MEMORANDUM

To: Council Members and Department Directors

From: Mayor Anthony L. Togliatti

Date: January 20, 2017

Re: Administrative Update

SOUTHWEST COUNCIL OF GOVERNMENTS:

This past Wednesday Chief Kilbane and Chief Rega attended the annual Southwest Council of Governments meeting in Strongsville (SCOG). This organization is made up of 19 communities and two regional partners who share their resources and funding to support specialized law enforcement and fire rescue teams. The following is a summary of the information discussed at that meeting from Chief Rega.

Various reports were provided with highlights on the efforts made during the RNC to ensure security and safety throughout region. Executive Chief Bob Chegan also reported on the SERT team’s 5-Year Capital Plan and the efforts being made for future sustainment of the team.

Items that were voted on and passed included:

- The annual dues for 2017 ($18,000 per community). The annual due for 2017 increased by $2,000 for SERT as part of a 3 year plan to increase them to $10,000. Next year they will top out at $10,000 for the SERT teams portion of the SCOG dues.
- Annual SCOG budget of $329,061.05 (SEB $180,000, SERT $149,061.05)
- The salary for the treasure ($6,000). This must be approved every year. There was no increase in the salary.
- The minutes from last year.

TAVERN OF INDEPENDENCE:

For those who may not yet be aware, the former Panini’s Bar and Grill, located north of Rockside across from Cozumel Mexican Restaurant, is under new ownership and opened its doors to the public yesterday as the Tavern of Independence.
Thank you to resident and new owner Eric Michalski for opening the doors to his new establishment to City employees on Wednesday evening during one of his soft openings. Your hospitality was greatly appreciated by all who attended.

Best Wishes to Eric and the Tavern of Independence for a very successful future here in Independence!

LUNCH AND LEARNS:

During the month of February, the Independence Fire Department will be holding 5 Lunch and Learn Sessions for City employees. The purpose of the presentations will be to refresh and/or familiarize employees with the AED equipment located in each City building along with introducing a “Hands Only” CPR and Bleeding Control Kits.

Any member of Council who may wish to participate can attend one of the following scheduled sessions:
February 1 at 4:00 pm in the Independence Police Department
February 2 at noon in the Service Department Break Room
February 6 at noon in the City Hall Caucus Room
February 8 at noon in the Building Department Conference Room
February 9 at noon in the Pin Oak Room at the Civic Center

HOME DAY SAFETY:

A meeting was held this week with the leaders of our Safety Forces along with certain members of the Recreation, Service and Technical Services Departments to discuss potential safety issues in relationship to Home Days.

We have been very fortunate over the last 100 years having to deal with only minor safety occurrences and it is our goal to keep it that way by taking proactive measures. It was a successful meeting of the minds as many ideas, options and suggestions were brought to the table that will be considered to alleviate any issues and/or concerns regarding safety at Home Days this year.

Home Days has always been a celebration of “community” where many cherished memories have been created year after year, and it is our hope to continue this beloved tradition incident free for many years to come!

FINANCE MEETING:

An important Finance Meeting to discuss the City’s Annual Appropriation Ordinance is scheduled for Tuesday, January 24, at 4:00 pm in the Council Conference Room at City Hall.
DEPARTMENTAL REPORTS:

Following are some highlights of recent activity, updates, events and/or statistics from various departments for the week ending January 13, 2017.

The Building Department Reported:

- 5 Sets of Plans were sent to the Plans Examiner
- 6 Commercial Permits were issued
- 7 Commercial Inspections performed
- Plans were approved for 6050 Oak Tree Blvd., #500, CBIZ for alterations to existing space.
- An Occupancy Permit was issued for 6480 Rockside Woods Blvd., #100, W.A. Smith for a 1435 tenant build-out.
- 1 Residential Permit was issued
- 5 Residential Inspections performed
- 39 contractors were registered for 2017, 162 registrations year-to-date

The Engineering Department Reported:

- Two Water Main breaks were reported, one at the intersection of Laurel and Aster and one at 7442 Brookside. As of this reporting, Cleveland Water had not completed the necessary repairs.
- A Miscellaneous Permit was issued to Dominion to clear trees between Sprague Road and Brookside Road. Tree clearing was scheduled to begin the week of January 16th and will continue for approximately two weeks.
  - The next phase of the project will involve pipe removal and replacement and is planned to begin on or about June 1st. Notification letters were sent to affected residents.
- One miscellaneous Commercial Permit was issued at 6566-6578 Brecksville Road to Fronz Drilling for soil borings and soil testing.
- A meeting was held in reference to the Rockside Woods Boulevard, North Sanitary Sewer Extension on January 17th to discuss the guidance system for the Horizontal Directional Drilled Sanitary Sewer.
- Engineering was called out for a Sanitary Sewer issue on Rockside between Summit Drive and I-77 South on-ramp.
  - The City’s Sewer Crew were successful in unblocking the sewer after they vacuumed and line jetted the service lateral and manhole
The Fire Department Reported:

- A meeting took place with representatives of B & C Communications and Motorola on January 12, to receive an update on the Dispatch Console Installation Project.
  - Most of the hardwiring of equipment is completed and the programming work should be completed in the next three (3) weeks.
- The Community Emergency Response Team (CERT) will be holding a basic training course this coming February to teach residents how to protect themselves, their family and neighbors during natural disasters and other emergency events.
  - Attendees will receive 24-hours of training.
  - Classes will begin on February 22nd and run for 8 weeks meeting every Wednesday evening.
  - For more information and how to sign up for this training course, please contact Team Training Coordinator, Mary Benedek at kedenebm@hotmail.com.
- Ladder 4 is scheduled to go out for repairs at Finley Fire on January 23rd and should be ready to return in approximately 2-3 weeks from that date.

<table>
<thead>
<tr>
<th></th>
<th>Week</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS Incidents</td>
<td>38</td>
<td>81</td>
</tr>
<tr>
<td>Fire Incidents</td>
<td>13</td>
<td>22</td>
</tr>
</tbody>
</table>

- **Mutual Aid:**
  - Engine Responses | 0 | 0 |
  - Squad Responses | 3 | 4 |

The Police Department Reported:

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>0</td>
<td>40</td>
<td>1</td>
<td>14</td>
<td>282</td>
</tr>
</tbody>
</table>

The Clerk of Courts Reported:

- Electronic copies of the Parent Pledge and Directory were emailed, along with a cover letter and the 25 & Alive information card, to the parents who chose not to receive a hard copy. Links to the new Parent/Student Resource Guide on the website were included. For parents who requested a paper copy, a QR code was included on the pledge which enables them to link online to the
resources from their electronic devices. Only those parents who signed the Parent Pledge receive a copy of the Directory.

- Independence Schools will soon be conducting a contest amongst students to design the new specialty license plate that was made possible by Ohio State Representative Marlene Anielski. Once the winner is chosen and the artwork is submitted, the State will create a sample plate within two weeks. Once the school provides final approval, the plates should be available approximately 45 days later.

The Recreation Department Reported-

- On January 8, the Tucker Neale Basketball Tournament took place at the Independence Field House from 8 am to 6 pm (3 courts). Rental income for the day totaled $1560.
- The Rec Staff cleaned and buffed the civic Center gym and racket ball court.
- A meeting was held with representatives from O.P. Aquatics and their subcontractors to obtain pricing on Ultra Violet light disinfection systems for the outdoor pools.
- The floors at the Elmwood Recreation building were thoroughly cleaned and buffed.
- The Greek Orthodox Youth Association held a Basketball event at the Independence Field House the weekend of January 14.
- Details are being discussed for another Sneaker Con event to be held at the Field House later this year.
- Three new indoor Pickle Ball courts were created at the old Elmwood Rec Gym and are open for use.
- The Staff continues to obtain materials and perform work on the Zuber Field Project.

The Service Department Reported-

- The Sewer Crew has been busy responding to a number of residents’ issues relating to their Sanitary and Storm lines.
- An issue with water overflowing from a manhole on Rockside Road near the I-77 southbound entrance ramp in front of Crowne Plaza Hotel inside the construction zone, required the Service Department Sewer Crew with the assistance of the Engineering Department, to vacuum and jet the manhole. A rock obstructing the line was found to be the culprit and was removed.
- A Service crew vacuumed two catch basins on Cheryl Ann Drive that were blocked, and also removed surface debris in miscellaneous areas that could obstruct the catch basins.
- All holiday decorations have now been removed from Rockside Road as well as the Square.
- Friday Special Pick-Ups: 22
  o Trash: 0
  o Metals: 10
  o HHW: 12
- Sweeper out 2 days
• 1 Toter Can repair
• 2 New Toter Cans delivered
• 1 New Mailbox installed
• 6 Mailbox repairs
• Chipper out 5 days
• General Shop Cleaning
• Litter Patrol out 2 days
• Yard waste pushed compost pile turned
• Ordered 500 tons of Salt, 400 Tons remain from last year
• 81 Work Orders Created
• 25 Work Orders Completed
• No major vehicle break downs this week
• On Thursday, December 29th, plow truck #25 caught fire due to an electrical short at the fuse box.
  o Because of the loss of this truck, we do not have a large back-up plow truck; however, we have two-Ford F550’s that will be placed into rotation as they are very capable to handle the secondary main roads as well as the neighborhoods.
• As a result of Senior Mechanic John Luczyk’s retirement, Alec Carron was brought on as a full-time mechanic. Alec brings a great technological skill set to the department and is working out very well.
• A new Fleet Maintenance software program called RTA is in the process of being implemented in the department, which will allow for a quicker and more user-friendly data entry system for our mechanics, in addition to providing a variety of tools to track vehicles and equipment.

Enjoy your weekend!