AGENDA

Agenda, Bay Village City Council
Committee Meeting
Conference Room
Dwight Clark, Vice President of Council, Presiding

Date: January 23, 2017
Time: 7:30 p.m.

ANNOUNCEMENTS

COMMITTEE OF THE WHOLE

ENVIRONMENT, SAFETY AND COMMUNITY SERVICES COMMITTEE-Vincent

Liquor Permit Notification – Transfer of Ownership
Martins Corner, LLC, dba Martins Deli, 328 Bassett Road

FINANCE & CLAIMS COMMITTEE – Clark

Administrative Compensation Ordinance

Amendment to fringe benefit portion of Mayor’s compensation

McKeon Education Group contract for Bay Family Services provisions for Academic Year 2017-2018.

PLANNING, ZONING & PUBLIC GROUNDS & BUILDINGS COMMITTEE-Lieske

Request for temporary signs – St. Raphael’s Catholic Church, 525 Dover Center Road

- One 4’x 8’ banner “Got Questions About Life?” on the front lawn of the church between the sidewalk and the church building from approval date thru March 11, 2017.
- One sign 36” x 72”, advertising the St. Raphael School Mardi Gras, to be supported by temporary metal stakes along Dover Center Road, in front of the church, not on the tree lawn area, but on the church lawn area, from approval date through February 25, 2017.

PUBLIC IMPROVEMENTS, STREETS/SEWERS/DRAINAGE COMMITTEE-Henderson

White Creek Improvements

RECREATION & PARKS IMPROVEMENT COMMITTEE-Mace

SERVICES, UTILITIES & EQUIPMENT COMMITTEE-Tadych

CT Consultants Annual Contract- Year 2017

Purchase of Two (2) Police Vehicles

AUDIENCE

MISCELLANEOUS

CAHOON MEMORIAL PARK TRUSTEES
February 11, 2017

To: Mayor Koomar and City Council

From: Police Chief Mark Spaetzel

RE: Martins Corner LLC Liquor License notice

The Bay Village Police Department has conducted a records review and found no reason to request a hearing in regards to the Ohio Division of Liquor Control permit #55925870005 in the name of Martins Corner LLC, DBA Martins Deli.
### NOTICE TO LEGISLATIVE AUTHORITY

<table>
<thead>
<tr>
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<th>TYPE</th>
<th>ISSUE DATE</th>
<th>ISSUE DATE</th>
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**FROM 01/06/2017**

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<th>PERMIT NUMBER</th>
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**Mailed 01/06/2017**

RESPONSES MUST BE POSTMARKED NO LATER THAN 02/06/2017

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

**C TRFO 5592587-0005**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT THE HEARING BE HELD

- [ ] IN OUR COUNTY SEAT
- [ ] IN COLUMBUS

WE DO NOT REQUEST A HEARING.

**DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.**

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)  
(Title)  
(Date)

- [ ] Clerk of County Commissioner
- [ ] Clerk of City Council
- [ ] Township Fiscal Officer

**CLERK OF BY VILLAGE CITY COUNCIL**

350 DOVER CENTER

BAY VILLAGE OHIO 44140
55925870005 PERMIT NBR
MARTINS CORNER LLC
DBA MARTINS DELI
328 BASSETT RD 1ST FL & BSMT
BAY VILLAGE OHIO 44140

EARL JAY MARTIN 01/04/2017 ACTIVE MAN-MBR5%M
KURT J MARTIN 01/04/2017 ACTIVE MAN-MBR5%M

PA2-KEY = END SESSION, CLEAR-KEY = END OPTION, ENTER-KEY = TO CONTINUE
AN ORDINANCE
AMENDING SECTION 1 OF ORDINANCE 16-48 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 2017 AND THEREAFTER,
AND DECLARING AN EMERGENCY.

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

SECTION 1. That January 1, 2017 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:

<table>
<thead>
<tr>
<th>Position</th>
<th>January 1, 2016 and Thereafter</th>
<th>January 1, 2017 and Thereafter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Director of Finance</td>
<td>$95,254</td>
<td>$97,397</td>
</tr>
<tr>
<td>2. Assistant Finance Director</td>
<td>$69,067</td>
<td>$70,621</td>
</tr>
<tr>
<td>3. Accounts Payable Coordinator</td>
<td>$17.92 – $20.52 per hour</td>
<td>$18.32 – $20.98 per hour</td>
</tr>
<tr>
<td>4. Part-time Human Resources Administrator</td>
<td>28.56 per hour</td>
<td>29.20 per hour</td>
</tr>
<tr>
<td>5. Part-time Clerical</td>
<td>$11.91 – $16.23 per hour</td>
<td>$12.18 – $16.60 per hour</td>
</tr>
<tr>
<td>6. Director of Law</td>
<td>$73,742</td>
<td>$75,401</td>
</tr>
<tr>
<td>7. Prosecutor</td>
<td>$34,600</td>
<td>$35,379</td>
</tr>
<tr>
<td>8. Dir. Public Service &amp; Properties</td>
<td>$92,325</td>
<td>$85,000-$95,000</td>
</tr>
<tr>
<td>10. Public Works Supervisor</td>
<td>$71,400</td>
<td>$73,007</td>
</tr>
<tr>
<td>11. Sewer Maintenance Supervisor</td>
<td>$62,383</td>
<td>$62,787</td>
</tr>
<tr>
<td>12. Infrastructure Manager</td>
<td>$65,545</td>
<td>$67,020</td>
</tr>
<tr>
<td>Position</td>
<td>Salary Range</td>
<td>Average Salary</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>13. Property Maintenance Inspector</td>
<td>$60,343</td>
<td>$61,701</td>
</tr>
<tr>
<td>14. Projects Coordinator</td>
<td>$31.21 per hour</td>
<td>$31.91 per hour</td>
</tr>
<tr>
<td>15. Part-time</td>
<td>$8.10 – $17.56 per hour</td>
<td>$8.15 – $17.96 per hour</td>
</tr>
<tr>
<td>16. Seasonal</td>
<td>$8.10 – $16.97 per hour</td>
<td>$8.15 – $17.35 per hour</td>
</tr>
<tr>
<td>17. Director of Recreation</td>
<td>$73,361</td>
<td>$75,012</td>
</tr>
<tr>
<td>18. Asst. Recreation Director</td>
<td>$45,292</td>
<td>$46,311</td>
</tr>
<tr>
<td>19. Assistant to Mayor</td>
<td>$46,419</td>
<td>$47,463</td>
</tr>
<tr>
<td>20. Clerk of Council</td>
<td>$51,214</td>
<td>$52,366</td>
</tr>
<tr>
<td>21. Fire Chief</td>
<td>$102,881</td>
<td>$105,196</td>
</tr>
<tr>
<td>22. Police Chief</td>
<td>$102,881</td>
<td>$105,196</td>
</tr>
<tr>
<td>23. Deputy Police Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start</td>
<td>$23.34 per hour</td>
<td><strong>$24.89 per hour</strong></td>
</tr>
<tr>
<td>After 2080 hours</td>
<td>$25.94 per hour</td>
<td>$26.52 per hour</td>
</tr>
<tr>
<td>After 4160 hours</td>
<td>$29.40 per hour</td>
<td>$30.06 per hour</td>
</tr>
<tr>
<td>After 6240 hours</td>
<td>$33.49 per hour</td>
<td>$34.24 per hour</td>
</tr>
<tr>
<td>25. Part Time Animal Control Officer</td>
<td></td>
<td><strong>$18.00-$22.00 per hour</strong></td>
</tr>
<tr>
<td>26. Jailer/Matron</td>
<td>$14.45 per hour</td>
<td>$14.78 per hour</td>
</tr>
<tr>
<td>27. Full time Dispatch</td>
<td>$17.50-22.00 per hour</td>
<td>$17.89-22.50 per hour</td>
</tr>
<tr>
<td>28. Part time Dispatch</td>
<td>$15.75-19.80 per hour</td>
<td>$16.10-20.25 per hour</td>
</tr>
<tr>
<td>29. Director of Community Services</td>
<td>$60,343</td>
<td>$61,701</td>
</tr>
<tr>
<td>30. Assistant Director of Community Services</td>
<td>$36,414</td>
<td>$37,233</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>31. Senior Van Driver</td>
<td>$8.94 - $12.80 per hour</td>
<td>$9.14 - $13.09 per hour</td>
</tr>
<tr>
<td>32. Safety Director</td>
<td>$5,000</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

The individual who may serve pro-temp 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 16-48 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: January 9, 2017

[Signature]

VICE PRESIDENT OF COUNCIL

APPROVED: January 9, 2017

[Signature]

MAYOR

10-25-16 LL

1. [Signature], Clerk of Council of the City of Bay Village, Ohio, hereby certify that Ordinance 16-48 was posted for a period of fifteen days, beginning January 10, 2017, at the three Designated Posting Places.
ORDINANCE NO. 13-43
INTRODUCED BY: Young

AN ORDINANCE
FIXING THE SALARY OF THE MAYOR OF THE CITY OF BAY VILLAGE,
REPEALING ORDINANCE 11-87, AND DECLARING AN EMERGENCY.

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

SECTION 1. That the salary for the Mayor of the City of Bay Village
shall be as follows:

<table>
<thead>
<tr>
<th>Salary</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>$81,153.00</td>
<td>1/1/2014</td>
</tr>
<tr>
<td>$82,776.00</td>
<td>1/1/2015</td>
</tr>
<tr>
<td>$84,432.00</td>
<td>1/1/2016</td>
</tr>
<tr>
<td>$86,120.00</td>
<td>1/1/2017</td>
</tr>
</tbody>
</table>

SECTION 2. That the Mayor shall be entitled to hospitalization
insurance and all other fringe benefits provided for by the City which are not excluded by
ordinance. However, should the Mayor elect not to participate in any fringe benefit, there
shall be no cash payment made in lieu of said benefit.

SECTION 3. That Ordinance No. 11-87 be and the same is hereby
repealed.

SECTION 4. That the Clerk of Council is directed to forward a certified
copy of this ordinance to the Board of Elections of Cuyahoga County immediately upon
its adoption and approval by the Mayor.

SECTION 5. That it is found and determined that all formal actions of
this Council 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 6. That this ordinance is hereby declared to be an emergency
measure immediately necessary for the preservation of the public peace, health, property
and safety, and for the further reason that it is immediately necessary to provide said
compensation before filing deadline, wherefore this ordinance shall be in full force and
take effect immediately upon its passage and approval by the Mayor.

PASSED: June 10, 2013

/s/ Paul A. Koomar
PRESIDENT OF COUNCIL
/s/ Joan T. Kemper
CLERK OF COUNCIL

APPROVED: June 11, 2013

/s/ Gary Ebert
MAYOR (Acting)
PROPOSAL

to

Bay Family Services

Prevention/Intervention Consultant & Programs

2017 - 2018 academic year
McKeon Education Group, Incorporated
Prevention/Intervention Consultants

MEG, Inc. creates and implements prevention and intervention programs for students, parents and school staff. Programs can be implemented one-on-one or in small group settings depending on each individual case. Prevention and Intervention programs authored by MEG's professional staff have been implemented in over 150 elementary, middle, and high school settings as well as social service agencies in Northeastern Ohio and the Greater Columbus area over the past fourteen years. All prevention and intervention practices by MEG focus on insuring that each individual is given the tools and skills to develop into mentally, emotionally, and physically healthy people of character.

Ms. Loren Marie McKeon, Consultant to the McKeon Education Group, Inc. has been involved in developing programs for a private company that were recognized as an Ohio Best Practice by the State Board of Education. Ms. McKeon has been featured on area television and in national publications. She has presented programs for the Ohio Catholic Educators Association, the Ohio School Board Association, the National School Board Association, the Ohio Middle School Conference, Cleveland Urban Conference, the National School Psychologist Association, the Ohio Parent/Teacher Association, and the
National PTA Association. Ms. McKeon authors and oversees all programs and services provided to schools that contract with MEG, Inc. including services provided to Bay Family Services.

In addition, MEG has a collaborative research effort and program/counseling development effort with The Ohio State University and The Interprofessional Commission of Ohio.

Accountability Based Research

All of MEG's student, parent, and staff programs and intervention efforts are based on the widely accepted prevention model and writings of Bonnie Bernard which is a school friendly translation of Emmy Werner and Ruth Smith's extensive research in the area of prevention. In short, this model asserts that students will be 'protected' against harmful and destructive behaviors such as (but not limited to) alcohol & drug use if families, schools, and communities provide the following:

- Relationships with caring adults
- Ongoing opportunities for meaningful participation
- A sense of purpose and future
- High expectations and purposeful support
- Social competency and problem solving skills
- Bonding to a school or institution

Our programs strive to partner with schools in an effort to provide these protective factors to all student participants. These protective factors are the framework from which all MEG’s prevention programs and intervention efforts are derived.

Research is completed on student prevention programs as well as student counseling cases then is analyzed by an independent third party. The purpose of this research is to measure the effectiveness of our initiatives in order for us to better assist the students and families that we serve. One of the characteristics of these programs is the use of both statistical and qualitative data. This data allows for the revision and fine-tuning of all initiatives to insure that specific goals and objectives of the program are being met both in group and individual counseling sessions.

Please visit our web site at mckoneducation.com for more information.
Bay Family Services
Student Intervention Consultant Bay Village City Schools

For the 2017 – 2018 academic year MEG, Inc. (MEG) will provide professional staff members through Bay Family Services to work at all Bay City School sites and serve residents who request assistance within the City of Bay Village. MEG's professional team members assigned to Bay Family Services will work no less than 40 hours per week during the school year and 40 hours during the months of June, July and August. In addition, MEG, Inc. will provide one staff person to implement MEG’s Courage Follow Up and 9th Grade Courage Programs once per week for 23 weeks during Bay High School’s QRP period. A professional staff member of MEG will also continue to implement four (4), nine (9) week life skills sessions with students participating in the Bay Village Court Diversion program along with organizing and overseeing all BFS’s Community Service Saturdays.

Duties and responsibilities will include but not be limited:

(a) To develop and implement age appropriate prevention programs for all grade levels

(b) To provide individual counseling and/or behavior intervention with all identified and/or referred students

(c) To conduct support groups as needed

(d) To serve on the Crisis Team
(e) To oversee the development and implementation of district wide prevention/intervention programs as requested

(f) To work with members of the professional staff and members of the City of Bay Village in identifying individual student needs and taking appropriate actions, whether that is parent conferencing, student meetings, parent intervention, individual and/or small group counseling, or referral to outside agency.

(g) To communicate effectively with the administration and assigned staff of the City of Bay Village along with appropriate community resources where students’ life/health issues are concerned.

(h) To work with Bay Family Services in meeting the needs of students and families as needs arise during the duration of the agreement.

(i) To consult and provide assistance with Guidance Teams at all district sites per request.

(j) To communicate with any and all school and city personnel regarding Bay Family Services activities/cases through monthly emailed reports.

(k) To oversee the Attendance Intervention Program with Bay Village families assigned to this program.

(l) To implement one (1) ‘Wings: Giving Girls Confidence To Soar’ program with identified students in grades 9 & 10

(m) To implement one (1) ‘Courage: Follow Up Group’ with identified male students in grades 10 & 11.

(n) To implement one (1) ‘Courage: Giving Young Men Tools To
Thrive program for at-risk males in grade 9

(o) To oversee and implement Bay Village Court Diversion Program with minors that have been arrested. Four groups of minors will participate in 8-10 meetings that will address life skills and implement/work on one Community Service Saturdays.

(p) To implement Insight groups with any and all athletes in violation of Bay Village School's Athletes Code of Conduct.

(q) To continue to develop and foster relationships between city residents, key stakeholders, and agencies through Community Service Saturdays.

(r) To assist school administrators and city professionals when called upon.

(s) To assist with any and all parent education programs sponsored by either Bay Village Schools or the City of Bay Village.

Total Cost: $90,500.00
Service Agreement

This agreement between McKeon Education Group, Inc., hereinafter referred to as the Prevention/Intervention Consultant and the Bay Village School District, and the City of Bay Village as represented by Bay Family Services hereinafter referred to as the School/Agency Board, is made for the purpose of providing a professional Prevention/Intervention Consultant to Bay Family Services to work 40 (forty) total hours from July 1, 2017 through August 14, 2017 and 40 (forty) hours per week from August 15, 2017 through June 15, 2018. In addition, programs as outlined in the Bay Family Services Proposal For Prevention/Intervention Consultant & Programs, will be implemented beginning in August 2017 and concluding on June 14, 2018.

Witnesseth

The prevention/intervention consultant for the sum of $90,500.00 does agree to provide the following services with specifications set forth below for the term as set forth above, MEG, Inc. will provide Bay Family Services with a Professional Prevention/Intervention Consultant. Duties and responsibilities as outlined in the proposal will include but not be limited to:

(a) To develop and implement age appropriate prevention programs for all grade levels

(b) To provide individual counseling and/or behavior intervention with identified students

(c) To conduct support groups as needed

(d) To serve on the Crisis Team

(e) To work with members of the professional staff and members of the Bay Village City Schools in identifying individual student needs and taking appropriate actions, whether that is parent conferencing, student meetings, parent intervention, individual and/or small group counseling, or referral to an outside agency
(f) To communicate effectively with the administration where students’ life/health issues are concerned

(g) To consult and provide assistance with Guidance Teams at all school sites when requested

(h) To communicate with any and all school regarding specific cases and group progress

(i) To implement one (1) ‘Wings: Giving Girls Confidence To Soar’ program with identified students in grades 9 & 10

(j) To implement one (1) “Courage: Giving Young Men Tools To Thrive’ program at-risk males in grade 9

(k) To implement any and all programs as outlined in the Proposal to Bay Family Services For Prevention/Intervention Consultant & Programs; 2017 - 2018

(l) To assist school administrators when called upon

MEG, Inc. also certifies that the above services for which payment is requested will be rendered on specific dates and times as determined by the prevention/intervention consultant and the school district. MEG, Inc. will invoice Bay Village Board of Education and The City of Bay Village $5,656.25 each on or about the 1st of each month beginning in October 2017 and concluding in May 2018 for a total of eight payments. Payment on all invoices will be due on the 1st of the month following the date of the invoice.

McKeon Education Group, Inc.

By: [Signature]  
Name: [Name]  
Title: [Title]  
Date: 1.17.17

656 Continental Drive; Sagamore Hills, OH 44067 – EIN: 73-1672066
Bay Village City Schools

By: 

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

City of Bay Village

By: 

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>
Bay Family Services Advisory Board
First Half Highlights
July - December, 2016

Summary:

During the first half of the 2016-17 contract year we experienced our highest volume of referrals in the seven years that we have served in this position. Prior to this year we averaged right at 60 referrals for the first half of the year. This year we received eighty-seven (87) new referrals and are on pace for another large month in January as of this writing. As was mentioned in our opening report, this increase was predicted due to the implementation of a new Attendance Intervention Program at BHS that is contributing new referrals in addition to our usual case load. While we had hoped to be able to manage this increase effectively, we have needed to implement a waiting list for attendance intervention, as there simply is not enough time in the day to see everyone. We spoke to BHS administrators about this issue already and have agreed to work with the most critical cases first, while working in the rest as time becomes available.

In addition to the Attendance Intervention Program we added two new group programs this year, “Middle School Wings” and “Day To Liv”. MS Wings is a program for females and follows the HS Wings format, with an emphasis on developing character and leadership skills. Day To Liv is our new mental health awareness group at BHS, which was founded in memory of former student Olivia Barber, who had a very public battle with mental illness and inspired many students to take action after her death. The goals of this group are to advocate for mental health awareness, suicide prevention, to provide emotional support for those dealing with mental health concerns, and to emphasize the importance of compassion and kindness. The group has maintained an active presence thus far this year, hosting a bake sale, a pink dress down day, and planting a tree on BHS property in memory of Olivia. Throughout the first half of the year we now have seven active group programs with two more on the way for January.

We were actively involved in the surrounding community by finding and coordinating service learning opportunities for students. Our BMS Honor group hosted their 6th Annual Shoe Shine Fundraiser, raising $185.00 to benefit Bay Food Ministry and Bay Village Community Services. The HS Wings group decorated Christmas cards for residents of Rae Ann Nursing home. The CDP group prepared and served breakfast to the homeless at St. Malachi Church on a Saturday morning in December. And finally the Westshore Young Leaders of BMS participated in a service project to help the Holiday Caring & Sharing Program with the staging and distribution of goods for families in need.

At the schools we continued to provide individual and group interventions regularly. We served (86) students and their families through individual intervention and (124) Bay students through one or more group programs. We facilitated a total of (54) group sessions and (261) individual sessions through the first half of the year. We stayed involved in school life by attending the opening staff meetings, chaperoning homecoming, dressing up for school spirit days and pep assemblies, supporting charitable causes in the school, and chaperoning a couple of student field trips. We’ve continued to serve as Bay school liaisons for the Westshore Young Leaders Network, linking Bay students to students in five other school districts to promote safe and healthy social activities and leadership initiatives.

Looking ahead to the second half of the year, we are implementing an 8-week program at St. Raphael for 2nd grade called Fostering Friendship Skills. We also have a new INSIGHT group beginning in January, with all other groups continuing to remain active as well. We will also be participants in a special parent night on Mental Health Awareness at the end of January.
New Referrals and Recommendations

During the period covering July through December, we received a total of eighty-seven (87) new referrals. New referral issues have included: grief, social skills, mental health concerns, possession and/or consumption of alcohol, drugs, and tobacco, fighting in school, school attendance concerns, self-harm and suicidal ideation, and family conflict. A few isolated student crises were dealt with in collaboration with BVPD, Front Line Mobile Crisis, Cuyahoga County Department of Children & Family Services, school officials, and the families of affected students.

Figure 1: New Referrals by Month

The majority of new referrals were made through Bay High School, due largely to the implementation of a new Attendance Intervention Program that has dramatically increased new referrals. While our other referral sources have been down in general this year, we continue to maintain active working relationships with many clients who were referred in previous years and have chosen to resume services with us. Tables 1 and 2 provide statistics regarding referrals and follow-up recommendations for the first half of the year.

Table 1.
New Referrals and Referral Sources for First Half (Jul-Dec, 2016)
Table 2.  
Follow up Recommendations for First Half (Jul-Dec, 2016)

<table>
<thead>
<tr>
<th>Month</th>
<th>Assessment Support Services</th>
<th>INSIGHT</th>
<th>Individual Counseling</th>
<th>Attendance Intervention Program</th>
<th>Community Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-Dec</td>
<td>18</td>
<td>10</td>
<td>18</td>
<td>39</td>
<td>9</td>
</tr>
</tbody>
</table>

Groups and Educational Activities

During the first half of the 2016-2017 school year, BFS facilitated or participated in the following groups and activities:

- Westshore Young Leaders Network (WYLN) – BFS assisted in providing a day-long leadership training that included twenty-four (24) Bay students and students from five other Westshore school districts at the Westlake Recreation Center. We facilitated five (5) follow up meetings in school.

- Community Diversion Program (CDP) – Thirteen (13) students participated in a total of seven meetings at BHS, with one off-campus service project.

- Courage – Seventeen (17) males participated in eleven sessions at the high school.

- High School Wings – Thirteen (13) females participated in eleven sessions at the high school, including one service project.

- Middle School Wings – Twelve (12) females participated in eight sessions at the middle school.

- Honor – Nine (9) males participated in eight sessions at the middle school, including one service project.

- Day To Liv – A total of Forty-nine (49) students participated in one or more meetings at BHS, and hosted several mental health awareness activities. A total of four club meetings were held, in addition to numerous smaller meetings with club coordinators.

Table 3.  
Numbers participating in groups and educational activities.

<table>
<thead>
<tr>
<th>Month</th>
<th>WYLN</th>
<th>CDP</th>
<th>Courage</th>
<th>HS WINGS</th>
<th>Honor</th>
<th>Day To Liv</th>
<th>MS WINGS</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul-Dec</td>
<td>24</td>
<td>13</td>
<td>17</td>
<td>13</td>
<td>9</td>
<td>49</td>
<td>12</td>
<td>124</td>
</tr>
</tbody>
</table>

This concludes our midterm report of activity for July-December, 2016.
Prepared by James M. Mahnic, LSW, MSW (BFS Coordinator)
Summary

In November we experienced a couple of significant mental health crises that led to the hospitalization of two high school students. In each case we acted as a first responder, providing crisis assessment to the student, contacting family members, and arranging for hospital services. One case involved the comorbidity of substance abuse, so we also assisted by calling area treatment centers to determine the next steps to take. We stayed in touch with the families and plan to continue providing follow up services as needed, as the students transition back into school.

As mental health awareness has continued to rise in Bay Village, so too has the identification of students who may be suffering from mental illness. In addition to the above mentioned cases, three other students were identified as having mental health concerns and were referred to BFS for initial assessment. In response to this rise in awareness, BHS approached us this month about implementing a mental health awareness night after the holidays for parents in the community. The school plans to have a panel of professionals to speak to parents about their work in youth mental health while also being available to answer questions. The goal of the program will be to give parents tools to respond appropriately when they may suspect that their child is suffering from a mental illness, and where to seek help.

All of our student groups have been up and running at full speed, as we now have a total of seven groups running. We plan to add two more groups in January as we continue to find success at engaging students in a group format. The Honor group spent most of November planning their 6th annual Shoe Shine Fundraiser, which will be summarized in the December BFS report. We also helped this month to chaperone a field trip to Grafton Correctional Facility. This has become an annual field trip and exposes at-risk students to jail life, as they get to meet inmates and hear their stories, as well as their words of advice for students to stay out of trouble. As usual the trip proved to be a powerful experience for some of the students.

For the month of November we facilitated a total of sixty (60) individual/family meetings and eighteen (18) group program sessions. We attended four (4) IAT meetings and one (1) IEP meeting at BHS.

Statistics for the month of November are provided below and on the next page.

New Referrals

During the month of November we received twenty-three (23) new referrals. Referrals were made by BHS and BMS, with three more self-referrals and one from BVPD. Issues prompting referrals included school attendance, family conflict, bullying, tobacco use, alcohol use, and several situations involving mental health concerns. Follow up services that were recommended included individual counseling, community service, Attendance Intervention, and two recommendations for immediate, emergency hospitalization.

Tables 1 and 2 provide statistics regarding referrals and follow-up recommendations for the month of November.
Table 1.
New Referrals and Referral Sources

<table>
<thead>
<tr>
<th>Month</th>
<th>Referrals</th>
<th>Referral Sources</th>
<th>BHS</th>
<th>BVPD/CDP</th>
<th>Self/Parent</th>
<th>Cumulative</th>
<th>City</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov</td>
<td>23</td>
<td></td>
<td>19</td>
<td>1</td>
<td>3</td>
<td>20</td>
<td>46</td>
<td></td>
</tr>
</tbody>
</table>

Table 2.
Follow up Recommendations

<table>
<thead>
<tr>
<th>Month</th>
<th>Assessment</th>
<th>Support Services</th>
<th>Community Service</th>
<th>Individual Counseling</th>
<th>Attendance Intervention</th>
<th>INSIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov</td>
<td>3</td>
<td></td>
<td>2</td>
<td>4</td>
<td>11</td>
<td>5</td>
</tr>
</tbody>
</table>

Groups and Educational Activities

During the month of November, BFS facilitated or participated in the following groups and activities:

- Middle School Honor – Nine (9) students participated in three meetings at BMS.
- High School Wings – Ten (10) students participated in three meetings at BHS.
- Middle School Wings – Twelve (12) students participated in three meetings at BMS.
- High School Courage – Sixteen (16) students participated in three meetings at BHS.
- Westshore Young Leaders Network (WYLN) – Twenty-nine (29) students participated in three meetings at BMS.
- Community Diversion Program (CDP) – Thirteen (13) students participated in two meetings at BHS.
- Day To Liv – Sixteen (16) students participated in one meeting at BHS.

Table 3.
Numbers participating in groups and educational activities.

<table>
<thead>
<tr>
<th>Month</th>
<th>Honor</th>
<th>Wings</th>
<th>MS-Wings</th>
<th>Courage</th>
<th>WYLN</th>
<th>CDP</th>
<th>Day To Liv</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov</td>
<td>9</td>
<td>10</td>
<td>12</td>
<td>16</td>
<td>29</td>
<td>13</td>
<td>16</td>
<td>105</td>
</tr>
</tbody>
</table>

This concludes our monthly report of activity for November, 2016.

Prepared by: James M. Mahnic, LSW, MSW (BFS Coordinator)
*Description of group programs:*

**Courage** – Support group for at-risk high school males.

**Wings** – Support group for at-risk high school and middle school females.

**Honor** – Character development program for adolescent males.

**INSIGHT** – Drug/Alcohol Education

**Day To Liv** – High school student group that promotes mental health awareness.

**WYLN** – Westshore Young Leaders Network – Regional student leadership group. Both the high school and middle school participate in this program along with five other school districts.
Bay Family Services Advisory Board
Monthly Report of Activity by McKeon Education Group, Inc.
December, 2016

Summary

Although December was a short work month, we had quite a bit of activity as the year wrapped up. Several of our groups were involved in service projects that were completed just in time for the holidays. Our middle school boys Honor group participated in the 6th Annual Shoe Shine Fundraiser and raised $185.00! They shined shoes for 42 customers and collected donations of loose change during each of the lunch periods. A portion of the money was used to purchase baking supplies to bake and decorate Christmas cookies for the Bay Food Ministry and Bay Village Community Services. Unfortunately the winter weather caused a snow day which cancelled the baking project, but we still delivered the undecorated cookies to be distributed to families. Remaining proceeds were donated directly to BVCS to help fund their Holiday Caring and Sharing Program. Our middle school Westshore Young Leaders also participated by going to Bay Presbyterian Church on a Thursday evening to help setup and stage the donated goods for families to pick up the following morning. The young leaders all reported enjoying the experience and are already asking about other opportunities for another service project.

Our high school Wings group decorated Christmas cards for residents of Rae Ann nursing home who do not have many family members. The residents always appreciate these cards, as it gives them something to look forward to around the holidays.

The high school Westshore Young Leaders participated in the annual SADD Conference with the Cleveland Cavaliers. We chaperoned a group of six students to “The Q” for the conference and Cavs game. The students heard presentations by the Ohio State Troopers and McIntyre Center, and had a chance to meet former Cleveland Brown Jason Trusnik, who told his life story and what it means to him to be a leader. The students had a great dinner at Harry Buffalo and then were invited back to the arena for the Cavs game.

The fall Community (Court) Diversion Group finished up their assignment in December with a service project at St. Malachi Church in Cleveland. We chaperoned the trip, which took place on a Saturday morning where the students prepared a hot breakfast from scratch and then served the homeless as they entered the hall. The students were challenged with breaking and scrambling hundreds of eggs, making large trays of grilled cheese, and keeping the lines filled with hot food. Many of them mingled with the guests and learned more about how the parish serves those who are homeless. The students were so moved by the experience that they asked if they could return to St. Malachi on their own to help on future Saturdays!

For the month of December we facilitated a total of thirty-six (36) individual/family meetings and twelve (12) group program sessions. We attended four (4) IAT meetings at BHS.

Statistics for the month of December are provided on the next page.
New Referrals

During the month of December we received twenty-one (21) new referrals. The majority of referrals were made by BHS. There was one self referral and one referral from BVPD. Issues prompting referrals included family conflict, and one threat of self-harm. The majority of referrals were due to attendance issues, as many students had crossed over the threshold for Tier 1 Attendance Intervention. Follow up services that were recommended included individual counseling, a request for intervention from IAT, and attendance intervention.

Tables 1 and 2 provide statistics regarding referrals and follow-up recommendations for the month of December.

Table 1.  
**New Referrals and Referral Sources**

<table>
<thead>
<tr>
<th>Month</th>
<th>Referrals</th>
<th>Referral Sources</th>
<th>BHS</th>
<th>BVPD/CDP</th>
<th>Self/Parent</th>
<th>Cumulative</th>
<th>City</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>21</td>
<td></td>
<td>19</td>
<td>1</td>
<td>1</td>
<td>22</td>
<td>65</td>
<td></td>
</tr>
</tbody>
</table>

Table 2.  
**Follow up Recommendations**

<table>
<thead>
<tr>
<th>Month</th>
<th>Assessment/Support Services</th>
<th>Community Service</th>
<th>Individual Counseling</th>
<th>Attendance Intervention</th>
<th>INSIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>4</td>
<td>N/A</td>
<td>1</td>
<td>16</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Groups and Educational Activities

During the month of December, BFS facilitated or participated in the following groups and activities:

- Middle School Honor – Nine (9) students participated in one meeting at BMS, and one service project.

- High School Wings – Ten (10) students participated in three meetings at BHS, including a service project.

- Middle School Wings – Twelve (12) students participated in three meetings at BMS.

- High School Courage – Sixteen (16) students participated in two meetings at BHS.

- Westshore Young Leaders Network (WYLN) – Six (6) students participated in the SADD leadership conference and ten (10) students participated in a service project.

- Community Diversion Program (CDP) – Eleven (11) students participated in two meetings at BHS.

- Day To Liv – Fifteen (15) students participated in one meeting at BHS.
Table 3.  
*Numbers participating in groups and educational activities.*

<table>
<thead>
<tr>
<th>Month</th>
<th>Honor</th>
<th>Wings</th>
<th>MS Wings</th>
<th>Courage</th>
<th>WYLN</th>
<th>CDP</th>
<th>Day To Live</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>9</td>
<td>10</td>
<td>12</td>
<td>16</td>
<td>16</td>
<td>11</td>
<td>15</td>
<td>89</td>
</tr>
</tbody>
</table>

This concludes our monthly report of activity for December, 2016.

Prepared by: James M. Mahnic, LSW, MSW (BFS Coordinator)

*Description of group programs:*

**Courage** – Support group for at-risk high school males.

**Wings** – Support group for at-risk high school and middle school females.

**Honor** – Character development program for adolescent males.

**INSIGHT** – Drug/Alcohol Education

**Day To Liv** – High school student group that promotes mental health awareness.

**WYLN** – Westshore Young Leaders Network – Regional student leadership group. Both the high school and middle school participate in this program along with five other school districts.
Good Morning Joan,

I have two sign requests this morning, both concerning temporary signs on our St. Raphael Church property.

**Request #1**

*Got questions about life*

Dimensions: 4’x8’ Banner  
Placement: The front lawn of the church, between the sidewalk and the church building; between fence posts in the ground  
Duration: as soon as approved thru March 11, 2017

**Request #2**
(The layout above is from a previous year; this year’s sign will be similar, but the date will be Feb 25th.)

Dimensions: 36” x 72”
Placement: To be supported by temporary metal stakes, along Dover Center Road, in front of the church, not on the tree lawn area, but on the church lawn.
Duration: as soon as approved thru Feb 25th 2017.

Thanks, and Blessings,

Don. Mark A. Cunningham
Stewardship Director
St. Raphael Parish
525 Dover Center Road
Bay Village, OH 44140
memorandum

to: Curtis Krakowski

from: Robert H. Greytak, P.E., City Engineer

subject: Review of Proposals for White Creek Improvements

date: January 12, 2017

I have reviewed bids from two contractors for the White Creek Improvements per plans developed by CT Consultants, Inc. The bids were submitted by Nerone & Sons, Inc. and Trax Construction Company. The bids were as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>36&quot; RCP</th>
<th>36&quot; HDPE</th>
<th>Culvert Cleaning</th>
<th>Stream Cleaning</th>
<th>Total (using RCP Pipe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nerone</td>
<td>$21,200</td>
<td>$18,000</td>
<td>$3,000</td>
<td>$14,100</td>
<td>$38,300</td>
</tr>
<tr>
<td>Trax</td>
<td>$44,549</td>
<td>$41,047</td>
<td>Included</td>
<td>$9,158</td>
<td>$53,707</td>
</tr>
</tbody>
</table>

Note that the Trax bid lists 3 contingencies and 26 price exceptions which could push their bid higher than listed in the above summary.

Based upon my review, I recommend that Nerone & Sons, Inc. be retained to perform the work. I also recommend using RCP pipe instead of HDPE pipe as I believe that the installation conditions favor a rigid RCP pipe instead of a flexible HDPE pipe.
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY LICENSE</td>
<td></td>
</tr>
<tr>
<td>MOB/DEMOM</td>
<td></td>
</tr>
<tr>
<td>CUT PINE TREES</td>
<td></td>
</tr>
<tr>
<td>FOREMAN</td>
<td></td>
</tr>
<tr>
<td>OPERATOR</td>
<td></td>
</tr>
<tr>
<td>LABOR</td>
<td></td>
</tr>
<tr>
<td>EXCAVATOR 138</td>
<td></td>
</tr>
<tr>
<td>LOADER</td>
<td></td>
</tr>
<tr>
<td>UTILITY TRUCK</td>
<td></td>
</tr>
<tr>
<td>1 TN DUMP</td>
<td></td>
</tr>
<tr>
<td>TRUCK</td>
<td></td>
</tr>
<tr>
<td>DISPOSAL</td>
<td></td>
</tr>
<tr>
<td>36&quot; RCP PIPE</td>
<td></td>
</tr>
<tr>
<td>36&quot; HALF HEADWALL</td>
<td></td>
</tr>
<tr>
<td>BRICKS</td>
<td></td>
</tr>
<tr>
<td>NS GROUT</td>
<td></td>
</tr>
<tr>
<td>57 STONE</td>
<td></td>
</tr>
<tr>
<td>FILTER FABRIC</td>
<td></td>
</tr>
<tr>
<td>TYPE B ROCK CHANNEL</td>
<td></td>
</tr>
<tr>
<td>TOPSOIL</td>
<td></td>
</tr>
<tr>
<td>INSTALL TOPSOIL</td>
<td></td>
</tr>
<tr>
<td>SEED/MULCH</td>
<td></td>
</tr>
<tr>
<td>INSTALL SEED/MULCH</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 21,200.00</strong></td>
</tr>
</tbody>
</table>
BAY VILLAGE
WOLF ROAD 36" STORM SEWER REPAIR
REVISED PRICE USING 36" HDPE
12/13/2016

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY LICENSE</td>
<td></td>
</tr>
<tr>
<td>MOB/DEMOB</td>
<td></td>
</tr>
<tr>
<td>CUT PINE TREES</td>
<td></td>
</tr>
<tr>
<td>FOREMAN</td>
<td></td>
</tr>
<tr>
<td>OPERATOR</td>
<td></td>
</tr>
<tr>
<td>LABOR</td>
<td></td>
</tr>
<tr>
<td>EXCAVATOR 88</td>
<td></td>
</tr>
<tr>
<td>LOADER</td>
<td></td>
</tr>
<tr>
<td>UTILITY TRUCK</td>
<td></td>
</tr>
<tr>
<td>1 TN DUMP TRUCK</td>
<td></td>
</tr>
<tr>
<td>DISPOSAL</td>
<td></td>
</tr>
<tr>
<td>36&quot; HDPE PIPE</td>
<td></td>
</tr>
<tr>
<td>36&quot; HALF HEADWALL BRICKS</td>
<td></td>
</tr>
<tr>
<td>NS GROUT</td>
<td></td>
</tr>
<tr>
<td>57 STONE</td>
<td></td>
</tr>
<tr>
<td>FILTER FABRIC</td>
<td></td>
</tr>
<tr>
<td>TYPE B ROCK CHANNEL TOPSOIL</td>
<td></td>
</tr>
<tr>
<td>INSTALL TOPSOIL</td>
<td></td>
</tr>
<tr>
<td>SEED/MULCH</td>
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<tr>
<td>INSTALL SEED/MULCH</td>
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</table>

TOTAL $ 18,000.00
<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PRICE</th>
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</thead>
<tbody>
<tr>
<td>FOREMAN</td>
<td></td>
</tr>
<tr>
<td>LABOR</td>
<td></td>
</tr>
<tr>
<td>VACUUM TRUCK</td>
<td></td>
</tr>
<tr>
<td>CAMERA TRUCK</td>
<td></td>
</tr>
<tr>
<td>UTILITY TRUCK</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 3,000.00</strong></td>
</tr>
</tbody>
</table>
BAY VILLAGE
WOLF ROAD 36" STORM SEWER REPAIR
CLEAN STREAM NORTH SIDE APROX. 50 LF
12/13/2016

MOB/DEMOB
PLATES
FOREMAN
OPERATOR
LABOR
EXCAVATOR 200
UTILITY TRUCK
1 TN DUMP
TRUCK
DISPOSAL

TOTAL $ 6,100.00

LANDSCAPE ALLOWANCE $ 2,500.00
SIDEWALK/DRIVE ALLOWANCE $ 5,500.00
Date: December 23, 2016

To: Curtis Krakowski

Location: Wolf Rd. Bay Village, Ohio

Architect: CT Consultants, Inc. Plan Date: December 1, 2016

Scope of Work: All labor, material and equipment to perform work specified below as per sheets 1-3.

STORM SEWER WORK (STA 0+00 - 1+35)
- Remove existing 48" CMP and fill voided area with on-site material.
- Install geotextile fabric and type "C" rock protection.
- Install HW-3 headwall.
- Install 100 linear feet of 36" Class III RCP. If 36" Hancor pipe is used instead, deduct $3,502.00 from the quote below.
- Modify existing storm manhole and also brick and mortar tie-in location.
- Rough grade site and contour to existing grades.

NOTE: Work to be done by the City of Bay Village:
- Surveying
- Clearing
- S/W removed and replacement
- Preconstruction video
- Restoration

TOTAL COST..................................................$44,549.00

PIPE CLEANING AND DITCHING (STA 1+35 to Existing Headwall)
- Jet and vacuum existing debris in pipe.
- Grade existing ditch to allow positive drainage.

TOTAL COST..................................................$9,158.00

Contingencies:
- Proposal does not include any bond costs, performance, payment and maintenance bond fees, S.W.P.P., if required.
- Proposal is based on progress payments received monthly.
- Overtime work is not included.

Price does not include the following:
- Gas line or electric line repairs, if necessary.
- Hand-dug excavations.
- Temporary fencing.
- City permits and fees.
- Removal and replacement of retaining walls, fencing, mailboxes, asphalt, concrete, timbers and/or other landscaping items.
- Any utility connections/ relocations not shown on plan sheets.
- Inspection fees, if required.
- Engineering fees, if required.
- Geotechnical instrumentation and monitoring.
- Any damage due to the ingenuity of heavy equipment.
- Temporary/ Permanent seed and straw.
- Erosion control and/or maintenance.
- Tie-In and Tapping fees.
- Testing/Televising of utility lines.
- Utility power pole/Gas line/Fiber-Optic relocations.
- curb/Sidewalk excavation.
- Handling any spoil/benifiction debris produced by others.
- Underground or sewer drains.
- Plant, bush, tree relocation.
- Abnormal Excavation and Conditions.
- Entrance water or rock conditions, shifting, sand and etc.
- De-watering.
- Conflict with any underground utilities, water lines, sewer, gas, electric, telephone, etc. not shown on prints or detail.
- Excavation, backfill, and undermining of susceptible soils and hazardous materials of any kind are not included.
- All excavated material that is to be re-compact is assumed to be at optimal moisture content and correct plasticity index to meet the regulatory requirements.
- Necessary work to overcome these conditions will be handled on a time and material basis at a cost agreed upon between Trax Construction Co. and the owner at the time of discovery.
PROPOSED STORM CLEANOUT

SCALE: 1' = 10'

SAMPLE SECTIONS

SCALE AS SHOWN

PROPOSED STORM CLEANOUT PROFILE

SCALE AS SHOWN

MUST BE CONSTRUCTED
CLEAN SILT FROM TRENCH TO MAINTAIN PROPER DRAINAGE
USE THIS AS GUIDELINES AND ADJUST IN FIELD AS NECESSARY.
AN ORDINANCE
AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CT CONSULTANTS, INC., AS THE ENGINEERING CONSULTANT FOR THE CITY OF BAY VILLAGE FOR THE YEAR 2017, AND DECLARING AN EMERGENCY.

WHEREAS, the City is in need of an ongoing engineering consultant; and

WHEREAS, the City has been utilizing CT Consultants for engineering services on various city projects on a project by project basis;

NOW THEREFORE, BE IT ORDAINED by the Council of the City of Bay Village, Ohio

SECTION 1. That the Mayor is hereby authorized to enter into an agreement with CT Consultants, Inc., 8150 Sterling Court, Mentor, OH 44060, to proceed as the consulting engineer for the City for the year 2017. Said work is said to be performed under contract at a cost not to exceed Twenty Four Thousand Dollars ($24,000.00). Payment shall be made in monthly installments of Two Thousand Dollars from the Service Administration/Architectural and Engineering Fee Fund (100.160.53220).

SECTION 2. That this Council finds and determines that all formal actions of this Council concerning and relating to the passage of this ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any committee that resulted in those formal actions were in meetings open to the public in compliance with law.

SECTION 3. That this ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, property and safety, and for the further reason that it is immediately necessary to provide said engineering consulting services, 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

1/19/17
AGREEMENT
BETWEEN THE CITY OF BAY VILLAGE, OHIO
AND
CT CONSULTANTS, INC.

THIS AGREEMENT, made this ___ day of __________, in the year Two Thousand and Seventeen by and between the CITY OF BAY VILLAGE, hereinafter called the "CITY" located at 350 Dover Center Road, Bay Village, Ohio 44140 and CT CONSULTANTS, INC. whose corporate office is located at 8150 Sterling Court, Mentor, Ohio 44060, hereinafter called the "ENGINEER".

WITNESSETH:

WHEREAS, the CITY wishes to employ a qualified Engineering and Architectural Consulting firm authorized in the State of Ohio to perform the engineering, architectural and surveying services necessary to meet the challenges and needs of this community through the coming years for and on behalf of the CITY as hereinafter set forth; and

WHEREAS, said ENGINEER is authorized to practice engineering, architectural and surveying services in the State of Ohio as required by law, holding valid and current Certificates of Authorization, and desires to perform such services for the compensation hereinafter described; and

WHEREAS, said ENGINEER currently maintains Engineer's professional liability insurance, limits of which are $2,000,000 per claim; $2,000,000 policy annual aggregate; and

WHEREAS, the CITY and the ENGINEER desire that a designated representative of the ENGINEER be appointed to serve as City Engineer and provide the services as hereinafter described.

NOW, THEREFORE, in consideration of these premises and of the mutual covenants herein set forth, the CITY and the ENGINEER agree as follows:

I. RETAINER SERVICES
The ENGINEER shall designate and furnish the services of a Professional Engineer to serve the CITY as City Engineer. The City Engineer or his authorized representative shall:

A. The professional designated as City Engineer shall perform all duties and functions that are required to be conducted and assumed by him/her under the laws of the State of Ohio and the Ordinances of the City of Bay Village, Ohio.
B. Attendance by the ENGINEER at regular Council and Planning Commission meetings, and other public, legislative or administrative meetings as requested. Represent the CITY to public agencies that; for example may involve the Cuyahoga County Department of Public Works, the Cleveland Division of Water, NOACA, and the State of Ohio.

C. Provide consultation as needed with the CITY Administration in the areas of capital planning and to develop strategies for infrastructure improvements and upgrades that would benefit the CITY.

D. Minor consultation and site inspection(s) with such authorized representatives of the CITY, providing such consultation requires no preparation of detailed plans, detailed estimates or field investigations.

E. Prepare estimated budgets of engineering and/or technical services in sufficient detail for review and approval.

F. Upon request, provide monthly reports of progress of improvements under the ENGINEER’s charge, stating conditions of same, together with any other matters of interest as desired by the CITY.

G. Provide consultation, management and coordination with the City regarding ongoing compliance with Ohio and U.S. EPA regulatory matters.

H. Provide plan review and consultation services for construction projects being proposed by private developers in the CITY. Reviews and consultation shall be performed with respect to construction standards and methods; and such review shall verify compliance with CITY standards and codes. Plan consultation services shall be limited to two (2) hours per applicant or owner; after which, assuming the development comes to fruition, an appropriate deposit would be requested by the CITY for professional consultation on the development plans.

II. **Public Improvements**

A. The CITY reserves the right to retain the services of other Consulting Engineer/Architectural Firms for professional engineering/architectural/surveying services.

B. The ENGINEER shall provide the following professional services on specific public and/or private improvements undertaken in and for the CITY only after such services have been authorized by the Mayor or upon approval of City Council:

   1. Provide consultation, guidance and assistance to prepare grant and loan applications; and, prepare studies, reports and necessary plans, profiles, specifications and estimates of cost for public improvements.

   2. Observe and serve as the representative of the CITY in the execution of such public work undertaken by the CITY, pursuant to plans and
specifications approved by the CITY. Prepare contracts relevant to CITY projects and improvements so authorized to the ENGINEER.

3. Provide services to perform as the CITY's Equal Employment Opportunity Coordinator and/or the Prevailing Wage Coordinator, where applicable, and so authorized by the CITY.

4. Provide services to review and assess the water and/or sewer rates when so authorized by the CITY.

5. Consult with the CITY and act as City's representative as provided in the General Conditions of the construction contract. The extent and limitations of the duties, responsibilities, and authority of the ENGINEER as assigned in the General Conditions shall not be modified, except as ENGINEER may otherwise agree in writing. All of the CITY's instructions to the Contractor will be issued through the ENGINEER, which shall have authority to act on behalf of the CITY in dealings with the Contractor to the extent provided in this Agreement and the General Conditions except as otherwise provided in writing. ENGINEER shall supervise and direct all Construction Project Representatives and such Construction Project Representatives shall report to and receive their instructions from the ENGINEER relative to the improvements authorized.

6. Provide a full-time, resident project representative and assistant who will act as directed by the ENGINEER in order to provide more extensive representation at construction project sites during the construction phase of any project. The furnishing of such resident project representation shall not make the ENGINEER responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions or programs, or for the Contractor's failure to perform the construction work in accordance with the contract documents.

7. Provide on-site inspection of subdivision improvements according to the subdivision regulations of the Planning and Zoning Code of the City of Bay Village.

8. Furnish to the CITY, plans, specifications and estimates of cost of such improvements for the information and guidance of contractors dealing with the CITY.

9. Check and approve plans for development projects proposed in the CITY.

10. Provide professional services in connection with assessment projects undertaken by the CITY.
11. Provide other technical or administrative services as may be required and authorized by the CITY in connection with capital improvement projects in the CITY or associated with acting as the CITY representative to outside agencies or public authorities.
12. Provide services in connection with the preparation of record drawings of the work and structures as built based upon data furnished by the Construction Project Representative.

III. SITE GRADING & FOOTING ELEVATION VERIFICATION

A. The ENGINEER will provide personnel to confirm that footing elevations and site grading are in general conformance with the approved plans on file with the Bay Village Building Department. The time associated with performing such verification shall not exceed three (3) hours for each site visit including associated travel time.

B. The ENGINEER shall be provided with 2 working days advanced notice for scheduling of site visits.

IV. SERVICES PROVIDED BY THE CITY

A. The CITY without expense to the ENGINEER, will;
   1. Provide all legal, accounting, insurance counseling, and similar services that may be required in connection with services performed under this Agreement.
   2. Make available from its files, data relating to all engineering projects.
   3. Guarantee access to and make all provisions for the ENGINEER to enter upon public and private property as required by the ENGINEER to perform its services under this Agreement.
   4. Give prompt written notice to the ENGINEER whenever the CITY observes or otherwise becomes aware of any defect in any project, so that the ENGINEER may investigate and make recommendations to the CITY.
   5. Furnish and bear all costs incident to approvals and permits from all governmental authorities having jurisdiction over any project undertaken hereunder and such approvals and consents from others as may be necessary for completion of the project.
   6. Furnish testing and laboratory inspecting services; or, utilize the ENGINEER to coordinate and secure these services.

V. FEES FOR SERVICES

A. As compensation for services provided under Section I, the ENGINEER shall be paid an annual retainer of Twenty-Four Thousand Dollars ($24,000.00) payable in monthly installments of Two-Thousand Dollars ($2,000.00).
B. Fees for services provided by the ENGINEER under Section II of this Agreement shall be paid on an hourly basis calculated as payroll cost times a multiplier of 2.0 for various classifications of personnel utilized. Payroll cost is defined as salaries and wages of personnel plus a percentage of same for customary and statutory benefits including, but not limited to, social security, unemployment, workers compensation, health and retirement benefits, sick leave, vacation and holiday pay and other group benefits. The percentage to be used in calculating payroll costs is agreed to be 55.0 percent. Services for specific tasks and/or capital improvement projects shall only proceed upon written authorization and a not to exceed fee. Fees for engineering services shall not be exceeded without written authorization.

C. Fee for services provided by the ENGINEER under Section III will be a lump sum fee of $400 for a footing elevation verification and a separate lump sum fee of $400 for a final site grading verification. Lump sum fees include submission of field reports and all travel expenses. Time required for verification of elevations/grading in excess of (3) hours per visit or for repeat verifications shall be invoiced at an additional rate of $90 per hour. Invoices will be submitted monthly based. Invoices are due upon receipt and past due 30 days after receipt.

D. It is understood that the hourly billing rate for the designated CITY Engineer shall be $90 per hour and the maximum billing rate for Officers of the company shall not exceed $145 per hour.

VI. Additional Services

A. When authorized or directed in writing by the CITY’s authorized representative, the ENGINEER shall perform the following supplemental services:

1. Analyze operations, maintenance and overhead expenses; prepare rate schedules, earnings and expense statements, feasibility studies, appraisals and evaluations, detailed quantity surveys of materials, equipment and labor, audits of inventories, and operating or maintenance manuals; and instruct CITY personnel in operating or maintenance techniques.
2. Furnish the services of special consultants.
3. Furnish renderings, exhibits, or models of any part or all of any project.
4. Serve as an expert witness in administrative or judicial proceedings.
5. Travel to places other than the CITY in connection with the performance of supplemental services.

VII. Conflict of Interest

A. Unless otherwise directed by the CITY, the ENGINEER, including all staff members, shall not be employed or receive compensation from any developer for planning of or in seeking approval of any subdivision or development
within the corporate limits of the CITY during the time the ENGINEER is employed as City Engineer.

VIII. CONFIDENTIALITY

A. The ENGINEER shall not, either during or after the term of the Agreement, disclose to any third party, or use for its own benefit, any confidential information relative to the services or the business of the CITY without the written consent of the CITY. The provisions of this section shall survive the satisfaction of the obligations and the completion of the term of this Agreement.

IX. TERMINATION

A. This Agreement may be terminated by either party by written notice of intent to terminate thirty (30) days prior to the effective date; said notice shall be delivered by registered mail or certified mail with return receipt requested, or personal service by the party desiring to terminate the Agreement. The Agreement shall remain in full force and effect for such 30-day period, unless mutually agreed otherwise. No engineering work shall be undertaken by the ENGINEER for plans, specifications and estimates of cost for construction of sewers, water lines, pavements or other major project except by formal authorization from City Council.

IN WITNESS WHEREOF, the parties hereto have set their hands and day and year first above written. The signature of the City of Bay Village, Ohio being affixed by its Mayor.

CITY OF BAY VILLAGE, OHIO

By: ____________________________
    Paul Koomar
    Mayor

CT CONSULTANTS, INC.

By: ____________________________
    Richard J. Iafelice, P.E., P.S.
    Vice President

APPROVED AS TO LEGAL FORM:

Gary Ebert, Director of Law
RESOLUTION NO.
INTRODUCED BY:

A RESOLUTION
AUTHORIZING THE PURCHASE OF TWO LAW ENFORCEMENT VEHICLES
UNDER COOPERATIVE PURCHASING PROGRAM WITH THE STATE OF OHIO,
AND DECLARING AN EMERGENCY

WHEREAS, the City of Bay Village has entered into a cooperative purchasing program
with the State of Ohio to participate in State contracts which the Department of Administrative
Services, Office of State Purchasing, has entered into for the purchase of supplies, services,
equipment and certain material pursuant to ORC §125.04; and

WHEREAS, the cooperative purchasing programs, after public bidding, will determine
the vendor that is the best vendor(s) for the vehicles listed below in Section 1; and

WHEREAS, the City of Bay Village Police Department is in need of the vehicles listed
below meeting these specifications;

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

SECTION 1. That the Chief of the Division of Police is hereby authorized and directed
to submit purchase order(s) for the purchase of two (2) police vehicles outfitted with graphics,
lighting and security under the cooperative purchasing program of the State of Ohio. Total
contract price not to exceed $62,000.00, including delivery; shall be paid from the Equipment
Replacement Fund / Police (240.111.55220).

SECTION 2. That this Council finds and determines that all formal actions of this
Council concerning and relating to the passage of this resolution were taken in an open meeting
of this Council, and that all deliberations of this Council and of any committee that resulted in
those formal actions were in meetings open to the public in compliance with law.

SECTION 3. That this resolution is hereby declared to be an emergency measure
immediately necessarily for the preservation of the public peace, health, safety and welfare, and
for the further reason that it is immediately necessary to submit said purchase order to meet the
cut-off date for ordering law enforcement vehicles, wherefore this resolution 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

1/19/17 II
# ORDER FORM

Purchaser: Bay Village Police Department  Fed Tax #: 34-6000207

Address: 28000 Wolf Road

City: Bay Village  County: Cuyahoga  State: OH  Zip: 44140

Contact Name: Lt. Calvin E. Holliday  Phone #: 440-871-1234

P.O. #  E-mail: cholliday@cityofbayvillage.com

2017 Ford Utility Police Interceptor

Back Up Camera Location (PLEASE CHECK ONE)  [CenterStackXX Std]  [RearViewMirror87R]

<table>
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<tr>
<th>Quantity</th>
<th>Code</th>
<th>Color Exterior</th>
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<td>UX-Ingot</td>
<td>9W</td>
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Options:
- SLU Spotlight Upgrade
- CL4 Whelen 4 Corner LEDS (Clear in Reverse Lights)
- (New) HLF Headlight Flasher
- FPB Setina Push Bumper
- 10RP Setina Recessed Partition
- 12VS Setina Rear Partition
- SWG Setina Window Guard
- 43D Courtesy Lamps Inoperative
- 59B 1284X Keyed Alike Code
- 686 Rear Door Handles/Locks Inoperative
- 76R Reverse Sensing
- 86P Front Headlamp LED Ready
- 549 Heated Mirrors
- 18D Global Unlock Rear Hatch

$0.40

Delivery: (YES) XXX

Delivery Charge: $XXX \times 360 \text{ mile(s)} = 144.00

Round Trip $60.00 minimum

Total Unit Cost $30,058.00

All orders must be accompanied by a Purchase Order and a completed WB Form or they CAN NOT be processed.