



## City of Cleveland Memorandum

Frank G. Jackson, Mayor

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Memo To: Frank G. Jackson, Mayor  
Martin J. Sweeney, Council President

From: James E. Hardy  
Commissioner, Division of Purchases and Supplies

Date: July 22, 2011

RE: Heat Emergency

Dear Mayor Jackson and President Sweeney-

In past years, the City's outdoor pools and water parks, normally closed on Mondays and Tuesdays, would open on those days if the temperature reached at least 85 degrees. This year, due to a lack of available funding, the City has not been able to open on Mondays and Tuesdays, even if the temperature exceeded 85 degrees. The City is required to operate under a balanced budget. The State of Ohio's actions in cutting the local government fund and other available funding sources to the City has prevented us from being able to open the facilities on these two days as the City would normally do if temperatures reached at least 85 degrees. The outdoor water parks and pools are normally relied upon by many of our citizens for cooling and relief from summer heat.

The weather this summer has become unusually hot, with temperatures in mid-July already at or near one hundred degrees. Record temperatures are recorded almost daily. Such temperatures constitute a very real danger to the health and safety of our citizens, particularly the very young and the elderly. These temperatures are forecasted to continue through the next six to eight weeks.

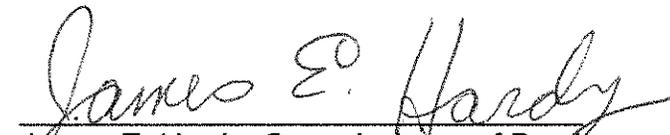
Insofar as no other funding sources are currently available, and no current funds can be prudently diverted from any other programs to reopen the outdoor pools and water parks on Mondays and Tuesdays for the balance of the season, which ends August 14, 2011, and insofar as having these facilities available to our citizens on these two days each week for the balance of the season could provide comfort to our citizens, particularly for the most vulnerable ones, and could potentially prevent heat-related illness to a number of our citizens from this oppressive heat, I am requesting emergency authorization for the Director of Public Works to accept donations from any private sources who have expressed

a willingness to voluntarily contribute funds to the City specifically for this purpose, and to authorize the Director of Public Works to expend funds under Section 181.12 C.O. *up to the entire amount of the donations received* to open the outdoor pools and water parks on Mondays and Tuesdays for the balance of the season ending August 14, 2011. No precise estimate of the amount of donations is available at this time.

Authorization would include the expenditure of funds for staffing, security, utilities, supplies, repairs, maintenance and any and all other usual expenses that are required to operate these facilities for this purpose.

The Director of Public Works estimates that the amount of funds required to operate the outdoor pools and water parks on Mondays and Tuesdays for the balance of the season would be \$138,097.38.

Insofar as no other reasonable course of action is available at this time to accomplish this necessary and prudent action, I ask for your approval.



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James E. Hardy, Commissioner of Purchases and Supplies



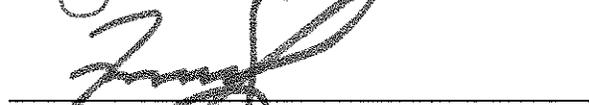
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Michael E. Cox, Director of Public Works



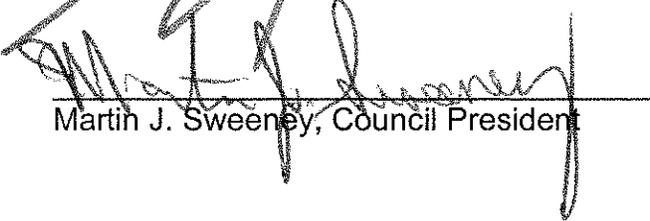
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James E. Gentile, Acting Director of Finance



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Frank G. Jackson, Mayor



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Martin J. Sweeney, Council President

**Department of Finance Legislative Summary**

**ORDINANCE NO.** \_\_\_\_\_

(RQN - 1501- RL2011000000037)

**DESCRIPTION:** Emergency authorization to accept donations and expend the funds for the opening of the outdoor pools and water parks until August 14, 2011

**Summary:** This Request is for emergency authorization for the Director of Public Works to accept donations to open the outdoor pools and water parks on Mondays and Tuesdays for the balance of the season ending August 14, 2011 and to authorize the Director of Public Works to expend the funds under Section 181.12 C.O. *up to the entire amount of the donations received*

Authorization would include the expenditure of funds for staffing, security, utilities, supplies, repairs, maintenance and any and all other usual expenses that are required to operate these facilities for this purpose.

The Director of Public Works estimates that the amount of funds required to operate the outdoor pools and water parks on Mondays and Tuesdays for the balance of the season would be \$138,097.38. No precise estimate of the amount of donations is available at this time.

**Background:** In past years, the City's outdoor pools and water parks, normally closed on Mondays and Tuesdays, would open on those days if the temperature reached at least 85 degrees. This year, due to a lack of available funding, the City has not been able to open on Mondays and Tuesdays, even if the temperature exceeded 85 degrees. The City is required to operate under a balanced budget. The State of Ohio's actions in cutting the local government fund and other available funding sources to the City has prevented us from being able to open the facilities on these two days as the City would normally do if temperatures reached at least 85 degrees. The outdoor water parks and pools are normally relied upon by many of our citizens for cooling and relief from summer heat.

The weather this summer has become unusually hot, with temperatures in mid-July already at or near one hundred degrees. Record temperatures are recorded almost daily. Such temperatures constitute a very real danger to the health and safety of our citizens, particularly the very young and the elderly. These temperatures are forecasted to continue through the next six to eight weeks.

No other funding sources are currently available, and no current funds can be prudently diverted from any other programs to reopen the outdoor pools and water parks on Mondays and Tuesdays for the balance of the season, which ends August 14, 2011. Having these facilities available to our citizens on these two days each week for the balance of the season could provide comfort to our citizens, particularly for the most vulnerable ones, and could potentially prevent heat-related illness to a number of our citizens from this oppressive heat.



# REQUEST FOR LEGISLATION

RQN 1501 RL2011000000037

Pending

**CITY OF CLEVELAND**  
 Division of Purchases & Supplies  
 601 Lakeside Avenue  
 Room 128  
 Cleveland, OH 44114  
 Tax ID: 34-6000646

**Division:** 1501  
**Requester:** James Hardy  
 216-664-2620  
 JHardy@city.cleveland.oh.us

Line #	Description	Quantity	Unit	Unit Price	Total Amount
		Service From		Service To	
1	Authorization to accept donations and expend funds		Service		\$138,097.38

**CHART OF ACCOUNTS**

LINE #	BFY	FUND	SUB-FUND	DEPT	UNIT	APPR UNIT	OBJECT	PROGRAM	AMOUNT
1		01	001	1501	01	640	6462		\$138,097.38

**COMMENTS**

*to open the outdoor pools and water parks Mondays and Tuesdays until August 14, 2011*

### 2.5.3 Emergencies over \$50,000

1. Department should quickly contact a qualified vendor. You are encouraged to use certified CSB/MBE/FBE's whenever possible.
2. Obtain a written quotation from the vendor. Faxes and emails are acceptable. If there is time, obtain multiple quotes.
3. Prepare the requisition (RQS w/RE Prefix) in Advantage,
4. Attach copies of the required supporting documents:
  - a. quotation(s)
  - b. new Vendor Form and W-9 (if applicable)
  - c. copy of signed, notarized and approved Noncompetitive Bid Contract Statement
  - d. Copy of Memo of Explanation (see step 6)
5. Validate and submit. Notify departmental approvers to ensure you quickly get all electronic approvals at the departmental level.
6. Draft a Memo of Explanation from the Commissioner of Purchases and Supplies to the Mayor and Council President, requesting a Mayor's Emergency and explaining what needs to be done and why it is an emergency. Attach the originals of all supporting documents. Include the Advantage Document Number in the Subject Line of the Memo. Example: **"SUBJECT: RQS 1505 RE2010000001195 Emergency Repair of Caved-in Street."**
7. Hand carry the Memo to the following persons for signature:
  - a. Commissioner of Purchases and Supplies
  - b. Director of Finance
  - c. Mayor
  - d. The Council President
8. Return to Finance for OBM approval in Advantage.
9. After OBM approval, return paper documents to DPS. Wait for DPS to issue the Purchase Order (PO w/E prefix.)
10. After the PO is issued, the department must call and authorize the vendor to begin immediately.