

Minutes Approved

*5/17/2021
As circulated*

May 3, 2021

Regular Council Meeting
Elyria City Council

1. CALL TO ORDER:

The regular meeting of Elyria City Council was called to order on Monday, April 19, 2021 at 7:00 P.M. by President Stewart. President Stewart opened the meeting with a moment of reflection and followed by the Pledge of Allegiance led by Mrs. Simmons. Virtual Council meeting. The recording/audio tape of this meeting is available on Elyria on YouTube. (Zoom meeting)

2. ROLL CALL--COUNCIL MEMBERS:

PRESENT: Callahan, Cerra,, Baird, Davis, Jessie, Keys, Mitchell, Oswald, Simmons, Stewart, Tollett
ABSENT: None

OTHERS PRESENT: Mayor Whitfield, SSD Brubaker, ASSD Calvert, ASSD Flanders, ASSD Williams, Law Dir. Deery, Asst. Law Dir. Breunig, Clerk Lotko, Finance Dir. Pileski, Asst. Fin Dir. John Farrell, Police Chief Whitely, Fire Chief Carl Mack, Darryl Farkas, Director Carrie Reardon

ABSENT: None

4. APPROVAL OF MINUTES:

Cerra moved, Baird seconded that the Regular Meeting Minutes of April 19, 2021 be approved as circulated.

MOTION CARRIED

5. REMARKS AND REPORTS OF CITY OFFICIALS:

Council President Stewart: No Report

Mayor Whitfield:

The Mayor provided a brief presentation to council: Elyria Major Investment Plan: "EXHIBIT A"
Mr. Jessie responded how excited he was to see the Central Maintenance Garage on the Major Investment Plan, as other city, county buildings have been restored, this one has yet to have renovations and they are needed to protect are equipment.

Mr. Oswald asked for an update to the Skill City initiative that council provided funding for. Mayor Whitfield will have Lorain County Community College come to provide a presentation update to council. He stated that the program started summer semester and that the workforce is tight, people are not necessarily apply for jobs that are available. Ms Mitchell asked for clarification of sidewalks, from the improvement plan, would it be residential sidewalks? Mayor Whitfield responded the Infrastructure Committee would be a great committee to bring the idea of residential sidewalks as well as the community beautification program to for discussion..

President Stewart requested clarification of the hours of the committee meetings for participation of council members. Mayor Whitfield said they would look to modify schedules to accommodate those looking to participate.

President Stewart requested that all council members get dates/times to the Mayors office so that a time line can be established with dates that works best for everyone.

5. REMARKS AND REPORTS OF CITY OFFICIALS: CONTINUED

Safety Service Director Brubaker:

SSD Brubaker requested referral to finance the issue of purchasing another fire engine apparatus. One apparatus is coming in June, however as Assistant Chief Norris and Chief Mack presented at our last council meeting we have an opportunity to get another one in the fall. Last week two front line engines went down, one is out of service getting a pump rehab, and another one went out of service due to a spring. Hopefully we will have the latter back at the end of this week.

President Stewart approved the referral from the floor.

SSD Brubaker informed council that high grass notifications have been placed in their mailboxes. Today marked the beginning of Legal Notices being sent to residents. The days have been extended due to mail delays last season. If high grass complaints are received, send them to Kelly Verda at kverda@cityofelyria.org and cc kbrubaker@cityofelyria.org and the complaint will be addressed. Legal notices are required to be placed in the paper according to the City of Elyria Codified Ordinance 553.02, 553.03, and 553.04 for tree consecutive weeks. That process has been completed. Notification attached: EXHIBIT: "B"

President Stewart asked for a status update on the Mardi Gras building, when will the remainder of the building demolished? SSD Brubaker responded that the abatement has just been finalized on the Uncle Vic's portion of the property, demolition should continue late this week, or the beginning of next week. The property of the Revco has been safe guarded with dirt and will have grass seed planted.

Finance Director Pileski:

Finance director Pileski requested a referral from the floor that the following be placed on the May 10, 2021 Finance Committee Agenda, the matter of creating a new special revenue fund to account for the receipt and subsequent expenditure of The American Recovery Act monies.

President Stewart approved referral from the floor.

Mr. Tollett asked for clarification for account set-up. Mr. Pileski explained the appropriation process where departments exist within the funds. The request is that the fund is created for proper receipt in the proper fund when the money is received in the bank. Departments can be identified at the time the money is appropriated.

President Stewart inquired, do we have an estimated time line of receipt and definite amount of the dollars? Mayor Whitfield responded that from his understanding, funding should be received by May 10th, and that the City of Elyria would be receiving a little over \$18 million dollars over two years, \$9 million this year and \$9 million next year.

Law Director Deery: No report

Question posed to the Mayor or Safety Service team, neighboring communities have announced that their city halls have opened, they are still observing Covid-19 protocols, looking for an update with respect to this building. SSD Brubaker responded that the administration is currently in conversation on how to appropriately open this building and to what level, right now Utilities is currently being utilized to check in and hopefully we're going to be making a decision in city hall within the next couple of weeks. He plans to provide an update at the next city council meeting.

Police Chief Whitely:

Chief Whitely had a request from the floor for one of the department officers, who is a trained Drug Recognition Expert, to attend a follow up training in Orlando Fl. in August. Permission is needed to travel beyond the five hundred miles. Motion made by Mr. Cerra, seconded by Mr. Tollett, motion carried.

5. REMARKS AND REPORTS OF CITY OFFICIALS: CONTINUED

Fire Chief Mack: No report

ASSD Calvert:

ASSD Calvert acknowledged that she sent out an email about some work that has been conducted in conjunction with the building and I.T. departments, to look at the operations of the department. She expressed a special thank you to Chief Building Official Darryl Farkas and Assistant I.T. Director Koury Henderson for their time and effort in this initiative. The Commercial permit application process will be digitized. A soft launch is in process with a few selected customers and will launch in 2022. Report attached: EXHIBIT "C"

Mr. Oswald stated he has been getting building permit for over forty years manually, he is hoping that in the digitized process, fearful people like himself won't be forgotten. He requested that the population of old people not be forgotten. ASSD Calvert stated that she understands it's a learning curve and that they will not forget the people that are not use to technology.

ASSD Flanders:

ASSD Flanders provided reminders for upcoming events:

Pride Day- Saturday May 15th 9:00a.m. - 12:00 p.m. sign up at cityofelyria.org or call the Parks and Rec Department 440-326-1500. Second Annual Bike Drive West Park drop off 10:00 a.m.-2:00 p.m. Memorial Day traditional parade route, pre-parade ceremony in the square at 9:00 a.m.

The fountain will be turned on for the first time. For more information visit: cityofelyria.org/memorialday2021 or call 440-326-1402

New Ward maps were sent via email and have been updated on the Council's web page.

Resident's can type in their address, a color coded key pops up that shares the council persons information.

ASSD Williams: No report

ASSD Williams stated that he is submerged and engaged in the work, meeting people and learning a lot.

DIR. Reardon:

Director Reardon invited council to let her know if they have any projects I their wards that she can add to the list for Pride Day. She shared that registration for summer classes is going well. Today was the bid opening for South Park Trail Phase II, the bid went really well. June 3-6 the lifeguard class will run at East pool. The Parks and Rec . Department is still accepting applications for lifeguards as well.

Mrs. Keys asked for a statu update on the East walking path repairs. The update Mrs. Reardon received from the engineering department is that the water is a result of some settling after the first year of the trail installation. They are looking to have material placed on the low spots where the water is sitting. Time frame is unclear, however the project is on the list. Mrs. Reardon will keep council updated. Mrs. Keys asked is there a challenge with staffing the summer camps? Mrs. Reardon, echoed the Mayor's statement from earlier in the meeting, hiring this year has been difficult. She says that lifeguards are typically hard to hire, they are advertising in every way, however they are still in need of camp counselors and life guards.

6. PRESIDENT'S REFERRALS AND REMONSTRANCES:

1. The matter to review contractual compliance/ performance of the 2021 EEDC (Elyria Economic Development Committee) associated companies

REFERRED TO: Community Development/ Finance

2. The matter of authorizing the Mayor to advertise for bids and to enter into contract for sludge cake disposal

REFERRED TO: Utilities

3. The matter of an ordinance authorizing the Mayor to accept the first optional year of the existing sludge disposal with Lorain County Landfill

REFERRED TO: Utilities

4. The matter of granting the Mayor to apply for and accept if awarded the Natureswork 27th Round grant through ODNR

REFERRED TO: Utilities

5. The matter of a request to purchase a new fire apparatus for the fire department

REFERRED TO: Finance

6. The matter of creating a new special revenue fund to account for the receipt and subsequent expenditure of the American Recovery Act money

REFERRED TO: Finance

7. The matter of a request to amend the original ordinance of the health and Safety Committee to include a representative of the Clerk of courts

REFERRED TO: Finance

8. The matter of establishing an MOU for mutual aid with other county agencies

REFERRED TO: Utilities

7. PETITIONS COUNCIL MEMBERS: None

8. PETITIONS LOBBY:

Larry Klipstein 959 Oakwood Dr: City Improvements: EXHIBIT "D"

9. REPORTS OF STANDING AND SPECIAL COMMITTEES:

Sponsored by:

Community Development:

T. Callahan

M. Jessie

D. Mitchell

K. Oswald

J. Cerra

COMMITTEE REPORT NO. CR2021-5

WE HAVE CONSIDERED THE MATTER OF A LIQUOR LICENSE TRANSFER REQUEST AS SUBMITTED BY CHERRY RIDGE GOLF CLUB, LTD TO BE TRANSFERRED TO BOARD OF PARK COMMISSIONERS, LORAIN CO., DBA LORAIN COUNTY METRO PARK DISTRICT CLUBHOUSE & PATIO & GOLF COURSE, LOCATED AT 1211 WEST RIVER RD., ELYRIA, AND THE CITY OF ELYRIA DOES NOT REQUEST A HEARING.

Callahan moved, Mitchell seconded to accept this committee report as read.

PASSAGE:

AYE: 11

NAY: 0

ABSENT: 0

MOTION CARRIED

Sponsored by:

Community Development:

T. Callahan

M. Jessie

D. Mitchell

K. Oswald

J. Cerra

COMMITTEE REPORT NO. CR2021-6

WE HAVE CONSIDERED THE MATTER OF A NEW LIQUOR LICENSE REQUEST AS SUBMITTED BY BOB EVANS RESTAURANTS, LLC, DBA BOB EVANS RESTAURANT 22, LOCATED AT 503 GRISWOLD RD., ELYRIA AND THE CITY OF ELYRIA DOES NOT REQUEST A HEARING.

Callahan, Mitchell seconded to accept this committee report as read.

PASSAGE:

AYE: 11

NAY: 0

ABSENT: 0

MOTION CARRIED

10. RESOLUTIONS – FIRST READING:

Sponsored by: **RESOLUTION NO. R2021-11**
 Finance: A RESOLUTION APPROVING THE COLLECTION OF DEMOLITION
 V. Stewart, III RELATED COSTS FOR 138 MORGAN AVENUE, ELYRIA, OHIO 44035
 J. Baird AND DIRECTING THE CLERK OF COUNCIL TO CERTIFY THE SAID
 P. Tollett COSTS TO THE LORAIN COUNTY AUDITOR.
 B. Davis
 M. Jessie

Tollett moved, Davis seconded to pass this resolution on its first reading under suspension of the rules.

SUSPENSION:		PASSAGE:	
AYE: 11		AYE: 11	
NAY: 0		NAY: 0	
ABSENT: 0		ABSENT: 0	
MOTION CARRIED		MOTION CARRIED	

Sponsored by: **RESOLUTION NO. R2021-12**
 Finance: A RESOLUTION DECLARING IT NECESSARY TO CONSTRUCT,
 V. Stewart, III IMPROVE AND OPEN A PUBLIC STREET AND EASEMENT,
 J. Baird CONSTRUCT AND INSTALL WATER AND SEWER LINES, STORM
 P. Tollett DRAINS, LIGHTING, SIDEWALKS, TRAFFIC SIGNALIZATION,
 B. Davis SIGNAGE AND ALL NECESSARY APPURTENANCES THERETO.
 M. Jessie

Tollett moved, Davis seconded to pass this resolution on its first reading under suspension of the rules.

SUSPENSION:		PASSAGE:	
AYE: 11		AYE: 11	
NAY: 0		NAY: 0	
ABSENT: 0		ABSENT: 0	
MOTION CARRIED		MOTION CARRIED	

11. RESOLUTIONS--SECOND READING: None

12. RESOLUTIONS--THIRD READING: None

13. ORDINANCES – FIRST READING:

Sponsored by: **ORDINANCE NO. 2021-76**
 Community AN ORDINANCE DETERMINING TO PROCEED WITH THE
 Development: CONSTRUCTION, IMPROVEMENT AND OPENING OF A
 T. Callahan PUBLIC STREET AND EASEMENTS BY CONSTRUCTING
 M. Jessie AND INSTALLING ON CERTAIN PROPERTY WITHIN THE
 D. Mitchell CITY STREET IMPROVEMENTS, WATER AND SEWER
 K. Oswald LINES, STORM DRAINS, LIGHTING, SIDEWALKS, TRAFFIC
 J. Cerra SIGNALIZATION, SIGNAGE AND ALL NECESSARY
 APPURTENANCES.

Callahan moved, Mitchell seconded to pass this ordinance on its first reading under suspension of the rules.

SUSPENSION:	PASSAGE:
AYE: 11	AYE: 11
NAY: 0	NAY: 0
ABSENT: 0	ABSENT: 0
MOTION CARRIED	MOTION CARRIED

Sponsored by: **ORDINANCE NO. 2021-77**
 Finance: AN ORDINANCE AMENDING ORDINANCE NO. 2021-50,
 V. Stewart, III KNOWN AS THE ‘2021 PERMANENT APPROPRIATIONS
 P. Tollett ORDINANCE’, TO CHANGE FUNDS IN VARIOUS
 J. Baird ACCOUNTS.
 B. Davis
 M. Jessie

Tollett moved, Davis seconded to pass this ordinance on its first reading under suspension of the rules.

SUSPENSION:	PASSAGE:
AYE: 11	AYE: 11
NAY: 0	NAY: 0
ABSENT: 0	ABSENT: 0
MOTION CARRIED	MOTION CARRIED

13. ORDINANCES – FIRST READING:

Sponsored by: **ORDINANCE NO. 2021-78**
 Finance: AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE
 V. Stewart, III OF \$5,200,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE
 P. Tollett OF BONDS, FOR THE PURPOSE OF PAYING A PORTION OF
 J. Baird THE COSTS OF CONSTRUCTING THE CHESTNUT COMMONS
 B. Davis CONNECTOR PROJECT INCLUDING CONSTRUCTING AND
 M. Jessie RECONSTRUCTING STREETS, CONSTRUCTING SIDEWALKS,
 WATER LINES AND RELATED WATER SUPPLY FACILITIES,
 SANITARY SEWERS AND RELATED SANITARY FACILITIES,
 STORM SEWERS AND RELATED DRAINAGE FACILITIES,
 INSTALLING LIGHTING , SIGNAGE AND TRAFFIC
 SIGNALIZATION, AND RELOCATING EXISTING UTILITIES AS
 NECESSARY.

Tollett moved, Davis seconded to waive the reading of the fiscal officer’s certificate for agenda items 7-9.

Roll call vote required:

Tollett moved, Davis seconded to pass this ordinance on its first reading under suspension of the rules.

ROLL CALL:

AYE: Callahan, Cerra, Oswald, Baird, Mitchell, Tollett, Simmons, Davis, Keys, Jessie, Stewart

NAY: None

ABSENT: None

MOTION CARRIED

Sponsored by: **ORDINANCE NO. 2021-79**
 Finance: AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF
 V. Stewart, III \$550,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF
 P. Tollett BONDS, FOR THE PURPOSE OF ACQUIRING A PUMPER FIRE
 J. Baird TRUCK AND APPURTENANT EQUIPMENT FOR USE BY THE
 B. Davis CITY FIRE DEPARTMENT.
 M. Jessie

Tollett moved, Davis seconded to pass this ordinance on its first reading under suspension of the rules.

ROLL CALL:

AYE: Callahan, Cerra, Oswald, Baird, Mitchell, Tollett, Simmons, Davis, Keys, Jessie, Stewart

NAY: None

ABSENT: None

MOTION CARRIED

13. ORDINANCES – FIRST READING: CONTINUED

Sponsored by: **ORDINANCE NO. 2021-80**
 Finance: AN ORDINANCE PROVIDING FOR THE ISSUANCE AND SALE OF
 V. Stewart, III \$350,000 OF NOTES, IN ANTICIPATION OF THE ISSUANCE OF
 P. Tollett BONDS, FOR THE PURPOSE OF ACQUIRING A TRUCK FOR
 J. Baird COLLECTION AND TRANSPORTATION OF SOLID WASTE AND
 B. Davis APPURTENANT EQUIPMENT FOR USE BY THE CITY SANITATION
 M. Jessie DEPARTMENT

Tollett moved, Davis seconded to pass this ordinance on its first reading under suspension of the rules.

ROLL CALL:

AYE: Callahan, Cerra, Oswald, Baird, Mitchell, Tollett, Simmons, Davis, Keys, Jessie, Stewart

NAY: None

ABSENT: None

MOTION CARRIED

Sponsored by: **ORDINANCE NO. 2021-81**
 Utilities, Safety & Environment AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR
 BIDS AND ENTER INTO A CONTRACT FOR THE 2021 STREET
 D. Mitchell RESURFACING PROJECT, AND DECLARING AN EMERGENCY.
 B. Davis
 J. Cerra
 D. Simmons

Mitchell moved, Davis seconded to pass this ordinance on its first reading under suspension of the rules and declaring an emergency.

SUSPENSION:	EMERGENCY:	PASSAGE:
AYE: 11	AYE: 11	AYE: 11
NAY: 0	NAY: 0	NAY: 0
ABSENT: 0	ABSENT: 0	ABSENT: 0

Sponsored by: **ORDINANCE NO. 2021-82**
 Utilities, Safety & Environment AN ORDINANCE AUTHORIZING THE MAYOR TO ADVERTISE FOR
 BIDS AND ENTER INTO A CONTRACT FOR THE 2021
 D. Mitchell EMERGENCY SANITARY AND STORM SEWER REPAIRS, AND
 B. Davis DECLARING AN EMERGENCY.
 J. Cerra
 D. Simmons

13. ORDINANCES – FIRST READING: CONTINUED

Mitchell moved, Davis seconded to pass this ordinance on its first reading under suspension of the rules and declaring an emergency.

SUSPENSION:	EMERGENCY:	PASSAGE:
AYE: 11	AYE: 11	AYE: 11
NAY: 0	NAY: 0	NAY: 0
ABSENT: 0	ABSENT: 0	ABSENT: 0
MOTION CARRIED	MOTION CARRIED	MOTION CARRIED

14. ORDINANCES–SECOND READING: None

15. ORDINANCES–THIRD READING: None

16. COMMITTEE CALLS:

COMMUNITY DEVELOPMENT TBD 6:00 P.M. All Referred Items Council Chambers
w/Law Director, SSD, Engineer, Bldg. Insp.
VIRTUAL/ZOOM

FINANCE 5/10/2021 Following CD All Referred Items Council Chambers w/Mayor, Fin.
Director, Law Director, SSD, Engineer
VIRTUAL/ZOOM

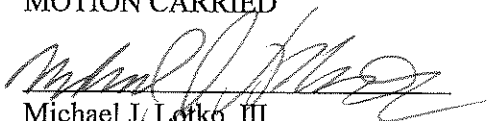
UTILITIES, SAFETY & ENVIRONMENT 5/12/2021 6:00 P.M. All Referred items w/ Law Director,
SSD, Engineer

STRATEGIC PLANNING 5/17/2021 Immediately following Council All Referred Items Council
Chambers W/ Mayor, Safety Service Director, Finance Dir., Law Director, Engineer
VIRTUAL/ZOOM

17. MISC AND UNFINISHED BUSINESS:

18. ADJOURNMENT:

Baird motion to adjourn, Cerra seconded at 8:06 P.M.
MOTION CARRIED


Michael J. Lotko, III
Clerk of Council

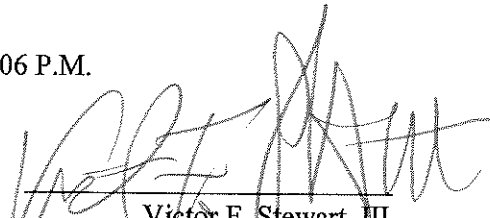

Victor F. Stewart, III
President of Council

EXHIBIT "A"

Elyria Major Investment Plan

Update and Invitation

- The City of Elyria along with most of America is at a turning point
- Already changing society and economic accelerated by a global pandemic
- With local, state, and federal resources becoming available Elyria has the chance to make a once in a generation investment in its future.
- Update on our current process and plans
- Invite you all to engage in the planning and execution

GOAL: Make critical investments in the city of Elyria that lead to the returns in high quality of life our residents while preserving our unique position as an economic hub. That WE as a city row in the same direction for the betterment of the current and future Elyria.

Our Process

- Meetings with individual Councilmembers, Finance Department, and Department leaders
- Stood up an internal committees economic development, infrastructure, and Ely LIFE (quality of life), committees
- In constant communications with state and federal officials both elected and non-elected
- So far identified some key areas in need of investment: Staffing, Operations, and Capital Projects

Staffing - Cont.

- Filling Key Positions
- Ensuring fair pay and compensation for all employees
- Ensuring proper training

Staffing - Cont.

- The City has operated with the same organizational structure for decades and is now seeing a challenge with a retiring workforce, an expanding geography, a growing demand on services and limitations of financial resources.
 - It is important that we organize and train staff in a way that shares capacity across departments as well as create a healthy and inclusive workforce environment to retain employees.
 - Within the next 2-3 years between the federal and state government we are expecting unique opportunities financial resources to assist the city with growth and development. Elyria needs to be adequately staffed and prepared to respond to these opportunities.
 - With 4/5 Unions in negotiations in 2021 it is important for us to recognize the need to both pay a fair wage while simultaneously taking into account short term and long term resources.

Staffing - Cont.

- 30 days - Hiring an HR Director
- 60 days - Conduct Operational Review assessing department structures, staffing responsibilities, and workplace culture
- 90+ days – Implement organizational changes and trainings

Position Elyria for growth and development

- Done – hire grant and resource development team to assist city
- Done – form a capital and infrastructure committee internally that develops list of development projects
- 30 days – hire an assistant engineer that will allow the city to focus on development opportunities
- 60 days – Prioritize project list and start to prepare them to be “shovel-ready”
- 90+ days – apply for grants and talk with state and federal officials about financial resources to assist with projects

Ensuring fair pay and compensation

- Done – Review how Elyria compares with other geographies in Ohio in terms of recent union negotiations
- 30 days – Meet with Union leadership to learn and share respective priorities entering negotiations
- 60 days – Begin Negotiations with individual Bargaining Unions
- 90+ days – Finalize Union Negotiations with wins and losses on both sides

Operational/Technological Infrastructure

- Zoning Overhaul
- Public Safety Technology
 - Traffic Safety and Mitigation
 - Cameras
 - Downtown
 - Bodycam
 - Cloud infrastructure

Operations - Zoning Overhaul

- Done – form internal team to review that includes law department, building department, and other relevant partners
- 30 days - develop RFQ
- 60 Days execute agreement to conduct review and draft plan
- 90+ Days present recommendations to Planning Commission and council for approval

Operations - Public Safety Technology Investments

- Done- Received quotes and plans for traffic technology upgrade
- Done – Confirm grant for assistance with traffic technology upgrade
- Done – identify affordable cloud storage partner (Google)
- 30 days – develop and implementation plan for traffic technology upgrade
- 30 days – create a draft surveillance plan for Downtown Elyria
- 60 days - create bodycam transition plan with Elyria Police Department
- 60 days – talk with state about upcoming body camera grant program

Physical Infrastructure

- Building Construction and Rehabilitation
- Roads, Sidewalks, and Trails
- Equipment and Capital Investments

Building Construction and Rehabilitation

- Midway Mall – assist in the redevelopment of Midway mall into a vibrant job creating destination for our region
- Oakwood/West Park – develop West Park and Redevelop Oakwood Elementary as one of the best parks and community centers in the state of Ohio
- Central Maintenance Garage – Build a new central maintenance garage that will protect and preserve our city of Elyria staff and equipment
- Downtown – assist in the development of buildings and businesses in Downtown Elyria including the stabilization, rehabilitation, and redevelopment of historic buildings.

Roads, Sewers, Sidewalks, and Trails

- Broad Street – ensure a project that is on time, on budget, and done with excellence that supports the high quality development of Elyria and its role as the Gateway into the city.
- Sidewalks and Trails – continue to develop Elyria into an active community that supports walking and biking throughout town – See Active Transportation Plan.
- Residential and other key roads – continue to redevelop residential and key roads within the city of Elyria
- Connector roads – continue to work with property owners to develop key connections between roads that support development and mitigate traffic

Equipment and Capital Investments

- Purchase major public safety capital equipment to ensure resident safety
 - Fire Apparatus
 - Ladder Truck
- EPA Compliance Water and Sewer Infrastructure Projects
- 90 days – Develop a fleet master plan that includes maintenance and upkeep

Other Investments Needed

Support for small businesses

Housing Development - development, rehab, and beautification

Community support - job training/education, emergency assistance, digital inclusion

How to Finance our investments

- Grants – State and Federal
- American Rescue Plan – Awaiting guidance from U.S. Treasury
- Income Tax Revenue – General and 2016 .50% income tax
- Bonds – Short term and Long Term
- Tax Increment Financing – on targeted geographies in Elyria

Master Investment Plan

- 30 Days – Create standing committee/teams to develop plan
- 60 Days – Develop a prioritized list of key investments
- 60 Days – Develop a financial plan with the Finance Department
- 90 Days – Present plan to council for approval
- 90 Days – Submit grants and requests for financial support

Invitation to Engage

- Participate in Committees
 - Infrastructure Committee (internal committee)
 - Economic Development (internal committee)
 - ELY Life Committee (internal committee)
- Provide Input to Committees

Thank you

Ideas, Questions Concerns? Email mayor@cityofelvria.org



CITY OF ELYRIA

FRANK WHITFIELD, MAYOR

EXHIBIT "B"



May 3, 2021

Honorable Council Members,

As we start into the infamous "high grass" season you will find below the process by which we follow in order to mow high grass complaint properties. This is just a reminder as we move into this season and as you start to field those calls.

Day 1—High Grass complaint is received and entered into New World

Day 2--- Building Department personnel go out to inspect and verify complaint is valid. IE: the grass exceeds the 8" mark as required by City Ordinance.

Day 3--- After complaint is verified, a 5 day notice goes to the owner of record, via the Lorain County Auditor's website. This is mailed regular mail.

Day 10-12--- At the end of the 5 day period, building department personnel does a re-inspection for compliance, if non-compliant, notice is sent to building department to authorize the property to be cut.

Day 13-14--- Property will be cut

As you can see it is a process, one we must follow. I hope this helps you and your constituents understand the overall process and how it works.

As always, if you have any questions, please do not hesitate to contact me.

Sincerely,

Kevin Brubaker
Safety Service Director



LEGAL NOTICE

THIS NOTICE IS PUBLISHED PURSUANT TO CITY OF ELYRIA CODIFIED ORDINANCE 553.02; 553.03; and 553.04, ENACTED ON FEBRUARY 21, 1995 WHICH PROVIDES THAT WITHOUT ANY FURTHER NOTICE, IT HAS BEEN DETERMINED THAT WEEDS, VETCH, GRASSES, VINES, OR ANY OTHER GROUND COVER GROWING TO A **HEIGHT OF EIGHT (8) INCHES OR HIGHER IS HEREBY DECLARED TO BE A NUISANCE.**

NO PERSON, WHETHER SAME IS IMPROVED, UNIMPROVED, VACANT OR OCCUPIED, SHALL PERMIT WEEDS, VETCH, GRASSES, VINES, OR ANY OTHER GROUND COVER TO GROW BEYOND A HEIGHT OF **EIGHT (8) OR MORE INCHES AFTER May 1, 2020.**

AFTER THIS DATE ALL PROPERTY OWNERS AND/OR OCCUPANTS WITHIN THE CITY OF ELYRIA MUST REGULARLY CUT AND AMINTAIN THE WEEDS, VETCH, GRASSES, VINES OR OTHER GROUND COVER GROWING UPON THEIR PROPERTIES DURING THE ENSUING GROWING MONTHS OF THE SEASON.

IN THE EVENT THAT SUCH A NUISANCE IS FOUND AFTER May 1, 2020 THE DIRECTOR OF SAFETY SERVICE SHALL ORDER THAT SUCH NUISANCE SHALL BE REMOVED BY THE CITY OF ELYRIA AT OWNER'S OR OCCUPANT'S EXPENSE ACCORDINGLY.

THE FEE FOR MOWING OR CLEARING SHALL BE THREE HUNDRED (\$300.00) DOLLARS PER HOUR WITH A ONE HOUR MINIMUM CHARGE (PRO-RATED).

PLEASE POST IN CHRONICLE TELEGRAM ON THE FOLLOWING DATES:

Monday, March 29, 2021; April 5, 2021 and April 12, 2021

BLOOMBERG | City
HARVARD | Leadership
Initiative

Data Track - Mayoral Briefing

April 27 - Elyria

EXHIBIT "C"

Agenda

5 min

Welcome, introductions, and objectives

15 min

Project progress updates

10 min

Website update demonstration

15 min

E-permit system implementation plan

5 min

Close out and next steps

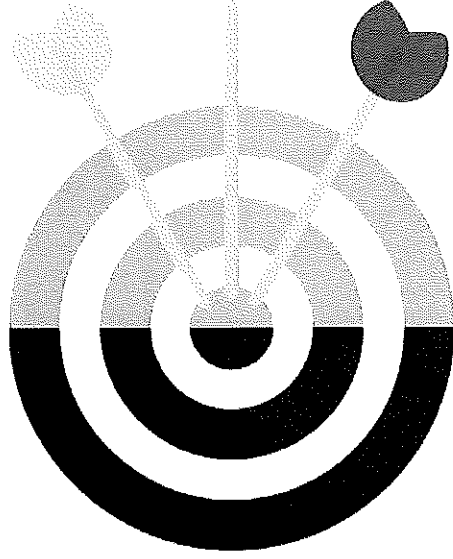
Objectives we hope to achieve today:

- *Update Mayor Whitfield on our progress to date*
- *Showcase how the dashboard can support better identification of problems/gaps*
- *Showcase the building department's new digital tools and how it contributes to the department operations*
- *Discuss the implementation plan for the e-permit system*

Agenda

5 min	Welcome, introductions, and objectives
15 min	Project progress updates
10 min	Dashboard and website update demonstration
15 min	E-permit system implementation plan
5 min	Close out and next steps

During our last meeting we outlined the building department's goals for the Data Track Initiative which can now be tracked using the new internal dashboard



- 1
- 2
- 3
- 4
- 5
- 6

Increase the diversity of business owners

Reduce time spent manually entering application data

Reduce the % of applications missing required information

Reduce the % of permits denied for lack of information

Reduce the number of permits that go uninspected

Increase the number of permits tracked using the New World platform

We have been working to improve Elyria's building department's efficiency in delivering commercial permits and achieving its goals by developing 3 strategies



1. **Update the Building Department and Economic Development Center websites** to provide clear information on the permitting process and guidance on establishing a business in Elyria.



2. **Digitize the commercial permit application process** to reduce the administrative burden for building department staff and improve the applicant experience.

Status: The website has been updated to include FAQs pertaining to the commercial permit process, a simplified permit process graphic, a section to host the e-permit application forms, a section to host the interactive zoning map, and guidance on hiring and registering contractors and architects

Status: The building department is currently in the testing phase with support from IT and plans to soft launch this summer.

Status: The team has developed an internal performance management dashboard to easily track key performance indicators. The dashboard is already being used by the building department staff for their daily routines.

The dashboard allows the building department to uncover trends in performance management data to proactively update operations

- 1 Identify permits that are set to expire**
- 2 Track permit activity in real time**
- 3 Quantify the number of inspections conducted**
- 4 Quantify commercial vs. residential permit activity over time**

For the first time, the building department will be able to easily identify which permits are set to expire

1

In the next 45 days 20 commercial permits will expire, requiring at least 1 (but usually multiple) inspections. With this information, the building department can...

- Proactively monitor if contractors have scheduled their inspections
- Prevent a backlog of uninspected commercial projects, which can be timely and sometimes impossible to schedule once the contractor is no longer employed by the building owner
- Prioritize the inspectors workload by anticipating when large commercial projects will require inspections

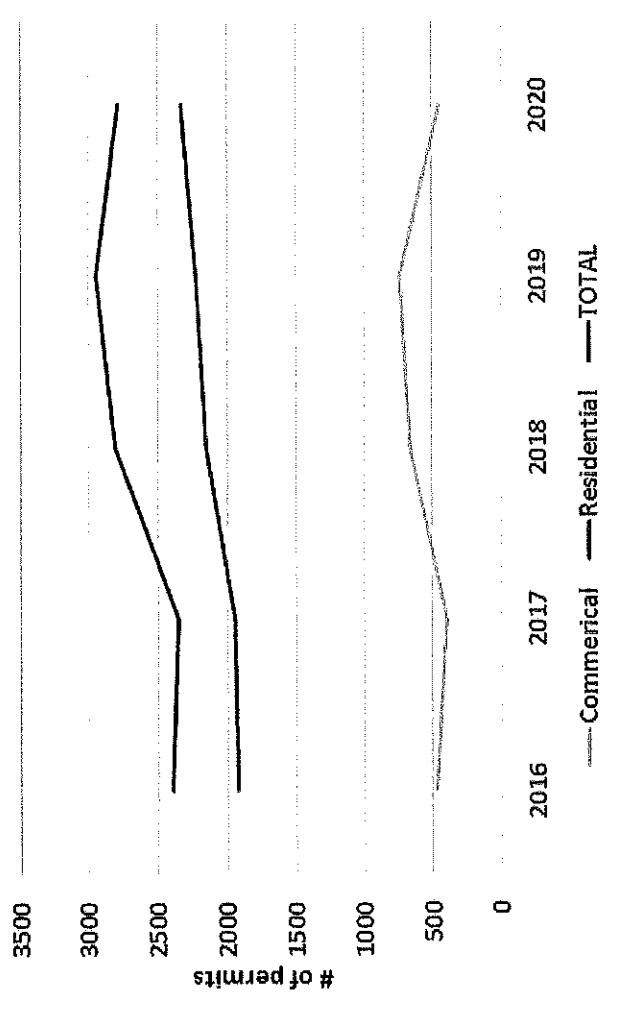
Permits Pending Expiration

Days Until Expiration:

Commercial
 Residential
 CD
 Engineering
 Other

Expiration Date	Permit Type	Address	Application Number	Permit Number	Current Status
2021-04-27	BUILDING R/R COMMERCIAL	7600 MIDDLE AVE		2020-00007134	Permit Issued
2021-04-27	ELECTRIC R/R COMMERCIAL	830 ALLEN ST		2020-00004134	Permit Issued
2021-04-27	MECHANICAL R/R COMMERCIAL	105 COURT ST		2020-00003111	Permit Issued
2021-04-28	DEMOLITION/MOVING COMMERCIAL	371 BROAD ST		2020-00005004	Permit Issued
2021-04-29	BUILDING NEW COMMERCIAL	463 TERNES AVE	2019-00001316	2019-00001315	Permit Issued
2021-04-29	SIGN ON-PREMISE COMMERCIAL	730 LEONA ST	2020-00020013	2020-00020013	Permit Issued
2021-04-30	BUILDING R/R COMMERCIAL	140 RIDGE CIR		2019-00001229	Permit Issued
2021-04-30	BUILDING R/R COMMERCIAL	901 DUFFEY ST		2019-00001338	Permit Issued
2021-05-04	ELECTRIC R/R COMMERCIAL	310 LOWELL ST		2020-00001088	Permit Issued
2021-05-04	BUILDING R/R COMMERCIAL	8640 WEST RIDGE RD		2020-00004136	Permit Issued
2021-05-04	REROOF COMMERCIAL	3000 MIDWAY MALL		2020-00009056	Permit Issued
2021-05-05	BUILDING R/R COMMERCIAL	310 EAST AVE APT 1001		2020-00001146	Permit Issued
2021-05-08	ELECTRIC R/R COMMERCIAL	1020 E BROAD ST		2020-00004156	Permit Issued
2021-05-20	SIGN ON-PREMISE COMMERCIAL	1020 E BROAD ST		2020-00020013	Permit Issued
2021-05-20	BUILDING R/R COMMERCIAL	275 MIDWAY BLVD	2020-00020018		Permit Issued
2021-05-20	REROOF COMMERCIAL	230 MIDWAY RD		2020-00001088	Permit Issued
2021-05-20	REROOF COMMERCIAL	230 MIDWAY RD		2020-00009056	Permit Issued
2021-05-24	MECHANICAL R/R COMMERCIAL	7123 E BROAD ST		2020-00009091	Permit Issued
2021-05-24	BUILDING NEW COMMERCIAL	395 BROAD ST		2020-00003744	Permit Issued
2021-08-05	BUILDING NEW COMMERCIAL	130 FALLEN OAK LN	2019-00001419	2019-00001419	Permit Issued
2021-08-05	MECHANICAL NEW COMMERCIAL	570 N ABBE RD		2019-00003171	Permit Issued
Count: 20					

The building department will be able to easily track permit activity over time



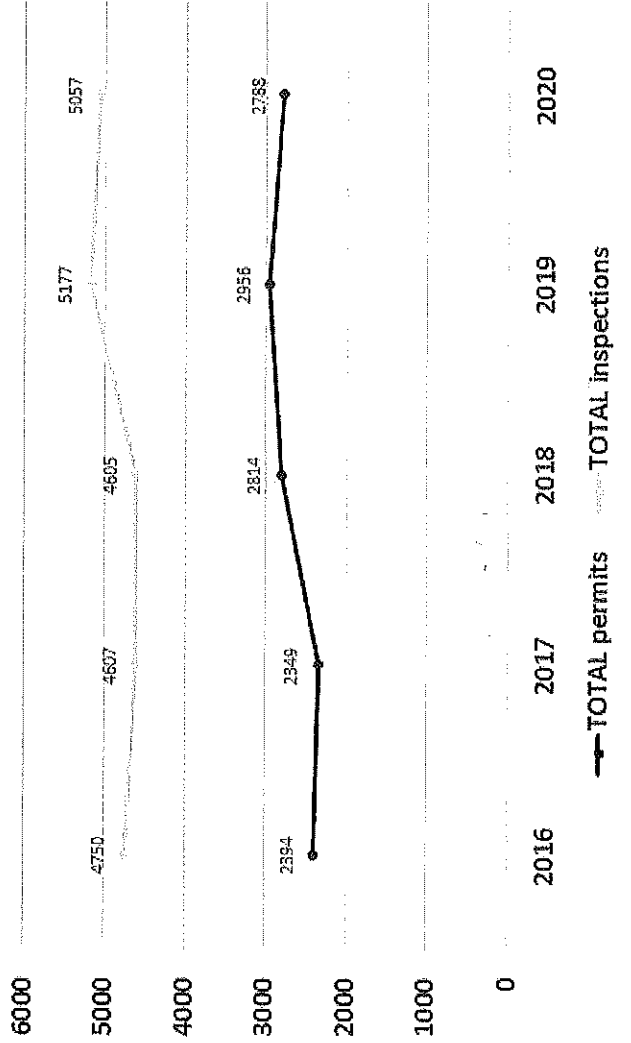
This information can be used to...

- Monitor the impact of economic development initiatives implemented to drive new business to Elyria
- Predict busy seasons and support the director to staff his team accordingly

**This is an annual comparison of permit activity, but monthly comparisons can also be produced.*

***This does include zoning and property maintenance requests and enforcements.*

By comparing permit activity to the # of inspections conducted each year, the building department can better anticipate inspectors' workloads



Last year 2788 permits (both residential and commercial) required 5057 inspections. This does not, however, include permits that expired without scheduling inspections.

This information can be used to...

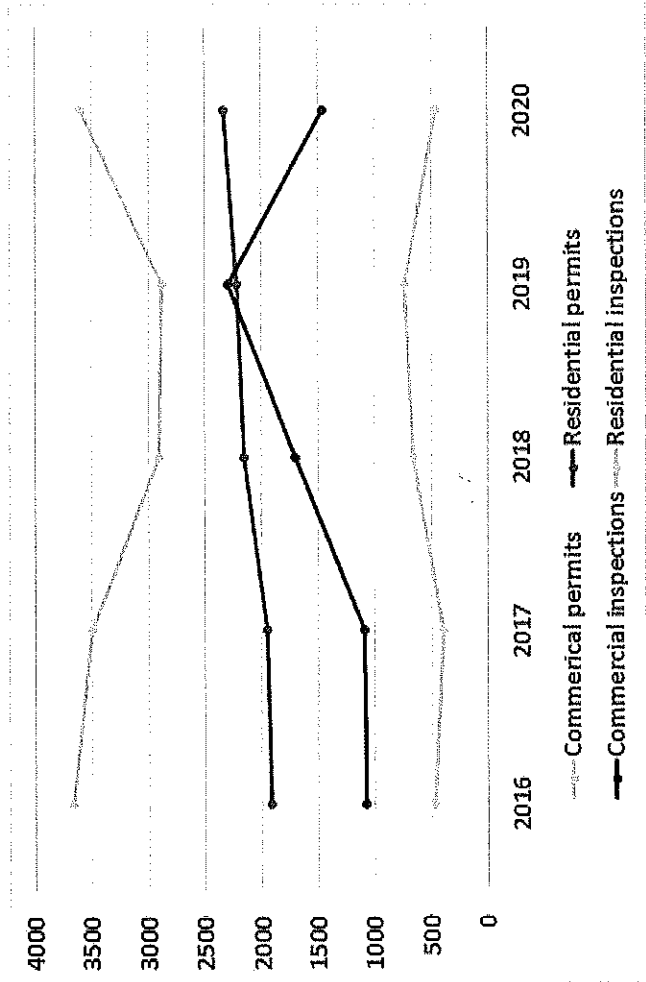
- Predict the seasonality of residential and commercial inspections and support the director to staff his team accordingly.
- Adjust staffing needs as required.

**This is a annual comparison of permit activity, but monthly comparisons can also be produced*

By comparing the number of commercial vs. residential permits processed by the building department, the director can...

4

- More effectively staff his inspectors by permit type to improve the operational efficiency
- Adjust staffing needs as required.



**This is an annual comparison of permit activity, but monthly comparisons can also be produced*

Additionally, the dashboard provides the ability to automatically record emails sent to both staff and contractors to notify them of updates to the permit status

Notifications can include:

- Inspections pass/fail notifications
- Permit plan approval
- Permit issued date
- Permit expiration is approaching

Which will help improve the user experience by keeping contractors and building owners informed of the process

We hope to automate these notifications in the future to...

- Reduce the administrative burden on building department staff

CD Inspection Email Notification Log for 2021

To Address	Email Subject	Sent Date
mary@stachelsberg.com	Passed - PLAN REVIEW 2.0 - Revised Plan Review 2.0 - MECHANICAL R/R RESIDENTIAL 2021-00003161 at 475 11TH ST	Apr 21 2021 4:25PM
josh.bullock@mehourat.com	Passed - PLAN REVIEW 2.0 - Revised Plan Review 2.0 - MECHANICAL R/R RESIDENTIAL 2021-00003162 at 427 CONCORD AVE	Apr 21 2021 4:21PM
josh.bullock@mehourat.com	Passed - PLAN REVIEW 2.0 - Revised Plan Review 2.0 - MECHANICAL R/R RESIDENTIAL 2021-00003166 at 38872 EAST RIVER RD	Apr 21 2021 4:20PM
josh.bullock@mehourat.com	Passed - PLAN REVIEW 2.0 - Revised Plan Review 2.0 - MECHANICAL R/R RESIDENTIAL 2021-00003165 at 440 CONCORD AVE	Apr 21 2021 4:19PM
meahurnvax@yahoe.com	Passed - PLAN REVIEW 2.0 - Revised Plan Review 2.0 - MECHANICAL R/R RESIDENTIAL 2021-00003159 at 635 GEORGETOWN AVE	Apr 21 2021 3:30PM
SPHILLIPS@GAYMEC.COM	Conditional Pass - PLBG ROUGH IN - Plumbing Rough In - PLUMBING NEW COMMERCIAL 2019-00005331 at 528 GARFORD AVE	Apr 21 2021 2:46PM
lgarche@invo.com	Conditional Pass - BLDG FRAMING - Building Framing - BUILDING NEW RESIDENTIAL 2021-00001033 at 157 KENSINGTON WAY	Apr 21 2021 2:06PM
josh.bullock@mehourat.com	Passed - PLBG FINAL - Plumbing Final - PLUMBING R/R RESIDENTIAL 2021-00005063 at 213 NORTHFIELD DR	Apr 21 2021 11:00AM
josh.bullock@mehourat.com	Passed - PLBG FINAL - Plumbing Final - PLUMBING R/R RESIDENTIAL 2021-00005063 at 213 NORTHFIELD DR	Apr 21 2021 11:00AM
lgarche@invo.com	Conditional Pass - BLDG RCO FINAL - Building RCO Final - BUILDING NEW RESIDENTIAL 2020-00007463 at 121 KENSINGTON WAY	Apr 21 2021 10:31AM
lgarche@invo.com	Conditional Pass - BLDG RCO FINAL - Building RCO Final - BUILDING NEW RESIDENTIAL 2020-00007463 at 121 KENSINGTON WAY	Apr 21 2021 10:31AM
lgarche@invo.com	Passed - ENERGY EFFICIENCY - Energy Efficiency - BUILDING NEW RESIDENTIAL 2021-00001025 at 407 WESCOTT WAY	Apr 21 2021 10:12AM
lgarche@invo.com	Passed - FIRE PENETRATIONS - Fire Penetrations - BUILDING NEW RESIDENTIAL 2021-00001025 at 407 WESCOTT WAY	Apr 21 2021 10:12AM
lgarche@invo.com	Conditional Pass - BLDG FRAMING - Building Framing - BUILDING NEW RESIDENTIAL 2021-00001034 at 415 WESCOTT WAY	Apr 21 2021 10:04AM
lgarche@invo.com	Conditional Pass - BLDG FRAMING - Building Framing - BUILDING NEW RESIDENTIAL 2021-00001034 at 415 WESCOTT WAY	Apr 21 2021 10:04AM
lgarche@invo.com	Passed - FIRE PENETRATIONS - Fire Penetrations - BUILDING NEW RESIDENTIAL 2021-00007034 at 415 WESCOTT WAY	Apr 21 2021 10:04AM
lgarche@invo.com	Passed - ENERGY EFFICIENCY - Energy Efficiency - BUILDING NEW RESIDENTIAL 2021-00001462 at 419 WESCOTT WAY	Apr 21 2021 10:04AM
lgarche@invo.com	Conditional Pass - BLDG RCO FINAL - Building RCO Final - BUILDING NEW RESIDENTIAL 2020-00001462 at 419 WESCOTT WAY	Apr 21 2021 9:58AM
lgarche@invo.com	Conditional Pass - BLDG RCO FINAL - Building RCO Final - BUILDING NEW RESIDENTIAL 2020-00001462 at 419 WESCOTT WAY	Apr 21 2021 9:58AM
EDDONS@VALLEYPLUMBING.COM	Passed - PLBG REVIEW 2.0 - Revised Plan Review 2.0 - MECHANICAL R/R RESIDENTIAL 2021-00003160 at 353 WASHINGTON RD	Apr 21 2021 8:35AM

Agenda

5 min	Welcome, introductions, and objectives
15 min	Project progress updates
10 min	Dashboard and website update demonstration
15 min	E-permit system implementation plan
5 min	Close out and next steps

The Building Department has also developed new content to update the department's webpage to help entrepreneurs access...

- Digitized permits (automatically fed into the data management system);
- FAQs;
- An interactive zoning map;
- Permitting process infographic;

CONTACT
 Building & Land Department
 2000 Lakeshore Drive, Elyria, OH 44035
 440.325.4444
 Fax: 440.325.4444

OVERVIEW
 The City of Elyria's Building and Land Department establishes and promotes public safety by adopting and enforcing codes, issuing permits, and investigating property maintenance complaints.
 We're also responsible for supervising construction activities, by registering and licensing contractors, and inspecting exterior structures.

WHAT WE DO
 Building Permits
 Commercial Permits
 Zoning
 Inspections

RESOURCES
 • Building Code
 • Code Enforcement
 • Construction Permits
 • Inspections
 • Zoning

FAQS
 Commercial Permits

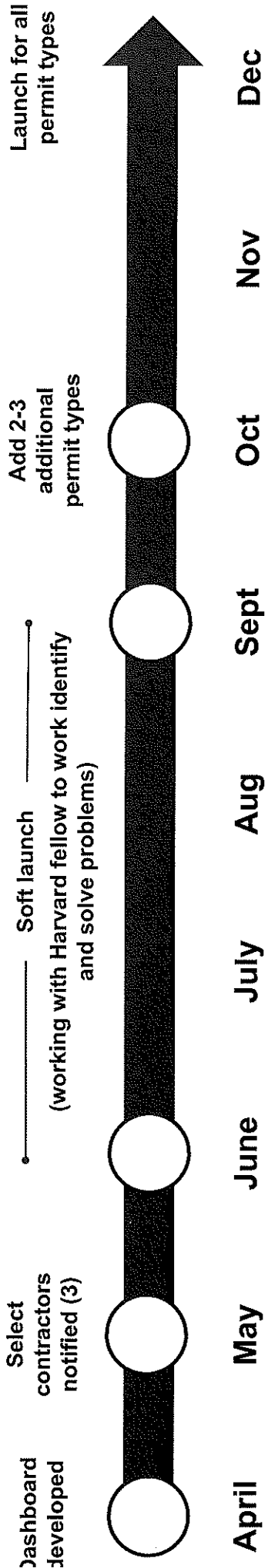
General FAQs

- Are plans of care required for repair, renovation or structural building?
- Are there any other applications I need to file?
- How do I submit my plans?
- Do I need a licensed contractor for my project?
- Do I need an architect or civil engineer for my project?
- What are the applicable building codes in your jurisdiction?
- Do I need plans submitted from the health department?
- Do I need a design review?

Agenda

5 min	Welcome, introductions, and objectives
15 min	Project progress updates
10 min	Dashboard and website update demonstration
15 min	E-permit system implementation plan
5 min	Close out and next steps

The website will be updated by summer 2021 to allow for online permit application submissions



In the meantime the building department leadership and the IT department will:

- **Meet on a weekly basis** to work out any technical issues
- **Work with Harvard fellow to ensure contractors have sufficient information** needed to complete the e-permits without needing to call for support
- **Identify unforeseen issues** and collaborate to define solutions

Agenda

5 min	Welcome, introductions, and objectives
15 min	Project progress updates
10 min	Dashboard and website update demonstration
15 min	E-permit system implementation plan

5 min Close out and next steps

Next Steps and Future Plans

	<u>Person(s) Responsible</u>	<u>Estimated Timeline</u>
1. Update the FAQ section on the building department website to include residential permit application questions	Darryl + Ren (with support from Harvard Summer Fellow)	Summer 2021
2. Expand the e-permit system and internal dashboard to include residential permit applications, property maintenance, zoning requests, and contractor registration forms	Darryl + Koury	Jan 2022
3. Create automated visualizations to display trends in permits completed and inspections conducted for future meetings	Dawn + Koury	Jan 2022

Thank you!

EXHIBIT "D"

ELYRIA CITY COUNCIL

MAY 4, 2021

7:00 PM

- ❖ COUNCIL AND ADMINISTRATION NEED TO WORK MORE JOINTLY AND TOGETHER. DO NOT KEEP RELYING ON THINGS THAT WERE IN THE PAST, BUT TRY NEW AND BOLD IDEAS TO BRING THE CITY AHEAD. EVIDENTLY WHAT WE DID IN THE PAST DIDN'T WORK OR ISN'T WORKING NOW. TAKE BOLD STEPS! DON'T PUT YOUR TOE IN THE WATER, DIVE IN! GET RID OF THE "I WANT" ATTITUDE OF MEMBERS AND PUSH TOGETHER WITH A BOLD PLATFORM OF CHANGE.

- ❖ ELYRIA STREETS. AS WE ALL KNOW, ARE IN SHAMBLES. IT SEEMS NO MATTER HOW MUCH WE PAVE, MORE AND MORE NEED PAVED. IS THE 1.7 MILLION ALLOCATED IN ISSUE 6 THE ONLY MONEY? WHAT HAPPENS TO THE LICENSE FEES AND ALSO THE STATE AND FEDERAL DOLLARS? ARE THESE INCLUDED? A NEWER IDEA TO HANDLE THE PAVING I WOULD SUGGEST TO DIVIDE IT EVERY YEAR TO 2 SIDES OF THE CITY. ONE YEAR SOUTH AND WEST, NEXT NORTH AND EAST. WE GO PAVE LIKE CRAZY EACY SIDE DURING THEIR ALLOTTED YEARS. MAKE SURE WE ARE GETTING OUR DOLLARS WORTH. SEEMS THE STREET WE PAVE IS FALLING APART A COUPLE YEARS LATER. LET'S TRY TO MAKE OUR ROADS LOOK BETTER. 57 AND 113 ARE ALWAYS OVERGROWN IN THE SPRING AND SUMMER. GUARDRAILS ARE FADED AND NEED PAINTED.

- ❖ ELYRIA TRAFFIC LIGHTS NEED UPGRADED FROM THE OLD 60'S AND 70'S PROGRAMS RUNNING TO CAMERA CONTROLLED EVERYWHERE STARTING WITH THE MAJOR ROADWAYS. MANY INTERSECTIONS YOU ARE STOPPED AT AND THERE IS NO OTHER TRAFFIC BECAUSE OF THE OLD PROGRAMS RUNNING. MANY OF THE IN ROAD TRIP SYSTEMS DO NOT PICK UP THE ACTUAL TRAFFIC. LIGHT AS THOUGH ON WEST RIVE AT APPLEBEES NEED TO BE ROVED OR PLACED ON CAUTION ONLY. THERE MAY BE 5 CARS A DAY LEAVING MIDWAY MALL. THEY BECOME A NUSIANCE.

