
MEMORANDUM

TO: Members of Council
FROM: Tanisha R. Briley, City Manager
DATE: February 19, 2016
RE: February 22, 2016

MEETINGS & REMINDERS

Monday, February 22 - 6:15 p.m. – Committee of the Whole

GENERAL INFORMATION

1. Enclosed are the Council Update and Agendas.
2. Enclosed is a Community Services update from the Vice City Manager.
3. Enclosed is an update from the Public Works Director.
4. Enclosed is the weekly water report from the Utilities Commissioner.
5. Enclosed is an update from the Planning and Development Director.
6. Enclosed is an update from the Housing 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 the weekly memo and report from the Building Department.
11. Enclosed is the memo for Board of Zoning Appeals actions.

TRB/jkw
Enclosures



COUNCIL UPDATE

FEBRUARY 19, 2016

1. LEGISLATION

- As a result of February's five Mondays there is an extra week before legislation is due thus legislation for the Monday, March 7, 2016 meeting will be included in next week's packet.

2. 2ND ANNUAL HAPPY 5K – OCTOBER 2, 2016

- The race announcement and registration page for the 2nd Annual Heights Happy 5K will be posted this week. The Happy 5K is put on through a partnership with Western Reserve Racing, the City, and Lee Road merchants. The 2015 event was well received and we are looking to grow the event this year. Here are few statistics from about last year's race shared by event chair Adam Fleischer:
 - 514 runners and walkers took part in the 2015 Happy 5K (This year our goal is 1000 runners + attendees)
 - 66% of the attendees were from outside of Cleveland Heights
 - Over \$2,000 was donated to the Heights Scholarship Fund
 - Over \$1,900 in drink ticket dollars went back to Lee Road Merchants
 - Each recipient got \$60 in "Cleveland Heights Cash" to spend with Lee Road Merchants
 - The event started and ended on Lee Road
 - Participants and their supporters stayed on Lee Road after the race

3. OUT OF THE OFFICE

- I will be out of the office Feb. 24 – 26, attending the Ohio City/County Managers Association's (OCMA) Winter Conference in Columbus, Ohio as well as the first 2016 quarterly meeting of the ICMA-RC Board of Directors in Dallas, TX.

4. CHECKS BETWEEN \$10,000 - \$50,000

- Badger Meter, Inc. - \$24,611.23: M25 HRE w/Transponder, M70 HRE w/Transponder and M170 Meter Base
- Safebuilt Ohio, LLC - \$10,656.00: Building Department Inspections - January, 2016

Committee of the Whole
February 22, 2016
Agenda

1. Future Heights Presentation – Severance Forum Outcomes
2. Mayor’s Update
3. Staff Updates
4. Development of Outreach Committees
5. Executive Sessions: 1) To discuss, with an attorney for the public body, claims or disputes involving the public body that, in the judgment of such attorney, appear likely to be the subject of a future claim; 2) To consider the appointment of a public official

TO: TANISHA R. BRILEY, CITY MANAGER

FROM: SUSANNA NIERMANN O'NEIL, ASSISTANT CITY MANAGER

RE: COMMUNITY OUTREACH UPDATE

DATE: FEBRUARY 19, 2016

COMMUNITY RELATIONS:

- **The first block party of the year is booked for May!**
- **Staff will follow up on the website commercial district page with Noble Monticello businesses suggested by a resident.**
- **Dominion Gas is having a community information meeting regarding the next phase of their pipe replacement project at the Community Center on Thursday February 25th from 6:30pm to 8:00pm.**
- **The Master Plan community meeting will be in the Senior Center on Tuesday , February 23rd beginning at 7:00pm. The meeting is posted on the website , Facebook and was advertised in the Sun Press.**
- **A meeting is scheduled for May 19th for the Cleveland Restoration Society to present information to our residents regarding the Heritage Home Program that provides low interest financing for home improvement loans.**

PUBLIC RELATIONS:

- **Staff designed the promotional ads for the Alma show – *Toxic Avenger***
- **Multiple informational flyers were produced for various Spring recreational events.**
- **Certificates will be produced for the winning Heights High Hockey team. The team will be invited to Council once the season ends.**
- **The combined *All Things Cleveland Heights* edition of the Focus and the Recreation book has gone to the printer.**

SOCIAL MEDIA:

- **Postings this past week include : A historical photo of the old drug store site at Hampshire and Coventry ; information regarding the delayed trash pickup due to the holiday; information regarding the community Master Plan meeting.**

MEMORANDUM

TO: Tanisha Briley-City Manager
FROM: Alex Mannarino-Public Works Director
DATE: February 19, 2016
RE: Capital Projects/Public Works Update

I spoke with Dave Neumeyer from GPD to discuss phase 2 of the Mayfield Signalization project. GPD will be putting four intersections on flash as part of the safety study for 90 days with signage for the residents.

Good news from ODOT, Cedar/Lee Streetscape project has been approved. We are planning to advertise the bid on February 26th, organize a pre-bid meeting on March 11th, and open bids on March 18th.

I have been working with Pete Formica on the plans for Cedar/Fairmount Streetscape, Finalization of the plans for the Cedar/Lee Streetscape, and our 2016 residential roads plan.

Dominion East Ohio continued their work at Mayfield and Coventry as part of their gas pipeline replacement program.

The Forestry Division is finishing up the tree removals on Lee Road between Mayfield and Euclid Heights Blvd for Dominion East Ohio's gas pipeline replacement program.

Giovanni Maltese spoke to a resident on Derbyshire to handle concerns regarding directional boring.

I met with Rabbi Gross to address some concerns with the Eruv on Taylor Road.

The Streets and Parks Divisions have been working to: clear large snow piles that obstruct parking spots, repair potholes on city streets, and haul organic materials.

Date: February 19, 2016

To: Tanisha Briley, City Manager

From: Collette Clinkscale, Utilities Commissioner

Subject: Water and Sewer Department Weekly Update

Water

- Rebuilt fire hydrant at 3343 E. Fairfax
- Dug up curb box for turn off at 880 Selwyn
- Dug curb box for turn off at 3290 Euclid Heights Blvd.
- Dug curb box for turn off at 3363 Henderson
- Repaired water main break at 3567 Randolph
- Rebuilt fire hydrant at 3280 Ormond
- Replaced fire hydrant on Nobleshire
- Assisted Public Works with Snow Plowing

Sewer

- Ran sewer machine on Greyton, Shannon, Lee, Orchard, and Compton Roads
- Investigated sanitary main on Noble and Vineshire due to Apartment Complaint
- Filled potholes on Cedar Road
- Flushed boxes on Bainbridge, Cedar, Fenley, and Lecona Roads
- Saw cut road holes on Sylvania, Roanoke, Caledonia and Beechwood Roads

Other

- Prepared bid specification for sand, gravel and limestone
- Attended misc. administrative meetings
- Attended sewer-related meetings

MEMORANDUM

To: Tanisha Briley, City Manager
From: Richard Wong, Director of Planning and Development
Date: February 19, 2016
Subject: Weekly Update

Board of Zoning Appeals

Although only three of five members were present, the sole case— a house addition at 2710 Fairmount-- went well. An undersized attached garage and second floor bedroom will be replaced by a spacious garage, bedroom and den addition. A side yard setback variance and a variance to allow garage doors facing the street were granted.

Monticello and Roxboro Middle School

Moody Nolan, the architectural and engineering firm designing the renovations and additions, are familiarizing themselves with the two properties and their occupants' needs. A design charrette with staff and middle school families occurred last Wednesday at Delisle Center. The School District's George Petkac said Monticello's project budget is \$21,252,830 and Roxboro middle's budget is \$19,420,358. A community meeting is scheduled for 6:00 PM Wednesday, February 24th at Wiley's cafeteria. Alternative plan diagrams will be presented.



Architectural Board of Review

Four of five homes' additions (one requested only a preliminary review) and signs for a church and MetroHealth were approved in about an hour. Melissa Fliegel served as chair in the absence of Rich Bozic. New alternate Erik Lund filled in and with Melissa and Mike Wellman the three architects masterfully critiqued each project without going overboard. At the March 1 meeting, four homes' alterations, two sign projects, new windows at Ruffing Montessori and the Motorcars Honda showroom addition are scheduled.

Bicycle and Pedestrian Advisory Council

These 22 members provide transportation planning advice to the five-county Northeast Ohio Areawide Coordinating Agency's Board of Directors and their committees. In the absence of Chair Martin Keane and Vice Chair Timothy DeGeeter, I chaired Friday's meeting.

NOACA staff said \$2.8 million in applications were received for \$500,000 in Transportation for Livable Communities Initiative implementation funds this round. We requested \$199,000 for traffic calming of the intersection of Edgehill and Overlook. Cleveland Heights, Cleveland and Cuyahoga County's Department of Sustainability also requested \$350,000 for the second round of a bike sharing system.

2016 CDBG Allocation

2016's CDBG allocation will be \$1,458,345 which is \$3,109 less than 2015, continuing the trend of Federal cuts to the overall CDBG budget. Nancy McLaughlin had estimated \$1,440,000 for 2016 and Council approved a budget of \$1,442,785 using contingency funds, leaving a balance in that fund of \$10. The difference of \$15,560 will be placed in contingency until needed. 2016 CDBG funds will probably be available by **mid-summer** and HUD will evaluate the percentage of award spent on November 1.

MEMORANDUM

TO: Tanisha Briley, City Manager
FROM: Rick Wagner, Housing Director
Date: February 19, 2016
RE: Housing Update

County Demolitions

The property at 1030 Nelaview is scheduled for demolition on 2/23 and 946 Helmsdale is scheduled for 2/25. The fire damaged house at 3649 Brinkmore is now underway, and will be reimbursed by the insurance company.

Inspections

A transition will soon be taking place in the office, as my assistant has resigned for an opportunity with another City. Karen was responsible for improving the Certificate of Occupancy procedures, resulting in large increases in collections. The position is posted and needs to be filled as soon as possible, as we will soon be starting the “grass cutting season”. This involves issuing notices, ordering cuts, billing, and then certifying to the County.

H.O.M.E.

The Home Repair Resource Center has 6 down payment loans ready to close by early April. We have funding for 5, and will reallocate rehab dollars to Down Payment Assistance for the 6th loan as well as additional funds for anticipated demand for the spring selling season. Once our funds are 100% allocated, we can ask the County to execute a new contract with our HOME funds.

Memorandum

To: Tanisha Briley, City Manager

From: Joseph P. McRae, Parks and Recreation Director

Subject: Parks and Recreation Department Update

Date: February 19, 2016

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

General Announcements

- City Master Plan meeting - Tuesday, February 23 from 7-9pm in Senior Center

Ice Programs

- CWRU club hockey team's final practice of season - Tuesday, February 23. They are headed to the College Hockey East Playoffs
- Pavilion Skate Club Test Session - Thursday, February 25
- Urban Oak School & Cleveland Montessori field trips - Friday, February 26
- Ohio Speedskating Association State Meet - Saturday, February 27 from 10 am – 5 pm. The event will feature approximately 60 competitors from Columbus, Pittsburgh, Lakewood, & Cleveland Heights. No admission charge.
- Sunday, February 28 will be the final day of the two rink season

Sports Programs

- Friday, February 19: Basketball Skills Competition for 4th -8th grade boys and girls. The event will feature:
 - 3 point shootout at 6pm
 - Skills competition at 7pm
 - Adult dunk contest at 8pm

Senior Center

Activities over the past week include:

- Norton London gave a lecture titled "Notable African American Women in History" The lecture was followed by a box lunch prepared by Stone Oven
- AARP and the Commission on Aging held their monthly board meetings
- AARP tax preparers began their tax preparation services and provided free tax help for 12 people

- Brookdale Senior Living hosted Healthy Cooking With the Chef

Cain Park

- Auditions for *Toxic Avenger* continue Saturday, February 20 and Sunday, February 21 in the Senior Center.



Cleveland Heights Fire Department

Weekly Activity Report

Total Emergency Calls Year To Date 835

Total Emergency Calls for Period 123

Report Date Period: 02/12/2016 - 02/19/2016

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	20	152	151	18.82 %
Emergency Structure Fire Count	4	8	13	
Emergency Non Structure Fire Count	16	144	135	
Emergency Vehicle Fire Count			3	

Emergency Medical Data

Total Emergency Run Count	103	683	645	81.18 %
Emergency Medical Run Count	100	668	619	
Automobile Accident Run Count	3	15	26	
Advanced Life Support Run Count	31	184	168	
Basic Life Support Run Count	72	499	470	
Total EMS Transports	71	440	412	
Total EMS Non Transports	31	221	198	

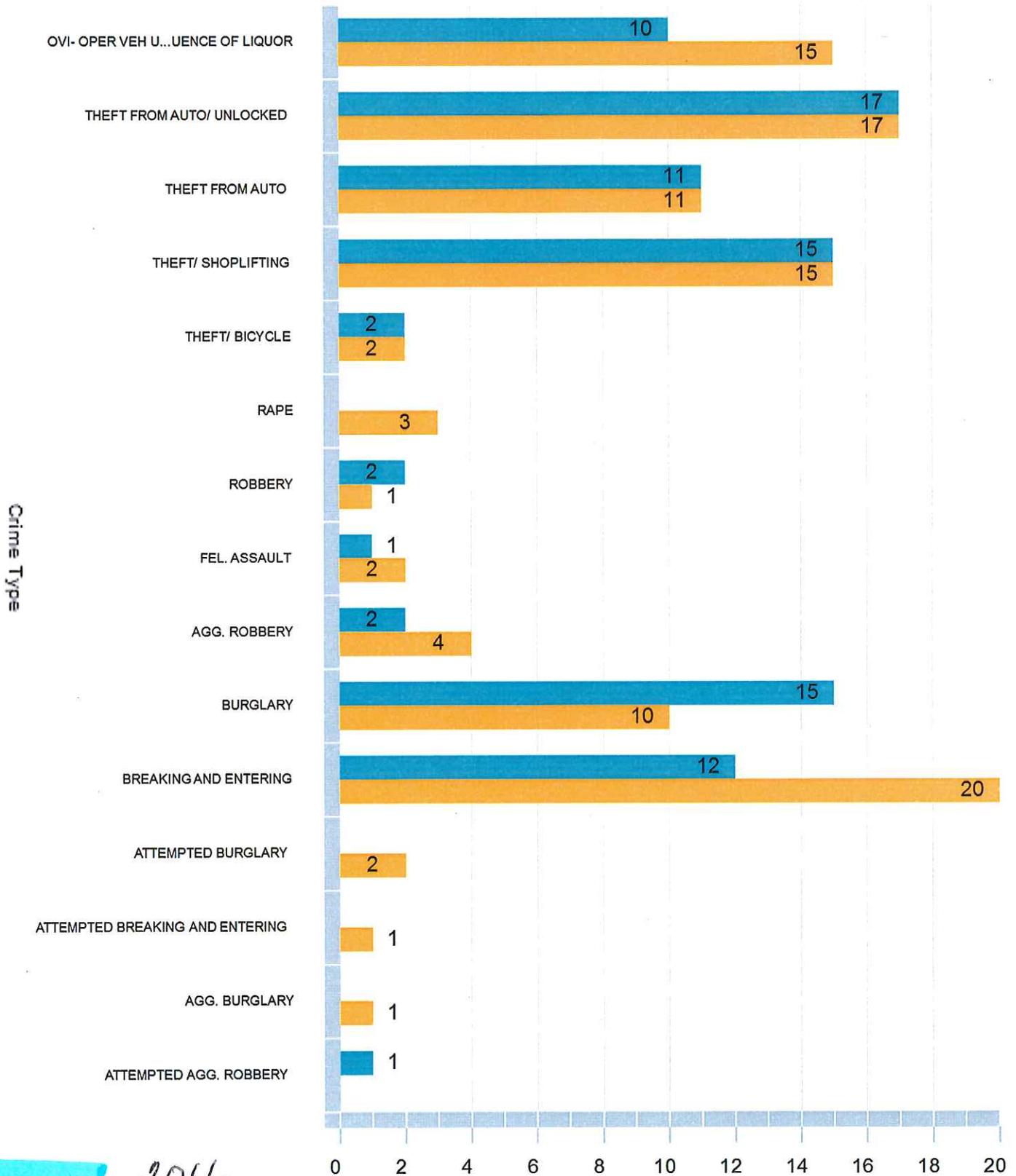
Mutual Aid Run Count to Date

Mutual aid received	SEFD A - 7 SHFD A - 6 ECFD A - 3 UHFD A - 3
Mutual aid given	SEFD A - 2 SHFD A - 3 ECFD A - 2 UHFD A - 0
Automatic aid received	SEFD A - 0 SHFD A - 2 ECFD A - 0 UHFD A - 1
Automatic aid given	SEFD A - 0 SHFD A - 0 ECFD A - 0 UHFD A - 4

Fire Prevention Bureau

	<u>Current</u> <u>Period</u>	<u>Year to</u> <u>Date</u>
Total Completed Fire Inspections		41
Company Fire Inspections		
Fire Prevention Fire Inspections		11
Fire Alarm Test Inspections		
Kitchen Supression Test Inspections		
Sprinkler Test Inspections		
Other Inspections		30
Smoke Detectors Distributed	3	25

Dashboard Tab



Friday, January 01, 2016 to Thursday, February 18, 2016 COMPARED TO Thursday, January 01, 2015 to Wednesday, February 18, 2015

 2016
 2015

MEMO



To: Tanisha Briley, City Manager
From: Randi Ferritto, Administrative Assistant
Subject: Weekly Report - Building Department - New Submissions
Date: February 19, 2016

We had a total of 10 Commercial/Residential Building permits issued this past week. There were 28 additional permits issued consisting of Apron/Driveway/Sidewalk, Electrical, Plumbing, Mechanical & Sign Permits, a total of 36 Permits.

The following is a list of the substantial Commercial/Residential Plan Reviews for the past week:

<u>ADDRESS</u>	<u>OWNER</u>	<u>TYPE OF PROJECT</u>
3471 Fairmount Blvd.	On the Rise Bakery	Fire Protection: Hood

Attached is a copy of the Building Department's weekly report. It details department activity from February 12, 2016 through February 18, 2016. It compares the same week recorded during the last 2 years. Also included are Permit Statistics for February 12, 2015 through February 18, 2015, February 12, 2014 through February 18, 2014 and the cumulative year to date totals, with a list of the Commercial/Residential activity for the past week as well.

The Building Department had 18 Contractors register totaling \$3000.00 in fees.

There are approximately 90 businesses that have not yet paid for their Business Occupancy 'renewal' permit. With the \$25.00 per month late fee, these businesses now owe \$150.00 in February. I have begun calling them in a last effort to collect these fees before I issue a Court Summons to them for non-payment.

rf

PERMITS ISSUED & ESTIMATED VALUATION OF CONSTRUCTION

2-12-14 --2-18-14, 2-12-15 --2-18-15 and 2-12-16 -- 2-18-16 AND A COMPARISON OF YEAR TO DATE TOTALS.

PERMITS	2014	2015	2016	2014		YEAR TO DATE		
				INCREASE(+)	DECREASE(-)	2014	2015	2016
BUILDING (RESIDENTIAL)	7	4	9	+ 5		50	37	55
BUILDING (COMMERCIAL)	0	2	1	- 1		7	13	8
PLUMBING	7	2	12	+ 10		53	53	59
ELECTRICAL	8	5	7	+ 2		49	38	50
MECHANICAL	4	7	9	+ 2		57	45	51
ASPHALT/CONCRETE	0	1	0	- 1		1	2	8
BILLIARDS	0	0	0	0		0	0	0
GAME MACHINE	1	0	0	0		13	3	0
CERTIFICATE OF USE	0	0	0	0		0	2	3
LINK DEPOSIT	0	0	0	0		8	0	0
MISCELLANEOUS	0	0	0	0		0	0	2
SIGN PERMIT	3	0	0	0		3	3	3
TOTAL:	30	21	38	+ 17		241	196	239

ESTIMATED VALUATION OF CONSTRUCTION

TYPE OF CONSTRUCTION	2014	2015	2016	2014		YEAR TO DATE		
				INCREASE(+)	DECREASE(-)	2014	2015	2016
RESIDENTIAL								
BUILDING PERMIT	\$ 750,875	\$ 251,000	\$ 169,300	-\$ 81,700		\$1,267,833	\$ 753,658	\$ 644,913
COMMERCIAL								
BUILDING PERMITS	\$ 0	\$ 198,550	\$ 36,000	-\$ 162,550		\$1,054,017	\$ 875,700	\$ 598,586
TOTAL:	\$ 750,875	\$ 449,550	\$ 205,300	-\$ 244,250		\$2,321,850	\$1,629,358	\$1,243,499

CLEVELAND HEIGHTS
COMMERCIAL PERMIT REPORT
 02/12/2016 TO 02/18/2016

PRNTRES
 02/19/2016
 12:14 PM

TYPE: BUILDING PERMIT

PERMIT # APP # PROJECT	PERMIT DT	ADDRESS OWNER	WORK DESCRIPTION SQ FT	ESTIMATED COST	STATUS OF PERMIT CONTRACTOR DBA
2016006956B 153642 GREEDYGIRL RESTAURANT-TEN.BUILDOUT	2/16/2016	2158 TAYLOR RD GREEDY GIRL RESTAURANT	TENANT BUILD-OUT 0	\$36,000	OPEN DAMON'S ASC CONSTRUCTION
PERMIT COUNT = 1			TOTAL EST. COST =	\$36,000	

CLEVELAND HEIGHTS
RESIDENTIAL PERMITS REPORT
 02/12/2016 TO 02/18/2016

PRNTRES
 02/19/2016
 12:15 PM

TYPE: BUILDING PERMIT

PERMIT # APP # PROJECT	PERMIT DT	ADDRESS OWNER	WORK DESCRIPTION SQ FT	ESTIMATED COST	STATUS OF PERMIT CONTRACTOR DBA
2016040664B 153632 STEPS	2/12/2016	1549 WOOD RD CHIN, WEI	STEPS 0	\$1,500	OPEN WOOD, JOHN
2016040665B 153634 REMODEL KITCHEN	2/16/2016	3107 NORTH PARK BLVD STURGIS, CHUCK	REMODEL - KITCHEN 0	\$10,000	OPEN ALIX HOME SOLUTIONS , I
2016040667B 153641 REMODEL BATHROOM/KITCHEN	2/16/2016	1034 NELAVIEW RD COOK, NAOMI	REMODEL - BATHROOM REMODEL - KITCHEN 0	\$15,000	OPEN PROVIISO INVESTMENTS LLC
2016040668B 153650 DEMOLITION OF HOUSE	2/17/2016	3337 DESOTA AVE CITY OF CLEVELAND HEIGHTS	DEMOLITION OF HOUSE 0	\$0	OPEN AMERICAN RAILROAD TIE &
2016040669B 153649 DEMOLITION OF SINGLE FAMILY HOUSE	2/17/2016	1689 LEE RD CITY OF CLEVELAND HEIGHTS	DEMOLITION OF HOUSE 0	\$0	OPEN AMERICAN RAILROAD TIE &
2016040670B 153657 RREMODEL KITCHEN	2/17/2016	3801 BENDEMEER RD NEUMAN, SAM	REMODEL - KITCHEN 0	\$5,000	OPEN DAVE'S ELECTRIC SERVICE
2016040671B 153656 WINDOW REPLACEMENT	2/17/2016	917 CAMBRIDGE RD ROSEMOND, CONNIE	WINDOW REPLACEMENT 0	\$300	OPEN AFFORDABLE WINDOWS & DO
2016040672B 153661 FOUNDATION BACK WALL REPAIR/REPLACE	2/18/2016	3646 MT LAUREL RD TRHLIR, ANDY	FOUNDATION REPAIR 0	\$12,500	OPEN OHIO STATE HOME SERVICES

2016040673B 2/18/2016 2225 DELAMERE DR
153668 KELLY, CHRISTINE
REMODEL - KITCHEN

REMODEL - KITCHEN
0

\$125,000 OPEN
CHAGRIN RIVER CO.

PERMIT COUNT = 9

TOTAL EST. COST = \$169,300

Calendar No. 3391:

Richard Alt, 2710 Fairmount Blvd., 'AA' single-family district., requests the following variances 1) to Code Section 1121.08 for side yard setback of 3'2" to 3'5" for an attached garage addition (10' min setback req'd) and 2) to Code Section 1121.09 (b) to permit garage doors to be visible on the street elevation (not permitted).

Action: Granted 3-0 with the following conditions:

1. *Approval of the Architectural Board of Review;*
2. *Receipt of all applicable Building Department permits;*
3. *Complete construction within 18 months of City Council's approval of this resolution;*
4. *A tree preservation plan to be approved by the Planning Director; and*
5. *A requirement to return to the Board of Zoning Appeals for another variance should the property owner or any successor in interest to the property consider modifications that would increase the garage's height, width or length.*