



Interoffice Memorandum
City of Green
Public Service Department

To: City Council
Cc: Mayor Neugebauer
From: Valerie Wax Carr, Director of Public Service *mc*
Date: Nov. 6, 2019
Subject: **Torok Center Renovations**

In August, the City Council passed legislation for us to accept additional Community Development Block Grants (CDBG) in the amount of \$75,000 for the Phase 2 of the Torok Center improvements. We immediately bid the project in hopes to meet a reimbursement deadline in October. Unfortunately, we have had some difficulty in accepting bids for this project. This has included lack of bidders and higher than expected project costs.

In working with our architect and Summit County we were able to make adjustments to the plans, more contractors became available to bid, and the county provided the entire funds ahead of the project. So, our job now is to get the project completed.

To review, Phase 1 included minor roof repair and the painting of the metal roof, new ADA ramps, sidewalk replacement, ADA/handicap compliant doors, and concrete patio. These items were all completed this past spring.

Phase 2, will include the following interior work.

- Kitchen – new cabinetry with a more efficient design. A friendlier island work space. A more open serving area from the kitchen into the meeting room.
- Meeting room – will be cosmetically improved with paint. A built-in media center will be installed.
- Secondary Entrance Foyer – will be opened up to create a reception area. This includes painting and built in storage.
- Bathrooms – will be refreshed with new tile, paint, and dividers.
- Flooring – new flooring will be installed throughout the building. This will include the use of tile and vinyl plank flooring.
- Painting – the entire interior of the building will be repainted.

Energy efficiency measures of approximately \$43,000 will be built in throughout the building using Sourcing Alliance pricing (please refer to my Aug 5 memo). We are respectively **requesting second reading passage.** Thank you in advance for your consideration.



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To: City Council
Cc: Mayor Neugebauer, Steve Schmidt, Bill Chris
From: Valerie Wax Carr, Director of Public Service
Date: Aug. 5, 2019
Subject: Project Updates – Summer 2019

I hope all of you having been enjoying your summer break. I wanted to take a moment to update you on two exciting projects we have been working on this summer that you will be seeing through upcoming legislation.

Energy Audit and Recommendations

As a way of history, the Gardiner Company monitors the software and controls of the HVAC systems through the Standard Heating contract that was developed for the Central Administration Building after its construction. The Gardiner Company has been engaged with the City in providing energy consultation over the years. The City of Green is home to the Gardiner Company's Akron headquarters, and the current company president is a proud Green High School graduate. Gardiner has been a valuable partner over the years.

The Gardiner Company assists communities with energy solutions utilizing the original Ohio HB 420 passed in the 1990s to assist cities to make energy improvements to their facilities. The improvements are paid through energy savings that result from the energy improvements. One of the Living Green Task Force (LGTF) goals has been to expand energy conservation and savings within the City of Green facilities. The City thus far has implemented energy savings measures on a piece-meal basis. This has consisted on trying to replace incandescent and/or compact fluorescent bulbs with LEDs as bulbs burn out or if a fixture needs to be replaced.

Earlier in the year, Gardiner performed a preliminary review of energy conservation measures and potential savings to provide a comprehensive approach. In April, Gardiner provided the City with preliminary data indicating that we have several viable projects that would provide costs savings to pay for themselves under the HB 420 plan. That preliminary data was also shared with the LGTF and it was recommended we advance to the next steps of developing a plan.

In July, the City signed a Letter of Intent (see attached) to stay engaged with Gardiner to now provide an Investment Grade Audit (IGA) to develop a final proposal. That work is beginning. When reviewing the Letter of Intent there is language in the letter that identifies the cost to perform the audit of \$24,127.00. However, that fee becomes part of the total project when we move forward in entering into the contract. If the audit does not produce a savings of at least that amount, we have no obligation to pay or move forward. Essentially, there is no upfront out of pocket cost to do the audit. We are likely to move ahead with energy projects based on the preliminary data developed in April that shows are savings to be greater than \$25,000 by implementing energy conservation measures. In addition, the project will be structured as a performance contract and the energy savings produced will pay for the improvements.

Although, we are not expending any funds I wanted to provide the City Council with the background of this project and where we are heading. Once a final proposal is developed, we will certainly present those findings to City Council along with legislation (expected early this fall) to implement these important future energy projects. Please do not hesitate to contact me for more information about our energy projects or any of the data collected thus far.

Torok Community and Senior Center Improvements

I am excited to inform you that we have been awarded additional Community Development Block Grant (CDBG) money to continue improvements at the Torok Center. If you recall, last year the roof was painted, a new concrete patio was poured, and ADA accessible doors were installed. This year the focus will be on interior upgrades. No significant investments have been made internally to the original structure built in 1988.

Summit County recently sent us the CDBG Program Agreement for 2019. You will find legislation being introduced on Aug. 13, 2019 to accept these funds. Due to a tight timeline, I am **asking for 1st reading passage.** The agreement, Exhibit A of the legislation, is the same as last year. The 2019 awards just became available when HUD approved the County's Action Plan. We will be receiving the requested funds of \$75,000 in CDBG money. The City match is \$25,000. The total \$100,000 is part of the 2019 CIP budget.

The plan calls for funds to be reimbursed by October 15, 2019. This means the County would like us to complete our project by then. We can request an extension if needed, but our goal is to complete the work ASAP; 1) to get reimbursed and 2) to open the Torok Center back to the public as soon as possible.

Architectural plans were developed, and we are currently out for bid for the renovations. The bid opening is scheduled for Aug. 13, 2019. So, I should be able to give City Council some insight on the contract award that will be presented the following Council session on Aug. 27, 2019. I will be asking for 1st reading passage for that piece of legislation also, again due to time constraints.

Energy and conservation measures will be performed at the same time as the renovation. Gardiner is reviewing those items separately so the work can be coordinated but would be part of the larger energy cost savings plan.