

City of Bay Village

Council Minutes, Committee Session
Council Chambers

March 25, 2013
7:30 p.m.

Paul Koomar, President of Council, presiding

Present: Clark, Koomar, Lee, Lieske, Miller, Tadych, Young, Mayor Sutherland

Others

Present: Law Director Ebert, Finance Director Mahoney, Community Services Director Bock, Service Director Galli, Operations Manager Landers, Recreation Director Enovitch, Fire Chief Lyons, Police Chief Wright

President of Council Koomar called the meeting to order at 7:30 p.m. in the Council Chambers of Bay Village City Hall, and the meeting was open to the public.

ANNOUNCEMENTS

AUDIENCE

The following were present: Jerrie Barnett, Sue Fink, Mike Gore, Russell Thompson, Evan O'Malley, Denny Wendell, Jeff Gallatin, Bruce Geiselman.

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE

Submerged Land Lease – Angelo and Denise Papotto, 25654 Lake Road

Service Director Galli commented that the application of Mr. and Mrs. Papotto is pending before the Ohio Department of Natural Resources. The City of Bay Village must confirm that there is nothing in the work that will affect city operations. Mr. Galli reviewed the application and has confirmed that the city has no use for this submerged land.

DARE Grant Resolution- Police Department

Mr. Clark stated that he will introduce a resolution this evening authorizing the filing of a 2013-2014 Drug Abuse Resistance Education (DARE) Law Enforcement Grant application. Although it appears unlikely that the city will use the DARE Grant this year since the drug resistance program is being led by the school, the Police Chief advises proceeding with the application to avoid losing the opportunity to use the grant in the event it is needed.

EMS Grant Resolution- Fire Department

In regard to a resolution authorizing the filing of a 2013-2014 Ohio Department of Public Safety (ODPS) Emergency Medical Services Grant, Fire Chief Lyons advised that this is a reimbursable

grant for items used in emergency medical situations. The funds for this grant are available through seat belt fines collected by the state. In 2012, the City of Bay Village received \$2,500 from this grant. The total amount that can be obtained is based on the total amount available, which is factored by the number of agencies that apply for the grant. The largest amount ever received through this grant was \$3,000.

Community Services Department – Vehicle Use

Mr. Koomar stated that a question has come up from some residents on how these vehicles are managed and how the drivers work. Mr. Koomar asked Director Bock to give an overview of how she manages that function, and also the involvement of the Community Services Advisory Board, who has also in the past given Ms. Bock their thoughts on this topic as well.

Community Services Director Bock stated that the Community Services Department runs two vehicles a day, five days per week. The drivers come to the Community Services Department to pick up the vehicles, which are kept in the parking lot of the Dwyer Memorial Senior Center. The drivers' day ranges from 4 to 8.5 hours. They do clock out for lunch. The department tries to give the drivers a 30 minute lunch, but there are many times when they don't get a lunch at all. The schedule of the drivers is fluid. They receive a written schedule at the start of the day. There are times when one driver is unable to pick up a senior that is on his schedule and he must call the other driver and let them know they have to pick up the person instead. There are times when the doctor's office calls and says they are going to be very late, and the person will have to be picked up later. They might also call and say this person is done early; is there any way you can pick them up now, instead of their scheduled time. The schedule is fluid throughout the day and the drivers are on call throughout the course of the day. It is the policy that for their 30 minute lunch they are permitted to take their vehicles home. If they do get 30 minutes during the day, they take the vehicle home because they are on call during that time period and we don't have the time of 45 minutes to factor in driving the vehicles to the senior center, taking their own vehicle home, and then coming back. A lot of times we have to call them early and say go pick up a person during the time that is allotted as a lunch hour. That has always been the policy to allow them to do that. Very rarely, there might be a longer period than a half an hour if somebody is scheduled for a doctor's appointment or if that person needs to be picked up at a specific time. If something happened, there might be a time period where the driver has a longer break than 30 minutes. That is incredibly rare. At that point in time, though, they are clocked out for that time period so they are not being paid for the time they are not driving. However, they are on call so they need to have access to the vehicle so that they can go and pick someone up. Regarding the cell phones, the department has three cell phones, a cell phone for each vehicle. The cell phones stay in the vehicles, nobody takes them home at night. They come into the building to be charged. Every single driver has their own personal cell phone so that when they take the phone that goes with the vehicle, that phone is strictly for the office communicating with them. The policy was reviewed with the Community Services Advisory Board in January of 2010 because the same resident who inquired this time made an inquiry back then. The Advisory Board went through the policy procedures and compared them to what is done in other cities. The City of Westlake also permits their drivers to take the vehicles home for lunch, if the driver lives within the city. Ms. Bock stated that she would rather have a vehicle taken home, sitting in front of the driver's house, as opposed to sitting in a park or a public space idling while

they are eating their lunch and trying to stay warm, or cool, which has been observed in other cities. This is one of the reasons they came to the conclusion that this policy does work. Additionally, when the vehicles are out in the city they are more visible. People see them and it is free advertising for the Community Services Department. The drivers are more than welcome to stop at their homes to use the bathroom as opposed to going to a gas station or into the hospital when dropping somebody off. When dropping someone off they have the privilege of going right up to the door, but they don't have the privilege of parking there and going into the building to use the restroom.

Mr. Koomar thanked Ms. Bock for the very complete update. The minutes of the Community Services Advisory Board meeting referred to by Ms. Bock of January, 2010 are available for public review.

Mr. Clark advised that the meeting of the Community Services Advisory Board for April will be held on Friday, April 19, at 9 a.m. at the Bradley Road Lodge.

AED Units

Mr. Koomar commented that there was an article in *The Plain Dealer* recently that reported malfunctioning AED units nationally, and the recall of some of the units. Mr. Koomar stated that some of the malfunctions were due to batteries being low. He asked Fire Chief Lyons to give an update of how those units in the city are checked.

Chief Lyons stated that the Fire Department has been informed of the recall and it does not affect any of the units owned by the city. The batteries for the units are good for a period of two years, and the batteries are currently in good condition.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE

City Hall Roof Replacement

Service Director Galli reported that on February 14, 2013, bids were received from seven contractors for roof replacement at City Hall. The low bidder was Campopiano Roofing Company in the amount of \$32,500. Insurance reimbursement for the roof is \$36,000. It is recommended that the roof be done as soon as possible.

Mr. Miller asked if city inspectors or other qualified individuals will be observing the construction. Mr. Galli stated that in addition to the Building Department observation, there will be day-to-day observation and oversight. Work will be scheduled on the weekends to avoid disruption to city business.

Mr. Lee asked if the replacement is for the entire shingled area. Mr. Galli stated that it is for the shingled area, and not the flat roof portion.

Mr. Clark asked about the \$3,000 from insurance that is not required to be paid to the roofing contractor. Mr. Galli stated that the city will absorb the excess for the management of the repairs

and the cost of the bid documents and advertising. Mr. Tadych asked when the roof of city hall was done previously. Mr. Galli stated that he does not know, but would estimate it would be twenty years or more. Mr. Miller asked if the finishing will be architectural composite shingles. Mr. Galli stated that the shingles will be dimensional with a 25 year warranty.

The bidding process for roof replacement of other city buildings has been started and bid results will be reported to Council in the near future.

Dover Center Road Tennis Court – Update on Construction

Service Director Galli reported that two days are necessary to pave the final course of asphalt. The asphalt must then cure for thirty days, more or less, dependent on the amount of rain. While the asphalt is curing, the fencing and net posts will be installed. The materials are in the inventory of the contractor. The final work is the color coating and finish surface, which will take an additional five days. This final work is dependent on a temperature of 60 degrees or warmer, with no rain. Mayor Sutherland asked when the asphalt plants open. Mr. Galli stated that the plants open April 15.

Mr. Miller asked if there are any additional construction costs due to the delay in completion of the project. Mr. Galli stated that the project will not be over budget. The project is expected to be completed approximately one week before Memorial Day.

Mr. Young asked about construction of the shed as part of the tennis court construction. Mr. Galli stated that as soon as the budget is approved they will plan to construct the shed, for use of storage for tennis instruction equipment. Cost and time line will be considered when making the decision to build a shed in-house or purchase a shed.

FINANCE & CLAIMS COMMITTEE

Allocation of Municipal Income Tax Funds

Annual Appropriation Ordinance

Mr. Young stated that he has mentioned in a Finance Committee meeting of a change in the Community Services Department budget, and the increase of one part time staff person. Mr. Young distributed a comparison with other communities of Community Services staffing, not including transportation services. The City of Bay Village has a full time director and an assistant director. North Olmsted has four full time staff members, and three part time staff members. Fairview Park has two full time staff members, and four part time staff members. Rocky River has two full time and 13 part time staff members. Mr. Young noted that the City of Bay Village does not have a nutrition program based at the Dwyer Center, and he is not suggesting that this be added. But, looking at Fairview Park and the City of Rocky River, they have full time Activities Directors and part time Outreach staff. This is the reason, specifically, that an additional part time position was included in this year's budget for Bay Village.

Purchase of Two (2) Police Vehicles

There have been a number of emails going back and forth regarding the purchase of police vehicles. The Finance Director has been asked questions pertaining to a vehicle grant, for which there has been an application. Director Mahoney stated that if and when the city receives a grant, the money can be put back into the Equipment Replacement Fund to replace money used to purchase a police vehicle. There would not be an obligation to purchase another vehicle if the grant money is received. In the General Fund, there is a transfer budgeted to the Equipment Replacement Fund. If grant money is received, that transfer amount can be lowered.

In regard to the type of vehicles to be purchased, Mr. Young stated that he does not have a problem with purchasing an SUV if there is a grant to cover the majority of the cost, but would not like to adopt the SUV as a standard vehicle. Individual patrol cars are adequate. There is a vast improvement in the Taurus over the Crown Victoria vehicle.

Chief Wright stated that he has phoned the state regarding the pending grants for this equipment. He has been advised that the state has received hundreds more of applications for this particular vehicle grant than they originally anticipated. The award announcement the state was hoping to make in April has now been moved to a later date due to the number of requests.

Mr. Lee asked if the purchase of the SUV police vehicle is a unique event in connection with this possible grant, or would that be a standard that the Chief would like to go to over time. Chief Wright stated that the size of the Interceptor that is used now presents difficulty for the officers in uniform to exit the vehicle in a timely fashion during an emergency response call. The interior space and sight lines have been problematic with the Interceptor. He was hoping to evaluate the SUV in comparison. Chevrolet Tahoe and Caprice are now in a police package to replace the Ford Crown Victoria. The problem in going to a different make and model is the additional cost involved in the police accessory equipment, which cannot be interchanged between Ford and Chevrolet. Mr. Koomar encouraged Chief Wright to investigate the possibility of a Chevrolet Impala, which is being used by various Sheriff's Departments and State Troopers.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE

Mr. Lee will introduce a motion this evening to remove Standby Generators from the List of Matters Pending before Council committee.

RECREATION & PARK IMPROVEMENT COMMITTEE

Mrs. Lieske had no report this evening.

SERVICES, UTILITIES & EQUIPMENT COMMITTEE

Mr. Tadych had no report this evening.

The Committee Meeting of Council adjourned at 8:00 p.m.

Committee Meeting of Council
March 25, 2013

Paul Koomar, President of Council

Joan Kemper, Clerk of Council