



Gregory P. Kurtz

Mayor

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TO: *Council Members*
City Directors

FROM: *Mayor Gregory P. Kurtz*

DATE: *January 17, 2020*

RE: *Administrative Update*

ADMINISTRATIVE UPDATES:

Thank you for your interest in receiving my weekly Administrative Updates. It is my intention to share with you any important issues and activity relating to our community that has come across my desk or to my attention each and every week. An informed resident can provide valuable input to my Administration and the future of our community.

Should you have questions regarding this report or would like to discuss any suggestions or concerns you may have, please don't hesitate to contact my office at 216.524.4131.

JANUARY COUNCIL MEETING RESULTS:

The Legislative Agenda for the **January 14th Council Meeting** held this past Tuesday contained six (6) pieces of legislation.

All six (6) Ordinances were on First Reading and passed unanimously.

If you would like more information about the meeting, please visit the City's website: www.independenceohio.org to listen to a complete recording of the meeting or review the unapproved minutes.

A special *thank you* to **Reverend Joy Parker, Pastor of Independence United Methodist Church** for joining us and for providing the opening prayer before our Council Meeting.

UPPER BROOKSIDE RESIDENT MEETING:

On Monday, January 13th, a Resident “kick-off” meeting was held in Council Chambers for the residents affected by the Upper Brookside Road Improvements Project – Phase 1. After welcoming the residents and providing my opening comments, City Engineer Don Ramm provided a list of very important information regarding the general contract and the timeline that Catt’s Construction, plans to adhere to.

Additional information about the various components included in the contracted construction, along with a list of inconveniences that residents could expect during the construction phase were discussed.

Thank you to City Engineer Ramm, his supporting team and to all the residents who took the time out of their evening to learn more in order to prepare for the next Phases and Stages of construction in their area.

UPPER BROOKSIDE ROAD IMPROVEMENTS PROJECT:



In conjunction with the Upper Brookside Road Improvements Project a **NOTICE OF ROAD CLOSURE** has been disseminated to affected residents. Beginning Monday morning, **January 20th, at 7:00 am**, and continuing through the beginning of the workday on **Monday, January 27th**, Brookside Road will be closed to through-traffic at a point just south of the Eastview Drive intersection.

Brookside Road will be open to two-way traffic (from E. Sprague Road and from Eastview Drive) to the point of closure, however, no through-traffic will be permitted at the point of closure during this 7-day period. This closure is necessary in order to install the deepest segment of the new storm sewer main which will be installed across both lanes of the roadway.

Then beginning Monday morning, January 27th, if construction is on schedule, the road will be open to one-lane, one-way southbound and westbound from Eastview towards Lake Charles Drive, through the work zone for the remainder of the project construction work.

Should you have any questions and/or concerns, please contact the City’s Engineering Department at 216.524.1374 or email engineering@independenceohio.org. Thank you in advance for your patience with this major infrastructure project.

SOUTHWEST COUNCIL OF GOVERNMENTS:

The Southwest Council of Governments held their annual meeting on Wednesday, January 15th at the Strongsville Community Center. The 23 member municipalities share resources to provide

regional law enforcement and fire/rescue capabilities that would otherwise be unavailable to an individual city. On the law enforcement side the council of governments supports a SWAT team, bomb squad, hostage negotiators and a newly formed crowd control/field force unit. In the area of fire/rescue the council supports a technical rescue unit, water rescue unit and a hazardous materials response team. Members of the different cities' police and fire departments are assigned to these teams. The SWAT team is currently commanded by Independence Police Sergeant Christopher Cross. These highly trained and well-equipped teams provide rapid and effective response capabilities for serious events that would otherwise overwhelm our local resources.

Some of the activity and results of this annual meeting are as follows:

This year's officers will be:

President	Thomas Persiak (Strongsville Mayor) Re-elected
Vice President	Timothy DeGeeter (Parma Mayor) Re-elected
Executive Director	Eric Dean (N. Royalton Finance Director) who is new to the position.

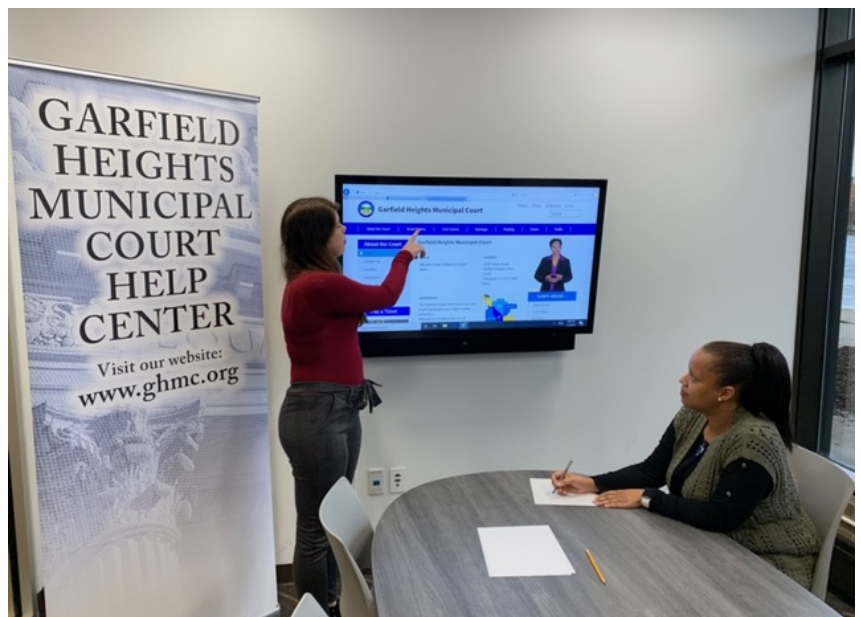
Mayor Persiak initiated a discussion regarding approving funds at a future meeting to have available for legal counsel.

In addition, a decision was made to look into purchasing a new armored vehicle for the Southwest Enforcement Bureau (SEB).

A big *thank you* to Fire Chief Rega and Police Chief Kilbane for their participation in this successful and very effective organization.

GARFIELD HEIGHTS MUNICIPAL COURT EXTENDED & WEEKEND HOURS:

The Garfield Heights Municipal Court has a satellite facility with extended and weekend hours to better serve the public. The Court has partnered with the Cuyahoga County Public Library Maple Heights Branch to establish the Court Help Center. The Court found it can be difficult for people to get to the Clerk's Office before it closes at 4:30 pm on weekdays. A Deputy Clerk will be at the Court Help Center to provide online assistance on Tuesdays from



4:00 pm – 8:00 pm and Saturdays 11:00 am – 3:00 pm. “The idea is to make the Court more efficient and user-friendly,” Garfield Heights Municipal Court Presiding Judge Deborah Nicaastro said.

The Help Center does not replace the Court. But, all court matters that can be handled at the Clerk’s Office can be done online at the Help Center. “They still have to come to court for their hearing and the judge still has to hear the facts and see the evidence. But, up until that time, they can file everything online and save a few trips to the courthouse,” Judge Nicaastro added.

At the Court Help Center, one can file a Small Claims case online. Drivers with suspended licenses can pay their fines online and receive notice when the BMV will release their license. A landlord can file an eviction. For tenants who have received Notice of Eviction, the Deputy Clerk can explain the eviction procedure and offer resources for help. “We’re trying to remove barriers for people to have their cases and issues resolved. Sometimes people need more time than a few minutes at the clerk’s office to have their questions answered. So we want to give them more time and more convenient hours,” Judge Nicaastro said.

The Court Help Center at the Maple Heights Library located at 5225 Library Lane will be operational for the next six months. Then, this pilot program will be evaluated. Judge Nicaastro said that if the Court Help Center proves to be very useful, then the plan is to add extended hours on one more weekday.

The jurisdiction of the Garfield Heights Municipal Court covers eight communities: Garfield Heights, Maple Heights, Brecksville, Cuyahoga Heights, Independence, Newburgh Heights, Valley View and Walton Hills. More information on Garfield Heights Municipal Court and the Court Help Center can be found on the court website:

www.ghmc.org.

UPCOMING MEETINGS/EVENTS:

- Monday, January 20th is Martin Luther King Day and City Hall will be closed for the holiday.
- St. Michael Catholic School is hosting an **Open House** at both campuses on **Sunday, January 26th from 1:00 pm to 3:00 pm**. (**St. Michael Campus**, 6906 Chestnut Road, Independence (Grades 2 through 8); **St. Basil Campus**, 8700 Brecksville Road, in Brecksville (Preschool – Grade 1).



A Preschool Information Night will be held at the St. Basil Campus on Thursday, February 6th from 6:30 pm to 8:00 pm.

- The Cuyahoga Valley Chamber has set the date for their 4th Annual **Taste of the Valley** for **Thursday, February 27th from 5:30 pm to 8:30 pm at the Holiday Inn, Rockside.**
- Ticket prices are as follows:
 - Adults \$25 in advance, \$30 at the door
 - Children (under 13) \$10
 - Seniors (60+) \$15



Come sample some of the delicious food our local restaurants and caterers have to offer. Not only will this be a fun event for you and the family, it is a great opportunity for advertising and networking. This event is open to the public and all proceeds go to benefit the Chamber's Annual Scholarship Fund.

DEPARTMENTAL REPORTS:

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

The Building Department Reported- (Week ending January 10)

- Commercial Development
 - 0 sets of plans sent to Plans Examiner.
 - 4 Commercial Permits were issued.
 - 2 Commercial Inspections were performed.
- Plans Approved
 - A 1491 sq. ft. tenant build-out was **Approved** for 4700 Rockside Road #450, BUA Management.
 - A 5,066 sq. ft. tenant build-out was **Approved** for 6480 Rockside Woods Blvd., #200 for Mechanics Bank.
- Residential Development
 - 7 Residential Permits were issued.
 - 12 Residential Inspections were performed.
- Occupancies Issued
 - An Occupancy Permit was issued for 5994 Hillside Road, for a 2793 sq. ft. single family dwelling.
 - An Occupancy Permit was issued for 7464 Oval Drive for a 2089 sq. ft. single family dwelling.
- Contractor Registrations

- 74 Contractors have been registered for 2020 / 241 registrations year-to-date.
- The Planning Commission Meeting scheduled for January 7th, 2020 was cancelled due to the lack of submittals.
- The Building Official attended the Northeast Ohio Fire Prevention Association continuing education class on “CO2 Beverage System Monitoring and Alarms”.

The Police Department Reported- (Week ending January 10)

Misdemeanor Arrests	Felony Arrests	Traffic Citations	OVI Arrests	Accident Reports	Calls for Service
10	1	44	3	8	386

The Fire Department Reported: (Week ending January 10)

	Week	YTD
● EMS Incidents	34	34
● Fire Incidents	12	12
● Mutual Aid:		
○ Engine Responses	1	1
○ Squad Responses	0	0

The Recreation Department Reported- (Week ending January 10)

Saturday January 4:

- Youth Basketball Program for Grades 1 & 2 began at the High School Gym, will continue through Saturdays in January. Total attendance so far is 38 children.
- Saturday morning games in the Civic Center Gym for the “Jr. Cavs” Youth Basketball Program.
- Fieldhouse: Cleveland Volleyball Club Rental / 10am to 6pm. Total rental for today is \$ 1040.

Sunday, January 5:

- Fieldhouse: Tucker Neale CCL Basketball League Rental / 10am to 6pm. Total rental for the day is \$ 840.00
- Elmwood Rec: Irene Christian Girl Scouts Cookie Rally / 4:00 pm to 7:00 pm / Gym & Small Room



Monday, January 6:

- Denise Romano from Cuyahoga County Board of Health completed their 'semi-annual surprise' inspection of all 3 Indoor Pools. All pools passed with no issues found at this time.
- Eric S. continued communication with Councilman Trakas, Marilyn Senick and Tom W. in regards to writing the State Capital Budget Application, requesting \$150,000 towards renovations of the Community Services Kitchen. Application was submitted this week in advance of the January 10th deadline.

Tuesday, January 7:

- April Lemke met with Eric Stoyanoff of OP Aquatics to discuss several upcoming pool projects. Including: Pricing on new entry/exit steps for the outdoor pool, pricing on outdoor pool paint, rebuilding our chlorine injection pumps, and various other misc. items.
- Linda Farace met with Dar at City Hall to interview potential new MC for Home Days.

Wednesday, January 8:

- Winter Learn-to-Swim session starts, approximately 80 participants between Wednesday and Saturday classes.
- Linda F. called Design Fitness to schedule repairs and parts replacement for the Freemotion treadmill and Rope Trainer.
- W.O.W. Cable Company came out and installed 2 cable boxes on the Cybex treadmills. TV's are now working on those two units.

Thursday, January 9:

- Staff meeting today with all full-time management staff. Topics included: Review and reminder of the proper way of making purchases and securing purchase orders before buying items, taking more pictures for our Spotlight publications, revamping the way we do weekly reports, new payroll procedures and approvals, and a review of the facilities and areas that each manager is responsible for.
- Linda F. met with a new Tai Chi instructor about potentially starting new classes at the Civic Center.
- April attended the Community Services dept. special events meeting. The main topic was the upcoming Irish Fest event and details of what our dept. is responsible for.
- High School Swim Meet today vs. Cuyahoga Heights.

Miscellaneous:

- Staff worked a great deal this past week on taking down, organizing, and putting away the majority of our Christmas and holiday decorations and lighting. Next week staff will continue organizing & assessing decorations & associated supplies and putting a list together of items needed for next year.
- Cleaning of all Rec facilities underway, including Civic & Fieldhouse gym floors cleaned & buffed, Elmwood Rec floors buffed & basketball nets / backboards repaired
- Tony off sick this past Tuesday and Wednesday.
- A new battery operated floor cleaner was delivered this week and we began training our staff in the proper operations of this machine. This machine should make for better efficiency of our tiled floors in the Civic Center. Also, this machine should prove to produce better results than just mopping our tile floors.
- Park staff member began working in the back fenced area of the Service Dept. area re-organizing the bricks and the sandstone from the old middle school.
- Table and chair rentals for the weekend: None.

Upcoming Events:

- G.O.Y.A. Basketball Tournament rental this upcoming weekend at Fieldhouse.
- New AB Weight Machine will be delivered Wednesday the 15th to the Weight Room.

The IT Department Reported- (Week ending January 10)

- Closed 38 Helpdesk tickets this week.
- Handled 34 calls this week.
- Procurement and installation of additional display in Caucus Room
- Review of Council Chambers options for screens.
- Cell phone upgrades and replacements.
- Troubleshoot amplifier system in the Willow Room.
- Continue work on the new City Website.
- Rebuilt engineering technicians desktop.
- Tested virtual deployment of new anti-virus software.
- Setup and tested a pilot mobile device management software.

The Technical Services Department Reported- (Week ending January 10)

- Tech removed, repaired and reinstalled one of the circulating pumps at the Fieldhouse.
- Repaired the large air handling unit at the old Recreation Building.
- With the holiday lighting season over, Tech is in the process of removing all the electrical supply cords throughout the City.

In honor of Martin Luther King Day
Monday, January 20th
City Hall will be closed.

