To: Council Members and Department Directors

From: Mayor Anthony L. Togliatti

Date: February 17, 2017

Re: Administrative Update

FEBRUARY COUNCIL MEETING RESULTS:

The Legislative Agenda for the February 2017 Council Meeting held this past Tuesday contained 26 pieces of legislation.

Three (3) Ordinances were on Second Reading of which Ordinance 2017-1 to accept the Bid of Specialized Construction, Inc. for the City’s 2017 Crack Seal Program Contract was enacted (7-0), however, the two remaining Ordinances 2017-2 and 2017-3 were removed from the Agenda.

A total of Twenty-Two (22) Ordinances appeared on First Reading of which thirteen (13) were enacted unanimously (7-0). Eight (8) Ordinances were left on First Reading out of which two were referred to committees. The last Ordinance on First Reading authorizing the retention of TRC Engineers, Inc. for professional design services in connection with the upgrade of the traffic signal at the intersection of E. Pleasant Valley Road and Midland Road was enacted (6-1; Trakas-No).

One (1) Resolution also appeared on First Reading. Resolution 2017-1 authorizing an increase in Non-Federal (City) Funding Allocated to the Grant Agreement with the County of Cuyahoga Board of County Commissioners for a Section 205 Flood Study was adopted (6-1; Narduzzi-No).

A special Thank you to Pastor Donna Barrett of Rockside Church for joining us and providing our opening prayer before Council Meeting and also to Boy Scout Webelo Pack #378 from St. Michael’s School for leading us in the Pledge of Allegiance.

FEBRUARY PLANNINGCOMMISSION:

There were three applications on the February Planning Commission agenda. The three agenda items included the Oak Knoll Subdivision, Vista Springs Assisted Living and Memory Care
facility and the Century Federal Credit Union. The Oak Knoll Subdivision application was tabled and will most likely be on the March Planning Commission agenda.

Vista Springs was before the Planning Commission seeking site plan approval for a 94-unit assisted living and memory care facility at 6046 Brecksville Road. The site plan was approved by Planning Commission and Vista Springs is currently coordinating with the Engineering Department to start the permitting process.

The Century Federal Credit Union (CFCU) is currently under contract to purchase the building at 4600 Rockside Road. The CFCU is currently headquartered in downtown Cleveland but is purchasing this building to consolidate staff and also have a small branch and ATM location for members in Independence. The Planning Commission granted the CFCU site plan approval, a small parking variance and approval for an accessory use to allow the branch location within the office building.

CUYAHOGA COUNTY MUNICIPAL ECONOMIC DEVELOPMENT MEETING:

Economic Development Director, Jeremy Rowan represented the City at a recent meeting of municipal economic development representatives sponsored by Cuyahoga County. The main purpose of the meeting was to provide information on new Cuyahoga County economic development initiatives centered on job creation and workforce development.

Representatives from TeamNEO and Greater Cleveland Partnership also presented information about their economic development efforts in 2016 and plans for future years. These events are good reminders how it takes the collective efforts of the regional, county and community economic development professional to retain and attract jobs to our Northeast Ohio communities.

LABOR MANAGEMENT MEETINGS:

In an effort to keep the lines of communication open with our Bargaining Units, Human Resources Director Lisa Zamiska and I will be attending Labor/Management meetings on a monthly basis. Our first meeting took place with the Service Department Bargaining Unit officers and was well received by all who attended. Monthly meetings have been scheduled for the rest of 2016. We have a second meeting on the calendar to meet with our Fire Department Bargaining representatives in early March and we hope to also schedule a meeting with our Police Bargaining representatives in the coming month as well.

Our goal is to keep the lines of communication open between Labor and Management in an effort to take a more proactive versus reactive approach to any issues that may arise.

EMPLOYEE PERFORMANCE EVALUATIONS:

At Team Meeting this past Tuesday, HR Director Lisa Zamiska spoke to the Department Directors and went over the new process for Employee Evaluations. HR’s goal is to have
Directors begin the evaluation process with their employees as soon as possible; however, first on the agenda is to go through the process with each Director.

Directors were provided Self Evaluation forms which they are to complete and return over the next week. Once Lise and I have had the opportunity to meet with each Director on an individual basis to discuss their performance, it is our intent for Directors to move right into performing employee reviews in each of their departments. As previously discussed with Council, employee evaluation scores will determine the percentage of increase individuals will receive based on performance.

**HIDTA:**

The City of Independence is excited to announce that as of March 1\textsuperscript{st} the City will be partnering with the Ohio High Intensity Drug Trafficking Area Organization (HIDTA) as the new fiduciary agent for HIDTA. HIDTA is a multi-agency cooperative that combines resources from federal, state and local law enforcement formed into several drug task forces throughout the state. HIDTA also provides intelligence analysis for these task forces as well as material support. Independence has been an active participant in HIDTA for over ten years, currently having a detective assigned full-time to HIDTA’s Hotel Interdiction Team (HIT) task force.

Independence will handle payroll, human resources and administrative issues for 11 full-time HIDTA employees, with all costs fully reimbursed by a federal grant. Additionally, a percentage of the total grant is provided to Independence as an administrative fee.

*Thank you* to Police Chief Mike Kilbane for bringing this opportunity to Independence and being instrumental in creating our new relationship with Derek Siegle, the Executive Director of HIDTA, as this is an outstanding opportunity for our city. The Police Department will also benefit from this arrangement, with full access to the intelligence, analysis and support services provided by HIDTA. *Thank you* to Director of Finance, John M. Veres, who provided valuable expertise and experience in this process.

**DEPARTMENTAL REPORTS:**

Following are some highlights of recent activity, updates, events and/or statistics from various departments for the week ending February 10, 2017.

The Building Department Reported-

- 2 Sets of plans were sent to the Plans Examiner
- 7 Commercial Permits were issued
20 Commercial Inspections performed
2 Residential Permit was issued
12 Residential Inspections performed
19 contractors were registered for 2017, 337 registrations year-to-date
Plans were approved for 5005 Rockside Road, #1030: CH Robinson for 8,654 sq. ft. build-out.
Occupancies Permits were issued for:
  - 6133 Rockside Road #208; Foresters for a 7,900 sq. ft. tenant build-out.
Attended North East Ohio Fire Prevention Association (NEOFPA) training class on hood system filters and operations
Have Residential Rental Program in place and have registered two properties.
Two signs removed from the Right-of-Way.

The Engineering Department Reported-

- Engineering and Service Department personnel responded to calls and concerns reporting flooding water onto and across the road of Rockside Place.
  - The City’s stormwater system was visually checked and found to be functioning normally.
  - The newly constructed Springhill Suites facility’s water quality basin was not functioning correctly.
- Water Main Breaks
  - Intersection of Laurel and Aster-Repairs have been made
  - 7633 Montello – Waiting for CWD to complete repairs
  - 8304 Brookside – Repairs are complete
  - 8408 Brookside – Waiting for CWD to complete the repairs
- Three (3) Right-of-Way permits were issued for new gas connections.
- Staff met with engineers from B & N to review the scope of work for the Old Rockside Road Bridge project.
- 2017 Sanitary and Storm Sewer Maintenance, Inspection & Repairs Program
  - Bid documents were finalized and made available on the City’s fp site.
  - Five Plan holders and five bids were submitted and opened on Thursday, February 9th.
  - Ordinance 2017-2 was requested to be amended to award the contract to United Survey, Inc.
- A “dedication punch list” of items was prepared and sent to Pulte Homes for the upcoming dedication and acceptance of Chestnut Woods – Section 3, Phase 4 Subdivision.
- OUPS Tickets were reviewed and contractors were contacted for any scheduled work without a permit.
  - Inspections were made at job sites where contractors did not respond and obtain permits.
The Community Services Department Reported-

- **Front Desk Statistics:**
  - Incoming Calls: 372
  - Outgoing Calls: 248
    - Face to Face/Customer Service: 219 Guests
- **People Transported:** 58
- **Program/Trip Revenue:** $2,597
- **Snow Removal Revenue:** $25
- **Community Service Department Meeting/Program Attendance:** 481 (Does not include After School attendance)
- **Private Rental Attendance:** 395 (16 Rentals)
- **Adult Programs:**
  - Monday: Romeos-5 Residents
  - Tuesday: Lunch-25 Residents, 6 Employees and 1 Guest; Bingo: 23 Residents and 1 Guest
  - Wednesday: Lunch-27 Residents, 2 Guests & 7 Employees; Movie; 41 Residents and 5 Guests
  - Thursday: Bust Trip-Polaris Career Center/Culinary Connection Trip: 29 Residents and 1 Guest
  - Thursday: Yoga-13 Registered, 5 Walk-Ins
  - Friday Lunch: Senior Organization
- **Field House Programs:**
  - After School Program: Revenue- $2085; Enrollment: 83; Due to Gymnastic Tournament at Field House.
  - Summer Camp: Continue to gather field trip information, confirming field trips and presenters, created Parent Calendar for Jr/Sr Camp with all trips and activities.
- **Campus Connection:** Enrollment-9 Students
- **Preschool and Youth Programs:**
  - Funtastic Friday, February 3 “Funtastic Icy Fun-19 participants
  - Children made Ice Candles to take home to their Valentine
  - Children enjoyed ice skating, ice dancing, an indoor snowball fight and creative play

Time for Us, February 6 & 7, “Winter Fun”
Children and parents made sparkly snow dough and made snowmen, ice fished, skated, and went sled riding down the slide, had indoor snowball fight with pompoms.
They are researching new programs for Seniors which involve some low intensity exercise (armchair exercise, Brainercise, etc.).

Met with Purchasing Coordinator and Technical Service Director to discuss the details of going out to bid for the new partitions to replace the ones that currently divide the banquet rooms.

The Recreation Department Reported:

- First day of Kindergarten Basketball Skills Camp was Saturday, February 4 and 30 boys and 10 girls were enrolled.
- The Tucker Neale Basketball Tournament took place at the Field House on Saturday, February 4 and Sunday, February 5, from 8 am to 10 pm and brought in rental income to the City totaling $3,680.
- A meeting was held with the Community Service Staff to further discuss incorporating an athletic/sports component in the Summer Camp Program.
- The Field House Facility Manager was informed that the SneakerCon event, which was currently scheduled to take place at the Field House, decided to take their event to the Cleveland Convention Center this year due to outgrowing our facility. However, because this event was already reserved to take place at the Field House, Sneaker Con has agreed to pay $2500 to the City for the loss of potential revenue.
- Staff drained, cleaned and repaired some broken tiles in the whirlpool, with the assistance of Technical Services.
- Staff was busy setting up for the Frozen Gymnastics event which was scheduled for the February 11th weekend.
- The American Red Cross has updated their Lifeguard Program, which will require more preseason training hours with our lifeguard staff to train on new skills/changes and to ensure that all staff have been updated and will respond to incidents consistently and as a team.
  - Changes are significant and require rewriting the City’s response procedures for each pool to correspond to the updates.
- The Ohio Department of Health will also be releasing updated codes for swimming pools by May 2017.
- Both the Red Cross and Ohio Department of Health’s changes is estimated to cost the City more in chemicals and labor/staffing hours.
The Service Department Reported-

- The cold patch crew was out 3 days patching various pot holes throughout the City and used approximately 3 tons of cold patch material this week.
- Ordered 91 hanging baskets to use throughout the City in the summer months.
- Friday Special Pick-Ups: 20
  - Trash: 0
  - Metals: 10
  - HHW: 10
- Sweeper out 1 day
- 1 Toter Can repair
- 1 Toter Can delivered
- 1 New Mailbox installed
- Chipper out 4 days
- General Shop Cleaning
- Drained retention pond
- Pushed Yard Waste
- Removed stump from Rockside Road island
- All employees went to Biometric Screenings
- Set up “No Parking” signs for the IPD at Field House for weekend event
- Assisted Recreation Department with excavation of Zuber Field for 2 days
- Multiple crews to repair lawns from sidewalk cleaning
- 22 Work Orders Created
- 22 Work Orders Completed

The Fire Department Reported-

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The Police Department Reported-

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