
MEMORANDUM

TO: Members of Council
FROM: Tanisha R. Briley, City Manager
DATE: January 19, 2018
RE: January 22, 2018

MEETINGS & REMINDERS

Monday, January 22	-	6:15 p.m.	-	Committee of the Whole
Wednesday, January 24	-	7:00 p.m.	-	Celebration of the Life and Legacy of Dr. Martin Luther King, Jr.
Thursday, January 25	-	6:00 p.m. 7:00 p.m.	-	Meet Your Police Democracy Day – Public Hearing

GENERAL INFORMATION

1. Enclosed are the Council Update and Agenda.
2. Enclosed is an update from the Finance Director.
3. Enclosed is an update from the Vice City Manager.
4. Enclosed is an update from the Public Works Director.
5. Enclosed is an update from the Planning and Development Director.
6. Enclosed is an update from the Economic Development Director.
7. Enclosed is an update from the Parks and Recreation Director.
8. Enclosed is the weekly activity report from the Fire Chief.
9. Enclosed is the weekly activity report from the Police Chief.
10. Enclosed is an update from the Utilities Commissioner.

TRB/jkw
Enclosures



COUNCIL UPDATE

JANUARY 19, 2018

1. LEGISLATION

- We have a fifth Monday this month which means the legislation deadline is next week. Legislation will be included in the Friday, January 26, 2018 packet.

2. CDC WORKING GROUP

- The CDC Working Group has held three meetings to date. We continue to make great progress. The group agreed on the ideal CDC's portfolio of programs and services and began to discuss prioritization, structure, and resources needed in order to accomplish the agreed upon goals. These topics will largely be the focus of the next meeting which is scheduled for Monday, January 29, 2018 at 4:00 p.m.



CLEVELAND HEIGHTS

Committee of the Whole

January 22, 2018

Agenda

1. Report of City Council Members 6:15 p.m. – 6:30 p.m.
Goal: Mayor and City Council members will provide updates on items of interest
2. 2017 Financial Year End Report 6:30 p.m. – 6:45 p.m.
Goal: Staff will present the year end financials for 2017
3. 2018 Council Priorities Discussion 6:45 p.m. – 7:30 p.m.
Goal: Discuss Council member policy priorities for 2018
4. Break 7:30 p.m. – 7:40 p.m.
5. Discussion of Staff Reports 7:40 p.m. – 8:00 p.m.
Goal: Council members will ask staff questions about their reports and/or activities
6. Executive Sessions: 1) To consider the appointment of a public official; 2) To discuss, with an attorney for the public body, claims or disputes involving the public body that are the subject of pending court action 8:00 p.m. – 8:30 p.m.

Memo

To: Tanisha Briley, City Manager
From: Laurie Sabin
Date: January 19, 2017
Re: December 2017 Financial Statements

Attached please find the December 2017 Unencumbered Balances Statement for All Funds and Review of General Fund Statement.

Review of General Fund Statement

Revenue:

As of December 31, 2017, General Fund revenues are \$1,767,107 higher than 2016 and we have exceeded the targeted budgeted surplus of \$1 million with excess revenue over expenses of \$1,625,572.

Due to the 2016 income tax rate increase and unbudgeted nonrecurring revenue for the collection of delinquent accounts, 2017 income tax revenues continue to trend higher than prior year and budget. Increases of \$1,550,052 in income taxes and \$1,284,615 in other revenue were offset by revenue decreases in property taxes, refuse collection, and building services.

As previously explained, other revenue is \$529,167 higher than last year primarily due to a \$492,303 rebate from the Ohio Bureau of Worker's Compensation (BWC). The rebate is equal to 66% of the City's premium for the 2015 policy year. BWC attributed the rebate to "a careful conservative investment strategy, which has achieved an annual return of up to 7% during the past three years." Refuse collection revenue is \$673,803 lower than last year due to the billing cycle being changed from monthly to quarterly. The high school construction drove up 2016's Building services revenue, which is \$274,616 lower in 2017.

Expenditures:

Total general fund expenditures are at 104% of the budgeted amount compared to 101% in December 2016. December 2017 Total General Fund expenditures are \$1,657,181 higher than prior year. This total increase is the combination of personal services expense increases of \$1,083,306 and other than personal services expense increases of \$573,874.

December 2017 personal services are \$1,083,306 higher than prior year and are at 99% of the 2017 budgeted amount. The prior year increase is because 26 pay period end dates fall in the 2016 calendar and 27 pay period end dates fall in the 2017 calendar.

Expenses other than personal services as of December 2017 are \$573,874 higher in comparison to prior year. This is mainly due to an increase in General Operating transfers of \$171,374 and as previously explained, General Operating increases of \$351,346 for the City's \$107,295 share of capital improvements for the regional dispatch center and a \$163,823 payment to the Cleveland Heights-University Heights Board of Education for the Kaiser agreement.

**UNENCUMBERED BALANCES FOR ALL FUNDS
AS OF 12/31/17
Unadjusted for Revenue and Expense**

FUND NUMBER	FUND NAME	UNENCUMBERED BALANCE AS ADJUSTED AS OF 1/1/17	YTD CREDITS	YTD DEBITS	ESTIMATED UNENCUMBERED BALANCE 12/31/2017
101	GENERAL	\$3,857,077	\$46,428,011	\$44,802,439	\$5,482,650
102	BUDGET STABILIZATION ACCOUNT	\$2,100,000	\$100,000	\$1,000,000	\$1,200,000
201	STREET CONSTRUCTION	\$279,262	\$3,808,780	\$4,088,041	\$1
202	FOUNDATION GRANTS	\$56,422	\$90,438	\$146,860	\$0
203	FIRST SUBURBS CONSORTIUM	\$79,348	\$45,000	\$44,418	\$79,930
204	COMMUNICATION SYSTEMS OPERATION	\$0	\$884,907	\$695,151	\$189,755
205	PUBLIC WORKS FACILITY IMPROVEMENT	\$423	\$0	\$0	\$423
206	LAW ENFORCEMENT TRUST	\$61,921	\$307,315	\$5,423	\$363,813
207	DRUG LAW ENFORCEMENT TRUST	\$127,180	\$100,670	\$205,564	\$22,286
208	CDBG RESOURCE	\$0	\$1,690,465	\$1,690,465	(\$0)
210	EPA BROWNFIELD GRANT	\$0	\$0	\$0	\$0
211	HOME PROGRAM	\$0	\$285,828	\$285,828	\$0
212	FEMA	\$94,081	\$261,654	\$248,833	\$106,901
213	POLICE FACILITY IMPROVEMENT	\$44,102	\$29,515	\$33,748	\$39,869
214	LOCAL TV PROGRAMMING	\$670,363	\$897,736	\$372,243	\$1,195,856
215	CAIN PARK	\$0	\$865,975	\$834,633	\$31,342
216	RECREATION FACILITY IMPROVEMENT	\$654,038	\$545,826	\$735,071	\$464,793
217	PUBLIC RIGHT OF WAY	\$25,751	\$96,516	\$0	\$122,267
221	INDIGENT DUI TREATMENT	\$208,849	\$17,010	\$0	\$225,859
222	MUNICIPAL COURT COMPUTERIZATION	\$51,240	\$76,465	\$127,705	(\$0)
223	DUI - ENFORCEMENT/EDUCATION	\$101,930	\$5,083	\$0	\$107,013
225	MUNI COURT - SPECIAL PROJECTS	\$1,852,198	\$103,247	\$30,888	\$1,924,558
226	LEAD SAFE PROGRAM - CUYAHOGA CNTY	\$743	\$251,842	\$252,585	(\$0)
227	NEIGHBORHOOD STABILIZATION PRGM	\$123,599	\$0	\$0	\$123,599
230	STREET LIGHTING	\$702,908	\$1,020,001	\$912,912	\$809,998
231	TREE FUND	\$469,174	\$1,003,431	\$1,001,060	\$471,546
232	POLICE PENSION	\$0	\$1,130,437	\$1,117,704	\$12,733
233	FIRE PENSION	\$0	\$1,588,904	\$1,588,904	\$0
234	EARNED BENEFITS	\$68,673	\$575,000	\$420,061	\$223,612
237	FIRST SUBURBS DEVELOPMENT COUNCIL	\$47,543	\$30,460	\$20,251	\$57,752
301	G.O. BOND RETIREMENT	\$1,724,769	\$2,462,748	\$3,038,661	\$1,148,855
402	FINANCED CAPITAL PROJECTS	\$769,725	\$7,332,118	\$6,548,544	\$1,553,299
411	ECONOMIC DEVELOPMENT	\$1,601,175	\$43,393	\$193,509	\$1,451,059
412	CITY HALL MAINTENANCE AND REPAIR	\$58,609	\$24,420	\$19,999	\$63,030
415	SEVERANCE RING ROAD RECONSTRUCTION	\$35,045	\$0	\$0	\$35,045
601	WATER	\$2,787,588	\$3,671,633	\$4,365,868	\$2,093,353
602	SEWER	\$493,417	\$2,258,453	\$2,751,869	(\$0)
603	PARKING	\$420,652	\$1,073,826	\$1,017,851	\$476,627
606	AMBULANCE SERVICES	\$879,841	\$861,794	\$646,414	\$1,095,221
701	HOSPITALIZATION	\$1,000,000	\$0	\$1,000,000	(\$0)
703	WORKERS COMPENSATION	\$790,000	\$44,434	\$639,666	\$194,768
804	OFFICE ON AGING	\$3,109	\$8,159	\$1,494	\$9,774
808	YOUTH RECREATION SCHOLARSHIP	\$34,085	\$6,003	\$1,577	\$38,512
809	POLICE MEMORIAL TRUST FUND	\$10,608	\$0	\$0	\$10,608
810	YOUTH ADVISORY COMMISSION	\$71	\$0	\$0	\$71
811	JUVENILE DIVERSION PROGRAM	\$4,995	\$6,300	\$8,811	\$2,484
857	SALES TAX	\$349	\$43	\$46	\$345
858	MISCELLANEOUS AGENCY	\$312,534	\$189,851	\$152,095	\$350,290
864	NEORS	\$87,875	\$5,378,422	\$3,270,596	\$2,195,700
TOTALS		\$22,691,274	\$85,602,111	\$84,317,789	\$23,975,596

**CITY OF CLEVELAND HEIGHTS
REVIEW OF GENERAL FUND
AT DECEMBER 31, 2017**

REVENUES:	12/31/2016 Actual	2017 Budget	12/31/2017 Actual	Percentage 2017 Budget	Difference 2017 vs 2016	2017 Forecast
Property Taxes	\$6,772,904	\$6,500,000	\$6,597,042	101%	(\$175,862)	\$6,415,102
Municipal Income Tax	\$26,217,125	\$25,275,000	\$27,767,177	110%	\$1,550,052	\$27,417,816
Other Local Taxes	\$76,679	\$90,000	\$57,636	64%	(\$19,043)	\$76,679
State Levied/Shared Taxes	\$1,447,570	\$1,479,000	\$1,425,910	96%	(\$21,660)	\$1,479,000
Intergovernmental Grants & Contracts	\$976,244	\$915,000	\$951,915	104%	(\$24,329)	\$915,000
Charges For Services	\$3,352,896	\$3,300,000	\$2,695,382	82%	(\$657,514)	\$2,810,499
Fees, Licenses, Permits	\$2,355,652	\$2,060,000	\$2,193,461	106%	(\$162,191)	\$2,060,000
Interest Earnings	\$140,664	\$50,000	\$39,081	78%	(\$101,583)	\$50,000
Fines and Forfeitures	\$1,730,707	\$1,935,000	\$1,790,421	93%	\$59,714	\$1,704,188
All Other Revenue	\$1,582,897	\$2,247,000	\$2,867,512	128%	\$1,284,615	\$1,784,683
Sale of Assets	\$7,566	\$10,000	\$42,473	425%	\$34,907	\$22,051
Total Revenues	\$44,660,904	\$43,861,000	\$46,428,011	106%	\$1,767,107	\$44,735,018

EXPENDITURES:

Community Services	12/31/2016 Actual	2017 Budget	12/31/2017 Actual	Percentage 2017 Budget	Difference 2017 vs 2016	2017 Forecast
Commission on Aging	\$0	\$250	\$0	0%	\$0	\$250
Community Relations Personal Services	\$39,650	\$44,178	\$48,169	109%	\$8,519	\$47,910
Community Relations Other	\$7,813	\$17,060	\$4,395	26%	(\$3,418)	\$17,060
Public Relations Personal Services	\$90,106	\$178,338	\$156,698	88%	\$66,592	\$128,271
Public Relations Other	\$58,867	\$101,400	\$30,153	30%	(\$28,714)	\$101,400
Community Services Admin Personal Services	\$227,934	\$240,514	\$263,827	110%	\$35,893	\$261,734
Community Services Administration Other	\$581	\$900	\$580	64%	(\$1)	\$900
Public Health Administration	\$183,769	\$191,519	\$182,574	95%	(\$1,195)	\$191,519
Total Community Services	\$608,720	\$774,159	\$686,396	89%	\$77,676	\$749,044

Parks and Recreation

Parks & Recreation Commission Personal Services	\$225,720	\$238,514	\$254,237	107%	\$28,517	\$244,012
Parks & Recreation Commission Other	\$26,463	\$36,150	\$27,211	75%	\$748	\$36,150
Swimming Pools Personal Services	\$223,425	\$252,258	\$278,197	110%	\$54,772	\$339,459
Swimming Pools Other	\$30,010	\$40,450	\$34,816	86%	\$4,806	\$40,450
Cain Park Transfer	\$223,667	\$80,000	\$95,000	119%	(\$128,667)	\$95,000
Ice Programs Personal Services	\$191,153	\$222,217	\$221,603	100%	\$30,450	\$194,312
Ice Programs Other	\$16,314	\$20,850	\$16,091	77%	(\$223)	\$20,850
General Recreation Programs Personal Services	\$80,321	\$126,621	\$92,010	73%	\$11,689	\$89,467
General Recreation Programs Other	\$19,313	\$34,300	\$13,863	40%	(\$5,450)	\$34,300
Sports Programs Personal Services	\$113,163	\$118,350	\$122,823	104%	\$9,660	\$129,940
Sports Programs Other	\$83,146	\$106,500	\$92,564	87%	\$9,417	\$106,500
Community Center Personal Services	\$467,083	\$499,864	\$512,297	102%	\$45,214	\$511,147
Community Center Other	\$476,244	\$495,800	\$432,786	87%	(\$43,458)	\$495,800
Office on Aging Personal Services	\$134,234	\$132,152	\$138,791	105%	\$4,557	\$132,716
Office on Aging Other	\$28,673	\$34,300	\$30,575	89%	\$1,902	\$34,300
Total Parks and Recreation	\$2,338,929	\$2,438,326	\$2,362,864	97%	\$23,935	\$2,504,403

Finance Department

Finance Department Personal Services	\$365,777	\$402,395	\$379,997	94%	\$14,220	\$342,467
Finance Department Other	\$98,301	\$112,154	\$110,258	98%	\$11,957	\$112,154
Income Tax	\$960,892	\$991,500	\$943,052	95%	(\$17,840)	\$991,500
Total Finance Department	\$1,424,970	\$1,506,049	\$1,433,307	95%	\$8,337	\$1,446,121

Planning & Development

Landmark Commission	\$15,306	\$4,150	\$30	1%	(\$15,276)	\$4,150
Planning Department Personal Services	\$335,896	\$391,294	\$408,512	104%	\$72,616	\$400,114
Planning Department Other	\$10,746	\$21,975	\$13,824	63%	\$3,077	\$21,975
Planning Commission Personal Services	\$6,238	\$7,670	\$6,556	85%	\$318	\$6,104
Planning Commission Other	\$1,536	\$3,950	\$1,114	28%	(\$422)	\$3,950
Architectural Board of Review Personal Services	\$5,684	\$5,478	\$6,184	113%	\$500	\$6,400
Architectural Board of Review Other	\$0	\$800	\$441	55%	\$441	\$800
Board of Zoning Appeals Personal Services	\$4,187	\$5,478	\$3,592	66%	(\$595)	\$3,769
Board of Zoning Appeals Other	\$1,215	\$3,475	\$906	26%	(\$309)	\$3,475
Total Planning & Development	\$380,808	\$444,270	\$441,159	99%	\$60,351	\$450,737

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CITY OF CLEVELAND HEIGHTS
REVIEW OF GENERAL FUND
AT DECEMBER 31, 2017

Public Safety	12/31/2016 Actual	2017 Budget	12/31/2017 Actual	Percentage 2017 Budget	Difference 2017 vs 2016	2017 Forecast
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Traffic Signs & Signals Personal Services	\$56,552	\$60,364	\$58,221	96%	\$1,669	\$53,570
Traffic Signs & Signals Other	\$115,639	\$130,600	\$134,277	103%	\$18,637	\$130,600
Police Administration Personal Services	\$7,962,724	\$9,169,313	\$8,622,477	94%	\$659,753	\$9,083,175
Police Administration Other	\$1,307,803	\$1,367,323	\$1,354,594	99%	\$46,791	\$1,367,323
Police Academy Personal Services	\$4,408	\$4,500	\$3,974	88%	(\$434)	\$5,110
Police Academy Other	\$96,479	\$88,000	\$71,994	82%	(\$24,484)	\$88,000
Police Vehicle Maintenance Personal Services	\$225,968	\$0	\$0	--	(\$225,968)	\$0
Police Vehicle Maintenance Other	\$79,565	\$0	\$0	--	(\$79,565)	\$0
Fire Administration Personal Services	\$6,047,802	\$6,627,518	\$6,815,305	103%	\$767,503	\$6,946,223
Fire Administration Other	\$1,342,468	\$1,393,591	\$1,372,055	98%	\$29,587	\$1,393,591
Joint Dispatch (Transfer)	\$380,300	\$444,000	\$444,000	100%	\$63,700	\$444,000
Fire Prevention Personal Services	\$100,297	\$123,558	\$114,236	92%	\$13,939	\$103,328
Fire Prevention Other	\$2,716	\$5,850	\$1,562	27%	(\$1,153)	\$5,850
Building Department Personal Services	\$31,282	\$0	\$7,940	--	(\$23,343)	\$10,208
Building Department Other	\$242,277	\$362,500	\$359,937	99%	\$117,660	\$362,500
Housing Inspections Personal Services	\$454,667	\$499,324	\$506,157	101%	\$51,490	\$463,662
Housing Inspections Other	\$13,223	\$45,000	\$39,543	88%	\$26,321	\$45,000
Street Lighting (Transfer)	\$18,457	\$18,600	\$18,600	100%	\$143	\$18,600
Animal Control Personal Services	\$69,615	\$74,441	\$74,957	101%	\$5,342	\$72,231
Animal Control Other	\$21,080	\$29,000	\$22,385	77%	\$1,305	\$29,000
Total Public Safety	\$18,573,322	\$20,443,482	\$20,022,215	98%	\$1,448,893	\$20,621,971

Public Works

Service Administration Personal Services	\$312,208	\$327,670	\$376,972	115%	\$64,764	\$371,743
Service Administration Other	\$1,352	\$3,575	\$1,892	53%	\$540	\$3,575
Capital Projects Administration Personal Services	\$0	\$21,000	\$0	0%	\$0	\$0
Capital Projects Administration Other	\$39,300	\$250	\$21,150	8460%	(\$18,150)	\$250
Refuse Collection Personal Services	\$1,592,758	\$1,429,236	\$1,731,891	121%	\$139,133	\$1,582,882
Refuse Collection Other	\$417,426	\$721,900	\$505,239	70%	\$87,813	\$721,900
Vehicle Maintenance Personal Services	\$501,341	\$856,116	\$765,281	89%	\$263,940	\$702,418
Vehicle Maintenance Other	\$922,883	\$1,278,375	\$1,246,908	98%	\$324,025	\$1,278,375
Street Maintenance Personal Services	\$1,116,089	\$1,202,279	\$1,246,914	104%	\$130,825	\$1,139,817
Street Maintenance Other	\$202,372	\$74,500	\$95,464	128%	(\$106,909)	\$74,500
Public Properties & Park Maint Personal Services	\$1,182,032	\$1,197,684	\$1,229,244	103%	\$47,212	\$1,157,750
Public Properties & Park Maintenance Other	\$1,029,700	\$983,350	\$956,383	97%	(\$73,316)	\$983,350
Forestry (Transfer)	\$20,154	\$22,264	\$22,264	100%	\$2,110	\$22,264
Total Public Works	\$7,337,615	\$8,118,199	\$8,199,603	101%	\$861,988	\$8,038,824

General Government

City Council Personal Services	\$74,591	\$81,571	\$79,765	98%	\$5,174	\$76,881
City Council Other	\$4,664	\$8,750	\$5,896	67%	\$1,232	\$8,750
City Manager Personal Services	\$467,144	\$517,355	\$483,935	94%	\$16,790	\$470,600
City Manager Other	\$28,622	\$16,620	\$13,311	80%	(\$15,311)	\$16,620
Civil Service Commission Personal Services	\$1,356	\$822	\$1,619	197%	\$262	\$1,839
Civil Service Commission Other	\$832	\$13,950	\$12,519	90%	\$11,688	\$13,950
General Operations Personal Services	\$956,598	\$198,823	\$59,327	30%	(\$897,271)	\$543,019
General Operations Other	\$870,446	\$847,900	\$1,071,469	126%	\$201,023	\$847,900
Management Information Systems Personal Services	\$290,104	\$297,239	\$365,097	123%	\$74,992	\$345,750
Management Information Systems Other	\$81,337	\$138,655	\$91,979	66%	\$10,643	\$138,655
County Fiscal Officer Deductions	\$202,201	\$189,500	\$202,227	107%	\$26	\$189,500
Law Department Personal Services	\$464,171	\$517,391	\$495,199	96%	\$31,028	\$479,605
Law Department Other	\$281,478	\$265,100	\$276,564	104%	(\$4,914)	\$265,100
Special Improvement Districts	\$338,096	\$371,143	\$342,627	92%	\$4,531	\$371,143
Municipal Court Personal Services	\$1,034,301	\$1,051,040	\$1,079,210	103%	\$44,908	\$1,039,250
Municipal Court Other	\$117,048	\$189,435	\$108,198	57%	(\$8,850)	\$189,435
Total General Government	\$5,212,989	\$4,705,294	\$4,688,942	100%	(\$524,047)	\$4,997,997

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 CITY OF CLEVELAND HEIGHTS
 REVIEW OF GENERAL FUND
 AT DECEMBER 31, 2017

Other	12/31/2016 Actual	2017 Budget	12/31/2017 Actual	Percentage 2017 Budget	Difference 2017 vs 2016	2017 Forecast
Transfers & Advances	\$3,011,875	\$575,000	\$3,183,249	554%	\$171,374	\$575,000
Hospitalization	\$4,256,030	\$4,140,000	\$3,784,704	91%	(\$471,326)	\$2,838,665
Total Other	\$7,267,905	\$4,715,000	\$6,967,953	148%	(\$299,952)	\$3,413,665
TOTAL GENERAL FUND EXPENDITURES	\$43,145,258	\$43,144,779	\$44,802,439	104%	\$1,657,181	\$42,222,762
Excess Revenue Over/(Under) Expenses	\$1,515,646		\$1,625,572			\$2,512,256
Unencumbered Balance 1/1/17 vs 1/1/16	\$2,292,580		\$3,851,345			\$3,851,345
ADD:						
Balance of Previous Year Purchase Orders Voided in Current Fiscal Year	\$43,113		\$5,732			\$5,732
Estimated Unencumbered Balance	\$3,851,339		\$5,482,650			\$6,369,333
Total Personal Services	\$29,712,612	\$31,262,565	\$30,795,918	99%	\$1,083,306	\$30,325,548
Total OTPS	\$13,432,646	\$11,882,214	\$14,006,521	118%	\$573,874	\$11,897,214

TO: TANISHA R. BRILEY, CITY MANAGER

FROM: SUSANNA NIERMANN O'NEIL, ASSISTANT CITY MANAGER

RE: COMMUNITY OUTREACH UPDATE

DATE: JANUARY 19, 2018

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DEMOCRACY DAY/MOVE TO AMEND:

- The hearing is scheduled from 7:00 to 9:00pm on Thursday, January 25th and members of the group will coordinate the strict time limits for speakers.
- An ad appeared in the Sun Press and the meeting has been posted on the City's calendar. The hearing minutes will be transcribed and it will be filmed and posted on the website.

COMMUNITY RELATIONS:

- Staff is coordinating the Martin Luther King Jr. ceremony on Wednesday, January 24th at 7:00pm at the Community Center.

REGARDING CHARTER REVIEW:

- Going forward, as soon as a date is set for the next Charter meeting it will be posted on the website even if there are no materials available yet, i.e. agenda, etc.
- The YouTube video of the Charter meeting goes online the morning after the meeting.

COMMUNICATION EFFORTS:

- Focus is being finalized with the editing and selection of stories and ad placement from various Cleveland Heights businesses.
- Staff (Trupo) met with the NEORS D communication staff to discuss strategies to respond to inquiries regarding the sewer rate increase.
- An interview with Channel 19 was coordinated regarding the Access Cleveland Heights app. The City Manager was interviewed.
- The bi monthly newsletter continues to be written announcing City news and sent out to the email blast list.



MEMORANDUM

TO: Tanisha Briley-City Manager
FROM: Alex Mannarino-Director of Public Works
DATE: January 19, 2018
RE: Weekly Update

Cedar Road Resurfacing/Cedar-Fairmount Streetscape

No new updates

City Hall Sidewalk Replacement

Awaiting Final Project Documentation

2017 Surface Treating Program

Awaiting Final Project Documentation

Dominion East Ohio

Woodview and Elbon PIR-1527

The Contractor for Dominion is tentatively scheduled to begin construction on January 24th.

Hyde Park PIR-2132

Work has commenced for the replacement of the gas line on Hyde Park.

Service Department

All operations continue as normal

MEMORANDUM

To: Tanisha Briley, City Manager
From: Richard Wong, Planning Director
Date: January 19, 2018
Subject: Weekly Update

Board of Zoning Appeals

A variance was granted to Charles Zuchowski for a temporary 4' x 4' freestanding sign for Hanna Commercial Real Estate. The Board agreed that a code conforming window sign would not be legible.

COMING SOON! **HANNA**
COMMERCIAL REAL ESTATE

**ROCKEFELLER POINT
TECHNOLOGY CENTER**

**Available
For Lease**

- 10 Gbps Fiber Optic Network
- Updated Lobby
- Secure Building Access

Dan Catalano
216.861.5411
HannaCRE.com

Architectural Board of Review

It was suggested at the meeting that three proposed electronic message centers at Motorcars Toyota, Rainforest Car Wash and Freedom Motors be revised so that the intensely eye catching displays were not as visually dominant. Stone-look walls and flags on poles at the car wash and Toyota dealership were supported and will increase the consistency of the Motorcars campus.

At the upcoming February 6th meeting, the College Club will be reviewed. Dimit Architects and landscape architects at 9th Avenue Designs are designing a project that will cleverly blend historic and contemporary architecture into a unique development. This view from Overlook Road is of a proposed townhouse building having twin side-by-side gables like the old College Club house's.



Meanwhile on Lee Road, Jeffery Bradish—a University Heights resident and prospective purchaser of the vacant Rite Aid at 1970 Lee Road-- will be proposing minor changes to convert the rear half of this building into a dog day care and boarding business. The front of the building would be leased for a different use.

January 19, 2018

Cleveland Heights
Economic Development



To: City Manager Tanisha Briley
From: Economic Development Director Tim Boland
Subject: Activities Report – January 19, 2018

Activities and Initiatives:

1. Business Retention Expansion Attraction Creation (BREAC) Initiative:

- Daylight Donuts, 3077 Mayfield Road, will be opening next week. In conjunction with their “soft” opening on Thursday, January 25, we will be doing a ribbon cutting at 5pm. Council members are invited to attend and help welcome Daylight Donuts to Cleveland Heights. Please RSVP to banderson@clvhts.com if you plan on attending.
- Outreach was conducted in the Coventry and Cedar Fairmount Districts. Feedback from retailers is that the start of 2018 has been pretty quiet. This is common in general after the holiday season but the extended cold weather has further contributed.
- Staff is also in preliminary discussions with three businesses pursuing potential loans or an SBA Small Business Grant.
- Staff continues to work on two leads for new businesses interested in Cleveland Heights.
- The City is transitioning to a new platform for our available properties tool. The previous service provider unexpectedly ceased operations last month leaving many real estate professionals and communities without a commercial real estate tool to utilize on their websites. Our goal is to have a new available properties tool up on the City website by the end of the month/early February.

2. Outreach and Marketing

- County SBA Small Business Grant Conference Call – the County and other communities using this program discussed marketing of the new program and other coordination. The County is expected to disburse the \$150,000 in funds to go with the City’s \$50,000 commitment in early February. In the meantime, staff is already actively pitching the program to businesses as part of the City’s financing toolbox.

Thank you,

Tim Boland

Economic Development Director

Memorandum

To: Tanisha Briley, City Manager
From: Joseph P. McRae, Parks and Recreation Director
Subject: Parks and Recreation Department Update
Date: January 19, 2018

Please find a brief summary of the Parks and Recreation Department announcements and activities attached for your review:

General Announcements

- The Martin Luther King Jr. Day Celebration will take place on Wednesday, January 24, 2018 at the Community Center.
- Staff is working on the next Focus magazine for Spring/Summer 2018.
- Staff is working with the school district to finalize the indoor pool schedule for spring. This program utilizes the high school pool for community use from March – May.

Sports Programs

- Youth Rec basketball program and Adult basketball leagues have resumed this week at the Community Center. Youth games are Saturdays from 10am -5pm at the rec center. Adult games take place on Sunday evenings at 6pm.



Cleveland Heights Fire Department

Weekly Activity Report

Total Emergency Calls Year To Date 375

Total Emergency Calls for Period 117

Report Date Period: 01/12/2018 - 01/19/2018

Fire Data

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year to Date</u>	<u>Current Year % of Run Count</u>
Emergency Fire Run Count	32	96	68	26.40 %
Emergency Structure Fire Count	3	5	7	
Emergency Non Structure Fire Count	29	91	61	
Emergency Vehicle Fire Count				

Emergency Medical Data

Total Emergency Run Count	85	279	297	73.60 %
Emergency Medical Run Count	83	269	289	
Automobile Accident Run Count	2	10	8	
Advanced Life Support Run Count	18	73	73	
Basic Life Support Run Count	67	205	223	
Total EMS Transports	56	185	182	
Total EMS Non Transports	24	79	105	

Mutual Aid Run Count to Date

Mutual aid received	SEFD A - 0 SHFD A - 1 ECFD A - 0 UHFD A - 1
Mutual aid given	SEFD A - 3 SHFD A - 3 ECFD A - 4 UHFD A - 0
Automatic aid given	SEFD A - 0 SHFD A - 1 ECFD A - 0 UHFD A - 0

Fire Prevention Bureau

	<u>Current</u> <u>Period</u>	<u>Year to</u> <u>Date</u>
Total Completed Fire Inspections		3
Company Fire Inspections		
Fire Prevention Fire Inspections		1
Fire Alarm Test Inspections		
Kitchen Supression Test Inspections		
Sprinkler Test Inspections		
Other Inspections		2
Smoke Detectors Distributed	3	12

CITY OF
**CLEVELAND
HEIGHTS** 

DEPARTMENT OF POLICE

ANNETTE M. MECKLENBURG, CHIEF

40 SEVERANCE CIRCLE, CLEVELAND HEIGHTS, OHIO 44118 – Telephone 216-291-4974

MEMORANDUM

To: Tanisha R. Briley, City Manager

From: Annette Mecklenburg, Chief of Police

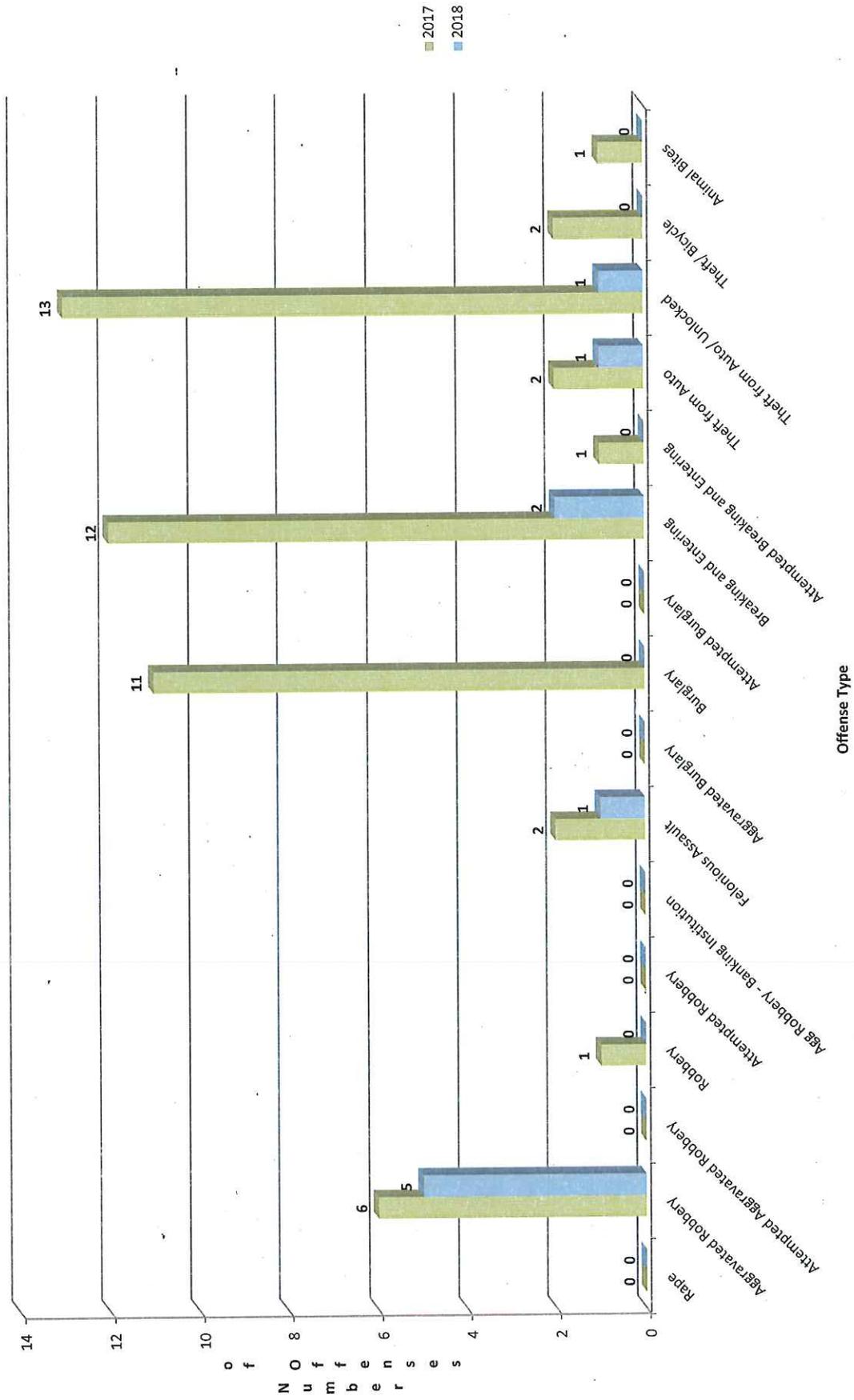
Date: January 19, 2018

Subject: Weekly Update

In November of 2017, Cleveland Heights Police Officers took part in No Shave November for the second year in a row. The mission of No Shave November is devoted to growing cancer awareness and raise funds to support cancer prevention, research, and education. It is a month long journey which participants forgo shaving and grooming in order to evoke conversation and raise cancer awareness. Over 25 Officers participated in No Shave November and raised \$2,575.00, thereby surpassing the amount raised previously. Thank you to all the Officers who participated in No Shave November and raised money to support such an important cause.

The City has announced an examination for Police Officer which will be held on Saturday, February 10th at 10:00 am. Applications are being accepted until Thursday, February 1st. The exam for Police Officer will allow for a Civil Service list to be established in order to fill positions that will become vacant in 2018 due to anticipated retirements.

**Crime Comparison:
January 1 - January 19, 2017 Compared to January 1 - January 19, 2018**





Date: January 19, 2018

To: Tanisha Briley, City Manager

From: Collette Clinkscale, Utilities Commissioner

Subject: Utilities Department Weekly Update

Water

- Re-read meters per CWD requests
- Obtained final and misc. readings for CWD
- Investigated complaints / frozen lines and burst pipes
- Met Terrace Construction (CWD Contractor) at MetroHealth Hospital for consultation on water main break in front of the hospital on Severance Circle
- Investigated water main break complaints on Silsby and Euclid Heights Blvd. – reported to CWD

Sewer

- Billing staff preparing to bill local sewer/landfill for 4th quarter 2017
- Ran sewer machine on Elbon (2), Blanche (2), Wood, E. Derbyshire, Norfolk (2), Brentwood, Dartmoor, Hillcrest, Medford and Meadowbrook
- Cleaned catch basin tops of snow and ice
- Unblocked sanitary main at Elbon and Renrock
- Inspected Overflows A,B and C
- Prepared road holes for concrete on Wilmar, Euclid Heights Blvd., Quilliams (2), and Randolph

Other

- Working to build workflow design with Lucity, Inc. (IT, GIS and Utilities).
- Sewer Division employees had demonstration on wireless pole camera for manhole inspections
- Working to Update Storm Water Plan with partners (Soil and Water Conservation District and Cuyahoga County Board of Health)