

8/13/2019 | 7:30 PM

The meeting of the Community Center Feasibility Task Force was called to order at 7:35 p.m. in the Lower Level Meeting Room, located at 3600 Tremont Road by Chairperson Nick Lashutka & Margie Pizzuti.

MEMBERS PRESENT: Chairperson Nick Lashutka, Chairperson Margie Pizzuti, Dianne Albrecht, Kelly Boggs-Lape, Supen Bowe, Greg Comfort, Wendy Gomez, Merry Hamilton, Chuck Manofsky, Linda Moulakis, Linda Mauger, Brian Perera, Matthew Rule, Todd Walter, Bill Westbrook

MEMBERS ABSENT: Friedl Bohm

STAFF PRESENT: City Attorney Jeanine Hummer, Acting City Manager Dan Ralley, Community Affairs Director Emma Speight, Parks & Recreation Director Debbie McLaughlin, Parks Planning & Development Manager Jeff Anderson, and Deputy City Clerk Liz Richards

OTHERS PRESENT: Council President Kip Greenhill, Council Vice President Brendan King

1. Welcome/Introductions

Chairs Lashutka and Pizzuti welcomed the Task Force Members. Each member introduced themselves to the group.

Chair Pizzuti advised community engagement, cadence and communications will be the framework of the Task Force's work.

2. Opening Remarks

President of Council Kip Greenhill and Vice President Brendan King welcomed the Task Force Members and thanked them for agreeing to serve. President Greenhill advised he wants residents to have ownership of this study.

Council Vice President King advised this Task Force came from a year-long Parks & Recreation Comprehensive Plan in 2018, of which 81% of survey respondents supported a feasibility study of indoor recreation in Upper Arlington.

President Greenhill advised there are two overarching questions: is there a need, and will the community support it.

Vice President King reviewed the charge of the Task Force:

1. A review of the history of previous efforts to develop a community center in Upper Arlington;
2. A review of the findings of the Parks & Recreation Comprehensive Plan;
3. A review of our existing facilities and programs including a review of options for the replacement of the existing Senior Center;
4. Review of possible locations for a community center;
5. A review of other indoor recreation/community gathering centers outside of Upper Arlington;
6. An examination of prospective cost scenarios including possible amenities and associated costs; funding strategies for both capital and operating costs, including an examination of options for public/private partnerships for both capital and operating costs;
7. Involve community participation in this feasibility study;
8. Based on the finding of the feasibility study, provide a recommendation to City Council on whether and how we might proceed in the consideration of a community center for Upper Arlington.

3. Review of Open Meetings/Public Records Policies and Community Center history

The City Attorney provided the Task Force a summary of Open Meetings/Public Records (attached hereto and incorporated herein by reference as Exhibit A).

The City Attorney reviewed the Open Meeting Laws and Public Records Policies. She advised this Task Force is a public body and is subject to the Open Meeting Laws. In addition to the public notice requirements, Members must have all discussions in an open meeting. As Members begin to create public records regarding a topic, those records are subject to a public records request. If there is a request, the City needs to make sure it can fulfill that request.

The City Attorney reviewed the Community Center History Timeline (attached hereto and incorporated herein by reference as Exhibit B). Staff are available to provide additional documents from the timeline upon request.

Chair Lashutka advised the items discussed will be limited to what is on the agenda. He noted there will be opportunity for public participation at subsequent meetings.

4. Summary of findings from UA's 2018 Parks/Recreation Comprehensive Plan

The Parks & Recreation Director reviewed the excerpt of findings from the 2018 Parks & Recreation Comprehensive Plan (attached hereto and incorporated herein by reference as Exhibit C). She noted indoor recreation came up many times during the survey. There



is a lot of detailed information in the plan which may be pertinent to the Task Force, and Staff is available to help if needed.

5. Discussion/Recommendation on Engaging Third-Party Community Facilities Consultant

Chair Pizzuti advised the City has the option of engaging a third-party consultant to enhance the work of the Task Force. She stated there is a lot of expertise in the Task Force Members and in City Staff, however the complexity of the task requires a consulting firm. She related the RFQ process would take approximately 60 days and firms considered will have done extensive community engagement.

Chair Lashutka advised a consultant will guide the work and help provide an efficient use of Task Force Members' time.

Chair Pizzuti advised there will be a selection subcommittee, which will help with the selection of a consultant.

6. Future Meetings Schedule

Chair Lashutka reviewed a list of the proposed future meetings with the Task Force. Chair Pizzuti advised these are meetings of the whole, the Task Force will also break into subcommittees to accomplish some of the work. Chair Lashutka said subcommittees will meet at varying times based on the subcommittee Members' schedules.

Chair Pizzuti stated a final schedule of meetings will be forthcoming.

7. Next Steps

Chair Pizzuti advised at the next meeting they will talk about subcommittees.

8. Adjournment

There being no further business before the Community Center Feasibility Task Force, the meeting was adjourned at 8:41 p.m.

Chairperson

ATTEST: _____
Deputy City Clerk



Community Center Task Force
Public Records and Open Meetings
2019

City Attorney's Office document

Members of the Community Center Task Force;

The attached document is intended to provide an overview of the public records and open meeting laws pertaining to a public body. We thank you for your service to the community. This document is intended to be used as an educational tool.

I. Public Records and Open Meetings

Community Center Task Force is a public body and subject to Open Meetings laws and Public Records laws.

a. Public Records and Open Meetings

i. A frequent challenge for new Board members is adjusting to the requirements of the Public Records and Open Meetings Laws.

ii. Board Members are required to keep all public records in accordance with the City's retention schedule. (This is the official record of how long the city is required to keep records) Any questions on this send to the City Attorney or City Clerk.

1. We recommend that Board Members segregate emails or texts for all City business to enable staff to timely respond to public record requests.

2. If contacted on your private email, you can forward the email or your response to the City Clerk. This way you don't have to worry about keeping the records.

3. We have a legal obligation to respond and provide these correspondences.

4. If you are communicating by email, texts, or voice mail messages, about your work on this Task force, those are records subject to Ohio Public records laws.

5. There are some texts or emails that may not be of administrative value and you don't have to keep it. When in doubt, check with the City Attorney. My phone number is 1645950099.

iii. Certain correspondences are not considered public records because exceptions apply. For example, the City Attorney corresponding to the Board on a legal matter is covered on privilege communication and is not a public record. You still need to maintain these emails or records as explained above, but the record may not be released in response to a public records request. You may see the following often added to a group correspondence:

Do not reply all on any Board email. Use your Chairs to address correspondences. In other words, instead of emailing Board members, email the Chairs your thoughts or

concerns, let them figure out the transmission – do not cc the other Board members on those emails. Remember this is still a public record.

Remember, just adding the attorney to your email does not make the email subject to attorney client privilege. Always address your email to the attorney in the body and in the To: part. Make sure your question is related to a legal matter or about seeking legal advice.

- iv. Board Members are not permitted to engage in discussions regarding city business with a majority of the Board when not in an open meeting.
 - 1. This may include email discussions where more than the majority of any subcommittee or the majority of the Task Force is copied.
 - 2. Board Members should not hold a series of Board Member meetings with smaller members, or a series of emails, calls or texts on the same topic involving city business. This is often referred to as “round robin discussions” and are disallowed.
 - 3. Use of social media sites by Board Members may inadvertently create an open meeting issue if a majority of Board Members engage on a particular site.

II. SUNSHINE LAW – OPEN MEETING/PUBLIC RECORDS

a. Upper Arlington City Charter

i. Section XI: Council Meetings

- 1. “All Meetings of Council or its committees shall be open to the public, except executive sessions which may be held pursuant to City ordinance or state law.” Executive sessions are closed discussions on specific allowed topics and are not public.
- 2. City Charter requires all items to be considered to be listed on the agenda. The notice for all Council meetings shall state the subjects to be considered and such meetings shall be limited to a consideration of such subjects, except by unanimous consent of all Members. This Charter provision applies to the City's Boards which are created by City Council. Chairs have been advised as to the agenda process. You may hear the Chairs state, “we can't discuss this now since we haven't listed it on the agenda.”

b. R.C. 121.22(G)

- i. Under state law, all meetings concerning public business shall be open to the public, except certain executive sessions authorized and listed under R.C. 121.22(G)(1)-(8).
- ii. Council Rules which are adopted by ordinance also list allowed subjects for executive session.
- iii. Executive sessions must start in an open meeting.
- iv. An executive session requires a motion approved by a majority of the Public Body taken by roll call vote.

- v. The general categories of permitted executive sessions include:
 - 1. Personnel Matters, Real Estate, Legal Matters, Labor Negotiations, Security Matters, and Economic Development Matters.
 - vi. All votes must occur in the open meeting – no votes or straw polls are allowed in executive session.
-
- c. Documents distributed in executive session may be a public record. The fact that they're used or discussed in an executive session does not give them protection from disclosure in a public records request; records are only confidential if there is a separate statutory or legal reason to protect them from release.
 - d. Conversations in executive session are confidential.

Upper Arlington Community Center Timeline
Community Center Task Force (city attorney's office document)

Members of the Community Center Task Force, the below timeline is intended to provide you with an understanding of the City's past history regarding community centers.

- 1981: Resolution No. 7-81 declared the amount of taxes that may be raised by levy for recreational purposes. First tax levy for a community center. Failed
- 1987: Resolution No. 5-87 created a Citizen' Task Force Committee on Arts and Recreational Facilities to explore community center
- 1987: Resolution No. 16-87 amended resolution 5-87 to allow an extension of 120 days
- 1987: November 9, 1987 Council adopted the recommendations of the task force
- 1988: Ordinance 65-88 to appropriate funds in order for the City Manager to contract for architectural services for a community center
- 1990: Ordinance 82-90 authorized the City Manager to enter into contract with Danter to conduct a Cultural/Conference Center Feasibility Study. This was to be for a 300-400 seat auditorium for performing arts
- 2000: Resolution 9-2000 enlisted residents to evaluate development of a community center. They were charged with providing a comprehensive report to City Council. 11 members were named. They had 120 days to issue a report.
- 2000: Ordinance 114-2000 appropriated funds in support of expenses associated with the community task force created under Resolution 9-2000
- 2000: Ordinance 117-2000 authorized the city manager to enter into contract for consulting services for the Community Center Task Force
- 2001: Ordinance No. 69-2001 authorized the City Manager to increase the contract with ETC to perform a public opinion survey for the proposed community center
- 2002: Resolution 2-2002 tax levy for the UA Joint recreation District in the amount of 1.5 mills. Failed
- 2002: Resolution 9-2002 established a Joint recreation district to provide recreational facilities for the City of Upper Arlington
- 2002: Ordinance 132-2002 authorized the City Manager to enter into contract to purchase Kingsdale for \$12,650,000 (14.248 acres)
- 2002-2003: Community letter on why the City did not move forward with purchasing Kingsdale
- 2007: Ordinance No.73.2007 City Council passed an ordinance to purchase the Kenny Road Church (2.8 acres \$1,850,000.00) for Parks and Recreation to serve as additional recreation space. Residents petitioned for a referendum to overturn this Ordinance.
- 2007: Ordinance No. 85-2007 Council repealed Ordinance 73-2007 due to referendum
- 2013: Ordinance 12-2013 The City's Master Plan is amended and the words "community center" are removed from the master plan document
- 2016: During Northam Park discussions some Council Members stated they will not move forward with a Community Center without a vote of the people. This was not a formal action by City Council



Excerpt from **Parks & Recreation**
COMPREHENSIVE PLAN

November 2018

Additional excerpts of the Comprehensive Plan are available in the Task Force binder. The complete Comprehensive Plan is available on the Task Force flash drive and City's website.





Chapter One

EXECUTIVE SUMMARY

The City of Upper Arlington's Parks & Recreation Department underwent a comprehensive planning process from the summer of 2017 through the close of 2018, with the goal of developing a document that would inform and guide decision-making relative to the department's oversight of parks, facilities and programming into the next decade and beyond. PROS Consulting was contracted to perform the study on the City's behalf. The process was multi-pronged, including detailed assessments of the parks and existing facilities, department programming and procedures, benchmarking comparisons with other communities, analysis of Upper Arlington's demographics, consideration of national trends, and extensive community engagement to gather feedback directly from residents and community stakeholders relative to needs and opportunities for improvement.

A healthy network of parks, facilities and recreational opportunities are a vital contributor to a community's vibrancy, sense of place, and desirability as a place to live, work and play, which ultimately supports the community's economic stability. Public parks are the community's front yard, providing space for enjoyment of the natural environment, community gatherings, family activities, educational opportunities, sports leagues, fitness and wellness activities. They improve public and environmental health, create safe neighborhoods, educate and inspire our youth, and connect the community.

As an older, fully developed community, Upper Arlington's park system—and the facilities within it—has long been established. By national standards, the system is deficient in its acreage per 1,000 population; however, the parks are considered a community treasure and are filled with a range of passive and active outdoor recreational facilities. With a total coverage of 182 acres, the system is comprised of seven larger community parks (totaling 156 acres) that serve multiple functions, 14 neighborhood parks (totaling 26 acres) that typically feature one or two facilities such as playgrounds and benches, and pocket parks—smaller green spaces that enhance the community's aesthetic appeal with

landscaping and unique features. All parks are situated within residential neighborhoods, and residents have a strong attachment to them and how they are used.

Few opportunities exist to expand park acreage within Upper Arlington's borders, especially to the extent necessary to facilitate a significant addition to the system, such as a field sports facility. High land costs in Upper Arlington add to the challenge.

The City has been working to address some of the larger aging facilities within the system, most recently replacing the Tremont Pool and playground in Northam Park, projects that were completed in the summer of 2017. Devon Pool improvements have been addressed in phases, with pool improvements already completed, a new building to house restrooms, changing rooms, offices and concessions currently under construction, and plans to replace the mechanical buildings in 2019/2020.

The needs of other significant aging facilities are yet to be addressed—such as the Senior Center buildings, Northam Park Tennis Courts, and the community's larger shelter houses at Fancyburg and Thompson parks. Additionally, the City continues to hear from residents about the need for a new facility within the portfolio, that of indoor recreation space. The Parks & Recreation Comprehensive Plan was triggered in part to help the City better understand the wants and needs of its citizenry and how best to fulfill them, before significant investment is made in any of these areas.

Other park improvements—such as neighborhood park playground upgrades, pathway and parking lot maintenance—have traditionally been prioritized and addressed through the City's Capital Improvement Program, with approximately \$500,000 dedicated in typical years. Recent exceptions have included additional funding to support a series of Northam Park projects—parking lot reconstruction, replacement of the Tremont Pool and new playground.

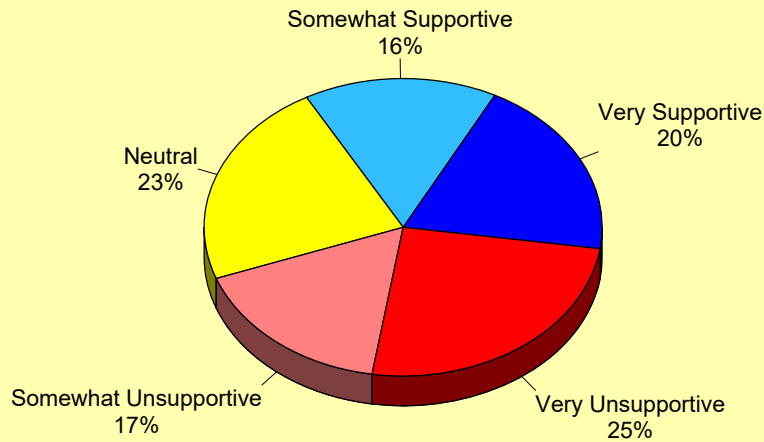
Looking ahead, with the guidance of the Parks & Recreation Comprehensive Plan, the City stands ready to expand its reinvestment in parks and facilities. An average of \$1.5 million annually is programmed into the Capital Improvement Program for 2019-2028. Additional funding strategies would be explored as/when appropriate on a project-by-project basis.

From an operational perspective, parks and facilities maintenance has been a challenge for the department. Once installed, every park component must be kept in good working order, which requires consistent oversight, time and investment. A beautification program and landscaping enhancements associated with recent infrastructure improvements (Waltham/North Star/Kinnear roundabout, Tremont Road, Northam Park, etc.) are incrementally expanding the workload for parks maintenance. For a number of years, the department has lacked an appropriate level of staffing to either perform the work directly, or to closely monitor the performance of contractors. Additionally, no formal maintenance standards exist to help guide how the work is prioritized and managed.

Across age groups and interests, recreational programming and department special events are of a high standard and a source of great pride, with high resident satisfaction levels. The development of programming has traditionally been performed at the division level—the Recreation Division for youth and adult programming, Senior Center for older adults, Cultural Arts for arts and culture programming, and Aquatics and Tennis for facility operations and related programming—which over the years has resulted in an inconsistency of policies and procedures. Opportunities exist for a department-wide, standardized approach that includes assessing the “lifecycles” of programs, cost considerations, and attention to emerging recreational trends.

Q9. Level of Support for Replacing the Current Senior Center With Programming Space for Older Adults

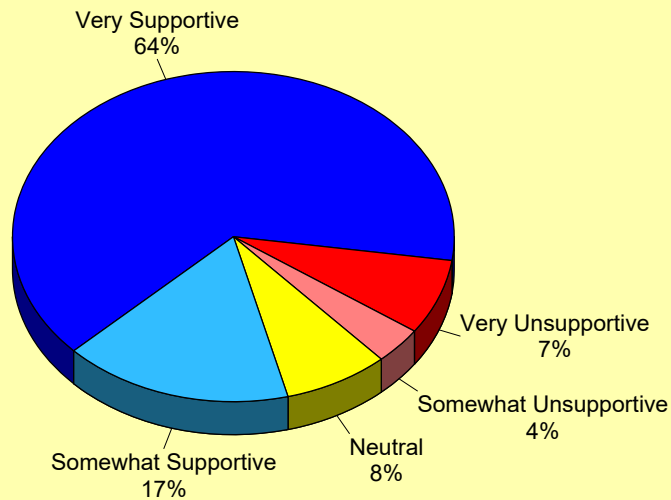
by percentage of respondents (excluding "not provided")



Source: ETC Institute (2018)

Q10. Level of Support of Exploring Feasibility of an Indoor Recreation Facility That Serves All Ages & Segments of the Population

by percentage of respondents (excluding "not provided")



Source: ETC Institute (2018)

For All Types of Households, Less Than 45% Are Supportive of Replacing the Current Senior Center with Programming Space for Older Adults. Households Ages 20-54 (no children) Are the Most Supportive; Households with Children Under Age 10 Are the Least Supportive.

Q9 Support for Replacing the Current Senior Center with Programming Space for Older Adults				
Rating	Households with children under age 10	Households with children ages 10-19	Households ages 20-54 (no children)	Households ages 55+ (no children)
Very Supportive	15%	11%	22%	26%
Somewhat Supportive	8%	21%	20%	15%
Neutral	23%	19%	22%	24%
Somewhat Unsupportive	22%	20%	17%	12%
Very Unsupportive	32%	28%	19%	22%

For All Types of Households, at Least 70% Are Supportive of Exploring the Feasibility of an Indoor Recreation Facility Serving All Ages, and Less Than 20% Are Dissatisfied. Households with Children Under Age 10 Are the Most Supportive; Households Ages 55+ (no children) Are the Least Supportive.

Q10 Support for the City Exploring the Feasibility of an Indoor Recreation Facility Serving All Ages of the Population				
Rating	Households with children under age 10	Households with children ages 10-19	Households ages 20-54 (no children)	Households ages 55+ (no children)
Very Supportive	82%	70%	61%	49%
Somewhat Supportive	11%	16%	18%	21%
Neutral	4%	2%	8%	24%
Somewhat Unsupportive	1%	2%	3%	12%
Very Unsupportive	1%	10%	10%	22%

For All Types of Households, Over 85% Rated Upper Arlington Programs as Excellent or Good, and 5% or Less Rated Them as Poor. Households with Children Under Age 10 Are the Most Satisfied; Households Ages 10-19 Are the Least Satisfied.

Q12c Satisfaction with Upper Arlington Parks and Recreation Programs				
Rating	Households with children under age 10	Households with children ages 10-19	Households ages 20-54 (no children)	Households ages 55+ (no children)
Excellent	32%	34%	30%	32%
Good	60%	53%	58%	60%
Fair	7%	11%	7%	4%
Poor	2%	3%	5%	3%



SUPPORT FOR PROGRAMMING SPACE AND INDOOR RECREATION FACILITY

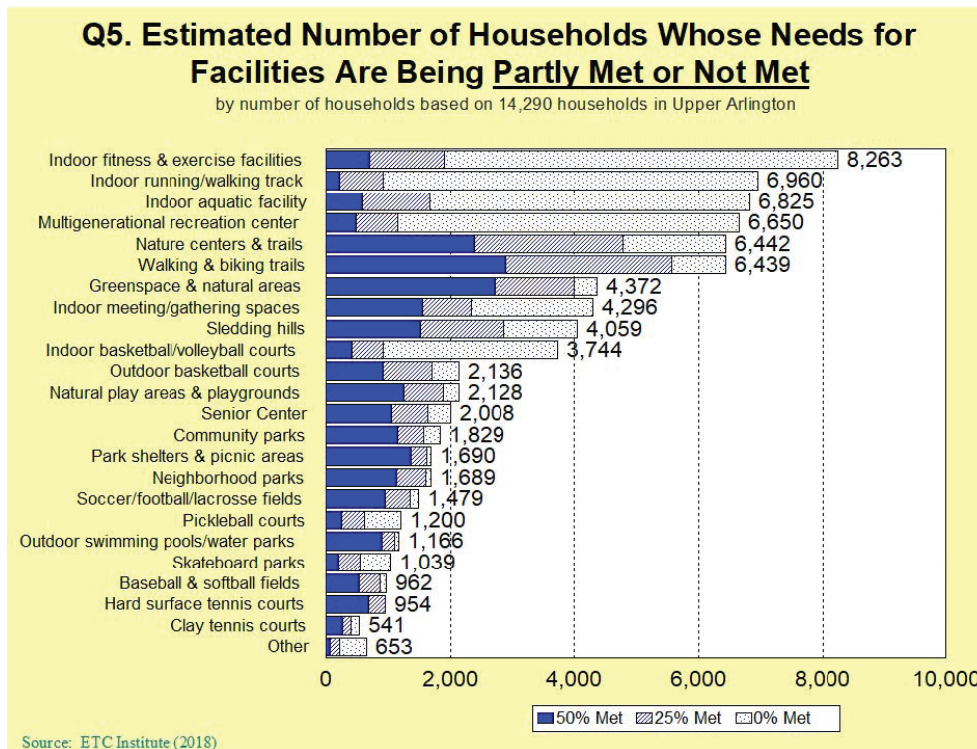
Respondents were asked to indicate their level of support for replacing the current Senior Center with programming space for older adults. Twenty percent (20%) indicated they were “very supportive,” 16% were “somewhat supportive,” 23% were “neutral,” 17% were “somewhat unsupportive,” and 25% were “very unsupportive.”

Residents were also asked to indicate their support for exploring the feasibility of an indoor recreation facility that serves all ages and segments of the population. Sixty-four percent (64%) of respondents indicated they were “very supportive,” 17% were “somewhat supportive,” 8% were “neutral,” 4% were “somewhat unsupportive,” and 7% were “very unsupportive.”

FACILITY NEEDS AND PRIORITIES

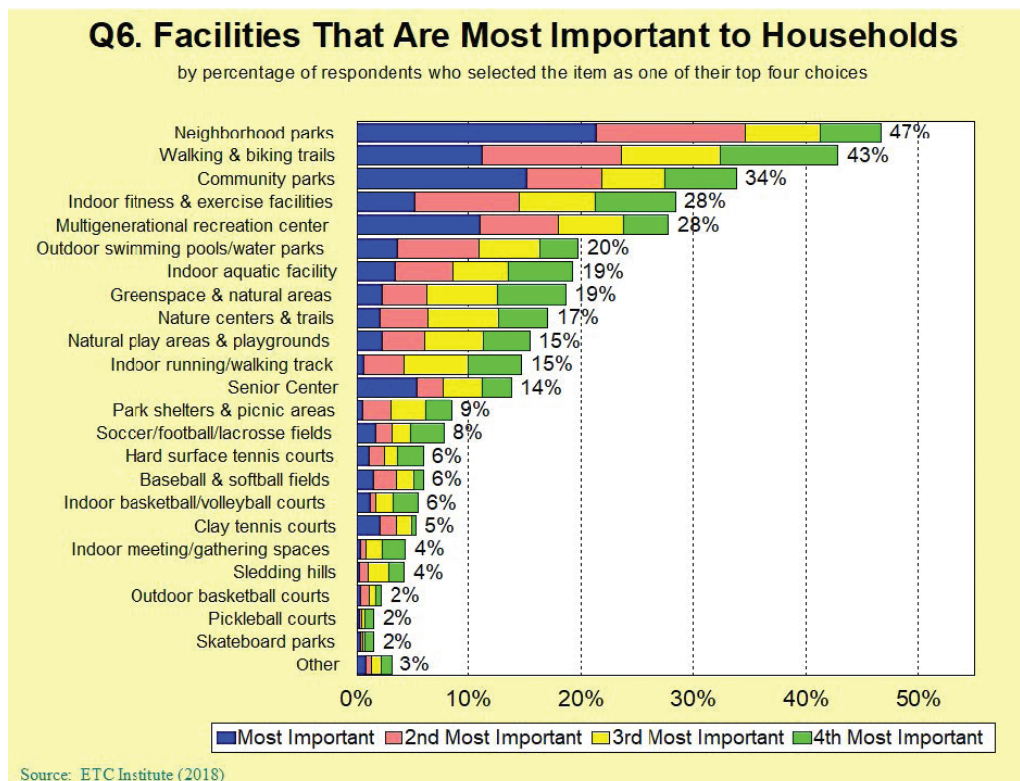
Facility Needs: Respondents were asked to identify if their household had a need for 24 parks and recreation facilities and rate how well their needs for each were currently being met. Based on this analysis, ETC Institute was able to estimate the number of households in the community that had the greatest “unmet” need for various facilities.

The three parks and recreation facilities with the highest percentage of households that indicated a need for the facility were: walking & biking trails (84%), neighborhood parks (82%), and green space & natural areas (75%). When ETC Institute analyzed the needs in the community, these same three facilities had a need that affected more than 10,000 households. ETC Institute estimates a total of 8,263 households in the City of Upper Arlington that have a need have unmet needs for indoor fitness and exercise facilities. The estimated number of households that have unmet needs for each of the 24 facilities that were assessed is shown on the following page.



Facility Importance: In addition to assessing the needs for each facility, ETC Institute also assessed the importance that residents placed on each facility. Based on the sum of respondents' top four choices, the three most important facilities to residents were: neighborhood parks (47%), walking and biking trails (43%), and community parks (34%). The percentage of residents who selected each facility as one of their top four choices is shown in the chart below.

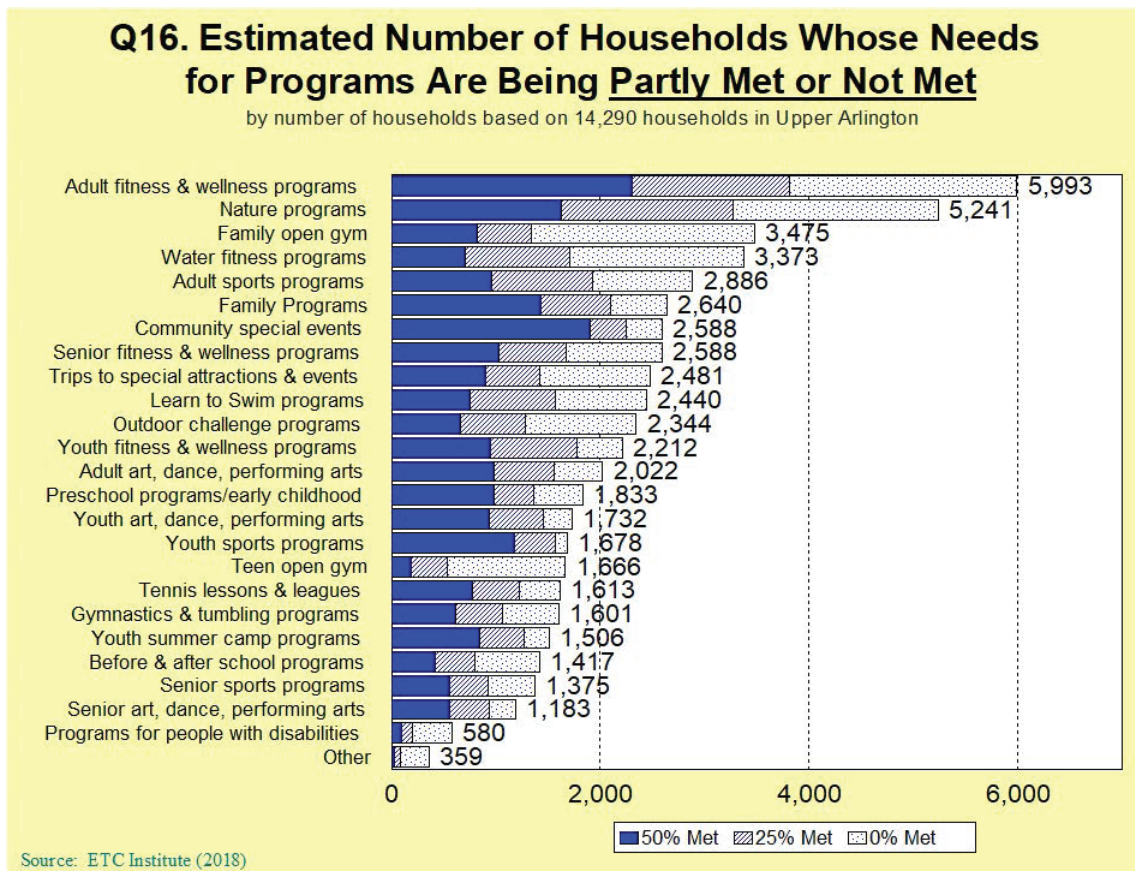
Priorities for Facility Investments: The Priority Investment Rating (PIR) was developed by ETC Institute to provide organizations with an objective tool for evaluating the priority that should be placed on parks, trails, recreational facilities, and services. The PIR equally weights (1) the importance that residents place on facilities and (2) how many residents have unmet needs for the facility.



PROGRAMMING NEEDS AND PRIORITIES

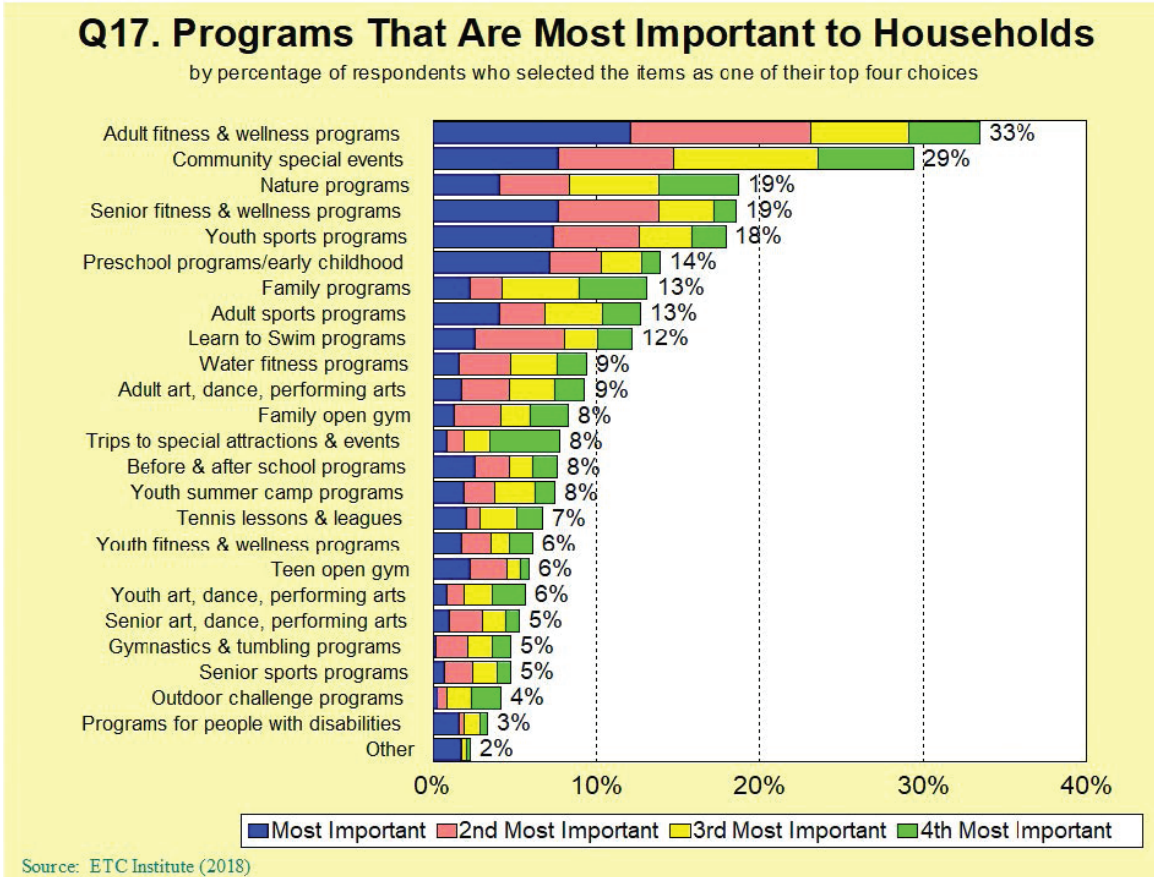
Programming Needs. Respondents were also asked to identify if their household had a need for 25 parks and recreation programs and rate how well their needs for each program were currently being met. Based on this analysis, ETC Institute was able to estimate the number of households in the community that had “unmet” needs for each program.

The three programs with the highest percentage of households that had needs were: adult fitness and wellness programs (56%), community special events (55%), and nature programs (43%). When ETC Institute analyzed the needs in the community, two programs, adult fitness and wellness programs and community special events, had a need that affected more than 7,500 households. ETC Institute estimates a total of 5,993 households in the City of Upper Arlington that have a need have unmet needs for adult fitness and wellness programs. The estimated number of households that have unmet needs for each of the 25 programs that were assessed is shown below.



Program Importance. In addition to assessing the needs for each program, ETC Institute also assessed the importance that residents place on each program. Based on the sum of respondents' top four choices, the three most important programs to residents were: adult fitness and wellness (33%), community special events (29%), and nature programs (19%).

The percentage of residents who selected each program as one of their top four choices is shown in the chart below.





**Request for Qualifications for
Community Center Feasibility Study**

Parks & Recreation Department

August 28, 2019

Response Due Date and Time:

September 20, 2019

3 pm, E.S.T.

Deliver to:

City of Upper Arlington

Parks & Recreation Department

ATTN: Debbie McLaughlin

3600 Tremont Road

Upper Arlington, Ohio 43221

REQUEST FOR QUALIFICATIONS

Date: August 28, 2019
Local Authority: City of Upper Arlington, Ohio
Project Name: Community Center Feasibility Study
Response Deadline: September 20, 2019
Time: 3 pm
Location: 3600 Tremont Road
Number Copies: 10 hard copies, 1 electronic
Inquiries: Debbie McLaughlin, Parks & Recreation Director
dmclaughlin@uaoh.net

The City of Upper Arlington is seeking qualifications for the necessary services to conduct a feasibility study for a multi-generational indoor recreation center and community gathering facility.

BACKGROUND

The 2018 Parks & Recreation Comprehensive Plan provides recommendations that guide decision-making relative to the department's provision of recreation services. A key recommendation—based on feedback throughout the process and supported through a statistically-valid community survey—is to conduct a study of the feasibility of an indoor recreation/community gathering center that serves all ages and segments of the population. Our City has a history of exploring recreation center concepts to no avail.

Upper Arlington City Council has established a resident-led Community Center Feasibility Task Force (Task Force) to undertake a review process that will include citizen perspective and add an additional level of study/analysis to the process.

1. Scope of Services:

The desired scope of services follows. **Note:** modifications to better meet project objectives may be provided, and will be evaluated as part of reviewing the firm's understanding and proposed approach.

- 1.1 **Project Schedule:** The Consultant shall prepare and maintain a project schedule that includes periods for public input, reviews, and approvals.



1.2 **Process:** The selected firm will work with the Task Force to develop and implement a process to conduct the feasibility study.

1.2.a. The Task Force is charged with presenting to City Council a complete and comprehensive report of their recommendations as to the potential for pursuing and implementing a community center that would provide our community with indoor recreation and gathering space. The Task Force's charge includes, but is not limited to:

- A review of the history of previous efforts to develop a community center in Upper Arlington;
- A review of the findings of the 2018 Parks & Recreation Comprehensive Plan;
- A review of existing facilities and programs including options for the replacement of the existing Senior Center;
- A review of possible locations for a community center;
- A review of other indoor recreation/community gathering centers outside Upper Arlington;
- An examination of prospective cost scenarios including possible amenities and associated costs; funding strategies for both capital and operating costs, including an examination of options for public/private partnerships for both capital and operating costs;
- To involve community participation in this feasibility study;
- Based on the finding of the feasibility study, to provide a recommendation to City Council on whether and how the City might proceed in the consideration of a community center for Upper Arlington.

1.2.b. The initial phase in this process will be to work with the Task Force to determine if the City should pursue a community center.

1.2.c. In addition to the specific focus of the Task Force, the process may include the following components:

- **Market Analysis:** assessment of market conditions to support a facility.
- **Program Identification:** supporting community interests, including the continued provision of existing program offerings.
- **Operational Analysis:** including revenue and expense projections.
- **Economic Impact:** assessment of the impact of recreational centers on a community, specific to attracting and retaining businesses and residents.



- 1.2.d. The selected consultant and the Task Force would have access to and opportunity to engage with additional community resources, including: the Parks & Recreation Advisory Board, Senior Advisory Council, Cultural Arts Commission, Upper Arlington School District, Upper Arlington Community Foundation, community leaders, businesses, community organizations, and City staff.

2. Submittal Requirements

- 2.1 Proposals will be received by the City until **3 pm E.S.T. on September 20, 2019.**

Submit Proposal Package to:

**City of Upper Arlington
Parks & Recreation Department
3600 Tremont Road
Upper Arlington, Ohio 43221**

**Attention:
Debbie McLaughlin, CPRP
Parks & Recreation Director**

Please be advised that failure to comply with the following criteria will be grounds for disqualification:

- 2.1.a. Receipt of submittal by the specified date and time.
- 2.1.b. Ten hard copies and one electronic copy of the proposal submittal, as specified.
- 2.1.c. Adherence to maximum page limits (this includes the proposal and cover letter).
- 2.1.d. Deposit of submittal in correct location (the City is not responsible for responses that are not received by the Parks & Recreation Director's Office at 3600 Tremont Road).
- 2.1.e. Prohibition against contact or communication with any elected official, representative, Task Force member, or employee of the City of Upper Arlington regarding this solicitation or the type of work contemplated therein, unless otherwise provided for within subsequent instructions.



Submittals are not returnable and will become the property of the City of Upper Arlington. Please be advised that once submitted, they may become “public record” and are available to all for inspection and copying, upon request.

2.2 **Proposal Format** (only the following format will be accepted):

- 2.2.a. Submit proposals in a sealed envelope. The firm name and project title shall be displayed on the front of the envelope. Ten copies and one electronic copy shall be provided.
- 2.2.b. Required contract terms are provided in this RFQ. Any contract terms the proposer disagrees with shall be noted clearly in submittal.
- 2.2.c. Do not submit a fee proposal.
- 2.2.d. Consultant shall limit the proposal to no more than ten (10) total pages including the cover letter. The 10 pages does not include the proposal cover, table of contents, or section dividers. A ‘page’ is one side of a sheet of paper with text, graphics, etc. If both sides of a sheet of paper have text, that is two pages.
- 2.2.e. The proposal shall be accompanied by a one-page cover letter that shall be bound with the proposal as the first page inside of the front cover.
- 2.2.f. All pages shall be 8-1/2” by 11”, with 1-inch margins (headers and footers may encroach with the margins).
- 2.2.g. The minimum font size shall be 11 point, Times New Roman or Arial.

2.3 **Questions**

- 2.3.a. Questions shall be submitted in writing and will be answered to all participants. Questions shall be submitted to Debbie McLaughlin, Parks & Recreation Director via email to dmclaughlin@uaoh.net.
- 2.3.b. Interested participants shall notify Debbie McLaughlin of their interest in receiving questions and responses.

3. **Evaluation Criteria**

- 3.1 **Project Team** (based on the training, education, experience, and availability of the individuals assigned to the project) (20 points)
- 3.2 **Past Performance** (Past performance on similar projects based on quality of work, ability to meet deadlines, previous communication history, organizations skills, and the ability to maintain a project budget) (30 points)
- 3.3 **Understanding of Project/Project Approach** (35 points)



3.4 ***Quality of RFQ response in terms of research, accuracy, graphics and following directions*** (15 points)

4. Selection Process and Schedule

The Task Force review team will evaluate and rank firms. Finalists will be selected for in-person presentations. The team will determine if any additional review is necessary after completing the evaluation and interview processes. The review team will determine the most-qualified firm to be selected, at which time a final discussion of the Scope and Fee for the work to be performed will be determined.

Insert “Required Contract Terms—RFP/RFQ Approved as to form by the City Attorney”





MEMORANDUM

CITY ATTORNEY'S OFFICE

3600 Tremont Road | Upper Arlington, OH 43221
614-583-5020 | upperarlingtonoh.gov

Date: August 27, 2019

To: Community Center Feasibility Task Force

From: Jeanine Hummer, City Attorney

RE: Public Records and Open Meeting Questions and Answers

The below questions were pulled from the audio tape of your last meeting. I will be at the next meeting to address other follow-up questions related to these subjects.

1.) When using your email to correspond regarding City Business does that make everything on your phone discoverable?

Answer: We need to first start with the definition of public record. Refer to your earlier document on public records.

In short if you creating a document, text, or email and this record includes information about your work as a Task Force Member, it is most likely a public record subject to release in response to a public records request. Other personal items on your phone or computer are not subject to the public records disclosure rules.

“Discoverable” is used as a word in litigation. Public records requests are not discovery. In a public records request, we would only release those records responsive to a specific request.

2.) What constitutes as public records being discoverable?

Answer: All public records are subject to release unless a specific exception exists to exempt the record from release. An example of an exception is attorney/ client correspondences or legal opinions.

3.) How many people have to be on the chain?

Answer: The majority of members are not permitted to engage in discussion outside of those public meetings that includes conversations after the meeting was adjourned, social media comments, emails, texts, and other communications. There are a number of precautions we advise to avoid these issues:

- Back-to-back meetings on the same topic is disallowed.
- The discussions do not have to be in person to be problematic: email, social media comments, tweets, phone calls, texts, can all be considered a means of “discussing public business.”
- It is easy to make mistakes in email chains. Individuals may be blind copied; different individuals may be added and taken off, opening the City up to violations.
- Communication to all Members from a single source is permitted, as long as there is not discussion or exchange from the Members

4.) When discoverable, how deep does it go?

Answer: When the City receives a public records request, the City Clerk reviews the request. The City Clerk makes a determination as to whether the request may be easily filled. If the request needs legal review, she will refer it to our office. Proper public records request must be for specific records and not just the information a requester is seeking, and cannot be so broad that the City cannot reasonably determine what records a person is seeking. For example, if a requester asks for all of the text messages sent by every Member of the Task Force, that would likely be overly broad and we would respond that the requester must clarify his request to seek specific records.

Community Center Feasibility Task Force (CCFTF)

DRAFT Subcommittee Charges

Please note: These sub-committees are being created concurrently, as we address our first question, which is “does the City of UA need a Community Center.”

Finance Subcommittee

The CCFTF Finance Subcommittee is charged with exploring all financial considerations associated with a prospective community center. This includes, but is not limited to:

- Identifying possible sources of capital funding
- Identifying possible sources of ongoing operations and maintenance funding
- Consideration of financial business models for facilities in comparable communities
- Developing an overarching summary of funding strategy options

Community Engagement Subcommittee

The CCFTF Community Engagement Subcommittee is charged with developing an extensive, open and transparent community engagement process that encourages multiple opportunities for citizen participation and input. With the support and guidance of the professional feasibility study consultant firm, the work of this subcommittee will include, but is not limited to:

- Planning and conducting a variety of public meetings (open houses, focus groups, pop up gatherings, etc.)
- Planning and conducting citizen surveys, to include one statistically valid survey, informal online surveys as appropriate, questionnaires, etc.
- Reviewing data and resident input gathered through previous outreach (2018 Parks & Recreation Comprehensive Plan, etc.)
- Creating summaries of the feedback obtained through these processes

Facilities & Partnerships Subcommittee

The CCFTF Facilities & Partnerships Subcommittee is charged with developing the parameters for a prospective community center facility—to include the consideration of partnership opportunities—that would best fulfill residents needs and desires. This includes, but is not limited to:

- Visiting/reviewing facilities in comparable communities
- Assessing the community’s needs and existing amenities
- Considering potential locations for a prospective facility
- Exploring existing models of public and private partnership opportunities

Upper Arlington City Council's Charge to the Community Center Feasibility Task Force

The Community Center Feasibility Task Force is charged with presenting to the City Council a complete and comprehensive report of their recommendations as to a potential community center that will serve our community with indoor recreation and gathering space; to include, but not limited to:

1. A review of the history of previous efforts to develop a community center in Upper Arlington;
2. A review of the findings of the Parks & Recreation Comprehensive Plan;
3. A review of our existing facilities and programs including a review of options for the replacement of the existing Senior Center;
4. Review of possible locations for a community center;
5. A review of other indoor recreation/community gathering centers outside of Upper Arlington;
6. An examination of prospective cost scenarios including possible amenities and associated costs; funding strategies for both capital and operating costs, including an examination of options for public/private partnerships for both capital and operating costs;
7. Involve community participation in this feasibility study;
8. Based on the finding of the feasibility study, provide a recommendation to City Council on whether and how we might proceed in the consideration of a community center for Upper Arlington

