

## **AGENDA**

Agenda, Bay Village City Council  
Committee Meeting  
Conference Room  
Paul A. Koomar, President of Council, Presiding

November 3, 2014  
7:30 p.m.

### **ANNOUNCEMENTS**

#### **COMMITTEE OF THE WHOLE**

Donation from the Be Fit in Bay Program to Barb Harrell, Director of the Village Project.

#### **ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Lee**

Reappointment of Janet Day to the Community Services Advisory Board for a three year term expiring November 6, 2017.

#### **PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Tadych**

#### **FINANCE & CLAIMS COMMITTEE – Clark**

Administrative Compensation Ordinance to provide for Assistant Director of Community Services

Human Resource Manager

#### **PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske**

#### **RECREATION & PARK IMPROVEMENT COMMITTEE-Henderson**

#### **SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Vincent**

#### **MISCELLANEOUS**

#### **AUDIENCE**

#### **CAHOON MEMORIAL PARK TRUSTEES**

**CITY OF BAY VILLAGE  
POSITION DESCRIPTION  
Human Resource Manager**

**Title:** Human Resource Manager

**Department:** Finance

**Title of Supervisor:** Director of Finance

**Positions Supervised:** None

**Status of Position:**  Full-Time                       Part-time                       Seasonal  
 Non-bargaining Unit               Bargaining Unit \_\_\_\_\_  
 Classified Civil Service               Appointed

**SUMMARY OF MAJOR DUTIES:**

Under general direction of the Director of Finance, the Human Resource Manager plans, develops, implements, and administers policies and best practices for all areas affecting employees including employment, compensation, benefits, labor and employee relations, workers' and unemployment compensation, and employee development. The Manager ensures that all policies and practices foster a positive and professional employee relations environment and are in compliance with applicable local, state and federal laws.

**SUMMARY OF REQUIRED QUALIFICATIONS:**

The position requires a bachelor's degree in business or human resources management, and at least 5 years of responsible human resources generalist experience in preferably in a position involving municipal government operations; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job.

**SUMMARY OF EQUIPMENT USED:**

The Human Resource Manager uses standard office equipment including but not limited to the City's telephone system, computers, copier and fax machines.

**SUMMARY OF WORK ENVIRONMENT:**

The work is performed in a typical office environment where the employee is not generally exposed to adverse environmental conditions.

- Bargaining Unit Contracts
- OSHA Reporting

- Maintains the City's Employee Handbook; periodically reviews the Employee Handbook and makes revisions as needed to ensure information is accurate and current

**3. Civil Service Commission** **10%**

- Researches, recommends and presents procedures for improving the effectiveness and reducing the cost of the selection process for Police and Fire candidates

**4. Miscellaneous** **5%**

- Researches and recommends employee training/development programs as needed
- Responds to public records requests as needed
- Works closely with the Payroll/Benefits Coordinator
- Maintains and increases professional skills and knowledge of industry trends through attendance at meetings, conferences, training seminars and professional organization meetings as needed\*
- Any other tasks determined needed as directed by the Director of Finance.

*\*Denotes essential function of the job*

**PHYSICAL REQUIREMENTS OF THE JOB**

<b>Activity Involved</b>	<b>Frequency of Activity (rarely, occasionally, or frequently)</b>	<b>Items/Weight Involved</b>	<b>Machines/Tools</b>
<input type="checkbox"/> Lifting	_____	_____	_____
<input type="checkbox"/> Carrying	_____	_____	_____
<input type="checkbox"/> Reaching	_____	_____	_____
<input type="checkbox"/> Climbing	_____	_____	_____
<input type="checkbox"/> Bending	_____	_____	_____
<input checked="" type="checkbox"/> Squatting	<u>occasionally</u>	<u>filing</u>	_____
<input type="checkbox"/> Pushing/ Pulling	_____	_____	_____
<input type="checkbox"/> Twisting/ Turning	_____	_____	_____
<input checked="" type="checkbox"/> Keyboarding	<u>frequently</u>	_____	_____
<input checked="" type="checkbox"/> Sitting	<u>frequently</u>	_____	_____
<input checked="" type="checkbox"/> Standing	<u>occasionally</u>	_____	_____
<input type="checkbox"/> Walking	_____	_____	_____
<input type="checkbox"/> Crawling	_____	_____	_____
<input type="checkbox"/> Running	_____	_____	_____

The employee who performs this job also needs to possess:

- Normal hearing with or without corrections
- Normal vision with or without corrections
- The ability to drive or operate a vehicle with or without corrections
- The ability to perform this job in a work environment that is a typical office environment but which may occasionally involve exposure to various working conditions encountered by other City employees.
- The ability to wear protective equipment including \_\_\_\_\_
- Other special physical abilities including \_\_\_\_\_

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<b>Employee's Signature</b>	<b>Date</b>	<b>Supervisor's Signature</b>	<b>Date</b>
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**Agenda, Bay Village City Council**  
Regular Meeting, Council Chambers

**November 3, 2014**  
8:00 p.m.  
Committee Session 7:30 p.m.

Paul A. Koomar, President of Council, Presiding  
Pledge of Allegiance/ Councilman Paul Vincent, Ward 2  
Roll Call  
Reading of Minutes – Regular Meeting of Council – October 20, 2014  
Cahoon Memorial Park Trustees Meeting- October 27, 2014

## **ANNOUNCEMENTS**

### **Mayor Sutherland**

Presentation of Donation from the Be Fit in Bay Program to Barb Harrell, Director of The Village Project.

Reappointment of Janet Day to the Community Services Advisory Board for a three year term expiring November 6, 2017

Proclamation marking the 100<sup>th</sup> Anniversary of Bay Village City Hall

## **REPORTS**

Mayor Sutherland	Director of Community Services Selig
Director of Law Ebert	Police Chief Spaetzel
Director of Finance Mahoney	Fire Chief Lyons
Director of Recreation Enovitch	
Director of Public Service Thomas	

## **COMMUNICATIONS**

## **AUDIENCE**

## **COMMITTEE OF THE WHOLE**

### **Presentation by the Bay Village Historical Society**

**Resolution** marking the Year 2014 as the 100<sup>th</sup> Anniversary of the Bay Village City Hall, in accordance with the Gold Dedication Plaque on the West Wall of the Council Chambers, which reads “Bay Village Hall, Erected A.D. 1914.”\***Koomar**\*

## **ENVIRONMENT, SAFETY & COMMUNITY SERVICES COMMITTEE – Mr. Lee**

**Motion** to confirm the reappointment of Janet Day to the Community Services Advisory Board for a three year term expiring November 6, 2017.

Agenda  
Regular Meeting of Council  
November 3, 2014

**FINANCE AND CLAIMS- Mr. Clark**

**Ordinance** amending Section 1 of Ordinance 14-90 regarding rates of compensation for the officers and employees of the General Administration Department and those employees of the City not covered by separate labor contract for the Calendar Year 2014 and thereafter, and declaring an emergency. **(First Reading)**

**PUBLIC IMPROVEMENTS/STREETS/SEWERS/DRAINAGE COMMITTEE-Mr. Tadych**

**PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE – Mrs. Lieske**

**RECREATION AND PARK IMPROVEMENTS COMMITTEE – Mr. Henderson**

**SERVICES, UTILITIES & EQUIPMENT COMMITTEE – Mr. Vincent**

**MISCELLANEOUS**

**CAHOON MEMORIAL PARK TRUSTEES**

**RECEPTION IN COUNCIL COMMITTEE ROOM**

Agenda  
Regular Meeting of Council  
November 3, 2014

Procedure

Section 2.14 - Effective Date  
C.O. 111.10 - Council Rules for Legislation

Roll call on suspension of Charter Rules:

Every ordinance or resolution shall be read on three different days unless two-thirds (2/3) of the total number of Council members provided for in this Charter dispense with the rules.

Roll call on suspension of Council Rules:

No ordinance or resolution shall be passed unless a written copy thereof is before the Council ...at least 24 hours before any meeting of Council at which action...is contemplated.

Roll call on inclusion of the emergency clause:

All ordinances and resolutions shall become effective forty (40) days after their passage by Council unless a later effective date is set forth or an earlier date is established. Resolutions to initiate any public improvement shall become effective immediately upon their passage and approval by the Mayor.

It is required that two-thirds (2/3) of the total number of Council members provided for by this Charter vote affirmatively to enact with the emergency provisions. This clause allows legislation to become effective immediately upon passage and approval by the Mayor.

**NOTE: Regular and Special Meetings of Council are scheduled for 8:00 p.m. However, Council generally meets informally at 7:30 p.m. prior to a Regular or Special meeting, and said portion, usually held in the conference room, is open to the public.**

## CITY OF BAY VILLAGE

Council Minutes, Regular Meeting  
Council Chambers 8:00 p.m.

October 20, 2014

Paul A. Koomar, President of Council, presiding

Present: Clark, Henderson, Koomar, Lee, Lieske, Tadych, Vincent, Acting Mayor Ebert

Also Present: Finance Director Mahoney, Service Director Thomas, Fire Chief Lyons, Police Chief Spaetzel, Recreation Director Enovitch, Operations Manager Landers, Community Services Director Selig.

Council and members of the administration had assembled at 7:55 p.m. in the conference room to review agenda items; this was open to the public.

Mr. Koomar called the Regular Meeting of Council to order at 8:00 p.m. in the Council Chambers of Bay Village City Hall, with the Pledge of Allegiance led by Ward 1 Councilman David L. Tadych.

Following the roll call, Mr. Koomar called for a reading of the Minutes of the Special Meeting of Council held October 13, 2014. Mr. Clark **MOVED** to dispense with the reading and accept the minutes as prepared and distributed. Motion carried 7-0.

### **Cleveland Restoration Society Presentation regarding Heritage Home Loan Program**

Mr. Thomas Jorgenson, Chief Operating Officer, Cleveland Restoration Society, and Margaret Lann, Heritage Home Program Associate, presented information to Council, the administration and the audience concerning the Heritage Home Loan Program. Details concerning the Home Loan Program and the presentation by the members of the Cleveland Restoration Society are attached to these minutes as if fully incorporated herein.

A brief question and answer period followed the presentation.

Mr. Henderson asked if projects involving repairs of drain spouts or connections to sewers are included in the program. Ms. Lann stated that they can cover contracts to connect to the sewer, cover the backfill and the initial layer of grass. Any additional landscaping would have to come out of the homeowners' pocket. Mr. Lee asked if that can be done as a stand-alone project, and Ms. Lann stated that it can be done as a stand-alone project.

Mr. Lee asked if there is a list of the 43 communities now participating in the Heritage Home Loan Program. The Heritage Home website does list the participating communities. On the west side of Cleveland participating communities are Westlake, Olmsted Falls, Brook Park, Brooklyn, and others. Mr. Lee asked the years that Bay Village participated in the program in the past. Mr. Jorgenson stated that Bay Village participated from 2004 through 2011. There was no borrowing from 2008 forward due to the economic conditions.

Mr. Mike O'Boyle asked if there is supervision of the contractors working on the property. Ms. Lann stated that for any of the exterior work, and some of the interior work, they provide specifications. They require that the contractor pulls the permit, and they put it in the power of the homeowner to make sure the contractor is doing what they are supposed to be doing. In addition, the Heritage Home Program is a resource and can come out to the house at any time during the project to put a special eye on something if a homeowner wants another opinion about what something looks like. Because they do require that the contractor go through the city, they also make sure the city inspections are happening. They do a final inspection when the project is done to insure that the funds that were borrowed went to the project and that the work was done according to the specifications. If the homeowner has an after rehab appraisal, the bank requires that the Cleveland Restoration Society escrow the funds. They only release the funds when the work is in the process of being done. The homeowner and case officer at the Cleveland Restoration Society both have to sign off that the work has been done, and has been done satisfactorily.

Mr. Clark asked if there is data available on the number of people that have applied for loans and the percentage that has been approved. Mr. Jorgenson stated that in the years that Bay Village was getting applications there were 28 applications, 1 denial, 3 withdrawals, and 24 approvals. Currently, 40 to 45% approval is being experienced on loans, including all economic areas of Cleveland and the suburbs.

Mr. Koomar asked the average turn-around of time that all paperwork would be completed. Start to finish with Key Bank is about 30 days; First Federal of Lakewood is about 60 days.

Mr. Vincent asked if there is an appraisal required of the home before participation. Ms. Lann stated that the appraisal is part of the bank process. The appraiser that is used is part of an appraisal pool used by the bank.

Conda Boyd asked why Council quit participating and is now thinking of participating again. Mr. Koomar stated that from his perspective, there were tough decisions to be made with the budget when city revenue decreased. Now that things have leveled off again with the economy, it is a funding opportunity for both the City and the homeowners.

Ms. Lann and Mr. Jorgenson were thanked for their presentation this evening.

## **REPORTS**

**Law Director Ebert** had no report this evening.

**Finance Director Mahoney** had no report this evening.

**Recreation Director Enovitch** announced that the Recreation Department will have four football games at the high school this Saturday, October 25, 2014, starting at 9:30 a.m.

**Service Director Thomas** reported that leaf pick-up began today on the east side of the City.

**Police Chief Spaetzel** reported that there were vehicle break-ins over this past weekend on the east side of the City. He reminded everyone to lock their vehicles and report any suspicious activity to the Police Department. The Department of Justice is providing funds for ballistic vest replacement. The Bay Village Police Department will receive \$2,500.

**Fire Chief Lyons** reported that Ebola guidelines have been posted for employees in all the buildings, with particular guidelines for police and paramedic employees. A copy will be forwarded to Council when it is completed.

**Community Services Director Selig** had no report this evening.

## **AUDIENCE**

The following members of the audience signed in this evening: Conda Boyd, Jerrie Barnett, Nancy Brown, Russell Thompson, Mike O'Boyle.

Nancy Brown, Wolf Road, stated that as Council is going through the process of the budget, she would just like to reach out to the Director of Community Services, realizing that we have a new Director of Community Services, that it has been her observation over the last couple of years that we have an employee or some employees that bring vehicles home throughout the day. Ms. Brown stated that she understands the employees are part time, and the scheduling is such that at times they are given permission to come home to wait for their next pick up or drop off. However, she has observed that city vehicles do sit in front of homes or in driveways for up to 2 hours. If someone has that much time to sit at home on the city clock, or while they are on a time card, it would be beneficial for Community Services that the employee go and spend their time interacting with people at Community Services, or get a directive for a job to do at Community Services instead of sitting at home while they are on the clock.

Ms. Brown stated that the other thing she would like to suggest to City Council while they are going through the budget process is that we look at best practices or insure that abuses are not occurring of employees doing work for employees on city time.

Mr. Koomar referred Ms. Brown's comments to Leslie Selig, Director of Community Services, stating that as Mrs. Selig's gets more experience in Community Services he will let her handle those operational issues, and take this under advisement.

## **ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE**

**Mr. Lee** read, by title only, **ORDINANCE NO. 14-89** to provide participation in the Heritage Home Loan Program. (First Reading October 6, 2014)

Mr. Koomar announced that **Ordinance No. 14-89** is placed on second reading.

## FINANCE AND CLAIMS COMMITTEE

**Mr. Clark** read, by title only, **Ordinance No. 14-90** amending Section 1 of Ordinance 14-84 regarding Rates of Compensation for the Officers and Employees of the General Administration Department and those Employees of the City not covered by separate labor contract for the Calendar Year 2014 and thereafter, and declaring an emergency. (First Reading October 6, 2014; Second Reading October 13, 2014).

Mr. Clark commented that this ordinance provides for the compensation for the Property Maintenance Inspector position. He stated that since this ordinance provides for hiring another full time employee, he has asked Finance Director Mahoney and Director of Public Service/Safety Thomas to make sure that the numbers are in order and that Council is fully informed as that decision is made and the ordinance is moved to third and final reading.

Finance Director Mahoney advised that the salary and benefits of this new position is \$79,260. SAFEbuilt, Inc. is currently paid about \$2,000 per month for call-outs for property maintenance complaints. The \$24,000 paid to SAFEbuilt for this service annually will no longer be applicable and can be applied to the salary of the Property Maintenance Inspector. The full time Property Maintenance Inspector will be in charge of the Sidewalk Replacement Program. Over the last four years the City of Bay Village has lost \$37,633.28 for the Sidewalk Replacement Program. Service Director Thomas has delegated this program to be an in-house program, and anticipated this year is a savings of \$19,695 by using our own employees, while doing the replacement at a lower rate than what was billed previously. Mrs. Mahoney has calculated this additional income from sidewalks as compared to previous outsourced costs on a three year average (2010-2012) to be \$49,408.45. When combined with the \$24,000 savings due to ceasing the payments to SAFEbuilt for property maintenance complaints, the net savings is \$73,408.45, reducing the total net cost of \$79,260 for the Property Maintenance Inspector to \$5,851.55. To cover that \$5,851.55, hours for another employee in the Service Department have been decreased.

Mr. Henderson stated that he and Mrs. Mahoney have communicated back and forth by email on this topic last week. All of the emails have been forwarded to members of Council. Mr. Henderson expressed appreciation to Finance Director Mahoney for giving him additional information.

Mr. Henderson stated that the way he is seeing this right now is that when this was initially presented to City Council, it was presented as a \$9,000 net increase in expense. That number has been updated tonight to an approximately \$6,000 net increase, as Mrs. Mahoney reported that the \$79,000 increase for this position is offset by \$24,000 expense for SAFEbuilt fees that would be foregone, and another \$49,000 for insourcing of sidewalks. Mr. Henderson stated that he was confused as discussed with Mrs. Mahoney earlier last week, about the relationship between these accounts. He expressed his appreciation to Mrs. Mahoney for her clarifications.

Mr. Henderson commented that his current point of view is that the sidewalk component of this analysis is irrelevant to this point of discussion. If we have the ability to insource nearly \$50,000

worth of work, and not incur any additional expenses in the form of hourly wages to do that, I would recommend that we certainly do that. But, I don't see how it's germane to the creation of a Property Maintenance Inspection position.

Mr. Henderson asked that he be permitted to preface the rest of his comments with the fact that he does support the implementation of a Property Maintenance Program for the City. I think that would help us act in very neighborly ways to each other, maintain the property values, and do good things for the City. However, I have yet to see, with regard to this \$24,000 savings and a \$79,000 increase, the net in a \$55,000 range, a job description for this position so it is difficult for me to know whether this is an appropriate salary and not seeing this proposed salary in comparison to the salaries of any other positions in the City directly, or to other similar positions with a similar job description in other cities. And finally, I haven't seen any analysis yet comparing the option to insource this position rather than expand the existing SAFEbuilt contract, which is what I thought Mr. Ebert was going to talk about last week when addressing the contract, because this would be reasonable, in my opinion, to consider, since outsourcing of this Building Department last year to SAFEbuilt was done to save costs and not reduce quality. Those are things I would like to see. Mr. Henderson further stated that he does not understand the rationale of the emergency clause on this particular piece of legislation since we haven't had this position in quite a while.

Mr. Koomar asked Service Director Thomas to talk about the individual's qualifications and how Mr. Thomas may use them in other components of the City and where efficiencies will be found.

Service/Safety Director Thomas stated that in looking for qualifications for a Property Maintenance Inspector, he must be certified by the state. This is a certification that, if we are going to be asking a person to go out and do an evaluation of a property, those certifications are in place so when a person comes to Mr. Thomas and expresses disagreement with what the inspector said, Mr. Thomas can state that the inspector followed the state guidelines and noted a violation. That, by itself, is a background that a candidate would have to pay for. The actual salary for this position, without benefits, is \$58,000, and as Mrs. Mahoney and I checked, is a very accurate salary to have a professional license to go with it. It is vital that if you are going to have a program that is sustainable you put a person in place that has these qualities. To have these qualities, you have to pay for it. There is nobody that I have in my department that has those qualifications that can meet those standards.

Mr. Henderson asked if anyone employed by SAFEbuilt has those qualifications. Mr. Thomas answered affirmatively, and stated that one of the persons is the person we want to hire.

Mr. Henderson asked Mr. Thomas to speak on why we do not adjust our relationship with SAFEbuilt to include those services and extend that contract rather than insource this and bring this person into our active employee list.

Mr. Thomas stated that the issue is the hours that the inspector is going to have to be doing this job. What we are looking at is a year-long program. For example, the sidewalk program is not as simple as going out and replacing it. You have to go out and evaluate the standard of an

actual piece of contract; whether it is too high or too low. Then, what we have to do after evaluation, we have to mark it, we have to be in contact with the homeowner per city ordinance and then we have to give them 30 days to make sure that they comply with that. All that takes a great deal of time. Then we have to figure out the exact costs. This used to be dealt with by outsourcing. Now, we are saying we can do this better in-house and actually get a cheaper, better product that doesn't cost as much for homeowners. From that perspective, it has been extremely helpful to have this program. Now, if we have an issue that a homeowner comes to us and complains that his neighbor is not taking care of his property, and we get a lot of calls like that, we need that state certification to show that this person is qualified to say that this is the way it has to be by law. Again, there is a cost involved in that. This is a whole year-around program. Plus, our sewers, we are currently pulling an employee to do dye testing, to do connections within three feet of the actual home, those are things that are taking up a great deal of time. We are actually looking at a program where our homeowners are treated in a fair way, that our city employees who go out and represents your interest, conveying to the homeowner that we are willing to work with them, give them time to do these things. The person we are looking to hire with the qualifications is the person we feel we need to hire.

Mrs. Mahoney stated that it is \$50.00 per hour for SAFEbuilt, so at 2080 hours it is over \$104,000. If we have a full time person at \$50.00 an hour it will cost us over \$104,000.

Mr. Henderson asked how money then is saved outsourcing to SAFEbuilt. Mr. Ebert stated that we constantly have neighbor disputes. We go out, and every time we go out we are being charged by SAFEbuilt. Quite frankly, the person we are hiring has the personality and the knowledge to deal with these types of issues and resolve them. A lot of the issues you see going on in the City can be resolved by contacting the parties, bringing them together, talking through the situation, and getting it resolved. The problem we are having this year is every time we do that SAFEbuilt is going to charge us to go out and investigate a property complaint issue.

Mr. Lee, in clarification to Mr. Henderson, stated that this is one thing that doesn't involve a fee charged by the City or by SAFEbuilt. When plan approval is required for a construction project, the homeowner is initiating that and they charge a fee. SAFEbuilt keeps their percentage and the City keeps their balance. There is no fee here. By nature, the homeowner is not a part of this. This is a complaint from a neighbor. There is no revenue coming in that can be split on this, unlike the other services that SAFEbuilt performs. It is truly an expense at an hourly rate that Mrs. Mahoney said is \$50.00 per hour.

Mr. Vincent asked if there can be a modification with the existing contract with SAFEbuilt. Does it have to be \$50.00 per hour or can it be a set fee where they take some and we take some. There has to be something that could be done.

Mr. Koomar stated that when they looked at this it was a hard decision. Is that the one component we should consider keeping? That was a question Council brought up at that time. It is like any new arrangement you are working on, we made the decision at that point to move forward and allow them to do it. But, as Mr. Ebert says, what happens is you have some instances where there are ongoing issues with a resident, or with a series of residents on a street,

where they are being called repeatedly, and it doesn't seem to be a good use of dollars. If we can get someone that is well qualified to handle that, this is the recommendation.

Mrs. Lieske asked Mr. Thomas to elaborate on the certification by the state to be able to do this.

Mr. Thomas stated that the certifications are electrical, plumbing, sanitary connections and how they work, and a license that goes with it which requires payment. That is why the \$50.00 per hour is a lower rate because the cost to maintain for professionals to maintain those licenses is not cheap. There is a cost associated with those licenses.

Mrs. Lieske asked the time range for someone to get all of the licensing that would be required. Mr. Thomas stated that if you were to hire someone and as soon as they got those licenses they would want a pay raise and they would leave because other cities would take them. All across the State of Ohio, if they have someone certified in those areas in their Building Departments they want those persons.

Mrs. Lieske asked if the certifications require two weeks, or a year? Mr. Thomas stated that for certain plumbing and electrical licenses, it takes months to get those certifications. Then, so many hours of actual work is required to keep those certifications, as well as a continual education process to maintain it on a yearly basis to meet the guidelines set by the state.

Mr. Henderson asked if there are any educational requirements, non-certificational related. Mr. Thomas said there are educational requirements; they usually have to get graded. Mr. Henderson asked if a degree is required. Mr. Thomas stated that he is not certain if you have to have a certain educational degree but you have to have certifications in those fields.

Mr. Henderson addressed the concept of the \$50,000 savings for the Sidewalk Replacement Program. He stated that Mrs. Mahoney represented to him last week that we had been previously spending around \$50,000 per year by paying an outside contractor to do that, and this number represents a savings due to the insourcing of that program. Mr. Henderson asked how are our existing employees, who are otherwise busy doing other things for the city, able to deliver \$50,000 worth of additional services without billing any more hours?

Mr. Thomas stated that in redistricting our employees, he looks at the projects through the year and the time frames that are best available to do certain things like outside sidewalk programs. The two construction crews are extremely busy in the spring and summer. Projects start to slow down in September. They rotated the construction crews in the September month to get the sidewalk work done, and to give them more experience in concrete, which they are very good at, but this even gives them more, and to have another direct connect with our residents, with our own employees out there. In speaking with the residents this year, they were able to give first class service to our residents, restore their yards, and answer questions about services in the City. The program was very successful. We are only paying for the concrete. These are things in the past by outsourcing we paid \$40,000 to \$50,000. We had to go through the expensive bidding process and bring in a contractor we don't know anything about. In budgeting our time correctly, we were able to put our crews on a rotating basis and get this done in a month. We

will adjust next year, making sure we use our crews in an appropriate way, but we still respond to other calls while doing that program.

Mr. Lee asked the difference in the amount the resident will be charged for sidewalk replacement or repair as opposed to what a third-party contractor would charge. Mr. Thomas stated they actually reduced the cost per yard to the resident itself. When they are billed out they will be billed at a lesser rate than the rate charged when the program was enacted a number of years ago.

Mr. Henderson asked if the figures Mrs. Mahoney furnished indicating \$10,305.00 for expenditures for 2014 for the sidewalk program, compared to \$30,000 in resident payments is already the case. Mrs. Mahoney stated that she and Mr. Thomas have discussed how much is being billed to the residents and how much was spent on supplies. Mr. Henderson asked if we bill the residents at cost. Mrs. Mahoney stated that we do not bill the residents at cost.

Mr. Tadych stated that he agrees with Mr. Henderson that part of the complaint of not having seen the resume for the Property Maintenance Inspector is that the current inspection is complaint driven. The new inspection program under the new hire would be an active inspector going on a program that visits house to house. The misunderstanding occurred because Mr. Henderson did not see a job description.

Mr. Koomar stated that the inspector will still be handling the complaint driven. Mr. Tadych agreed, but noted that an active program is very important.

Mrs. Mahoney stated that she thought a job description was circulated. Mr. Tadych stated that he is talking about the possibility that Mr. Henderson might not have seen it. Mr. Henderson stated that he does not recall receiving it. Mrs. Mahoney will re-send the job description.

Mr. Vincent asked if there have ever been any City problems with having the City attached to these neighbor complaints and nothing is ever able to be done. Does it draw the City in to some situation? Mr. Ebert stated that many times it avoids litigation; we have had many situations where we have been able to resolve issues. We haven't been drawn in, but we've come close. It helps to have the same individual involved who knows the residents, who knows the areas where there are issues to go out there. Up until this point in time, there is another gentleman who was doing the sewer correctional program who really shouldn't be doing what is required in this job description but he is going out because he has the right personality. But, we were using him and taking him away from his other job with the sewer correctional program.

Mr. Henderson asked the City's policy about posting positions for a certain amount of time and then reviewing a certain number of residents against the job description and deciding who to hire.

Mr. Ebert stated that we have to post by labor contract for positions. This position was actually posted. The labor contract for the Service Department, the two unions, requires posting.

Mr. Henderson asked if this position was posted before it was appropriated. Mrs. Mahoney stated that this is not a union job. Mr. Ebert stated it is not a union job now; it was a union job and a posted union job when we did the whole SAFEbuilt organization. This individual is being pulled out of the union and will be separate from the union.

Mr. Henderson stated that he thought this person is employed by SAFEbuilt. Mr. Ebert stated that he is employed by SAFEbuilt. Mr. Henderson asked if he is in the union. Mr. Ebert stated, that no, this position before was a union position. When SAFEbuilt came in it is no longer a union position. When SAFEbuilt came in the people that were union – there were some positions that were lost. SAFEbuilt took some of those employees who were part of the Building Department and made them their employees. There were others who lost their jobs over this. There is a recall procedure as far as those people today who were displaced because of SAFEbuilt, that you have to wait, you cannot hire someone even in the position we're talking about until that time period elapses. We are following that by union contract for this position that is being proposed now which will be non-union.

Mr. Henderson asked Mr. Ebert to repeat that explanation. Mr. Ebert stated that there is a time frame where people who were displaced by SAFEbuilt coming in. If you contract out any type of service, the union has a recall procedure. I believe it is 18 months. If you fill that position the union gets a right to apply for that job and check their qualifications for that position.

Mr. Henderson asked if it has been 18 months. Mrs. Mahoney stated that November 1, 2014 will be 18 months.

Mr. Henderson stated then someone could come in and ask the rationale for the emergency clause. Mr. Ebert stated that the emergency clause makes the ordinance take effect upon passage and execution by the Mayor; otherwise it is 40 days later. The position won't even be offered until November.

Mr. Tadych stated that he thinks what we've heard tonight is there would be no problem with the union and us making this a non-union job after November 1. Is that correct? Yes, or no.

Mr. Ebert stated that he can't say it's not a problem. We've been challenged before. I don't want to sit here and say no and all of a sudden there is a grievance filed.

Mr. Tadych asked if we could be liable for some extra legal costs. Mr. Koomar stated that we are following the guidelines of the contract.

Mr. Koomar stated that he found over the years that if you are going out and working with residents and talking with them, and getting individuals to talk to one another, that has a higher success rate of a positive outcome. Those are the type of things where we can pick up some efficiencies. Mr. Ebert noted it is a good public relations measure to have someone who can continue to go out on an issue from the residents' standpoint. We were actually stopping SAFEbuilt from going out more than two times because they charged every time we got the call.

Mr. Vincent asked if there have been more or less complaints, or the same. Mr. Ebert stated that there have been less in the last six months than before. With the Property Inspection Program you will start seeing more complaints because of a more active role in improvements and violations. Mr. Koomar noted that the Heritage Home Program and the Help Loan Program have, in the past, had a very positive impact on neighborhoods. Mr. Ebert cited a situation where Lorain Community College worked with a homeowner to provide labor for improvements to property. He noted that if SAFEbuilt would have been involved there would have been an astronomical fee for their involvement.

Mr. Clark stated that he is fully supportive of the program. You can't argue the procedural merits of Councilman Henderson's position, and he certainly wouldn't disagree. But, when we went to outsource the Building Department, we were looking at a program that was losing money year-over-year, possibly at least six figures. With that, we saved four FTE's perhaps, by realigning. With the set-up we have right now, we can't help but make money on the Building Department side because we are taking 15% of the total that's charged to the Building Department work that is done by SAFEbuilt on the outsource. This is a little bit of a giveback that we have talked about for years – not having a qualified inspector. We are looking at a person who has the institutional knowledge of all the codes and ordinances of Bay Village, and I believe it to be the right thing to do.

Mr. Ebert noted that there are two neighboring communities that are now looking to outsource their Building Departments, probably by January 1, after looking at our books and seeing what we had spent versus the savings.

There being no further discussion, Mr. Koomar called for a vote on the motion to adopt Ordinance No. 14-90.

Roll Call on Use of the Emergency Clause:

Yeas –Clark, Koomar, Lee, Lieske, Tadych

Nays –Henderson, Vincent

Roll Call on Adoption:

Yeas– Clark, Koomar, Lee, Lieske, Tadych, Vincent

Nays–Henderson

Mr. Koomar announced adoption of Ordinance No. 14-90, an emergency measure, by a vote of 6-1.

## **FINANCE AND CLAIMS COMMITTEE**

**Mr. Clark** announced that a Finance Committee meeting will be held Monday, October 27, 2014 at 6 p.m. in the City Hall Conference Room, beginning 2015 Budget review with the Service Department.

## **PUBLIC IMPROVEMENTS/STREETS/SEWERS/DRAINAGE COMMITTEE**

Minutes of Regular Meeting  
Bay Village City Council  
October 20, 2014

**Mr. Tadych** had no report this evening.

**PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE**

**Mrs. Lieske** had no report this evening.

**RECREATION AND PARK IMPROVEMENTS COMMITTEE**

**Mr. Henderson** had no report this evening.

**SERVICES, UTILITIES & EQUIPMENT COMMITTEE**

**Mr. Vincent** had no report this evening.

**MISCELLANEOUS**

There being no further business to discuss, the meeting adjourned at 9:22 p.m.

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Paul A. Koomar, President of Council

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Joan Kemper, Clerk of Council

## CITY OF BAY VILLAGE

### CAHOON MEMORIAL PARK TRUSTEES

October 27, 2014

President of Council Koomar called the meeting to order at 8:33 p.m. in the Conference Room of Bay Village City Hall.

Present: Clark, Henderson, Koomar, Lee, Lieske, Tadych, Vincent, Mayor Sutherland

Also Present: Law Director Ebert, Finance Director Mahoney, Fire Chief Lyons,  
Safety/Service Director Thomas, Community Services Director Selig,  
Recreation Director Enovitch, Operations Manager Landers.

### AUDIENCE

The following audience members signed in this evening: Marty Mace, Joan Boettcher, Jeff Gallatin, Jane Hoffman, Conda Boyd, Lydia DeGeorge, Pam Cottam, Tara Wendell.

**Motion** by Henderson, to approve the 2<sup>nd</sup> Annual Cahoon Christmas on December 7, 2014, from 1:30 p.m. to 3:30 p.m., sponsored by Bay Village Civic Organizations.

**Motion carried 8-0.**

There being no further business to come before the Cahoon Memorial Park Trustees, the meeting adjourned at 8:37 p.m.

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Paul Koomar, President of Council

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Joan Kemper, Clerk of Council

RESOLUTION NO.  
INTRODUCED BY:

**A RESOLUTION**  
**MARKING THE YEAR 2014 AS THE 100<sup>TH</sup> ANNIVERSARY OF THE  
BAY VILLAGE CITY HALL, IN ACCORDANCE WITH THE GOLD DEDICATION  
PLAQUE ON THE WEST WALL OF THE COUNCIL CHAMBERS, WHICH READS,  
“BAY VILLAGE HALL, ERECTED A.D. 1914.”**

**WHEREAS**, There is mounted on the west wall of the Bay Village City Hall Council Chambers a plaque which reads:

“Bay Village Hall  
Erected A.D. 1914.

Hon. A. H. Wolf, Mayor  
C. E. Osborn    F. C. Sites  
H. P. Foote    H. J. Koch  
O.R. Rank    R. S. Pellett  
Village Council

W. O. Mathews Solicitor  
A. K. Glendenning Treasurer  
L.C. Powell, Clerk  
G. E. Morgan  
Chairman Building Committee

Land Given to the Village by the  
Misses Cahoon”

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Bay Village, Ohio:

**SECTION 1.** The Bay Village City Council wishes to acknowledged the 23 Mayors, 26 Presidents of Council and 155 Council Members who have served as Bay Village elected public officials in the past 100 years, since the year 1914, and expresses their deep gratitude and appreciation for the many hours spent in this Bay Village City Hall, working on behalf of the well-being of the past and present citizenry of the City of Bay Village, Ohio.

**SECTION 2.** That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this resolution were adopted in an open meeting of Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.11 of the Ohio Revised Code.

**SECTION 3:** That this resolution shall be in full force and take effect at the earliest time permitted by law.

PASSED:

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PRESIDENT OF COUNCIL

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CLERK OF COUNCIL

APPROVED:

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MAYOR

10-24-14 11

ORDINANCE NO.  
INTRODUCED BY:

**AN ORDINANCE**  
**AMENDING SECTION 1 OF ORDINANCE 14-90 REGARDING RATES OF**  
**COMPENSATION FOR THE OFFICERS**  
**AND EMPLOYEES OF THE GENERAL ADMINISTRATION DEPARTMENT AND**  
**THOSE EMPLOYEES OF THE**  
**CITY NOT COVERED BY SEPARATE LABOR CONTRACT FOR THE CALENDAR**  
**YEAR 2014 AND THEREAFTER,**  
**AND DECLARING AN EMERGENCY.**

**BE IT ORDAINED** by the Council of the City of Bay Village, Ohio:

**SECTION 1.** That November 10, 2014 the compensation to be paid to the officers and employees of the GENERAL ADMINISTRATION DEPARTMENT and those employees not covered by separate labor contract shall be:

	November 1, 2014 and thereafter	November 10, 2014 and thereafter
1. Director of Finance	\$91,555	\$91,555
2. Assistant Finance Director	\$66,385	\$66,385
3. Accounts Payable Coordinator	\$17.23 – \$19.73 per hour	\$17.23 – \$19.73 per hour
4. Part-time Clerical	\$11.45 – \$15.60 per hour	\$11.45 – \$15.60 per hour
5. Director of Law	\$70,878	\$70,878
6. Prosecutor	\$33,257	\$33,257
7. Dir. Public Service & Properties	\$88,740	\$88,740
8. General Foreman	\$71,985	\$71,985
9. Supervisor	\$74,005	\$74,005
10. Sewer Collections Foreman	\$58,000	\$58,000
11. Infrastructure Manager	\$63,000	\$63,000
12. Property Maintenance Inspector	\$58,000	\$58,000
13. Projects Coordinator	\$30.00 per hour	\$30.00 per hour

14. Part-time	\$7.95 – \$16.88 per hour	\$7.95 – \$16.88 per hour
15. Seasonal	\$7.95 – \$16.31 per hour	\$7.95 – \$16.31 per hour
16. Director of Recreation	\$71,923	\$71,923
17. Asst. Recreation Director	\$42,289	\$42,289
18. Assistant to Mayor	\$44,617	\$44,617
19. Clerk of Council	\$49,225	\$49,225
20. Fire Chief	\$98,886	\$98,886
21. Police Chief	\$98,886	\$98,886
22. Deputy Police Officer		
Start	\$22.43 per hour	\$22.43 per hour
After 2080 hours	\$24.93 per hour	\$24.93 per hour
After 4160 hours	\$28.25 per hour	\$28.25 per hour
After 6240 hours	\$32.19 per hour	\$32.19 per hour
23. School Guard	\$9.61 – \$13.89 per hour	\$9.61 – \$13.89 per hour
24. Jailer/Matron	\$13.89 per hour	\$13.89 per hour
25. Director of Community Services	\$58,000	\$58,000
<b>26. Assistant Director of Community Services</b>	<b>\$0.00</b>	<b>\$35,000</b>
26. Senior Van Driver	\$8.94 – \$12.30 per hour	\$8.94 – \$12.30 per hour
27. Safety Director	\$5,000	\$5,000

The individual who may serve pro-tem as Secretary to Council or as Secretary to Planning Commission, Board of Zoning Appeals, Recreation Commission, Civil Service Commission, Architectural Board of Review, Tree Commission or Charter Review Committee shall be paid fifty dollars (\$50.00) for the first two hours of attendance and his or her hourly rate thereafter per regular or special meeting attended in lieu of wages.”

**and present Section 1 of Ordinance 14-90 is hereby repealed.**

**SECTION 2.** That it is found and determined that all formal actions concerning and relating to the adoption of this ordinance were adopted in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 3.** That this ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare, and for the further reason that it is necessary to provide for compensation in conformance with agreements reached during labor negotiations and to secure adequate personnel for the City's needs, wherefore this ordinance shall be in full force and take effect immediately upon its passage and approval by the Mayor.

PASSED:

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
CLERK OF COUNCIL

APPROVED:

\_\_\_\_\_  
MAYOR