

**COUNCIL OF THE
VILLAGE OF HIGHLAND HILLS**

RESOLUTION NO. 2024-12

For the January 24, 2024
Special Council Meeting

Introduced by: Mayor Michael L. Booker
Supported by:

A RESOLUTION APPROVING THE MAYOR'S RE-APPOINTMENT OF SUSAN HAMILTON TO THE POSITION OF VILLAGE ENGINEER AND AUTHORIZING THE MAYOR AND PRESIDENT OF COUNCIL TO ENTER AND EXECUTE A CONTRACT WITH SUSAN HAMILTON AS THE ENGINEER FOR THE VILLAGE OF HIGHLAND HILLS, AND DECLARING AN EMERGENCY.

WHEREAS, the Mayor has re-appointed Susan Hamilton of Stephen Hovancsek & Associates, Inc. as the Village Engineer, and

WHEREAS, The Mayor desires to enter and execute a contract with Susan Hamilton for her and her firm to provide engineering services to the Village for a two-year period to coincide with the Mayor's term of office.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF HIGHLAND HILLS, OHIO:

Section 1: That Council hereby confirms the re-appointment of Susan Hamilton to the position of Village Engineer for the Village of Highland Hills, and hereby authorizes and directs the Mayor to enter into a contract with Ms. Hamilton for professional services to be provided, said contract to be substantially the same as a copy of which is attached hereto as Exhibit "A" and incorporated herein fully by reference as if fully rewritten.

Section 2: The Village Engineer shall not, without the consent of Council, accept any employment from any firm or corporation engaged in the business of establishing Subdivisions or erecting buildings within the Village of Highland Hills.

Section 3. The Law Director shall review and approve the agreement.

Section 4. That the annual salary of said appointed official shall be as set forth in Exhibit A.

Section 5: Council finds and determines that all formal actions of the Council relating to the adoption of this resolution have been taken at open meetings of this Council; and that deliberation of the Council, and of any of its committees resulting in such formal action, took place in meetings open to the public in compliance with all statutory requirements including the requirements of Section 121.22 of the Ohio Revised Code.

Section 6: This Resolution is declared to be an emergency measure necessary to provide for the

Resolution No. 2024-12
For January 24, 2024
Special Council Meeting
Page 2 of 2

immediate preservation of the public peace, health, safety and welfare of the inhabitants of the Village of Highland Hills, and for the reason that the employment of the Engineer is immediately necessary for the orderly development of the community and it shall therefore, take effect immediately upon passage.

Passed in Council this 24th day of January, 2024.

First Reading: ✓ Second Reading: _____ Third Reading: _____

Vote: Pride ✓ yea ___ nay ___ Greene ✓ yea ___ nay ___ Mills ✓ yea ___ nay ___
McManus ✓ yea ___ nay ___ Wright ✓ yea ___ nay ___



Cassandra Pride
President of Council

1-24-24
Date

Attest: Margaret Sikon
Margaret Sikon, Clerk of Council

1/24/24
Date

Filed with the Mayor: ✓

1/26/24
Date

Approved By: M-LB
Michael L. Booker, Mayor

1/26/24
Date

2024-12



STEPHEN HOVANCSEK & ASSOCIATES, INC.

Consulting Engineers & Planners

TWO MERIT DRIVE • RICHMOND HEIGHTS, OHIO 44143

(216) 731-6255

FAX NO: (216) 731-4483

December 4, 2023

Mayor Michael L. Booker
Village of Highland Hills
3700 Northfield Road
Highland Hills, Ohio 44122

Re: **VILLAGE ENGINEER APPOINTMENT**

Dear Mayor Booker:

Stephen Hovancsek & Associates, Inc. has served as the Village Engineer since its inception in 1990. We are proud to have served the Village in these past 34 years. We are respectfully requesting the reappointment of Susan Hamilton as your Village Engineer for the next two years.

We have prepared an analysis of our hourly rates as far back as our records would allow. We have attached the analysis spreadsheet for your review. In the last 20 years we have received only 5 rate increases. Our rates have remained the same since 2020. If we were to apply Cost of Living Adjustments to our 1999 rates, they are significantly higher than our current contract rates or even the proposed rates we are requesting.

Based on our analysis, we are proposing the following rates to be included in our contract:

	<u>Current</u>	<u>Proposed</u>	<u>COLA</u>
ENGINEER:	\$100.00	\$110.00	\$141.32
STAFF ENGINEER, INTERN:	\$ 76.50	\$ 84.00	\$ 99.30
DRAFTSMAN, AUTOCAD	\$ 52.00	\$ 57.00	\$ 71.60
INSPECTOR:	\$ 42.00	\$ 44.00	\$ 54.65
REGISTERED SURVEYOR:	\$ 78.00	\$ 86.00	\$101.39
ENGINEER TECHNICIAN/INTERN:	\$ 72.50	\$ 80.00	\$ 99.30
2-MAN FIELD:	\$107.00	\$118.00	\$152.63
3-MAN FIELD:	\$138.50	\$152.00	\$201.62

Based on our proposed rates and hours billed in previous years, the additional fees paid by the Village for hourly work would result in an average increase of approximately \$890.00 per year.

There would also be some additional costs for surveying and inspection for any infrastructure projects the Village performs under Schedule 1 and 2 of the contract as these items are billed at an hourly rate however they are hard to predict until projects have been selected.

1999 was the first year the Village paid an annual retainer as part of the contract. Prior to 1999, the Village was paying the hourly rate for any time spent by our staff that is not covered in Schedule 1 or 2 of our contract. Our retainer generally covers any meetings with the Mayor, Council or staff, preliminary cost estimates, general questions from residents, staff, etc.

The analysis of our retainer for COLA is also included on the attached spreadsheet.

In addition to analyzing the retainer for cost-of-living increases, we have analyzed the amount of time spent on retainer items per year for the past 3 years.

Results are as follows:

<u>Year</u>	<u>Hourly Rate</u>	<u>Hours Spent</u>	<u>Cost</u>	<u>Retainer</u>	<u>Deficit</u>
2021	\$100.00	130	\$12,271.50	\$9,500.00	\$(2,771.50)
2022	\$100.00	113.5	\$11,197.25	\$9,500.00	\$(1,697.25)
2023	\$100.00	110 projected	\$11,000.00	\$9,500.00	\$(1,500.00)

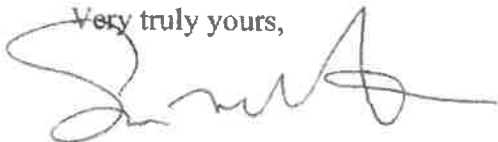
As you can see, if we were charging the Village at the hourly rate, the Village would have paid much more than my current retainer. We are respectfully requesting an increase in retainer to \$11,000.00.

Please note that other communities we service carry a one-year contract with our firm. The Village has enjoyed the benefit of multi-year contracts for my services as the same hourly rate and retainer for multiple years while our other communities have seen their hourly rates and retainer costs increase in the midterm.

I would be glad to meet with you to discuss this matter at your earliest convenience.

Our firm has greatly enjoyed working with all of the staff of the Village since its incorporation, and as always, I am grateful for the opportunity to continue to serve the people of the Village of Highland Hills.

Very truly yours,



Susan M. Hamilton, PE, CFM
Village Engineer

cc: Thomas O'Donnell
Clerk of Council

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	REMARKS
ENGINEER	\$75.00	\$75.00	\$75.00	\$82.00	\$84.00	\$86.00	\$90.00	\$93.00	\$96.00	\$99.00	\$99.00	\$99.00	\$93.00	\$93.00	\$95.00	\$95.00	\$95.00	\$93.00	\$95.00	\$97.50	\$100.00	\$100.00	\$100.00	\$100.00	\$110.00	ENGINEER
DRAFTSMAN	\$18.00	\$18.00	\$18.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	DRAFTSMAN
INSPECTOR	\$29.00	\$30.00	\$30.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00	INSPECTOR
2-MAN FIELD	\$81.00	\$83.00	\$83.00	\$86.00	\$86.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	\$87.00	2-MAN FIELD
3-MAN FIELD	\$107.00	\$110.00	\$113.00	\$118.00	\$119.00	\$123.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	3-MAN FIELD
PARTY CHIEF	\$44.00	\$45.00	\$46.00	\$47.00	\$48.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	\$49.00	PARTY CHIEF
AUTOCADD	\$38.00	\$39.00	\$40.00	\$41.00	\$42.00	\$43.00	\$44.00	\$45.00	\$46.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	AUTOCADD
REGISTERED SURVEYOR																										REGISTERED SURVEYOR
ENGINEER TECHNICIAN/INTERN																										ENGINEER TECHNICIAN/INTERN
RETAINER	\$5,542.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	\$5,400.00	RETAINER
CODIA	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%	CODIA
ENGINEER	\$76.88	\$79.57	\$81.63	\$82.78	\$84.52	\$86.80	\$90.36	\$93.47	\$95.21	\$101.05	\$101.05	\$101.05	\$104.69	\$106.61	\$108.07	\$109.00	\$109.00	\$110.33	\$112.64	\$116.50	\$117.64	\$118.99	\$123.98	\$136.94	\$141.32	ENGINEER
DRAFTSMAN	\$18.95	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	\$19.31	DRAFTSMAN
INSPECTOR	\$29.73	\$30.77	\$31.57	\$32.01	\$32.68	\$33.56	\$34.94	\$36.10	\$36.93	\$38.07	\$38.07	\$38.07	\$40.48	\$41.17	\$41.79	\$42.50	\$42.50	\$42.62	\$43.46	\$46.09	\$45.41	\$46.00	\$48.71	\$53.45	\$54.65	INSPECTOR
2-MAN FIELD	\$83.03	\$85.53	\$88.17	\$89.40	\$91.28	\$93.74	\$97.50	\$100.83	\$103.15	\$109.14	\$109.14	\$109.14	\$113.07	\$114.99	\$116.71	\$118.70	\$119.70	\$119.05	\$121.43	\$124.63	\$126.83	\$128.88	\$136.06	\$147.90	\$152.63	2-MAN FIELD
3-MAN FIELD	\$109.68	\$113.51	\$116.46	\$118.10	\$120.58	\$123.80	\$128.91	\$133.20	\$136.30	\$144.17	\$144.17	\$144.17	\$149.36	\$151.90	\$154.18	\$156.80	\$156.80	\$157.27	\$160.41	\$164.90	\$167.54	\$169.77	\$179.71	\$195.37	\$203.62	3-MAN FIELD
PARTY CHIEF	\$45.10	\$46.68	\$47.89	\$48.56	\$49.58	\$50.92	\$53.01	\$54.77	\$56.23	\$57.20	\$57.20	\$57.20	\$59.04	\$60.94	\$62.75	\$64.75	\$65.68	\$65.85	\$66.97	\$69.56	\$71.60	\$73.67	\$75.93	\$79.37	\$81.60	PARTY CHIEF
AUTOCADD	\$38.95	\$40.31	\$41.36	\$41.94	\$42.82	\$43.98	\$45.78	\$47.30	\$48.49	\$49.30	\$49.30	\$49.30	\$51.11	\$52.99	\$54.75	\$56.75	\$57.85	\$58.55	\$59.57	\$62.07	\$64.25	\$66.38	\$69.38	\$71.60	\$73.67	AUTOCADD
REGISTERED SURVEYOR																										REGISTERED SURVEYOR
ENGINEER TECHNICIAN/INTERN																										ENGINEER TECHNICIAN/INTERN
RETAINER	\$5,535.00	\$5,788.73	\$5,807.67	\$5,959.96	\$6,085.12	\$6,269.82	\$6,505.64	\$6,722.28	\$6,876.89	\$7,275.75	\$7,275.75	\$7,275.75	\$7,577.68	\$7,865.82	\$7,980.81	\$7,913.08	\$7,913.08	\$7,913.08	\$8,095.56	\$8,322.23	\$8,455.39	\$8,585.31	\$9,070.66	\$9,859.81	\$10,275.32	RETAINER