

# **BRUNSWICK CITY COMMITTEE-OF-THE-WHOLE**

## **Agenda**

**SEPTEMBER 9, 2019**

**6:55 PM**

**In Caucus Room**

**or immediately following the Planning & Zoning Committee Meeting**

1. Motion Items
  - (a) Motion to allow the Administration to go out to bid for office supplies.
  - (b) Motion authorizing the City Manager to advertise for public bids for the Service Garage Floor Drain Replacement project.
  - (c) Motion authorizing the City Manager to obtain "requests for proposals", to provide Cemetery Maintenance and Caretaker Services for Westview Cemetery and Bennett's Corner's Cemetery.
  - (d) Motion authorizing the City Manager to advertise for bid Grass and Weed Mowing, Debris Clearing and Branch Trimming for 2020, 2021 and 2022.
  - (e) Motion authorizing the City Manager to modify agreement and allow payment to CivicPlus for CivicClerk product.
2. General Discussion
3. Adjournment

THE CITY OF BRUNSWICK

**PROPOSED MOTION**



**DATE:** 9/9/2019

**TO:** Vice Mayor Michael Abella Jr. and Members of City Council

**FROM:** Carl S. DeForest, City Manager  
Jim Foster

**COPY:** Mayor Ron Falconi

**MOTION:** Motion to allow the Administration to go out to bid for office supplies.

**BACKGROUND:** Our current office supply contract will be expiring effective December 31, 2019.

**PURPOSE AND EXPLANATION:**

**IMPLEMENTATION SCHEDULE:**

**FINANCIAL INFORMATION:**

**FINANCIAL SUMMARY:** Each Department has a budget adopted by Council, which includes office supplies. All Departments must adhere to the budgets as established and adopted by Council pursuant to the Section 5705 of the Ohio Revised Code. This bid would lock in pricing for office supply items,

**RECOMMENDED ACTION:**

**ADDITIONAL INFORMATION:** The first (1st) contract year would be effective January 1, 2020 through December 31, 2020.

**THE CITY OF BRUNSWICK**  
**PROPOSED MOTION**



**DATE:** 9/9/2019

**TO:** Vice Mayor Michael Abella Jr. and Members of City Council

**FROM:** Carl S. DeForest, City Manager  
Paul Barnett

**COPY:** Mayor Ron Falconi

**MOTION:** Motion authorizing the City Manager to advertise for public bids for the Service Garage Floor Drain Replacement project.

**BACKGROUND:** New request

**PURPOSE AND EXPLANATION:** The proposed project will remove and replace the existing deteriorated floor drain system and connecting sewer piping within the City's service garage at 1238 West 130th Street. This project is being administered by the City Engineer in cooperation with the Service Department.

**IMPLEMENTATION SCHEDULE:** Should authorization to bid be secured at the September 9, 2019 Committee of the Whole meeting the project will be advertised in late September. Construction is anticipated to begin on or about November 1.

**FINANCIAL INFORMATION:** Service Garage Floor Drain Replacement Project - - Capital Improvement Fund #300 - 300-0522-56250 - - 76300

**FINANCIAL SUMMARY:** Once actual bids are received, they will be reviewed. The 2019 budget includes a maximum budget of \$76,300 for this project, including any inspection and engineering costs. The budget is included in the Capital Improvement Fund #300.

**RECOMMENDED ACTION:** Passage of a motion which authorizes the City Manager to advertise for and seek public bids for the Service Garage Floor Drain Replacement project.

**ADDITIONAL INFORMATION:**

**THE CITY OF BRUNSWICK**  
**PROPOSED MOTION**



**DATE:** 9/9/2019

**TO:** Vice Mayor Michael Abella Jr. and Members of City Council

**FROM:** Carl S. DeForest, City Manager  
Paul Barnett

**COPY:** Mayor Ron Falconi

**MOTION:** Motion authorizing the City Manager to obtain "requests for proposals", to provide Cemetery Maintenance and Caretaker Services for Westview Cemetery and Bennett's Corner's Cemetery.

**BACKGROUND:** Mowing and burials at both of the City owned cemeteries have been contracted out for many years. The current contract concludes on December 31, 2019.

**PURPOSE AND EXPLANATION:** This motion will allow for the City Manager to obtain pricing and define services for both of the City owned cemeteries for calendar years 2020, 2021, and 2022.

**IMPLEMENTATION SCHEDULE:** To obtain responses to the request for proposal in early fall of 2019 and enter into contract for 2020 before the end of 2019.

**FINANCIAL INFORMATION:** Cemetery Maintenance for Westview and Bennett's Corner's Cemeteries -- General Fund #001 - 001-0440-54260 Cemetery Maintenance & 001-0440-54264 Digging --

**FINANCIAL SUMMARY:** Council adopts a budget on an annual basis. This contract would be for 2020-2022. The 2020-2022 Council budgets are not yet adopted nor in effect at the time of this RFP. The RFP will be analyzed and reviewed once received.

All contracts and related costs are subject to sufficient Council adopted appropriations. Council appropriates one year at a time by law. A purchase order must be submitted and certified in accordance with ORC 5705.41D.

**RECOMMENDED ACTION:** Passage of a motion which authorizes the City Manager to obtain "requests for proposals" for Cemetery Maintenance and Caretaker Services for Westview and Bennett's Corner's Cemeteries.

**ADDITIONAL INFORMATION:**

**THE CITY OF BRUNSWICK**  
**PROPOSED MOTION**



**DATE:** 9/9/2019

**TO:** Vice Mayor Michael Abella Jr. and Members of City Council

**FROM:** Carl S. DeForest, City Manager  
Paul Barnett

**COPY:** Mayor Ron Falconi

**MOTION:** Motion authorizing the City Manager to advertise for bid Grass and Weed Mowing, Debris Clearing and Branch Trimming for 2020, 2021 and 2022.

**BACKGROUND:** The current contract for mowing, branch trimming and debris clean up throughout the City concludes on December 31, 2019. This contract provides an avenue to correct violations of the City code and also provide continual mowing of various City owned properties.

**PURPOSE AND EXPLANATION:** The purpose of this Motion is to provide for the contracting of mowing, branch trimming and debris clean up throughout the City for violations of the City code and also provide continual mowing of various City owned properties.

**IMPLEMENTATION SCHEDULE:** To obtain bids in early fall of 2019 and enter into contract for 2020 before spring of 2020.

**FINANCIAL INFORMATION:** Grass and Weed Mowing, Debris Clearing and Branch Trimming - - General Fund #001 - 001-0880-54261 - -

**FINANCIAL SUMMARY:** Council adopts a budget on an annual basis. This contract would be for 2020-2022. The 2020-2022 Council budgets are not yet adopted nor in effect at the time of this bid. The bids will be analyzed and reviewed once received.

All contracts and related costs are subject to sufficient Council adopted appropriations. Council appropriates one year at a time by law. A purchase order must be submitted and certified in accordance with ORC 5705.41D.

Three year contract.

**RECOMMENDED ACTION:** Passage of a motion which authorizes the City Manager to advertise and obtain bids for grass and weed mowing, debris clearing and branch trimming for 2020, 2021 and 2022.

**ADDITIONAL  
INFORMATION:**

THE CITY OF BRUNSWICK

**PROPOSED MOTION**



**DATE:** 9/9/2019

**TO:** Vice Mayor Michael Abella Jr. and Members of City Council

**FROM:** Carl S. DeForest, City Manager  
Robert Marok

**COPY:** Mayor Ron Falconi

**MOTION:** Motion authorizing the City Manager to modify agreement and allow payment to CivicPlus for CivicClerk product.

**BACKGROUND:** The City of Brunswick originally entered into contract with Boardsync for it's agenda management software. Boardsync was acquired by CivicPlus and the name was changed to CivicClerk, to be part of their product line. This addendum will allow the City of Brunswick to pay CivicPlus for their services and enter to the City into a defined contract with CivicPlus.

**PURPOSE AND EXPLANATION:** The motion will allow for addendum to be signed and the city to issue purchase order and pay for the use of CivicClerk to CivicPLus.

**IMPLEMENTATION SCHEDULE:** Immediate

**FINANCIAL INFORMATION:** Civicclerk - 9/10/2019 - General Fund - 001-0880-54253 - - 5988

**FINANCIAL SUMMARY:** No change in rate for this year.

**RECOMMENDED ACTION:** Adopt

**ADDITIONAL INFORMATION:**

**AMENDMENT TO THE AGREEMENT**

THIS AGREEMENT AMENDMENT (this "Amendment") is agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2019 ("Effective Date") by and between CivicPlus, LLC, d/b/a CivicPlus ("CivicPlus") and City of Brunswick, OH ("Client") (jointly, "Parties") and shall be effective as of the date set forth above.

**RECITALS**

WHEREAS, Client entered into the Terms and Conditions of Services Agreement dated May 12, 2015 for the use of the Meeting Management Software, with Boardsync Enterprises (the "Agreement");

WHEREAS, CivicPlus acquired Boardsync Enterprises and all customers, contracts and obligations on September 20, 2017, and has since been providing all services under the Agreement to Client;

WHEREAS, thus far CivicPlus has maintained the Agreement's original payment terms, yet the cost of providing the services, maintenance, upgrades and service providers associated with the software has increased; and

WHEREAS, CivicPlus and Client have agreed to alter certain terms as set forth in the Agreement by this written instrument duly executed by the Parties, the modification of terms as specified in this Amendment.

NOW, THEREFORE, the Parties hereto mutually agree for good and valuable consideration, the receipt and adequacy of which is hereby agreed as follows:

1. "CivicPlus" shall hereby replace any mention of "Boardsync" throughout the Agreement.
2. Client's Annual Service fee for 2019 is \$5,988.00.
3. Client's Annual Service Fee shall increase to the amount of \$7,984 to be billed on the Agreement's next renewal term following the Effective Date of this Amendment.
4. The Annual Service Fee, which includes without limitation hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in the third year of service following this Amendment.
5. All other terms and conditions of the Agreement, not modified herein, shall remain in full force and effect.

**Acceptance**

We, the undersigned, agreeing to the conditions specified in this Amendment, understand and authorize the provision of services outlined in this Amendment.

| Client       | CivicPlus    |
|--------------|--------------|
| By: _____    | By: _____    |
| Name: _____  | Name: _____  |
| Title: _____ | Title: _____ |
| Date: _____  | Date: _____  |