AGENDA

Agenda, Bay Village City Council
Committee Meeting
Conference Room, Bay Village City Hall
Dwight A. Clark, President of Council, Presiding

Date: March 19, 2018
Time: 7:30 p.m.

ANNOUNCEMENTS

Mayor Koomar – Appointment of Lawrence N. Ludwig to the Tree Commission for a three-year term expiring March 19, 2021.

COMMITTEE OF THE WHOLE

Annual Report of the City of Bay Village Tree Commission

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Mace

FINANCE & CLAIMS COMMITTEE-Tadych

February 2018 City Financial Statements

Amendment to Codified Ordinance 129.12 – Document copying fee; excess payments

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Maier

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-
Stainbrook

Award of Contract for the 2018 Pavement Resurfacing Project

RECREATION & PARKS IMPROVEMENT COMMITTEE-Winzig

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-DeGeorge

Police Department purchase of new vehicle to replace Vehicle 1152 – Ford Taurus Detective Vehicle

AUDIENCE

MISCELLANEOUS

CAHOON MEMORIAL PARK TRUSTEES

Library Update
City of Bay Village

Council Minutes, Committee Session                                      March 5, 2018
Dwight A. Clark, President of Council, presiding                           Conference Room 7:30 p.m.

President of Council Clark called the meeting called to order in the Conference Room of Bay Village City Hall at 7:30 p.m.

Present:               Clark, DeGeorge, Maier, Stainbrook, Tadych, Winzig, Mayor Koomar

Excused:     Mr. Mace, due to a death in family.

Also Present:    Director of Public Service and Properties Liskovec, Fire Chief Lyons, Police Chief Spaetzel, Director of Recreation Enovitch, Chief Building Official of SAFEbuilt, Inc., Steve Vogel, Fleet Manager Scott White

AUDIENCE

The following audience members signed in this evening: Denny and Tara Wendell, Al Kruzer, Jeff Gallatin, Dan Overfield.

COMMITTEE OF THE WHOLE

Scott White, Fleet Manager – Presentation regarding City Vehicles

Mr. Clark introduced Scott White, Fleet Manager of the City of Bay Village. Mr. White advised that he is a resident of the City of Bay Village and has worked for the City for 24 years. He started his career with the Bay Village Service Department doing pump maintenance in the Sewer Division, and eventually moved over to the mechanics area. Mr. White stated that he was encouraged to create a vehicle replacement schedule, and in so doing he looked at the vehicle fleet as to when vehicles had been replaced, maintenance costs, and working through an analysis of the vehicles, assigned dates for replacement. The cost of vehicles at that time twenty years ago was quite a bit less than it is today. The replacement schedule is written for five year periods going forward.

Currently there are two full time mechanics, and a part time mechanic. They service everything in the city from vehicles to chain saws and weed whips. They take care of the Fire Department and Police Vehicles as well, unless it is for something that is beyond their expertise. Salt spreaders will last seven to eight years. The most expensive repairs are seen when vehicles are seven to eight years old, and ten years is the point where most of the useful life has been realized. Some equipment items, such as backhoes will last longer, possibly 15 years.

Mayor Koomar added that the things they sometimes run across that would push a purchase forward or slide it back would be changes to Environmental Protection Agency (EPA) requirements. There were some recent EPA requirements to change the type of engines. They
decided to hold back and see how the new equipment functions for other cities and how the new requirements were affecting the production, being careful about jumping into new technology without knowing whether it is proven or not.

Mr. Clark brought up the question of buying versus leasing. It has always been the City’s tradition to buy, but is there a time where leasing equipment would be more sensible? Mr. White stated that as far as the equipment, leasing would not apply. It would probably be more applicable to the sedan market and administration type vehicles. They have a shorter life, and maintenance costs can be kept down. There are only seven administration vehicles at this point that are being maintained. The Police Department is running their vehicles five years maximum, and the rest of the life of the vehicle is used by other departments from there on. The practice is to get every dollar out of the purchase, unless there is a catastrophic event such as engine or transmission failure.

Mr. Clark stated that in the last couple of years a lot of money was spent on large ticket items, e.g., the bucket truck and five-ton trucks, in an effort to catch up. Are we at the point in time where we feel we are fairly caught up?

Mr. White stated that after this next cycle we will be in good shape. In the next schedule we are looking at another garbage packer, and another backhoe which are big ticket items of around $250,000 each. Now is a good time to get caught up so that as we move forward we are not having to purchase a big garbage truck at the same time as a plow truck. There is a large purchase coming up for the Fire Department. Those purchases need to be balanced out so we are not overstrained financially.

Nancy Stainbrook asked if hours used for equipment is a consideration. Mr. White stated that it is all based on hours used. The equipment is serviced every three hundred hours, which basically comes out to about once per year for a big heavy service truck plus any other repairs that may be necessary. Oil sampling is also done of police equipment and trucks, so there is an idea of how the oil is holding up to make it through the intervals. Three hundred hours is approximately 8000 miles. The City equipment rarely sees the highway or speed over 40 miles per hour. Most of the time when it leaves the garage it has some type of load. A salt truck will carry 10,000 pounds and work all night long. Almost all the miles are working miles, not commuter-type miles. When you look at the miles you can double them and add 20,000 miles and that is where the miles actually fall. Brakes on a large truck usually need replacement in the seventh or eighth year of service. The cost for brake replacement is approximately $2,000. Mr. Tadych noted that this type of maintenance is the same type of maintenance that a vehicle owner does on his own vehicle, and is considered ordinary and acceptable.

Mr. White stated that when he writes specifications or purchase these vehicles, he also takes into account all of the weight factors and work that the vehicle will be doing. If possible, he will purchase a heavier type unit to reduce that maintenance. A lot of consideration when choosing vehicles is maintenance driven.

Mr. Clark asked Mr. White if he has input into the useful life of vehicles and when an asset needs to go to auction. Mr. White stated that he does have this input. Mr. Clark noted that there
are many vehicles on the lot of the Service Garage on Naigle Road that are rusted out, and he was told that those vehicles are going to auction. Mr. White stated that those vehicles are going to auction and he also uses components from those vehicles for other vehicles that are being kept. Most of the components are electrical, such as windows and door handles.

Mr. Clark asked if there are a lot of items that fail under warranty. Mr. White stated that there are failures under warranty. The last truck purchased was purchased with a $5,000, 84 month, bumper to bumper warranty. Once that warranty period is over, any kind of repair is almost $4,000 every time.

Mrs. DeGeorge asked if these types of vehicles have become more computerized and harder to work on like the newer automobiles. Mr. White stated that they are and that is driven by the EPA. There are filters and emission controls. The City has software for diagnostic of all the new components.

Mayor Koomar stated that the City will also share pieces of equipment with other cities. For example, for the walking trail in Cahoon Memorial Park, the City used Avon Lake’s tractor with an arm for trimming to clean up along the side of the fence. The City of Avon Lake borrowed Bay Village’s back-up pool pump for three weeks last year until they received their replacement pump. When Rocky River’s back-hoe was down, we sent our truck over. We try to reciprocate whenever we can and whenever there is limited need we try to share with our neighbors.

Mr. Clark asked Mr. White if he gets together periodically with other equipment managers in other cities to share best practices. Mr. White stated that they do share information such as what is good and what is bad and who is having problems with certain equipment. They do network to help each other.

Mr. White asked if Council has received the fleet description and five year replacement plan documents he prepared. A copy was included in the 2018 Budget Book.

Mr. Winzig stated that what might help on the Capital side is in the event there is a vehicle that is not an absolute and Mr. White could say rather than buying it new we are going to invest money to get it to another year to extend the life. Right now when you read the report it says these are the vehicles for each year and there is no gray area. One of the comments that Mr. Mace asked at our last meeting was what about those vehicles that might bridge, because it is a large out-of-pocket expense, in the event that we are looking at spending in other areas. When looking at the end of the year, if there are any vehicles Mr. White might recommend that may not need a full replacement, but a rehab or rebuild and say we can get another year that will help Council understand a little better.

Mr. White stated that a lot of times in the past he would use a numbered or lettered rating system to identify critical vehicles or equipment. Anything that fell below that line was considered for disposal. Sometimes, some of those vehicles, even though they are in that to be disposed area, are still crucial to the operation. A supervisor vehicle, for example, is driven every day and needs to be dependable. Those still need to be supported. The large trucks are important for leaf pickup, snow removal and sewer cleaning, and those pieces of equipment can’t be pushed away.
Mr. Winzig stated that in the preliminary review in November or December when we are going through the different departments, if Mr. White provided that information it would be helpful.

Mayor Koomar stated that the life of the bucket truck was extended to the point where we didn’t think it was functional, but we still had the need. Those kinds of discussions can be held during budget hearings, talking about what we are deferring and why. Mr. Tadych stated that Council does have those discussions.

Mr. Clark noted that a demo model of a garbage truck was purchased in 2012 to save money. Mr. White stated there is always that possibility, and they do look for that to reduce costs. A 2001 unit is coming up for replacement. Equipment like that is used for ten primary years, and then ten secondary use years. The mileage on that truck is the highest mileage for any truck in the fleet at 150,000 miles. The newer truck, the 2012 model, is coming close to 100,000 miles.

If a particular pick-up truck is replaced, the old one will be kept for seasonal help for trash pickup, or during the leaf season as a chase vehicle. Once that vehicles becomes a problem such as a transmission or something major, it will then go to auction. Sometimes they don’t make it and will have to be disposed of before the new vehicle is purchased, resulting in a shortage.

Mayor Koomar stated that they did have someone in to discuss the leasing option. The worst police vehicle might go to auction. The best one they are rotating out might go to Curtis Krakowski for infrastructure inspections, or Bob Lyons for property maintenance. At that point we are not paying anything for it. We know we are getting more police vehicles, some are better than others, Scott White uses parts and you keep vehicles going. Switching to a leasing program doesn’t provide a ton of value. Rather than going into a lease for a new vehicle we have old ones that can run for a while.

Mr. White was thanked for his presentation to Council this evening.

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Mace

In the absence of Mr. Mace this evening, Mr. Tadych reported that an Environment, Safety and Community Services Committee meeting was held at 6:30 p.m. this evening to review proposed changes to the Animal Control Ordinance relating to dogs. Mr. Tadych expressed that he would like to see Mr. Mace move the ordinance through. It has been under consideration since 2016 with both Mr. Vincent and Mr. Henderson working hard on the proposed revisions.

FINANCE & CLAIMS COMMITTEE-Tadych

Administrative Compensation Ordinance

Mr. Tadych will introduce an ordinance this evening adding an Assistant to the Director position. Mr. Tadych noted that the ordinance also removes the position of Administrative Assistant – Legal and asked Mayor Koomar the reason for removing this position. Mayor Koomar stated that this was done for flexibility, similar to what was done with the Finance
Committee Meeting of Council  
March 5, 2018

Specialist position. Human Resource Director Demaline worked with consultant Joe Lencewicz on those changes.

The Police Chief’s assistant has given notice of retirement so the Assistant to the Director position was the main impetus on this ordinance. The current secretary to the Police Chief will retire May 25, 2018. Mr. Tadych noted that this is a number six pay grade and asked if the word “Police” should be noted after the Assistant to the Director position. The Mayor said they are trying to leave this generic and will come back to Council for any changes in the future.

Mr. Tadych noted that they are adding one job classification to the twelve that are there, and the ordinance is on first reading this evening. Mr. Clark stated that the administration would like to pass the ordinance. A job description has not been submitted to Council. Mayor Koomar stated that the Police Chief would like to hire based on the new ordinance as soon as possible. The ordinance will be put on first reading this evening and passed on second reading at the next meeting.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Maier

Councilwoman Maier advised that the first meeting of 2018 of the Planning, Zoning, Public Grounds and Buildings Committee will be held at 6:30 p.m. on Monday, March 19, 2018.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Stainbrook

Councilwoman Stainbrook advised that the first meeting of 2018 of the Public Improvements, Streets, Sewers and Drainage Committee will be held Monday, March 26, 2018 at 6:30 p.m.

RECREATION & PARKS IMPROVEMENT COMMITTEE- Winzig

Contract with Hamburg Fireworks Company for Fourth of July Fireworks

Mr. Winzig will introduce an ordinance this evening authorizing a contract with Hamburg Fireworks Company for the July 4th fireworks display this year, with a rain date of Thursday, July 5. The contract specifies that the City is in compliance with the current National Fire Protection Association codes 1123, 1124, and 1126. Mr. Winzig stated that he did review these codes. They are substantial and they have been updated. Code 1123 is the code for fireworks display, Code 1124 is for the manufacture, transportation and storage of fireworks and pyrotechnic articles. Code 1126 is to provide guidance to public safety officials for the safe use of pyrotechnic special effects at both indoor and outdoor locations. Mr. Winzig will move to accept the contract for $11,000 for the 2018 fireworks display, noting that the City has asked residents to donate funds and fundraisers have been done in the past. There is enough money in the General Fund to cover the cost this year. Mr. Winzig stated that his only provision is to make sure the Fire Chief checks the National Fire Protection Association codes. They could be very standard and part of the operating procedure, but they seem substantial and worth reviewing.
Fire Chief Lyons stated that the National Fire Protection guidelines are all very substantial. Mr. Winzig stated that they appear more to be the responsibility of the vendor and how they secure their materials. But, what they are trying to say is when they are in town, and we have the event the safety and storage are covered. Chief Lyons stated that individuals in the department have gone through a number of trainings to comply with National Fire Protection standards. We are in compliance and the contract is basically the same as last year with the same number of shells. We received good feedback from last year’s show and we are happy with the Hamburg Fireworks Company. Mr. Clark noted that this is year three of the contracts with Hamburg Fireworks Company, and resident Steve Ernst is involved in the initiative. There is a small increase in the price this year because over the last couple of years Mr. Ernst donated his fee to the cause. Mr. Tadych noted that the contract was $11,000 last year and $10,000 the first year of the contract.

Mayor Koomar noted that when Hamburg Fireworks Company is setting up for the display, someone from the Fire Department who has been trained is on site. The Fire Chief is on site when they are firing.

Mr. Winzig noted that with the Police Department and crowd security it is a major undertaking for the City to manage the event. It goes very smoothly and Mr. Winzig thanked the Police Chief and Fire Chief for the work of their departments.

Mr. Tadych noted that the contract is $11,000 and there is an additional cost of approximately $4000 for overtime and additional coverage. Half of the funds comes from The Bay Village Foundation and the Fireworks Committee that has raised about $20,000 that still sits in the fund. Each year the City bills The Village Foundation for half of the cost which is in the fund established by the Fireworks Committee.

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-DeGeorge

Mrs. DeGeorge had no report this evening.

AUDIENCE

There were no comments from the audience this evening.

MISCELLANEOUS

Mr. Clark announced that the Council Committee meeting of March 12, 2018 will be cancelled. Council will meet again on March 19, 2018 for its Regular Meeting, and again on March 26, 2018. There will not be a Council meeting on April 2, 2018, the week of Easter Vacation for Bay schools.

Discussion followed concerning the Administrative Compensation Ordinance. It was agreed that Council would consider the ordinance for passage this evening, with the condition that the job description for the Assistant to the Director position would be circulated to Council on Tuesday, March 6, 2018.
Mr. Clark stated that there has been an invitation to Council to visit the Rose Hill Museum on March 19, 2018 prior to the Council meetings scheduled that evening. This particular visit will be scheduled for April, but the pump station tour will be done on March 19. The members of Council who wish to tour the pump station will meet at 5:45 p.m. at City Hall on Monday, March 19, 2018 for the tour.

The meeting adjourned at 8:05 p.m.

__________________________________   ______________________________
Dwight A. Clark President of Council          Joan Kemper, Clerk of Council
RESUME

LAWRENCE N. LUDWIG
291 RUTH STREET
BAY VILLAGE, OHIO 44140
(440) 655-7328
LarryLudwig5@gmail.com

AREAS OF SPECIALIZATION
Ecological Risk Assessments
Tree Planting Plans / Wetland and Stream Restoration Projects
Environmental Permits and Impact Reports
Wetland Delineation / Habitat Assessments
Project Administration and Management

EDUCATION
Bachelor of Science, Civil Engineering, Cleveland State University, 1986
Bachelor of Science, Biology, John Carroll University, 1979

PROFESSIONAL EMPLOYMENT
Real Estate Agent (2014 – present), Realty Professionals, Inc., Westlake, Ohio
Environmental Group Manager (2014-present), Chagrin Valley Engineering, Ltd., Cleveland, Ohio
Vice President / Partner (1998-2014), Chagrin Valley Engineering, Ltd., Cleveland, Ohio
Project Manager (1996-1998), Chagrin Valley Engineering, Ltd. Cleveland, Ohio
Project Engineer (1986-1996), Stantec/MWH (formerly Havens & Emerson, Inc.), Cleveland, Ohio

PROFESSIONAL SOCIETIES / AFFILIATIONS
American Society of Civil Engineers, A. Member (1986-present), Past President, Cleveland Section (1997-1998), Board of Directors, Cleveland Section
Ohio Stream Preservation, Inc., Board Member (1999–present), Stewardship Committee Chair (2000-present)
Society of Wetland Scientists (1995-present)
CITY OF BAY VILLAGE
BOARD AND COMMISSION MEMBER CODE OF CONDUCT

As a Board and Commission Member appointed by the Mayor of the City of Bay Village, you are considered an advisory representative of the public. The City of Bay Village supports and expects that its public servants, paid or volunteer, are committed to the highest ideals, quality service, and proper conduct. By signing the Code of Conduct, you are stating that you agree to the following conduct codes.

- I will be present for required meetings.
- I will take necessary steps to be informed on the background of issues being considered by my commission or board.
- I will respect the rights, dignity and worth of all citizens, public officials, peers and employees.
- I will be a positive role model and actively promote public confidence in City Government through my actions.
- I will welcome and involve citizens in the decision making process and welcome divergent points of view.
- I will offer advisory opinions to Bay Village City Council that serve the public interest and promote the greatest public good.
- My language, manner, preparation, and follow-through will demonstrate responsible standards.
- I will not misrepresent myself as having any greater authority other than that of one member of a Board and Commission.
- I will carefully avoid conflict of interest situations and refrain from actions that may be perceived as such.
- I will accept feedback from Bay Village City Council in order to offer the most effective service in an advisory role.
- I will not accept any compensation for my service to the City, other than may be authorized by City Council or otherwise provided by the City, and I will not accept anything of value for performing my duties from any third party.
- I will not make any effort to influence or attempt to influence other officials to act in a manner benefiting my personal/financial interests.
- I will comply with all laws and regulations applicable to an appointed official and those governing the conduct of meetings.
- I will maintain my status as an elector (registered voter) throughout my term of service.
- I understand that failure to take responsibility to adhere to these codes may result in my dismissal or non-reappointment.

Signed: Lawrence N. Ludwig

Date: 02-15-18

Print Name: Lawrence N. Ludwig
Mayor Koomar & Members of Council:

2017 was a busy and incredibly productive year for the Bay Village Tree Commission (BVTC). Led by past Chairperson Leo Mahoney, Council Representative David Tadych and City Arborist Mike Polinski, great progress was made in our Mission to work as a team alongside Bay Village city officials preserving, fortifying and improving our urban forest. Before highlighting the accomplishments of BVTC and the City of Bay Village, it is imperative to understand our urban forest is at crossroads. In order to properly fortify and improve our urban forest we must be armed with the technology to understand constraints and opportunities proactively, provide the information needed for residents and elected officials alike so we can fully understand, support and continually invest in opportunities, and be the vanguards of protecting this critically important aspect of what makes Bay Village a desirable community. If there is one thing that 2017 has taught us, it is that what makes our peer communities able to thrive, and what we cannot afford to take for granted, is a healthy and growing urban forest.

In order to ensure our aging tree canopy is properly restocked, BVTC continued to advocate for increased funding. Building on 2017, we will look to grow the City’s tree planting program both in terms of what the City can provide along with increasing awareness around the residential purchase component in the coming year. The strategy here is twofold: on the front end we need a more user-friendly way of disseminating information through multiple platforms including social media; and on the backend, a comprehensive street tree inventory to provide the City standardized and real time information to ensure we understand where issues and opportunities exist and to create a baseline from which to operate and provide updates. Currently, the City arborist works from antiquated (paper maps and highlighters) and software not suited for the needs of an urban forest manager. As we push for implementation of a new tree protection ordinance and continue our efforts to be incredibly supportive of both sound residential and commercial developments, we will make a review of our needs and opportunities, to become even more responsive, a standard procedure in 2018.

2017 was also a wakeup call in many respects. Increased development coupled with a changing climate and a lack of accountability within residential and commercial tree care activities to adhere to industry standards has in-part led to a regionally significant outbreak of oak wilt disease in Bay Village. There is an immediate need to declare a moratorium on pruning oak trees during the growing season during which time this devastating disease spreads both above and below ground, killing trees in less than a year. The BVTC will provide the Mayor and Council this language in early 2018 and work to distribute literature to all Bay Village residents. As much as Bay Village is identified with Lake Erie, so too are we with our large, century old oak trees. We cannot afford to lose this battle and already our canopy is noticeably changing.

As we already know, truly vibrant communities are defined by a few common characteristics, and chief among them are trees! In fact, the new Bay Village Master Plan reflects exactly this throughout the Community Vision, Goals and Actions, and Implementation sections. But if we fail to understand the implications of complacency we are committed to a community of functional obsolescence. Fortunately, there is reason for excitement and hope.

Secretary
City Arborist
Chairperson
Council Representative
Commission Member
Commission Member
Commission Member

Jackie Moore
Mike Polinski
Colby R. Sattler
David L. Tadych
Dave Paltzwalh
Leslie Brown
Patrick Graham

BAY VILLAGE TREE COMMISSION MEMBERS
Our City Arborist continually operates at an incredibly high capacity and has maximized the modest urban forestry budget that Councilman Tadych has so admirably fought to rationalize and increase. In short, they've kept our urban forest afloat all while providing valuable capacity to the BVTC's signature accomplishment of 2017: an updated and comprehensive Tree Protection Ordinance.

At the request of the Director of Law, the BVTC was tasked with updating and expanding our current tree ordinance. Through countless hours of research and meetings we were proud to share our new, draft ordinance which exemplifies the best of what's being done both nationally and locally to ensure we continue to fortify and improve our urban forest, continue to build a healthy and vibrant city for future generations, and also to empower residents to become stewards of this important natural resource. This ordinance, which is now in the hands of our Mayor and Council for review, was an important part of the process which led to Bay Village ranking 5th out of all Tree City USA designated cities within our region of Ohio! We're excited to build upon this momentum in 2018 and have begun laying out plans to ensure continued progress.

2017 Snapshot of Success

- 78 new trees through the City's Street Tree Planting Program and Residential Purchase Program
- 11 replacement trees planted
- 23 high risk trees pruned or removed
- Over 100 trees on 8 streets received routing pruning and maintenance
- Over 200 trees maintained through Summer Watering Program
- A GIS inventory was conducted on all Cahoon Park Memorial Trees
- Created a revised Tree Protection Ordinance to be presented to Council in Spring 2018
- Increased public engagement through publications and public events
- City Arborist Mike Polinski achieved Municipal Specialist Certification from International Society of Arboriculture
- Bay Village received our 2nd Tree City USA Growth Award from Arbor Day Foundation
- Bay Village Ranked #5 Tree City USA within our region of Ohio

Respectfully Submitted,

Colby R. Sattler
Chairperson
Bay Village Tree Commission

BAY VILLAGE TREE COMMISSION MEMBERS

Secretary
City Arborist
Chairperson
Council Representative
Commission Member
Commission Member
Commission Member

Jackie Moore
Mike Polinski
Colby R. Sattler
David L. Tadych
Dave Petrywalt
Leslie Brown
Patrick Graham
OVERVIEW

1. Action Requested
Update C.O. 129.12, Document Copying Fee; excess payments to reflect the change in the manner in which public records are distributed via different media.

2. Previous Action
Last updated September 16, 2002.

3. Background/Justification for Current Action
- Current ordinance as copied below refers to the charges for copies of records of the Police Division:
- 129.12 - Document copying fee; excess payments.

The following charges for copies of records of the Police Division are hereby established:

<table>
<thead>
<tr>
<th>Description</th>
<th>No Charge</th>
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</thead>
<tbody>
<tr>
<td>Photocopy of documents 1-10 pages</td>
<td>$ .10</td>
</tr>
<tr>
<td>Photocopy of documents 11 or more pages, (per page) retroactive to 1st page</td>
<td>$1.00</td>
</tr>
<tr>
<td>Photographic print (not enlarged)</td>
<td>$4.00</td>
</tr>
<tr>
<td>Photographic print (5 x 7 enlargement)</td>
<td>$7.00</td>
</tr>
<tr>
<td>Photographic print (8 x 10 enlargement)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Videotape recording (each)</td>
<td>$4.00</td>
</tr>
<tr>
<td>Audiotape recording (each)</td>
<td>$3.00</td>
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<tr>
<td>CD ROM or floppy disks</td>
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Most video and audio recordings in the possession of the Police Division are digital files. Therefore, copying of these recordings is done to digital media. The most common way to copy in the past was to CD/DVD’s. However, many records are transmitted for free via email while others, because of size, would be more efficiently transmitted by use of a flash drive, or thumb drive as they are commonly known.

We no longer make videotape recording or audiotape recording records and suggest each be removed. We also suggest that CD ROM and floppy disks be modified to read Optical digital disc. The cost for optical digital disc can remain the same.

We suggest adding flash drive to the list with a charge of $7. This price was determined by analyzing the typical audio/video file size and then using that as a guide to buy two different size drives. It was determined the average cost of the drives was $7.
4. Financial Impact
Initial purchase cost of $520 comes from PD budget. Finance could appropriate this amount and then when fees are collected, those monies go back into the general fund.

5. Affected Parties
Provides a more convenient and efficient way for both the PD and our customers to fulfill public record requests.

6. Implementation Plan
BVPD is ready to implement as soon as the ordinance is passed. The records clerk is already familiar with the process and no training is required.

7. High-Level Timeline/Schedule
Will be implemented as soon as possible.

APPROVAL AND AUTHORITY TO PROCEED
We approve the project as described above, and authorize the team to proceed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
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<tbody>
<tr>
<td>Mark A. Spaetzel</td>
<td>Chief of Police</td>
<td>03-06-2018</td>
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Approved By ___________________________  Date ___________________________
City of Bay Village
Memorandum

Date: March 13, 2018
To: Jon Liskovac, Service Director
From: Curtis J. Krakowski, CSI, CDT
      Infrastructure Manager
Re: Bid Results for the 2018 Pavement Maintenance & Resurfacing Program

The City of Bay Village advertised and received bids from interested asphalt paving contractors on Friday, March 9, 2018, for the 2018 Pavement Maintenance & Resurfacing Program. The bid included a Base Bid and four (4) additional Alternate streets. The streets scheduled are as follows:

<table>
<thead>
<tr>
<th>Base Bid Streets:</th>
<th>ADD Alternate Bid Streets:</th>
</tr>
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<tbody>
<tr>
<td>Plymouth Drive (Walker to Carlton)</td>
<td>#1 Bexley Drive (Walmar to Bradley)</td>
</tr>
<tr>
<td>Bexley Drive (Walmar to Plymouth)</td>
<td>Carlton Drive (Walmar to Bradley)</td>
</tr>
<tr>
<td>Carlton Drive (Walmar to Plymouth)</td>
<td>#2 Eagle Cliff Drive (Lake to cul-de-sac)</td>
</tr>
<tr>
<td>Bates Drive (Fairwin to Drake)</td>
<td>#3 Dwight Drive (Osborn to Millard)</td>
</tr>
<tr>
<td>Drake Drive (Bates to Walmar)</td>
<td>#4 Bryson Lane (Lake to Parking)</td>
</tr>
<tr>
<td>Fairwin Drive (Bates to Walmar)</td>
<td></td>
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<tr>
<td>Hurst Drive (Fairwin to Drake)</td>
<td></td>
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<tr>
<td>Pellett Drive (Clarewood to Wolf)</td>
<td></td>
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<tr>
<td>Powell Drive (Clarewood to Wolf)</td>
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<tr>
<td>Clarewood Drive (Powell to Pellett)</td>
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</tbody>
</table>

The bid strategy was to include the scheduled streets listed in the 5-year pavement resurfacing program for 2018 in the Base Bid, but include additional streets to maximize the use of our budget of $700,000.00.

A total of five (5) bids were received. The Base Bid estimate for this project was $534,000.00. The bids ranged from a high of $620,467.50 to a low of $527,293.50. I have attached the Bid Tabulation sheet for reference.

Based on our review, the "Lowest Responsive and Responsible Bidder" was Chagrin Valley Paving, Inc. for $527,293.50. Their bid was competitive, complete and below the advertised bidding estimate. I contacted the apparent lowest bidder earlier this week to discuss their bid and confirm their understanding of the Project’s requirements and the City’s expectations of quality and scheduling. They also have a good working relationship with the City and have been awarded the paving contract in previous years.

When reviewing the additional ADD Alternate bids, we can include the additional sections of Bexley and Carlton (Alternate #1) and Eagle Cliff (Alternate #2) for an additional $170,409.00, bringing our total bid amount to $697,702.50 and the overall length of street resurfacing to 11,860 linear feet. This would allow us to stay under our $700,000.00 budget and get closer to our targeted road resurfacing length of 12,000 linear feet per year.
Based on our review of all bids and conversations with the apparent low bidder and their references, it would be our recommendation to award the Contract to Chagrin Valley Paving, Inc. for $697,702.50, which includes the Base Bid and Alternate #1 & #2.

If you have any questions or comments, feel free to let me know.

[Signature]

cjk

CC:  Paul Koomar, Mayor  
Bay Village City Council  
Gary Ebert, Law Director  
Renee Mahoney, Finance Director  
File
<table>
<thead>
<tr>
<th>Note</th>
<th>Additional或任一節點</th>
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<th>Additional或任一節點</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 給定的需求或期望</td>
<td>2. 另一個節點</td>
<td>3. 另一個節點</td>
<td>4. 另一個節點</td>
<td>5. 另一個節點</td>
<td>6. 另一個節點</td>
<td>7. 另一個節點</td>
</tr>
</tbody>
</table>

4. Chapman Valley Project

$57,960,000.00

Estimated: $61,800,000.00

Bid Opening: 2018 PAVEMENT MAINTENANCE AND REPAIRING

Test Run 9-2018
City of Bay Village
Memorandum

Date: March 13, 2018

To: Jon Liskovec, Service Director

From: Curtis J. Krakowski, CSI, CDT
Infrastructure Manager

Re: Bid Results for the 2018 Pavement Maintenance & Resurfacing Program

The City of Bay Village advertised and received bids from interested asphalt paving contractors on Friday, March 9, 2018, for the 2018 Pavement Maintenance & Resurfacing Program. The bid included a Base Bid and four (4) additional Alternate streets. The streets scheduled are as follows:

<table>
<thead>
<tr>
<th>Base Bid Streets:</th>
<th>ADD Alternate Bid Streets:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plymouth Drive (Walker to Carlton)</td>
<td>#1 Bexley Drive (Walmar to Bradley)</td>
</tr>
<tr>
<td>Bexley Drive (Walmar to Plymouth)</td>
<td>Carlton Drive (Walmar to Bradley)</td>
</tr>
<tr>
<td>Carlton Drive (Walmar to Plymouth)</td>
<td></td>
</tr>
<tr>
<td>Bates Drive (Fairwin to Drake)</td>
<td>#2 Eagle Cliff Drive (Lake to cul-de-sac)</td>
</tr>
<tr>
<td>Drake Drive (Bates to Walmar)</td>
<td></td>
</tr>
<tr>
<td>Fairwin Drive (Bates to Walmar)</td>
<td>#3 Dwight Drive (Osborn to Millard)</td>
</tr>
<tr>
<td>Hurst Drive (Fairwin to Drake)</td>
<td></td>
</tr>
<tr>
<td>Pellett Drive (Clarewood to Wolf)</td>
<td>#4 Bryson Lane (Lake to Parking)</td>
</tr>
<tr>
<td>Powell Drive (Clarewood to Wolf)</td>
<td></td>
</tr>
<tr>
<td>Clarewood Drive (Powell to Pellett)</td>
<td></td>
</tr>
</tbody>
</table>

The bid strategy was to include the scheduled streets listed in the 5-year pavement resurfacing program for 2018 in the Base Bid, but include additional streets to maximize the use of our budget of $700,000.00.

A total of five (5) bids were received. The Base Bid estimate for this project was $534,000.00. The bids ranged from a high of $620,467.50 to a low of $527,293.50. I have attached the Bid Tabulation sheet for reference.

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If you have any questions or comments, feel free to let me know.

cjk

CC: Paul Koomar, Mayor  
    Bay Village City Council  
    Gary Ebert, Law Director  
    Renee Mahoney, Finance Director  
    File
**BID OPENING**

**2018 PAVEMENT MAINTENANCE AND RESURFACING**

March 9, 2018

| Estimate: | Base Bid: | $534,000.00 |
| Alt. Bid #1: | $132,000.00 |
| Alt. Bid #2: | $41,000.00 |
| Alt. Bid #3: | $89,000.00 |
| Alt. Bid #4: | $28,000.00 |

*(Amounts as Read at Bid Opening)*

<table>
<thead>
<tr>
<th>Book No.</th>
<th>COMPANY</th>
<th>BID BOND CHECK</th>
<th>ODOT QUALIFICATION STATEMENT(S) &amp; ASPHALT APPROVAL LETTER</th>
<th>BASE BID</th>
<th>ADDITIONAL ALT BID #1</th>
<th>ADDITIONAL ALT BID #2</th>
<th>ADDITIONAL ALT BID #3</th>
<th>ADDITIONAL ALT BID #4</th>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td>3.</td>
<td>Crossroads Asphalt</td>
<td>BOND</td>
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<td>$573,920.00</td>
<td>$149,620.00</td>
<td>$123,777.00</td>
<td>$120,655.00</td>
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<td>4.</td>
<td>Chagrin Valley Paving</td>
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<td>$527,293.50</td>
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<td>6.</td>
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<td>7.</td>
<td>Delta Asphalt</td>
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<tr>
<td>8.</td>
<td>Barbicas Construction</td>
<td>BOND</td>
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<td>$592,092.00</td>
<td>$139,730.50</td>
<td>$44,391.50</td>
<td>$103,532.75</td>
<td>$22,688.00</td>
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<tr>
<td>9.</td>
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OVERVIEW

1. Action Requested
Purchase of new vehicle to replace current vehicle for police operations. #1152 is a 2012 Ford Taurus with approximately 108,000 miles and is used as a detective vehicle. Its replacement will be a 2018 Ford Taurus and will be outfitted as a detective vehicle.

Vehicle is to be ordered from the State bid provider for this vehicle, Lebanon Ford.

2. Previous Action
Purchase request is part of the current five year vehicle replacement plan.

3. Background/Justification for Current Action
- Vehicle is due for replacement per the 5 year plan and has considerable mileage and/or age.

4. Financial Impact
$83,000 has already been appropriated by Council for the purchases, including $28,000 for this vehicle. This vehicle will be purchased from Lebanon Ford on the Ohio state bid program. Price as spec’ed out is $24,448 delivered. An additional $1,892.84 goes to Vasu Communications for stripping out the old vehicle and outfitting the new vehicle. Total cost is $26,340.84.

5. Affected Parties
Police Department needs this vehicle for continued safe, efficient service and operation.

6. Implementation Plan
Purchase order will be generated and vehicle ordered within a week of Council approval. Vehicle will take approximately two months to arrive and then another 10-14 days to outfit with equipment.

The old 1152 will be turned over to the fleet manager for determination of use by the City or auction.

7. High-Level Timeline/Schedule
The vehicle should be operational by the end of May if approved in a timely fashion.

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Spaetzel</td>
<td>Chief of Police</td>
<td>3-5-2018</td>
</tr>
</tbody>
</table>
CAPITAL PROJECT REQUEST FORM

Capital Budget Year: 2018

Check one: __ new  ______ renovation  ______ expansion
        __ replacement  ____ repair  ____ other

Dept.: Police Department

Project Name: Vehicle Replacement

Project Location: Police Department – 28000 Wolf Rd.

Project Description: Replacement of police vehicles according to annual plan.
                      Purchase of new detective vehicle

Project Justification: Vehicle being replaced is a 2013 Ford Taurus. At time of
                      replacement it will likely have approximately 110,000 miles
                      Includes any equipment that is not transferrable from the old vehicle.

Department’s Project Priority: 1

Mandates: N/A

Estimated Purchase/Construction Cost $: $28,000 – Lebanon Ford/Vasu

Source of Estimate: 2017 State bid documents

Pre-purchased maintenance included? No

Disposition of Equipment/Vehicle being replaced:

Rationale: Scott White to determine suitability for continued City use

Estimated new annual operating cost: $ N/A Year

Estimated new annual operating cost details: No increase projected