

City of Bedford 165 Center Road Bedford, OH 44146 Phone: 440-232-1600

Welcome to Bedford

We are glad you chose Bedford and are sure you will feel at home in our community.

To answer questions that many residents have, we offer the information contained in this folder.

If you have any further questions, do not hesitate to call City Hall at 440-232-1600 or visit our website at www.bedfordoh.gov.

Michael S. Mallis City Manager

www.bedfordoh.gov

Follow us on:



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### **Utility Providers**

Electric	ric The Illuminating Company 1-800-589-3101	
	Report Outages	1-888-LIGHTSS (1-888-544-4877)
Gas	Dominion East Ohio Gas	1-800-362-7557
	Emergency Service, 24 hours a day	1-877-542-2630
Water	The City of Bedford Water Department	440-735-6525
Cable	Spectrum	1-800-892-4357
	Dish	1-877-649-0485
	Direct TV	1-888-489-3591
	AT&T	1-800-288-2020

#### City Department Phone Numbers **Important Phone Numbers** City Hall Non-Emergency Police 440-232-1234 440-232-1600 Bedford University Hospital City Council Office 440-735-3900 440-735-6510 Southeast Branch Library 440-439-4997 City Manager Office 440-735-6514 Bedford Post Office 440-735-9712 Building Department 440-735-6530 Bedford Board of Education 440-439-1500 Bedford Cemetery 440-232-4462 Cuyahoga County Board of 216-443-8683 Economic Development 440-735-6520 Elections Finance Department 440-735-6500 Bedford Municipal Court 440-232-3420 Fire Department 440-232-1214 Southeast Region Chamber of 440-232-0115 Police Department 440-232-1234 Commerce Recreation Department 440-735-6570 Bedford Historical Society 440-232-0796 Service Department 440-735-6583 Cleveland Metroparks 216-635-3200 Tax Department 440-735-6505 Water Department 440-735-6525 Waste Water 440-668-1610

#### **Building Department**

## Calvin Beverly, Building Commissioner 440-735-6530

Building Codes affect each of us every day of our lives—whether in our homes, offices, schools, stores, factories or places of entertainment. We rely on the safety of structures that surround us in our everyday living. The public need for protection from disaster due to fire, structural collapse and general deterioration underscores the need for modern codes and their administration. Today's Building Department also enforces laws that help protect its citizens from unscrupulous contractors while maintaining property values through property maintenance programs.

The Bedford Building Department is a State of Ohio Certified Residential and Commercial Department. We enforce the Ohio Residential Code for one, two and three family residences and the Ohio Building Code for commercial work.

#### Permits are required for various types of work including, but not limited to, the following:

- Electrical, including new & replacement panels, installation of new conductors & equipment
- New or upgraded electrical services
- Interior plumbing, including addition or replacement of water/sewer piping and fixtures
- Hot water tank installation or replacement
- Exterior water/sewer/gas work including replacement of piping from the building to the street
- Heating/cooling & refrigeration
- New construction
- Demolition, commercial and residential of any structure
- Structural changes & repairs
- Fences
- Fire alarms
- Fire suppression systems
- Patios, decks & porches
- Concrete and pavers, new & replacement including patios, driveways, sidewalks, parking lots & driveway
  aprons
- Sheds
- Roof replacements
- Waterproofing, interior or exterior work
- Swimming pools, spas & hot tubs
- Retaining walls or other soil stabilization structures
- Site work including grade changes
- Signs, including all temporary and banner signage

Do not operate machinery or begin construction projects before 7:00 a.m. or after 9:00 p.m.

#### Garage Sale

A free permit must be obtained prior to the sale of personal property such as a garage or yard sale. A sale must not extend for more than a six (6) day period in any two (2) week period and the hours must be no earlier than 9:00 a.m. and no later than 9:00 p.m. A limit of two (2) permits may be issued annually and must be spaced a minimum of six (6) months apart. All property offered for sale must be owned by the resident where the sale is located.

An exception to the above requirements is the occasional sale of no more than five (5) personally owned articles which are not connected in any way with any business operation.

#### Grass and Landscape Maintenance

All Bedford residents are expected to maintain the condition of their lawns, shrubbery and other landscaping features:

- Lawns must be cut and maintained on a schedule largely determined by the growing season. Lawns should be cut by the time the grass grows to a length of 4 inches.
- Do not cut your grass before 7:00 a.m. or after 9:00 p.m.
- Shrubbery must be trimmed neatly as needed. Shrubbery that borders a driveway or public sidewalk must be trimmed to a height not exceeding 36 inches so that motorists can see over the top of the bushes. Bushes/trees that block the line of sight for motorists may not be permitted in certain locations.
- The installation of a fence of any size, in any location, requires a permit from the City Building Department. Please call 440-735-6530 for more information on fences.

#### **Selling Vehicles**

Before selling a vehicle in the City of Bedford, a free permit must be obtained. You will be provided with a tag which will hang from the rear view mirror of the vehicle.

Two permits per year may be obtained which grant permission for a time period not to exceed thirty (30) days each. All vehicles must be in good repair, display current registrations, be parked on a hard surface and be the property of the resident where the vehicle is for sale.

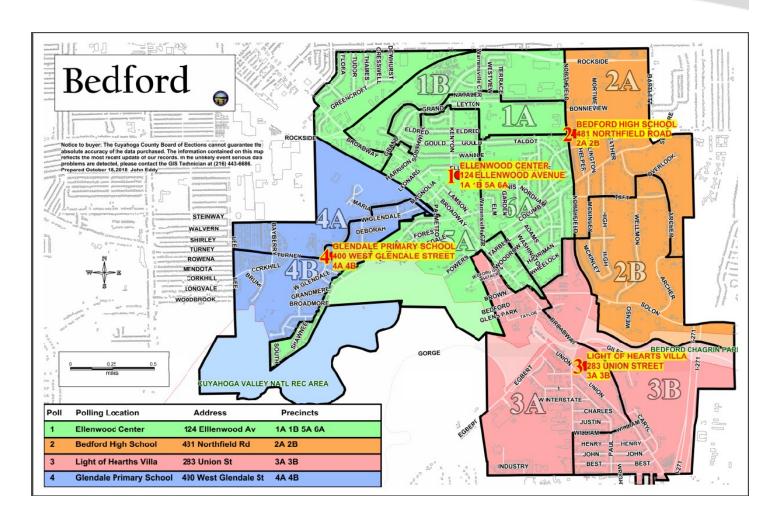
#### **Snowplow Permits**

Anyone who wishes to do snowplowing in the City is required to obtain a permit. Fee is \$5.00 per vehicle. We require a description of the vehicle(s) being used along with proof of insurance for each vehicle along with a valid driver's license. You will be provided with a tag that will hang from the rearview mirror of each vehicle. You also have the option of being on a call list for residents of the City.

## **City Council**

Mayor	Stan Koci	440-735-6518	skoci@bedfordoh.gov
Ward 1	Councilwoman Sandy Spinks	440-735-6517	xasize@ameritech.net
Ward 2	Councilman Walter Genutis	440-735-6516	wgenutisward2@gmail.com
Ward 3	Councilman Victor Fluharty	440-735-6519	councilmanfluharty@gmail.com
Ward 4	Councilwoman Paula Mizsak	440-735-6526	paulamiz46@gmail.com
Ward 5	Councilwoman Heather Rhoades	440-735-6527	heather@bedfordward5.com
Ward 6	Councilman Donald Saunders	440-735-6528	donald-saunders@att.net

All Council meetings are open to the public and are held in the Council Chambers at Bedford City Hall, 165 Center Road. The regular meeting schedule is: January through May, September through December: First and third Monday of each month. June through August, there will be a summer session schedule posted.



#### Fire Department

Dave Nagy, Fire Chief Shawn Solar, Assistant Chief 440-735-6542



To enhance life in the community by providing protection to life and property through compassion and teamwork while maintaining civic pride.

- The Fire Division operates the City's paramedic squad along with the fire suppression vehicles.
- The division is responsible for flushing hydrants in the city.
- There are certified members who will give classes on Cardio Pulmonary Resuscitation (CPR).
- Station tours and group safety presentations can be set up through the division.
- Home fire safety inspections and fire extinguisher training is available upon request.
- Car seat inspection is available upon request.
- Smoke detectors save lives! Smoke detectors should be properly installed in your home, and should be installed in each bedroom and on each level of the house. Batteries should be checked monthly, and replaced yearly, to ensure smoke detectors are working properly.
- Carbon Monoxide (CO) is a colorless, odorless gas which can be emitted into homes from natural gas
  appliances, automobile exhaust, environmental discharges or other means. Approved CO detectors are a
  proven method of detecting dangerous levels of CO in a house and are recommended for that purpose.
  Detectors should be installed in accordance with the manufacturer's recommendations. The Bedford Fire
  Division will respond to CO detector alarms and treat exposure victims, or check homes for dangerous carbon
  monoxide readings.

**Outdoor Burning Recreational Fires -** One of the most common questions the Fire Department receives pertains to outdoor recreational fires. The Ohio Fire Code defines a recreation fire as "an outdoor fire utilized to cook food for human consumption." Many times the question is whether or not it is permissible to utilize a commercial fire pit or fire bowl.

The Fire Prevention Bureau has developed the following guidelines regarding recreational fires and/or the use of fire pits and similar products:

- The location of any outdoor recreational fire shall not be less than 50 feet from a structure (house, garage, shed, etc.).
- The material used for burning shall be considered a "clean fuel" such as seasoned dry firewood.
- All fires must constantly be attended until the fire is completely extinguished. At least one on-site fire extinguishing method (ex; garden hose, dirt, sand, etc.) shall be available for immediate use.
- Fires over 3 foot in diameter are considered bonfires and must have prior approval from the Fire Department.
- Even if all the above criteria are met, fires that are offensive or objectionable to your neighbors due to smoke or odor emissions must be extinguished immediately.

## Police Department

Martin Stemple, Police Chief Rick Suts, Deputy Chief 165 Center Road

Non-Emergency Police Number: 440-232-1234



Police or 911 should be called in any emergency type situation. All non-emergency police-related business should be directed to 440-232-1234. Police should not be contacted regarding community activities, school closings, power outages or directions. Also, if you have questions regarding a court appearance, please do not contact the Police, the Municipal Court phone number is 440-232-3420.

The records section of the Police Department is open from 8:00 a.m. until 4:00 p.m., Monday through Friday.

Vacation Checks - Please advise the Police Department when going on vacation. One of the many responsibilities the Auxiliary Police perform are "Vacation Checks" for the citizens of Bedford. Auxiliary Police personnel will regularly check your home for possible problems. If a problem does surface, the Police Department will call you or the emergency contact you designate. We found this service is extremely helpful for those who have taken advantage of it.

**Parking** - Parking is not allowed on Bedford streets between 3:00 a.m. and 6:00 a.m. If you have an overnight visitor, or have just paved or sealed your driveway and must park in the street, call the Police Department non-emergency number at 440-232-1234.

Parking is not allowed on Bedford streets when snow exceeds 2 inches.

Do not park in a landscaped front, side or rear yard. Aside from your driveway, all parking areas must be approved by the Building Department.

All vehicles or recreational equipment stored on the property must be currently licensed, completely assembled and fully operable. Exception: Inoperable or unlicensed vehicles may be stored inside of a garage with the door kept closed.

Boats and other recreational vehicles may be stored on a paved surface located completely behind a line formed by the front building wall of the dwelling (i.e., beside or behind the house).

**Alarm Systems -** Alarm systems serve as excellent ways of providing extra security to businesses and homeowners. However, unnecessary false alarm reports resulting from these devices can take valuable time away from Police and Fire personnel responding to them.

Bedford City Council passed an ordinance fining residents and businesses that habitually require Police and Fire personnel to respond to false alarms. The ordinance states that a \$100 fine may be levied against a business, and a \$50 fine may be levied against a resident after their third false alarm within a calendar year. The ordinance also notes that if Safety Forces respond to a false alarm, resulting from improper equipment, installation or servicing by the alarm or business agent, the alarm business may be charged a civil penalty of \$200 per false alarm.

## Police Department



#### Neighborhood Safety

- Do not allow your children to play in the street; children should be encouraged to play in their own yards.
- Where a sidewalk is provided, do not walk in the street. If there is no sidewalk, walk close to the curb on the left side of the road.
- When walking or jogging at night, wear reflective clothing, running against traffic, and bike with traffic.
- Only cross the street at a crosswalk.

#### Noise (Ordinance 511.12)

- Please be considerate when you play your stereo or television. Make sure that only you can hear it, not the entire neighborhood.
- Bedford ordinance states that residents are not permitted to make unreasonably loud noise to the extent that it disturbs the neighbors. Loud noise (from radios, stereos, parties, live music, etc.) is measured by the Police.
- If you plan a party and foresee potential problems, please be courteous and tell your neighbors. Ask them to call you before calling the Police if noise becomes a problem. If they call you to complain about the noise, be courteous and lower the volume.

### Trespassing

You do NOT have the right to cut across someone's yard, sit on a neighbor's porch or steps without permission, or congregate on someone's lawn. Parents, please remind your children and young adults to stay off other people's property and to respect elderly residents on the street.

Follow the Police Department on Facebook & Twitter for the latest updates.







## Police Department

# Animal Control 440-232-1234

#### What we do

- Enforce local, county, and state laws regarding pets and wildlife.
- Help control the nuisance animal population by education and trapping.
- Help locate lost pets and make sure they are returned to their owner or to the County Animal Shelter.
- Investigate complaints of animal abuse and cruelty.

#### Local laws you should know

- Maximum number of dogs and cats permitted is 2 cats or 2 dogs, or 1 of each is allowed per household.
- Barking or howling animals You cannot allow your dog to bark or howl to the point that it disturbs your neighbors.
- Dogs and other animals running at large You must keep your dog on a leash, a tether, or behind a fence.
- Registration of dogs required If your dog is older than 3 months, you must register it with the County and have it wearing the tag.
- Animal defecation If you take your dog for walks, you must clean up after the dog (even in the park).
- Feeding of deer and undomesticated animals is prohibited Do not feed the deer, raccoons, cats, or any other animals.
- If you do experience a nuisance animal problem, we will loan you a trap on a first come basis. We will tell you what bait to use and how and where to set the trap. If you do catch something, we will pick it up for removal.

TO VIEW ALL LOCAL ORDINANCES, PLEASE VISIT THE CITY WEBSITE. IF YOU HAVE ANY QUESTIONS OR AN ANIMAL PROBLEM, PLEASE CALL THE BEDFORD POLICE DEPARTMENT AT 440-232-1234.





### Stay informed! Sign up for CodeRED

The City of Bedford is now a part of Cuyahoga County Office of Emergency Management (CCOEM) CodeRED service at no cost to the City. In order to receive emergency and general notifications via phone call, text or email, you will need to register through the Office of Emergency Management website at www.readynotify.us. A link to this website is on the City home page at www.bedfordoh.gov.

If you do not have access to a computer, please call City Hall at 440-232-1600 for assistance.

There is no charge to register for or use CodeRED and your personal information will be kept confidential.

#### Things to Know About CodeRED

- CodeRED delivers notifications by phone calls to landlines and cell phones, emails, texts and/or mobile alerts.
- CodeRED is compatible with TDD/TTY devices for those with hearing impairments.
- Individuals and businesses may add as many phone numbers, emails and text numbers as you'd like.



## Parks & Recreation Department

Erin Fach, Parks and Recreation Director Mike Callahan, Parks and Recreation Assistant Director 124 Ellenwood Avenue 440-735-6570



Bedford Parks and Recreation is working hard to enhance and preserve parks and recreation services, lands, and facilities through high standards and innovation that positions Bedford as a leading community and great place to live, work, and play.

With over 27 acres in park lands in over 10 locations including Ellenwood Center, our outdoor municipal pool, and skate park, the City of Bedford is committed to Parks and Recreation.

#### Ellenwood Center

Ellenwood Center is home to the Parks and Recreation administrative offices. Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The Parks and Recreation Department offers a wide variety of youth and adult programs. Please check out our website at <a href="https://www.bedfordoh.gov">www.bedfordoh.gov</a> for a current list of programs and events or visit us at Ellenwood to pick up our newest brochure.

Ellenwood Center is available for resident rental for receptions, gatherings, etc. Contact the Parks and Recreation Department for details and rates.

#### Senior Club

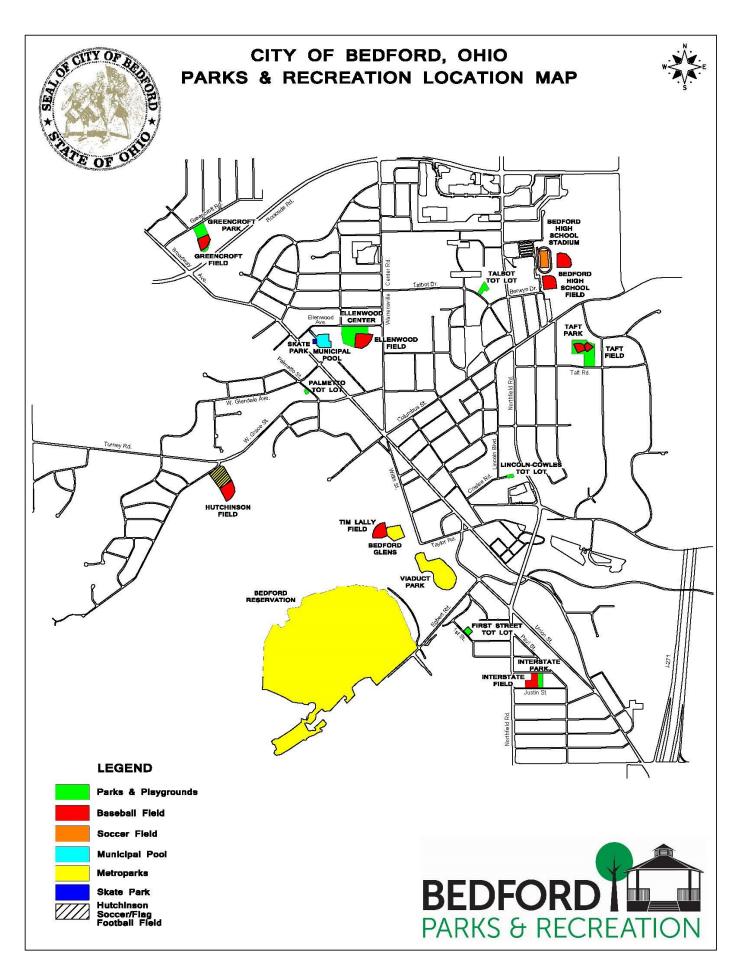
The Senior Club meets at Ellenwood Center on the second and fourth Wednesday of each month from 11:30 a.m. to 3:00 p.m. To join the club you must be a Bedford resident, at least 55 years of age, and pay annual dues. At the gatherings, seniors share a brief business meeting, enjoy lunch with beverages and desserts, and take pleasure in plenty of social time with their friends. Following a delicious lunch, folks can choose from a variety of activities including bingo, card games, or a movie. The Senior Club also plans a variety of field trips and special outings to museums, theaters, concerts, and other great events.

Food, friends, and fun! Come join us today!

#### **Community Transportation Service**

The City offers door-to-door transportation service for Bedford Residents 60 years of age and older and disabled persons over the age of 18 and can be used for medical appointments and errands such as banking, grocery shopping, etc. Service is not available to residents in nursing, assisted living or retirement facilities. A wheelchair accessible van is available. Boundary lines for all trips are: north - South Pointe Hospital; south - Northfield Plaza; east - City of Solon; west - Marymount Hospital.

Transportation service provided by Senior Transportation Connection which operates: Monday through Friday 8:00 am to 4:30 pm. A fee of \$2 per roundtrip is required. For more information call 440-735-6570. An application must be on file with the Parks & Recreation Department prior to service.



## Service Department

Clint Bellar, Service Director Shawn Francis, Superintendent of Public Works 120 Solon Road 440-735-6583

The Public Works Department is comprised of four divisions (Service, Water, Waste Water, and Cemetery) which are responsible for the administration and maintenance of roadways, snowplowing, brush and leaf collection, storm and sanitary sewer maintenance and cemetery maintenance.

#### **Leaf Collection**

The Service Department begins leaf collection on or about the beginning of October every year and continues until all leaves are picked up. The City is divided into four sections with a truck in each section, continuous rounds of each section will be made. The City collects approximately 6,000 cubic yards of leaves every year.

#### **Brush and Branch Collection**

Branch collection will be picked up one week during the months of April through October. Check City website for specific weeks. All items need to be on the curb and <u>called into the Service Department</u> before the start of brush pick up. Place branches on tree lawn with cut end facing the street. Branches cannot be larger than 10 inches in diameter. You must call the Service Department at 440-735-6583 and your address will be placed on a list for pick up.

<u>UNACCEPTABLE</u> - rose bushes, grape vines, pricker bushes, (these items need to be placed in trash bag or bundled and put out for weekly trash collection). Railroad ties and stumps have to be hauled away at homeowner's expense.

#### **Sewer Service**

The Service Department will snake out the sanitary sewer from your house to the street providing a proper clean-out is installed in the house. Call the Service Department at 440-735-6583 between the hours of 8:00 a.m. and 3:30 p.m. The sewer service is only available Mondays, Wednesdays and Fridays. Should an issue arise with your sanitary sewer over the weekend and the days it is not available, you will be advised to contact a plumber.

We will only service sanitary lines two (2) times a year. Any additional servicing will have to be done by a plumber of your choice at resident's expense.

The Service Department has the right to refuse to snake a home that is unsafe, unlawful, lacks maintenance or in disrepair. The home must have running water, electric and provide sufficient lighting for the work area. The City is not responsible for any damage or necessary clean up during the snaking of the sewer lateral.

If your sewer backs up during business hours, call the Service Department. The City's responsibility is from the sidewalk to the street, but we will clean them from the house to the street provided a proper clean-out is in the house. However, any problems inside the house (sink, drains, bathtub drains, etc.) are the responsibility of the homeowner.

#### **Refuse Collection**

Garbage can be placed out the evening prior to pickup after 6:00 p.m., or the morning of pickup before 7:00 a.m. All cans must be removed within 12 hours after pickup.

Refuse and recycle items will not be picked up on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

If any of these holidays occur on a weekday prior to or on your collection day, service will be delayed 1 day.

## Recycling and Refuse Collection Routes

### **Tuesday**

#### Adams Leonard Archer Lincoln Magnolia Avery Bartlett Mapledale Bedford Glen McKinley Best Melba Briar Mitchell Broadway \*\* Middle Brown Monroe, E. Caryl Monroe, W. Charles Northfield Columbus \* Oakwood Cowles Old Broadway Dalepark Overlook Park Place Darlington Edgecliff Park, S. Edgewood Paul Egbert Pinecrest First Powers Solon Forbes Forest Taft Tarbell Franklin Gilbert Taylor Glendale, E. Union Grace, W. \*\*\* Vale Harriman Washington Heather Washington Ct. Helper Wellmon Henry Wenso High Wheelock

## Wednesday

Avalon Bayberry Belle Berwyn Beverly Bexley Blaine Broadmore Brune Button Carlyle Cresswell Center Daisy Deborah Dewhurst Eldred Ellenwood Elm Ennis Flora Freda Flick Garden Glendale, W. Gould Grace, E. Grand Grand Park Grandmere Greencliff Greencroft Hubbell

Jackson

Lamson Ledgewood Leyton Logan Mapleton Maria Marion Meadowgate Natalie Noran Nordham Palmetto Raynor Regina Santin Sector Shawnee South Circle Southview Southwick Talbot Terrace Thames Tudor Turney Wandle Westview Willard Zingales

Kenyon

Whitacre

Woodrow

William

Willis

Interstate, E.

Interstate, W.

Ivanhoe

Jefferson

John Johnson Justin

<sup>\*</sup> Exceptions are 275 and 285 if they set refuse on side street pick up is Wednesday

<sup>\*\* 54</sup> Broadway is picked up on Wednesday

<sup>\*\*\*</sup> Exceptions are 347, 349, 355, 365, 369, 373, 377, 381, 389, 393, 405, 409, 413,417, 421, 425, 431, 437, 441, 445, 449, 451, 461, 465, 469, 473, 477, and 495 W. Grace. These addresses listed will be picked up on Wednesday.

# Water Department 440-735-6525

The City operates its own Water Department, meters are read and citizens are billed on a monthly basis. Included in the bill is a charge for water and sewer. Discounts are offered to those residents who qualify, contact the Tax Department, 440-735-6505 for more details.

Water bill payments can be made several ways. There is a drive-up lock box in the parking lot of City Hall where payments can be dropped in at any time. This box is emptied daily.

Payments can also be mailed through the U.S. Postal Service.

We offer automatic deduction from your checking account. This service is done on a monthly basis. If interested, there is a form that needs to be filled out and a VOIDED check is required to complete this process.

We offer credit card and e-check payments available on our website ONLY. You need to allow two business days for us to receive your payment. There is a convenience fee of \$3.95 that will be added to your payment when using this option. We DO NOT accept payments over the phone.

## **Bedford Cemetery**

440-232-4462

The Bedford Municipal Cemetery is open for use by all persons, regardless of residency. The fee structure for services offered is divided into resident and non-resident due to the cemetery being owned and operated by the City. You can contact the cemetery directly at 440-232-4462.



## Tax Department

## Frank Gambosi, Finance Director 440-735-6500

The City of Bedford's Tax Rate is 3%. The City allows a credit of up to 2.25% on other City withholding taxes paid. Payment of all individual and business taxes is due by April 15. Estimated payments are billed on a quarterly basis for your convenience.

#### Annual Tax Return Due Date:

Tax returns for individuals are due April 15 immediately following the end of the year that is being taxed. If under Federal Extension, a copy must be sent to the Tax Department.

#### Payments and Due Dates:

Quarterly payments for individuals are due in the calendar year in which they are earned, based on estimated annual income.

1st Quarter – April

2nd Quarter - June

3rd Quarter – September

4th Quarter – December

We are not part of the Regional Income Tax Group (RITA). For more information, contact the Bedford Tax Department at 440-735-6505.



#### REPRESENTATIVES FOR THE CITY OF BEDFORD

#### **CUYAHOGA COUNTY COUNCIL - DISTRICT 9**

Shontel Brown Cuyahoga County Council 216-698-2023

2079 East 9th Street – 8th Floor Fax: 216-698-2040

Cleveland, OH 44115 <u>sbrown@cuyahogacounty.us</u>

http://council.cuyahogacounty.us

#### OHIO HOUSE OF REPRESENTATIVES - DISTRICT 12

**Juanita Brent** 77 S. High St. 614-466-1408

10th Floor Fax: 614-719-3912

Columbus, OH 43215 Rep12@ohiohouse.gov

http://ohiohouse.gov/juanita-o-brent

#### **OHIO SENATE - DISTRICT 25**

Kenny Yuko Statehouse 614-466-4583

1 Capitol Square, 3<sup>rd</sup> Floor <u>vuko@ohiosenate.gov</u>

http://ohiosenate.gov/yuko Columbus, OH 43215

#### **UNITED STATES SENATE**

**Rob Portman** 448 Russell Senate Office Bldg. 1240 E. 9th St. Room 3061

Washington, DC 20510 Cleveland, OH 44199

202-224-3353 216-522-7095

http://portman.senate.gov Fax: 202-224-9075 Fax: 216-522-7097

Sherrod Brown 503 Hart Senate Office Bldg. 801 West Superior Avenue

Washington, DC 20510 Suite 1400

202-224-2315 Cleveland, OH 44113

http://brown.senate.gov Toll Free: 1-888-896-OHIO(6446) 216-522-7272

Fax: 202-228-6321 Fax: 216-522-2239

#### UNITED STATES HOUSE OF REPRESENTATIVES - DISTRICT 11

Marcia Fudge 2344 Rayburn House Office Bldg. 4834 Richmond Road

Washington, DC 20515 Suite 150

202-225-7032 Warrensville Hts., OH 44128

http://fudge.house.gov/ Fax: 202-225-1339 216-522-4900

Fax: 216-522-4908