices Liability insurance with minimum limits of one million dollars (\$1,000,000) each claim and one million dollars (\$1,000,000) general aggregate.
- I. Cyber insurance, to include both first and thirty party exposures, with minimum limits of one million dollars (\$1,000,000) each claim and one million dollars (\$1,000,000) general aggregate

13. INDEPENDENT CONTRACTOR

The Consultant is an independent contractor, and neither the Consultant, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of the Municipality. As the Consultant is an independent contractor, the Municipality shall have no liability or responsibility for any direct payment of any salaries, wages, payroll taxes, or any and all other forms or types of compensation or benefits to any personnel performing services for the Municipality under this Agreement. The Consultant shall be solely responsible for all compensation, benefits, insurance and employment-related rights of any person providing Services hereunder during the course of or arising or accruing as a result of any employment, whether past or present, with the Consultant, as well as all legal costs including attorney's fees incurred in the defense of any conflict or legal action resulting from such employment or related to the corporate amenities of such employment.

14. THIRD PARTY RELIANCE

This Agreement is intended for the mutual benefit of the parties hereto and no third party rights are intended or implied.

15. OWNERSHIP OF DOCUMENTS

The Municipality shall retain ownership of all work product and deliverables created by Consultant pursuant to this Agreement. All records, documents, notes, data and other materials required for or resulting from the performance of the Services hereunder shall not be used by the Consultant for any purpose other than the performance of the Services hereunder without the express prior written consent of the Municipality. All such records, documents, notes, data and other materials shall become the exclusive property of the Municipality when the Consultant has been compensated for the same as set forth herein, and the Municipality shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in Consultant's secure proprietary software pertaining to the Municipality will be exported into a CSV file and become property of the Municipality.

The Municipality and its duly authorized representatives shall have access to any books, documents, papers and records of the Consultant that are related to this Agreement for the purposes of audit or examination, other than the Consultant's financial records, and may make excerpts and transcriptions of the same.

Consultant acknowledges that it and the Municipality are subject to the Ohio Public Records Act concerning all services provided pursuant to this Agreement and further acknowledges that it may be required under that Act to respond to public records request.

16. SEVERABILITY

If any part of this Agreement shall be held to be invalid for any reason, the remainder of this Agreement shall be valid to the fullest extent permitted by law.

17. DISCRIMINATION & ADA COMPLIANCE

Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability, national origin, sexual orientation, or gender identity or expression. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity laws.

Consultant shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal regulations. A signed certificate confirming compliance with the ADA may be requested by the Municipality at any time during the term of this Agreement.

18. PROHIBITION AGAINST EMPLOYING ILLEGAL ALIENS:

Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and will verify immigration status to confirm employment eligibility. Consultant shall not enter into an agreement with a subcontractor that fails to certify to the Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Consultant is prohibited from using the program or the Department program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

Consultant is registered with and is authorized to use and uses the federal work authorization program commonly known as E-Verify. Consultant's federal work authorization user identification number is 254821; authorization date of September 23, 2009.

19. SOLICITATION/HIRING OF CONSULTANT’S EMPLOYEES

During the term of this Agreement and for one year thereafter, Municipality shall not solicit, recruit or hire, or attempt to solicit, recruit or hire, any employee or former employee of Consultant who provided services to Municipality pursuant to this Agreement (“Service Providers”), or who interacted with Municipality in connection with the provision of such services (including but not limited to supervisors or managers of Service Providers, customer relations personnel, accounting personnel, and other support personnel of Consultant). The parties agree that this provision is reasonable and necessary in order to preserve and protect Consultant’s trade secrets and other confidential information, its investment in the training of its employees, the stability of its workforce, and its ability to provide competitive building department programs in this market. If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, the parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable.

20. NOTICES

Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

| If to the Municipality:  | If to the Consultant:  |
|--|--|
| Tanisha Briley, City Manager<br>City of Cleveland Heights<br>40 Severance Circle<br>Cleveland Heights, OH 44118<br>Email: <a href="mailto:tbriley@clvhts.com">tbriley@clvhts.com</a> | Greg Toth, President<br>SAFEbuilt, LLC<br>3755 Precision Drive, Suite 140<br>Loveland, CO 80538<br>Email: <a href="mailto:gtoth@safebuilt.com">gtoth@safebuilt.com</a> |

21. DISPUTE RESOLUTION

In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation, before resorting to arbitration, litigation, or some other dispute resolution procedure. Should mediation fail, the parties shall submit the dispute to binding arbitration. Said arbitration shall proceed before a single arbitrator pursuant to the commercial rules of arbitration of the American Arbitration Association including, but not limited to, the process for choosing the arbitrator.

22. GOVERNING LAW

This Agreement shall be construed under and governed by the laws of the State of Ohio and all services to be provided will be provided in accordance with applicable federal, state and local law. This Agreement constitutes the complete, entire and final agreement of the parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof.

23. COUNTERPARTS

This Agreement and any amendments may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For purposes of executing this Agreement, scanned signatures shall be as valid as the original.

This Agreement, along with attached exhibits, constitutes the complete, entire and final agreement of the parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidation of any of the provisions of this Agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

City of Cleveland Heights, Ohio

SAFEbuilt Ohio, LLC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## EXHIBIT A – LIST OF SERVICES

### 1. LIST OF SERVICES

#### Public Record Request Services and Information Sharing

Consultant acknowledges that it and the Municipality are subject to the Ohio Public Records Act concerning all services provided pursuant to this Agreement and further acknowledges that it may be required under that Act to respond to public records request. Departments in the Municipality frequently require building information and data. Consultant shall readily respond to all internal inquiries and provide general access to database when needed. Consultant shall follow the City's Records Retention Policy and assist in updating it as needed.

#### Building Official Services

- ✓ Provide a dedicated State of Ohio certified Building Official; in Cleveland Heights eight (8) hours a day – five (5) days a week, Monday through Friday, excluding Municipal holidays
- ✓ Manage and help administer the department and report to the Municipality's designated official
- ✓ Be a resource for Consultant team members, Municipal staff, and applicants
- ✓ Help guide citizens through the complexities of the codes in order to obtain compliance
- ✓ Monitor changes to the codes including state or local requirements and determine how they may impact projects in the area
- ✓ Oversee our quality assurance program and will make sure that we are meeting our agreed upon performance measurements and your expectations
- ✓ Provide training for our inspectors on Municipality adopted codes and local amendments as needed
- ✓ Make recommendations regarding local amendments
- ✓ Facilitate regular communication with other departments including, but not limited to the Planning and Development Department and the Fire Department
- ✓ Coordinate with other Municipal departments
- ✓ Oversee certificate of occupancy issuance to prevent issuance without code compliance of all applicable departments/divisions
- ✓ Attend staff and council meetings as mutually agreed upon
- ✓ Responsible for required reporting to the State of Ohio
- ✓ Responsible for client and applicant satisfaction
- ✓ Work with Municipal staff to establish and/or refine building department processes
- ✓ Provide Building Code interpretations for final approval
- ✓ Be the main point of contact from Consultant for the Municipality

#### Building, Plumbing, Mechanical and Electrical Inspection Services

Our inspection staff recognize that an educational, informative approach is the most effective way to improve the customer's experience.

- ✓ Perform consistent code compliant inspections with State of Ohio certified inspectors to determine that construction complies with approved plans and/or applicable codes and ordinances
- ✓ Track and administer compliance of inspection process, including final inspections
- ✓ Enter results of inspections into the Municipalities permitting system – Franklin Systems
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens and contractors while performing inspections
- ✓ Return calls and emails from permit holders in reference to code and inspection concerns
- ✓ Identify and document any areas of non-compliance
- ✓ Leave a copy of the inspection ticket
- ✓ Discuss inspection results with site personnel

### Professional Plan Review Services

- ✓ Provide plan review services electronically or in the traditional paper format
- ✓ Review all plans, ensuring they meet adopted building codes and local amendments and/or ordinances
- ✓ Be a resource to applicants on submittal requirements and be available throughout the process
- ✓ Review for basic zoning compliance as determined by Director of Planning
- ✓ Work with other departments on the concurrent review process
- ✓ Be available for pre-submittal meetings as warranted
- ✓ Be a resource for team members and provide support to field inspectors as questions arise in the field
- ✓ Determine type of construction, use, and occupancy classification and determine plans comply with applicable codes and ordinances using State of Ohio certified plans examiner
- ✓ Coordinate plan review tracking, reporting, and interaction with applicable departments
- ✓ Provide feedback to keep plan review process on schedule
- ✓ Interpret legal requirements and recommend compliance procedures as well as address any issues by documented comment and correction notices
- ✓ Return a set of finalized plans and all supporting documentation
- ✓ Provide ongoing support including review of all plans/plan revisions and be available to the applicant after the review is complete

### Permit Technician / Administrative Services

- ✓ Provide qualified individual to perform the functions of this position
- ✓ Facilitate the permitting process from initial permit intake to final inspection
- ✓ Provide regular point of contact for public during business hours
- ✓ Answer questions at the counter or over the phone as needed and redirect inquiries to proper departments when needed
- ✓ Determine and collect fees, if so desired
- ✓ Ensure that submittal documents are complete
- ✓ Administer the contractor registration program
- ✓ Work with the City to facilitate public records requests and compliance with records retention policies
- ✓ Provide inspection scheduling and tracking to ensure code compliance, including final inspections
- ✓ Provide input, tracking and reporting utilizing Municipality software – Franklin Systems

### Reporting Services

We will work to develop a reporting schedule and format that meets your needs. We anticipate providing weekly, quarterly, and annual reports summarizing activity levels; adherence to our performance metrics; and other items that are of special interest to you.

### Other Services

We will provide the opportunity for two open houses to educate the public and the building community about the services being provided and the SAFEbuilt approach. One open house during transition and one within first two months of service start date.

We will work in concert and partnership with Home Repair Resource Center to put on one Homeowner Workshop per contract year.

## 2. MUNICIPAL OBLIGATIONS

- ✓ Office space, desk, desk chairs, file cabinets, local phone service, internet, use of photocopier and fax machine
- ✓ Franklin permitting system – SAFEbuilt will evaluate this system and recommend upgrades to City Manager during transition period and on an ongoing basis.

3. TIME OF PERFORMANCE

Consultant will perform Services listed in this agreement July 1<sup>st</sup> 2016 assuming full execution of the agreement.

- ✓ Building Department will be staffed by SAFEbuilt and will be open whenever City Hall is open
  - 8:30 am to 5:00 pm, Monday through Friday excluding Municipal Holidays

| Deliverables                        |   |                       |                          |
|-------------------------------------|---|-----------------------|--------------------------|
| <b>INSPECTION SERVICES</b>          | Perform 100% of inspections called in by 4:00pm the next business day   |                       |                          |
| <b>TWO HOUR INSPECTION WINDOW</b>   | We will provide, upon request, a two hour window of time that the permit holder can expect to have their inspection performed               |                       |                          |
| <b>MOBILE RESULTING</b>             | Provide our inspectors with field devices to enter results immediately if the Franklin System can provide this capability                   |                       |                          |
| <b>PRE-SUBMITTAL MEETINGS</b>       | Provide pre-submittal meetings to applicants  |                       |                          |
| <b>PLAN REVIEW TURNAROUND TIMES</b> | Provide comments within the following timeframes 100% of the time:  |                       |                          |
|                                     | <u>Project Type:</u>  | <u>First Comments</u> | <u>Second Comments</u>   |
|                                     | ✓ Single-family within  | 5 business days       | 3 business days or less  |
|                                     | ✓ Multi-family within   | 10 business days      | 5 business days or less  |
|                                     | ✓ Small commercial within (under \$5M in valuation)   | 10 business days      | 5 business days or less  |
|                                     | ✓ Large commercial within   | 15 business days      | 10 business days or less |
| <b>APPLICANT SATISFACTION</b>       | Put a survey in place that allows applicants to provide feedback on their experience throughout the process. We will survey all applicants. |                       |                          |

## EXHIBIT B – FEE SCHEDULE FOR SERVICES

### 1. FEE STRUCTURE

The fees will apply as follows and will be collected outside the Building Department in the Accounting office as is the current practice.

|  |   |
|--|---|
| Existing Permits                                   |   |
| Inspections  | \$48.00 per inspection                                  |
| Plan Review Revisions to Previously Approved Plans | \$80.00 per hour – one (1) hour minimum                 |
| Ongoing/Building Department Services               |   |
| Plans Examination Fee                              | 71% of City of Cleveland Heights Fee (\$80.00 per hour) |
| Work Without a Permit Fee                          | 71% of City of Cleveland Heights Fee                    |
| Re-Inspection Fee                                  | 71% of City of Cleveland Heights Fee                    |
| Building Permit Fee                                | 71% of City of Cleveland Heights Fee                    |
| Electrical Permit Fee                              | 71% of City of Cleveland Heights Fee                    |
| Plumbing Permit Fee                                | 71% of City of Cleveland Heights Fee                    |
| Heating Permit Fee                                 | 71% of City of Cleveland Heights Fee                    |
| Ventilating Permit Fee                             | 71% of City of Cleveland Heights Fee                    |
| Interior Alteration Fee                            | 71% of City of Cleveland Heights Fee                    |
| Demolition Fee                                     | 71% of City of Cleveland Heights Fee                    |
| Other Alteration Fee                               | 71% of City of Cleveland Heights Fee                    |
| Swimming Pool Fee                                  | 71% of City of Cleveland Heights Fee                    |
| Commercial Refrigeration/Air Conditioner Fee       | 71% of City of Cleveland Heights Fee                    |
| Central Unit Residential Air Conditioner Fee       | 71% of City of Cleveland Heights Fee                    |
| Plumbing Alteration Fee                            | 71% of City of Cleveland Heights Fee                    |
| Electrical Alteration Fee                          | 71% of City of Cleveland Heights Fee                    |
| Heating/Ventilation Alteration Fee                 | 71% of City of Cleveland Heights Fee                    |
| Contractor Licensing/Registration Fee              | 71% of City of Cleveland Heights Fee                    |
| Large Project Fee – over \$10M in valuation        | 68% of City of Cleveland Heights Fee                    |
| City Owned Project Fee                             | 50% of City of Cleveland Heights Fee                    |

### 2. INVOICE & PAYMENT STRUCTURE

Consultant will invoice the Municipality on a monthly basis and provide all supporting documentation. All payments are due to Consultant within 30 days of invoice date. The Municipality may request additional information before approving the invoice. When additional information is requested the Municipality will identify specific disputed item(s) and give specific reasons for any request. If additional information is requested, Municipality will submit payment within thirty (30) days of resolution of the dispute.

Proposed: 6/6/2016

RESOLUTION NO. (PSH)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with Statewide Ford/Lincoln Mercury of Van Wert, Ohio, for the purchase of three (3) new, 2017 Ford Utility Interceptors (Explorers) for the Police Department through the Ohio Department of Administrative Services Cooperative Purchasing Program; providing compensation therefor; and declaring an emergency.

WHEREAS, the Chief of Police has determined there is a need to purchase three (3) new, 2017 Ford Utility Interceptors (Explorers) for the Police Department; and

WHEREAS, Section 171.11 of the Cleveland Heights Codified Ordinances authorizes the purchase of machinery, materials, supplies, and other articles through the Administrative Services Cooperative Purchasing Program without obtaining competitive bids; and

WHEREAS, the City Manager has determined that the selected vehicles may be purchased through this State Cooperative Purchasing Program at a lower price than could be obtained through bidding, and that it would be in the City's best interests to purchase said vehicles by this means.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with Statewide Ford/Lincoln Mercury of Van Wert, Ohio, for the purchase of three (3) vehicles for the Police Department through the Ohio Department of Administrative Services Cooperative Purchasing Program, in accordance with the requirements Section 171.11 of the Cleveland Heights Codified Ordinances. The agreement shall provide for the purchase of three (3), new 2017 Ford Utility Interceptors (Explorers) for the Police Department at a total cost not to exceed One Hundred Two Thousand Five Hundred Sixteen Dollars (\$102,516.00). The City reasonably expects that the cost of all such expenditures will be paid with the proceeds from the City's issuance of tax-exempt notes or bonds. All agreements hereunder shall be approved as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to meet vendor deadlines and to equip the Police Department as soon as possible. Wherefore, provided it receives the affirmative

RESOLUTION NO. (PSH)

vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

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CHERYL L. STEPHENS, Mayor  
President of the Council

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TOM RAGUZ  
Clerk of Council

PASSED:

Proposed: 6/6/2016

RESOLUTION NO. (CRR)

By Council Member

A Resolution declaring June 2016, “LGBT Pride Month;” and declaring an emergency.

WHEREAS, the City of Cleveland Heights historically has been a community that values and seeks diversity in its residents; and

WHEREAS, forty (40) years ago, in 1976, this Council committed itself to a Resolution establishing the “Nine-Point Plan” to promote a well-maintained, full-service residential community that is racially, religiously, and ethnically diverse; and

WHEREAS, in 1982, this Council reaffirmed its commitment to diversity and tolerance by prohibiting discrimination in City employment based upon sexual orientation, as well as race, religion, sex, disability, and ethnic status; and

WHEREAS, in 2001, the Visioning Committee found that the overwhelming majority of Cleveland Heights residents consider diversity to be one of the community’s strongest assets and that the residents’ lives were enriched because of the varying experiences and perspectives brought by people of different ethnicities, religion, race, socio-economic status, and sexual orientation; and

WHEREAS, in 2002, this Council extended employment benefits to domestic partners of City employees; and

WHEREAS, in 2003, the citizens of Cleveland Heights initiated and passed an ordinance to provide for the establishment of a domestic partner registry; and

WHEREAS, in 2013 and 2014, this Council expanded the role and jurisdiction of the Fair Housing Board to hear and investigate sexual orientation and gender identity and expression discrimination complaints occurring in places of public accommodation, education, and employment , as well as in a housing context, and renamed the Board, the “Fair Practices Board;” and

WHEREAS, in an effort to further build and strengthen our communities and nation, one should value the LGBT (lesbian, gay, bisexual, and transgender) community members as colleagues and neighbors, daughters and sons, sisters and brothers, and friends and partners; and

WHEREAS, this Council recognizes that much has been accomplished over the last generation to promote equality and justice, as society and its law reflect that diversity and tolerance are strength in a progressive culture, yet many challenges still remain, as prejudice against members of the LGBT community can still erupt into acts of hatred, violence, and discrimination; and

RESOLUTION NO. (CRR)

WHEREAS, the City of Cleveland Heights is committed to equal rights for all Americans and is therefore proud to support all those committed to justice and equality in a crusade to outlaw discriminatory laws and practices and to protect the LGBT community from prejudice and persecution; and

WHEREAS, many communities and organizations across the United States will celebrate June 2016 as “LGBT Pride Month” to recognize the significance that LGBT Americans have made throughout our nation’s history.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. This Council does hereby (i) proclaim June 2016, “LGBT (lesbian, gay, bisexual, and transgender) Pride Month;” (ii) recognize the LGBT community for its many and varied contributions that have enriched our civic life; (iii) celebrate the progress made in creating a society more inclusive and accepting of the LGBT community; and (iv) affirm continued efforts to break down the walls of fear and prejudice and work to build a bridge to understanding and tolerance, until the members of the LGBT community are afforded the same rights and responsibilities as other Americans.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to join with other communities in this celebration in a timely manner. Wherefore, provided it received the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. (CRR)

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CHERYL L. STEPHENS, Mayor  
President of the Council

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TOM RAGUZ  
Clerk of Council

PASSED:

Proposed: 6/6/2016

RESOLUTION NO. (PSH)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with Life Force Management, Inc., to provide billing, collection, and related services for all ambulance services rendered by the City; and declaring an emergency.

WHEREAS, this Council has authorized an agreement with Life Force Management, Inc., since 1998 for billing, collection, and related services for all ambulance services rendered by the City; and

WHEREAS, the services performed by Life Force Management, Inc., are professional services for which bidding is not required, and the fees and terms of its proposed renewal contract are reasonable and competitive.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with Life Force Management, Inc., for billing, collection, and related services for all ambulance services rendered by the City of Cleveland Heights for a term of three (3) years. The agreement shall be substantively similar to the proposed agreement on file with the Clerk of Council and shall be approved as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of public peace, health, and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to continue efficient operation of the City's ambulance services. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. (CRR)

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CHERYL L. STEPHENS, Mayor  
President of the Council

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TOM RAGUZ  
Clerk of Council

PASSED:

Proposed: 6/6/2016

RESOLUTION NO. (F)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with the Cedar Taylor Development Association, a non-profit corporation, for the use of Community Development Block Grant funds for assistance with the costs of the Association relative to the implementation of streetscape enhancements for the business district; providing compensation therefor; and declaring an emergency.

WHEREAS, the Cedar Taylor Development Association will be implementing streetscape enhancements that would benefit the district and the City; and

WHEREAS, it would be in the best interest of the City and its residents to provide partial funding for these activities; and

WHEREAS, there are monies available for such purpose from Year 42 Community Development Block Grant Funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with the Cedar Taylor Development Association, a non-profit corporation, for financial assistance with costs relative to the implementation of streetscape enhancements for the business district. The agreement shall provide for funding in the sum of Ten Thousand Dollars (\$10,000). All monies shall be from Year 42 Community Development Block Grant funds. The services to be performed by the Cedar Taylor Business Association are set forth in the Statement of Work attached hereto as Exhibit A and incorporated herein. The agreement shall be for a one year period commencing July 1, 2016, and terminating June 30, 2017, and shall be subject to the approval of the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to implement the streetscape project as soon as possible. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. (F)

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CHERYL STEPHENS, Mayor  
President of the Council

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TOM RAGUZ  
Clerk of Council

PASSED:

RESOLUTION NO. (F)

**EXHIBIT A**  
**STATEMENT OF WORK**

**CEDAR TAYLOR BUSINESS ASSOCIATION**

The Cedar Taylor Business Association is a voluntary not-for-profit organization dedicated to the continued growth of the Cedar Taylor business district. There are approximately 30 businesses in the district.

The Business Association strives to improve the economic viability of the Cedar Taylor district through routine streetscape management, neighborhood marketing and promotion of the business district. CDBG funds will assist with the implementation of streetscape enhancements.

Proposed: 6/6/2016

RESOLUTION NO. (F)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with the Cleveland Tenants Organization, a non-profit corporation, for the use of Community Development Block Grant funds to provide funding for assistance with its telephone information services; providing compensation therefor; and declaring an emergency.

WHEREAS, the Cleveland Tenants Organization, a non-profit corporation, provides advice and assistance to tenants and landlords in the greater Cleveland area regarding housing matters; and

WHEREAS, the City has previously entered into agreements with the Cleveland Tenants Organization for partial funding of its telephone information services which provide information about the Ohio Landlord-Tenant laws and Fair Housing laws to low and moderate income residents of the City; and

WHEREAS, it would be in the City's best interest to continue to provide partial funding for said program; and

WHEREAS, there are monies available for such purpose from Year 42 Community Development Block Grant funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with the Cleveland Tenants Organization, a non-profit corporation, for assistance with telephone information services for tenants and landlords. The agreement shall provide for funding in the amount of Seven Thousand Dollars (\$7,000.00) from Year 42 Community Development Block Grant funds. The services to be performed by the Cleveland Tenants Organization are set forth in the Work Program attached hereto as Exhibit A and incorporated herein. The agreement shall be for a one year period commencing July 1, 2016, and terminating June 30, 2017, and shall be subject to the approval as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the

RESOLUTION NO. (F)

inhabitants of the City of Cleveland Heights, such emergency being the need to allow the Cleveland Tenants Organization to continue to provide these necessary services without interruption. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

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CHERYL STEPHENS, Mayor  
President of Council

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TOM RAGUZ  
Clerk of Council

PASSED:

RESOLUTION NO. (F)

**EXHIBIT A**  
**STATEMENT OF WORK**

**CLEVELAND TENANTS ORGANIZATION**

Cleveland Tenants Organization will continue to provide landlord-tenant counseling through their telephone information service. Cleveland Heights' tenants and landlord with questions about their rights, responsibilities or remedies under local, state and Federal landlord tenant laws will be assisted. CDBG funds will assist with personnel costs.

Proposed: 6/6/2016

RESOLUTION NO. (F)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with Family Connections of Northeast Ohio a non-profit corporation, for the use of Community Development Block Grant funds to provide funding for assistance with its Family School Connections Program; providing compensation therefor; and declaring an emergency.

WHEREAS, Family Connections of Northeast Ohio is a non-profit corporation with the mission to strengthen families and promote the healthy development of children by providing parent educations, parent support, and activities for families with children from birth to age ten; and

WHEREAS, Family Connections of Northeast Ohio has established a Family School Connections Program to provide support to parents and youth; and

WHEREAS, it would be in the best interest of the City and its residents to provide partial funding to assist such programming; and

WHEREAS, there are monies available for such purpose from Year 42 Community Development Block Grant Funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with Family Connections of Northeast Ohio, a non-profit corporation, for assistance with its Family School Connections Program. The agreement shall provide for funding in the amount of Twenty Thousand Dollars (\$20,000.00) from Year 42 Community Development Block Grant funds. The services to be performed by Family Connections of Northeast Ohio are set forth in the Statement of Work attached hereto as Exhibit A and incorporated herein. The agreement shall be for a twelve month period commencing July 1, 2016, and terminating June 30, 2017, and shall be reviewed as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to allow the services of the Family Connections of Northeast Ohio to continue without interruption. Wherefore, provided it

RESOLUTION NO. (F)

receives the affirmative vote of five (5) or more of the members elected or appointed to this Council this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

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CHERYL STEPHENS, Mayor  
President of the Council

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TOM RAGUZ  
Clerk of Council

PASSED:

RESOLUTION NO. (F)

**EXHIBIT A**  
**STATEMENT OF WORK**

**FAMILY CONNECTIONS**

Family Connections has established the Family School Connections Program to assist parents, their preschool and elementary students. The program is designed to enhance parents' involvement in their children's education by providing school and neighborhood-based activities that focus on academic skills as well as social and recreational interests. Family support, parent education, and access to community resources are incorporated into the literacy program.

The program will serve 300 families. CDBG funds will contribute towards personnel expenses. The program will be offered at all Cleveland Heights Elementary Schools.

Proposed: 6/6/2016

RESOLUTION NO. (F)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with FutureHeights, a non-profit corporation, for the use of Community Development Block Grant funds to provide funding for assistance with its Community Capacity Building Program; providing compensation therefor; and declaring an emergency.

WHEREAS, FutureHeights is a non-profit corporation, which promotes a vibrant and sustainable future for Cleveland Heights and University Heights through innovative ideas and civic engagement; and

WHEREAS, it would be in the City's best interest to provide partial funding for said program; and

WHEREAS, there are monies available for such purpose from Year 42 Community Development Block Grant funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with FutureHeights, a non-profit corporation, for assistance with its Community Capacity Building Program. The agreement shall provide for funding in the amount of Thirty Thousand Dollars (\$30,000.00) from Year 42 Community Development Block Grant funds. The services to be performed by FutureHeights are set forth in the Work Program attached hereto as Exhibit A and incorporated herein. The agreement shall be for a period commencing July 1, 2016, and terminating June 30, 2017, and shall be subject to the approval as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to allow FutureHeights to begin to provide these necessary services. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. (F)

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CHERYL STEPHENS, Mayor  
President of Council

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TOM RAGUZ  
Clerk of Council

PASSED:

RESOLUTION NO. (F)

**EXHIBIT A**  
**STATEMENT OF WORK**

**FUTUREHEIGHTS**

FutureHeights is not-for-profit organization whose mission is to promote a vibrant and sustainable future for the Cleveland Heights and University Heights through innovative ideas and civic engagement.

FutureHeights Community Capacity Building Program will consist of the following components:

1. Resident Engagement and Recruitment for Leadership Program
2. Developing a neighborhood leadership workshop series
3. Ongoing community building work in neighborhoods, including staff support and mini-grants.

CDBG funds will assist with personnel costs for the part-time program manager and operating costs.

Proposed: 6/6/2016

RESOLUTION NO.

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with Gesher, a non-profit corporation, for the use of Community Development Block Grant funds for the payment of operating expenses; providing compensation therefor; and declaring an emergency.

WHEREAS, Gesher offers a benefits referral program to help local families access much needed support; and

WHEREAS, Gesher is in need of funding for operating expenses; and

WHEREAS, it would be in the best interest of the City and its residents to provide partial funding for the agency's programming; and

WHEREAS, there are monies available for such purpose from Year 42 Community Development Block Grant Funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with Gesher a non-profit corporation, for assistance with the operating expenses of the Gseher Benefits Referral Program. The agreement shall provide for total funding in the amount of Five Thousand Dollars (\$5,000.00) from Year 42 Community Development Block Grant funds. The services to be performed by Gesher are set forth in the Statement of Work attached hereto as Exhibit A and incorporated herein. The agreement shall be for a one year period commencing July 1, 2016, and terminating June 30, 2017, and shall be subject to the approval as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to allow the necessary services of Gesher to continue uninterrupted. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO.

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CHERYL STEPHENS, Mayor  
President of Council

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TOM RAGUZ  
Clerk of Council

PASSED:

RESOLUTION NO.

**EXHIBIT A**  
**STATEMENT OF WORK**

**GESHER**

Gesher is an initiative of Agudath Israel Midwest Region which helps eliminate cultural barriers to accessing and applying for assistance program and whose staff helps families meet the challenges of financial hardship. Their trained benefits counselors advise clients about the local, state and federal benefits for which they are eligible.

The Gesher service area includes the suburbs of Cleveland Heights, South Euclid and University Heights. CDBG funds will assist with the administrative costs of Gesher.

Proposed: 6/6/2016

RESOLUTION NO. (F)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with the Heights Community Congress, a non-profit corporation, for the use of Community Development Block Grant funds for assistance with its programs to educate on Diversity in our Community; providing compensation therefor; and declaring an emergency.

WHEREAS, the City has previously entered into agreements with the Heights Community Congress (“HCC”) under which the City has provided partial funding for HCC’s educational and investigative programs to educate on Diversity in our Community; and

WHEREAS, the City and its residents benefit from HCC’s programs that promote a high-quality, integrated community and it would be in their best interest to provide partial funding for the agency’s programming; and

WHEREAS, there are monies available for such purpose from Year 42 Community Development Block Grant Funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with the Heights Community Congress, a non-profit corporation, for a grant of Three Thousand Five Hundred Dollars (\$3,500.00) from Year 42 Community Development Block Grant funds for assistance in HCC’s educational programs on Diversity in our Community. The services to be performed by the Heights Community Congress are set forth in the Statement of Work attached hereto as Exhibit A and incorporated herein. This agreement shall be for a one-year period commencing July 1, 2016, and terminating June 30, 2017, and shall be in a form approved by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to continue the services of the Heights Community Congress without interruption. Wherefore, provided it receives the affirmative vote of five or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take

RESOLUTION NO.

effect and be in force from and after the earliest time allowed by law.

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CHERYL STEPHENS, Mayor  
President of the Council

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TOM RAGUZ  
Clerk of Council

PASSED:

RESOLUTION NO.

**EXHIBIT A**  
**STATEMENT OF WORK**

**HEIGHTS COMMUNITY CONGRESS**

Heights Community Congress (“HCC”) operates fair housing programs that promote an integrated community. Its purpose is two-fold: encourage an open, balanced housing market throughout Cleveland Heights and the eastern suburbs resulting in integrated communities and neighborhoods; and instilling a sense of community and spirit of involvement among residents of all races, cultures, ethnic heritages and socio-economic levels. HCC will provide diversity programming including adult discussion groups on diversity related topics and sponsoring activities that highlight the racial and cultural diversity of Cleveland Heights. CDBG funds will assist with personnel expenses.

Proposed: 6/6/2016

RESOLUTION NO. (F)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with the Heights Emergency Food Center, a non-profit corporation, for the use of Community Development Block Grant funds for the payment of operating expenses; providing compensation therefor; and declaring an emergency.

WHEREAS, since 1981, the Heights Emergency Food Center (“HEFC”) has provided emergency food supplies to needy families and individuals; and

WHEREAS, HEFC is in need of funding for operating expenses; and

WHEREAS, there are monies available for such purpose from Year 42 Community Development Block Grant funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with the Heights Emergency Food Center (“HEFC”), a non-profit corporation, for assistance with the operating expenses of HEFC’s emergency food programs. The agreement shall provide for total funding in the amount of Eleven Thousand Dollars (\$11,000) from Year 42 Community Development Block Grant funds. The services to be performed by the Heights Emergency Food Center are set forth in the Statement of Work attached hereto as Exhibit A and incorporated herein. The agreement shall be for a one year period commencing July 1, 2016, and terminating June 30, 2017, and shall be subject to the approval as to form by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its contents prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to allow the necessary services of the Heights Emergency Food Center to continue uninterrupted. Wherefore, provided it receives the affirmative vote of five (5) or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

RESOLUTION NO. (F)

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CHERYL STEPHENS, Mayor  
President of Council

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TOM RAGUZ  
Clerk of Council

PASSED:

RESOLUTION NO. (F)

**EXHIBIT A**  
**STATEMENT OF WORK**

**HEIGHTS EMERGENCY FOOD CENTER**

Heights Emergency Food Center was opened in 1981 as part of the Hunger Task Force. Located at 3663 Mayfield Road, Heights Emergency Food Center will serve approximately 1,300 unduplicated people in 2016. Heights Emergency Food Center provides each eligible family a three-day supply of food once a month.

The Heights Emergency Food Center service area includes the suburbs of Cleveland Heights, Lyndhurst, South Euclid and University Heights. CDBG funds will assist with the administrative costs of the Heights Emergency Food Center.

Proposed: 6/6/2016

RESOLUTION NO. (F)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with the Home Repair Resource Center (“HRRC”), a non-profit corporation, for the use of Community Development Block Grant Funds for assistance with HRRC’s home-repair and home-improvement programs; providing compensation therefor; and declaring an emergency.

WHEREAS, the City has previously entered into agreements with the Home Repair Resource Center (“HRRC”) under which the City has assisted with the funding for various HRRC home-repair and home-improvement programs; and

WHEREAS, in the past the City has also provided funding to assist with the operating expenses of such programs; and

WHEREAS, it would be in the City’s best interest to continue to provide funding to HRRC to aid in its efforts to prevent deterioration and blight in the City’s housing stock, encourage and enable residents to make necessary repairs, and support the City’s code enforcement efforts; and

WHEREAS, there are monies available for such purpose from Year 42 Community Development Block Grant Funds.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. The City Manager be, and she is hereby, authorized to enter into an agreement with the Home Repair Resource Center (“HRRC”) to provide funding from Year 42 Community Development Block Grant funds for HRRC’s programs and operating expenses as follows: Ninety Five Thousand Dollars (\$95,000.00) for HRRC Operating Expenses; Five Thousand Dollars (\$5,000.00) for Senior Home Stability Grants; Fifteen Thousand (\$15,000.00) for Assist Incentive Grants; Seven Thousand Five Hundred Dollars (\$7,500) for Deferred Loan Match and Sixteen Thousand Five Hundred Dollars (\$16,500.00) for Housing Counseling; for a total grant of One Hundred Thirty Nine Thousand Dollars (\$139,000.00). The services to be performed by HRRC shall be as set forth in the Statement of Work attached hereto as Exhibit A and incorporated herein. The agreement shall be for a one-year period, commencing July 1, 2016, and terminating June 30, 2017. All documents shall be in a form approved by the Director of Law.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of contents, prepared by the Director of Law, once in one newspaper of general circulation in the City of Cleveland Heights.

RESOLUTION NO. (F)

SECTION 3. This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health and safety of the inhabitants of the City of Cleveland Heights, such emergency being the need to allow the services of HRRC to continue without interruption. Wherefore, provided it receives the affirmative vote of five or more of the members elected or appointed to this Council, this Resolution shall take effect and be in force immediately upon its passage; otherwise, it shall take effect and be in force from and after the earliest time allowed by law.

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CHERYL STEPHENS, Mayor  
President of the Council

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TOM RAGUZ  
Clerk of Council

PASSED:

**EXHIBIT A**  
**STATEMENT OF WORK**

**HOME REPAIR RESOURCE CENTER**

Home Repair Resource Center (“HRRC”), formerly known as FHC Housing Corporation, is a non-profit organization chartered in 1971. Its mission is to strengthen and promote the housing stock of Cleveland Heights through education, financial assistance, counseling, and community involvement, in order to support the economic, social, and racial diversity of the community. HRRC’s programs recognize the special needs of low- and moderate-income homeowners and provide incentives to encourage and facilitate their participation. Programs are designed to maintain the condition and value of housing in Cleveland Heights.

HRRC has several components that receive CDBG funding. The first is HRRC’s operating expenses. This includes personnel and administrative costs associated with programs that benefit low- and moderate-income persons. Home Repair Resource Center will provide comprehensive budget and credit counseling services to residents of Cleveland Heights through the Housing Counseling Program. Services will be provided through classroom and individual counseling.

Rollover and new CDBG funds support several of HRRC’s programs. The Assist Benefit program includes the Assist 0%, Deferred Loan Match and Assist Incentive programs. The Assist 0% benefit helps recipients borrow funds for repairs. It reduces the principal financed so that the total repaid to the bank is equivalent to a no-interest loan. The Assist Incentive grant provides a grant of up to \$1000 to complete a major improvement (roof and gutters, major plumbing, major wiring, new heating systems). The grant is increased to \$1500 for seniors who are replacing a roof or furnace. The Deferred Loan Match program enables recipients to defer payment of half the cost (to a maximum of \$3000) of replacing major systems of a home (roof, heating, plumbing or electrical). The Senior Home Stability Grant program provides grants of up to \$500 to assist homeowners with the repairs to their home which will allow them to age in place. The Lead Based Paint Reduction program provides assistance with the increased repair costs due to lead-based paint regulations. All programs assist low- and moderate-income owner occupied households as defined by the Department of Housing and Urban Development.