MEMORANDUM

To: Council Members and Department Directors

From: Mayor Anthony L. Togliatti

Date: March 3, 2017

Re: Administrative Update

CEI HELICOPTER PATROLS:

We were notified by our First Energy representative this week that Helicopter Patrols will be conducting inspections on all 345,000 volt lines owned by the Illuminating Company until inspections are complete, weather permitting. Inspections will be performed using a dark blue with light-striping, Bell Jet Ranger with tail registration N321AW. The patrols will be flying at a moderate speed (20-30 mph) and house specialized equipment on the belly of the aircraft.

Contractors have been authorized to patrol the transmission circuits from “breaker to breaker”, and therefore, may extend into some neighboring regions. Pilots will be in communication with any local airports.

UPCOMING MEETINGS:

- A Streets and Sidewalks Committee meeting is scheduled to take place on Tuesday, March 7 at 4:30 pm in City Hall to discuss a number of items including:
  - The Dedication of Plaza Drive
  - Ordinance 2017-39 regarding the Traffic Engineering Contract relative to the Brecksville Road Improvements
  - Ordinance 2017-40 Contract Modification No. 1 for R.E. Warner
  - Ordinance 2017-16 Chestnut Woods, Section 3, Phase 4 Dedication
  - Update on Design Progress for Oakwood Drive
Administrative Update  
March 3, 2017  
Page 2

- A Planning Commission meeting is scheduled for Tuesday, March 7, immediately following the Planning Commission Caucus which will take place at City Hall at 5:30 pm.
  - Two items under Old Business which will be discussed:
    - 4600 Rockside Road, Century Federal Credit Union
    - Oak Knoll Subdivision, Ziss Construction Co., Inc.
  - New Business agenda items:
    - Chestnut Woods, Section 3, Phase 5, Perrico Property Systems
    - 7165 Pleasant Valley Road, ABK Associates, LLC – for the removal of the existing tower and installation of a new 172 ft. monopole on the site
- A Community Services Committee meeting is scheduled for Wednesday, March 8, at 5:00 pm in the City Annex Conference Room located at 6335 Selig Drive, to discuss the following items:
  - Drug Prevention Initiatives
  - 2016 Year End Review
  - Review of Civic Center Ordinances
  - Updates on 2017 Capital Budget Items
  - Proposed activities for 2017

COUNCIL WORKSHOP:

On Tuesday, February 28th, City Council held a Council Workshop to discuss several topics. The first item on the agenda was a discussion about creating regulations for mobile food trucks. A draft of the legislation was discussed with Council and several changes were requested.

The next item discussed was the lease of space in the city-owned conduit system by Involta. Involta is opening a data center on East Pleasant Valley and leasing space in the City's conduit system was an important part of the company's decision to locate in Independence.

The third topic discussed was the 2017 Economic Development Marketing Program. Council was provided with an update on the program results to date and also a presentation of marketing tasks proposed for 2017. The City will be implementing the 2017 marketing program in partnership with local marketing firm Fahlgren Mortine.

Lastly, Council discussed setting a date for an in depth discussion of downtown Independence. This meeting was scheduled for March 21st at 4:30.
SPECIAL COUNCIL MEETING:

Council unanimously approved Ordinance 2017-29 which amended Ordinance 2017-8 by changing the total amount allocated for the purchase of network switches for the IT Department from $11,905.82 to $17,507.12. Although Council was aware of the total cost of $17,507.12 when Ordinance 2017-8 was initially passed, the original legislation did not reflect this total amount.

PUBLIC BUILDINGS AND LANDS COMMITTEE MEETING:

The Public Lands and Buildings Committee led by Chairman Tom Narduzzi briefed the members on the status of the Bidding process for the demolition and removal of the old middle school. Public Bids for this project will be opened at 10:00 am, Monday March 6th. The committee also discussed the lease agreement with the Independence Cooperative Nursery School. Council will be provided additional information relative to questions raised during the discussion. A brief update of the City Hall front fence project was provided. The installation of the new columns and fencing is slated to be completed by the end of this month.

TEAM MEETING:

At Team Meeting this past Tuesday, we were able to have the remaining Directors present the Goals they have set for their department for 2017. I want to again thank each one of our Directors for taking the time to articulate their thoughts, goals and ideas for improving both the internal and external functions of their departments. I commend each one of you for your commitment and dedication to your department and our residents as you continually strive to improve and enhance the services you provide.

HR Director Lisa Zamiska and I are now scheduling Directors for their individual Performance Evaluations. Once we have completed our meetings with each Director, they will in turn begin the same process for all employees in their departments.

AREA MAYORS BREAKFAST:

This morning was Independence’s turn to host the dozen or so local area mayors who have been meeting once a month for a number of years now. This gathering of mayors provides a perfect opportunity to share information and ideas as well as to keep each other abreast of happenings and activities in their individual communities.

Thank you to Scratch Restaurant for providing the delicious menu options which were thoroughly enjoyed by every one of the mayors!
RIGHT TO READ WEEK:

This past Monday kicked off Right-to-Read Week at Independence Primary School, and on Tuesday, I had the pleasure of reading to Mrs. Laich 3rd Grade Class. The students were very attentive and a pleasure to interact with.

Thank you to Cindy Iposaro and the IPS Team for inviting me to participate in this most enjoyable event!

101st HOME DAYS MEETING:

Hard to believe, but it’s time to begin planning for Home Days 2017! A committee meeting was held on Tuesday to disclose the theme and discuss ideas and possible activities to tie into that theme.

As you may already be aware, Home Days is scheduled for Friday, August 4 and Saturday, August 5 this year. This year’s theme is “Proud to be an American” and we plan to honor all branches of our Military and any and all residents who are currently serving or who have served in the military. More detailed information about Home Days and this year’s activities will be forthcoming in in the April Independence Post.

Also, any organization interested in obtaining a Home Day Booth this year should call my office, 216.524.4131, and/or if you or your business is interested in making a donation to our Grand Prize Ticket or Hourly Drawing, please call Marilyn Staub at 216.524.7373.

PROUD TO BE AN AMERICAN

DEPARTMENTAL REPORTS:

Following are some highlights of recent activity, updates, events and/or statistics from various departments for the week ending February 24, 2017.
The Building Department Reported-

- 4 Sets of plans were sent to the Plans Examiner
- 4 Commercial Permits were issued
- 12 Commercial Inspections performed
- 2 Residential Permits issued
- 10 Residential Inspections performed
- 12 contractors were registered for 2017, 358 registrations year-to-date
- 4 Residential Rental Registrations for 2017, 9 registrations year-to-date
- 3 signs removed from the Right-of-Way
- Congratulations to Inspector Jack Wygonski for receiving his full certification from the Ohio Board of Building Standards as a Residential Building Inspector.

The Engineering Department Reported-

- Water Main Breaks: (as of 2/24/17)
  - 6200 Erecksville Road – CWD notified, awaiting repair
  - 6380 Timberlane Road – CWD completed repair, requires road repairs
  - Intersection of Laurel and Aster – CWD completed repair, requires road repairs
  - 7633 Montello – CWD completed repair on 2/24/17
  - 8304 Brookside – CWD completed repair, requires road repairs
  - 8404 Brookside – CWD completed repair, requires road repairs
- One Grade Permit was issued at 6304 Elmwood for a new dwelling.
- One Right-of-Way Permit was issued at 5555 Granger Road for a gas line.
- Vista Springs submitted a site plan and storm water management report for the City’s review.
- Liberty Plaza Shopping Center submitted a site plan and storm water management report for the City’s review for a proposed parking lot expansion.
- Plans were received for the replacement of the Rockside Road Bridge over the Cuyahoga Valley Scenic Railroad and also the Rockside Road Bridge over the Cuyahoga River. Engineering reviewed both sets of plans and provided comments back to the County and their Design Consultant.
- Bids are due today, March 3rd for the 2017 Creek, Utility and Infrastructure Maintenance and Repairs.
• The existing conditions of the Rockside Woods Boulevard, North, Sanitary Sewer Extension within the project area were recorded on February 22nd by Drone Aircraft.

• Conducted a Progress Meeting for the Rockside Road Widening Project.
  - TraffTech has been performing traffic signal pole and mast-arm installations, as well as conduit and cable installation.
• Signed with contractor TRC Engineers, Inc. to initiate design work for the traffic signal upgrade at the intersection of Midland Road and E. Pleasant Valley Road.
• Coordinating work for the Hemlock Trail Project continues:
  - Coordinating upcoming meetings with the County Engineer
  - Coordinating historic preservation work with the Cuyahoga Valley National Park, including the Special Use Agreement for the portion of the trail that falls within the National Park property.
  - Coordinating design and environmental work with our consultants.

The Clerk of Courts Reported:

• 25 & Alive Scholarship
  - Once again, we are happy to offer students who are residents of Independence (regardless of school attended) an opportunity to earn the $500 scholarship from 25 & Alive. Any student resident of Independence who will complete the requirements for high school graduation by June, 2017, and will attend a post-secondary or technical school is eligible to apply.
Applications will be available online starting Monday, March 20, 2017. Independence High School students are required to follow the instructions outlined by the Guidance Office. Private/Parochial School Students may download the application from [www.independenceohio.org](http://www.independenceohio.org) or pick up a copy at Independence City Hall between 8:00 AM & 4:30 PM, M-F. The deadline for ALL students to return their completed APPLICATIONS, ESSAYS and REFERENCES is April 7, 2017 by 3:00 PM.

- **February 2016 Stats vs. February 2017:**

<table>
<thead>
<tr>
<th></th>
<th>Feb., 2016</th>
<th>Feb., 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tickets Written</td>
<td>201</td>
<td>352</td>
</tr>
<tr>
<td>Traffic Cases</td>
<td>127</td>
<td>280</td>
</tr>
<tr>
<td>Criminal Cases</td>
<td>24</td>
<td>24</td>
</tr>
<tr>
<td>OVI Cases</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Felony Cases</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Parking Cases</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Fine &amp; Costs Collected</td>
<td>$32,139.00</td>
<td>$43,765.00</td>
</tr>
<tr>
<td>Check to City</td>
<td>$23,292.00</td>
<td>$33,059.00</td>
</tr>
</tbody>
</table>

The Community Services Department Reported:

- Incoming Calls: 437
- Outgoing Calls: 226
- Face to Face: 348
- People Transported: 45
- Program/Trip Revenue: $9,417
- Community Service Department Meeting/Program Attendance: 430 (Does not include After School attendance)
- External Department Meeting Attendance: 22
- Private Rental Attendance: 456 – 13 Events/Rentals
- The Community Resource Coordinator assisted a number of residents with various issues including transportation, gas rates and options, Medicare options, family issues, etc.
- Adult Programs:
  - Monday: Lunch Bunch, Piccolo Restaurant, 31 Residents, 2 Guests
  - Cavs vs. New York Knicks, 27 Residents and 13 Guests
  - Tuesday: Lunch-25 Residents, 5 Employees and 1 Guest; Bingo: 21 Residents and 1 Guest
  - Wednesday: Lunch-17 Residents, 1 Guest & 4 Employees; Movie; 11 Residents and 2 Guests
Administrative Update
March 3, 2017
Page 8

- Thursday: Yoga-13 Registered, 5 Walk-Ins
- Friday 55 + Lunch: 71 Residents, 4 Guests and 5 Employees Lisa Cellura
  Speaker from Cleveland Sight Center

• Field House Programs:
  - After School Program: 80 Students, Revenue- $2255 (from week of February 20th)

• Campus Connection: Enrollment-8 Students

• PreSchool and Youth Programs:
  - Time for Us Mondays: 18 Preschoolers/Time for Us Tuesdays:14 Preschoolers
  - Kangaroo Kids/Friday: 15 Preschoolers
  - Cook Cooking/Friday, February 17th: 20 Students
  - Funtastic Fridays: 20 Students

• School Holiday Specials:
  - Monday, February 20: 39 enrolled; 37 Attended/Revenue $975
  - Monday, March 24: 40 enrolled, 14 on Wait List

The Recreation Department Reported-

• The Tucker Neale Basketball Tournament took place at the Field House Saturday
  February, 18 and February 19, using all 4 courts from 9:00 am to 9:00 pm on Saturday
  and 8:00 am to 5:00 pm on Sunday. Rental revenue for the weekend totaled $4120.

• Sunday, February 19th was the first day of our Girls’ Softball Clinic/Skills Conditioning
  Session which took place at the Field House. Over 60 girls are signed up.

• Obtaining pricing for the replacement of the east park fence and also for a sound system
  for Zuber Field.

• Our High School Swimmers competed in the District Swim Meet, but unfortunately did
  not qualify for the State Meet. However, three (3) Team Records were set: Jesse Belitz in
  the 100 Butterfly, Sela Sears in the 100 Breaststroke and Holly Stralka, Lyndsay Blum,
  Miranda Gibson and Sela Sears for the 400 Girls Free Relay.

• The Lifeguards had in-service training this week and covered the topics of : Tom
  Griffiths Complex Quadriplex of Lifeguard Blindness, CPR/AED practice, Rule
  Enforcement Skits and New Spinal & Rescue/Removal Procedures.

• Wednesday and Saturday Swimming Lessons started a new session this week and total
  enrollment is approximately 115 swimmers.

• A new rule was implemented at the Civic Center this week regarding use of the whirlpool
  which prohibits children under 42 inches from using the indoor whirlpool. This new rule
  which mimics the rule at the outdoor pool was initiated for safety reasons.
The Fire Department Reported:

- EMS Incidents: Week 32, YTD 222
- Fire Incidents: Week 6, YTD 79
- Mutual Aid:
  - Engine Responses: Week 0, YTD 0
  - Squad Responses: Week 0, YTD 4
- Vehicle Update:
  - Engine 1 is back in service from an issue with the front suspension. The issue was corrected at no cost to the City and we will also be receiving reimbursement from E-one for the prior repairs made to this vehicle due to this same issue.
  - Ladder 4 issues regarding its cylinders have been repaired and the vehicle is back in service. Our ongoing preventative maintenance made this a less comprehensive repair job because most of the major components have remained in good shape.
- The Motorola Dispatch Consoles Project is nearing completion. The new equipment is state of the art technology which will integrate with the Cleveland Communication System and will result in improved quality and greater radio coverage when we switch over to the 800 MHz radio frequency.

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>9</td>
<td>1</td>
<td>88</td>
<td>1</td>
<td>6</td>
<td>297</td>
</tr>
</tbody>
</table>

The Service Department Reported:

- The City’s contractor began composting the yard waste and leaf collection from 2016. All resident households will be limited to one delivery up through the 9th of June. After June 9th, we will begin fulfilling requests for a second load.
- Is in the process of replacing all of the City Seals on all City vehicles as some are worn and faded.
- They have begun the construction of 20 new Home Day stands to replace those that are no longer in good condition.
- The Cold Patch Crew was out 3 days this week patching various pot holes throughout the City. The Department used approximately 4 tons of cold patch material this week.
- Friday Special Pick-Ups: 48
  - Trash: 1
  - Metals: 21
  - HHW: 26
- Sweeper out 4 days
Administrative Update
March 3, 2017
Page 10

- 3 Toter Cans repaired
- 1 New Mailbox installed
- Chipper out 4 days
- General Shop Cleaning
- Pushed Yard Waste
- Continued to wash all salt trucks
- Assisted Recreation Department with excavation of Zuber Field for 4 days
- Completed repairs to Community Garden
- 16 Work Orders Created
- 19 Work Orders Completed
- No major breakdowns this week

Enjoy your weekend!