

April 23, 2010

Ms. Laura J. Haller
Director of Legislative Services
City of North Royalton
13834 Ridge Road
North Royalton, OH 44133

RE: Proposed Work Program for Redistricting Study

Dear Ms. Haller:

As requested, we have prepared the enclosed proposed work program with cost estimate for conducting the above study.

We have also enclosed a contract to help expedite the review of our proposal. We have enclosed two original copies of the contract. If the contract is acceptable, please sign both copies and return them to me for Director Alsenas' signature. I will then return one signed contract for your records.

If this is not how the City wishes to proceed, or if there are other changes needed to either the work program or the contract, please note any changes on the copies we've enclosed and return with your comments to me.

We look forward to continuing our services to the City of North Royalton and are able to begin working on this assignment as soon as it is authorized.

Please contact me at 216-443-3709 or dmeaney@cuyahogacounty.us if you have any questions or comments.

Sincerely,

Daniel Meaney, GISP
Geographic Information Systems Manager

ENCLOSURES

cc: Paul Alsenas
Kris Hopkins

AGREEMENT TO PROVIDE PROFESSIONAL SERVICES

THIS AGREEMENT by and between the CITY OF NORTH ROYALTON, hereinafter referred to as the "CITY", and the CUYAHOGA COUNTY PLANNING COMMISSION, by its Director, hereinafter referred to as the "CUYAHOGA COUNTY PLANNING COMMISSION" is effective as of the date of the Director's signature. This Agreement is void if signed after June 30, 2010.

WORK TO BE PERFORMED

The CUYAHOGA COUNTY PLANNING COMMISSION shall provide services and supplies to and shall perform the work described in the attached Work Program entitled **Proposed Work Program: North Royalton Redistricting Study, 2010.**

METHOD OF PAYMENT

It is mutually understood and agreed between the CITY and the CUYAHOGA COUNTY PLANNING COMMISSION that the CITY shall pay the CUYAHOGA COUNTY PLANNING COMMISSION for work performed under this Agreement on the following basis:

1. **Staff Time**

The time spent on this contract by the CUYAHOGA COUNTY PLANNING COMMISSION staff shall be charged on the basis of the actual hourly rate of pay each respective staff member working on the project earns, plus an additive percentage which covers Public Employees Retirement System, Workers Compensation, paid holidays, vacation, and benefits. Hourly rates are subject to change based on merit and cost of living increase, and the additive factor is subject to change based upon changes in the CUYAHOGA COUNTY PLANNING COMMISSION'S experience with costs incurred by the aforementioned items.

2. **Other Costs**

Mileage is to be charged at the current authorized County rate (\$0.445 per mile at this time). Reproduction, postage, supplies, and services necessary for the completion of the work, herein provided for, shall be charged at cost. The CUYAHOGA COUNTY PLANNING COMMISSION may charge man-hour equivalents of contract related operating costs within the maximum dollar amount of this Agreement, including but not limited to: rent, telephone, utilities, maintenance, and equipment purchase, lease, and rental.

3. **Program Cost**

It is understood and agreed that the cost for services of the CUYAHOGA COUNTY PLANNING COMMISSION shall not exceed the amount \$1,975.00 for the services described in the attached Work Program and shall perform all such services in a good workmanlike manner without expectation of funds in excess of \$1,975.00.

4. **Billings**

Billings for all services herein described and provided are to be submitted by the CUYAHOGA COUNTY PLANNING COMMISSION and paid by the CITY on a quarterly basis for the duration of the Agreement.

TERMINATION OF THIS AGREEMENT

Either party may terminate this Agreement with the other party at any time by a notice in writing to that effect. If the Agreement is terminated by the CITY as provided herein, the CUYAHOGA COUNTY PLANNING COMMISSION will be paid for all services and supplies incurred by the CUYAHOGA COUNTY PLANNING COMMISSION under the Work Program up to the date of termination.

OTHER CITY PARTICIPATION

The CITY agrees to make available to the CUYAHOGA COUNTY PLANNING COMMISSION full information as to its needs and requirements for the entire project, including all available data, reports, plans, and other information which may be useful in the performance of the services of the CUYAHOGA COUNTY PLANNING COMMISSION.

REVISIONS

Following completion of the final draft by the CUYAHOGA COUNTY PLANNING COMMISSION, the CITY will have 45 days to review and comment on the work products. The CUYAHOGA COUNTY PLANNING COMMISSION will then submit a final report to the CITY within 30 days.

ADDITIONAL WORK

If additional staff time is necessary to accommodate further analysis not specified to date, a revised Agreement will be made between the CUYAHOGA COUNTY PLANNING COMMISSION and the CITY, subject to the approval of the CUYAHOGA COUNTY PLANNING COMMISSION.

NON-DISCRIMINATION - SECTION 108 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1975

No person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds available under this title.

NON-DISCRIMINATION - EXECUTIVE ORDER 11246 AS AMENDED

In carrying out the contract, the CUYAHOGA COUNTY PLANNING COMMISSION shall not discriminate against any employee or applicant for employment because of race, age, color, religion, sex, or national origin. The CUYAHOGA COUNTY PLANNING COMMISSION shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment without regard to their race, age, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship. The CUYAHOGA COUNTY PLANNING COMMISSION shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this non-discrimination clause. The CUYAHOGA COUNTY PLANNING COMMISSION shall state that all qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, or national origin.

CITY OF NORTH ROYALTON:

Name

Title

Date

CUYAHOGA COUNTY PLANNING COMMISSION:

Director

Date

**PROPOSED WORK PROGRAM
FOR
CITY OF NORTH ROYALTON**

NORTH ROYALTON REDISTRICTING STUDY, 2010
April 23, 2010

The City of North Royalton has requested a proposal from the Cuyahoga County Planning Commission (CPC) to prepare a Redistricting Study. The CPC last conducted a redistricting study for the City in 2006.

The CPC proposes to undertake the following elements to fulfill the request.

PROPOSED WORK STEPS:

Under the following work program, the CPC will update the City of North Royalton's 2000 U.S. Census population and household data to 2010 and recommend ward boundary changes based upon the most equitable population distribution possible. The CPC will:

- Update 2000 U.S. Census population and housing counts utilizing City occupancy permit data recorded between April 2000 and the present;
- Evaluate whether or not existing ward boundaries conform to U.S. Census block boundaries;
- Propose new ward boundary lines, where necessary, to approximate equal distribution of the population. All ward boundary lines shall conform to U.S. Census blocks, streets and/or natural environmental feature boundaries;
- Provide maps and data for ward boundary alternatives;
- Provide a CPC-recommended alternative with justification; and
- Provide detailed, written descriptions of the ward boundaries alternative selected by the City.

ESTIMATED TIME OF COMPLETION: Six (6) weeks*.

** Note: Provision of written descriptions of the boundaries for City-selected alternative requires an additional two weeks (upon notification by City).*

ESTIMATED COST: Not to exceed \$1,975.00.