



## COUNCIL UPDATE

September 23, 2020

### MEETINGS & REMINDERS

Please note meetings are being held as webinars and conference calls. Information for residents to participate may be found on the [clevelandheights.com](http://clevelandheights.com) calendar.

Monday, September 28		No meeting		
Thursday, October 1	-	6:00 p.m.	-	Meet Your Police
Monday, October 5	-	6:30 p.m.	-	Committee of the Whole
	-	7:30 p.m.	-	City Council
Tuesday, October 6	-	7:00 p.m.	-	Architectural Board of Review

### LEGISLATION

- **Mayoral Salary, Second Reading.** An Ordinance providing for the compensation of the office of the Mayor for the term commencing January 1, 2022
- **Breast Cancer Awareness.** A Resolution joining communities throughout the nation in proclaiming October 2020 *National Breast Cancer Awareness Month*; October 13, 2020, *Metastatic Breast Cancer Awareness Day*; and October 16, 2020, *National Mammography Day*
- **Domestic Violence Awareness.** A Resolution proclaiming October 2020 as *Domestic Violence Awareness Month*
- **GPD Group.** A Resolution authorizing the City Manager to enter into an agreement with GPD Group for utility engineering services associated with the replacement of water lines on East Overlook Road; providing compensation therefor
- **OPWC.** A Resolution authorizing the City Manager to apply to participate in the Ohio Public Works Commission State Capital Improvement and Local Transportation

## Improvement Programs

### **UPDATES**

- **Shredding.** Community Shredding Day is Saturday, October 17 from 9:00 am to Noon in the City Hall parking lot. Bring your old financial statements, receipts, invoices or other personal unwanted documents to be shredded onsite. There is a limit of 10 boxes per person. This event is being promoted on Facebook and the website.
- **August 2020 Financial Statements.** Please see enclosed the Financial statement and a summary prepared by the Finance Director.
- **Restructuring Plan of Finance/ Preliminary Results/Next steps.** This overview was prepared by the Davenport consultants (who presented to Council in August) in regards to the Restructured Bond Retirement Fund. Legislation on first reading will be prepared for October 5 and you will receive that legislation in next Wednesday's packet, September 30. The Finance Director will review it in Committee of the Whole on October 5.



CITY OF CLEVELAND HEIGHTS  
ACTIONS OF THE BOARD OF ZONING APPEALS  
ON WEDNESDAY, SEPTEMBER 16, 2020

**Cal. No. 3505(a) Kristin Brooks & Glenn Meyer, 2500 Guilford Rd.,** AA Single-Family, request variances to Section 1103.03(b)(38) to permit a dwelling unit to have more than one kitchen (max. one kitchen permitted).

Action: Granted 4-0 with the following conditions:

1. Variance 3505(a) is granted to permit a second kitchen in this house as shown on the site plan and drawings submitted with the BZA application;
2. Obtain Planning Commission approval for the joining of the two parcels and record the resubdivision plat with the Cuyahoga County Recorder's Office;
3. Receipt of a building permit;
4. Chapter 1334.05 Stormwater regulations are to be followed with the appropriate documentation submitted to the City prior to building permits being issued;
5. This is a single-family house with two kitchens, therefore the area with the second kitchen is not to be rented or advertised as a second dwelling unit;
6. Submit a landscape plan for Planning Department approval; and
7. Complete construction within 24 months of the effective date of this variance.

**Cal. No. 3505(b) Kristin Brooks & Glenn Meyer, 2500 Guilford Rd.,** AA Single-Family, request variances to Section 1121.12(k)(1) to permit a parking pad in front yard (not permitted in front yard).

Action: Granted 4-0 with the following conditions:

1. Variance 3505(b) is granted to permit a motor court/parking pad area in the front yard as shown on the site plan submitted with the BZA application;
2. Obtain Planning Commission approval for the joining of the two parcels and record the resubdivision plat with the Cuyahoga County Recorder's Office;
3. Receipt of a building permit;
4. Chapter 1334.05 Stormwater regulations are to be followed with the appropriate documentation submitted to the City prior to building permits being issued;
5. This is a single-family house with two kitchens, therefore the area with the second kitchen is not to be rented or advertised as a second dwelling unit;
6. Submit a landscape plan for Planning Department approval making note of the desired screening of the new garage to the neighbor to the north; and
7. Complete construction within 24 months of the effective date of this variance.

**Cal. No. 3506 David Range III, 3237 Desota Ave/3216 Euclid Heights Blvd.,** B Two-Family, requests variance to Section 1121.12(i)(1) to permit a fence in the Desota Ave. corner side yard to be taller than 4' maximum height permitted.

Action: Withdrawn 5-0

**Cal. No. 3507 Chris Hall, 883 Yellowstone Rd.,** A Single-Family, requests variance to Section 1121.12(i)(1) to permit a fence in the Randolph Rd. corner side yard to be taller than 4' maximum height permitted.

Action: Granted 5-0 with the following conditions:

1. Variance 3507 is granted to permit a 6-foot tall fence to be located in the corner side yard, 2-feet from the Randolph Road public right-of-way as shown on the site plan submitted with the BZA application;
2. Receipt of a fence permit; and
3. Complete construction within 18 months of the effective date of this variance.

# Memo

**To:** Susanna Niermann-O'Neil, Acting City Manager

**From:** Amy Himmelein, Finance Director

**Date:** September 23, 2020

**Re:** August 2020 Financial Statements

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Attached are the August 2020 Unencumbered Balances Statement for All Funds and the Review of General Fund Statement. These statements are still in draft format as we are still waiting to input August credit card transactions. However, these transactions do not affect the revenue analysis. The review below encompasses activity from January through August 2020.

## Review of General Fund

In April Finance changed a policy regarding the posting of revenue to be in line with guidance from the Auditor of State. Previously, reimbursement revenue received from 3<sup>rd</sup> parties was often posted to an expenditure line item to decrease current year expenditures. Going forward, only reimbursement from the original payee/vendor will reduce expenditures if it is received in the same fiscal year the expenditure is paid. All other reimbursements will be posted to revenue.

## Revenue

- Property Taxes decreased 23% because the County has delayed the schedule for property tax distributions. The final second half distribution was received on August 15 in 2019. This amount will be received on September 30, 2020.
- Municipal Income Tax decreased by 6% as a result of COVID-19. August revenue is from July 2020 collections by RITA. April and May are typically the City's highest collection months. Due to the tax filing extension of July 15, 2020, collections are higher in August and September. This decrease is currently smaller than expected.
- State Levied/Shared Taxes increased 10% due to receiving more than expected in local government funds.
- The increase in Intergovernmental Grants & Contracts is not as significant in August (48%) as it was in July (193%) because Homestead and Rollback revenue from the State was received in August 2019. This is not anticipated to be received in 2020 until September or later.
- Charges for Services decreased 10% as the results of the community center shut-down are now evident. The Community Center received \$0 in revenue from current year activities.
- Fees, Licenses, Permits increased because the City received the fees for building permits related to the Top of the Hill project and construction at the Hebrew Academy.
- The 24% decrease in Fines & Forfeitures is due to the significantly decreased activity of the Court in April and May 2020 as a result of COVID-19. Collections for parking tickets in August 2020 was \$45,000 less than August 2019.

## **Expenditures**

- Overall, Personal Services has increased in 2020 because at this time in 2019 there were 17 payrolls posted, whereas in 2020 there have been 18 payrolls posted. The first payroll in 2019 was posted to 2018. However, most departments have decreased or increased less than expected due to vacancies and the voluntary furlough program which impacted July payroll.
- Overall, Parks and Recreation has decreased significantly due to the closure of the community center as a result of COVID-19.
- The Fire Department purchased their replacement uniforms in the beginning of March 2020. These were budgeted.
- Expenditures for Joint Dispatch were reported in the Communication Systems Fund (Fund 204) at this time in the prior year. These expenditures are now recorded in the General Fund.
- Building Department Other increased due to services rendered by SafeBuilt. As a reminder, expenses for SafeBuilt are offset by revenues.
- The Vehicle Maintenance department purchased a budgeted \$40,000 vehicle lift system with capital monies. Expenditures also increased in Materials/Tools/Supplies.
- During 2019 (as well as 2017 & 2018), all salt purchases were charged exclusively to the Forestry Fund (Fund 231). In 2020, salt costs again began to be split between the General Fund, Street Maintenance Other (\$180,332.38) and the Forestry Fund (\$215,000.00).
- Public Properties & Park Maintenance Other increased due to renovations at the Police shooting range
- Encumbrances in General Operations Personal Services increased due to increased unemployment fees from COVID-19 unemployment claims. The federal government is expected to reimburse the City for these costs.
- General Operations Other increased due to increased risk management and settlement costs.
- Each month, actual Hospitalization costs are allocated back to all departments across the City based on the number of full-time employees in that department during the month. In January 2019, this allocation was not completed so it appears hospitalization costs are higher in 2020. The savings of the "pre-funding" approved by Council in the prior year will not be reflected until year end. This approved amount is allocated based on total year-to-date hospitalization costs.

## **Review of All Funds**

Overall, the negative unencumbered fund balances mean the City has not received enough revenue to cover the expenditures plus encumbrances currently incurred. These negative balances will be corrected by year end, unless they are related to grants or another revenue source that has yet to be received.

- The Sewer Fund increased due to collections from the second quarter billing.
- The Parking Fund significantly decreased because property taxes were paid and there was no revenue to offset these expenditures. The parking fund now has a negative unencumbered balance and will most likely need to have money transferred to cover the deficit.

**UNENCUMBERED BALANCES FOR ALL FUNDS**  
**DRAFT AS OF AUGUST 31, 2020** (Does not include credit card transactions)  
**Unadjusted for Revenue and Expense**

FUND NUMBER	FUND NAME	UNENCUMBERED BALANCE AS OF 1/1/20	YTD REVENUE	YTD EXPENDITURES + ENCUMBRANCES	12/31/2019 ENCUMBRANCES	UNENCUMBERED BALANCE AS OF 8/31/2020
101	GENERAL	\$10,174,387	\$34,027,829	\$29,701,862	\$1,266	\$14,501,621
102	BUDGET STABILIZATION ACCOUNT	\$1,200,000	\$0	\$0	\$0	\$1,200,000
201	STREET CONSTRUCTION	\$788,694	\$1,542,469	\$1,068,044	\$7,606	\$1,270,724
202	FOUNDATION GRANTS	\$42,036	\$0	\$92,174	\$0	(\$50,138)
203	FIRST SUBURBS CONSORTIUM	\$2,227	\$0	\$0	\$0	\$2,227
204	COMMUNICATION SYSTEMS OPERATION	(\$78,295)	\$0	\$0	\$0	(\$78,295)
205	PUBLIC WORKS FACILITY IMPROVEMENT	\$423	\$0	\$0	\$0	\$423
206	LAW ENFORCEMENT TRUST	\$228,036	\$26,528	\$82,747	\$0	\$171,817
207	DRUG LAW ENFORCEMENT TRUST	(\$85,429)	\$363,857	\$100,354	\$0	\$178,074
208	CDBG RESOURCE	\$675,341	\$163,262	\$1,375,321	\$0	(\$536,718)
210	EPA BROWNFIELD GRANT	\$0	\$0	\$0	\$0	\$0
211	HOME PROGRAM	\$238,959	\$31,516	\$80,130	\$1,260	\$191,604
212	FEMA	\$159,639	\$0	\$141,692	\$0	\$17,947
213	POLICE FACILITY IMPROVEMENT	\$45,135	\$5,635	\$32,962	\$0	\$17,808
214	LOCAL TV PROGRAMMING	\$1,077,699	\$296,796	\$417,744	\$0	\$956,752
215	CAIN PARK	(\$16,570)	\$25,741	\$84,486	\$0	(\$75,315)
216	RECREATION FACILITY IMPROVEMENT	\$289,011	\$447,325	\$380,223	\$0	\$356,113
217	PUBLIC RIGHT OF WAY	\$164,532	\$0	\$0	\$0	\$164,532
221	INDIGENT DUI TREATMENT	\$257,133	\$8,614	\$0	\$0	\$265,747
222	MUNICIPAL COURT COMPUTERIZATION	\$23,279	\$32,302	\$25,156	\$0	\$30,425
223	DUI - ENFORCEMENT/EDUCATION	\$117,002	\$3,075	\$0	\$0	\$120,077
225	MUNI COURT - SPECIAL PROJECTS	\$2,101,884	\$164,789	\$165,239	\$0	\$2,101,434
226	LEAD SAFE PROGRAM - CUYAHOGA CNTY	\$90,241	\$1,005	\$183,690	\$0	(\$92,444)
227	NEIGHBORHOOD STABILIZATION PRGM	\$123,584	\$0	\$0	\$0	\$123,584
228	CDBG-COVID	\$0	\$0	\$20,000	\$0	(\$20,000)
230	STREET LIGHTING	\$1,177,152	\$525,432	\$586,374	\$0	\$1,116,209
231	TREE FUND	\$671,929	\$539,181	\$919,413	\$0	\$291,697
232	POLICE PENSION	\$130,924	\$191,420	\$778,027	\$0	(\$455,682)
233	FIRE PENSION	(\$123,128)	\$191,420	\$1,059,883	\$0	(\$991,591)
234	EARNED BENEFITS	(\$165,312)	\$322,026	\$272,193	\$0	(\$115,479)
237	FIRST SUBURBS DEVELOPMENT COUNCIL	\$57,538	\$0	\$0	\$0	\$57,538
238	CORONAVIRUS RELIEF FUND	\$0	\$1,750,930	\$154,099	\$0	\$1,596,831
301	G.O. BOND RETIREMENT	\$94,385	\$2,157,259	\$1,475,802	\$0	\$775,842
402	FINANCED CAPITAL PROJECTS	\$482,749	\$777	\$0	\$0	\$483,526
411	ECONOMIC DEVELOPMENT	\$1,287,706	\$2,005,141	\$2,212,201	\$0	\$1,080,646
412	CITY HALL MAINTENANCE AND REPAIR	\$89,919	\$17,520	\$14,015	\$0	\$93,423
415	SEVERANCE RING ROAD RECONSTRUCTION	\$35,045	\$0	\$0	\$0	\$35,045
601	WATER	\$1,565,573	\$44,975	\$928,766	\$0	\$681,782
602	SEWER	\$3,416,805	\$4,256,239	\$2,683,366	\$73,781	\$5,063,458
603	PARKING	\$344,717	\$356,149	\$711,173	\$0	(\$10,307)
606	AMBULANCE SERVICES	\$1,846,785	\$692,197	\$671,677	\$2,533	\$1,869,839
701	HOSPITALIZATION	\$1,568,362	\$3,415,696	\$3,415,696	\$0	\$1,568,362
703	WORKERS COMPENSATION	\$194,768	\$0	(\$9,999)	\$0	\$204,767
804	OFFICE ON AGING	\$10,564	\$2,364	\$1,194	\$0	\$11,734
808	YOUTH RECREATION SCHOLARSHIP	\$55,276	\$4,600	\$50	\$0	\$59,826
809	POLICE MEMORIAL TRUST FUND	\$11,808	\$0	\$0	\$0	\$11,808
810	YOUTH ADVISORY COMMISSION	\$71	\$0	\$0	\$0	\$71
811	JUVENILE DIVERSION PROGRAM	\$6,242	\$2,100	\$1,439	\$0	\$6,903
857	SALES TAX	\$355	\$1	\$7	\$0	\$349
858	MISCELLANEOUS AGENCY	\$1,411,302	\$977,868	\$678,352	\$0	\$1,710,817
864	NEORS	\$214	\$0	\$0	\$0	\$214
<b>TOTALS</b>		<b>\$31,790,693</b>	<b>\$54,594,041</b>	<b>\$50,505,554</b>	<b>\$86,446</b>	<b>\$35,965,626</b>

**CITY OF CLEVELAND HEIGHTS**  
**REVIEW OF GENERAL FUND**  
**DRAFT AS OF AUGUST 31, 2020** (Does not include credit card transactions)

<b>REVENUES:</b>	8/31/2019 Actual	2020 Budget	08/31/2020 Actual	Percentage 2020 Budget	Difference 2020 vs 2019
Property Taxes	\$7,218,598	\$7,175,859	\$5,728,005	80%	(\$1,490,593)
Municipal Income Tax	\$21,031,387	\$28,000,000	\$19,817,604	71%	(\$1,213,783)
Other Local Taxes	\$34,634	\$50,000	\$12,177	24%	(\$22,457)
State Levied/Shared Taxes	\$998,050	\$1,554,900	\$1,102,133	71%	\$104,084
Intergovernmental Grants & Contracts	\$956,792	\$910,000	\$1,418,217	156%	\$461,425
Charges For Services	\$2,459,657	\$3,100,000	\$2,212,451	71%	(\$247,206)
Fees, Licenses, Permits	\$1,238,004	\$2,295,000	\$2,400,630	105%	\$1,162,626
Interest Earnings	\$126,665	\$200,000	\$211,385	106%	\$84,720
Fines and Forfeitures	\$1,084,625	\$1,720,000	\$828,413	48%	(\$256,212)
All Other Revenue	\$259,460	\$786,500	\$280,840	36%	\$21,380
Sale of Assets	\$300	\$0	\$15,975	0%	\$15,675
<b>Total Revenues</b>	<b>\$35,408,171</b>	<b>\$45,792,259</b>	<b>\$34,027,829</b>	<b>74%</b>	<b>(\$1,380,342)</b>

<b>EXPENDITURES:</b>	8/31/2019 Expenditures + Encumbrances	2020 Budget Amended	08/31/2020 Expenditures + Encumbrances	Percentage 2020 Budget	Difference 2020 vs 2019
<b>Community Services</b>					
Commission on Aging	\$0	\$250	\$0	0%	\$0
Community Relations Personal Services	\$39,736	\$63,493	\$20,405	32%	(\$19,331)
Community Relations Other	\$11,838	\$12,550	\$6,317	50%	(\$5,520)
Public Relations Personal Services	\$147,306	\$231,310	\$148,674	64%	\$1,368
Public Relations Other	\$54,580	\$107,000	\$29,899	28%	(\$24,681)
Community Services Admin Personal Services	\$139,279	\$213,831	\$145,607	68%	\$6,328
Community Services Administration Other	\$850	\$6,600	\$330	5%	(\$520)
Public Health Administration	\$221,589	\$243,500	\$127,465	52%	(\$94,125)
<b>Total Community Services</b>	<b>\$615,177</b>	<b>\$878,534</b>	<b>\$478,698</b>	<b>54%</b>	<b>(\$136,480)</b>

**Parks and Recreation**

Parks & Recreation Admin Personal Services	\$161,837	\$244,550	\$165,012	67%	\$3,175
Parks & Recreation Administration Other	\$22,626	\$29,456	\$6,611	22%	(\$16,015)
Swimming Pools Personal Services	\$282,565	\$269,527	\$12,832	5%	(\$269,733)
Swimming Pools Other	\$57,370	\$131,450	\$2,247	2%	(\$55,123)
Cain Park (Transfer)	\$0	\$80,000	\$0	0%	\$0
Ice Programs Personal Services	\$144,011	\$227,559	\$109,248	48%	(\$34,763)
Ice Programs Other	\$8,844	\$19,350	\$8,141	42%	(\$703)
General Recreation Programs Personal Services	\$52,902	\$135,356	\$43,673	32%	(\$9,230)
General Recreation Programs Other	\$28,392	\$33,700	\$12,428	37%	(\$15,964)
Sports Programs Personal Services	\$84,079	\$121,769	\$30,540	25%	(\$53,538)
Sports Programs Other	\$42,777	\$104,600	\$24,023	23%	(\$18,754)
Community Center Personal Services	\$369,926	\$545,472	\$328,866	60%	(\$41,060)
Community Center Other	\$330,230	\$490,095	\$249,059	51%	(\$81,171)
Office on Aging Personal Services	\$97,980	\$152,665	\$86,075	56%	(\$11,905)
Office on Aging Other	\$31,453	\$34,300	\$30,100	88%	(\$1,353)
<b>Total Parks and Recreation</b>	<b>\$1,714,991</b>	<b>\$2,619,848</b>	<b>\$1,108,854</b>	<b>42%</b>	<b>(\$606,136)</b>

**Finance Department**

Finance Department Personal Services	\$238,626	\$372,245	\$254,606	68%	\$15,980
Finance Department Other	\$142,207	\$222,580	\$162,385	73%	\$20,178
Income Tax	\$786,197	\$950,105	\$738,597	78%	(\$47,599)
<b>Total Finance Department</b>	<b>\$1,167,029</b>	<b>\$1,544,930</b>	<b>\$1,155,588</b>	<b>75%</b>	<b>(\$11,441)</b>

**Planning & Development**

Landmark Commission	\$12,627	\$16,100	\$31	0%	(\$12,596)
Planning Department Personal Services	\$253,920	\$441,956	\$171,108	39%	(\$82,811)
Planning Department Other	\$13,618	\$29,200	\$5,270	18%	(\$8,349)
Planning Commission Personal Services	\$2,919	\$8,138	\$1,938	24%	(\$981)
Planning Commission Other	\$2,193	\$3,900	\$2,449	63%	\$256
Architectural Board of Review Personal Services	\$4,738	\$6,976	\$4,069	58%	(\$669)
Architectural Board of Review Other	\$120	\$300	\$145	48%	\$25
Board of Zoning Appeals Personal Services	\$2,325	\$5,813	\$2,422	42%	\$97
Board of Zoning Appeals Other	\$1,391	\$3,475	\$1,284	37%	(\$106)
<b>Total Planning &amp; Development</b>	<b>\$293,852</b>	<b>\$515,858</b>	<b>\$188,717</b>	<b>37%</b>	<b>(\$105,135)</b>

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**CITY OF CLEVELAND HEIGHTS**  
**REVIEW OF GENERAL FUND**  
**DRAFT AS OF AUGUST 31, 2020 (Does not include credit card transactions)**

	8/31/2019 Expenditures + Encumbrances	2020 Budget Amended	08/31/2020 Expenditures + Encumbrances	Percentage 2020 Budget	Difference 2020 vs 2019
<b>Public Safety</b>					
Traffic Signs & Signals Personal Services	\$38,620	\$60,295	\$39,957	66%	\$1,337
Traffic Signs & Signals Other	\$135,157	\$146,000	\$119,043	82%	(\$16,114)
Police Administration Personal Services	\$5,480,027	\$8,895,873	\$5,661,985	64%	\$181,958
Police Administration Other	\$382,406	\$613,760	\$347,386	57%	(\$35,021)
Police Academy Personal Services	\$2,108	\$4,500	\$1,937	43%	(\$171)
Police Academy Other	\$56,049	\$96,000	\$63,378	66%	\$7,329
Police Vehicle Maintenance Personal Services	\$0	\$0	\$0	0%	\$0
Police Vehicle Maintenance Other	\$219	\$0	\$0	0%	(\$219)
Fire Administration Personal Services	\$4,381,124	\$6,968,691	\$4,561,958	65%	\$180,835
Fire Administration Other	\$122,050	\$284,897	\$179,577	63%	\$57,527
Joint Dispatch (Transfer)	\$0	\$0	\$0	0%	\$0
Joint Dispatch	\$0	\$1,153,018	\$1,116,323	97%	\$1,116,323
Fire Prevention Personal Services	\$78,990	\$100,384	\$67,479	67%	(\$11,511)
Fire Prevention Other	\$1,173	\$6,200	\$225	4%	(\$947)
Building Department Personal Services	\$0	\$0	\$0	0%	\$0
Building Department Other	\$253,869	\$1,159,220	\$1,136,683	98%	\$882,815
Housing Inspections Personal Services	\$344,723	\$537,358	\$282,402	53%	(\$62,321)
Housing Inspections Other	\$33,925	\$74,800	\$48,750	65%	\$14,825
Street Lighting (Transfer)	\$0	\$17,704	\$0	0%	\$0
Animal Control Personal Services	\$49,686	\$73,260	\$50,069	68%	\$384
Animal Control Other	\$30,000	\$30,000	\$25,000	83%	(\$5,000)
<b>Total Public Safety</b>	<b>\$11,390,124</b>	<b>\$20,221,960</b>	<b>\$13,702,153</b>	<b>68%</b>	<b>\$2,312,029</b>

**Public Works**

Service Administration Personal Services	\$155,053	\$317,474	\$111,141	35%	(\$43,913)
Service Administration Other	\$2,061	\$9,075	\$2,167	24%	\$106
Capital Projects Administration Personal Services	\$0	\$0	\$0	0%	\$0
Capital Projects Administration Other	\$21,019	\$21,000	\$21,000	100%	(\$19)
Refuse Collection Personal Services	\$1,089,082	\$1,651,902	\$1,076,563	65%	(\$12,518)
Refuse Collection Other	\$489,755	\$586,500	\$454,939	78%	(\$34,817)
Vehicle Maintenance Personal Services	\$508,159	\$841,988	\$579,909	69%	\$71,750
Vehicle Maintenance Other	\$842,609	\$1,463,150	\$945,258	65%	\$102,650
Street Maintenance Personal Services	\$794,952	\$1,170,106	\$772,820	66%	(\$22,131)
Street Maintenance Other	\$134,794	\$385,579	\$330,313	86%	\$195,519
Public Properties & Park Maint Personal Services	\$769,026	\$1,136,699	\$725,953	64%	(\$43,073)
Public Properties & Park Maintenance Other	\$770,389	\$1,072,550	\$848,601	79%	\$78,212
Forestry (Transfer)	\$0	\$27,310	\$0	0%	\$0
<b>Total Public Works</b>	<b>\$5,576,898</b>	<b>\$8,683,333</b>	<b>\$5,868,664</b>	<b>68%</b>	<b>\$291,766</b>

**General Government**

City Council Personal Services	\$47,653	\$77,884	\$47,972	62%	\$319
City Council Other	\$5,123	\$8,750	\$4,856	55%	(\$267)
City Manager Personal Services	\$284,062	\$461,970	\$306,562	66%	\$22,500
City Manager Other	\$13,301	\$21,487	\$12,732	59%	(\$570)
Civil Service Commission Personal Services	\$388	\$1,744	\$388	22%	\$0
Civil Service Commission Other	\$1,979	\$17,500	\$4,062	23%	\$2,083
General Operations Personal Services	\$29,470	\$518,901	\$268,114	52%	\$238,644
General Operations Other	\$829,557	\$1,062,045	\$1,030,189	97%	\$200,632
Management Information Systems Personal Services	\$218,531	\$338,340	\$184,695	55%	(\$33,835)
Management Information Systems Other	\$69,508	\$224,450	\$77,443	35%	\$7,935
County Fiscal Officer Deductions	\$168,234	\$229,500	\$103,314	45%	(\$64,919)
Law Department Personal Services	\$358,054	\$572,376	\$363,950	64%	\$5,896
Law Department Other	\$344,199	\$350,100	\$290,694	83%	(\$53,505)
Special Improvement Districts	\$370,262	\$405,555	\$392,033	97%	\$21,771
Municipal Court Personal Services	\$652,228	\$1,035,588	\$665,399	64%	\$13,171
Municipal Court Other	\$91,543	\$174,425	\$72,153	41%	(\$19,390)
<b>Total General Government</b>	<b>\$3,484,094</b>	<b>\$5,500,613</b>	<b>\$3,824,557</b>	<b>70%</b>	<b>\$340,463</b>

**PAGE 3**  
**CITY OF CLEVELAND HEIGHTS**  
**REVIEW OF GENERAL FUND**  
**DRAFT AS OF AUGUST 31, 2020 (Does not include credit card transactions)**

<b>Other</b>	8/31/2019	2020	08/31/2020	Percentage 2020 Budget	Difference 2020 vs 2019
	Expenditures + Encumbrances	Budget Amended	Expenditures + Encumbrances		
Transfers & Advances	\$0	\$2,865,284	\$0	0%	\$0
Hospitalization	\$2,937,156	\$3,621,183	\$3,374,631	93%	\$437,475
<b>Total Other</b>	\$2,937,156	\$6,486,467	\$3,374,631	52%	\$437,475
<b>TOTAL GENERAL FUND EXPENDITURES</b>	\$27,179,321	\$46,451,542	\$29,701,862	64%	\$2,522,541
Excess Revenue Over/(Under) Expenses	\$8,228,850		\$4,325,968		
Unencumbered Balance Beginning of Year	\$7,330,012		\$10,174,387		
Add: Prior Year Encumbrances	\$110,948		\$1,266		
Estimated Unencumbered Balance	\$15,669,810		\$14,501,621		

# Executive Summary | Debt Restructuring Next Steps

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Cleveland Heights, Ohio



October 5, 2020

# Background

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- On August 24, 2020 Davenport presented a Fiscal Review and Debt Restructuring Analysis.
- Amongst the topics covered in the Fiscal Review, Davenport identified a recurring structural imbalance in the City's Bond Retirement Fund.
- If left unmitigated, the recurring structural imbalance in the Bond Retirement Fund will add considerable additional strain to the General Fund budget for roughly the next eight years. The strain on the General Fund from the Bond Retirement Fund has been exacerbated this year by the COVID19 Pandemic.
- Davenport identified a strategy to take advantage of the existing low interest rate environment and restructure the City's existing debt to considerably lessen the pressure on the City's budget.
- The strategy contemplated enacting the restructuring quickly in order to close prior to the City's next debt payments on December 1.

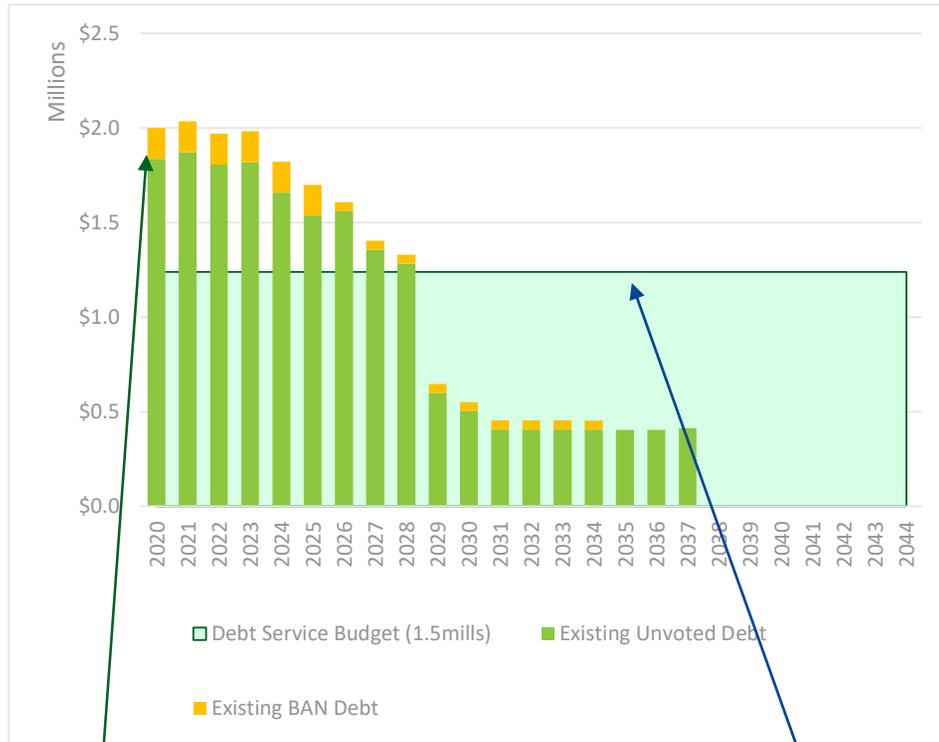


# Restructuring Plan of Finance – Preliminary Results/Next Steps

# Existing Bond Retirement Fund Debt Service vs. Recurring Revenues



## Total Existing Debt Service (vs. Revenues)



Green/Yellow = Debt Service Expenditures

Blue = Recurring Revenues

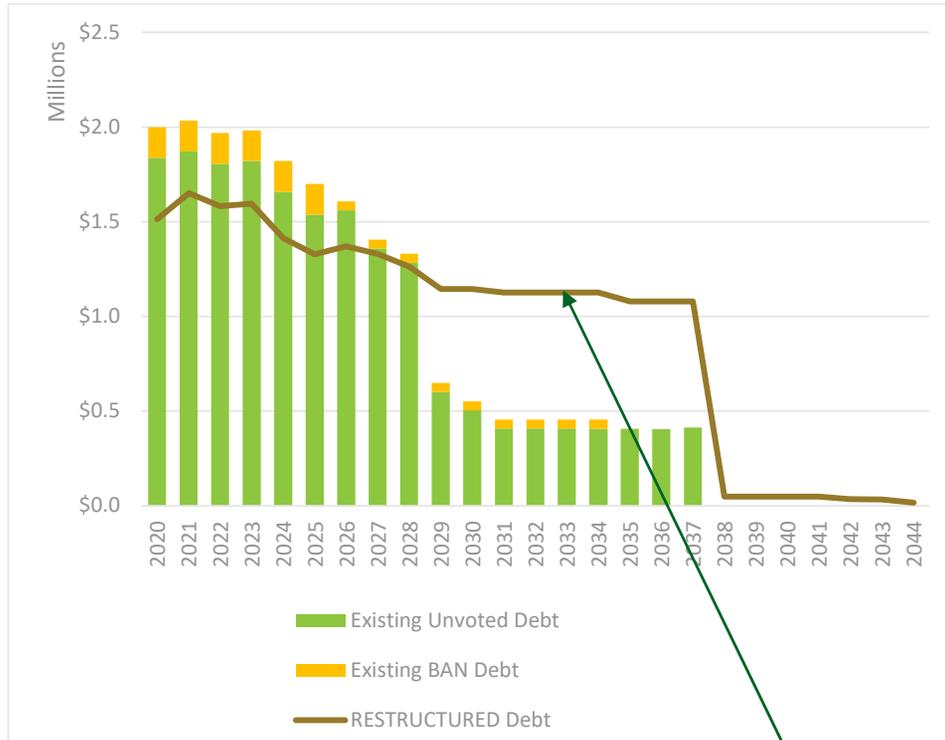
## Key Observations

- **The Bond Retirement Fund has a structural deficit between Recurring Revenues and Existing Debt Service payments each year.**
- Based on the current level of Recurring Revenues available to pay Existing Debt Service:
  - The City is anticipated to have an approximate annual shortfall of \$700,000 to \$800,000 per year for the next four years through FY 2023.
  - This shortfall declines to the \$300,000 to \$400,000 range beginning in FY 2024.
  - Over the next 9 Fiscal Years the shortfall totals approximately \$4.7 Million.
  - These short-falls were projected to exist prior to the onset of the COVID19 pandemic and its related impacts to the economy.

# Restructured Bond Retirement Fund Debt Service – Preliminary Results



## Existing vs. Restructured Total Debt Service



Brown Line = Debt Service after Restructuring.

## Key Observations

- Approximately \$10.9 Million of Existing Debt is restructured.
  - The Restructuring<sup>(1)</sup> results in an annual cash flow reduction from FY 2020 through FY 2027 – Debt service is immediately reduced by about \$300,000 to \$400,000 over the next 5-6 years.
  - The Restructured Debt is “layered” into later years (primarily from FY 2030 through FY 2037) which increases debt service over this time frame.
  - Over the next 9 Fiscal Years the cumulative shortfall totals approximately \$1.9 Million versus \$4.7 million before the Restructuring.

(1) Restructuring assumes interest rate of 3.0%; estimated bond size of \$12.3 Million, present value cost of \$1.5 Million. Results are preliminary planning estimates and are subject to change.

# Note Funding

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- At the same time as the Restructuring, the City may want to consider putting in place additional liquidity for emergency purposes through a short-term note of \$2 million to \$3 million to be used as/if needed for pandemic related costs.
- Fund Balance/Liquidity are arguably the most important financial metrics to the Rating Agencies and Credit Markets.
- The Ohio Revised Code (133.12(A)(1)) allows for such a borrowing to meet emergencies.
- The purpose of the Note would be to provide back-up cash-flow/liquidity to be drawn upon, if needed, as the City continues to deal with the impact of COVID19. The Note would provide an additional level of cash-flow/liquidity insurance to help protect the City's critical General Fund Balance.
- The Note would be similar in structure to the Bond Anticipation Notes ("BANs") that the City employs for capital funding albeit with more flexibility in the use of proceeds – if the proceeds are needed.
- Davenport expects that the Note would carry a fixed interest rate and a maturity of 12 to 24 months. If proceeds are not needed the Note can be repaid at maturity.
- If proceeds are needed the City can roll the Note or permanently finance the Note. The City would have up to 10 years from original issuance to fully repay the borrowing.

# Summary / Recommendations

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- Fund balance is arguably the most important financial criteria to the credit markets and rating agencies. Conserving the City's General Fund Balance and formalizing a policy surrounding it is critical.
- The City should update and formalize its Financial Policy Guidelines – especially those related to Fund Balances and Debt during the FY2021 Budget planning process.
- The City has a “structural imbalance” in its Bond Retirement fund. This means that recurring revenues are not sufficient to cover recurring debt service expenditures which adds pressure to the General Fund. Restructuring existing debt will help lessen the burden on today's tax payers of debt for projects that have a longer useful life.
- Interest rates are highly favorable hovering at/near historic lows thus providing a unique opportunity to the City.
- Completing the restructuring prior to December 1, 2020 (i.e. the City's next debt payment) will help to conserve critical cash especially given the uncertainty/impact related to COVID19 on the City's finances.
- At the same time as the restructuring, consider putting in place additional liquidity for emergency purposes through a short-term note to be used as/if needed for pandemic related costs.

# Next Steps: Preliminary Time Schedule



Date	Activity
Monday, October 5	<b>City Council Meeting</b> Introduce legislation authorizing the GO Restructuring and Note.
October	Rating Agency conference calls.
Monday, October 19	<b>City Council Meeting</b> Adopt legislation authorizing the GO Restructuring and Note.
Early November	Sell bonds (interest rates locked in).
<b>Before</b> December 1	Close on bond transaction.
During the FY21 Budget Process	Adopt Financial Policies related to Fund Balance and Debt.



The enclosed information relates to an existing or potential municipal advisor engagement.

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When acting as a registered municipal advisor Davenport is a fiduciary required by federal law to act in the best interest of a municipal entity without regard to its own financial or other interests. Davenport is not a fiduciary when it acts as a registered investment advisor, when advising an obligated person, or when acting as an underwriter, though it is required to deal fairly with such persons.

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Proposed: 09/21/2020

ORDINANCE NO. 101-2020 (AS), *Second Reading*

By Council Member Seren

An Ordinance providing for the compensation of the office of the Mayor for the term commencing January 1, 2022.

WHEREAS, on November 5, 2019, amendments to the Charter of the City of Cleveland Heights to change the form of government to a Mayor-Council system of government with a directly-elected Mayor were approved by the electors of the City of Cleveland Heights; and

WHEREAS, the November 2019 Charter amendments will result in the initial election of a Mayor for the City of Cleveland Heights in November 2021, to take office on January 1, 2022; and

WHEREAS, the November 2019 Charter amendments provide that Council may determine the compensation of the Mayor for the term beginning January 1, 2022 in 2021; and

WHEREAS, Article V, Section 4 of the City Charter currently provides that this Council shall fix the compensation of all officers and employees of the City; and

WHEREAS, this Council believes that it should at this time establish the compensation for the office of Mayor for the term commencing January 1, 2022, in order that persons considering candidacy for the office of Mayor be informed as to the compensation for that office effective January 1, 2022; and

WHEREAS, the City's wage and salary ordinance, adopted on March 2, 2020 by Ordinance No. 17-2020, establishes salary schedules, position classifications and other compensation, and benefits for officers and employees of the City; and

WHEREAS, the City's current wage and salary ordinance makes provision for the current compensation of the office of the Mayor as a member of the City's legislative authority; and

WHEREAS, the City's wage and salary ordinance to be adopted in 2021 shall reflect the compensation of the Mayor as a member of the City's legislative authority through December 31, 2021 as well as the compensation of the Mayor directly elected in November 2021 for a term beginning January 1, 2022.

BE IT ORDAINED by the Council of the City of Cleveland Heights, Ohio, that:

SECTION 1. Commencing January 1, 2022, the compensation for the office of the City's Mayor shall be \$115,000 per annum, paid in bi-weekly installments.

SECTION 2. The compensation of the Mayor shall also include in addition to the salary set forth in Section 1, all benefits, including but not limited to hospitalization, medical, dental and

ORDINANCE NO. 101-2020 (AS), *Second Reading*

life insurance, now made available to employees by the City, and changes in the costs thereof paid by the City shall not be considered a change in the compensation of the Mayor during the term beginning January 1, 2022.

SECTION 3. Notice of the passage of this Ordinance 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 4. This Ordinance shall take effect and be in force at the earliest time permitted by law.

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JASON S. STEIN, Mayor  
President of the Council

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AMY HIMMELEIN  
Clerk of Council

PASSED:

Proposed: 10/5/2020

RESOLUTION NO. -2020 (CRR)

By Council Member

A Resolution joining communities throughout the nation in proclaiming October 2020 *National Breast Cancer Awareness Month*; October 13, 2020, *Metastatic Breast Cancer Awareness Day*; and October 16, 2020, *National Mammography Day*; and declaring an emergency.

WHEREAS, the American Cancer Society estimates that in 2019 about 268,600 cases of invasive breast cancer were diagnosed in women and 2,670 cases in men, and that about 41,760 women and 500 men died from the disease; and

WHEREAS, early detection and prompt treatment can significantly reduce suffering and deaths caused by this disease; and

WHEREAS, mammography is recognized as the single most effective method of detecting breast changes that may be cancerous long before physical symptoms can be seen or felt; and

WHEREAS, metastatic breast cancer refers to a condition in which stage IV breast cancer cells travel from the breast, either through the bloodstream or the lymphatic system, to other parts of the body, including the bones, liver, lungs, or brain, and continue to grow in their new location; and

WHEREAS, nearly 30 percent of women diagnosed with early stage breast cancer will develop stage IV advanced or metastatic cancer; and

WHEREAS, in 1997 the United States Conference of Mayors launched a Mayors' Campaign Against Breast Cancer, joining in the promotion of Breast Cancer Awareness Month and National Mammography Day; and

WHEREAS, in 2009 the United States Senate and House of Representatives passed Resolutions to designate the first National Metastatic Breast Cancer Awareness Day.

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

SECTION 1. This Council hereby proclaims October 2020, *National Breast Cancer Awareness Month*; October 13, 2020, *Metastatic Breast Cancer Awareness Day*; and October 16, 2020, *National Mammography Day*; and urges women and men in the community of all ages to learn about screening and mammography and to seek appropriate services.

RESOLUTION NO. -2020 (CRR)

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 recognize national breast cancer awareness month on a timely basis. 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.

---

JASON S. STEIN, Mayor  
President of the Council

---

AMY HIMMELEIN  
Acting Clerk of Council

PASSED:

Proposed: 10/05/2020

RESOLUTION NO. -2020 (CRR)

By Council Member

A Resolution proclaiming October 2020 as *Domestic Violence Awareness Month*; and declaring an emergency.

WHEREAS, one in four women and a smaller, although significant, number of men will experience domestic violence in their lifetime; and

WHEREAS, children who witness domestic violence are much more likely to abuse their future partners or children; and

WHEREAS, domestic violence can happen to anyone regardless of gender, income, ethnicity, race, religion, age, or sexual orientation and/or identity; and

WHEREAS, locally, the Domestic Violence & Child Advocacy Center has provided services to victims of domestic violence for forty years; and

WHEREAS, the mission of the Domestic Violence & Child Advocacy Center is to empower individuals, promote justice, and mobilize the community so that all persons are free from violence and abuse in their homes; and

WHEREAS, the City of Cleveland Heights has been in the forefront of the fight against domestic violence, with its Police Department and Prosecutor being routinely commended for their aggressive, but fair, enforcement of domestic violence laws.

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

SECTION 1. This Council hereby proclaims October 2020 as *Domestic Violence Awareness Month* and urges all of its residents to educate themselves on the issues and to encourage and support victims of domestic violence and child abuse.

SECTION 2. Notice of the passage of this Resolution shall be given by publishing the title and abstract of its content, 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 recognize Domestic Violence

RESOLUTION NO. -2020 (CRR)

Awareness Month on a timely basis. 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.

---

JASON S. STEIN, Mayor  
President of the Council

---

AMY HIMMELEIN  
Clerk of Council

PASSED:

Proposed:

RESOLUTION NO. -2020 (MS)

By Council Member

A Resolution authorizing the City Manager to enter into an agreement with GPD Group for utility engineering services associated with the replacement of water lines on East Overlook Road; providing compensation therefor; and declaring an emergency.

WHEREAS, the City requires professional services of an engineering consultant concerning the replacement of water lines on East Overlook; and

WHEREAS, the City Manager has recommended that the services offered by GPD Group 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 an agreement with GPD Group for utility engineering services associated with the replacement of water lines on East Overlook Road. The contract shall be in accordance with the terms and conditions set forth in the proposed agreement for professional services submitted by GPD Group, a copy of which is on file with the Clerk of Council. Compensation for the services detailed therein shall not exceed Fifty Five Thousand Dollars (\$55,000.00). All agreements hereunder shall be approved as to form and subject to the final 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 commence the above-described improvements at the earliest possible time to protect the safety and welfare of those persons using the public utilities within City. 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. -2020 (MS)

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JASON S. STEIN, Mayor  
President of Council

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AMY HIMMELEIN  
Clerk of Council

PASSED:



**GPD GROUP**  
Glaus, Pyle, Schomer, Burns & DeHaven, Inc.

**Akron Office**

520 South Main Street  
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Akron, OH 44311

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fax 330.572.2101  
[www.gpdgroup.com](http://www.gpdgroup.com)

Ms. Collette Clinkscale  
Director of Public Works  
City of Cleveland Heights  
40 Severance Circle  
Cleveland Heights, Ohio 44118

September 10, 2020

**Water Line Replacement  
E. Overlook Road Road  
Cleveland Heights Ohio**

Dear Ms. Clinkscale:

GPD Group is pleased to provide this proposal for utility engineering services associated with the replacement of water lines on E. Overlook Road in the City of Cleveland Heights. The enclosed proposal is based on the Cleveland Water Department application prepared by GPD Group.

**Project Understanding**

The City of Cleveland Heights is seeking to replace water lines on E. Overlook Road (Edgehill Road to Coventry Road) with separated quantities for Cleveland Water Department reimbursement.

1. Design of approximately 2,300 feet of new water line.
2. GPD Group will perform a preliminary location of the new water line for concurrence by the City prior to performing detailed design.
3. GPD will prepare by-pass plans, if necessary.

**Scope of Services**

1. Surveying and mapping
  - a. Project Control
    - i. Project shall be referenced horizontally to Ohio State Plane Coordinate System, North Zone NAD83(2011) datum and vertically to the NAVD88 datum based on GPS observations using ODOT VRS Network.
    - ii. Primary project control shall be 5/8 inch by 30 inch rebar with red plastic caps stamped "GPD Control Point". Benchmarks will be established throughout the project area at approximately 500 foot spacing.

- b. Boundary, C/L, and R/W Resolution
    - i. No boundary resolution will be completed as part of this project. GIS property lines and R/W's will be shown along with addresses.
  - c. Topographic Survey
    - i. Topographic survey will be completed from back of walk to back of walk and 50 feet up each intersection.
  - d. Drawings and Plats
    - i. Basemapping of survey and right of way/boundary resolution will be completed in AutoCAD 2018. Survey information will be combined with County GIS data as needed.
2. Water Line Design
- a. GPD will utilize the latest City of Cleveland, Division of Water details and standard notes.
  - b. GPD will coordinate with the City of Cleveland, Division of Water for plan approval and charge letter.
  - c. The design package will include:
    - i. Schematic
    - ii. Plan and Profile, at 20 scale
    - iii. Water notes and details
    - iv. Construction notes and details
    - v. Pavement Repair Details
    - vi. Plan quantities for all associated items.
3. Maintenance of Traffic
- a. No detailed Maintenance of Traffic plans is anticipated.
  - b. Maintenance of Traffic will be achieved through notes, details and standard drawings.
4. Signing and Pavement Marking
- a. No signing and pavement marking plans are anticipated
5. Drainage and Storm Water Management
- a. No drainage improvements or storm water management is anticipated.
6. GPD Group has included a fee for geotechnical investigation.

### **Assumptions**

- 1. GPD assumes that the design process will require two (2) project coordination meetings with the City.
- 2. The City of Cleveland Heights will require two (2) submittals; one at 30% and again at 90%.

3. The City will acquire any necessary Right-of-Entry permissions.
4. GPD will not attend any planning or council meetings.

### Exclusions

1. Any environmental studies are not anticipated.
2. GPD will not perform title reports or appraisals.
3. GPD will not be responsible for any R/W acquisition.
4. Grant or funding applications.
5. GPD will not be required to attend public involvement meetings or prepare exhibits.

### Client Responsibilities

1. The City will pay any necessary fee to regulatory agencies to obtain permits such as the Ohio EPA and Cuyahoga County SWCD.
2. The City will provide GPD any available records of existing infrastructure.
3. The City will obtain any necessary right-of-entry agreements.

GPD Group will perform the above described Scope of Services for a LUMP SUM fee of **\$55,000** with an expenditure of **600** manhours.

These fees are utilizing the City of Cleveland Heights rates. The expected **duration is 5-6 months** after authorization. The intent is for a spring bid for construction in 2021.

If you have any questions or need any additional information, please do not hesitate to call me at 330-572-2496 or email [dneumeyer@gpdgroup.com](mailto:dneumeyer@gpdgroup.com).

Respectfully,  
GPD Group

  
David Neumeyer, PE,  
Project Manager

Cc: Joe Kickel – Cleveland Heights

Proposed:

RESOLUTION NO. -2020 (PD)

By Council Member

A Resolution authorizing the City Manager to apply to participate in the Ohio Public Works Commission State Capital Improvement and Local Transportation Improvement Programs; and declaring an emergency.

WHEREAS, the Ohio Public Works Commission State Capital Improvement Program and Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure; and

WHEREAS, the City has determined that it is necessary to submit an application for financial assistance for the Coventry Road (CR-330) Rehabilitation Project; and

WHEREAS, the Coventry Road (CR-330) Rehabilitation Project is a qualified projected under the Ohio Public Works Commission programs; and

WHEREAS, in order to secure Ohio Public Works Commission funds, it is necessary to make application immediately.

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 make application to the State of Ohio Public Works Commission for financial assistance for the Coventry Road (CR-330) Rehabilitation Project.

SECTION 2. The City Manager is further authorized to enter into any agreements necessary to obtain such financial assistance, upon forms approved by the Director of Law.

SECTION 3. 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 4. 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 make said application prior to the deadline. 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. -2020 (PD)

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JASON S. STEIN, Mayor  
President of Council

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AMY HIMMELEIN  
Clerk of Council

PASSED: