

# **CITY OF LAKEWOOD**



# **GUIDE TO CITY SERVICES**

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**Office of the Mayor, Edward FitzGerald**  
**12650 Detroit Avenue**  
**Lakewood, Ohio 44107**  
**(216) 529-6600**  
**[http://www.onelakewood.com/citygovern\\_mayor.html](http://www.onelakewood.com/citygovern_mayor.html)**

## **GENERAL POWERS AND DUTIES OF THE MAYOR**

The Mayor of Lakewood is the chief elected official of the City, and serves as its principal representative and spokesperson. Mayor Edward FitzGerald took office as Lakewood's twenty-first Chief Executive on January 1, 2008.

The powers of the Mayor are established by the City's charter, specifically by Article II of the Second Amended Charter (Sec. 1-10), approved by Lakewood voters on November 7, 2000. The position of Mayor is full-time, and the salary of the Mayor is established by ordinance adopted not less than thirty days prior to the final date for the filing of nominating petitions by candidates for the office of Mayor.

In addition to serving as the chief executive officer, the Mayor also serves as the Public Safety Director, the chief conservator of the peace within the City. The Mayor supervises the administration of the affairs of the City and sees that all ordinances of the City are enforced. The Mayor may recommend that City Council adopt "such measures as the Mayor may deem necessary or expedient," and the Mayor is entitled to introduce ordinances and resolutions and take part in the discussion of all matters that come before City Council. Performance of the Mayor's powers and duties are conferred or required by the Second Amended Charter, by ordinance or resolution of Council, or by general law.

## **SELECTED SECTIONS, SECOND AMENDED CHARTER OF THE CITY OF LAKEWOOD (ADOPTED NOVEMBER 7, 2000)**

**ARTICLE II. THE EXECUTIVE SECTION 1. EXECUTIVE AND ADMINISTRATIVE POWERS**  
The executive and administrative powers of the City shall be vested in the Mayor, directors of departments, and other administrative officers provided for in this Charter or by ordinance.

**SECTION 2. RESIDENCY, TERM AND QUALIFICATIONS OF MAYOR** The Mayor shall be elected for a term of four (4) years, commencing on the first day of January next following his or her election, shall have been for at least one (1) year immediately prior to the date of taking office both a resident of the City and a qualified elector of the City, and shall continue as both a resident and qualified elector of the City during his or her term of office.

SECTION 3. MAYOR EX-OFFICIO DIRECTOR The Mayor, subject to the provisions of this Charter, shall be ex officio the Director of Public Safety and, as such and to that extent, shall exercise all powers and perform all duties delegated to and conferred upon the Director of Public Safety by this Charter, by ordinance, and by general law.

SECTION 4. MAYOR'S APPOINTMENT POWER The Mayor shall appoint, with approval of Council, and may remove, if and when the office is created, the Director of Public Safety, and shall appoint and may remove the Director of Public Works, the Director of Law, the Director of Finance, the Director of Planning and Development, the Director of Human Services and the Health Commissioner. The Mayor shall make all other appointments under the provisions of this Charter not herein otherwise provided for by general law or ordinance; such appointees shall serve until removed by the Mayor or until their respective successors are appointed and qualified.

**Office of City Council  
12650 Detroit Avenue  
Lakewood, Ohio 44107  
(216) 529-6055**

**[http://www.onelakewood.com/citygovern\\_council.html](http://www.onelakewood.com/citygovern_council.html)**

Lakewood operates under a City Charter that provides for a Mayor/Council form of government and designates City Council as the legislative branch of Lakewood's city government. Seven council members (3 at-large and 1 for each of the city's four wards) hold meetings in open public forums on the first and third Monday of every month (recess in August) at 7:30 P.M. in the City Hall auditorium. Council members serve four-year staggered terms.

### **THE ROLE OF COUNCIL**

As the legislative arm of Lakewood City government, the chief function of City Council is the making of laws. While serving as the city's lawmaking body, Council also monitors the operation and performance of the city budget. In addition, Council members serve as their constituents' links to their local government. When a constituent has a question or concern with city policy or services, they are encouraged to contact their ward Council representative, or any Council at Large member.

### **LAKWOOD CITY COUNCIL – MEMBERS**

Michael W. Dever, President (At-Large)  
Mary Louise Madigan, Vice-President (Ward 4)  
Kevin Butler (Ward 1)  
Thomas Bullock (Ward 2)  
Michael Summers (Ward 3)  
Nickie J. Antonio, (At-Large)  
Brian E. Powers (At-Large)

**Law Department**  
**12650 Detroit Avenue**  
**Lakewood, Ohio 44107**  
**(216) 529-6030**  
**FAX: (216) 228-2514**  
**[http://www.onelakewood.com/citydept\\_law.html](http://www.onelakewood.com/citydept_law.html)**

## **MISSION STATEMENT**

The Law Department of the City of Lakewood, under the direction of the City's Law Director, functions as the attorney for the City of Lakewood and its officials by providing legal advice to the Mayor, City Council and all of the various departments. The Law Department represents the City in all court proceedings and before any administrative body. The law department prepares legislation, contracts and all legal documents to ensure all business of the City is conducted in a proper and legal manner.

## **SERVICES**

The duties of the Law Department can be divided into two categories -- Civil and Criminal, each of which perform different functions.

### *Civil Duties*

The Law Department serves as legal counsel and advisor to the City, its agencies, departments, Boards, Commissions and all of its Officials. As legal advisor, the Law Department prepares all legal documents, legislation and contracts and renders both formal and informal legal opinions. In addition, the Law Department performs those duties defined and required by the City Charter as well as those specified by the Ohio Revised Code.

The Civil Division represents the City's interests in all civil and administrative proceedings. It files lawsuits and pursues claims on behalf of the City, and it also defends the City, its Boards, Commissions or Officials in any proceeding where they may be named as parties.

### *Criminal Duties*

The Law Department prosecutes all criminal actions in the Lakewood Municipal Court. Most people come into contact with the Law Department on criminal or traffic cases. The Prosecutor and the Assistant Prosecutor handle all criminal matters that occur in the City. Criminal matters include misdemeanor as well as felony cases that are processed through the Lakewood Municipal Court and receive a final disposition in the Cuyahoga County Court of Common Pleas. The Law Department is also responsible for the obtaining of Temporary Protection Orders in cases of domestic violence and other similar crimes.

All complaints must be initiated by making a report with the Lakewood Division of Police. The Law Department does not take complaints. The Law Department will follow up in appropriate cases with prosecution.

In addition, the Law Department provides a mediation program for dispute resolution. Mediation is most suitable for situations that involve individuals who have an ongoing or interpersonal relationship such as neighbors, co-workers, family member, friends, etc. The parties are motivated to resolve their differences because they will continue to come in contact with each other in their neighborhood, at work, home, etc. This service is a timely, cost efficient and satisfying alternative to litigation. If the parties are unable or unwilling to participate in mediation they may obtain private legal counsel and submit their dispute to the courts.

Although the Law Department cannot provide legal advice to City residents, the Law Department does offer the following information and services to residents, including: Ohio's Landlord and Tenant Law; rental rights; and mediation.

**Division of Police  
12650 Detroit Avenue  
Lakewood, Ohio 44107  
(216) 521-6773**

[http://www.onelakewood.com/safety\\_police.html](http://www.onelakewood.com/safety_police.html)

## **MISSION STATEMENT**

The Lakewood Division of Police shall preserve the peace, protect life and property, prevent crimes, apprehend criminals, recover lost and stolen property, and enforce in a fair and impartial manner, the ordinances of the City of Lakewood and the laws of the State of Ohio and the United States of America.

## **PROGRAMS AND SERVICES**

*Uniform Patrol* – The Uniform Patrol responds to calls from the public for service, and utilizes random patrol of the City of Lakewood to deter and detect crime and enforce traffic laws.

*Investigative Division* – The Investigative Division investigates and follows up on reported crimes, and presents cases to courts for prosecution.

*Administrative Division* – The Administrative Division handles all 911 calls and calls for service, and operates the jail at the Lakewood Police Department.

## **FREQUENT CONCERNS**

1. *24 hour parking law* – Cars cannot be parked on the city streets more than 24 hours without being moved. To initiate a call about a car parked too long, call the Lakewood Police Department at 521-6773.
2. *Noise disturbances* – Loud talking and loud music can be very disruptive to neighborhoods. To avoid disturbing your neighbors, please do not talk loudly outdoors or play loud music after 9 PM. To report a noise disturbance, call the Lakewood Police Department at 521-6773.
3. *Speeding Vehicles* – The Lakewood Police Department can be contacted about speeding cars on city streets, and will have a police car check for violators. Pay close attention to the speed limit signs.
4. *Suspicious Persons* – If a person is acting suspiciously on your street call the Lakewood Police Department.
5. *Shoplifting* – Stores will call the Lakewood Police Department any time they suspect somebody has stolen merchandise from their stores. In order to avoid confusion, never put anything in your pockets, handbags, or shopping bags until after you have paid for it and left the store.

**Division of Fire**  
**Lakewood, Ohio 44107**  
**(216) 529-6656**  
[http://www.onelakewood.com/safety\\_fire.html](http://www.onelakewood.com/safety_fire.html)

**MISSION STATEMENT**

The purpose of the Lakewood Division of Fire is to protect and safeguard life and property from fire or hazardous conditions, and to provide emergency medical treatment to those in need.

**PROGRAMS AND SERVICES**

The Division of Fire serves a City population of 56,646 that spans 5.5 square miles. It has 94 members, operating out of three different fire stations. Each fire station has a fire engine which provides water, hoses and manpower to extinguish fires, and an ambulance squad with first aid supplies and advanced medical equipment. The Hook & Ladder truck carries rescue equipment, including the "jaws of life" and other cutting tools.

The Division of Fire responds to a wide range of conditions, including:

- fires
- medical calls
- gas leaks and carbon monoxide investigations
- downed power lines
- motor vehicle accidents
- water and cliff rescues
- home lock-ins and lock-outs

We also serve the community through:

- commercial property inspections
- fire hydrant testing
- fire safety education programs for Lakewood students
- Change Your Clock/Change Your Battery assistance for seniors
- AED Start-A-Heart Program

### **STATION #1: 14601 Madison Avenue (at Warren)**

The Administrative Headquarters office is located at Station #1, and is open Monday through Friday, 8:30am – 5:00pm.

- For fire reports and ambulance reports, call 216-529-6656.
- The Fire Prevention Bureau schedules inspections for day care centers, foster care/adoptions, and commercial properties. Call the Fire Marshal or Fire Inspector at 216-529-6660.
- For carbon monoxide concerns, call 216-521-1234.
- For all other non-emergencies, call 216-529-6656.
- The Fire Museum displays over 100 items. Group tours are welcome. Call 216-529-6656.

### **STATION #2: 18124 Detroit Avenue (at Kenilworth)**

### **STATION #3: 12567 Clifton Boulevard (east of Nicholson)**

During 2005, we responded to 7273 calls. These included 166 fires, 5,028 emergency medical calls, and various other alarms.

### **FREQUENT CONCERNS**

1. Visible Address – make sure your house/condo/apartment/business has a visible address. Make sure trees or bushes do not block the view, and numbers have not fallen off. We want to reach you as soon as possible when you need us.
2. Clear Access – when medical personnel respond, we need clear access to the patient. Please make sure hallways and stairwells are cleared so we can get through with medical equipment. And remember to secure your pets, for their safety and ours.
3. Emergencies – please call 9-1-1 for a true medical emergency only. If you do not need immediate medical attention, please contact your family doctor to schedule an appointment, or make other arrangements.
4. List of Medications – always keep a list of medications handy in case of emergency. Paramedics can better assist you if they are aware of your medications and medical condition.
5. Smoke Detectors – make sure you install smoke detectors in your home, with working batteries. Change the batteries every 6 months.
6. Develop an escape plan from your residence in case of fire. Practice the plan.

**Department of Planning and Development**  
**Division of Community Development**  
12650 Detroit Avenue  
Lakewood, Ohio 44107  
(216) 529-4663; (216) 529-5907  
[http://www.onelakewood.com/dept\\_planning\\_cdbg.html](http://www.onelakewood.com/dept_planning_cdbg.html)

**MISSION STATEMENT**

The Division of Community Development offers programs to help residents and businesses maintain property values and improve the appearance of our community.

**PROGRAMS AND SERVICES**

Programs offered by the Division of Community Development include the following:

*Regular Home Improvement Loan*

- Housing unit must be owner-occupied
- Low/moderate income requirements
- 3% simple interest; \$25,000 maximum loan
- 240 months maximum term
- Secured by a lien on the property
- Must comply with all federal, state and local laws
- Grant assistance available to offset the cost of qualified exterior improvements (maximum \$3,000)

*Deferred-Deferred Loan*

- Housing unit must be owner-occupied
- Applicant(s) must be 65 or older
- Very low income requirements
- 0% interest; \$25,000 maximum loan
- Secured by a lien on the property – repaid when house is sold or transferred or original applicant moves out of the property
- Must comply with all federal, state and local laws
- Grant assistance available to offset the cost of qualified exterior improvements (maximum \$3,000)

*Home Improvement Grant*

- Provides rebates for qualified exterior & interior improvements (maximum \$3,000)
- Housing unit must be owner-occupied
- Low/moderate income requirements
- Must comply with all federal, state and local laws
- Exterior Building Department Code Compliance required

### *Operation Paintbrush Program*

- Program provides free exterior paint and labor for participants.
- The housing unit must be owner occupied.
- Low income requirements

### *Lead Safe Cuyahoga*

- \$11,000 maximum grant for lead paint remediation
- Housing unit must be owner-occupied, with child(ren) under age six residing in the home
- moderate income requirement
- Rental structure with 1 – 2 units - tenant must have a child under the age of 6, and be of low income.

### *RENTAL RESTORATION LOANS*

- One- to three-family unit structures
- Tenants must be of Low/moderate income. Fifty percent (50%) or more of tenants must meet the income requirements depending on the number of units:  
1) 1 of 1    2) 1 of 2    3) 2 of 3
- 5% simple interest; \$15,000 per unit maximum loan
- 120 months maximum loan
- Secured by lien on property
- Must comply with all federal, state and local laws
- Grant assistance available to offset the cost of qualified exterior improvements on ITA streets only (maximum \$3,000).

### *Improvement Target Area (ITA) Program*

- Must live on an eligible (ITA) street within the City of Lakewood. Call the DCD at 529-4663 to verify eligibility.
- Provides rebates for qualified exterior & interior improvements (maximum \$3,000).
- No income requirements.
- Owner must obtain own financing.
- Owner occupied and non-owner occupied rental property are eligible.
- Must comply with all federal, state and local laws.

*HOME Program* – Call 529-5931 for brochure

- Provides downpayment assistance to first-time homebuyers.
- Low/moderate income requirements
- No Residency Requirement
- Must comply with all federal, state and local laws

*Commercial Property Revitalization Program (CPR)*

The recently revised and enhanced Commercial Property Revitalization Program continues to make a significant impact in Lakewood's commercial corridors. The program provides assistance to local businesses and property owners who complete comprehensive exterior façade improvements. Features of the CPR program include the following:

- Commercial property must be located on Detroit Avenue, Madison Avenue, W. 117<sup>th</sup> Street, or Berea Road.
- The program provides a 0% loan for up to 80% of the costs of eligible exterior building improvements, not to exceed \$50,000. Seventy-five percent of loan funds must be used for exterior improvements;  
or  
the program provides a direct rebate for up to 40% of the total project costs, and shall be no greater than the cost of eligible exterior building improvements. Maximum amount of rebate is not to exceed \$30,000.
- Minor rebates are also available for architectural fees (maximum \$1,600), signage (maximum \$1,500), exterior accessibility improvements (maximum \$3,000); electrical code improvements (\$5,000).

## FREQUENT QUESTIONS

*Question: What is historic preservation and how does it affect my participation in a program offered by the DCD.*

Answer: The State of Ohio's Office of Historic Preservation (OHPO) has designated the City of Lakewood as "potential historic district". As a result, any time federal dollars are used to fund property repairs that may affect the exterior historic character of a Lakewood home, federal law requires that the City request approval from OHPO prior to starting the project. Repairs typically **not** allowed through DCD rehab projects include glass block windows, vinyl siding (except to replace existing) and vinyl windows.

*Question: Why do I need to be concerned about lead based paint.*

Answer: While no longer permitted for residential use, lead was commonly added to paint prior to its ban in 1978. Lead paint was used in both interior and exterior paint applications. As homes age and painted surfaces deteriorate, paint chips and dust remain in our environment. Children under the age of seven are most at risk. Parents are asked to have their young children tested for lead poisoning before rehabilitation work begins.

The federal Department of Housing and Urban Development requires that repairs disturbing painted surfaces and funded with federal dollars be completed in a lead safe manner. Contractors hired to perform the work must have previously received HUD approved training in lead containment and removal.

Homeowners completing renovations on their own may also contact the Division of Health for information, lead testing and HEPA vac rental.

*Question: How do I qualify for assistance?*

Answer: Most programs offered by the Division Community Development require that participants meet the federal income guidelines for low and moderate income households/families. The guidelines are based on the number of household members and their combined income. Participants must also typically own and reside on the property. A rental property may participate in the low interest loan program if 50% or more of the units has a household that meets the current income requirements (regardless of whether or not the owner resides on the property).

*Question: What programs are available if my income exceeds the federal guidelines?*

Answer: Cuyahoga County offers assistance to property owners who may not meet the federal income requirements through the Home Enhancement Loan (HELP) and the Heritage Loan Programs. These reduced interest rate loans are offered directly through participating banks. For additional information contact either the Division of Community Development (529-4663) or the County Treasurer's Office (443-2149).

## **Division of Building and Housing**

**12650 Detroit Avenue**

**Lakewood, Ohio 44107**

**(216) 529-6270**

**[http://www.onelakewood.com/citydept\\_housing.html](http://www.onelakewood.com/citydept_housing.html)**

### **MISSION STATEMENT**

The Division of Building and Housing provides residential and commercial City building code enforcement, and building plan review services. It conducts annual inspections on rental property, inspections for building permits and prior-to-sale inspections of commercial and residential property. The Division issues permits for new construction, repairs and alterations undertaken on residential and commercial properties. It also accepts applications for the Board of Zoning Appeals, Board of Building Standards and the Architectural Review Board.

### **PROGRAMS AND SERVICES**

- A list of the names & phone numbers of building contractors who are registered with the City. This list is updated on a monthly basis. Building contractors must register with the Division of Building and Housing in order to undertake work on residential and commercial properties in the City of Lakewood. Registration ensures that the contractor has obtained the required amount of coverage for bodily damage and property damage insurance.
- One of the area's most comprehensive websites containing housing information for the homeowner.
- In-office inspector assistance 8:00 am thru 5:00 pm, Monday through Friday.
- Timed appointments for inspections of residential and commercial property.
- Assistance and guidance to existing and new businesses in the City in addressing issues related to commercial building code compliance.

### **FREQUENT CONCERNS**

1. Residential and commercial property owners must obtain building permits prior to undertaking any major repair, alteration, or construction work. Building permits ensure that work being done complies with the minimum standards specified by the City's building code for safe installation.
2. Citizens must choose contractors that are registered with the City.
3. It is recommended that citizens should not give the contractor more than 25% down payment. A "pay as you go" system is a preferable arrangement.
4. Again, citizens should not start work without obtaining building permits first. This will eliminate unnecessary aggravation by all involved.
5. It is recommended that citizens always obtain more than one bid for home repairs or remodeling work.
6. It is recommended that citizens should ask for references of work performed by the contractor in the last three to five years.

**Division of Parks and Public Property**  
**12650 Detroit Avenue**  
**Lakewood, Ohio 44107**  
**(216) 529-6815**  
[http://www.onelakewood.com/pw\\_parks.html](http://www.onelakewood.com/pw_parks.html)

## **MISSION STATEMENT**

The mission of the Division of Parks and Public Property is to maintain our public buildings, enhance and beautify our parks and public properties and upgrade and improve our playgrounds and parks amenities to provide the citizens of Lakewood with attractive, well-maintained and well-managed facilities, and with the finest recreational opportunities available.

## **PROGRAMS AND SERVICES**

The Lakewood Parks system consists of 15 dedicated parks and approximately 75 acres of "greenspace". The parks are categorized as either Community Parks (3 or more acres), Neighborhood Parks (up to 3 acres), or Pocket Parks (less than 1 acre). The following is a list of Parks and a brief description of the facilities available at each.

### **Community Parks**

***Lakewood Park:*** This 31 acre lakefront park, the crown jewel of the Lakewood Parks system, is located at the intersection of Belle and Lake Avenues. The Park offers a multitude of activities, including:

- Foster Pool: open during the summer months, various programs offered including open swims, learn to swim classes, senior swims etc. For program information, call the Community Recreation & Education Department at 529-4081.
- Construction of a new zero entry children's wading pool was completed in 2002.
- Five tennis courts
- Three sand volleyball courts, open to the public (unless permits for league play have been issued by the Community Recreation & Education Department). Call 529-4081 for league or permit information.
- Kids Cove Playground area (new in 2001).
- The Lakewood Park Bandshell offers free concerts on Sunday evenings, and free movies for children during the summer months.
- The Woman's Club Pavilion, an enclosed year-round facility available to the public for meetings, wedding receptions or special get-togethers. For more information call the Public Works Office at 216-529-6802.

- The Kiwanis Open Pavilion, which is reserved during the summer months. This facility offers four separate sections that can be reserved either individually or together. Each section seats fifty people. For more information call the Public Works Office at 216-529-6800.
- Two basketball hoops.
- Picnic areas located throughout the park, with grills and tables.
- Two softball fields, available to the public, unless a permit from the Board of Recreation has reserved the field. Call 529-4081 for permit information.
- Old Stone House: Lakewood's oldest stone house, now a museum, call 221-7343 for hours and tour information.

***Madison Park:*** Located at 13201 Madison Ave. offers the following:

- Usher Field: Lighted softball field. Call The Community Recreation and Education Department at 529-4081 for league and permit information.
- Full length soccer field, available to the public, unless a permit from the Board of Recreation has reserved the field. Call 529-4081 for permit information.
- Open picnic pavilion with four grills, available on a first come first serve basis.
- Three basketball hoops.
- Three tennis courts.
- One sand volleyball court, available to the public.
- Madison Pool: open during the summer months, various programs offered including open swims, learn to swim classes etc. For program information call The Community Recreation & Education Department at 529-4081.
- Numerous playground areas.
- Completion of a new zero entry wading pool in 2004

***Kauffman Park:*** Located at 15450 Detroit, behind the shopping plaza, offers the following:

- Jimmy Foxx Field: Lighted softball/hardball field. Call The Community Recreation & Education Department at 529-4081 for league and permit information.
- Playground areas and picnic tables.
- Two tennis courts

## **Neighborhood Parks**

**Webb Park:** Located at 1301 Webb Road, Webb Park offers one tennis court, playground areas that were installed in 2001, and picnic tables.

**Edwards Park:** Located at 16800 Detroit Ave. New playground equipment was installed in 2002. Currently offers the following:

- One Tee-Ball field open to the public unless a prior permit has been issued by The Community Recreation and Education Department. Call 529-4081 for permit information.
- Playground areas and picnic tables.
- New playground equipment installed in 2004.

**Wagar Park:** Located at 15900 Madison at the intersection of Madison and Hilliard Blvd. Wagar Park offers four tennis courts, and numerous playground areas and picnic tables.

**Merl Park:** Located at the intersection of Bunts Road and Merl Avenue, this park has one tennis court, numerous playground areas which were installed in 2000, and picnic tables.

**Cove Park:** Located at 1294 Cove Avenue

- One Tee-Ball field open to the public unless a prior permit has been issued by The Community Recreation and Education Department. Call 529-4081 for permit information.
- Various playground equipment and picnic tables.
- One basketball hoop.

## **Pocket Parks**

**Park Row Park:** Located at 1386 Park Row, offers playground equipment and picnic tables.

**Celeste Park:** Located at the corner of Clifton and West Clifton, this passive recreational facility provides a scenic area to sit, relax and enjoy a bit of nature.

**Niagara Park:** Located at the corner of Lakewood Heights (south of I-90) and Niagara, this park offers picnic tables and a playground area with new equipment installed in 2004.

**Sloane Park:** Located at 1355 Sloane Ave., this passive recreational facility provides a scenic area to sit, relax and enjoy the two Adopt-a-Spot gardens.

**Sinagra Park:** Located at the intersection of Cook and Detroit Ave., this scenic area offers a place to sit and relax while shopping in the surrounding commercial district.

***Isaac Warren Park:*** Located on Warren Rd. just north of Detroit, this scenic pocket park offers a place to sit and relax during a lunch break. Two picnic tables are available in the greenspace located across the street just north of the parking lot.

***Clifton Prado Park:*** Located at 1265 Clifton Prado, this park offers a playground area and picnic tables.

### **Lakewood Dog Park**

Located at 1699 MetroPark Drive, just down the hill from the Sloane entrance to the Metroparks. The Lakewood Dog Park is a great place to let your dog roam.

## **FREQUENT CONCERNS**

Park facilities are open for use during the following hours:

- Madison and Lakewood Park are open from 7 a.m. until 11 p.m.
- Kaufmann park is open from 7 a.m. until 11 p.m. during the summer months, and 7 a.m. until dusk all other months.
- All other parks are open from 7 a.m. until dusk.

With the exception of the Lakewood Dog Park, dogs are not allowed into Lakewood City Parks.

**Recycling and Litter Prevention Office**  
**12650 Detroit Avenue**  
**Lakewood, Ohio 44107**  
**(216) 529-6170**  
**[http://www.onelakewood.com/pw\\_recycle.html](http://www.onelakewood.com/pw_recycle.html)**

### **MISSION STATEMENT**

The mission of the City of Lakewood's Recycling and Litter Prevention Office is to promote public interest in reducing solid waste, controlling litter and in beautifying Lakewood.

### **PROGRAMS AND SERVICES**

The Recycling and Litter Prevention Office administers the following programs and services:

- Produces a newsletter titled "Living Lakewood" in the fall and spring with information about recycling, litter prevention and *Keep Lakewood Beautiful* events and programs. The newsletter is delivered to all Lakewood households in a plastic bag and hung on or near the front door.
- Coordinates a citywide spring clean up event in April called "Plant Pride...Not Litter." Volunteers are organized to clean parks, playgrounds and schoolyards.
- Coordinates a volunteer adopt-a-spot program. Volunteers plant flowers, and weed and water a garden spot in a park or on public lands from May through September.
- Provides litter prevention, recycling and other environmental education lessons to elementary-school age students.

## FREQUENT CONCERNS

1. Place glass bottles and jars, food and beverage cans and all plastics (with a recycling symbol of #'s 1-7) in clear, see-through or blue tinted plastic bags only. All items – glass, metals and– should be mixed together in the same bag. Plastic grocery bags and disposable plastic beverage glasses ( #'s 1-7) can also be recycled in the same bag.
2. Paper and cardboard should NOT be placed in plastic bags. Newspaper, junk mail, magazines, boxboard (cereal boxes, etc.) and corrugated cardboard should be tied in bundles with string or packed in paper bags, or placed in small cardboard boxes. All paper and cardboard can be mixed together.
3. Recyclables, as described above, should be placed on the tree lawn before 6:30 a.m the day of your trash collection, and no earlier than 6:00 PM the night before your collection day.
4. Litter on the ground: It is against the law to drop litter on the ground or to allow litter/trash to escape from trash/garbage cans. Place trash in trash containers or carry home. Cigarette butts are also litter. Place butts in an ashtray or smother hot end and place in a trash container. Do not throw cigarette butts out car windows.
5. How to dispose of latex paint (water-based paint): Latex paint is 95% water. It must be dried up before the refuse collectors can pick it up. Remove lids and allow to dry out or add kitty litter or saw dust to help dry out the paint. When paint is solid, place cans with the lids off on the tree lawn.

If you have questions about how to recycle, call 529-6170.

**Division of Refuse and Recycling**  
**12920 Berea Road**  
**Lakewood, Ohio 44111**  
**(216) 252-4322 or (216) 529-6883**  
**[http://www.onelakewood.com/pw\\_refuse.html](http://www.onelakewood.com/pw_refuse.html)**

**MISSION STATEMENT**

The Division's mission is to provide an efficient and effective municipal solid waste program focused on customer satisfaction.

**PROGRAMS AND SERVICES**

The City of Lakewood Division of Refuse and Recycling provides once-per-week service to residents for the back yard collection of household refuse and the curbside collection of bulk items, blue bag recycle, newspaper, cardboard and mixed paper recycle and yard waste. Curbside items should be placed on the curb for collection no later than 6:30 a.m. on the regular collection day, but not earlier than 6:00 p.m. the night before the collection day. Please note the size and weight limitations as they are established in the interest of employee health and safety, and are strictly enforced.

*Household Garbage* – The Division provides back yard pick-up service of household garbage that is securely bagged and tied, and kept in containers with tight fitting lids and handles. The containers should be rat-proof, and watertight. They should be structurally strong in order to withstand handling stress that occurs when emptied. Each container should be provided with tight fitting covers, suitable handles, and be maintained at all times in a clean, sanitary and safe condition. The receptacles cannot exceed 32 gallon capacity or 50-pounds in weight when filled, and must be readily accessible to Refuse Collection employees by 6:30 a.m. on the collection day (City Ordinance 1783.05). Please place receptacles on the driveway, pulled out past vehicles or closed gates, by 6:30 a.m. on the collection day. If the residence has no drive, or has a drive with a grass strip, please move the receptacles to the front of the property by 6:30 a.m. of the collection day. In the event of heavy snow or icy conditions please clear the driveway or move receptacles to the drive apron by 6:30 a.m. on the collection day.

*Bulk Items* – The Division provides curbside pick-up of the following items on the regular collection day: furniture, cut and tied lumber and other properly contained debris from home-improvement projects that are done by the homeowner or resident, carpeting that is cut, rolled and tied, boxes, miscellaneous household items, excess bags, dried out or empty paint cans with the lids off. Limit the weight of containers and bundles to 50 pounds each. Call the Division of Refuse and Recycling Office at (216) 252-4322 for collection of appliances. The City does not collect paint, solvents, motor oil, tires or hazardous material from the tree lawn.

*Yard Waste* – Yard Waste includes grass clippings and trimmings, leaves, plants, bushes, branches and other yard debris. (Dirt, sod and rocks are collected as garbage; please contain separately.) Cut branches and trimmings to 4' lengths and tie securely into manageable bundles. Cut logs to 6" x 18" pieces and stack neatly. Contain loose leaves and other loose yard debris in paper yard waste bags, small cardboard boxes or garbage cans marked "yard waste". Limit bundles, bags and other containers to 50 pounds each.

**Recycling** — Blue Bag Recycle - Recycle the following items together in the same blue or clear plastic bag: clean glass bottles and jars (brown, green and clear); food and beverage containers (aluminum, tin, and steel cans, aluminum trays); plastics (with the recycling symbol #'s 1-7) and plastic bags. Limit bags to 30 pounds each.

Recycling – Paper Recycle – Package newspaper, cardboard and mixed paper recycle together inside of brown paper grocery bags, small cardboard boxes, or tie securely with string. Mark closed cardboard boxes "Paper recycle"; pack paper grocery bags and open cardboard boxes tightly or tie with string to prevent papers from blowing around the neighborhood. Limit bags, boxes and bundles to 30 pounds each.

### **The Division of Refuse and Recycling Drop-Off Facility Operating hours:**

Drop-off Facility (year-round)  
7:00 a.m. to 3:00 p.m. Monday through Friday  
8:00 a.m. to 12:00 p.m. Saturday

Extended Drop-Off Facility Hours- Coincides with daylight savings time, between the first Sunday in April and the last Sunday in October  
7:00 a.m. to 6:00 p.m. Monday through Friday  
8:00 a.m. to 3:00 p.m. Saturday

Residents of the City and owners of businesses situated in the City may bring refuse, recycling, yard waste and other waste materials arising out of the use of their place of residence or business to the Division of Refuse and Recycling Facility in their own passenger vehicle without charge. Personal identification and vehicle registration are required. Saturday hours are limited to the drop-off of refuse and recycling by Lakewood residents only, using their personal vehicles.

**Household Hazardous Waste** – The City of Lakewood Division of Refuse and Recycling will accept oil and solvent based paints and paint related products, pesticides and other household hazardous waste emanating from residences within the City of Lakewood, at the Division of Refuse and Recycling Drop-Off Facility. Please contact the Division of Refuse and Recycling office for further information.

### **FREQUENT CONCERNS**

- Securely bag and tie all garbage before placing in trash containers.
- Pull trash containers out past any parked vehicles, closed gates or other obstruction.
- Keep trash containers tightly covered at all times except when garbage is being placed inside of or removed from the container. This prevents animals from getting into the garbage, and prevents water from accumulating in the container.
- Comply with the size and weight limitations, which are established in the interest of employee safety, and are strictly enforced.
- Place items on the tree lawn no earlier than 6:00 p.m. the night before your collection day, or no later than 6:30 a.m. on your collection day.

**Division of Streets and Forestry**  
12650 Detroit Avenue  
Lakewood, Ohio 44107  
(216) 529-6810  
[http://www.onelakewood.com/pw\\_streets.html](http://www.onelakewood.com/pw_streets.html)

## **MISSION STATEMENT**

The Division of Streets and Forestry is responsible for street pavement maintenance operations, pavement and sidewalk repair following City utility work, sidewalk inspections, snow and ice control, forestry operations on public property, fall leaf pick up, street signs and traffic signals maintenance, pavement striping and street sweeping.

## **Forestry**

- All Forestry employees are certified arborists of the International Society of Arboriculture.
- Forestry plants trees on tree lawns, free of charge, according to the Division's *Master Reforestation Plan*. If a resident wants a tree planted on his or her tree lawn during a time when the property is not scheduled to receive a tree under the reforestation plan program, a request may be placed with the Division of Forestry.
- Occasionally, the Division of Forestry will trim, or "elevate" small tree lawn trees in order to promote proper growth and tree development.
- Trees in need of trimming, or "pruning," will be placed on a list. Pruning jobs are prioritized, with the worst being done first.
- Residents who receive a newly planted tree on their tree lawn will be educated on tree growth and proper care. Informational pamphlets are left with newly planted trees.
- When tree lawn trees are damaged by storms, the Division of Forestry crew is expedited to remove fallen trees from the public right-of-way (streets and sidewalk areas).

## Streets

- To report a pot hole in the street, call the Division of Streets at (216) 529-6810 with location of the hole according to street name and the address of the nearest house. We will attend to problem as quickly and efficiently as possible.
- To report sidewalks that pose a hazard to pedestrians due to general deterioration or damage caused by tree roots, call the Sidewalk Inspector at 529-6694. The Inspector will answer any questions and give prompt attention to the matter addressed.
- When “winter weather advisories” are broadcasted by the National Weather Service over radio and television, please move vehicles parked in the street into a driveway as soon as possible. Doing so will allow City snow plows to efficiently clear snow from the streets, and will prevent snow from being inadvertently piled up in front of your driveway apron.
- Leaves raked by residents from lawn areas are collected by the Division of Streets beginning the first Monday in November. Three leaf collections will occur, during a six-week period.
- Christmas trees are collected by the Division of Streets beginning after the Christmas holiday. Frequency of collection depends upon the weather. Should winter storms occur, Division staff is diverted from tree collection to the priority of clearing and salting the roads. Once the severe winter weather subsides, collection of Christmas trees will resume. Residents should remove all ornaments and lights from the tree, and place the tree on their tree lawn. Do not place Christmas trees in plastic bags.

## Parking Enforcement

- Please read parking meter instructions on the meter prior to usage.
- Do not place nickels (.05) and dimes (.10) in meters which only accept quarters (.25). Nickels and dimes placed in meters which only accept quarters will not register a payment.
- Please read all signage in municipal lots carefully to ensure that you are not parking in a “Permit Only” or Handicapped space.
- At meters equipped with “free time,” turn handle first, THEN put in the money.
- Do not park vehicles on street for more than 24-hours.
- If a parking meter is jammed, report it immediately. Once fixed, time is registered on the meter. A car parked at a meter that is jammed and expired will receive a ticket.

## Department of Human Services Division of Aging

### Kathleen & Robert Lawther Center (West)

16024 Madison Avenue  
Lakewood, Ohio 44107  
(216) 521-1515

[http://www.onelakewood.com/human\\_aging.html](http://www.onelakewood.com/human_aging.html)

### Senior Center East

12400 Madison Avenue  
Lakewood, Ohio 44107  
(216) 226-9339

### MISSION STATEMENT

Since its inception in 1973, the Lakewood Division of Aging has provided programs, services and activities which enhance the lives of older adults by encouraging them to live dignified, independent, and productive lives in our community.

### PROGRAMS AND SERVICES

**Center Activities** – Activities administered at the Senior Centers include: Chorus, Gold Coast Follies, a song and dance group, Art League, Ceramic group, Craft and Sewing group, Trips, Special Events and much more. Call (216) 529-5005 for more information.

**Health Services** – The Division of Aging's health services include: Health Education Programs, Walk-in Health Clinics, Vial of Life, Flu Vaccines, and Risk-to-Fall Assessment. Call (216) 226-9339 for more information.

**Home Health Care** – Nursing Services, Personal Care Assistance, Housekeeping. Call (216) 226-9339.

**Nutrition** – Hot Meals served Monday through Friday at Senior Centers West and East, Home Delivered Meals (regular and special diet), grocery shopping, Call (216) 529-5000.

**Outreach Services** – Information and Referral, Benefits Assistance, and speakers to address groups. Call (216) 226-9339.

**Social Services** – Home Visits and Evaluations, Case Management, Long Term Care Planning, Housing Information. Call (216) 226-9339.

**Transportation** – Transportation and Escort Services are available for transporting seniors and/or disabled people to senior centers, medical appointments, and public benefits. Wheelchair lift vehicles are also available. Call (216) 521-1288.

**Volunteer Opportunities** – Volunteers deliver meals, provide telephone and/or reception work, data entry, and participate in intergenerational activities with Lakewood Schools. Call (216) 521-1515 to learn about volunteer opportunities.

### Wellness Programs

- Forever Fit Low-impact aerobic workout for those 50 years of age and older;
- Happy Walkers Club walks at Great Northern Mall every Friday morning;
- Bowling at Lakewood Lanes every Monday; and
- People with Arthritis Can Exercise (PACE) at Senior Center East and Lawther Center (West)

Call (216) 521-1515 for more information.

## **FREQUENT CONCERNS**

Question: What can an elderly person do when independent functioning deteriorates and he/she is no longer able to care for himself or herself?

*Response – Division of Aging can provide information, resources and services to assist elderly persons and their family members when changes in functioning occur and self care becomes a concern. Call (216) 226-9339 for assistance.*

Question: What can an elderly person do when he/she can no longer drive and there is no one available to provide transportation?

*Response – Division of Aging has an excellent transportation program for transporting Lakewood Residents who are elderly and/or disabled to medical appointments, senior centers, adult day care centers, special events, and public benefits. Eight wheelchair lift vehicles are available for those needing special assistance. Drivers have been trained in "Passenger Assistance" and "DRIVE, Transporting Older Adults." Call (216) 521-1288 for transportation assistance.*

Question: What if an older person is in need of housing assistance?

*Response – Division of Aging Social Workers can provide resources and information on affordable housing, government subsidized housing, housing with assistance for seniors and other housing alternatives. Social Workers will assist elderly persons and their families in planning for the appropriate housing option. Call (216) 226-9339 for social services.*

Question: What if an elderly person has problems with insurance and/or navigating the health care insurance system?

*Response – Division of Aging Social Workers can provide updated information, resources and referrals regarding Medicare, HMO's and other health care coverage. Call (216) 226-9339 for health care insurance assistance.*

Question: What if an elderly person needs seasonal assistance with maintaining his or her home, such as snow removal or grass cutting?

*Response – Division of Aging offers snow removal, leaf raking and yard maintenance assistance. These programs are designed to assist older people remain in their homes by providing assistance with outside maintenance. Call (216) 521-1515 for further information on seasonal programs.*

**Department of Human Services  
Division of Early Childhood  
17400 Northwood Avenue  
Lakewood, Ohio  
(216) 529-5018  
[http://www.onelakewood.com/human\\_early.html](http://www.onelakewood.com/human_early.html)**

## **MISSION STATEMENT**

The mission of the Division of Early Childhood is to build on the strengths of families raising young children by providing services and resources to enhance parenting skills, and to improve the overall quality of early care and education in the Lakewood community.

## **PROGRAMS AND SERVICES**

### **Lakewood Family Room**

The Lakewood Family Room is a physical space dedicated to providing support, education and resources to Lakewood parents raising young children, primarily birth through age eight.

### **Drop-In and Parent Program Schedule**

All drop-in's run year round, except for Holiday weeks. Each drop-in is focused on a specific issue or set of issues, and provides opportunities for families to get to know one another and share parenting experiences, while their child's learning is enhanced through play. Drop-in sessions are scheduled as follows:

#### **Alternative Parenting Drop-In**

Mondays/9:30 AM to 11:00 AM

Lakewood Family Room, 17400 Northwood Avenue

Would you like to discuss gentle night-time parenting approaches, breast feeding beyond a year, whole foods/vegetarianism, holistic health, alternative educational choices for your child, and others to be discovered? Then this is the place to be!

#### **Arab American Women's Organization**

Last Monday of Each Month

6:30 PM to 8:00 PM

Lakewood Family Room, 17400 Northwood Avenue

RSVP – FREE childcare – light dinner provided

A time to build relationships, gather information and problem-solve cultural challenges.

### Albanian American Family Meeting

Meets two times a year

6:30 PM to 8:00 PM

Lakewood Family Room, 17400 Northwood Avenue

RSVP – FREE childcare – light dinner provided

A time to build relationships, gather information and problem-solve cultural challenges.

### Baby-n-Me & Big Kids Too Drop-In

Tuesdays/9:30 AM to 11:00 AM

Lakewood Family Room, 17400 Northwood Avenue

The first year of raising a child can be filled with many different emotions...and lots of questions! Join your fellow parents, an early childhood facilitator and a public health nurse to make new friends, share your stories, and gain information. This program is for Lakewood residents only.

### Harrison School Drop-In & Learn Through Play Early Literacy Program

Wednesdays/9:00 AM to 10:30 AM

Harrison School, 2080 Quail Avenue

For parents and their preschool children a wonderful opportunity to meet other families in your neighborhood and have your child(ren) play and learn! The coffee pot is always on!

### Nursing Moms Chat

Wednesdays/9:30 AM to 11:00 AM

Lakewood Family Room, 17400 Northwood Avenue

If you are a breast feeding mom, you will not want to miss this! Each week a lactation specialist from Lakewood Hospital, a family support specialist, and many wonderful other breast feeding moms gather to encourage and support each other, building friendships that go beyond the Family Room.

### Thursday Morning Drop-In

Thursdays/9:30 AM to 11:00 AM

Lakewood Family Room, 17400 Northwood Avenue

A fun-filled morning busy with children of all ages, lots of toys, a craft, shared snack and new friends!

### Mommy & Me Teen Parent Drop-In

Thursdays/6:30 PM to 8:00 PM

Lakewood Hospital Childcare Center, 1450 Belle Ave.

An evening that begins with a shared family meal and includes opportunities for children to play, and for young parents (pregnant and parenting teen parents, or those who were teens when their children were born) to make new friends and strengthen community support systems.

## Parenting Plus

Thursdays/6:00 PM to 8:00 PM

Lakewood Family Room, 17400 Northwood Avenue

A parent education series designed for parents and caregivers of children ages 0-8. A light meal and childcare will be provided and it is all-FREE! You must register for this class at 216-529-5018. Limited childcare spaces available.

## Learn Thru Play Early Literacy Program

Fridays/9:30 AM to 11:00 AM

Lakewood Family Room, 17400 Northwood Avenue

A Family Literacy Playroom for caregivers and children from birth to age 5. Enjoy a relaxed, friendly environment and discover art, creative play, math, science, language and stories with your child.

## **CDBG Childcare Scholarship Assistance Program**

This program provides qualified, low-income, working Lakewood families with financial assistance toward a portion of the total cost of child care.

Scholarships are based on a sliding-fee scale dependent upon household income. The family may choose any licensed childcare center or USDA Family Child Care Home Provider located in Lakewood for child care service. Income eligibility and progress are reviewed annually. Should the annual review reveal that a change in income has occurred, corresponding changes will be made in the level of scholarship payment. Scholarship funds are supported by a Federal Community Development Block Grant from the City of Lakewood.

## **Resource & Referral for Early Care and Education in Lakewood**

For Parents:

- Referrals are provided to families in need of childcare.
- Resources are suggested for individual family needs.
- Parent information, support and training are provided.
- Client contacts, suggestions and grievances directly related to the Department of Human Services/Division of Early Childhood are processed.

For Caregivers:

- In-service training is provided to Lakewood caregivers, providers, and preschool teachers.
- Assistance in planning the expansion of childcare services.
- Professional support and advocacy for early childhood education issues at the local, state and national level.

## **USDA Family Child Care Home Program**

Lakewood's Department of Human Services' Family Child Care Home Program recruits and assists individuals who are interested in becoming sponsored Family Child Care Home Professionals. Supported by the Ohio Department of Education's Child and Adult Care Food Program, the program sponsors caregivers who can offer high quality

childcare for parents requesting this type of service. Only sponsored Family Child Care Home Professionals can take advantage of the USDA Food Program, which offers partial subsidies for children's meals and snacks (subsidies can also cover the cost of the caregiver's own children who are in the sponsored home-care setting). This benefit helps to keep costs down, thereby maintaining affordability of services for parents. Affordability of services, in turn, attracts clients to the home-care provider.

A Family Child Care Home provides care for children within a home atmosphere. A total of six children can be cared for in the home at any one time. Only three of these children may be under the age of two years. Family Child Care offers a solution both to parents of children who must work outside the home, and to people who need income, but wish to stay inside the home. It offers excellent income opportunities; the convenience of working at home; the rewards of helping children grow and develop; and the ability to spend time with your own children.

The State of Ohio does not require that Family Child Care Home providers obtain a license, as provision of child care in the home is considered residential use of property. To receive USDA reimbursement for food costs, however, providers must comply with the USDA regulations. The regulations require that each provider must have an annual fire and health inspection, as well as a site review. Providers must also complete a training program with the sponsoring agency, provide three (3) references, submit to a fingerprinting check for everyone in the home over the age of 18, fill out additional paperwork as required, and serve meals that meet the requirements of the USDA.

### **Lakewood Toy Lending Library**

Every Tuesday/10:30 AM to 11:15 AM or call for an appointment

Basement of St. James Childcare Center/Lakewood Family Room

Through the toy lending library, families may borrow toys for up to two weeks at a time, at no cost.

### **FREQUENT CONCERNS**

*Question: How old must my child be to stay at home alone?*

Answer: There is no legal age in the State of Ohio, however, professionals generally believe that children begin to be ready for self care between the ages of twelve to fourteen. Please call for information to assist in assessing your child's readiness.

*Question: How do I open a day care center?*

Answer: There are many licensing rules and laws enforced by the State of Ohio and the City of Lakewood which affect a childcare operation, whether it is center-based or within a Family Child Care Home. Please call the Division of Early Childhood to receive the information that is needed when considering either of these options.

**Department of Human Services**  
**Division of Health**  
**12805 Detroit Avenue**  
**Lakewood, Ohio 44107**  
**(216) 529-7690**  
**[http://www.onelakewood.com/human\\_health.html](http://www.onelakewood.com/human_health.html)**

## **MISSION STATEMENT**

The Lakewood Division of Health--through education, prevention and intervention--works collaboratively with individuals and families to enhance and promote the health and well-being of the community.

## **PROGRAMS AND SERVICES**

### **Environmental Health**

The Environmental Health section of the Division of Health oversees and administers the following services:

- Inspection and licensing of all swimming pools, marinas, schools, tobacco vendors and businesses selling food that are located within the City.
- Inspection for insect, rodent and pigeon control.
- Enforcement of the City's Sanitary Code regulations through the *Litter Control Program*. Through the Litter Control Program, residential and commercial properties are inspected for high grass, weeds and improperly stored trash.
- To register a complain about the quality or wholesomeness of any food purchased in Lakewood, please call (216) 529-7690.

### **Vital Statistics**

The Division of Health is responsible for record filing and maintenance of birth and death occurrences within the City of Lakewood. Certified copies of records are available for \$20.00 per copy.

## **Animal Control**

The Lakewood Animal Shelter is located at 1299 Metropark Drive (in the Metroparks). The phone number is (216)529-5020. The Lakewood Animal Shelter provides adoption services and enforces city animal ordinances.

### **Animal Shelter Adoption Hours**

Tuesday & Thursday 12:00 PM – 6:00 PM

Wednesday, Friday & Saturday: 12:00 PM – 4:00 PM

Sunday and Monday: Closed

### **Animal Warden on Duty**

Friday – Monday: 8:00 AM – 5:00 PM

Tuesday – Thursday: 8:00 AM – 9:00 PM

## **FREQUENT CONCERNS**

Hours of operation for the City's Division of Health are 8:00 AM – 5:00 PM, Monday through Friday.

*Question: I had my baby at Fairview General Hospital; can I get a birth certificate at the Lakewood Division of Health?*

Response: No, only births and deaths that occur within the Lakewood city limits can be obtained at the Division of Health. Fairview Hospital births and deaths are requested at Cleveland Vital Statistics.

Dogs older than 6 months must be licensed yearly.

Persons interested in opening a restaurant can obtain an information packet from the Division of Health that provides direction and advice on such an endeavor.

Household garbage must be bagged and placed inside cans with tight fitting lids. Never place plastic bags filled with household garbage directly on the ground.

**Department of Human Services  
Division of Youth & Families**

**12900 Madison Avenue**

**Lakewood, Ohio 44107**

**216 529-6870**

**Fax: 216 529-7676**

**[http://www.onelakewood.com/human\\_youth.html](http://www.onelakewood.com/human_youth.html)**

**MISSION STATEMENT**

For 26 years the Division of Youth has been assisting youth and families solve problems and see all the possibilities for growth and change. The staff of the Division of Youth work with parents, kids and the community to provide a wide range of programs and services to meet the ever-changing needs of kids and families.

**PROGRAMS AND SERVICES**

**Parent Consultation:** Frequently, parents need someone to talk to try to better understand their child and to gain guidance and support.

**Counseling:** Staff meets with kids, parents and, on occasion, entire families to identify and address those problems or concerns that are negatively impacting their lives.

**Resource and Referral:** When individuals or families are in need of services that are not provided by the Division of Youth, staff will help the individual/family locate and access appropriate services.

**Case Management Services:** Division of Youth will advocate for clients by assisting them in accessing services that help kids and parents problem-solve. Oftentimes, an individual or family will need to work with several agencies simultaneously. The Division of Youth can assist with such situations by coordinating services with everyone involved.

**Groups:** Education, skill building and support groups that are offered by the Division of Youth provide a safe environment for all participants to strengthen problem solving skills, while gaining support and feedback from others who have similar concerns and interests. *Youth Groups* are offered in the school and in the community. *Parent Groups* that offer both skill building and support group settings are offered at the office of the Division of Youth.

**School Based services:** The Division of Youth has a very strong partnership with Lakewood City Schools. Through this partnership, we encourage and support parent involvement in the school. When the school, the parents, and the community work together, kids will do better. Examples of school-based services include:

### **School Liaison Program**

Through the School Liaison Program, Division of Youth Staff are assigned to the High School, the three middle schools and some elementary schools. They work with parents, kids, and school staff to identify students who may need support services. Division of Youth staff will provide or seek out all appropriate services needed for the identified student or parent.

### **H2O**

H2O strengthens and enriches both kids and the community by involving high school and middle school students in service learning projects (“volunteerism”).

## **FREQUENT CONCERNS**

### **Problems With School Adjustment Or Achievement**

If either the parents or the school are concerned about a child’s behavior or achievement, it is very important that the parents work with school staff to identify the problem and attempt to solve it. Please get to know your children’s teachers and school support staff.

### **City Curfew**

The curfew for children ages 14 and under in the City of Lakewood is 9:30 pm to 6:00 am. The curfew for children age 15 is 10:00 p.m to 6:00 a.m. The curfew for children age 16 and 17 is 11:00 PM to 6:00 AM. Kids out after curfew are subject to police arrest for curfew violation. When establishing curfew hours for your children, please consider the child’s age, level of responsibility, and where the child will be going. Parents are also subject to be cited for allowing their children to be out during restricted times.

### **Under-Age Drinking**

It is illegal for anyone under the age of 21 to purchase and/or consume alcohol. Police will arrest people under the age of 21 for under-age drinking, or for the possession of any illegal drug. Adults serving/purchasing alcohol for minors are also subject to arrest.

Parents need to have very clear rules for their children on alcohol and drug use. It is also very important that parents know who their children’s friends are and where they are going when they go out at night.

If parents are concerned about their child and/or their children’s friends using alcohol or drugs, they can contact the Division of Youth at 529-6870 for assistance.

**Youth Work Permits**

Work permits are available in the main office at Lakewood High School (7:30 am-2:30 pm school days) or at the Lakewood Board of Education, 1470 Warren Road (Monday through Friday, 8 am – 3:30 pm).

Young people aged 14 to 15 require a permit to work. Sixteen year old young people need a work permit, depending upon when and where the student is employed.

Please call the Lakewood Board Of Education at 529-4267 for more information regarding youth work permits.