MEMORANDUM

To: Council Members and Department Directors

From: Mayor Anthony L. Togliatti

Date: March 18, 2016

Re: Administrative Update

COMMUNITY SERVICES COMMITTEE MEETING:

Councilwoman Kapusta, along with Community Service Director Natalie Buc and Recreation Director Tom Walchanowicz, ran a very informative meeting updating Council on the programs, updates and revenue from the fourth quarter of 2015. Time did not allow for a full discussion of the 2016 capital projects and five-year Capital Budget, so it was agreed to delay this discussion until the next scheduled meeting.

RNC VOLUNTEER MEETING:

Sharon Richman of the RNC Cleveland 2016 Host Committee briefed Natalie Buc, Jenny Flynn and myself on the volunteer efforts of this July’s event. The Host Committee is looking for 5,000 to 8,000 volunteers to welcome 50,000 visitors to Northeast Ohio. Many of these volunteers will be positioned in hotels within our City to welcome the attendees to Cleveland upon their check-in and to answer any questions about the area. We are looking for volunteers from our community to represent Independence in the best possible light. Please refer to the upcoming newsletter for volunteer information.

RIBBON CUTTING:

This morning Councilpersons Wisnieski and Asseff, Jeremy Rowan and I participated in a Ribbon Cutting Ceremony for Sedgwick Claims Management Services. Sedgwick recently opened a new operation in 23,000 square feet of office space at 6111 Oak Tree Blvd., South. Sedgwick currently employs 150 at this new Independence location, while employing over 500 in Cuyahoga County. Following the Ribbon Cutting Ceremony, we were given a tour of Sedgwick’s new office space on the second and third floors of the building. Both the employees and company leadership expressed excitement for being in Independence and optimism about the prospect of future employment growth. I hope this is the start of a long-term relationship between Sedgwick and City of Independence.
SERIO/OAKWOOD CONSTRUCTION:

A notice was hand delivered to residents this past Wednesday who will be affected by the major roadway upgrade to Serio Drive to be completed this upcoming construction season. The letter informed residents that surveyors are expected to begin preliminary work on their street sometime in the near future.

A similar notice will be delivered to residents on Oakwood as soon as we receive information on when the surveyors will be ready to begin work in that area.

ECONOMIC DEVELOPMENT SPECIALIST LIBERTY SCHINDEL:

We recently were made aware that Economic Development Specialist Liberty Schindel whose main focus in her role with the City has been implementing Business Retention strategies, will be leaving employment with the City Of Independence as of April 1st.

Liberty’s talents and experience in the Economic Development arena have presented a great opportunity to advance her career as Economic Development Director for the City of Pickerington, just outside of Columbus.

We wish Liberty much luck and happiness as she moves on to pursue her new and exciting future!

HOME DAY MEETING:

As 2016 marks the 100th year of Home Day, a meeting was held this past Tuesday, March 15, for interested residents to attend to share ideas and/or any suggestions they had to celebrate this special year.

A number of ideas were presented by those residents who attended and will be reviewed by the Home Days Committee to see if they can be incorporated in this year’s celebration.

A big thank you to those residents who came out on Tuesday evening to share their suggestions

DEPARTMENTAL REPORTS:

Following are some highlights of recent activity, updates, events and/or statistics from various departments.

Building Department Reported—
- 6 Sets of plans were sent to the plans examiner
- 8 Commercial Permits were issued
- 14 Commercial Inspections were performed
• 0 Residential Permits were issued
• 6 Residential Inspections were performed
• 13 contractors were registered, 363 registrations year-to-date
• Plans were approved for 3300 sq. ft. tenant build-out at 6533 Brecksville Road, Up Side of Downs.
• Occupancy Permits were issued for:
  ▪ 3657 sq. ft. tenant build-out for 6393 Oak Tree Blvd., #100, US1.
  ▪ 23,127 sq. ft. tenant build-out at 6111 Oak Tree Blvd., #200, Sedgwick Claims Management.
• Building Official Mike Gero attended the OBOA/BOCONEO (Ohio Building Official Association/Building Official Conference of Northeast Ohio) Joint Conference in Dublin, Ohio.
• A meeting was held with school personnel at the Field House to discuss completion of a locker room addition.

Community Services Reported-
• All Spring Camps are full and there are children on the Wait List.
• Obtaining information from other cities regarding Summer Camps offered to compare programming and cost.
• Community Resource Coordinator (CRC) met with representative from Seniors Helping Seniors Home Health Care Agency to obtain information about their agency.
• CRC met with Cuyahoga County Senior Service Network to discuss the strategic plan for the County Department of Senior and Adult Services.
• CRC Assisted residents with Utility, Medicare, Lifeline and Transportation issues.

Engineering Department Reported-
• Issued a Right-of-Way permit for the Clark Gas Station at 7752 Brecksville Road for work to be done by the business owner.
• Engineering attended the Pollution Prevention and Good Housekeeping Update for Service Directors and MS4 Project Managers, as communities located in urbanized areas are required to implement a Storm Water Management Program under the National Pollutant Discharge Elimination System (NPDES) permit program for their municipal separate storm sewer systems (MS4s).
• Received and reviewed a Site Plan from Dominion East Ohio to install a new gas line at 6200 Patriot’s Way (Hilton Home2).
• Coordinated with Geotech on upcoming project work on Old Rockside Road (Ditch enclosure).
• Coordinated and secured a fee proposal from PSI to perform pavement cores for upcoming road projects (Serio, Oakwood, and Plaza Drive).
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Fire Department Reported-
- EMS Incidents 24 251
- Fire Incidents 9 96

Police Department Reported-
- Statistics for the week ending March 11, 2016

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<th>Traffic Citations</th>
<th>OVI Arrests</th>
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Recreation Department Reported-
- Set up 3 outdoor pickle ball nets for outdoor play.
- Looking to obtain custom built replacement netting for our ball fields as they are in poor shape and need to be replaced.
- They have begun draining the outdoor pool so that it can be cleaned.
- Tony A. met with Kevin Hatch of X-treme Futsal Event and booked a new event for December 2016 which may lead to additional revenues with a potential league and practices as well.
- Met with representatives from Haydite ball field products division to discuss new products and color of products for the City’s ball fields.
- Cuyahoga Vending installed all new snack, drink, and change machines at the Field House providing us some of the most modern vending machines, which can accept credit cards.
- Spring swim lessons began and enrollment for Wednesday and Saturday classes total 137.
- Lifeguards completed their March in-service training in which Spinal Injury Management and surveillance were reviewed along with other general operational items.

The Service Department Reported (for week ending 3-11-2016)-
- The Sewer Crew assisted seven residents with televising and jetting storm and/or sanitary lines.
- Special pick-ups totaled – 112
- Sweeper was out 5 days
- Litter Patrol was out 3 days
- Cold Patch Crew was out 2 half days
- Completed 3 mailbox repairs due to snow plow damage
- 21 Maintenance Work Orders created, and 25 Work Orders completed
- The sewer jet blew a high pressure oil line on Rockside Road and had to be towed back to the Service Garage. A new pressure line was installed and the truck is back in operation
• Salt spreaders and plows are being removed from the trucks and are being thoroughly cleaned and stored for the season. Four trucks will be kept with snow gear intact until the end of the month in the event we experience additional snow.

**Enjoy the weekend!**

*xc*: John M. Veres, Director of Finance
Gregory J. O’Brien, Law Director
Debi Beal, Clerk of Council