MEMORANDUM

To: Council Members and Department Directors

From: Mayor Anthony L. Togliatti

Date: January 26, 2018

Re: Administrative Update

COUNCIL WORKSHOP:

A Council Workshop was held on Tuesday, January 23rd in the City Hall Council Caucus Room with a representative from Environmental Design Group (EDG) to discuss a compilation of the data that EDG has received thus far regarding the enhancement of our Downtown, a possible community green space and the Brecksville Road Streetscape project. The data included input from the first public meeting held last year, responses received from two online surveys that were open to both residents and businesses, and from the recent Open House held at Babe’s Café and Bakery for all stakeholders on Wednesday January 17th.

EDG was pleased with the amount of input they have received thus far and are looking to the next step in the process which is a second public meeting that has been scheduled for Wednesday, February 28th from 6:00 to 7:30 pm in the Red Oak Room at the Independence Civic Center. All residents interested in the above named projects are encouraged to attend.

REGIONAL DISPATCH PROGRESS:

Great progress has already occurred with the move to Chagrin Valley Dispatch recently approved by City Council:

On Tuesday, January 23rd, Chiefs Rega and Kilbane met with their counterparts from Brecksville, Broadview Heights and Seven Hills, along with the Director and Assistant Director from Chagrin Valley Dispatch. Plans were made to address the transition of our dispatch center to Chagrin Valley Dispatch at the new Brecksville location. Some of the topics addressed included technology integration, training, telephone systems and radio systems. Plans were made to notify Cuyahoga County, AT&T and the State of Ohio LEADS system regarding the dispatch consolidation plans.

On January 24th, Nick DiCicco, Director of Chagrin Valley Dispatch, met with Chief Kilbane and the Independence dispatchers. He gave a presentation that addressed salary, benefits and
scheduling for Chagrin Valley dispatchers. He also covered the transfer of seniority and sick
time to the new center. Even though the actual transition will not occur for almost another year,
Nick invited all of our dispatchers to come to the Chagrin Valley location in Bedford as paid
part-time employees immediately and they would be paid while they are trained on their systems
and procedures. He also extended an invitation for any dispatcher to visit their center and ask
questions of their current staff.

CONGRATULATIONS TO OUR POLICE CHIEF MICHAEL KILBANE:

*Congratulations* to Chief of Police Michael Kilbane for being elected to the Board of Governors for the
Cuyahoga County Police Chief’s Association for 2018! Chief Kilbane and the rest of the Board Members were
sworn in by Rocky River Mayor Pam Bobst at the Association’s installation dinner on January 13.

We have every confidence that Chief Kilbane will be an asset in his new position with this fine group of
safety personnel. *Wishing you all the best, Chief* as you assume the duties of this well-deserved honor!

CONGRATULATIONS TO BUILDING OFFICIAL MICHAEL GERO:

I had the honor this past Friday, January 19th, at the
Normandy Party Center in Wickliffe to swear in the
new officers of the Building Officials Conference of
Northeast Ohio (BOCONEO). We are proud that
Independence Building Official Michael Gero will be
serving as the new President of this organization.
Congratulations Mike, and thank you for allowing me
to be a part of your special evening! I wish you every
success as you take on this very important position!
CONGRATULATIONS I-PRIDE STAR OF THE WEEK:

One more City Director who deserves our congratulation is Independence Clerk of Court Angie Zidanic! Angie has been named Independence Local Schools’ I-Pride Star of the Week for January 29th, 2018! Independence Local Schools recognizes those individuals who go above and beyond and make a difference in other people’s lives. They are extraordinary, unique and talented, and deserve to be recognized.

Angie was nominated by the Independence Middle School PTO and Principal Mr. Kevin Jakub and will be recognized at an upcoming Board of Education meeting.

We are proud to share the following comments which were written about Angie: Angie Zidanic is a great supporter of the Independence Local Schools and the greater Independence community. Angie has been a true leader and organizer of the 25 & Alive Partnership between the City, schools and community. Her dedication to this group has led to impactful programming that provides needed education and awareness to such issues as student mental health needs and substance abuse issues in our region. Angie is a strong collaborator and communicator who works to unite diverse groups and people toward a common goal and which is to the betterment of our community for our children.

Congratulations Angie, on your well-deserved honor!

UPCOMING MEETINGS/EVENTS:

- A Public Hearing is set for Tuesday, February 6th at 6:00 pm prior to the February Planning Commission in Council Chambers regarding the request to re-zone approximately 15.6 acres on the north side of Rockside Woods Blvd. from a U-5 district and requesting a Special U-3 Permit for the development of a Topgolf entertainment and sports complex.

- A Public Meeting regarding the Downtown Community Greenspace and Brecksville Road Streetscape is scheduled for Wednesday, February 28th from 6:00 to 7:30 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.
DIRECTORS MEETING:

A regularly scheduled Team Meeting was held this past Tuesday to review each of our City’s Department goals from 2017. Unfortunately, we only had time to hear from approximately half of our Department Directors, but the reason it took longer than expected was there were so many significant accomplishments to discuss....and again, we only got through half of our City Departments!

Here are just a few of those accomplishments:

- Upgrade of Zuber Field, new bleachers and shade structures!
- Installation of new VOIP (voice over internet protocol) phone system
- Purchase of new Service Department equipment which allows for the expansion of services the department provides for our City and reduces the need to outsource which ultimately saves the City Tax Dollars!

Each department that had the opportunity to report this past Tuesday, made a big dent in the goals they hoped to reach last year. Some of the more far-reaching goals will span a few years to actually complete, but nonetheless, progress was made in the right direction.

Thank you to each Director for their vision and management and thank you to each departmental employee for helping us reach so many significant goals last year!

HIGH SCHOOL HALL OF FAME EVENT:

Three Independence alumni will be inducted into the Independence Athletic Hall of Fame during halftime of the boys’ varsity basketball game at Independence High School this evening against Cuyahoga Heights. On Sunday, January 28th, the new inductees will be formally inducted during a luncheon at the high school.

Congratulations to Greg Dailey (football, wrestling), Zach Skoczen (cross country, track and field) and Josh Suvak (golf and baseball) for achieving this tremendous honor! The City could not be more proud of your accomplishments!

DEPARTMENTAL REPORTS:

Following are some highlights of recent activity, updates, events and/or statistics from various departments for the week ending January 19, 2018.
The Building Department Reported:

- 2 sets of plans were sent to the Plans Examiner
- 3 Commercial Permits were issued
- 4 Commercial Inspections were performed
- 5 Residential Permits were issued
- 15 Residential Inspections were performed
- 89 contractors were registered for 2018, 272 registrations year-to-date
- 0 new Residential Rental Registrations, 1 Registration year-to-date
- Plans were approved for:
  - 6200 Oak Tree Blvd., 250, Apple American Group – alterations to additional space
  - 3 Summit Park Drive, 325, Bridgeway – tenant build-out
- One (1) Occupancy Permit was issued for 7033 Hawthorn Trace, Pulte Homes for a 3,786 sq. ft. new single family dwelling.

The Engineering Department Reported:

- Water Main Breaks Update:
  - 7333 Commerce Park Oval – repaired
  - 7408 Brookside (Dania) – waiting on repair from CWD
  - Old Brecksville and Brecksville Roads – repaired, restoration required
- One (1) Grade Permit and one (1) Landscape Permit were issued for a new dwelling at 6949 Hawthorn Trace.
- Project Updates:
  - ODOT District 12 filed the plans relative to the Hemlock Trail Project with their Central Office in Columbus. Engineering hopes to receive a Notice to Proceed in the near future enabling the City to advertise to bid the project.
  - Engineering participated in a conference call with a representative of the US Army Corps of Engineers regarding real estate coordination for the 205 Flood Study.
  - The stage 3 plan review is underway for the E. Pleasant Valley/Midland Drive Intersection Traffic Signal
- Engineering went out to check the combined Mailbox Unit location on Hawthorn Trace based on the concerns of some of its residents.
- A Topo Review was performed for a proposed new dwelling at 7009 Hawthorn Trace, Sublot 154, and was approved as noted.
- Request for Qualifications (RFQ) were prepared for the Rockside Woods Boulevard Road & Utility Extension Project and were sent to three (3) short-listed firms to perform the engineering design services.

The Fire Department Reported:

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<th>Week</th>
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<tr>
<td>EMS Incidents</td>
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<tr>
<td>Fire Incidents</td>
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<td>Mutual Aid:</td>
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<td>Engine Responses</td>
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<td>Squad Responses</td>
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The Police Department Reported:

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<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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<td>35</td>
<td>0</td>
<td>10</td>
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The Recreation Department Reported:

- On Saturday, January 13th, the Greek Orthodox Youth Association Basketball Tournament took place at the Field House using all 4 courts and brought in a rental fee of $1440.00 for the day.
- The Greek Orthodox Youth Association Basketball Tournament continued at the Field House on Sunday from noon to 5 pm at the Field House using all 4 courts and produced a rental income of $800.00.
- A soccer rental then followed at the Field House that same Saturday between 5:00 to 7:00 pm and brought in another $80.00 in rental income.
- The Recreation Staff performed a heavy cleaning on Monday, January 15th at the Field House due to the weekend’s heavy use.
- The Civic Center was busy with children and families all day on MLK Day.
- The Staff prepared the Field House for the upcoming weekend’s Kiwanis Pickle Ball Tournament. 16 courts were lined for the event.
- Staff removed all the old slate shower stalls from the old recreation building which were the originals from 1960.
The Recreation Director met with the Assistant Superintendent of the Schools to discuss security issues, building access, parking issues in front of the cafeteria area and some new protocols going forward.

- Met with a playground representative from a company called Park Play Solutions to discuss the type of equipment they offer.
- Met with the Purchasing Coordinator Gus Katsas and the Musco Lighting regarding Zuber Field Lighting project.
- Met with a vendor to discuss drainage needs for our ball field infields which we hope to address this fall.
- Table and chair rentals for the upcoming weekend: 6 tables and 28 chairs to 2 different homes.
- A babysitting class was conducted by April Lemke with 7 students enrolled.
- Recreation staff completed the rehabilitation of one of the Safety Town houses.

(at right)

- **Great job Rec!**
- Recreation staff is looking at all of their inventory for rental tables and chairs and are making any needed repairs, giving them a thorough cleaning, discarding those in poor condition and reorganizing their storage space.

The Technical Services Department Reported-

- Tech staff repaired a water leak at the Field House and determined a frozen water line was the cause. Isolation valves were installed to prevent any further problems.
- The staff began their schedule for HVAC preventative maintenance, which includes replacing approximately 500 filters with numerous belt replacements along with checking overall operation and fluid levels.
- The can lights in City Hall that have not already been replaced will be replaced this spring.