

ORDINANCE NO. 01-2022

SPONSORED BY: MAYOR MATTHEW A. BURKE

AN EMERGENCY ORDINANCE AUTHORIZING AND DIRECTING THE COMMISSIONER OF PURCHASES AND SUPPLIES, FINANCE DIRECTOR, THE MAYOR, OR HIS DESIGNEE TO ADVERTISE FOR PROPOSALS FOR VARIOUS MATERIALS, SERVICES AND SUPPLIES FOR THE YEAR ENDING DECEMBER 31, 2022.

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

SECTION 1. For the year ending December 31, 2022, the Commissioner of Purchases and Supplies, Finance Director, the Mayor or his Designee be and they are hereby authorized and directed to advertise for proposals for furnishing the following equipment, materials, services and supplies to be used by various departments of the City where it is reasonable to expect the expenditures for the following items will exceed Fifty Thousand Dollars (\$50,000.00) (pursuant to ORC 735.05) during such year:

Gasoline, kerosene, diesel fuel, lubricating and fuel oil, vehicle fluids and greases, salt, calcium chloride, liquid chlorine;

Sand, slag, stone, slag screening, gravel, limestone, paving brick, premixed concrete, rock asphalt, hot and cold premixed bituminous asphalt filler, asphalt, asphalt emulsion, penetration asphalt, and road oil;

Sewer brick, vitrified sewer pipe, vitrified liner plate, concrete sewer pipe, corrugated metal sewer pipe, cast iron manhole or catch basin frames and covers, miscellaneous castings;

Cast iron pipe, hydrants, hydrant repair services, valves and other appurtenances;

Cables, illuminating traffic signals and appurtenances, traffic signs and appurtenances, steel poles, street name signs and appurtenances;

Paint, building brick, glass block, lumber, plumbing fixtures and supplies, electrical fixtures and supplies, roofing materials, fencing materials, building tile, asphalt materials, printing, swimming and ice supplies, tree grates, tree planting, painting of swimming pool and recreation buildings, flooring materials and installation, sodium hyper chlorite;

Cinders, topsoil, sod, grass seed, leaf disposal, fertilizer, shrubs, trees and other materials for planting and improving city property, playground equipment, playground oil and spray materials, cleaning of buildings and windows, recreation shirts, caps and trophies, refuse collection and disposal, linen service, employee uniform service, building mats and appurtenances, paint striping and glass beads, snow removal for seniors;

Fire hose, tires and tubes, police revolvers, street sweeper broom fiber, warning lanterns, parts for automobiles, trucks, road maintenance equipment, towing services, snow equipment, radio, radio appurtenances, office furniture, copy equipment, and office supplies;

Automobile insurance, general liability insurance, property insurance, public officials insurance, crime policy, inland marine policy, false arrest insurance, boiler and machinery insurance, electronic equipment/media coverage, employer's liability coverage, employee benefits liability, public liability insurance, insurance for senior center, umbrella policy insurance, police professional insurance, fire department error & omissions insurance, comprehensive governmental package policies;

Building maintenance, repairs and remodeling;

Heating and cooling maintenance, and repairs, plumbing maintenance and repairs, vehicle maintenance and repairs;

Furnishing lines to Fire and Police Departments, ammunition, emergency light bars and sirens;

Active fund depository, interim fund depository, computer hardware and software, fireworks, tree trimming and removal, independent private audit of City records.

Said bids and specifications to be filed in the Division of Purchases and Supplies, in the Department of Finance; and that the Mayor, or his designee, is hereby authorized and directed to enter into contracts with the lowest and best bidder upon approval of the Board of Control.

SECTION 2. The authority granted under this Ordinance expires December 31, 2022.

SECTION 3. This Ordinance is declared to be an emergency measure in that the adoption of the Charter created the Division of Purchases and Supplies and it is immediately necessary to make purchases for the conduct of the ordinary affairs of the City, and for the health, welfare, peace, and safety of its residents, and it shall take effect immediately upon its passage and approval by the Mayor.

PASSED: 6-0

APPROVED: *Matthew ABC*
MAYOR

Thom Van
PRESIDENT OF COUNCIL

ATTEST: *Lottie Overly*
CLERK OF COUNCIL

EFFECTIVE DATE: Jan. 10, 2022

ORDINANCE NO.: 02-2022

SPONSORED BY: MAYOR MATTHEW A. BURKE

AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR TO RENEW AN AGREEMENT ON BEHALF OF THE CITY OF GARFIELD HEIGHTS WITH THE CUYAHOGA SOIL AND WATER CONSERVATION DISTRICT FOR THE PURPOSE OF PARTICIPATING IN THE STORM WATER POLLUTION PREVENTION PROGRAM

WHEREAS, Each year, the City of Garfield Heights contracts with the Cuyahoga Soil and Water Conservation District (SWCD) to ensure compliance with the Environmental Protection Agency's National Pollutant Discharge Elimination System Storm Water Permit, and

WHEREAS, under the agreement, the City will continue to be provided with on-site technical assistance, storm water pollution prevention reviews, monthly inspections, and many other benefits (a letter of intent to renew said agreement is attached hereto as Exhibit A and incorporated as if fully written within).

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Garfield Heights, Ohio that:

SECTION 1. The Mayor is hereby authorized and directed to renew an agreement on behalf of the City of Garfield Heights with Cuyahoga Soil and Water Conservation District for a period of twelve (12) months following the passage of this Ordinance, the fee for services provided to not exceed seven thousand five hundred dollars (\$7,500).

SECTION 2. The Finance Director is hereby authorized and directed to issue her vouchers for the City, to be charged to the appropriate fund for the purposes set forth in Section 1 hereof.

SECTION 3. Council declares this Ordinance to be an emergency measure necessary for the preservation of the public health, safety and welfare; therefore this Ordinance shall be in full force and effective immediately upon the adoption by Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: 6-0

APPROVED: 
MAYOR


PRESIDENT OF COUNCIL

ATTEST: 
CLERK OF COUNCIL

EFFECTIVE DATE: Jan. 10, 2022

MEMORANDUM OF UNDERSTANDING
Between the Cuyahoga Soil and Water Conservation District
and the
City of Garfield Heights

This Memorandum of Understanding (“MOU”) is made this ___ day of _____, 2022 (“Effective Date”), between the Cuyahoga Soil and Water Conservation District (SWCD) and City of Garfield Heights (“City”), for assistance with technical assistance in implementing soil and water conservation measures.

Purpose – Implementation of a conservation program that promotes best practices for pollution prevention and corresponds with the City’s Municipal Separate Storm Sewer System (MS4) permit.

Recognizing the need for effective collaboration in protecting soil and water resources and in carrying out its mandated responsibilities, especially related to the National Pollutant Discharge Elimination System (NPDES) Storm Water Permit, the City and the Cuyahoga SWCD accept this agreement as the document which describes the process for exchange. Cooperation between these two units of government facilitates solutions to problems encountered by the City as it plans for the development/redevelopment and conservation of its environment and water quality improvements. The Ohio Revised Code, Chapter 940, describes the Cuyahoga SWCD’s authority for engaging in this Mutual Agreement.

NOW, THEREFORE, the parties’ understanding is as follows:

Project Tasks

The Cuyahoga SWCD and the City have mutually agreed to the scope of technical assistance related to pollution prevention on disturbed sites, including construction sites disturbing one or more acres of total land, including the entire area disturbed in the larger common plan of development or sale (≥ 1 acre) as required under the NPDES rules. Construction activities disturbing less than one acre and not part of a larger common plan of development or sale of total land (< 1 acre), and not covered under the NPDES rules, will be reviewed by the Cuyahoga SWCD as requested by the City.

The Cuyahoga SWCD will: (i) perform storm water pollution prevention plan (SWP3) reviews for proposed development, redevelopment and infrastructure renovation projects; (ii) perform abbreviated construction plan reviews, as requested by the City; (iii) perform field reviews of active construction projects; (iv) perform long-term maintenance field reviews of post-construction water quality facilities; and (vii) provide written technical advisory reports detailing plan review recommendations, site conditions, and recommendations for compliance and/or maintenance activities needed.

NPDES, Minimum Control Measure 4 – Stormwater Pollution Prevention/Erosion & Sediment Control

1. The Cuyahoga SWCD will provide technical assistance, related to storm water pollution prevention and stormwater quality management, as requested, including:
 - Preliminary site planning meetings or conference calls*
 - a. Review of development, redevelopment, and infrastructure renovation plans for compliance with NPDES rules (Ohio Revised Code 3745 39-04 (B) (1) through (6)) and the current edition of Ohio’s Rainwater and Land Development standard guidance manual
 - b. Provide rapid field assessment of soils and soil quality; and
 - c. Provide an annual report of all activities undertaken (including copies of any other data collected).

2. The annual conservation program will include technical assistance related to NPDES covered construction activities of an estimated of:
 - a. 1-3 active construction sites (≥ 1 acre)

- b. Initial SWP3 reviews, as received (≥ 1 acre)
 - c. Subsequent SWP3 review, *as needed* (≥ 1 acre)
 - d. Technical advisory inspections (field reviews) and reporting (12 per year per site) once construction begins
 - e. Plan reviews for abbreviated construction plans will be performed by request of the City.
3. Stormwater Pollution Prevention Program: \$5,500.00

NPDES, Minimum Control Measure 5 – Post Construction Stormwater Management

- 1. As required under the MS4 Permit, the Cuyahoga SWCD will also provide annual inspections of all post construction stormwater control measures (water quality and water quantity basins):
 - a. Transition meetings will be held with SWCD staff, city personnel and site personnel to review long-term operations and maintenance needs, and reporting requirements
 - b. 5-8 annual long-term maintenance field reviews, including rapid field assessment, of post-construction stormwater quality facilities
 - c. Technical advisory inspection and reporting to the City and landowners with SCMs on their properties
 - d. Project file management
 - e. Mapping of facility locations
 - f. Maintenance program fact sheets, individual site assessments and training, when needed.
- 2. Post Construction Stormwater Management Program: \$2,000.00

City's Role Related to Storm Water Pollution Prevention Activities

- 1. The City will designate someone to serve as the City's liaison for the storm water pollution prevention program.
- 2. The City will recognize the environmental and economic functions of naturally vegetated open spaces, such as wetlands, stream corridors, ravines, woodlands, and fields as worthy of the City's protection as open space.
- 3. The City will utilize the Cuyahoga SWCD's technical assistance including plan reviews, project inventories, evaluations, and inspections of planned construction sites, water quality and water quantity basins or sensitive natural areas of concern.
- 4. The City will direct builders, developers, and consultants to the Cuyahoga SWCD for assistance on planning and conservation early in the concept planning stage of the construction planning cycle.
- 5. The City will adopt, apply, and enforce Cuyahoga SWCD recommendations by not authorizing commencement and/or issuing work stoppage and other remedies.
- 6. The City will provide the Cuyahoga SWCD with field surveys, proposed layouts, designs or meeting notices needed for adequate technical assistance in a timely manner.
- 7. The City recognizes that the Cuyahoga SWCD has no regulatory authority to enforce NPDES rules.

Agreed Procedures

- The City agrees to grant an annual conservation appropriation to the SWCD, not to exceed **\$7,500** per twelve month period following the Effective Date and the Cuyahoga SWCD agrees to use the grant funds to provide a conservation program for the City.
- The City and the SWCD will determine the most effective manner to appropriate the funds.
- The City will provide a resolution to the SWCD that acknowledges this working agreement and provides documentation to facilitate dispersal of funds to the SWCD on an annual basis.
- The Cuyahoga SWCD is not granted regulatory authority in the Ohio Revised Code.
- The Cuyahoga SWCD and the City will meet at least once a year to coordinate a work plan and exchange information.
- The Cuyahoga SWCD will provide the City with a written annual summary, relevant to its role, as outlined in this MOU.
- The NPDES rules, current edition of Ohio's Rainwater and Land Development standard guidance manual, and standards of the USDA, Natural Resources Conservation Service will be used in planning and application of conservation measures.
- That both parties will review quality of assistance and address concerns as they arise.
- There shall be no discrimination exercised against any person because of race, color, religion, national origin, sex, gender, ancestry, age, disability, sexual orientation, sexual identify, genetic information, political affiliation, or military status when fulfilling the purpose of this engagement.
- The City recognizes the Cuyahoga SWCD's obligation to make its reports and other written materials available to the public on request in accordance with the Ohio Public Records Act.

Term, Renewal, Termination

The term of this MOU shall commence on the date (the "Initial Effective Date") SWCD receives written notice from the City, in a form approved by SWCD and in accordance with Sections 5705.41 and 5705.44 of the Ohio Revised Code, as applicable, indicating that the City has agreed to provide funds, in an amount agreed to by the parties, to support SWCD's general operations for the following 12-month period (the "Initial City Notice"). This MOU shall terminate on the 12-month anniversary of the Initial Effective Date in the event the City does not renew this MOU as set forth herein.

This MOU may be renewed by City for any 12-month period following the Initial MOU Term (a "Subsequent MOU Term") provided that the SWCD receives written notice, as described above (a "Subsequent City Notice"), not less than 30 days prior to expiration of the Initial MOU Term (the date the District receives a Subsequent City Notice, a "Subsequent Effective Date"), and shall continue to renew for any 12-month period provided that the SWCD receives a Subsequent City Notice not less than 30 days prior to expiration of any Subsequent MOU Term then in effect.

This MOU may be amended or terminated at any time by mutual consent of both parties, or the agreement may be terminated by either party giving thirty (30) day's advance written notice to the other.

In witness thereof, the Memorandum executed and agreed to on the latest day, month and year written below:

Cuyahoga Soil & Water
Conservation District

City of Garfield Heights

By: Sherri Lippus
Chair

By: Hon. Matthew Burke
Mayor

Date:

Date:

ORDINANCE NO.: 03-2022

SPONSORED BY: MAYOR MATTHEW A. BURKE

AN EMERGENCY ORDINANCE AUTHORIZING THE FINANCE DIRECTOR, OR HER DESIGNEE, TO SUBMIT PAYMENT TO THE CUYAHOGA SOIL AND WATER CONSERVATION DISTRICT AND NORTHEAST OHIO REGIONAL SEWER DISTRICT FOR THE PURPOSE OF PUBLIC INVOLVEMENT AND PUBLIC EDUCATION REGARDING SOIL AND WATER CONSERVATION FOR 2022.

WHEREAS, In Ordinance 03-2021, to ensure Environmental Protection Agency compliance, this Council authorized the City of Garfield Heights to enter into a contract with the Cuyahoga Soil and Water Conservation District (SWCD) and Northeast Ohio Regional Sewer District (NEORS) for the implementation of education, stewardship and public involvement activities regarding soil and water conservation measures for the years 2021-2025, and

WHEREAS, in accordance with that contract, Council now authorizes the Finance Director, or her designee, to submit payment in the amount of \$6,000.00 to Cuyahoga Soil and Water Conservation District (SWCD) and Northeast Ohio Regional Sewer District (NEORS) for the year 2022.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Garfield Heights, Ohio that:


SECTION 1. The Finance Director, or her designee, is hereby authorized and directed to submit payment to Cuyahoga Soil and Water Conservation District and Northeast Ohio Regional Sewer District for year 2022, the fee for services provided to not exceed six thousand dollars (\$6,000); under the terms of the agreement the full \$6,000 cost to the city is reimbursable through Northeast Ohio Regional Sewer District.

SECTION 2. The Finance Director is hereby authorized and directed to issue her vouchers for the City, to be charged to the appropriate fund for the purposes set forth in Section 1 hereof.

SECTION 3. Council declares this Ordinance to be an emergency measure necessary for the preservation of the public health, safety and welfare; therefore this Ordinance shall be in full force and effective immediately upon the adoption by Council and approval by the Mayor, otherwise from and after the earliest period allowed by law.

PASSED: 6-0

APPROVED: 
MAYOR


PRESIDENT OF COUNCIL

ATTEST: 
CLERK OF COUNCIL

EFFECTIVE DATE: Jan. 10, 2022

ORDINANCE NO.: 04-2022

SPONSORED BY: MAYOR MATTHEW A. BURKE

AN ORDINANCE AUTHORIZING AND DIRECTING THE MAYOR TO ENTER INTO AN AGREEMENT WITH OHM ADVISORS TO OBTAIN AN ASSESSMENT AND SPACE PLANNING PROPOSAL FOR RENOVATING THE CIVIC CENTER, PURSUANT TO THE AGREEMENT ATTACHED HERETO AS "EXHIBIT A"

WHEREAS, The City of Garfield Heights is currently exploring the possibility of renovating portions of the Garfield Heights Civic Center for the purposes of better utilizing the space available and providing additional safety and security measures for the betterment of both the staff and residents, and

WHEREAS, the City would like to enter into an agreement with OHM Advisors for the purposes of beginning this project, and

WHEREAS, under the proposed agreement, OHM Advisors and AODK Architecture will provide an assessment of the current space, perform an analysis with respect to the City's needs, and conclude with findings and recommendations as to how the City should proceed with its project, and

WHEREAS, in the event the City decides to pursue the recommendations, additional legislation will be drafted and submitted to Garfield Heights City Council for approval.

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

SECTION 1. The Mayor be and he is hereby authorized and directed to enter into an agreement with OHM Advisors for the aforementioned purposes, pursuant to the agreement attached hereto as "Exhibit A," at a cost not to exceed \$26,500.00.

SECTION 2. The Finance Director is hereby authorized and directed to issue her vouchers of the City for the purposes stated in Section 1. hereof, said vouchers to be charged to the appropriate fund.

SECTION 3. This Ordinance shall take effect and be in full force from and after the earliest period allowed by law.

PASSED: 6-0

APPROVED: Matthew A. Burke
MAYOR

Thomas J. Ward
PRESIDENT OF COUNCIL

ATTEST: Lottie O'neilly
CLERK OF COUNCIL

Feb. 9, 2022
EFFECTIVE DATE:



January 4, 2022

Mayor Matthew Burke
City of Garfield Heights
5407 Turney Road
Garfield Heights, OH 44125

RE: Garfield Heights City Hall Assessment and Space Planning
#22104

Dear Mayor Burke:

The City Hall building is in solid condition and has a lot of capacity, but it, the City's staff, and visitors could benefit from safety and security improvements, physical reorganization for operational efficiency, and some remodeling.

OHM Advisors will run the assessment and space planning project, in partnership with AoDK Architecture. Our proposed scope of services and deliverables are described on the following two pages.

We propose to provide these services for a lump sum of \$26,180, plus up to \$250 in reimbursables, for a not-to-exceed fee of \$26,430.

If this proposal is acceptable to you, your signature on this letter with a copy returned to us will serve as our authorization to proceed. All other terms and conditions of our municipal contract with Garfield Heights will apply.

If you have any questions or comments, please contact me at matt.hils@ohm-advisors.com or 216-346-2637, or contact Jim Sickels.

Sincerely,

Acceptance:

OHM Advisors

City of Garfield Heights

Signature

Signature

Matthew Hils, PLA, ASLA

Name

Name

Principal

Title

Title

1/4/2022

Date

Date



**Design Services Proposal
Garfield Heights City Hall
Project #21.97**

01.04.2012
Mr. Matt Hils, Principal
OHM Advisors
6001 Euclid Ave. Suite 130
Cleveland, OH 44103

Dear Matt,

Thank you for the opportunity to present our design proposal for the Assessment of the Existing Garfield Heights City Hall, located at 5407 Turney Rd, Cleveland, OH 44125. The existing facility is a 3-level, 45,000sf building. Each level of the building is approximately 15,000sf. The building currently houses various functions of City Hall, including: the Mayor's Office, the Economic Development Department, Finance Department and Law Department, Service Department, Building Department, Senior Services, Council Chambers and Food Pantry.

The purpose of this project is to develop a long-term phasing plan that identifies and prioritizes interior improvements to the overall functioning of the existing building. The phasing plan will assess the existing facility and projected future needs to identify a future scope of work. The phasing plan will also include a rough-order-of-magnitude costs associated with each phase of work.

An initial walk-thru of the existing facility was conducted on November 15, 2021. The following items were initially identified as points of consideration, to be included in the long-term phasing plan.

- Documentation of existing facility use
- Building Security, particularly as it relates to the first-floor reception & public access
- Relocation of the Building Department closer to a public access point
- Consolidation and zoning of Senior Services and Food Pantry Operations
- Projection of future staffing needs, by department
- Projection of future storage needs and potential electronic storage systems
- Assessment of existing restroom facilities and potential inclusion of Family and/or Unisex restrooms
- Zoning of various functions in the building to realize synergies based on use, staffing, public access, security, or other criteria, especially as they related to Council Chambers, the Senior Center and Food Bank.

Proposal

This proposal is divided in 3 separate sections: Assessment, Analysis and Recommendations. During the Assessment phase, we will meet with the heads of major departments to understand their needs and workflow and develop diagrams of existing uses. We will develop a prioritized list of observations and potential scopes of work. During the Analysis phase, we will develop diagrams showing options for defined scopes of work with potential costs and benefits. The Recommendation phase will incorporate the stakeholders' input from the previous phases and summarize the findings of the process and define a list of prioritized projects and associated costs. The final deliverable will be a report, with narratives, diagrams, costs assessments and recommendations for future projects.

Scope of Services and Fee

The scope of work includes the following items.

- | | | |
|----|---|----------------|
| I. | Assessment | \$4,600 |
| A. | Develop Floor Plans based on existing drawings provided by the Client | |
| B. | Meet with each department to identify current conditions, workflow, and future needs | |
| C. | Interview facility maintenance staff to understand the condition of existing facility. | |
| D. | Create colored, diagrammatic floor plans showing existing building and site circulation, zoning, access, and SF | |
| E. | Tour the Garfield Heights Municipal Court to understand potential synergies between facilities | |
| F. | Develop a site diagram showing existing zoning and circulation patterns. | |
| G. | Meet with stakeholders to review gathered information. | |

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- II. **Analysis:** **\$5,200**
- A. Develop a space program of existing and projected department needs
 - B. Develop a zoning and adjacency diagram showing ideal relationship of departments
 - C. Develop a high-level list of observations and potential future projects
 - D. Develop Diagrams that show areas of potential future work and associated costs
 - E. Establish criteria for prioritizing projects.
 - F. Meet with stakeholders to review Assessment and incorporate comments into report

- III **Recommendations** **\$6,500**
- A. Deliver a report with narrative, diagrams, probable costs of construction and photos of existing conditions.
 - B. Create Plan Diagrams and narratives describing future zones of renovation and associated costs
 - C. Develop (3) renderings showing key aspects of future renovations: Main Lobby, Senior Center and City Council Chambers
 - D. Meet with stakeholders to present the final report and recommendations

- IV **Consultants** **\$7,500**
- A. Cost Estimating

Total Proposed Fee **\$23,800**

Schedule

- A. Each of the three phases will take approximately 1 month to complete.
- B. At the end of each phase, we will meet with Stakeholders to review progress and incorporate feedback.

Reimbursable Expenses

Reimbursable expenses are additional to the above fees and include Delivery fees, Reproduction fees and Travel & Lodging expenses. Reimbursable expenses will be billed at 1.1 times the cost for administrative purposes. We will supply documentation of all reimbursables.

~~Exhibit 'A' Terms and Conditions~~

~~Exhibit 'A' defines the Terms and Conditions of this Agreement.~~

Clarifications | Exclusions

- Excludes Sub Consultants, such as Civil, Structural or MEP Engineering design services.
- Conceptual Cost estimating will be provided as a range based on historical cost data

Thank you again for the opportunity, please do not hesitate to call with any questions.

Sincerely



Tom Dieterle, AIA
Vice President, AODK, Inc

Accepted by:

Name/Title

Date:

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