

BRUNSWICK CITY COMMITTEE-OF-THE-WHOLE

Agenda OCTOBER 24, 2016 6:20 PM

1. Discussion Items
 - (a) Close-out of the Boston Road Project (Matt Jones)
2. Motion Items
 - (a) Motion to enter into non-exclusive agreement between the City of Brunswick and Brunswick Youth Sports Inc. from Jan. 1, 2017 to Dec. 31, 2041.
(Recommended by the Parks, Recreation & Community Committee)
 - (b) Motion to allow the City Manager to apply for membership with Sourcing Alliance.
3. Review Legislation
 - (a) **RES. NO. 69-16** - An emergency resolution authorizing the City Manager to enter into an agreement with W.B. Mason for the provision of Office Supplies for a period of one (1) year from January 1, 2017 through December 31, 2017 with two (2) separate one (1) year renewal options - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Julie Murawski*)
 - (b) **RES. NO. 72-16** - An emergency resolution authorizing the City Manager to enter into a services agreement with Cuyahoga County College District for the Lean Ohio Building Inspection and Permitting Process Improvement Project - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Grant Aungst*)
 - (c) **RES. NO. 75-16** - An emergency resolution amending Resolution No. 35-16 by increasing the City's contribution to a amount not to exceed amount of \$5,122.00 - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Grant Aungst*)
4. General Discussion
5. Executive Session
 - (a) Motion to go into an Executive Session for the purpose to discuss the sale/purchase of property, imminent litigation as well as the appointment, employment, dismissal, discipline, demolition or compensation of a public employee.
6. Adjournment

THE CITY OF BRUNSWICK
PROPOSED MOTION



DATE: 10/24/2016

TO: Vice Mayor Patricia Hanek and Members of City Council

FROM: Carl S. DeForest, Acting City Manager
John Piepsny

COPY: Mayor Ron Falconi

MOTION: Motion to enter into non-exclusive agreement between the City of Brunswick and Brunswick Youth Sports Inc. from Jan. 1, 2017 to Dec. 31, 2041. (Recommended by the Parks, Recreation & Community Committee)

BACKGROUND: The City entered into a 10 agreement with BYS for the lease of baseball/softball fields on December 23, 2013. There is a desire to enter into a new lease for 25 years that would commence on January 1, 2017 and expire on December 31, 2041. The desire for the increase is for potential sponsorship opportunities and the need to have an extended lease for those opportunities to potentially initiate.

PURPOSE AND EXPLANATION:

IMPLEMENTATION SCHEDULE:

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: There are no monies exchanged in this lease agreement

RECOMMENDED ACTION: It is recommended that City Council adopts this motion

ADDITIONAL INFORMATION:

THE CITY OF BRUNSWICK

PROPOSED MOTION



DATE: 10/24/2016

TO: Vice Mayor Patricia Hanek and Members of City Council

FROM: Carl S. DeForest, Acting City Manager
John Piepsny

COPY: Mayor Ron Falconi

MOTION: Motion to allow the City Manager to apply for membership with Sourcing Alliance.

BACKGROUND: Sourcing Alliance is a collaboration of public, private, and not-for-profit contract holders formed for the purpose of making already-procured, competitively solicited contracts for products and services available to organizations that join the Sourcing Alliance. Through the combined buying power of Sourcing Alliance's members, these available contracts offer better pricing and improved contract terms and conditions than Sourcing Alliance members can typically achieve on their own.

PURPOSE AND EXPLANATION: The purpose is to allow the City Manager the opportunity to apply for membership to the Sourcing Alliance. Sourcing Alliance is a collaboration of public, private, and not-for-profit contract holders formed for the purpose of making already-procured, competitively solicited contracts for products and services available to organizations that join Sourcing Alliance.

IMPLEMENTATION SCHEDULE: Once approved, the City Manager may apply for membership.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: There is no cost for Sourcing Alliance membership.

RECOMMENDED ACTION: It is recommended that the City Manager be allowed to apply for membership to Sourcing Alliance to allow already-procured, competitively solicited contracts for products and services available to the City of Brunswick.

ADDITIONAL INFORMATION:

THE CITY OF BRUNSWICK
PROPOSED LEGISLATION



DATE: 10/24/2016

TO: Vice Mayor Patricia Hanek and Members of City Council

FROM: Carl S. DeForest, Acting City Manager
Julie Murawski

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 69-16** - An emergency resolution authorizing the City Manager to enter into an agreement with W.B. Mason for the provision of Office Supplies for a period of one (1) year from January 1, 2017 through December 31, 2017 with two (2) separate one (1) year renewal options - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Julie Murawski*)

BACKGROUND: Public bids were received and opened on October 4, 2016. Three bids were received with W. B. Mason, Inc. being the lowest and best vendor.

PURPOSE AND EXPLANATION: In order to control costs of office supplies and to have an efficient, effective ordering system, using an on-line ordering system with the lowest and best bidder should accomplish this.

**IMPLEMENTATION
SCHEDULE:**

We would like this legislation read three times with suspension of the rules. There are a number of processes that must take place in order for a new ordering system to be up and running effective January 1, 2017. By having this legislation effective after the third reading should allow this to happen.

The first year contract would be effective January 1, 2017 through December 31, 2017.

**FINANCIAL
INFORMATION:**

**FINANCIAL
SUMMARY:**

Each department orders their own office supplies. Ordering and related expenses for office supplies by Department are limited to the Council adopted appropriations for each Department.

**RECOMMENDED
ACTION:**

One Reading	No
Two Readings	No
Three Readings	Yes
Emergency	No
Suspension of Rules	Yes

If emergency or suspension of the rules, why the request?

We would like this legislation read three time with suspension of the rules. Our current contract expires December 31, 2016. We need to be able to set up a new vendor and new ordering process prior to year end.

**ADDITIONAL
INFORMATION:**

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. _____

BY:

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH W.B. MASON FOR THE PROVISION OF OFFICE SUPPLIES FOR A PERIOD OF ONE (1) YEAR FROM JANUARY 1, 2017 THROUGH DECEMBER 31, 2017, WITH TWO (2) SEPARATE ONE (1) YEAR RENEWAL OPTIONS.

WHEREAS: The City of Brunswick received three (3) bids for provision of office supplies in accordance with public bidding requirements;

WHEREAS: The three (3) received public bids were opened on October 4, 2016, with W.B. Mason determined to be the lowest and best bidder; and

WHEREAS: The agreement with the City's current vendor is scheduled to expire as of December 31, 2016.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: That the City Manager, with the approval of the Law Director, is hereby authorized and directed to enter into an Agreement with W.B. Mason for the provision of office supplies for a period of one (1) year from January 1, 2017 through December 31, 2017, with two (2) separate one (1) year renewal options, in an amount not to exceed submitted bid prices.

SECTION 2: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety or welfare, and for the additional reason that emergency passage is necessary to ensure that ordering processes are established with the new vendor as of January 1, 2017. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading _____
2nd Reading _____
3rd Reading _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Barb Ortiz

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 69-16

BY: Committee-of-the-Whole

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH W.B. MASON FOR THE PROVISION OF OFFICE SUPPLIES FOR A PERIOD OF ONE (1) YEAR FROM JANUARY 1, 2017 THROUGH DECEMBER 31, 2017, WITH TWO (2) SEPARATE ONE (1) YEAR RENEWAL OPTIONS.

WHEREAS: The City of Brunswick received three (3) bids for provision of office supplies in accordance with public bidding requirements;

WHEREAS: The three (3) received public bids were opened on October 4, 2016, with W.B. Mason determined to be the lowest and best bidder; and

WHEREAS: The agreement with the City's current vendor is scheduled to expire as of December 31, 2016.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: That the City Manager, with the approval of the Law Director, is hereby authorized and directed to enter into an Agreement with W.B. Mason for the provision of office supplies for a period of one (1) year from January 1, 2017 through December 31, 2017, with two (2) separate one (1) year renewal options, in an amount not to exceed submitted bid prices.

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PASSED: 1st Reading _____
2nd Reading _____
3rd Reading _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Barb Ortiz

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION



DATE: 10/24/2016

TO: Vice Mayor Patricia Hanek and Members of City Council

FROM: Carl S. DeForest, Acting City Manager
Grant Aungst

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 72-16** - An emergency resolution authorizing the City Manager to enter into a services agreement with Cuyahoga County College District for the Lean Ohio Building Inspection and Permitting Process Improvement Project - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Grant Aungst*)

BACKGROUND: Over the past several months, the City's Community and Economic Development Department has been working with representatives from Cuyahoga Community College and the Ohio Development Services Agency on developing a grant application and program to enable the City's Division of Building to review and improve its inspection and permitting processes for efficiency and customer satisfaction. The City of Brunswick has been awarded a Local Government Efficiency Program Grant in the amount of \$46,100 through the Ohio Development Services Agency, with a required city match not to exceed \$5,122.

PURPOSE AND EXPLANATION: Cuyahoga Community College/Corporate College, through this Service Agreement, will provide the City of Brunswick with a customized training solution to support continuous improvement. The focus of the training will be to develop a Lean Six Sigma culture with the goal of implementing Lean projects specifically related to the building inspection and permitting process. Cuyahoga Community College will provide authorized books and materials with qualified, certified instructors.

IMPLEMENTATION SCHEDULE: Cuyahoga Community College/Corporate College personnel have provided a time line for kickoff meetings and training schedule throughout the 12-14-month program. It is anticipated that the program will start by the conclusion of 2016

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: The City's local contributing match expenditures will not exceed \$5,122 and is expected to be in-kind payroll. Grant Aungst is the Grant Coordinator responsible for this grant and reporting.

The \$46,100 is expected to be a payment to TRI-C for various training sessions and services outlined in the attached service agreement. The \$46,100 payment must also be budgeted as required by ORC 5705.

**RECOMMENDED
ACTION:**

One Reading	Yes
Two Readings	No
Three Readings	No
Emergency	Yes
Suspension of Rules	Yes

If emergency or suspension of the rules, why the request?

The Administration sees this program as beneficial in our continuous improvement efforts to streamline processes utilized in our building and planning divisions. We believe such efforts will assist our staff in providing better customer service to our residents and businesses. Therefore, we wish to begin the training in 2016.

**ADDITIONAL
INFORMATION:**

Todd Fischer

From: Todd Fischer
Sent: Friday, October 07, 2016 4:34 PM
To: Grant Aungst
Cc: Carl S. DeForest
Subject: RE: LGEP Grant Agreement Budget

Grant,

That's certainly interesting math. I do not see how \$4,840 can make up 10% of the total grant of \$50,940. Maybe they round or something. Is this correct – since she made the statement that the City must match 10% of the total?

This information has to be complete before I can put together a formalized budget amendment for Council. Currently the next amendment is preliminarily scheduled for 2nd meeting in November.

I have no problems putting it together but I just need to know what the correct info is. Things seem to be changing at the last minute and I'm confused by their statements in the email you provided below.

Keep me posted.

Thanks.

Todd R. Fischer
Finance Director
City of Brunswick, Ohio
(330) 225-9144 ext 3203
tfischer@brunswick.oh.us

This message may contain confidential and/or proprietary information and is intended for the person or entity to whom it was originally addressed. Any use by others is strictly prohibited.

From: Grant Aungst
Sent: Friday, October 07, 2016 4:17 PM
To: Todd Fischer
Subject: FW: LGEP Grant Agreement Budget

Todd,

This is an e-mail I received from Julia Hinten from the State of Ohio. Please note how they are now calculating the match. This should be OK, but I would like your thoughts for budget reasons. Also, I did send her an e-mail asking her those questions and included your info. Let's see what she comes back with for issuing a check or how they would like to transfer funds.

I can say, that much time has already been spent on the prep work, so moving the extra dollars to staff time would not be an issue.

Thanks for your help.

Grant



Grant R. Aungst / Community and Economic Development Director
gaungst@brunswick.oh.us / p. 330.558.6875 / f. 330.273.8036
www.brunswick.oh.us / 4095 Center Road / Brunswick 44212

From: julia.hinten@development.ohio.gov [<mailto:julia.hinten@development.ohio.gov>]
Sent: Thursday, September 22, 2016 10:09 AM
To: Grant Aungst <gaungst@brunswick.oh.us>
Subject: LGEP Grant Agreement Budget

Hi Grant,

I'm working on your agreement and realized that our system didn't calculate your match correctly. You are only at 9% match and we must have 10% for each agreement. The application should have calculated Total Project Costs not 10% of the amount requested. In order to get to 10% I had to add \$230.00 to your match. I added it in supplies, let me know if you prefer it to be included in staff time. Remember, in-kind costs can be calculated from time spent on the project 2 years prior to the grant being awarded. Here is the breakdown, let me know if this does not work for you.

Sources of Funds

Local Government Efficiency Program Grant	\$46,100.00
In-Kind Match	\$4,840.00
Total	\$50,940.00

Uses of Funds

Consulting Fees (LGEP)	\$46,100.00
Supplies (In-Kind Match)	\$230.00
Staff/Personnel Time (In-Kind Match)	\$4,610.00
Total	\$50,940.00

Thanks,

Julia



Julia Hinten
Local Government Innovation Fund Program Manager
Office of Strategic Business Investments

77 South High Street
Columbus, Ohio 43215
614.728.4878 F: 614.728.9135

Julia.Hinten@development.ohio.gov

Email to and from the Ohio Development Services Agency is open to public inspection under Ohio's public record law. Unless a legal exemption applies, this message and any response to it will be released if requested.

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services.

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 72-16

BY: Committee-of-the-Whole

AN EMERGENCY RESOLUTION AUTHORIZING THE CITY MANAGER
TO ENTER INTO A SERVICES AGREEMENT WITH CUYAHOGA
COMMUNITY COLLEGE DISTRICT FOR THE LEAN OHIO BUILDING
INSPECTION AND PERMITTING PROCESS IMPROVEMENT PROJECT.

WHEREAS: The City has received a grant from the Ohio Development Services Agency to implement the Lean Ohio Building Inspection and Permitting Process Improvement Project in the amount of \$46,100.00 with a local contribution in an amount not to exceed \$5,122.00.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: That the City Manager is hereby authorized and directed, upon the approval of the Law Director, to enter into a Services Agreement with Cuyahoga Community College District for the Lean Ohio Building Inspection and Permitting Process Improvement Project.

SECTION 2: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety or welfare, and for the additional reason that immediate passage is necessary to for the Project to commence in 2016. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading _____

Rules Suspended: AYES _____ NAYS _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Barbara J. Ortiz, CMC

THE CITY OF BRUNSWICK

PROPOSED LEGISLATION



DATE: 10/24/2016

TO: Vice Mayor Patricia Hanek and Members of City Council

FROM: Carl S. DeForest, Acting City Manager
Grant Aungst

COPY: Mayor Ron Falconi

LEGISLATION: **RES. NO. 75-16** - An emergency resolution amending Resolution No. 35-16 by increasing the City's contribution to a amount not to exceed amount of \$5,122.00 - **1st Reading** (To be brought from Committee-of-the-Whole, *Administration/Grant Aungst*)

BACKGROUND: By Resolution 35-16, City Council supported the LGIF (Local Government Innovation Fund) application to the Ohio Development Services Agency and if awarded to accept and implement the grant program. The City received notification of the grant award. The state has since notified the city of a revision in the City's share, after originally providing incorrect calculations. To be consistent, it is requested to revise Resolution 35-16 not to exceed \$5,122 amount for the city's share..

PURPOSE AND EXPLANATION: By revising Resolution 35-16 to the City's contribution being a not to exceed \$5,122 amount, it will be consistent with the revised state calculations.

IMPLEMENTATION SCHEDULE: Upon approval, the documents will be processed.

FINANCIAL INFORMATION:

FINANCIAL SUMMARY: City share is expected to be in-kind payroll services already budgeted for in the respective and applicable department. Grant Aungst is the grant Coordinator for this grant.

RECOMMENDED ACTION:

One Reading	Yes
Two Readings	No
Three Readings	No
Emergency	Yes
Suspension of Rules	Yes

If emergency or suspension of the rules, why the request?

Requesting that this be passed as an emergency measure with suspension of the rules so that the funding may be put in place and the contracts finalized, with the project beginning as soon as possible.

**ADDITIONAL
INFORMATION:**

CITY OF BRUNSWICK, OHIO
RESOLUTION NO. 75-16

BY: Committee-of-the-Whole

AN EMERGENCY RESOLUTION AMENDING RESOLUTION NO. 35-16 BY INCREASING THE CITY'S CONTRIBUTION TO AN AMOUNT NOT TO EXCEED \$5,122.00.

WHEREAS: On May 23, 2016, City Council adopted Resolution No. 35-16 supporting an application to the Ohio Development Services Agency for grant funds and, if awarded, agreeing to accept such funds, implement the grant program and to contribute 10% toward the grant program in an amount not to exceed \$4,610.00 ; and

WHEREAS: It has been determined that the City's 10% contribution amount is in an amount not to exceed \$5,122.00.

WHEREAS: THE COUNCIL OF THE CITY OF BRUNSWICK HEREBY RESOLVES:

SECTION 1: That Resolution No. 35-16 is hereby amended by increasing the City's contribution to an amount not to exceed \$5,122.00.

SECTION 2: That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety or welfare, and for the additional reason that immediate passage is necessary to finalize funding and commence the program as soon as possible. Therefore, the same shall be in full force and effect from and after its passage by the required number of votes or from the earliest time allowed by law.

PASSED: 1st Reading _____

Rules Suspended: AYES _____ NAYS _____

ADOPTED: _____ AYES _____ NAYS _____

ATTEST: _____
Clerk of Council
Barbara J. Ortiz, CMC