



Memorandum

TO: Members of the Sustainability Committee

FROM: Jeri E. Chaikin, Chief Administrative Officer

CC: Mayor David E. Weiss

DATE: January 30, 2023

RE: Recommendation to Enter into a Contract with Coventry Land Company LLC. in the Amount Not-to-Exceed \$52,658 for Sustainability Consulting Services for the Period March 1, 2023 through February 28, 2024.

Council's Sustainability Committee was established in 2019 to formalize sustainability policies and priorities for the City. The Committee is currently chaired by Council member Nancy Moore and includes other Council members and residents as its members. Michael Peters of Coventry Land Company LLC is the consultant who serves as the Sustainability Coordinator for the City and works with the Sustainability Committee and its subcommittees. The contract with Coventry Land Company LLC expires on February 28, 2023, and it is recommended that the contract be renewed for a fifth year.

In 2019, Council began including funds in the General Fund budget for a Sustainability Coordinator to support the Sustainability Committee and provide assistance in making recommendations for, and implementing, energy-efficiency and cost-saving initiatives, and to research and recommend best practices for City-wide sustainability. Coventry Land Company LLC was selected in 2018 after a competitive request for proposal process to provide consulting services for sustainability initiatives. Funding has been included in the 2023 General Fund budget to continue these services.

In addition to managing the agenda for the monthly Sustainability Committee meetings, Mr. Peters' 2022 - 2023 accomplishments include, among others:

- Coordinating promotion of City's sustainability initiatives on shakeronline.com via social media, and in *Shaker Life* magazine.
- Working to continue the City's LEED for Cities Gold status.
- Worked with the Committee and the City Law Department on a recommendation for a 100% Green electric aggregation program for Shaker residents.
- Presentation and review of the Cuyahoga County Sustainability Toolkit.
- Oversight of the work and budgets for the three Sustainability Committee's subcommittees, including Grow not Mow sites, Shaker Schools composting program, Dominion energy-efficiency program, invasive species removal on public lands, gas powered lawn mower replacement program, review of City's recycling contract recommendation, promotion of rooftop solar, etc.

Coventry Land's contract was in the amount of \$50,000/year for the first three years and \$51,500 in the fourth year. A 2.25% increase for the fifth year is recommended, for a total contract cost of \$52,658.

Based on Mr. Peters' accomplishments to date, his successful work with the Sustainability Committee, and to provide for continuity in the leadership of the City's sustainability initiatives, it is recommended that the Sustainability Committee support the recommendation for a contract with Coventry Land Company LLC in the not-to-exceed amount of \$52,658 for sustainability consulting services for the period March 1, 2023 through February 28, 2024.