



Welcome to the  
**City of Richmond Heights, Ohio**  
e-newsletter

## MAYOR'S MESSAGE FOR "A BRIGHTER TOMORROW"



"If we continue to do what we've always done, we will always be where we've always been."

My team and I have been actively planning and partnering on numerous projects to bring our City into the 21st Century. A few of these projects include infrastructure and Information Technology upgrades, road and park improvements, new businesses, Arbor Day and Earth Day events, a Community Resource Fair, Shred Day, a Memorial Day parade and picnic, building and landscaping refreshing, fun and exciting programming for our Seniors, and a multitude of other new opportunities to bring Richmond Heights a "A Brighter Tomorrow"!

Keep reading and click on the links for further details on all our events, meetings, and useful information for our community.

Yours truly,  
Mayor Kim A. Thomas



### HOMEOWNERS, PLEASE NOTE -

A representative of IGS Energy, an electric supplier company, recently received a permit from our Police Department allowing her to go door-to-door to talk with residents about

electric supply to their houses. The IGS representative is knocking on doors now because the City's electric aggregation program contract ended last December. The City is in the process of

reviewing proposals for a new electric aggregation program contract and we expect to make a decision within the next month. Homeowners will then be sent information regarding joining the electric aggregation program or selecting their own electric supplier. The IGS representative must wear a photo ID card, provided by the Police Department, clearly identifying herself and that she works for IGS Energy. Solicitors are only permitted to go door-to-door between the hours of 9 am and 9 pm. Any questions or issues, please call the Police Department non-emergency number at 216-486-1234.

**CITY  
OFFICES  
CLOSED  
FRIDAY  
APRIL 15<sup>TH</sup>**



**TO OBSERVE  
GOOD FRIDAY**

**THANKS FOR  
ALL YOU DO**

**MARCH EMPLOYEES  
OF THE MONTH**

**Tom DiLellio - Finance Dept.  
Lt. Jason Buss - Fire Dept.  
Officer Joe Klepac - Police Dept.  
Tim McConnaughy - Service Dept.**

Mayor Thomas is scheduling  
Civil Wedding Ceremonies  
for Richmond Heights Residents.  
Please contact the  
[Mayor's Special Assistant,  
Tara Grimm](#),  
for more details.



[Legal Aid](#) secures justice and resolves fundamental problems for those who are low income and vulnerable by providing high quality legal services. Legal Aid is free - they never charge clients for services.



*The* Legal Aid Society  
of Cleveland  
*Since 1905*

**DO YOU HAVE A PASSION FOR HELPING OTHERS? BECOME A COMMUNITY AMBASSADOR!** Help develop positive relationships with the community by volunteering at events, assist in planning events, help with community outreach, and so much more.



**Contact**

**Anthony Gimellia, Assistant Recreation Director**

at 216-383-6313 or

[assist.recdir@richmondheightsohio.org](mailto:assist.recdir@richmondheightsohio.org)

**CALLING ALL CONTRACTORS! ELECTRICAL PLUMBING, HVAC,**



**GENERAL, FIRE, SEWER - DID YOU KNOW YOU CAN REGISTER YOUR BUSINESS WITH THE CITY'S BUILDING DEPARTMENT AND BECOME PART OF OUR "PERMITTED CONTRACTOR DATABASE???"**

Homeowners trust and look for registered contractors to make repairs improvements to their homes or property. Many of those repairs and improvements will require a permit. A building permit serves as formal and legal permission to start a project and that submission of plans etc. meets the adopted building and zoning codes. Call the City of Richmond Heights Building Department at 216-383-6312 for more information on how to become a registered contractor and to be added to our database. Homeowners can go to

our website or click on the link [Permit-Contractor Database](#) to find a registered contractor in our City. **PLEASE NOTE ALL CONTRACTORS MUST BE REGISTERED WITH OUR CITY TO PERFORM ANY WORK.**



**CAREER & COMMUNITY SERVICE OPPORTUNITIES WITH THE CITY OF RICHMOND HEIGHTS**

Now Hiring for full-time and part-time positions as well as Boards & Commissions:

- [Tax Administrator](#)
- [Planning Commission](#)
- [Civil Service Commission](#)
- [Zoning Board of Appeals](#)
- [Board of Ethics](#)



[CLICK HERE for JOBS](#)

**REGIONAL FIREFIGHTER/MEDIC EXAM APPLICATION DEADLINE IS APRIL 14, 2022. CHECK OUT THE REQUIREMENTS FOR EACH INDIVIDUAL CITY [HERE](#). ON-LINE APPLICATION CAN BE FOUND [HERE](#).** The written exam will be on May 24, 2022 at the MAYfield Village Hilton Garden Inn. For more details, see the flyer below or click on the links above.



# REGIONAL FIREFIGHTER/MEDIC EXAM



City of  
Euclid

City of  
Lyndhurst

City of  
Mayfield  
Heights

City of  
Pepper  
Pike

City of  
Richmond  
Heights

City of  
South Euclid

City of  
University  
Heights

City of  
Willoughby  
Hills

## Written Exam

Tuesday, May 24, 2022

Test Times: 5:00 p.m. and 8:00 p.m.

Test time is determined when the application is returned.

300 Applications will be accepted.

Hilton Garden Inn

700 Beta Dr., Mayfield Village, OH 44143



## Online Application

\$65 Application Fee

Detailed application available at the  
IOS Recruitment and Testing Services website

[https://iosolutions.com/shop/?swoof=1&product\\_cat=fire-job-applications](https://iosolutions.com/shop/?swoof=1&product_cat=fire-job-applications)

Application deadline is April 14, 2022

*More information on the back.*

### HAVE YOU NOTICED MOBILE TELESCOPING LAW ENFORCEMENT TRAILERS AROUND THE CITY?

Cuyahoga County partners with RHPD in crime prevention by sharing their surveillance trailers with us, which are operated by Chagrin Valley Dispatch (CVD).



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### **ARE YOU CURIOUS ABOUT OUR AGGREGATION PROGRAMS FOR ELECTRIC AND GAS?**

Visit the ["Popular Links" page](#) on our City Website for links, phone numbers, and information on our aggregation programs as well as other utilities, storm water and sanitary sewers, Cuyahoga County and Regional connections, and so much more!



**The beautification of our special city is a team effort.**

**Please do your part by avoiding littering.**

**It is also against the law and subject to a \$500 penalty.**

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# PANCAKE BREAKFAST & EGG HUNT WITH THE EASTER BUNNY

SATURDAY, APRIL 9, 2022

9:00 A.M. - 1:00 P.M.

Adults \$ 7.00/ Students & Seniors 60+ \$6.00/ Children 5 & under – Free

*Free breakfast for children ages 2-12 participating in  
the Egg Hunt and accompanied by a paying adult.*

Richmond Heights Kiwanis Lodge

27285 Highland Road

## EGG HUNT

BEGINS 10:00 A.M.

Richmond Heights Community Park

*Bring your own basket*



**Kiwanis**  
RICHMOND HEIGHTS, OHIO

*Proceeds go for Richmond Heights Kiwanis Scholarships and Service Projects*



## Hike with a COP



Join the Richmond Heights Police Department for the 3<sup>rd</sup> Annual Hike with a Cop Event!  
It's spring time, let's get active. Grab your hiking boots and gather the entire family for this FREE event

Friday  
April 22

6:00pm

Richmond Road access  
drive south of Allendale  
across from the Airport

No need to register, just come and join in the fun! Any questions, please call Stephanie at (216) 383-6305.

STAY TUNED FOR MORE INFORMATION  
ON OUR LOCAL EARTH DAY CLEAN-UP



**EARTH  
DAY  
2022**



**EVENT ON FRIDAY, APRIL 22ND**

[EarthDay.org](https://EarthDay.org)'s theme is "Invest in Our Planet". The difference between Earth Day and Arbor Day is that while Earth Day recognizes humankind's negligence regarding the environment and aims to take steps to correct the imbalance, Arbor Day, while similar in

purpose, is one day dedicated to the planting of trees, which in turn lowers the carbon footprint. Click on [EarthDay.org](https://EarthDay.org)'s [Tips link to discover 52 ways to Invest in Our Planet](#).

*You're Invited*

## Community Resource Fair

Powered By



*Learn all about Jobs, Safety, Health and More!*

Free information and resources from local community partners for you and your family.



**Wednesday, April 27, 2022**  
**5:30 p.m.- 7:30 p.m.**

**The Kiwanis Lodge**  
**27285 Highland Road**  
**Richmond Heights, Ohio 44143**

*\*Meals provided by University Hospitals Richmond Medical Center*



**C** Cuyahoga County  
**L** Public Library



**HERITAGE HOME PROGRAM**



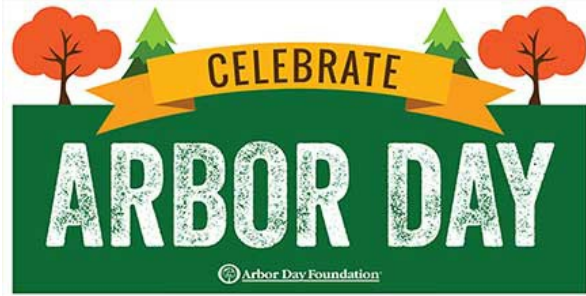
**Cleveland-Cuyahoga County**  
2019-2022  
2019-2022



**University Hospitals**

For more information:  
[economic.development@richmondheights.ohio.org](mailto:economic.development@richmondheights.ohio.org)

**ARBOR DAY IS FRIDAY, APRIL 29TH**  
**Celebrate with your "Tree City" in Community**  
**Park located at 27285 Highland Road for our**



annual tree planting and recognition ceremony. Richmond Heights has been a member of [Tree City USA](#) at the Arbor Day Foundation and recognized as a ["Tree City" for over 23 years.](#)

[The Arbor Day Foundation](#) is celebrating its 50th year and has planted and distributed nearly 500 million trees in more than 50 countries around

the world to fight global issues facing humankind.

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**SHRED DAY &  
RICHMOND HEIGHTS KIWANIS  
FOOD DRIVE TO BENEFIT  
THE GREATER CLEVELAND FOOD BANK  
SATURDAY, APRIL 30TH  
9:00 a.m. - NOON  
RICHMOND HEIGHTS CITY HALL**



The Richmond Heights Kiwanis Club will be collecting food and cash donations for the Harvest for Hunger Food Drive. This is a drive-thru and drop-off paper and document shredding event. For everyone's safety, please unload your bags and boxes out of your vehicle. There is a limit of five (5) bags or boxes per vehicle.

Richmond Heights Kiwanis Club members will be on hand to collect non-perishable food donations or cash or check donations to benefit the Cleveland Food Bank. A \$1.00 donation can provide four or more meals to those in need. ***PLEASE DO NOT DROP OFF ITEMS PRIOR TO APRIL 30TH***

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# Richmond Heights Memorial Day Parade

The parade will start at DeSan Park (479 Trebisky Road) and end at the City Park Memorial, followed by a picnic in the Community Park.

*(Bring your lawn chair)*

## Monday, May 30, 2022

9:00 a.m. - Parade

10:30 a.m. - Service

11:00 a.m. - Picnic

*Fun, Music, Food*



*Sponsors*



For more information: [chief.admin@richmondheightsohio.org](mailto:chief.admin@richmondheightsohio.org)



**Highland Heights Green Task Force**'s mission is: To promote and organize community educational programs and projects with an emphasis on environmentally friendly living. The Highland Heights Green Task Force is a 501(c)(3) non-profit who serves Greater Hillcrest Communities & beyond.

Their campaign for 2022 is "Climate Change and What We Can Do". Meetings are held at the Highland Heights Community Center located at 5827 Highland Road 1st Wed of the month at 7:00 p.m. Check out their events by clicking on the link above or [here](#).

### **ELECTION DAY WORKERS NEEDED - APPLY TODAY**

Ever wonder what it would be like to help conduct an election? People are needed on Election Day to help staff the polls, transport ballots and materials,



and maintain political balance. Be a part of history, support democracy, and have fun by becoming an Election Day Worker. Starting pay is \$220. Your community needs you! Click on this [link](#) or call 216-443-3277 for more information.

## NEWS, EVENTS AND HIGHLIGHTS

On Thursday, March 31st, I had the privilege of meeting with leaders of several of our places of worship here in the City of Richmond Heights to discuss the needs of our community.



### 2022 KIWANIS SCHOLARSHIP APPLICATIONS NOW AVAILABLE

The Richmond Heights Kiwanis Club sponsors an annual scholarship program. All high school graduating seniors who reside in the City of Richmond Heights, regardless of the high school they attend, and all high school graduating seniors from Charles F. Brush High School are eligible for the scholarship. [Click here](#) for more information. **Application deadline is April 8, 2022.**



**Kiwanis**  
RICHMOND HEIGHTS, OHIO





**Richmond Heights Local Schools**  
**Boys Varsity State Championship**

# PARADE

**Wednesday, April 13**  
**Parade kicks off at 1:00 p.m.**  
*Beginning at the Kiwanis Lodge*  
*27285 Highland Road, Richmond Heights, OH, 44143*

**Wear your  
Spartan  
Nation  
gear!**



**Live D.J.!**



**Special  
appearances!**



**AND MORE!**

**[richmondheightsschools.org](http://richmondheightsschools.org)**





**Thurs. April 21**  
**11am-2pm**

**Food, Fun and Prize Drawing for Attendees.**

**FLEX Students and their families will explore  
Ohio's great local college programs.**

**5222 Wilson Mills Rd.  
Richmond Heights, OH 44143**

[FlexHighOhio.org](http://FlexHighOhio.org)



The Charter School prohibits discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, national origin, ancestry, race or ethnicity, color, religion, sex, sexual orientation, immigration status, potential or actual parental, family or marital status, age, or association with an individual who has any of the aforementioned characteristics, or any other basis protected by federal, state or local law.

# Lunch with a Cop Safety & Awareness Training

University Hospitals Richmond Medical Center, *A Campus of UH Regional Hospitals*, invites you to join us for lunch and to hear a presentation from Richmond Heights, Chief of Police Thomas M. Wetzel about personal safety and awareness training.

The City of Richmond Heights police department is one of five members of SPAN (Suburban Police Anti-crime Network), a regional police organization that shares resources amongst the member communities.

Chief Wetzel oversees a department with 22 full time and 12 auxiliary officers and a Police K-9 unit of 2.

**Friday, April 29, 2022**  
**12:00 p.m. - 1:00 p.m.**

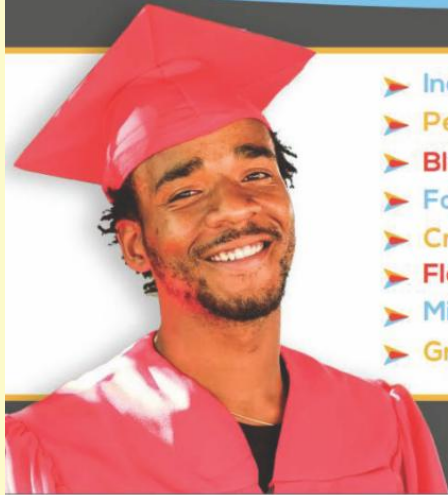
**UH Richmond Medical Center**  
27100 Chardon Road  
4<sup>th</sup> Floor Conference Room  
Richmond Heights, Ohio 44143

Call 440-735-3699 to register.  
Space is limited. Lunch provided



Wellness screenings will be available after the presentation

 **University Hospitals**  
Richmond Medical Center  
*A Campus of UH Regional Hospitals*



- Independent Learning at Your Pace
- Personalized One-on-One Instruction
- Blended/Virtual Learning Options
- For 14 - 22 Year-Old Students
- Credit Recovery Program
- Flexible Schedule and Free Tutoring
- Minimum Twice a Week Attendance
- Grades 9 - 12

**100%  
FREE**



5222 Wilson Mills Rd.,  
Richmond Hts, OH 44143

**(216) 310-9750**

We are open year round! Enroll any time by calling one of our centers, or visiting us online at : [www.flexhighohio.org](http://www.flexhighohio.org) [Twitter](#) [Instagram](#) [Facebook](#) [flexhighohiocleveland](#) #FLEXHigh

We do not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, military status, ancestry, or genetic information.



**NATIONAL LIBRARY WEEK 2022  
BRANCH CONFERENCE**

**CONNECT** with Your Favorite  
Cleveland Public Library Branch  
**April 4-9**

#ConnectWithCPL



**IT'S NATIONAL LIBRARY WEEK**

**April 4 - 9, 2022**

Visit your new local [Richmond Heights Branch of Cuyahoga Libraries](#) located at

449 Richmond Road and check out all they have to offer.

**BRANCH HOURS**

Mon – Thu 9 A.M. – 9 P.M.

Fri & Sat 9 A.M. – 5:30 P.M.

Sun 1 – 5 P.M.

**BELLE OAKS MARKETPLACE TIMELINE UPDATE**

*Anticipated Construction Schedule as of March 2022 (Subject to Change)*

Check out the Belle Oaks “Scope of Project” website [here](#)

- Sitework/Mall Demolition: Commences in Spring 2022
- Leasing Center: Construction begins June 2022; Opens February 2023
- Phase I Apartment Buildings: Construction begins Spring 2022, Opens June 2024
- Meijer’s Store: Construction begins February 2023, Store Opens May 2024

**BELLE  
OAKS  
MARKETPLACE**



Customers of First Energy experiencing financial hardship are encouraged to contact the company as soon as possible to set up affordable payment arrangements or obtain assistance before **electricity**

**shut-offs for non-payment resume on April 15th.** Individuals interested in learning more about utility assistance programs can do so in two ways:

- Visit the First Energy Bill Assistance web page at [www.firstenergycorp.com/billassist](http://www.firstenergycorp.com/billassist) and to see available programs based on income and household size.



- Contact the dedicated customer service team Mon.- Fri., 8 a.m. to 6 p.m. at 1-800-589-3101

Again, winter utility disconnection moratoriums will soon be lifted so it is extremely important those in need contact First Energy as soon as possible.

For the first time, the City of Richmond Heights has partnered with **HERITAGE HOME PROGRAM** to provide residents with FREE technical assistance and advice for repairs, remodeling, and low interest financing programs for homes 50 years or older. The program operates in all of Cleveland and 38 cities in Cuyahoga County. They estimate there are 2,062 homes in Richmond Heights that are eligible for their services. For more information, visit their [website](http://www.hhp@heritagehomeprogram.org), call 216-426-3116 or email [hhp@heritagehomeprogram.org](mailto:hhp@heritagehomeprogram.org)



## PANTRIES



**RICHMOND HEIGHTS  
MOBILE PANTRY  
EVERY 3rd THURSDAY  
FROM  
10:00 A.M. - NOON AT  
RICHMOND HEIGHTS  
UPPER SCHOOL  
*Enter from Richmond  
Road***



**MACE MOBILE FOOD PANTRY EVERY 4th THURSDAY  
FROM 5:00 P.M. - 6:30 P.M.** located at the [M.A.C.E. Islamic Center](http://www.M.A.C.E.IslamicCenter.org), 26901 Chardon Rd. They distribute a variety of produce and food with a drive-through service. Please wear a mask!

**CC'S CUPBOARD PET FOOD PANTRY** located inside the K-9 Kingdom, 26700 Highland Rd. the 1<sup>st</sup> Saturday of each month. *Please use side door.* They provide pet food & supplies to animal rescues and

struggling pet owners. Imagine having to decide between feeding yourself, your children, or your pets. This should not be an issue. Sadly, it is a very real issue for many. That is how CC's Cupboard came to be. Kelli, at K-9 Kingdom, donated a back room for the pantry and with help from friends and family alike, our non-profit was started.



## SENIORS CORNER



**Western Reserve**  
Area Agency on Aging

### WESTERN RESERVE AREA AGENCY ON AGING

is conducting a [Community Needs Survey](#).

Please take a moment to fill out the survey by clicking on the link above or [here](#).

WRAAA provides, advocacy, assistance, answers on aging and Disabilities while serving older adults and individuals with disabilities in Cuyahoga, Geauga, Lake, Lorain and Medina counties.

**NEW!!! FREE BINGO SPONSORED BY THE CITY OF RICHMOND HEIGHTS RECREATION DEPARTMENT** will take place at the Kiwanis Lodge starting on Wednesday, April 6th from 1:00 p.m. - 3:00 p.m. Bingo will be held on the first, second, and third Wednesday of each month. Win Prizes! Call the Recreation Department at 216-383-6313 for more information.



**OLDIES BUT GOODIES**  
**JOIN DJ JAMMIN' JOEL on the**  
**4th Wednesday of the month**  
**from 1:00 - 3:00 p.m.**  
**at the Kiwanis Lodge.**

He will be spinning old-time hits to dance or sing your socks off to. Light refreshments.



**COMMUNITY  
PARTNERSHIP  
ON AGING**

### COMMUNITY PARTNERSHIP ON AGING (CPA)

Community lunch program locations:

- \*Mondays: Richmond Hts. Kiwanis Lodge & Lyndhurst CC
- \*Tuesdays: Frozen entrée drive-through at Lyndhurst CC
- \*Wednesdays: Highland Hts. CC ONLY (NEW SITE)
- \*Fridays: Highland Hts. CC

The number for all Cafe' Services reservations is 216-970-0347. You will still call 216-650-4029 for weekly meal/box orders and you will still call 440-473-5138 for program reservations/questions. Click on this [link for current Cafe' Services](#) offerings or link for [April 2022 menu](#); Go directly to [CPA's website here](#) to see all they have to offer our Seniors; View their [April Newsletter here](#); or sign up for their monthly newsletter to be delivered directly to

## Coming Soon: News from CPA's new Volunteer Coordinator!



Did you know that CPA has a Creative Paper Recycling group that meets weekly at the UH Health Building on Green Road?

This group makes handmade paper and then turns it into greeting cards, gift bags and more. Products are sold at local craft shows and community events. If you are a creative person interested in joining the group, please call Judy at 440-646-9820.

*Left: Judy and Carol with the beautiful paper products at a local craft fair; middle right: Carol presses pulp into a mold; far right: decorated gift bags available for purchase.*



**COMMUNITY PARTNERSHIP ON AGING (CPA) ANNOUNCES ~~AARP~~ Foundation<sup>®</sup> AARP FREE SIMPLE TAX RETURN PREPARATION FOR SENIORS (60+)**

**TAX-AIDE**



### Age Well. Be Well. with University Hospitals

University Hospitals is dedicated to meeting the health and wellness needs of today's older adults. In addition to the many specialized clinical services they offer, UH has established the

Age Well. Be Well. free membership club to help keep adults 55+ active and socially engaged. Download their [calendar](#) for current health screenings and education opportunities. Once a member, they will send you the calendars as they are updated. If you are not yet a member, [click here](#) to register.

## CUYAHOGA COUNTY SENIORS AND ADULT SERVICES

The Cuyahoga County Division of Senior and Adult Services (DSAS) empowers seniors and adults with disabilities to age successfully, by providing resources and support that preserve their independence. DSAS is the mandated provider of Adult Protective Services (APS) in Cuyahoga County and provides home-based care services, benefits assistance, outreach, and senior center programming while advocating for the needs of the County's older adults. DSAS strives to keep seniors safe, supported, and independent, so they can live their best lives.



**Cuyahoga County  
Together We Thrive**  
Division of Senior and Adult Services



## SENIOR TRANSPORTATION CONNECTION (STC)

Senior Transportation Connection (STC) provides coordinated, efficient, and affordable transportation to seniors and adults with disabilities throughout Cuyahoga



County. STC serves individuals who have mobility challenges due to age, lack of access, disability, frailty, or inability to drive. More than 12,000 registered riders live in 36 zip codes covering 75% of Cuyahoga County. Two-thirds of passengers use a wheelchair, walker, or other aid to mobility. STC will take you to a medical appointment, including dialysis, rehabilitation and treatment, senior centers meals and programs, grocery shopping, personal service appointments, and social opportunities. We'll take you places so you can remain independent, healthy, and connected to the community. Click [here](#) to learn more or call 216-265-1489 to register.

### [COVID-19 TESTING RESOURCES](#)

[GET FREE AT-HOME COVID-19 TESTS](#)

CUYAHOGA COUNTY  
BOARD OF HEALTH  
YOUR TRUSTED SOURCE FOR PUBLIC HEALTH INFORMATION

Check the City's [Event Calendar](#) for detailed meeting information or the entire website at [www.richmondheightsohio.org](http://www.richmondheightsohio.org)

**FACE MASKS ARE NOW OPTIONAL, BUT ENCOURAGED, TO ENTER ANY CITY BUILDINGS**

#### **APRIL 5, 2022**

Audit Committee

6:45 p.m. @ Caucus Room

Planning & Zoning Committee

7:30 p.m. @ Council Chambers

Service & Recreation Committee

8:30 p.m. @ Council Chambers

#### **APRIL 12, 2022**

Committee of the whole

7:30 p.m. @ Council Chambers

City Council

8:15 p.m. @ Council Chambers

#### **APRIL 13, 2022**

Planning Commission

7:00 p.m. @ Council Chambers

#### **APRIL 15, 2022**

**CITY OFFICES CLOSED  
TO OBSERVE GOOD FRIDAY**

#### **APRIL 18, 2022**

Architectural Review Board

9:30 a.m. @ Caucus Room

#### **APRIL 19, 2022**

Recreation Board

6:00 p.m. @ Council Chambers

Safety Committee

7:30 p.m. @ Council Chambers

Finance Committee

8:30 p.m. @ Council Chambers

**Register Now for  
ReadyNotify**



**[Register for ReadyNotify](#)  
for all emergency communication alerts**

All current system users are encouraged to re-register on the new system (CodeRed) to enable the new functionality including targeted weather alerts.



 Like us on  
**Facebook**

### **SOCIAL MEDIA**

Like and follow our [Fire Department](#), [Police Department](#) and our [Recreation Department](#) on their Facebook pages for up to

the minute news and events.

[Connect](#) with any department in the City  
by following this link to an easy-to-fill-out form on the City Website.