TO:         Council Members
           City Directors
FROM:      Mayor Anthony L. Togliatti
DATE:      August 17, 2018
RE:        Administrative Update

AUGUST COUNCIL MEETING RESULTS:

The Legislative Agenda for the August 14, 2018 Council Meeting held this past Tuesday contained 20 pieces of legislation. Vice Mayor Dave Grendel and Councilperson Tom Narduzzi were unable to attend.

Three (3) Ordinances appeared on Second Reading, and all two (2) of those Ordinances were Enacted unanimously (5-0).

The remaining Ordinance on Second Reading 2018-111 was Removed from the Agenda.

Seventeen (17) Ordinances were introduced on First Reading, of which ten (10) Ordinances were Enacted unanimously (5-0).

Action on the remaining Ordinances was as follows:

- **Ordinance 2018-127** authorizing the Mayor to enter into an agreement with Be Well Solutions for professional Services was Adopted 5-0 as Amended. (The contracted period with Be Well was amended to read September 1, 2018 through December 31, 2019).
- **Ordinance 2018-128** authorizing payment to the Senior Citizens Club of Independence, Ohio was Adopted 5-0 as Amended.
- **Ordinance 2018-132** authorizing Change Order No. 2 to the agreement with E.L. Robinson Engineering for professional engineering design services in connection with
Administrative Update
August 17, 2018

Brecksville Road Improvements; Rockside Road to S.R. 17 Cloverleaf Failed (3 – 2; Trakas, Wisnieski – No).

- **Ordinance 2018-135** accepting the bid of Precision Tile & Design and authorizing the purchase of plumbing fixtures for the Recreation Center Shower Areas Improvement Project from Welker McKee was Adopted as Amended (5-0).
- **Ordinance 2018-139** authorizing the Mayor to enter into a Memorandum of Understanding with the Cleveland Organized Crime and Drug Enforcement Task Force Strike Force (“Strike Force”) to address drug trafficking and drug-related crime was left on First Reading.
- **2018-140** creating informal procedures required by the City for the procurement of goods and services in excess of $7500 when public bidding is not utilized was left on First Reading.
- **Ordinance 2018-142** granting a U-3 Special Use Permit to Noah’s Corporation for property located at 4849 Acorn Drive was Adopted as Amended (4-1; Trakas-No).

A special thank you to Monsignor Peter Karam of St. Maron Church for joining us and for providing the opening prayer before our Council Meeting.

**TOPGOLF UPDATE:**

This week we had the opportunity to meet with the Real Estate team from Topgolf to discuss our on-going partnership and project coordination. Communication is important due to the concurrent construction schedules for Topgolf’s property and the City’s public improvements including the extension of Rockside Woods Boulevard North. Topgolf plans to finalize the property purchase and begin construction by the end of September. Much work remains before the project groundbreaking, but we are committed to continuing our dialogue with Topgolf. Our next project coordination meeting is scheduled for mid-September. The construction is projected to take about a year to complete, so it is possible that next year at this time we could be hitting some golf balls!

**RESIDENT NOTIFICATION:**

A Resident Notice was sent to homeowners last Friday who will be affected by a project to install fiber-optic cable on Cheryl Ann Drive which was soon to commence. The work will be performed by AT & T contractor, Eustis Cable Enterprises, and will take place in the public...
right-of-way in the existing utility easements. Work is expected to take approximately one month and traffic flow will be maintained at all times during the construction, however, minor delays can be expected.

FARMERS MARKET:

We are excited to now offer our Farmers Market on Wednesday’s from 4:00 to 7:00 pm. We are so fortunate to have a variety of vendors taking part in this market which we hope to keep expanding with each coming year.

So, please stop by the Market on Wednesday evenings and/or Sunday mornings to patronize these vendors so they will continue to participate. Credit cards are accepted.

UPCOMING MEETINGS/EVENTS:

• FOOD TRUCK FRIDAY:

Independence Historical Society Food Truck Friday, August 17 from 4-7 p.m. at Historic Hall on the Square!

Free admission to the Museum. Slyman's Tavern
Food Truck. Special Art Show on the Square under the tent featuring the works of Linda Zust (paintings, religious art), Marius Narbutaitis (metal sculptures and art), Dr. Len Widmer (find wood crafts), Leslie McCafferty (paintings) and Eclectique Interior Accessories (one of kind knobs, bottle stoppers and more).

• Food Truck Friday, September 7th 4-7 pm at Historic Hall – Simply Southern Sides.

• LABOR DAY HOLIDAY: The Labor Day holiday will be observed on Monday, September 3rd. City Hall, City Annex, Service Department and Community Services will be closed. The Recreation Department will be open 8:00 am to Noon and Police and Fire will be working their normal schedule.

DEPARTMENTAL REPORTS:

Following are some highlights of recent activity, updates, events and/or statistics from various departments.

The Building Department Reported- (Week ending 7-27-18)

• 4 sets of plans were sent to the Plans Examiner
• 5 Commercial Permits were issued
• 10 Commercial Inspections were performed by Brecksville (building, electrical, plumbing, HVAC, fire protection)
• 7 Residential Permits were issued
• 26 Residential Inspections were performed
• 4 Residential Inspections were performed by Brecksville (plumbing)
• 5 contractors were registered for 2018; 512 registrations year-to-date.
• 1 Residential Rental Registration for 2018; 9 registrations year to date.
• 8 signs were removed from the Right-of-Way.
• An Occupancy Permit was issued for 6300 Hillside Road, Rinello Builders for a 3787 sq. ft. single-family dwelling.
• Building Official performed two Tenant Safety Inspections (North Coast District Union of the United Methodist Church at 4700 Rockside Road #300 and KAZ Company located at 4807 Rockside Road #610).
• Exterior Home Maintenance:
  o 213 houses inspected
  o 0 Homes with violations
  o Streets inspected:
The Engineering Department Reported- (Week ending August 3)

- Water Main Break:
  - 6204 Ranchview – Cleveland Water was contacted and a crew was out in June. The Service Department has been contacted to perform restoration to the road.
- Three (3) Permits were issued:
  - Two (2) to replace existing driveways.
  - One (1) to install a new gas connection.
- A downspout inspection was performed at 6919 Sprague Road and found to be Compliant.
- A Sanitary Sewer Lateral Inspection was performed at 6595 Bexley Court and found to be Compliant.
- A Final Grade and Landscape was approved for 6922 Brookside Road.
- A Final Grade Inspection was performed at 4303 San Fernando Circle.
- Joe Potoma attended the Northern Ohio Damage Prevention Council Meeting to hear presenter speak on the topic: “Observation vs. Perception”.
- Worked on Public Relation Outreach with Jeremy Rowan in relationship to the upcoming West Creek Road and Jefferson Drive Improvements Project.
- Met to discuss the upcoming-needed work for the Annual Storm and Sanitary Sewer Maintenance Contract.
- Met with representatives from Pulte Homes and with the Cuyahoga Soil & Water Conservation District (CSWCD) to perform a site review of the Hawthorn Trace development.
- Engineering personnel attended a progress meeting for the Hemlock All-Purpose Trail Project. Construction work is progressing according to schedule.
The Police Department Reported - (Week ending August 10)

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<tr>
<th>Misdemeanor Arrests</th>
<th>Felony Arrests</th>
<th>Traffic Citations</th>
<th>OVI Arrests</th>
<th>Accident Reports</th>
<th>Calls for Service</th>
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<tr>
<td>13</td>
<td>3</td>
<td>73</td>
<td>2</td>
<td>9</td>
<td>316</td>
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The Fire Department Reported: (Week ending August 10th)

- EMS Incidents: Week 21, YTD 867
- Fire Incidents: Week 15, YTD 341
- Mutual Aid:
  - Engine Responses: Week 0, YTD 28
  - Squad Responses: Week 0, YTD 20

The Community Services Department Reported - (Week ending August 10th)

- Adult Programming:
  - 55 + Lunch on 8-2-18 (53 residents, 2 volunteers, 3 non-residents, 16 staff attended).
- Summer Camp:
  - Jr/Sr Week #8: 69 children participated; and Teen and Tween Camp had 49 children.
  - Activities included:
    - Jumpyard and Children’s Museum
    - Mr. Divots – a favorite for one and all!
    - Garden – everyone continues to pick from the bountiful garden
    - All Counselor evaluations have been completed.
- Youth Programs:
  - Working on 2019 calendar year.
  - Reviewed completed surveys for Summer Playground
  - Claudia Duhan and Marcia Abbadini assisted with Kidz Zone at Home Days.
- Community Resources Coordinator:
  - Met with residents regarding electric bill and alternate providers
  - Assisted residents with transportation needs, Meals on Wheels, Nursing Home placement.
  - Made home visit to homebound resident and assisted him with wheelchair and home visits from the church.
- New Farmers Market Banners created to advertise the addition of the Wednesday Farmers Market from 4:00 to 7:00 pm.
• Community Services Director met with Superintendent and other school officials to discuss collaboration between the schools and the Afterschool and Summer Camp Programs.

The Recreation Department Reported- (Week ending July 27th)

• Saturday July 21st:
  o Emerald Necklace Softball Tournament concludes today. Part-time staff taking care of their field requests and needs.
  o All tables are booked for picnics at both pavilions.

• Sunday, July 22nd:
  o “I Stand for Cops” 5K run began at the Fieldhouse this morning.
  o All tables booked for picnics at both pavilions.

• Monday, July 23rd:
  o Recreation Staff cleaned up the park area from the weekend’s softball tournament.
  o The Upside of Downs “Stryder Bike” Camp took place at the Fieldhouse and ran through Friday. Rental income for this event: $600.
  o Bleachers and other items were taken to the outdoor pool for the upcoming Cuyahoga Valley Regional Championship Swim Meet.

• Tuesday, July 24th:
  o Negotiated an agreement with the Cleveland Cavs Youth Basketball Association (Jr. Cavs) to partner on the City’s Youth Basketball Program. Some of the benefits will be: a reversible Cavs jersey, a free ticket to a Cavs game, access to exclusive coaching resources, access to online instructional videos, coaches shirts, and 10 Cavs basketballs for our facility along with many other benefits.

• Wednesday, July 25th:
  o Met with Fence Contractor to go over the details for the install of the fence which should have begun the week of July 30th.
  o Met to discuss the Athletic Association’s Indy Color Run which took place on Saturday, July 28th.
  o The Christmas in July outdoor pool party took place at Elmwood Pool today. Concession stand treats were only $1.00 each and DJ Jim Rio was there to lead everyone in many fun activities!

• Thursday, July 26th:
  o Bids opened today for the Civic Center shower project.

• Friday, July 27th:
  o Preparing for the Championship Swim Meet on Saturday. We were the host city once again with over 600 people attending.
  o Table and Chair deliveries: 54 tables and 300 chairs to 7 different residences.

The Technical Services Department Reported- (Week ending August 10th)

• Tech removed the interior and exterior walls in the sauna at the Civic Center. A new cedar tongue and groove will be installed on the walls along with new benches and an ADA compliant door. In addition, new lighting and interior Placards will also be installed.
• Tech will also be installing a new steam generator and controls in the Sauna Room.

The Information Technology Department Reported – (Week ending August 10\textsuperscript{th})

• The department closed 32 Helpdesk tickets the week beginning August 6\textsuperscript{th} -10\textsuperscript{th} and received 83 calls, including 2 after-hours calls.
• In addition to responding to Helpdesk issues, weekly project highlights include:
  o New thin client image including security and program updates.
  o Installed new Wireless Access Point for the Fire Department Bay.
  o Installed UPS Battery Backup to fix paging issue in the Fire Department that occurs during generator testing.
  o Identified and replaced defective display/touch screen in Police Cruiser.
  o Working on printer audit in search of cost savings for future projects.

Have a great weekend!