MEMORANDUM

To: Council Members and Department Directors

From: Mayor Anthony L. Togliatti

Date: February 23, 2018

Re: Administrative Update

STREETS AND SIDEWALKS COMMITTEE MEETING:

A Streets and Sidewalks Committee meeting took place on Tuesday, February 20th at 4:30 pm in the Council Caucus Room at City Hall. City Engineer Don Ramm was present to discuss the purpose and reasoning behind Ordinance 2018-31 regarding Change Order No. 2 for Chagrin Valley Paving as well as Ordinance 2018-32 regarding Change Order No. 2 for Cats Construction.

City Engineer Ramm also discussed the possible scope of work for E.L. Robinson for the Brecksville Road Improvements Project and to present various options that Council will need to decide as to whether or not they would like them included in the scope of work for E.L. Robinson.

Engineer Ramm also brought to light the work that ODOT has planned for the bridge over I-480 in Independence (covered at 100% by ODOT) which is a few years out. However, should the City desire any special treatments be incorporated in that bridge project (at the City's expense), ODOT will need to be made aware of them as soon as possible.

Committee Members were also brought up-to-date on the engineering results for future placement of sidewalks on upper Brookside in addition to having a discussion regarding the 2018 Crack Seal Bid.

Thank you to Chairperson Veverka for organizing this very informative meeting and to City Engineer Ramm for a very thorough discussion of all agenda items.

CHARTER REVIEW MEETING:

The Charter Review Commission held their 2nd meeting this past Wednesday evening, February 21st, from 6:00 to 7:30 pm in the Council Caucus Room. The evening's agenda consisted of a
review of Articles II and III of the City’s Charter. The City’s Law Director was also present to clarify language in the Charter and to answer questions of Committee Members.

The next Charter Review Meeting is scheduled for Wednesday, February 28th and will involve reviewing the remaining portion of Article III which was not completed this week, and then will begin a two-week focus on Article IV.

Once again, my gratitude to each of our serving members of the Committee for donating their time to complete this very significant task and to Commission Secretary Carrie Barner for participating in this process on the City’s behalf.

COUNCIL WORKSHOP:

City Council held a Workshop on Thursday, February 22nd at 4:00 pm in the Council Caucus Room to discuss landscaping and signage improvements at the I-77/Rockside Road interchange. Representatives from OHM and Fahlgren Mortine presented conceptual designs for a decorative wall and welcome signage in the area near the former BP gas station on Rockside Road. They also discussed conceptual landscape plans for other quadrants of the interchange.

The second agenda item focused on the City’s Economic Development Marketing Program. Representative from Fahlgren Mortine presented Council with the results of the 2017 Economic Development Marketing Program and the proposal marketing the City in 2018.

*PLEASE NOTE CHANGE OF DATE FOR PUBLIC MEETING-
COMMUNITY GREENSPACE/BRECKSVILLE STREETSCAPE:

The Public meeting originally scheduled for Wednesday, February 28th regarding the Downtown Community Greenspace and Brecksville Road Streetscape has been rescheduled for *Tuesday, March 6th from 7:00 to 8:30 pm in the Red Oak Room at the Civic Center due to a conflict with the Indy Family First Night. Both meetings were scheduled months ahead of time and unfortunately an oversight in the coordination of these two events between the City and the Schools occurred.

We certainly do not want to detract from an opportunity for families to spend an evening without interruptions to enjoy some family bonding activities, and therefore, felt it important to reschedule the Public Meeting. Thank you for your understanding and we hope that you will be able to join us on Tuesday, March 6th.

A LETTER FROM OUR SCHOOL SUPERINTENDENT:

With the horrific news of the recent shooting at the Parkland School in Florida, I would like to share this letter written by School Superintendent Ben Hegedish which addresses the policies and procedures our school district has in place along with the training and assistance provided by our
local safety forces so that our students can feel safe and our parents can ease their fears of the unthinkable.

Hello Independence Families,

As I sit at my kitchen table and write to you, I hear my three kids playing in their rooms. Dinner is in the oven. My family is happy and healthy. I realize so many dads in Parkland, Florida cannot say that same thing after last week’s tragedy. Neither can many dads with children in Newtown (Sandy Hook Elementary), or Chardon, or any of the other places where senseless and evil school violence has taken the lives of children.

I’m not going to write to you about politics or gun control or mental health. I have my thoughts on those, but as your Superintendent, it is my job to make sure our schools are as safe as can be, our students are receiving the supports they need, and we provide the best education possible. I write to you now as your Superintendent.

School safety has always been a passion of mine. When I was the principal at IMS, I worked with our School Resource Officer Sergeant Borowy, Mr. McGuinness, and Mrs. Ipsaro to bring the ALICE framework and training to our school district. Since then, our entire staff has been trained and we repeatedly conduct school safety drills. Our teachers and students regularly practice lockdown and evacuations; our older students talk about countering strategies. We barricade doors and practice escape routes. As Sergeant Borowy explains to our staff and students, the goal is to be a harder target in the event of an intruder with bad intentions.

Over the past few years, we have taken action to improve our door-locking mechanisms, our surveillance cameras, and just recently, improving our building security systems. Visitors must “buzz in” and are on camera while doing so. Our building secretaries question visitors and everyone signs in before having access to our students.

I cannot say enough about the faith I have in our Independence Police and Fire Departments. Police Chief Kilbane and Fire Chief Rega work hand-in-hand with our school leaders and students. Sergeant Borowy is in our buildings every day. We have direct communication systems with our Independence Dispatch. Nationally, police response times are 4-5 minutes. In Independence, our first responders typically are in our buildings within 2 minutes. We are very blessed.

Our IPD and IFD have all had extensive active shooter and trauma training and have practiced their responses at each of our buildings. I have personally worked with our police, fire, and SWAT teams as they simulate the horrible-to-imagine response to an emergency event in one of our schools. Your Independence school and city officials remain dedicated to actively and regularly be prepared for any emergency. I am proud to tell you that surrounding city police and fire departments send their officers to observe and participate in our trainings. We are role models for surrounding communities.

As a school district, we have created a safety committee with our police, fire, and school leaders. Our strategic planning has identified safety and security to be an area we continue to focus on moving forward. We take an active approach to training and preparation. Each of our police cruisers has access to our buildings. We are doing everything we can to ensure the safety and prepared response in event of an emergency.
I wish I could promise our community there could never be a tragedy in the Independence Local Schools. In that same way, I wish I could promise my own children we will never have a burglary at home. No superintendent or parent can make those promises. What we can do is take every precaution, conduct every drill, respond to each and every tip or concern that is brought to our attention, and collaborate with local authorities to keep our schools as safe as possible. We will continue to invest in and support students with emotional needs as we work with our families. These things we will do. If you have any concerns about a student, the best thing to do is reach out to your building principal with the information. As they say, "see something, say something." If you feel it is an immediate concern for safety and welfare of a student, you may call our Independence Police Department or our leave an anonymous tip at our Safe School Helpline (1-800-418-6432 ext 359). You may also text the helpline (text TIPS to 66746) to leave a tip for our school leaders. We receive this information 24 hours a day.

We are in this together as part of the village raising up our children. When we work together, we can make our schools and our community as safe and productive as possible. Let's continue to pray for those families in Parkland as they deal with the unthinkable tragedy. Let's continue to pray for our families.

Your Superintendent,
Ben Hegedish

TASTE OF THE VALLEY:

The Cuyahoga Valley Chamber of Commerce held their 2nd Annual Taste of the Valley on Thursday, February 22nd at the Holiday Inn from 4:30 to 9:00 pm. Thirteen Restaurants provided a variety of special food selections from their own menus for those in attendance. Bottom line….if you walked away hungry, it was your own fault!

Thank you to the Chamber for organizing this delicious event for our communities to enjoy!

Wednesday, February 28 has been designated as "Indy Family First Night!" There will be no homework, no tests to study for, no athletic practices or games, and no club meetings or activities after 5:00 pm so the focus of our community can be connecting as a family.

Families are encouraged to post pictures of their experiences together using
#IndyFamilyFocus on social media. One lucky family will be chosen to receive a $25 Amazon gift card.

If you’d like to go out to dinner that evening, the new Verso Craft Bar and Kitchen restaurant inside SpinsBowl (previously Cloverleaf Bowling) is offering 20% off of your bill if you mention you are celebrating Indy Family First Night. Check out their menu here: [http://verso-restaurant.com](http://verso-restaurant.com).

Also offering 20% off of your dinner check that evening are Yours Truly Restaurant located at 8111 Rockside Road next to Malley’s Chocolates and TOM and CHEE, located at 4101 E. Royalton Road in Broadview Heights.

**ELMWOOD POND GEESE CONTROL:**

Animal Control will once again begin implementing pyrotechnics as a way of discouraging the geese from nesting in the vicinity of Elmwood Pond. Our Animal Control Officer is certified by ODNR to perform a variety of techniques to try and steer the geese clear of the pond, but by no means with any intention of hurting the animals.

**UPCOMING MEETINGS/EVENTS:**

- The next Charter Review Commission meeting is scheduled for Wednesday, February 28th from 6:00 to 7:30 pm in the Council Caucus Room at City Hall.

- A Safety Committee meeting is scheduled for Monday, March 5th at 4:00 pm in the City Hall Council Caucus Room to discuss Ordinance 2018-6 to enact New Chapter 663 of the Codified Ordinances of the City of Independence to provide regulations for the abatement of criminal activity nuisances.

- A Community Services meeting is scheduled for Tuesday, March 6, 2018 at 4:30 pm in the Council Caucus Room to discuss the following:
  - Drug Prevention Initiatives
  - 2017 Year End Review
  - Capital Budget Review
  - Update on new 2018 Community Service Programs
The March Planning Commission Meeting is scheduled for Tuesday, March 6th beginning at 5:30 pm in the Council Caucus Room.

A Public Meeting regarding the Downtown Community Greenspace and Brecksville Road Streetscape is scheduled for Tuesday, March 6th from 7:00 to 8:30 pm in the Red Oak Room at the Civic Center. All those interested in sharing your thoughts and/or learning more about our options for these projects are encouraged to attend this meeting.

DEPARTMENTAL REPORTS:

Following are some highlights of recent activity, updates, events and/or statistics from various departments for the week ending February 16, 2018.

The Building Department Reported:

- 15 sets of plans were sent to the Plans Examiner
- 10 Commercial Permits were issued
- 12 Commercial Inspections were performed
- 4 Residential Permits were issued
- 7 Residential Inspections were performed
- 9 contractors were registered for 2018, 323 registrations year-to-date
- Plans were approved for:
  - 6111 Oak Tree Blvd., #130, Leukemia & Lymphoma Society for a 3,433 sq. ft. tenant build-out.
- An Occupancy Permit was issued for:
  - 6986 Hawthorn Trace, Pulte homes for a 3,277 sq. ft. new single family dwelling.
- Architectural Board of Review Results of February 15, 2018 Meeting:
  - A proposed temporary construction sign was Approved for 6046 Brecksville Road, Vista Springs property.
  - Proposed new signage was Approved for 6596 Brecksville Road, Something White property.
  - A proposed new single-family dwelling was Approved for 6937 Hawthorn Trace, Pulte Homes.
  - A proposed new single-family dwelling was Approved for 7166 Hawthorn Trace, Pulte Homes.
  - An in-ground swimming pool was Approved for 6405 Evergreen Drive.

The Engineering Department Reported:

- Water Main Break Update:
  - 9041 Hillside Road – CWD notified, repair not completed.
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- 8716 Brookside Road – CWD notified, repair not completed.
- 7333 Commerce Park Oval – repaired, restoration required.
- 7408 Brookside (Dania) – repaired, road repair required.
- Old Brecksville and Brecksville Roads – not repaired, waiting on CWD.
- 6304 Archwood – not repaired, CWD notified.
- 5280 West Ash (near I-77)
  - A second leak has been repaired about 20 feet west of the original repair.
  - Road repairs will need to be performed at both locations weather permitting.
- 6300 Rockside (Walthall Realty Bldg.) – Leak from meter has been repaired.

- One (1) Right of Way Permit was issued at 7712 Hillside Road to repair a gas line.
- A Water/Fire Line Repair was inspected at 6901 Rockside Road (Rockside Corners) and found to be compliant.
- Engineering met with a representative from the Louis Perry Group to begin to assist us with the preliminary engineering for an infrastructure upgrade on Brettin Drive which is slated for 2019.
  - Preliminary work will address reconstruction treatments, the feasibility for sidewalk construction and capital budget cost estimating for the project.
- Engineering participated in a conference call with a real estate agent for the Army Corp of Engineers relative to right-of-way acquisition for the proposed Cuyahoga River Flood Levee Project.
- A meeting was held with the representatives and engineers of Topgolf to begin to coordinate milestone dates and activities for this important upcoming development project.
- Engineering performed a review of the Chestnut Woods Section 3, Phase 5 subdivision plans and plat and a comment letter with red-line mark-ups was sent to the design engineer.
- Don Ramm and Clark Merdes attended a seminar regarding Flood Insurance and Public Assistance: Navigating FEMA Programs for Risk Reduction and Emergency Assistance.
- One (1) bid was submitted for the 2018 Crack Seal Contract and bid documents were advertised in the Cleveland Plain Dealer on Thursday, February 15th. The bid opening is scheduled for Friday, March 2nd.
- Engineering worked with our consulting engineer, Donald Bohning & Associates to finalize a scope of work and fee proposal for the Rockside Woods Boulevard North Road and Utility Extension Project.
Preparations for an addendum for the bid for the Hemlock All-Purpose Trail Project were worked out with R.E. Warner engineering firm and bids were due on Wednesday, February 28th.

A Right-of-Way Permit was reviewed for the installation of telecommunication lines for 600 Freedom Square and was approved as noted.

A Right-of-Way Permit was also reviewed for the installation of telecommunication lines for 6111 Oak Tree and was approved as noted.

The Fire Department Reported:

- The Fire and Police Departments are in receipt of 55 (Fire received 26 and Police received 29) new 800 MHz portable radios which were provided by the County as part of an Urban Area Security Initiative (UASI) Grant and will allow our personnel to communicate on the City of Cleveland 800 MHz Radio System. This will greatly improve our communication capabilities and interoperability with other communities.

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<thead>
<tr>
<th>Week</th>
<th>YTD</th>
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<tbody>
<tr>
<td>EMS Incidents</td>
<td>33</td>
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<tr>
<td>Fire Incidents</td>
<td>6</td>
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- Mutual Aid:
  - Engine Responses: 1 (vs. 2 YTD)
  - Squad Responses: 0 (vs. 3 YTD)

The Police Department Reported:

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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>7</td>
<td>1</td>
<td>62</td>
<td>0</td>
<td>2</td>
<td>220</td>
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The Community Services Department Reported:

- 71 students attended the After School Program this week.
- 13 Students attended the Campus Connection Program this past week:
  - Children displayed their puzzles on the wall at the Civic Center and have been working on a craft involving the Space Shuttle.
- Youth Programming:
  - Time For Us: 18 participants in Dino Dig! Valentines
- Funtastic – Crafters Only – 11 participants were very creative in decorating wooden first initials of their name with paint, flowers, scrapbook paper, buttons, gemstones and crazy straws.
- A number of Banners and Etiquette Posters were designed and made.
- Community Resource Coordinator provided assistance to residents regarding NOPEC, Transportation Needs, and Home Health Care issues, in addition to updating Emergency Preparedness Forms and entering residents into the County’s Peer Place system.
- Community Services Staff are in the process of planning some additional summer concerts for Saturday evenings with possible Tribute Bands and food trucks.

The Recreation Department Reported:

- A Tucker Neale Basketball Tournament took place at the Field House on Saturday, February 10th and Sunday, February 11th using all four courts and bringing in a total of $3920 rental revenue.
- A Primary School PTO Mother/Son event took place at the Civic Center on Saturday, February 10th at which over 90 children attended.
- The Upside of Downs held a wrestling fundraiser at the Elmwood Rec Building on Saturday, February 10th.
- There was a late room rental at the Civic Center on Saturday, February 10th which necessitated the staff staying after midnight for cleaning purposes.
- Recreation Director Walchanowicz attended the Peck Food Show which is one of our main concession vendors that has the latest and greatest equipment in the food and ice cream industry.
- Recreations first “Intro to Gymnastics” classes were conducted at the civic Center on Sunday, February 11th with 12 children participating with their parents which seemed to be enjoyed by all.
- Mark from Recreation is working on building a 5-hole putt-putt course out of PVC pipe for the Community Services Department which will be utilized at the upcoming Irish Fest and for some of our children’s programs.
- Recreation management is reviewing the incident/accident response protocol and trainings in their facilities with Fire Chief Rega and Assistant Chief Wheeler.
- Youth playoff games took place at the Civic Center and Fieldhouse on Tuesday, February 13th.
- On Wednesday, February 14th an issue with one of the drain cover fasteners failed in the Activity Pool necessitating the drainage of the pool to replace the fasteners which hold it down.
• Recreation employees were checking to make sure all of the catch basins around the park campus were clear with the heavy rains in the forecast on Thursday, February 15th.
• Supervision met with the park maintenance personnel to discuss some general policies/procedures and projects which need to be completed this spring.
• Table and Chair deliveries on Friday, February 16th: 5 tables and 35 chairs going to 2 residences.
• Recreation Staff working to improve the Safety Town area by moving houses off their current base, removing timbers and prepping areas for a concrete pour which took place this week. The goal was to eliminate the mess of the small gravel in this area. (See picture at right)
• Work continues at the Elmwood Recreation building:
  • Floor has been cut in the proposed family changing area, concrete broken out and the area was dug down to the proper level and the waste piping exposed.
• It was a busy week for our Youth Basketball League. Thank you to Dmitri Dmitruk for all your effort working on the playoff bracket, coordinating the referees and scorekeepers and keeping track of the wins/losses for each team. It was much appreciated!

Technical Services Department Reported-

• The removal of an existing pump, along with the installing of a new pump was completed at the outdoor pool. The old pump was sent out to be rebuilt.
• The department has begun working on the handicap restroom project at the Old Recreation building.

Enjoy your weekend!