

# City of Willoughby Hills

## Interoffice Memo

**Date:** May 16, 2014

**To:** Mayor Robert Weger and Members of City Council

**From:** Frank Brichacek, Director of Finance *FJB*

**Subject:** 2014 Operating Budget Revision -  
Capital Fund 420 – Community Center Entrance Door ADA Project  
Funded by a 2014 County Community Development Block Grant Award

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This memorandum is a request a \$12,000 increase in the appropriation of the Capital Improvement Fund No. 420, from \$217,000 to \$229,000, and to authorize a \$2,000 transfer of moneys from the General Fund No. 110 to the Capital Improvement Fund No. 420, without increasing the General Fund appropriation. This request is being made to provide for the installation of power operators on both of the Community Center's manual entrance doors. Because this project improves the public welfare by providing easier access to the Community Center for all members of the public regardless of ability, the fact that this project was previously reviewed and approved by City Council on May 9, 2013, the project reduces the possibility of an ADA accessibility lawsuit and the project must be completed by no later than August 30<sup>th</sup> to qualify for grant funding, I am requesting that the three reading rule be waived and that consideration be given to enacting the ordinance on its first reading.

This purpose of the proposed project is to improve the public's ingress and egress into the Community Center while bringing the front entrance's two sets of doors into compliance with the requirements of the Americans with Disabilities Act (ADA). As part of the project, the doors will be removed from the building and refinished before they are reinstalled. The end result will be an entry way that is easier to use, ADA compliant and esthetically more appealing than the Community Center's current entryways.

This project was reviewed and authorized by City Council last year when it enacted Resolution No. 2013-9 authorizing the Mayor to apply for funding for this project from the FY 2013 Lake County Competitive Community Development Block Grant Program. The City has been awarded \$10,000 in CDBG funding for this project. The County's CDBG program director has advised us that, should CDBG funding come available from other projects, the City's award will be increased to cover the full cost of the project. We should know within the next few weeks whether we will be awarded additional funding to fully finance the project using CDBG financing. The CDBG award expires on August 30, 2014. If the project is not completed by that date, the City will forfeit the grant award and have to finance the full cost of the project itself. Because there is a currently a shortfall in CDBG financing of the project, I am requesting that a subsidy transfer from the General Fund Building Maintenance Budget be authorized at this time in order to complete the project by the CDBG August 30<sup>th</sup> funding deadline. In the event that additional CDBG funding becomes available, the proposed interfund transfer will be cancelled.

The proposed project will be completed under the supervision of the City Engineer based upon plans and specifications drawn up by the Engineer. Informal bids were solicited by the Engineer from a total of nine firms capable of performing this type of work. Only one contractor, Lake County Door, responded submitting a bid that was \$1,523 in excess of the amount estimated for the project. Three of the contractors did not respond and five of the contractors contacted declined to bid on the job. Because

To: Mayor and Members of City Council  
Subject: 2014 Operating Budget Revision – Community Center Entrance Doors CDBG Project  
May 16, 2014

of the difficulty in getting bidders to respond, the bid deadline was extended twice from the original deadline.

The bid price is in excess of the original estimate for several reasons. First, the contractors who declined to bid on the project either felt that the job was too small or not profitable enough since the City chose to re-use the existing doors. Secondly some were uncomfortable working with the Stanley door operator system and coordinating the newly installed door system with the building's security system. Stanley is the only manufacture of the type of power door operating system to be utilized in this project. Finally, because the project is being financed using CDBG (i.e. Federal) funding, the contractor along with any sub-contractors must comply with Davis-Bacon Federal Wage Rates which typically increases the total cost of this type of project.

In addition to the requested appropriation change, I will be requesting that the Lake County Budget Commission increase by \$12,000 (\$10,000 CDBG award plus \$2,000 transfer from the General Fund No. 110) the estimated resources of the Capital Improvement Fund No. 420.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the project itself, please contact City Engineer Pietro DiFranco or Mayor Robert Weger.

Attachment

C: Pietro DiFranco, City Engineer  
Daniel Collins, Assistant City Engineer  
Nate Catania, Street Superintendent  
Debbie Doies, Assistant Finance Director

DAVID A. REICHELT  
President of Council

NANCY E. FELLOWS  
Vice President of Council

VICTORIA ANN SAVAGE, CMC  
Council Clerk

# City of Willoughby Hills

Council  
CHRISTOPHER L. BIRG  
DAVID M. FIEBIG  
FRANK A. GERMANK  
KEVIN D. MALECEK  
RAYMOND C. SOMICH

## RESOLUTION NO. 2013-9

### A RESOLUTION AUTHORIZING THE SUBMITTAL OF AN APPLICATION TO PARTICIPATE IN LAKE COUNTY'S 2013 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TO SEEK FUNDING IN THE AMOUNT OF \$10,000 FOR THE INSTALLATION OF POWER OPERATORS ON BOTH ENTRANCE DOORS OF THE COMMUNITY CENTER.

*WHEREAS*, the Department of Housing and Urban Development (HUD) provides Community Development Block Grant Entitlement Communities Grants; and

*WHEREAS*, the Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons; and

*WHEREAS*, the Department of Urban Development (HUD) awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services; and

*WHEREAS*, Lake County will be submitting the FY 2013 Action Plan, as part of the 2012-2014 Consolidated Plan, to the Department of Housing and Urban Development (HUD); and

*WHEREAS*, the City of Willoughby Hills wishes to participate in the Lake County Competitive Community Development Block Grant Program FY2013, seeking funding in the amount of \$10,000 for the installation of power operators on both entrance doors of the Community Center to provide a better means of public ingress and egress.

### ***NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILLOUGHBY HILLS, COUNTY OF LAKE, STATE OF OHIO THAT:***

**SECTION 1.** The Mayor is hereby authorized and directed to submit an application on behalf of the City of Willoughby Hills to participate in the Lake County Community Development Block Grant Program FY2013 seeking funds in the amount of \$10,000 for the installation of power operators on both entrance doors of the Community Center to provide a better means of public ingress and egress.

**SECTION 2.** The actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were held in compliance with all legal requirements including Chapter 107 of the Codified Ordinances of the City of Willoughby Hills.

**SECTION 3.** This Resolution be in full force and effect at the earliest time permitted by law.

PASSED: May 9, 2013

Submitted to the Mayor for his approval  
On this 9 day of May, 2013

ATTEST:

Victoria Ann Savage  
Victoria Ann Savage  
Clerk of Council

David A. Reichelt  
David A. Reichelt  
President of Council

Approved by the Mayor

May 9 2013

Robert M. Weger  
Robert M. Weger  
Mayor