MEMORANDUM

To: Council Members and Department Directors

From: Mayor Anthony L. Togliatti

Date: January 12 2018

Re: Administrative Update

JANUARY COUNCIL MEETING RESULTS:

The Legislative Agenda for the January 2018 Council Meeting held this past Tuesday contained 18 pieces of legislation.

Sixteen (16) Ordinances were introduced on First Reading, of which 13 were Enacted (7-0).

Action on the remaining Ordinances was as follows:

➢ Ordinance 2018-5 approving the Final Plat for Chestnut Woods Subdivision, Phase 5, for the development of thirty-four (34) residential single-family lots was left on First Reading.

➢ Ordinance 2018-6 (Rev. 1) enacting new Chapter 663 of the Codified Ordinances of the City of Independence to provide regulations for the abatement of Criminal Activity Nuisances was referred to the Safety Committee.

➢ Ordinance 2018-17 repealing Ordinance 1995-3 establishing premium pay and work-related clothing and maintenance benefits for full-time non-bargaining supervisory Service Department Employees was left on First Reading.

The two (2) Resolutions commending Jeff Haire (Civil Service Commission) and Jim Piteo (Planning Commission) for their years of dedicated service were both Adopted (7-0).

A special thank you to Pastor Donna Barrett of Rockside Church for joining us and for providing the opening prayer before our Council Meeting.
UPCOMING MEETINGS/EVENTS:

- The Architectural Board of Review Meeting and the Board of Zoning Meeting both scheduled for Thursday, January 18th have been cancelled due to a lack of applicants.

- A Council Workshop is scheduled for Tuesday, January 23rd from 4:00 pm to 6:00 pm in the City Hall Council Caucus Room. Representatives from the Environmental Design Group will be present to continue the discussion of the Downtown Greenspace and Brecksville Streetscape Projects with members of Council.

- An Open House for businesses and stakeholders in the area of Downtown Independence is scheduled for Wednesday, January 17th from 9:30 am to 1:30 pm at Babe’s Café and Bakery. However, anyone who would like to provide their input can use the following link to go online to take a short survey. Link: https://www.surveymonkey.com/r/GS8B9PN

  The Link to the above Survey will be taken down on January 19th. Anyone wishing to provide their input regarding the Downtown Improvement and Brecksville Road Streetscape projects should access the Survey prior to that time.

- 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.

- The Cuyahoga Valley Chamber of Commerce has announced that they will be holding the 2nd Annual Taste of the Valley on Thursday, February 22nd at the Holiday Inn on Rockside Road from 4:30 pm to 9:00 pm. If you are interested in purchasing an Ad in the program and/or becoming a sponsor for this event, please go to info@cuyahogavalleychamber.com or call 216.573.2702.

  Tickets for the event: $25.00 Adults (in advance), $30 Adults (at the door), $10 Children (at the door), $10 children (13+), $15 Seniors (60+).
HUMAN RESOURCES DIRECTOR POSITION:

As mentioned in last week’s Administrative Update, Lisa Zamiska’s last day will be Monday, January 15th. The vacant HR position has been posted on the City’s website as well as on Indeed.com. Should you know of anyone who may be interested, please refer them to one of these websites. We hope to fill the position as soon as possible.

25 & ALIVE PARTNERSHIP:

Through the efforts of our 25 & Alive partnership, the Independence City School District is delighted for the opportunity to partner with Brecksville’s Community Awareness and Prevention Association (CAPA) in the Generation Rx Prescription Drug Misuse Prevention Education for Youth. Generation Rx, created through a partnership with The Ohio State University College of Pharmacy and the Cardinal Health Foundation, is an educational program aimed to increase awareness of prescription medication abuse.

If the grant funding is received, our school district will work with CAPA on youth-led initiatives that will increase awareness about the dangers of misusing prescription drugs among youth and families of the Independence City School District. Program components include:

- The formation of a high school youth led prevention group at Independence High School.
- Youth members to participate in a half-day training summit to learn about youth-led prevention.
- Work with other high school students to create prescription drug curriculum using the Generation Rx materials.
- Youth will educate peers at Independence High School through presentations in the health classes and hands on activities for all student body during NIDA Fact Week in January/2019.
- Youth members to increase awareness of the dangers associated with prescription drug misuse throughout Northeast Ohio through a presentation at SADD Seminar at “The Q” in November /2018.
- Promoting awareness regarding the misuse, abuse and proper disposal of prescription drugs in our community

Additionally, 25 & Alive is looking forward to joining Independence Local Schools in partnering with CAPA in the planning and coordination of training for faith leaders from across Northeast Ohio in the Generation Rx program. Providing training opportunities for the greater faith
community will help ensure that Pastors, Youth Pastors, and other trusted adults can incorporate the same Generation Rx message into their youth programs. It will enhance, strengthen, and heighten awareness of the message being taught in the schools.

Our 25 & Alive organization highly values the relationship with CAPA and has successfully collaborated with them in the past on community-based events. The City of Independence and 25 & Alive have every confidence in our ability to make a difference by increasing the awareness about the dangers of misusing prescription drugs.

DEPARTMENTAL REPORTS:

Following are some highlights of recent activity, updates, events and/or statistics from various departments for the week ending January 5, 2018.

The Building Department Reported-

- No plans were sent to the Plans Examiner
- 1 Commercial Permit was issued
- 1 Commercial Inspection was performed
- 4 Residential Permits were issued
- 15 Residential Inspections were performed
- 58 contractors were registered for 2018, 130 registrations year-to-date
- Architectural Board of Review Results of January 4, 2018 meeting:
  - The addition of Kent State University to the Rockside Woods Boulevard North Node Sign was Approved.
  - A Pulte single family dwelling at 7009 Hawthorn Trace, Sublot 154 was Approved.

The Engineering Department Reported-

- Staff members Joe Potoma and Clark Merdes both attended the Northern Ohio Damage Prevention Council’s monthly meeting held at Dominion Energy’s new training facility in Hudson.
- The City Engineer attended a Municipal Engineers Association of Northeast Ohio (MEANEO) meeting to learn about the use of Tensar Geogrids for road subbase stabilization.
- Engineering continues to heavily coordinate with our design consultants and with ODOT to finalize the Hemlock Trail plans and bid docs.
  - We are awaiting one last permit approval from the EPA.
• Engineering prepared and submitted One (1) Community Cost Share application through the NEORSD for Cuyahoga Soil and Water Conservation District in the amount of $26,000 for the Brecksville Road Culvert Outlet Protection Project.
• Various project and maintenance invoices were reviewed and processed.
• The Engineering Department’s Records Retention RC 2 was finalized.
• A signed work approval to relocate the CEI pole on Oakwood was forwarded to CEI.
• A final grade and survey inspection was performed at 7885 Victoria Circle and the builder was sent a letter of items that need to be addressed prior to final grade approval.

The Fire Department Reported:

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<td>EMS Incidents</td>
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<tr>
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<td>Squad Responses</td>
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• Ladder 4 is still in service but has some issues that need to be addressed that they are in the process of obtaining quotes to facilitate the repair:
  • Corrosion issues on the chassis frame
  • Jib ladder section hydraulic cylinders needs to be rebuilt because they are leaking.
• They are in the process of putting legislation together to obtain a new ambulance which will take 9-10 months of build time and will most likely not be delivered until January of 2019.
• Another project identified for 2018 is the replacement of a Ford F350 pickup and the brush truck we currently have.
• In preparation for our transition to the Cleveland 800 MHz radio system, some additional equipment will need to be purchased, including: portable radio chargers for vehicles, extra portable radios, radio batteries, lapel microphones and other accessories. Not all items will be purchased at the same time but legislation is being proposed for the February Council Meeting.
• The Fire Department has transitioned to a new computer system called “Emergency Reporting” which is a web-based product that is more user-friendly and accessible.
• The Department’s EMS call volume has steadily increased by 15% since 2014 and as a result is looking at bringing on more part-time personnel.
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>10</td>
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<td>14</td>
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The Recreation Department Reported:

- The Tucker Neal Basketball Tournament took place at the Field House using all four courts from 8:00 am to 8:00 pm. The total Rental Income generated for the day was $1920.
- The Civic Center was open on New Years’ Day from 9:00 am to 12 noon. Attendance for that morning was 114 residents.
- On Tuesday, January 2\textsuperscript{nd} the Staff came in early for snow and ice removal on sidewalks and parking areas.
- Director Walchanowicz met with the City Planner Markley to discuss creating a design to update the City’s playground by Liberty Station.
- A Girls’ Winter Softball Camp was held at the Field House this past week with 15 children participating. The program was conducted by the Girls’ High School Softball Team, coaches and players.
- Two old cardio machines were replaced on Friday December 19\textsuperscript{th}. A new Precore elliptical with updated features, along with a new Precore Treadmill, also with new updated features, were installed upstairs in the workout area of the Recreation Department.
- Staff cleaned, painted and reorganized a storage room at the Elmwood Recreation Building.
- See picture of recently updated Kitchen at the Old Recreation building at right.
The Community Services Department Reported:

- Donations for the Community Services sponsored Giving Tree of stuffed puppies to benefit the Wags for Warriors Program, totaled $250. The children have enjoyed overseeing this project with the assistance of Staff. All Adoptions were wrapped up on Friday, January 5th.

- Winter Camp (December 22; December 27-December 29th; and January 2nd – 5th) at the Field House enjoyed the following winter activities:
  - **Handmade Studio** – 37 children attended – made lotions, soaps, and science projects for parent gifts.
  - **Botanical Gardens** – 26 attended – Children were wowed by the handcrafted gingerbread houses and amazed at the butterfly release in the rainforest. Several students even got to handle the South American Butterflies.
  - **Paint N Play** – 20 students attended – the children were instructed on how to paint a penguin “Masterpiece!”
  - **Make Believe** – 33 students attended – went to new venue and to McDonalds.
  - **Cosmic Bowling** – 47 students attended
  - **Marshmallow Madness** – 41 attended – Children made marshmallow paintings, practiced target shooting with their handmade “marshmallow shooters”, made marshmallow snowmen and raced to build the tallest marshmallow structure.
  - **Get Air & Olympia Candy** – 41 students attended – new trampoline adventure and ninja climbing wall. Stopped for hotdog lunch and made a stop at Olympia Candy. Children were well behaved and received rave reviews!
  - **Snow Play** – 41 attended – the day was filled with “snow” much fun!
Youth Ages 3-8 Programs:
- Time for Us: 14 enrolled
- Funtastic Friday: Movie Madness – 18 enrolled
- Kangaroo Kids: 9 enrolled
- Knights of the Round Table: 8 enrolled
- Worked on various 2018 marketing materials/banners.
- Community Resources Coordinator assisted resident families with various issues including: Lifeline, Meals on Wheels, checking in with family members of residents in the Hospital and/or Rehab.
  - Scheduling Speakers/Entertainment for 55+ lunches.
- 637 Residents registered for Snow Plowing
- The Department continues to plan for their new Irish Fest event, which is scheduled for March 4th.

The Technical Services Department Reported-

- The Department has been maintaining building temperature comfort throughout the City Campus, focusing on the buildings used daily by the elderly and younger children, especially during the busy holiday season.
- Met with the Recreation Director to discuss the construction of additional storage Space and a handicapped bathroom at the Old Recreation Building.
- Tech completed the new boiler installation at the City Annex in addition to installing new shelving in the engineering storage room.
- A new overhead heater was installed in the Service Department’s auxiliary building along with the installation of a new brine pump that services to fill the 3000 gallon tanks just outside of the wash bay.

City Hall will be closed on Monday, Jan. 15th in observance of MLK Day.