

CITY OF BEDFORD



2013

ANNUAL REPORT



CITY OF BEDFORD OHIO

To Mayor Stan Koci and
Members of City Council:

Submitted herein is the Annual Report of the City of Bedford for year 2013.

Each department report once again provides an insight to the quality of services the City provides to its residents. This is a record that Council and the Administration can be proud of.

I am confident after reading this review you will share my pride in our Department Heads and the entire staff of the City of Bedford.

Respectfully submitted,

Michael S. Mallis
Acting City Manager

MSM/mh

CITY OF BEDFORD

2013 ANNUAL REPORT

Reports submitted by:

DIVISION OF BUILDING

Calvin Beverly
Building Commissioner

DEPARTMENT OF ECONOMIC DEVELOPMENT

Michael Mallis
Director of Economic Development

FINANCE DEPARTMENT

Frank C. Gambosi
Director of Finance

DIVISION OF FIRE

David Nagy
Fire Chief

DIVISION OF POLICE

Kris Nietert
Chief of Police

RECREATION DEPARTMENT

Randy Lewis
Recreation Director

DIVISION OF PUBLIC WORKS

Clint E. Bellar
Service Director

DIVISION OF WASTEWATER

Jason M. Milani
Superintendent

BEDFORD MUNICIPAL COURT

Brian J. Melling
Administrative Judge

CITY OF BEDFORD

2013 ANNUAL REPORT

MEMBERS OF COUNCIL

Mayor Daniel S. Pocek
Mayor / President of Council

Warner Batten
Ward 1

Stan Koci
Ward 2

Marilyn Zolata
Ward 3

Paula Mizensak
Ward 4

Greg Pozar
Ward 5

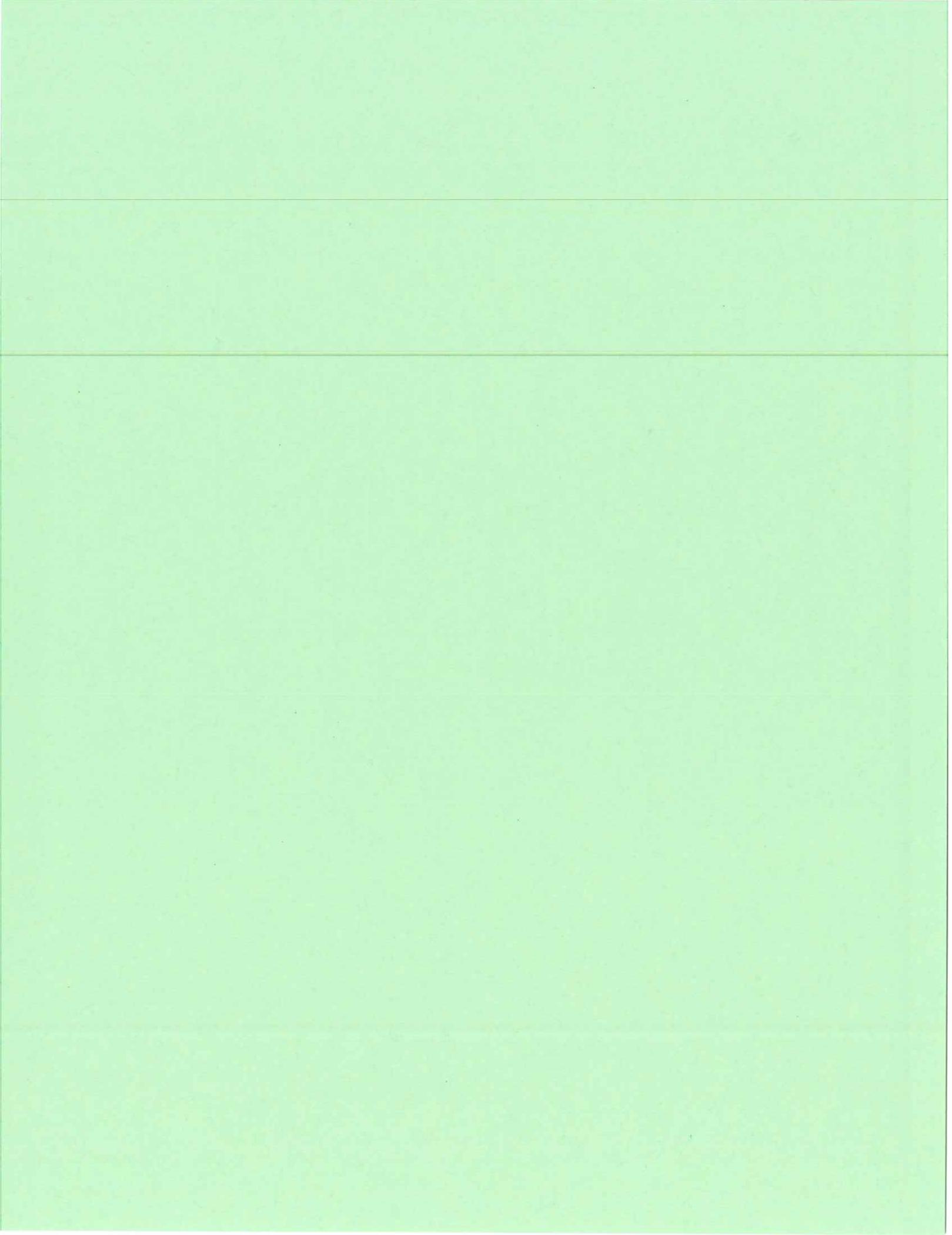
Donald Saunders
Ward 6

Lorree Villers
Clerk of Council

CITY MANAGER

Henry J. Angelo

Michelle Hollo
Administrative Assistant





DIVISION OF BUILDING 2013 ANNUAL REPORT



May 15, 2014

NUMBER OF PERMITS ISSUED IN 2013 AND REVENUE GENERATED

<u>PERMIT TYPES</u>	<u># OF PERMITS</u>	<u>PERMIT FEE</u>
BUILDING	121	\$ 18,434.30
CONCRETE & ASPHALT	133	3,950.00
ELECTRICAL	124	13,180.13
FENCE	23	575.00
FIRE SUPPRESSION	16	3,672.65
HVAC	72	12,015.09
MISCELLANEOUS PERMITS	11	7,000.00
PLUMBING	140	12,030.11
ROOF	123	3,525.00
SIGN	22	2,475.00
SNOW PLOW	16	90.00
POOL	2	50.00
TOTAL:	803	\$76,997.28

ADDITIONAL SOURCES OF REVENUE

• 484 Contractor Registrations Issued	\$29,450.00
• 480 Rental Inspections Performed	11,075.00
• 286 Point of Sale Inspections	14,725.00
• 154 Permits requiring 2% City Assessment	997.19
• Apartment/Rooming House Annual License	39,010.00
• Dwelling Annual Rental License	26,890.00
• Certificate of Residency	1,350.00

TOTAL: \$123,497.19

BUILDING DEPT. INSPECTIONS

- 140 Pre-pour Inspections
- 163 Electrical Inspections
- 187 Plumbing Inspections
- 72 HVAC Inspections
- 60 Footer/Framing
- 160 Follow-up Inspections

PROPERTY MAINTENANCE / RENTAL VIOLATIONS

- 102 Houses Inspected and Cited
- 215 Follow-up Inspections
- 200 Grass notices sent
- 400 Plus – grass Follow-up Inspections
- 32 Court Summons Issued

NEW PROJECTS TO BEGIN IN YEAR 2014

- New businesses interest in area surrounding Wal-Mart
- Continued Development of Tinkers Creek Industrial Park – Hemisphere Way
- Art of Beauty – Taylor Parkway
- Work with the city manager and department of development in the new marketing campaign of “The Bedford Advantage”
- Train and implement the new Building Department software
- Continue working with the Auto Mile Dealerships – New Construction and many Improvements

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT

For Fiscal Year 2010 the Building Department was awarded a \$500,000 competitive municipal Neighborhood Stabilization Program (NSP) grant from the Cuyahoga County Department of Development. The initial grant award was increased by an additional \$200,000 in July, 2010 under an addendum to this grant contract with the County. Since this program was based upon census tract requirements, the Building Department purchased four (4) vacant / foreclosed / abandoned homes in the Presidential District to be renovated for resale under this NSP grant. These homes are located at 741 Washington Street, 775 Lincoln Boulevard, 166 Woodrow Avenue and 831 Lincoln Boulevard.

In 2010 renovation work was started on all but 831 Lincoln Boulevard and by December of that year 775 Lincoln Boulevard became the first Presidential District Grant property to be ready to be marketed.

2011 - Renovation work continued to progress on the NSP grant houses. Of these four (4) properties, 775 Lincoln Boulevard and 166 Woodrow Avenue have been advertised as "For Sale" and have each received numerous inquiries and a number of showing appointments by interested buyers. At least two (2) offers were received on the property located at 775 Lincoln Boulevard, but grant guidelines prevented the offers from being finalized.

2012 – After a temporary suspension of renovation work on the city-owned houses, renovation work was started once again with the award of a contract to Marni, Inc. on or about September 18, 2012. From October 2012 to December 2012 work was completed on all eight (8) houses in the City's Housing Program (NSP and Dollar Home Sales to Local Governments.)

From January, 2013 to present the houses have been actively marketed to the general public and to agents in the area. Over the course of the year, there have been numerous showings of each of our houses (with the exception of 361 W. Grace) and numerous inquiries about the houses specifically and our housing program in general. Use of the City website to learn about the housing program is very high and often leads to further direct inquiry by either telephone call or e-mail message to the Housing Program Manager.

NEW PROGRAMS FOR 2014

- Continue to operate the NSP grant program as necessary to fulfill terms of the County grant contract – i.e. as renovation work is completed on NSP properties and the properties are sold to qualified buyers, grant proceeds ("program income") must be reinvested in approved eligible uses.
- Grant program eligible uses include continuing investment in renovation of vacant/ foreclosed / abandoned homes in the city, demolition of blighted structures in the city, redevelopment of vacant lots

DOLLAR HOME AND VACANT HOME PROGRAM

- 2007 – City Purchased 2 homes through this program
- 2007/2008 – Total of 7 homes purchased through this program
- Since 2008 – 7 homes have been sold – net profit \$102,933.70
- 2009 – City Purchased an additional 11 homes for rehab/resale; 3 through the Dollar Home program and 8 through HUD or Bank owned properties
- 2010 – City purchased one property from HUD under its Dollar Home Sales to Local Governments Program: 22 Nordham. This property was not included in the renovation/resale program, but instead demolished by the City based upon property condition. The cost of the demolition was reimbursed to the City under another City NSP grant. This vacant lot is likely to be split and sold to the property owners on the adjacent parcels.

2010 – Four City-owned homes were sold to qualified buyers:

- 4/20/10 – 324 Paul Street – Sold
- 6/9/10 – 109 Palmetto Ave. – Sold
- 10/28/10 – 97 Flora Dr. – Sold
- 11/17/10 – 91 Tudor Ave. – Sold
- One City-owned home went under contract for sale on or about 11/17/10 – 9 West Interstate St.

2011 - One (1) city-owned home was sold under the program to a qualified buyer:
2/28/ 2011 – 9 West Interstate Street

2013 – One (1) city-owned home was sold under the program to a qualified buyer:
6/3/2013 – 32 E. Grace Street

The City currently holds three (3) houses under this section of the housing program. Two of these homes have been substantially repaired for resale to qualified buyers and are currently “For Sale” by the City. There is (and has been) substantial interest in both the two-family property located at 227/229 West Glendale Street and the single-family home located at 526 Belle Avenue. 361 W. Grace Street is the only house in the program which still has renovation work to be completed.

BUILDING DEPARTMENT GOALS FOR 2014

- Development of Industrial District north of Ben Venue Complex
- Work with City Manager to Develop design guidelines for Tinkers Creek Industrial Park / Hemisphere Way
- Continue Working with the Bedford Historical Preservation Committee to revitalize the downtown Bedford area
- Continue to purchase under HUD's \$1 HOME Sales to Local Government Program for renovation-resale to qualified buyers
- Continue City Residential Rehab Program under NSP Grant Program for the acquisition/renovation/resale of foreclosed/vacant/abandoned properties
- Continue to pursue reinvestment in foreclosed properties in the city
- Continue to pursue policy of exterior maintenance code enforcement for foreclosed and/or bank-owned (REO) properties.
- Continue to work with the Cuyahoga County Prosecutor's Office Tax Foreclosure Unit to secure appropriate parcels of land available to the City of Bedford Land Bank
- Continue to work with Cuyahoga County Land Reutilization Corporation and Cuyahoga County Department of Development to make appropriate use of limited demolition funds

CITY RESIDENTIAL REHAB PROGRAM**Assessments Paid on All Houses**

- 2005 - Two homes completed – 286 W. Grace St. and 378 Union Ave.
- 2006 – One house completed – 91 Tudor Ave.
- 2007 – Seven homes completed – 391 Kenyon, 260 W. Glendale, 862 Archer, 198 Logan, 85 Southwick, 52 W. Monroe, and 81 Powers
- 2005 - One home demolished – 70 W. Glendale Ave.
- 2009 – NSP Residential Demolition Fund Request for 271 W. Grace
- 2010 – NSP Residential Demolition Fund Request &/or Grants awarded four homes: 271 W. Grace St., 22 Nordham Dr., 1275 Broadway Ave., and 88 Northfield Rd.

NON-RESIDENTIAL BUILDING PERMITS

<u>PROPERTY OWNER</u>	<u>MONTH ADDRESS</u>	<u>DESCRIPTION</u>	<u>ESTIMATED VALUE OF CONST.</u>
JANUARY			
TADPOLE CREEK LLC	414-424 NORTHFIELD	GAMESTOP #7621 (BLDG. 4A5)	\$ 37,390.00
LGS PROPERTIES	18151 ROCKSIDE	TOYOTA OF BEDFORD - RENOVATION	\$ 2,500,000.00
PILLMAN, LLC	18122 ROCKSIDE	BLDG. RENO. MERCEDES OF BED.	\$ 2,000,000.00
FEBRUARY			
TADPOLE CREEK, LLC	414-424 NORTHFIELD	GAMESTOP - 422 NORTHFIELD	\$ 16,214.00
JDZ, LLC	267 NORTHFIELD	BLDG. RENOVATIONS NEW BUSINESS	\$ 100,000.00
MARCH			
NO - NON-RESIDENTIAL PERMITS ISSUED IN MARCH			
APRIL			
BEDFORD CITY HALL	165 CENTER	CELL TOWER	\$ 20,000.00
18180 ROCKSIDE LLC	18180 ROCKSIDE	DEMO OLD AND BUILD NEW DEALERSHIP	\$ 4,100,000.00
SADOWSKI	707-719 BROADWAY	REPAIR TO CEILING DAMAGE (715)	\$ 10,900.00
PARKER	222 BROADWAY	TEMP. TRAILER	
18180 ROCKSIDE LLC	18180 ROCKSIDE	TEMP. STRUCTURE FOR EMP.	\$ 131,000.00
BLAZEJEWSKI	50 BROADWAY	MASONRY REPAIR	\$ 1,500.00
BELEMASTER	560 SOLON	ALTER CELL TOWER	\$ 20,000.00
MAY			
MONARO ASSOC. LTD.	521 BROADWAY	WHEELCHARI RAMP	\$ 2,500.00
18180 ROCKSIDE, LLC	18180 ROCKSIDE	DEMO EXISTING DEALERSHIP	
JUNE			
JDZ, LLC	273-277 NORTHFIELD	BLDG. RENOVATION	\$ 50,000.00
ROSE FIELD, INC.	19955 ROCKSIDE	REPAIR RETAINING WALL	\$ 5,000.00
MOTORCARS ACQUISITION	99 BROADWAY	BLDG. RENOVATION	\$ 250,000.00
BEDFORD HIGH SCHOOL	481 NORTHFIELD	236 SQ. FT. ADDITION	\$ 108,200.00
BEDFORD HIGH SCHOOL	481 NORTHFIELD	LANTERN REPLACEMENT	\$ 37,000.00
JULY			
18180 ROCKSIDE, LLC	18180 ROCKSIDE	3 TEMP. TRAILERS-UNDER CONST.	
AMS MANAGEMENT LLC.	632-646 TURNEY	REBUILD DAMAGED CARPORT- BLED 634)	\$ 31,000.00
PILLMAN, LLC	18122 ROCKSIDE	NEW CAR WASH - MERCEDES	\$ 250,000.00
AUGUST			
SLATE RUN APTS.	450 TURNEY	REBUILD RETAINING WALL	\$ 3,500.00
UNIVERSITY HOSPITALS	88 CENTER	BLDG. RENOVATION-DISPATCH CTR.	\$ 250,000.00
SEPTEMBER			
JDZ, LLC	267 NORTHFIELD	BLDG. RENO. FOR SUBWAY	\$ 48,000.00
BEDFORD AUTO PROPERTIES	245 BROADWAY	SIDING	\$ 10,000.00
BEDFORD NISSAN	18115 ROCKSIDE	BLDG. RENOVATIONS	\$ 350,000.00
PARKER	222 BROADWAY	INDUSTRIALIZED UNIT - TRAILER	\$ 75,000.00
OCTOBER			
175 BROADWAY LTD	175 BROADWAY	4202 SQ. FT. ADD. TO SERVICE BAY	\$ 750,000.00
UNCLE BOB'S STORAGE	1455 BROADWAY	DEMO 2 BUILDINGS	
PILLMAN, LLC	18122 ROCKSIDE	DISPLAY CANOPY	\$ 750,000.00
ROCKSIDE PARTNERS	19550-19600 ROCKSIDE	REPLACE WOOD SHINGLES	\$ 12,900.00
BEAR CREEK PROPL	22777 ROCKSIDE	CIRCUS TENT - 10/24/13-10/27/13	
PAG BEDFORD PROP.	19400 ROCKSIDE	FOUNDATION FOR INDUSTRIALIZED UNIT	\$ 75,000.00
PAG BEDFORD PROP.	19400 ROCKSIDE	FOUNDATION FOR INDUSTRIALIZED UNIT	\$ 75,000.00
CREAGER	664-668 BROADWAY	REHAB FOR NEW BUSINESS	\$ 19,000.00
NOVEMBER			
UNCLE BOB'S STORAGE	1455 BROADWAY	FOUNDATION ONLY	
DECEMBER			
18180 ROCKSIDE, LLC	18180 ROCKSIDE	ACM PANEL ON FRONT OF BLDG.	\$ 234,000.00
PILLMAN, LLC	18122 ROCKSIDE	DEMO	
TOTAL ESTIMATED VALUE OF CONSTRUCTION:			\$ 12,323,104.00
BOLD ESTIMATES OF \$100,000.00			

RESIDENTIAL BUILDING PERMITS

<u>PROPERTY OWNER</u>	<u>ADDRESS</u> <u>MONTH</u>	<u>DESCRIPTION</u>	<u>EST. VALUE</u>
JANUARY			
PUND	177 WILLIS	MISC. INTERIOR REPAIRS	\$ 3,500.00
GRACE	867 WELLMON	SHED	\$ 700.00
FEBRUARY			
HOUDEK	717 HIGH	SHED	\$ 3,422.00
PATSOLIC	100 HARRIMAN	DEMO - GARAGE/BARN	
WILSON (WARDLEY)	66 MONROE	SIDING	\$ 2,500.00
GRACE	867 WELLMON	MISC. DRYWALL REPAIR	\$ 1,500.00
BROWN	180 BEXLEY	TUB,WALL, FIXTURE REPLACEMEN	\$ 5,600.00
MARCH			
NUNNALLY	47 GREENCROFT	RENO. BASEMENT & BASEMENT B/	\$ 13,000.00
JACKSON	697 TAFT	BLDG. RENOVATION - BATH	\$ 6,332.00
OMERHODZIC	548-A TURNEY	MISC. INTER. REPAIRS	\$ 2,000.00
MORRISON	506 CENTER	DECK	\$ 2,000.00
APRIL			
WOODS	382 UNION	SUNROOM	\$ 39,000.00
ALEXA	42 PALMETTO	CONSTRUCT ENTRY STEPS	\$ 200.00
ALEXA	42 PALMETTO	SIDING	\$ 2,000.00
HARDIN	168 W. GRACE	SIDING	\$ 6,500.00
MARUNA	33 PINECREST	REPLACE BASEMENT WALL	\$ 1,000.00
TELLING	76-78 BEST	RENOVATION TO 78 BEST	\$ 7,500.00
BLAZEJEWSKI	50 BROADWAY	MASONRY REPAIR	\$ 1,500.00
RAYER	712 HIGH	DECK	\$ 2,500.00
WALTERS	484 LAMSON	DEMO DWELLING	
MINADEO	83 BLAINE	ALTER SIDING	\$ 400.00
FULGENZI	55 GOULD	GARAGE	\$ 10,500.00
MAY			
GORDON	463 W. GLENDALE	DEMO GARAGE	
DROWLETTE	80 JOHN	DECK	\$ 1,000.00
THOMAS	680 WASHINGTON	REBUILD FRONT PORCH	\$ 2,500.00
ROGERS	688 JEFFERSON	PORCH	\$ 1,200.00
MARTIN	828 HIGH	REPAIR PORCH AND SIDING	\$ 5,000.00
ABBOTT	136 W. GLENDALE	SIDING	\$ 5,000.00
REID	920 BROADWAY	ADDITION	\$ 5,000.00
GRECAR	238 GRAND	RETAINING WALL - REPAIR	\$ 6,000.00
KOPCAK	341 W. GLENDALE	SIDIING	\$ 5,000.00

RESIDENTIAL BUILDING PERMITS

<u>PROPERTY OWNER</u>	<u>ADDRESS</u> <u>MONTH</u>	<u>DESCRIPTION</u>	<u>EST. VALUE</u>
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JUNE

WITWER	259 GRAND PARK	REPAIR TO FRONT STEPS	\$ 1,215.00
WASKI	444 UNION	SIDING	\$ 10,800.00
STOKES	83 CRESSWELL	INTER. REPAIRS FROM FIRE DAMA	\$ 50,750.00
DODD	36 THAMES	REBUILD FRONT PORCH	\$ 5,000.00
ARDO	46 HENRY	SIDING	\$ 4,000.00
PETERSON	51 LEYTON	SIDING	\$ 2,450.00
BEALE	993 ARCHER	SHED	\$ 4,000.00
BENEWIAT	918 WENSO	SIDING	\$ 5,000.00

JULY

COKER	16 JACKSON	12x12 DECK	\$ 2,500.00
COKER	16 JACKSON	RENOVATIONS TO BASEMENT BAT	\$ 2,500.00
SIMS	111 TARBELL	56 SQ. FT. ADDITION	\$ 8,500.00
KREINBROOK	694 ARCHER	12x14 SHED	\$ 350.00
AIRATO	310 GRAND	REPLACE TUB, WALL AND FIXTURE	\$ 5,268.00
CHURCH OF THE NAZARENE	365 CENTER	SIDING ACTIVITY CENTER	\$ 20,000.00
BOBOWIAK	120 SANTIN	ADDITION	\$ 10,000.00
SIZEMORE	1114 ARCHER	MISC. INTERIOR REPAIRS FROM PK	\$ 250.00
WOHAR	409 TURNEY	SIDING	\$ 1,000.00
SIZEMORE	1114 ARCHER	CONVERTING ATTIC TO LIVING SP/	\$ 13,000.00

AUGUST

JANKE	49 AVALON	DEMO DWELLING 49-51 AVALON	
KOPCAK	341 W. GLENDALE	SHED	\$ 1,000.00
BAUS	282 MARION	SHED	\$ 1,100.00
CHURCH FIRST UNITED METH	840 WELLMON	REPLACE 1 BASEMENT WALL	
KOBUS	53 DEWHURST	WHEELCHAIR RAMP	\$ 5,000.00
HINKELMAN	711 HIGH	REPAIR TO REAR STEPS	\$ 30.00
BURDA	714 NORTHFIELD	SHED	\$ 1,500.00

SEPTEMBER

HUDSON	874 ARCHER	DEMO INTERIOR WALLS FOR NEW ADD.	
HUDSON	874 ARCHER	APPROVAL FOR FOUNDATION 228 SQ.	
HUMPHREY	755 MCKINLEY	SIDING GARAGE ONLY	\$ 1,900.00
MADRIGAL	64 ELDRED	SIDING GARAGE ONLY	\$ 2,300.00
JOURNEY	66 WILLIAM	10x14 SHED	\$ 800.00
SIKA	36 BERWYN	16x20 GARAGE	\$ 10,000.00
BISH, JR.	39 GRANDMERE	SIDING HOUSE AND GARAGE	\$ 3,000.00
GREENE	1399 BROADWAY	DEMO GARAGE	

RESIDENTIAL BUILDING PERMITS

<u>PROPERTY OWNER</u>	<u>ADDRESS</u> <u>MONTH</u>	<u>DESCRIPTION</u>	<u>EST. VALUE</u>
OCTOBER			
MBAJIKA	701 LINCOLN	DEMO OLD GARAGE & BLDD. NEW	\$ 7,500.00
POLISENA	226 WANDLE	SIDING HOUSE & GARAGE	\$ 5,000.00
PLEMONS	58 BROADMORE	SIDING HOUSE	\$ 4,500.00
CLAY	107 WILLARD	MISC. INTERIOR REPAIRS	\$ 3,000.00
BARTA	865 HIGH	FIRE RESTORATION	\$ 12,000.00
JAMES	809 ARCHER	SHED	\$ 4,600.00
NIXON	44 SOUTH CIRCLE	KITCHEN REMODEL	\$ 10,000.00
FANNIE MAE	50 SOUTH CIRCLE	SIDING	\$ 10,000.00
NOVEMBER			
HUDSON	874 ARCHER	1188 SQ.FT. ADDITION	\$ 75,000.00
HUDSON	874 ARCHER	ALTER. 1448 SQ.FT. EXIST. DWELL.	\$ 120,000.00
GOLGA	142 MARIA	BLDG. PERMIT TO COMP. CONST.	\$ 15,000.00
GOLGA	144 MARIA	BLDG. PERMIT TO COMP. CONST.	\$ 15,000.00
GOLGA	146 MARIA	BLDG. PERMIT TO COMP. CONST.	\$ 15,000.00
GENMONCHA LLC	102 TALBOT	MISC. INTERIOR REPAIRS	\$ 1,000.00
HUET	410 TAFT	REPLACE PRECAST STEPS	\$ 1,000.00
KOLLER	79 ELLENWOOD	WHEELCHAIR RAMP	\$ 700.00
DECEMBER			
PATEL	917 NORTHFIELD	SIDING	\$ 2,600.00
HUDSON	874 ARCHER	DECK	\$ 2,500.00
WALKER	16 ELDRED	FRAMING TO FINISH PART OF BASI	\$ 1,500.00

TOTAL: \$ 621,467.00

Economic Development

City Manager: Hank Angelo,

Director: Michael Mallis

Annual Report 2013

Department Staff & Overview

- One Director;
- One part time assistant (vacant);
- One part time intern (vacant).

Mission Statement

The City of Bedford is committed to retaining and attracting businesses to our community. The City works in partnership with public and private organizations to enhance local capacity and provide resources that supports planning, community and economic development activities.

Responsibilities:

- The Department conducts and manages grant writing for the community to include: CDBG, Recycle-Ohio, Issue I, Issue II, State of Ohio community recycling awareness grants, NOACA funds and others.
- Assist the City Manager on day to day operations in Recreation, Building, Service and all other administrative responsibilities.
- Assist in facilitating / manage City-wide projects and capital improvements.
- Served as President of the First Suburbs Development Council from 2011 – 2013.
- Serve as moderator for the Arts & Cultural Board

Responsibilities cont.:

- Act as the City liaison officer with businesses both within and outside of the City. Also represents the City on the Bedford with the Chamber of Commerce, the Bedford Rotary, Auto Mile Association, Bedford City School District and other organizations.
- Work with boards for policies and recommendations for tax abatements and council / guide applicants through the local and county tax incentive approval processes.
- The Department manages all business attraction, and retention.
- Correspondence with funding agencies and grant reporting.

Responsibilities cont.:

- Process residential tax abatements and work in coordination with residents and the Cuyahoga County Auditors office.
- Monitor existing Bedford businesses and assist in resolving any problems over which the City has control or may assist.
- Develop and maintain a databases of building inventories, available sites, area businesses, and other information for economic development purposes and work with developers to package real estate parcels for development and existing buildings for sale or lease.

Responsibilities cont.:

- Prepare and coordinate promotional materials and activities for economic development and marketing of the City.
- Acts as site developer for perspective retailer's citywide, including commercial, industrial and retail.
- Manage the web-based public relations, economic development and information for the City of Bedford.
- Write press releases, news articles and produce audiovisual presentations and reports.
- Department coordinates and plans city sponsored events to include: Chalk art, Shred Day, Fall Fest and others held at the square.
- Develops the quarterly newsletter distributed to businesses and residents.
- Monitor the NLC Prescription Discount Program

2013 Departmental Projects

- Recycle-Ohio, delivered over 4500 bundles of blue bags to residents for continued recycling efforts;
- Continue to work towards a final approval of our 2 Quiet Zone applications.
- Grant writing for city improvement projects;
 - Secured funding for the *Ellenwood Center Renovation (\$150,000.00)*
- **Enhanced the City's overall marketing efforts to businesses and residents.**
 - *Created a new business attraction guide (attached)*
- Outreach & marketing to over 135 new businesses to locate in Bedford

2013 Departmental Projects

- Administered the Storefront Renovation Program
 - Saved local businesses over \$17,000.00
- CDBG grant ~ \$150,000.00 (Ellenwood Center Renovation)
- Also successful in grants through the Solid Waste District, Cuyahoga Arts and Culture & other organizations
- While partnering with the Impact Group, we have recreated multiple marketing items that include:
 - Monthly utility inserts
 - New Resident Guide
 - Senior Brochure
 - Business Attraction Guide
 - Quarterly Newsletter
 - E-News Blast

Additional Grant Info:

- Cuyahoga County Waste District Recycle Grant
 - (awarded \$4,000 for purchase of bags) and community shred days)
- Ohio Arts Council project support grant
 - (awarded \$2,400 towards art project)
- CDBG Ellenwood Community Center Renovation
 - (awarded \$150,000 for community center renovations)
- Department partnered with the Cuyahoga Land Bank on the acquisition of the old Taylor Chair Property as well as the demolition of various abandoned properties.
- Above mentioned property was transferred in January of 2014 after 2 years of work. Value of the property is north of \$700,000.00.

Marketing Efforts

- Dramatically enhanced the use of social media outlets such as Facebook and Twitter.
- Established the *e-news* option with multiple alerts a month.
- Redesign of the utility inserts.
- Distributed four newly designed community newsletters.
- Newly redesigned resident guide will be distributed in the spring of 2014.

2014 & Beyond

- Continue to assist in facilitating the purchase of Ben Venue Labs.
- Completion of infrastructure improvements including the replacement of Broadway water line.
- Redevelopment of the Taylor Chair property located at Taylor & Willis
- CDBG – Ellenwood Community Center Upgrade.
- Continue to market the City of Bedford as a whole...housing, businesses, service and overall quality of life.
- Collaborate with the developers of Meadowbrook Market Square to enhance retail in complex.
- Collaborate with Hemisphere to market Tinkers Creek Commerce Park
- Partner with the County Land Bank in an effort to acquire properties located within the City for future development opportunities.
- Research the potential return of the Bedford Sun Banner to the City.
- Target bike trail funding for downtown Bedford.
- Create the Summer Concert Series – bands.

