

**Sylvania City Council**  
May 15, 2017

**6:15 p.m. Employee & Community Relations Committee Meeting**  
2018 City Calendar

**6:45 p.m. Zoning & Annexation Committee Meeting**  
Proposed Ordinance No. 31-2017-Adult Day Care Centers  
Proposed Ordinance No. 82-2016, Memo of Understanding with Sylvania Twp.

**7:30 p.m. Council Meeting**  
Agenda

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mrs. Husman, Mr. Luetke, Mr. Mishka, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Frye.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of May 1, 2017.
5. Proposed Ordinance No. 41-2017, Authorizing to enter into agreements with a Head Teacher, Teachers, and Aides for the Sylvania Safety City Program.
6. Plan Commission's recommendation on proposed Ordinance No. 30-2017, Amending Part Eleven -- Planning and Zoning Code of the Codified Ordinances of Sylvania, 1979, as amended, by amending Section 11567.12-Front Yard Parking Prohibited. Set public hearing for June 19<sup>th</sup>, and authorize the clerk to advertise the same.
7. US-23/Monroe Street Interchange Feasibility Study.
  - a. Service Director's report on study.
8. Monroe Street & Silica Drive Improvement Project- CMAQ Application.
  - a. Service Director's report on project.
  - b. Proposed Resolution No. 4-2017, Authorizing to submit an application to participate in the Ohio Statewide urban Congestion Mitigation/Air Quality program for improvements to Monroe Street & Silica Drive.
9. Approval of items to be offered for auction on GovDeals.com.
10. Appointments to Boards & Commissions.
  - a. Sylvania Community Services.
  - b. Sister City Commission.

Minutes of the Meeting of Council  
May 1, 2017

The Council of the City of Sylvania, Ohio met in regular session on May 1, 2017 at 7:30 p.m. with Mayor Craig A. Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Mark Luetke, Doug Haynam, Sandy Husman, Jason Mishka, Mary Westphal: (7) present; (0) absent.

Roll call:  
All, present.

Mrs. Cappellini led the Pledge of Allegiance to the United States of America.

Pledge of  
Allegiance.

Mayor Stough stated that Council will now consider agenda item 3.

Requests were made for the following additions to the agenda:

- 4a. Move agenda item 9 to 4a.

Mr. Haynam moved, Mrs. Westphal seconded to approve the agenda as amended; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Mishka, Westphal, (7) yeas; (0) nays. The motion carried.

Agenda  
approval.

Mayor Stough stated that Council will now consider agenda item 4.

Mrs. Westphal presented the April 17, 2017 meeting minutes. Mrs. Westphal moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of April 17, 2017 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the  
April 17  
meeting  
minutes.

Mrs. Westphal moved, Mr. Luetke seconded to confirm Mayor Stough's appointments of John Bolster, for a term expiring in 12/31/19, Michael Lieber and Jan Shearer, for a term expiring 12/31/18 to the Sister City Commission. Roll call vote being: Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Sister City  
Appointments:  
Lieber, Bolster,  
Shearer.

Mayor Stough stated that Council will now consider agenda item 5.

Service Director's report on the 2016 Sanitary Lining project was placed on file. Mr. Mishka presented and read aloud by title only, proposed Ordinance No. 38-2017, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to approve Change Order No. 2 to this City's agreement with Insituform Technologies, USA, LLC for the 2016 Sanitary Sewer

Ordinance No.  
38-2017;  
".....2016 Sewer  
Lining Project  
CO#2..."

Minutes of the Meeting of Council  
May 1, 2017

Lining Project which reflects the actual work performed on this project; increasing the contract amount by \$10,065.30; appropriating funds therefore; and declaring an emergency.”; Mr. Mishka moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Husman, Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Mr. Mishka moved, Mrs. Westphal seconded, that Ordinance No. 38-2017 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Mishka, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 6.

Service Director’s report on the ODOT Salt Bid for 2017-18 season was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 39-2017, a written copy of same having been previously furnished to each member of Council, “Authorizing the Mayor and Director of Finance of the City of Sylvania, Ohio, to enter into an agreement with the Ohio Department of Transportation for the purchase of roadway de-icing salt; and declaring an emergency.”; Mr. Frye moved, Mrs. Husman seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Mishka, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

Ordinance No. 39-2017, “...purchase de-icing salt for 2017-2018 season...”

Mr. Frye moved, Mr. Luetke seconded, that Ordinance No. 39-2017 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Mishka, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 7.

Mayor Stough stated that proposed Ordinance No. 82-2016, “Authorizing to enter into a Memorandum of Understanding between Sylvania Township Board of Trustees and the City of Sylvania to help provide a framework for fostering economic development through Joint Economic Development District, Annexations, and other Ann4xation agreements in the Sylvania Community” is currently in the Zoning & Annexation Committee. Mayor Stough also stated the Township has approved the agreement. The Committee will discuss at upcoming meeting.

Update on proposed Ord. No. 82-2016.

Mayor Stough stated that Council will now consider agenda item 8.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 40-2017, a written copy of same having been previously furnished to each member of Council,

Ordinance No. 40-2017,

Minutes of the Meeting of Council  
May 1, 2017

“Authorizing the Director of Law to initiate the filing of a lawsuit against the State of Ohio regarding the unconstitutionality of the amendments of Ohio Revised Code Chapter 4939; and declaring an emergency”; Mrs. Westphal moved, Mr. Luetke seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being; Cappellini, Frye, Haynam, Husman, Luetke, Mishka, Westphal, (7) yeas; (0) nays. The motion carried.

“Authorizing to initiate lawsuit...ORC Chapter 4939...” (cell tower locations)

Mrs. Westphal moved, Mr. Luetke seconded, that Ordinance No. 40-2017 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, Husman, Luetke, Mishka, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 10.

Mr. Haynam stated that the Zoning & Annexation Committee met at 6:00 p.m. on this date to discuss the proposed Ordinance No. 31-2017, Adult Day Care Centers in zoning code, and medical marijuana regulations update. After discussion on proposed Ordinance No. 31-2017, Adult Day Care Centers, the committee referred it back to administration for further research. After discussion on the extensive regulatory requirements governing the medical marijuana in Ohio, there was no current support for a moratorium and it was agreed that if any member of council or administration believed additional regulations are necessary and appropriate, they would bring forth suggested legislation.

Z & A Com. Mtg. report re: Ord 31-2017 and medical marijuana.

Mr. Haynam set a Zoning & Annexation committee meeting for May 15, 2017 at 6:45 p.m. to discuss proposed Ordinance No. 31-2017, Adult Day Care Centers, and proposed Ordinance No. 82-2016, Memo of Understanding with Sylvania Township on economic development.

Set Z & A Com Mtg.; 5/15/17; 6:45 p.m.

Mr. Aller provided information on the Public Safety and Service Day to be held on Saturday, May 20<sup>th</sup>, 2017 from 10a.m. – 1:00p.m. in the City Hall parking lot.

Mayor Stough stated that all items on the agenda had been considered.

Mrs. Westphal moved, Mr. Haynam seconded that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 8:27 p.m.

Adjournment.

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Clerk of Council

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Mayor

**ORDINANCE NO. 41 -2017**

**AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AGREEMENTS WITH A HEAD TEACHER, TEACHERS, AND AIDES FOR THE SYLVANIA SAFETY CITY PROGRAM BEING CONDUCTED BY THE SYLVANIA DIVISION OF POLICE; PROVIDING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.**

WHEREAS, this Council passed Resolution No. 4-86 establishing the SYLVANIA SAFETY CITY FUND for the purpose of receiving funds for educating the preschool children of this City by initiating and maintaining a high quality safety education program through proper and effective teaching techniques, the name of which fund was, by Resolution No. 29-90, passed November 15, 1990, changed to POLICE COMMUNITY AFFAIRS PROGRAM FUND; and,

WHEREAS, the Sylvania Division of Police, as the lead agency, in cooperation with, and through the support of, the Sylvania City Schools, service clubs, citizens and others, have planned the educational safety program for the period beginning and ending in June of 2017; and,

WHEREAS, attached hereto as "Exhibit A" is a list of the persons and their general duties, with amounts designated for each person for the accomplishment of their respective duties at a total cost of Four Thousand Six Hundred Dollars (\$4,600.00); and,

WHEREAS, agreements for the providing of such services should be authorized and payment therefore should be authorized.

NOW, THEREFORE BE IT ORDAINED by the Council of the City of Sylvania, Lucas County, Ohio, \_\_\_\_\_ members elected thereto concurring:

**SECTION 1.** That the Mayor and Director of Finance be, and they hereby are, authorized and directed to enter into agreements for the providing of services for the Safety City Program for the period beginning and ending in June of 2017, at a total cost of not to exceed Four Thousand Six Hundred Dollars (\$4,600.00), with each of the persons listed on "Exhibit A" at an amount for each as designated on said Exhibit for each, which written agreements shall be approved as to form by the Director of Law.

SECTION 2. That the Mayor and Director of Finance be, and they are hereby are, authorized and directed to enter into agreements for the services of persons for the said Safety City Program for the period beginning and ending in June of 2017, and for such substitute and additional persons as the Mayor and Director of Finance may deem necessary, which written agreements shall be approved as to form by the Director of Law, but no agreements shall be made that will exceed the amount currently appropriated for such purpose.

SECTION 3. That the amounts payable pursuant to agreements for said services so provided shall be charged to and paid from **Account No. 810 7160 1250-Contracts, Safety City.**

SECTION 4. That the Director of Finance of this City be, and hereby is, authorized and directed to draw his warrant or warrants against said account in payment of services to be provided under the agreements hereby authorized in the total sum of the amount appropriated to said account, upon presentation of proper voucher or vouchers therefore, duly approved by the Director of Public Safety.

SECTION 5. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 6. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 7. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the agreements must be authorized immediately to provide the services required. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings:            Yeas \_\_\_\_\_ Nays \_\_\_\_\_

Passed, \_\_\_\_\_, 2017, as an emergency measure.

\_\_\_\_\_  
President of Council

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council  
APPROVED:

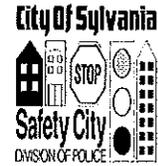
\_\_\_\_\_  
Director of Law

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



**Sylvania Police Division  
Office of Community Affairs  
2017 Safety City Staff**



<u>Staff</u>	<u>Wage</u>
<b>Valerie Shnider, Education Coordinator</b> 5100 Brint Crossing Blvd. Sylvania, Ohio 43560	\$770.00
<b>Katherine Louise Blake, Teacher</b> 5730 Centerview Dr. Sylvania, Ohio 43560	\$590.00
<b>Lauren Colletti-Heil, Teacher</b> 2031 Key St. Apt. L Maumee, Ohio 43537	\$590.00
<b>Angela Lawson, Teacher</b> 4621 Framingham Dr. Sylvania, Ohio 43560	\$590.00
<b>Emily Pasch, Teacher</b> 914 Pierce St. Maumee, Ohio 43537	\$590.00
<b>Brook Snead, Teacher Aide</b> 4104 Boynton Dr. Sylvania, Ohio 43560	\$245.00
<b>Mya Majewski, Teacher Aide</b> 2787 Chapel Creek Lambertville, MI 48144	\$245.00
<b>Kylie Paprocki, Teacher Aide</b> 6926 Elden Dr. Sylvania, Ohio 43560	\$245.00
<b>Hannah Sheehy, Teacher Aide</b> 4050 Franklin Dr. Sylvania, Ohio 43560	\$245.00
<b>Jacob Wagner, Teacher Aide</b> 5911 Garden Park Dr. Sylvania, Ohio 43560	\$245.00
<b>Ben Bostater, Police Aide</b> 9549 Arbor Mist Ct. Sylvania, OH 43560	\$245.00
<b>Total.....</b>	<b>\$4600.00</b>



# City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

May 11, 2017

To: Mayor and Members of City Council

Re: **Council Referral – Ordinance No. 30-2017**

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of May 10, 2017, Council Referral – Ordinance No. 30-2017, Amending Section 1157.12 – Front Yard Parking Prohibited:

..." Mr. Arnold moved, Mr. Marciniak seconded to recommend to Council to approve the proposed Ordinance No. 30-2017, incorporating the changes detailed in the Zoning Administrators letter dated May 3<sup>rd</sup>, 2017. Vote being: Arnold, Marciniak and Lindsley (3) aye; (0) nay. Motion passed by a 3 to 0 vote "...

Sincerely,

Debra Webb, Secretary  
Municipal Planning Commission



May 3, 2017

# City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

TIMOTHY S. BURNS, ZONING ADMINISTRATOR

Referral: Front Yard Parking/ Permitted Driveway Dimensions

Purpose: Zoning review

Prepared By: Timothy S. Burns, Zoning Administrator

**Comments:**

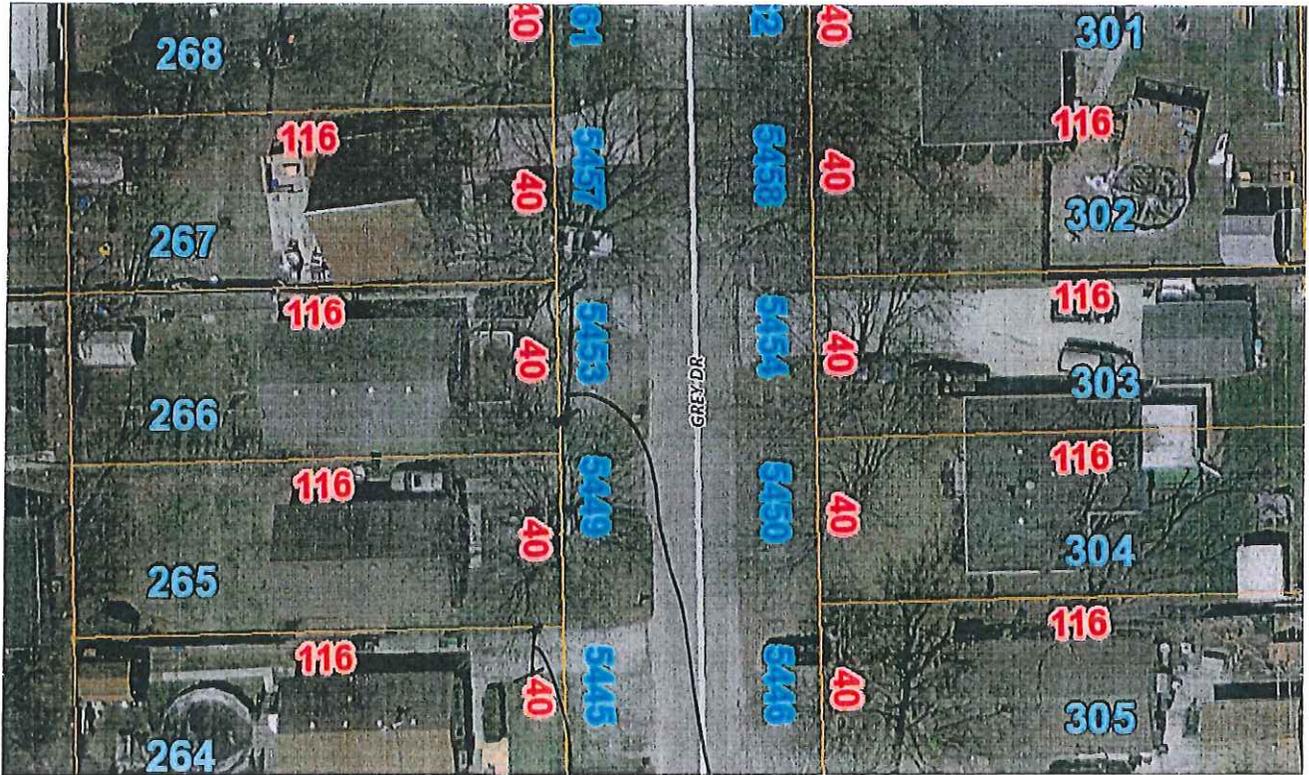
- Standard lots with widths 40' or less to have an aggregate driveway area no greater than 45% of front yard.
- Standard Lots with widths between 41' – 50' to have an aggregate driveway area no greater than 40% of front yard.
- Standard Lots with widths greater than 70' to have an aggregate driveway area no greater than 35% of front yard.
- The Zoning Administrator is permitted discretion for abnormal occurrences (e.g. side-loaded garage with courtyard type driveways, 3-car garages, etc.).

**Chart:**

Lot Width	Aggregate Driveway % (of Front Yard)
< or = 40'	45%
< 50'	40%
>50'	35%

**Timothy S Burns**

**Zoning Administrator**



48' W102 Lot  
@ 35% = 14'

10'6"

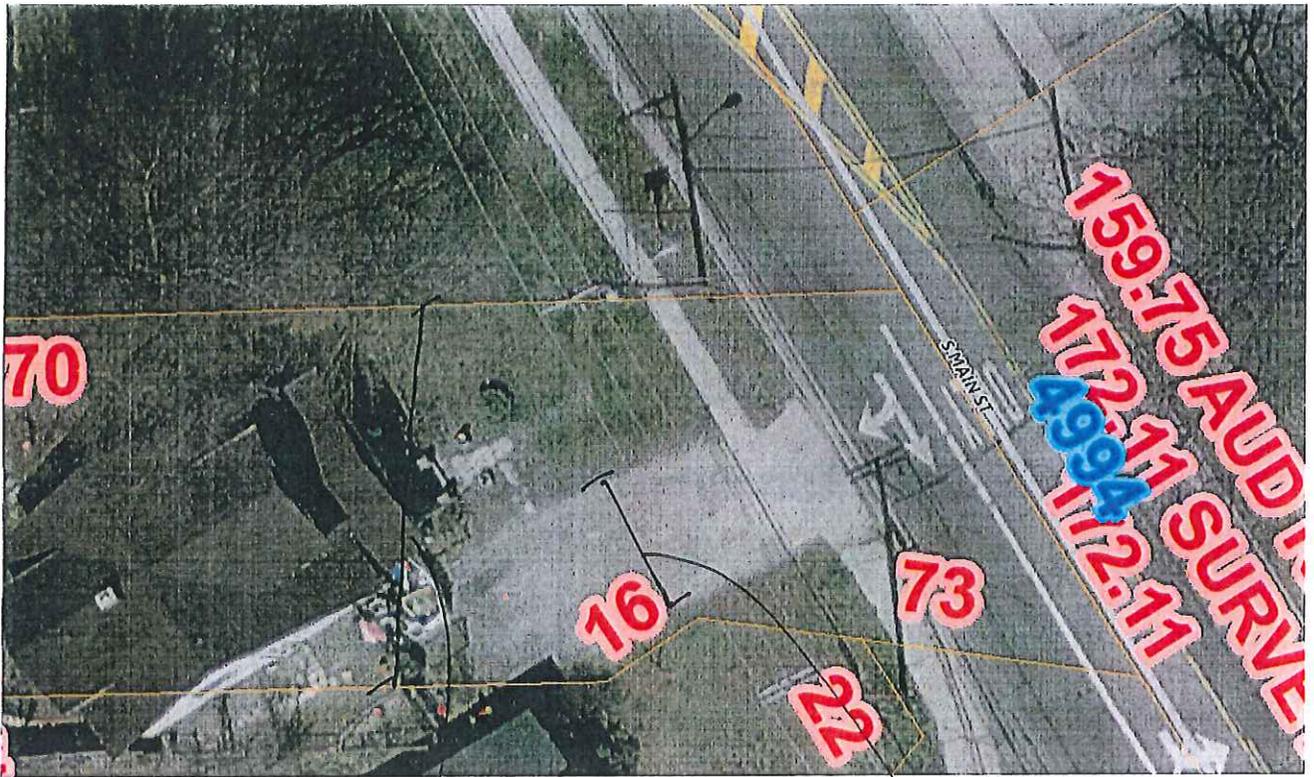
29'6"



42'6" Lot  
 $0.354 = (14.875)$   
14'10"

17'6"

16'6"

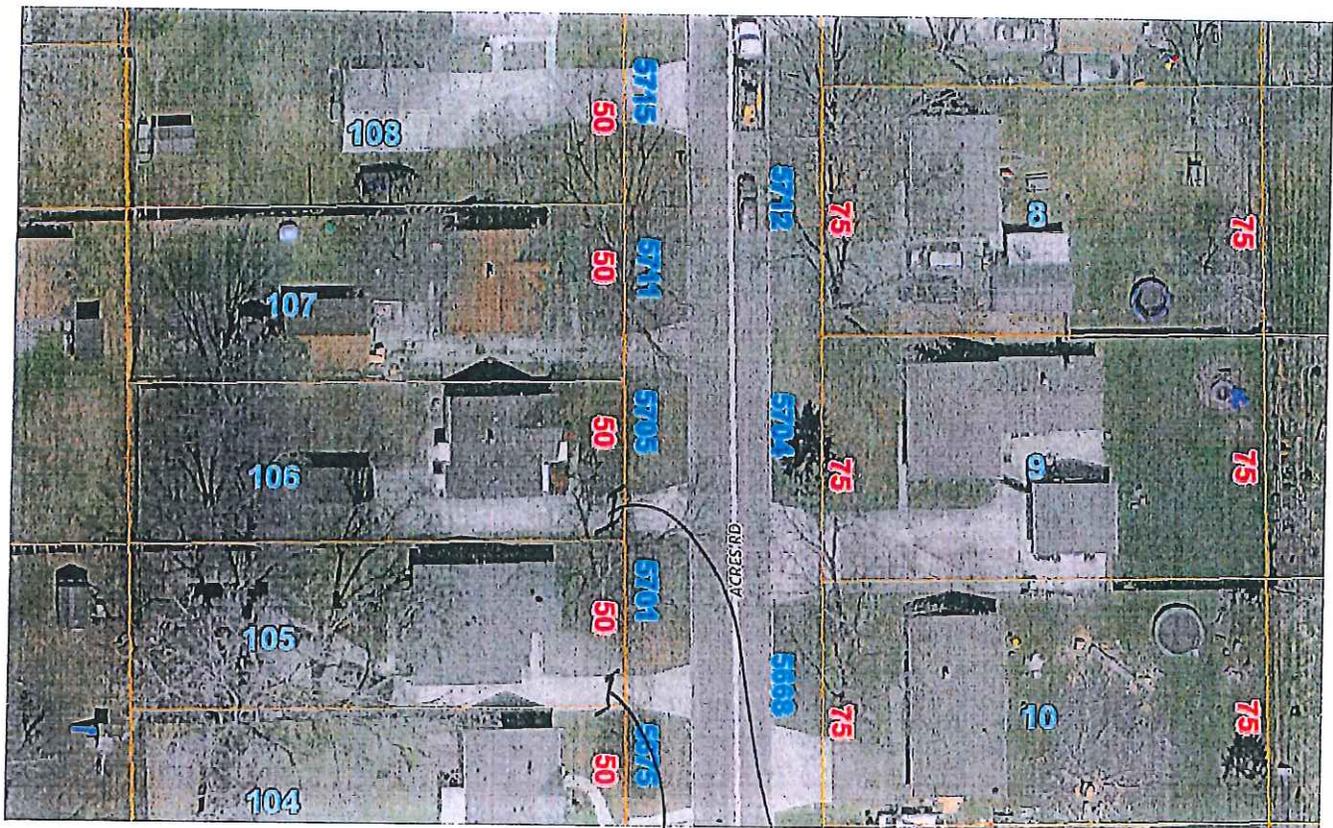


45' Wide Lot

@ 35% = 15.75'

15'8"

17'6"

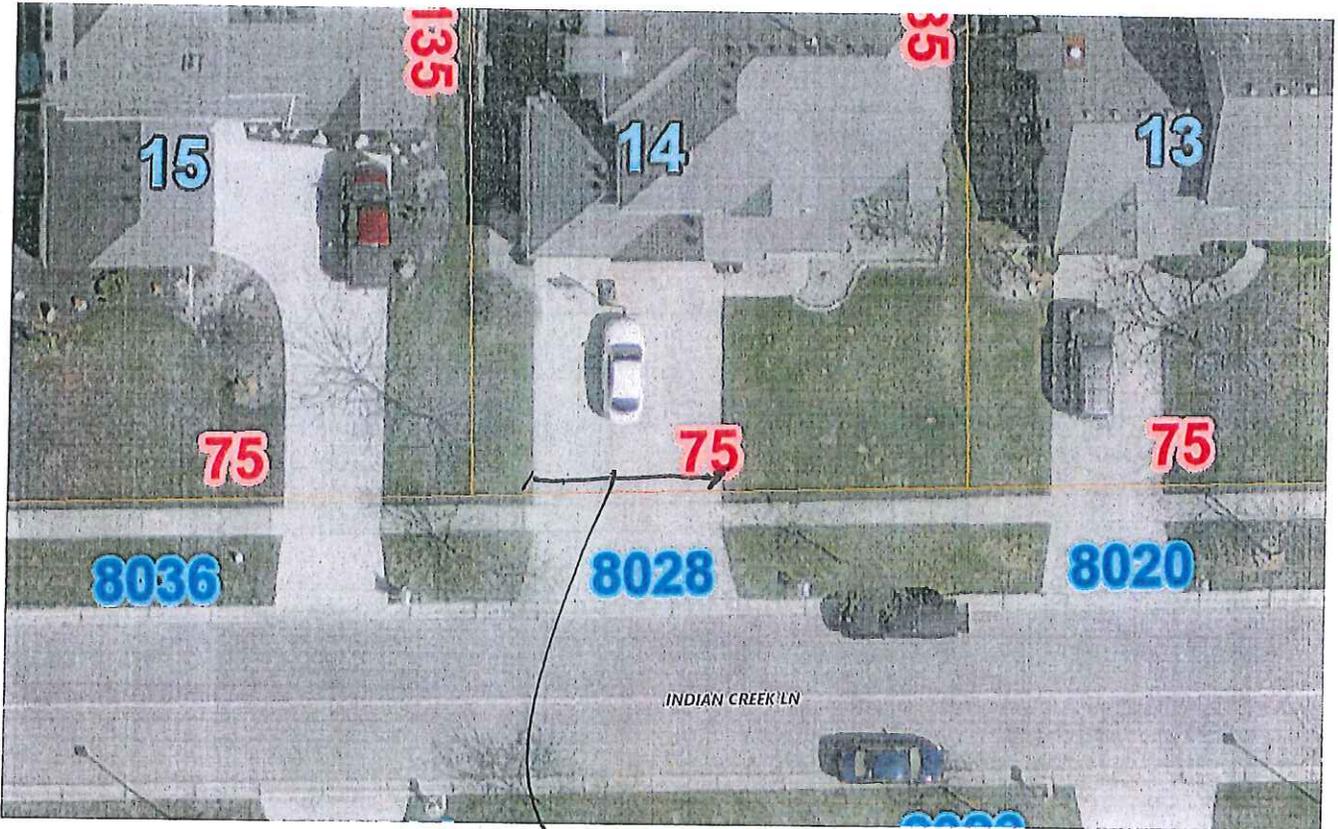


50' WIDE LOT  
@ 35% = (17.5)  
17'6"

10'6"

9'





75' Wide Lot  
@ 35% = 26.25'  
26'3"

28'



# City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

May 15, 2017

To: The Mayor and Members of Sylvania City Council

Re: **US-23/Monroe Street Interchange Feasibility Study**

Dear Mr. Mayor and Council Members:

In 2004 the Ohio Department of Transportation commissioned a planning study, called the *I-475 Strategic Plan*, which defined a coherent overall strategy for the improvement of I-475/US-23 system around the Toledo metropolitan area to meet transportation needs through the year 2035. The study was finalized in 2007 and included a variety of alternatives specifically for the US-23/Monroe Street interchange to address inadequate ramp horizontal geometry and insufficient capacity issues.

This Feasibility Study will expand upon the suggested guidance provided in the *I-475 Strategic Plan* and further review viable alternatives to improve geometric deficiencies, increase capacity and accessibility at the Monroe Street interchange. The study limits include the interchange from Harroun Road to Elliott Drive on Alexis Road and to the traffic signal at the Fifth Third Bank/Country Squire Plaza on Monroe Street.

The first step in this process is to request Letters of Interest from engineering consultants. City staff members will review the Letters of Interest and select the consultant team to complete the Feasibility Study. Once the consultant team is selected the City will enter into fee negotiations with the goal of having a consultant ready to initiate Study work by the third quarter of 2017.

The Feasibility Study is an appropriated capital improvement item in the 2017 budget. We would request authorization to begin the Letter of Interest solicitation.

Sincerely,

Kevin G. Aller, P.E.  
Director of Public Service

8a



# City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

May 15, 2017

To: The Mayor and Members of Sylvania City Council

Re: **2017 Transportation Improvement Program (TIP)  
Application for Ohio Statewide Urban Congestion Mitigation/Air Quality (CMAQ) Projects  
Monroe Street & Silica Drive Improvements Project**

Dear Mr. Mayor and Council Members:

City Council authorized funding of the Monroe Street & Silica Drive Traffic Study on January 17, 2017 (Ord. 5-2017). The study has recommended modifications to improve level of service and increase traffic flow.

Specifically, the recommended alternative would:

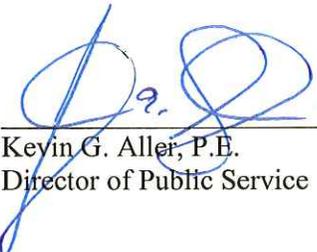
- Add a thru lane for eastbound Monroe, between Silica and Main (Phase 1).
- Provide a double-lane roundabout (Phase 2) including:
  - Combination thru/right turning lane for eastbound Monroe, west of Silica.
  - Combination left/thru lane with a right turn slip lane for northbound Silica, south of Monroe.

We would like to submit Phase 2 of the recommended alternative for funding consideration in this year's Ohio Statewide Urban Congestion Mitigation/Air Quality (CMAQ) Program managed by TMACOG's Transportation Improvement Program (TIP). This round of funding is to complete the pipeline of projects through fiscal years 2022 and 2023. The anticipated funding amount available for this round of applications is \$4,500,000 with the potential of \$13,000,000 available due to uncertainty with a project currently programmed in the CMAQ pipeline.

The cost of the Phase 1 project is estimated to be \$812,900 and the CMAQ eligible Phase 2 project is estimated to be \$2,452,930. We are requesting up to \$1,567,979 in CMAQ funding assistance for the Phase 2 project to be used towards construction. The remaining \$884,951 will be funded locally with the possibility of pursuing future grant opportunities with Ohio Public Works Commission (OPWC) when the funding solicitation window becomes available.

We recommend moving forward with this grant application. Please call if you have any questions.

Sincerely,

 Joseph Shaw for  
 Kevin G. Aller, P.E.  
 Director of Public Service  
 KGA

RESOLUTION NO. 4 -2017

**A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO STATEWIDE URBAN CONGESTION MITIGATION/AIR QUALITY PROGRAM MANAGED BY THE TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENT'S TRANSPORTATION IMPROVEMENT PROGRAM AND TO EXECUTE CONTRACTS AS REQUIRED; AND DECLARING AN EMERGENCY.**

WHEREAS, the Statewide Urban Congestion Mitigation/Air Quality Program ("CMAQ") managed by the Toledo Metropolitan Area Council of Government's ("TMACOG") Transportation Improvement Program ("TIP") provides financial assistance to political subdivisions for improving congestion and air quality; and,

WHEREAS, the City of Sylvania is planning to improve Monroe Street and Silica Drive by adding a through lane for eastbound Monroe as Phase I, and as Phase 2, installing a double-lane roundabout including combination thru/right turning lane for eastbound Monroe (west of Silica) and combination left/thru lane with a right turn slip lane for northbound Silica (south of Monroe); and,

WHEREAS, the total cost of the Phase 2 project is estimated to be \$2,452,930, with the City requesting up to \$1,567,979 in CMAQ funding assistance for the Phase 2 funding to be used towards construction and will be pursuing additional grant opportunities with the Ohio Public Works Commission ("OPWC") for a total anticipated cost to the City of \$884,951.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Sylvania, Lucas County, Ohio, \_\_\_\_\_ members elected thereto concurring:

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to apply to the CMAQ managed by TMACOG's TIP for funds as described above.

SECTION 2. The Mayor and Director of Finance are further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

SECTION 3. If the Monroe Street & Silica Drive Improvements Project is approved for financial assistance, the City of Sylvania will commit the necessary funds to meet the local share

as indicated in the corresponding project application and will enter into an agreement with TMACOG for the grant.

SECTION 4. It is hereby found and determined that for all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5. That the Clerk of Council is hereby directed to post a copy of this Resolution in the office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12 of the Charter of this City.

SECTION 6. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should file its application for the grant immediately and indicate its willingness to enter into an Agreement and appropriate the funds for said project as necessary and therefore this Resolution should be made effective immediately. Provided this Resolution receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the second and third readings:           Yeas\_\_\_ Nays \_\_\_

Passed, \_\_\_\_\_, 2017, as an emergency measure.

ATTEST:

\_\_\_\_\_  
President of Council

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of Council

\_\_\_\_\_  
Director of Law

APPROVED:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

# Memo

To: The Mayor and City Council  
 From: Kevin G. Aller, Director of Public Safety/Service *KGA*  
 Date: 5/9/2017  
 Re: Obsolete Equipment

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Council Members,

We have several items that are no longer of use in our City operations as listed below:

- 1994 Ford L8000 Diesel Dump Truck VIN # 1FDYK82E5SVA10836
- 2006 Little Wonder Lawn Edger
- 2000 Bunton Commercial Mower
- 1994 21" Troy-Bilt Push Mower
- 2004 21" Toro Push Mower

We would request approval to dispose of these items by posting them for sale on the GovDeals website. Should we not receive any bids to purchase the materials we will dispose of them either through scrap value and/or landfill disposal.

Please call if you have any questions. Thank you.



Sylvania Municipal Planning Commission

Minutes of the regular meeting of May 10, 2017. Mr. Lindsley called the meeting to order.

Members present: Ken Marciniak, Daniel Arnold and Thomas Lindsley (3) present. Mayor Stough and Brian McCann excused. Zoning Administrator, Timothy Burns present.

Mr. Marciniak moved, Mr. Arnold seconded to approve the Minutes of the April 12, 2017, meeting as submitted. Vote being: Arnold, Marciniak and Lindsley (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Council Referral – Ordinance No. 30-2017, Amending Section 1157.12 – Front Yard Parking Prohibited (continued from the April 12, 2017 Meeting). Mr. Arnold stated that he wondered if the proposed Ordinance would be overkill, and said that he was concerned about the effects that the changes would have on homes with small lots, and that some homes with small lots also do not have street side parking. Mr. Burns stated that after the Planning Commission meeting took place last month, he met with the City of Sylvania’s Service Director, Kevin Aller, and that they came up with some additions to the proposed Ordinance that addressed the concerns expressed at the last meeting for homes with smaller lots. Mr. Burns submitted a letter to the Planning Commission dated May 3<sup>rd</sup>, 2017, which included the following changes to the proposed Ordinance:

- Standard lots with widths 40' or less to have an aggregate driveway area no greater than 45% of front yard.
- Standard Lots with widths between 41' - 50' to have an aggregate driveway area no greater than 40% of front yard.
- Standard Lots with widths greater than 70' to have an aggregate driveway area no greater than 35% of front yard.
- The Zoning Administrator is permitted discretion for abnormal occurrences (e.g. side-loaded garage with courtyard type driveways, 3-car garages, etc.).

Chart:

Lot Width	Aggregate Driveway % (of Front Yard)
< or = 40'	45%
< 50'	40%
> 50'	35%

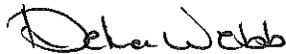
Discussion about the changes included in the letter took place and Mr. Burns explained that the pictures that he included with the letter showed various lot sizes and demonstrated the effects that the changes would have on each lot size, including that the changes would allow for a home

**Sylvania Municipal Planning Commission**  
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with a small lot size to be able to have a driveway that would accommodate 2 regular size vehicle side by side, and that it would also allow that Zoning Administrator to be able to use discretion in certain circumstances. Mr. Arnold moved, Mr. Marciniak seconded to recommend to Council to approve the proposed Ordinance, inclusive of the changes included in the Zoning Administrators letter dated May 3<sup>rd</sup>, 2017. Vote being: Arnold, Marciniak and Lindsley (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Mr. Marciniak moved, Mr. Arnold seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary  
Municipal Planning Commission

C

Board of Architectural Review

Minutes of the regular meeting of May 10, 2017. Mr. Lindsley called the meeting to order.

Members present: Ken Marciniak, Daniel Arnold and Thomas Lindsley (3) present. Mayor Stough and Brian McCann excused. Zoning Administrator, Timothy Burns present.

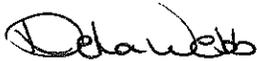
Mr. Arnold moved, Mr. Marciniak seconded to approve the Minutes of the April 12, 2017, meeting as submitted. Vote being: Arnold, Marciniak and Lindsley (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 3 – Regulated Sign – app. no. 18-2017 requested by Ron Duschl for Salvarrito LLC, d.b.a. Hot Head Burritos, 6600 W. Sylvania Avenue, Sylvania, Ohio 43560. Application is for a wall sign and 2 window signs. Signs are within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the signs shown in the drawing submitted with the application. Vote being: Marciniak, Arnold and Lindsley (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Item 4 – Regulated Sign – app. no. 20-2017 requested by Myra Gueli of Toledo Sign for Fiddle Stix, 5693 Main Street, Sylvania, Ohio 43560. Application is for a wall sign. Ms. Gueli was present. Sign is within the limits of the Sylvania Sign Code. Mr. Arnold moved, Mr. Marciniak seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: Marciniak, Arnold and Lindsley (3) aye; (0) nay. Motion passed by a 3 to 0 vote.

Mr. Arnold moved, Mr. Marciniak seconded to adjourn the meeting. All present voted aye. Meeting adjourned.

Submitted by,



Debra Webb, Secretary  
Municipal Planning Commission

D

# MEMO

May 4, 2017

To: City Council Members and Administration  
Fm: Laura Bigelow  
Re: 1<sup>st</sup> Quarter Reports

Please find enclosed the 1<sup>st</sup> Quarter Reports for 2017. Please call me at 885-8926 with any questions.



# City of Sylvania

Division of Taxation

## Management Report - First Quarter - 2017

### Key Statistics:

	2017	2016
Number of tax returns processed (includes e-files)	3690	4422
Number of e-filed returns	419	411
Gross Receipts	\$2505537.26	\$2677655.05
Number of withholding payments processed	3155	3423
Number of online payments	63	68
Number of refunds processed	118	158
Delinquent totals	\$737260.43	\$705748.47
Amount of money received from collection	\$15491.65	\$13817.39
Number of accounts turned over for collection	64	56

### Items of Special Interest:

Our office has been very busy this quarter processing year end reconciliations and the large volume of tax returns that have submitted, along with the other day to day work and assisting taxpayers with their tax return preparation.

Respectfully submitted,

Christy M. Golis  
Commissioner of Taxation



**SYLVANIA POLICE DIVISION**  
**1ST QUARTER 2017**  
**Management Report Worksheet**

	<u>2017</u>	-	<u>2016</u>
Crime Reports	291		294
Crime Offenses	344		331
Criminal Arrests - Juvenile/Adult	168		152
Traffic Citations	418		347
Written Warnings	249		454
Parking Ticket	28		20
OVI	15		17
Traffic Crashes	100		84
Traffic Crash injuries/fatalities	23/0		20/0
Calls for Police Service	4553		3866
Hours Spent Handling Police Calls	1148:14		825:50
Emergency Response Time – Priority 1	4:06		3:10
Overtime Hours - Police	959		1076.75
Overtime Hours - Dispatch	274.25		317
Training Hours	479		481.5
Vehicle Lockouts	75		60
Motorist Assists	86		67
False Alarms - Commercial	55		49
False Alarms - Residential	19		41
Child Safety Seats Installed	13		22

## Community Affairs

### Quarterly Report – 1st Quarter 2017

*"The mission of the Office of Community Affairs is to support the Sylvania Police Division in its efforts to maintain an atmosphere of safety and security for members of the community. To be effective in assisting in this mission, the Office of Community Affairs shall provide education in the areas of substance abuse and positive decision-making in all Sylvania Schools. The Office of Community Affairs shall also provide crime prevention programs and services to educate our citizens and businesses."*

### Introduction

PtIm Pooley taught the elementary DARE program at St. Joseph's School and at the Toledo Islamic Academy. PtIm. Pooley presented the middle school DARE program at McCord Jr. High and also at the Bounty Collegium school. PtIm. Pooley also presented the kindergarten bicycle safety program at the public and private schools in the City of Sylvania. He has also begun to present the third grade seatbelt safety program at the schools in the community.

Officer Gallup and Officer Roe have started the second half of the 2016-2017 school year at Northview High School and Southview High School.

Sgt. Music has begun the registration process for Safety City 2017. Sgt. Music continues to work with the school district on safety planning including threat assessment, emergency preparedness, verbal de-escalation, mental health referral process and the A.L.I.C.E. program.

Officer Chad Amstutz and STPD Officer Kevin Steinman are the advisors for the police explorer program. The Explorer program continues to offer meaningful and interesting opportunities to the youth of the Sylvania community.

### Youth Programs / DARE Events

- Officer Gallup gave several presentations to various school and community groups.
- Officer Roe gave several presentations to various school and community groups.
- Officer Pooley gave numerous presentations to various school and community groups
- Officer Pooley is presenting the elementary DARE program at the Toledo Islamic Academy and at St. Joseph School.
- Officer Pooley began presenting the 3<sup>rd</sup> grade seat belt safety classes at the elementary schools in the City of Sylvania.
- Officer Pooley presented the kindergarten bicycle helmet safety program to all the elementary schools in the City of Sylvania.

### Community Involvement

- Sgt. Music attended numerous community events, meetings and gave several presentations.
- Officer Pooley attended several community events and meetings.

- Officer Gallup attended several meetings with various school and community groups.

**RUOK Program**

*Alerts:*

- 4, non-emergency

**School Resource Officer Programs**

<b>Northview High School - Officer Gallup</b>	
Presentations	8
Meetings	26
General Offense Reports	5
Accident Reports	0
Citations / Warnings	1
School Related Complaints	28
Parking Lot Assists	5
Court Appearances	2

<b>Southview High School – Officer Roe</b>	
Presentations	5
Meetings	33
General Offense Reports	11
Accident Reports	0
Citations / Warnings	0
School Related Complaints	31
Parking Lot Assists	2
Court Appearances	0

**Explorer Program**

- Explorers have trained in the following topics:
  - Building searches
  - Officer down and medical response
  - Crisis negotiation training
  - Bomb threat response
  - Arrest and search warrant service

**Volunteer Program -1st. Quarter Report**

**A. Summary**

<b>Hour Summary</b>	
Total Patrol Volunteer hours for Jan 2017 - March 2017	68.25
Total Event Volunteer hours for Jan. 2017 - March 2017	27
<b>Total</b>	<b>95.25</b>

<b>Volunteer Patrol Log</b>	
<b>Lockouts</b>	2
<b>House Checks</b>	0
<b>Road Patrol/Traffic Assists</b>	2
<b>Citizen/Motorist Assists</b>	5
<b>Business Checks</b>	0
<b>Business Surveys</b>	0
<b>Juvenile Court Runs</b>	0
<b>Special Assignments:</b>	
A. Events:	
•	Business Expo
•	Volunteers attended a volunteer appreciation dinner
•	Explorer scenario training assistance
•	SCAT hot cocoa run
•	New volunteer orientation meeting

Respectfully,

SGT. 

Sgt. Justin Music #851  
 Sylvania Police Division  
 Office of Community Affairs

**Detective Bureau**



Sylvania Police  
Division  
Detective Bureau  
6635 Maplewood Ave  
Sylvania, OH. 43560  
419-885-8907

**2017**      **1st  
Quarter**

**Quarterly Detective Bureau  
Summary**

**Active investigation monthly average:**                      41

**Active case load by investigator:**

<u>Detective</u>	<u>Assigned</u>	<u>Cleared</u>	<u>Current Total [Non-Drug / Drug]</u>		
Sgt. Senev	8	7	15	/	0
Det. Bliss	13	14	7	/	0
Det. Papenfuss	5	11	6	/	6
Inv. Gibbs	3	1	3	/	0
Inv. Beadle	0	0	0	/	0
Inv. Barnswell	0	0	1	/	0
Inv. Vargo	0	1	0	/	0
Inv. Collins	2	2	3	/	0
<b><u>Monthly Case Totals:</u></b>	31	36	35		6

**Number of Call-Ins & Hold  
Overs:**

Call-Ins:                      1  
Hold Overs:                      1

### **Narrative:**

- Det. Bliss was assigned two unrelated child abuse reports to investigate. The victims are both young children who had marks and bruises from the assaults.
- Sgt. Seney is working with the USSS on a ring of Chinese nationals that are purchasing cars nationwide with other people's identities. The vehicles are then shipped over to China on a ship from California.
- Det. Bliss was assigned a theft case, where it appears relatives may have taken advantage of a situation and used up tens of thousands of dollars from the bank accounts of an elderly special victim.
- Det. Bliss was also assigned the case of a backpack found in a residential backyard. The backpack contained a plethora of female underwear and a simulated firearm.
- Det. Papenfuss has opened 4 new drug investigations with ties to our jurisdiction and executed a drug related search warrant.
- Det. Bliss was assigned a case regarding a jogger who was physically molested by a suspect at Olander Park. The cameras were not in positions to cover anything as they are aimed more toward the structures for potential vandalism suspects. Tam O' Shanter also has no cameras on the exterior of the building, so no further investigative leads were generated.

### **Forfeitures:**

- #16-888 \$35,259 ordered over to Sylvania PD by SMC
- #17-868 \$625 seized in a search warrant
- #15-3536 \$65.00 ordered over to Sylvania PD by SMC

### **Drug Evidence Seizure:**

- 421.2 g marijuana
- 5 g marijuana edibles
- 4 blobs of marijuana wax (dabs)
- 2g heroin
- .9g crack cocaine
- 11.9g cocaine

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Sgt. Joshua R. Seney

## **Management**

The mission of the Sylvania Police Division is to serve the citizens of Sylvania in a professional and efficient manner by providing comprehensive law enforcement services to the community, so that each citizen may be safe and secure to enjoy their pursuit and enjoyment of all lawful activities.

During the 1st quarter 2017, we experience no changes in our personnel. As we spring ahead into 2017, I as well as my command staff, officers, telecommunicators and administrative secretary look forward to serving the needs of our citizens, our wonderful community and to our continued working relationship with city council.

Our authorized strength is 34 Police Officers, 6 Telecommunicators, and 1 Administrative Secretary. Currently we have 33 sworn police officers choosing not to fill one police officer position at this time. We ended this quarter with no suspensions, no personnel off on Family Medical Leave, Sick Leave or on Military deployment.

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William H. Rhodus  
Chief of Police

City of Sylvania  
2016 Quarterly Reports  
Zoning Operation

<b>Zoning Office Key Statistics</b>	2017 1st Qtr	2016 1st Qtr
Residential Renovations, Additions & Accessory	5	3
New Dwelling (Residential)	1	4
***Estimated Valuation***	\$300,000	\$210,000
New Commercial Construction	0	0
Commercial Additionas & Renovations	10	4
Demolition Permits Issued	1	1
Swimming Pool Permits Issued	0	0
Sidewalk Permits Issued	0	4

<b>Municipal Planning Commission</b>		
Lot Splits	0	0
Council Referrals	2	1
Site Plan Review	0	0

<b>Architectural Board of Review</b>		
Sign Review	12	16
Architectural Review - Construction	4	0

<b>Zoning Complaints</b>		
On Site Inspections	18	18
Open Zoning Complaints	10	12
Closed Zoning Complaints	8	6
Letters & Warnings Sent	7	3

**City of Sylvania Management Report**  
**For The Division of Streets**  
**First Quarter - 2017**

**Key Statistics**

<b>Ice &amp; Snow Control:</b>	<b><u>2017</u></b>	<b><u>2016</u></b>
Ice & Snow Control Hours	270 hrs.	382 hrs.
Salt Tonnage Used	445 tons.	700 tons.
Bridge Sidewalk Snow Clearing Hours	24 hrs.	28 hrs.
Salt Main Breaks for Water Dept.	4 hrs.	0
Stack Salt in Harroun Rd Storage Dome	24 hrs.	0
 <b>Traffic Signs Repaired and / or Replaced:</b>		
Sign Maintenance Hours	782 hrs.	547 hrs.
Regulatory Signs	19	8
Warning Signs	8	6
Street Name & Informative Signs	15	5
 <b>Road Maintenance &amp; Repairs:</b>		
Cold Patch Hours	652 hrs.	492 hrs.
Cold Mix Tonnage Used	5 tons.	11 tons.
Cleaning and Inspecting Catch Basin Hours	526 hrs.	280 hrs.
Road Grading Hours	116 hrs.	815 hrs.
Basin Repair	0	16 hrs.
Guardrail / Handrail	105 hrs.	247 hrs.
Street Sweeping Hours	68 hrs.	0
CDF Low Strength Backfill for Water		
Main Breaks	7 cu.yds	0
Main St Closure for Sewer Dept.	24 hrs.	0
Berm Edge of Roads in the City	166 hrs.	0
Stone Used to Berm	114 tons.	0

<b>Equipment Maintenance:</b>	<b><u>2017</u></b>	<b><u>2016</u></b>
Leaf Loader - Leaf Box Repair & Repainting Hours	84 hrs.	158 hrs.
Snow Removal Equipment Repair & Repainting Hours	36 hrs.	4 hrs.
Miscellaneous Equipment Repairs Hours	536 hrs.	85 hrs.

**Miscellaneous:**

Snow Plow Damage ( Mail Box & Yard Repair )	16 hrs.	1 hr.
Dead Animals Removed From Right-of-Way	2	9
Maintenance Bldg ( Repairs, Cleaning, Painting ) Hours	293 hrs.	125 hrs.
Inventory & Green Tag Hours	96 hrs.	72 hrs.

*Jim Campbell*

Jim Campbell  
Foreman of Streets

4/28/2017



INFORMATION  
TECHNOLOGY  
DEPARTMENT  
QUARTERLY REPORT

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FIRST QUARTER 2017

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6730 MONROE ST  
SYLVANIA, OH 43560

# INFORMATION TECHNOLOGY QUARTERLY REPORT

RENEWED FOCUS ON SECURITY, SYLVANIA COURT SWITCH REFRESH, UPS REFRESH IN DATACENTER, COPIERS REPLACED AND NEW POLICE DISPATCH WINDOW INTERCOM SYSTEM INSTALLED.

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FOURTH QUARTER 2016

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## MISSION STATEMENT

Our mission is to provide efficient and cost effective Information Services to the Departments and Divisions of the City of Sylvania. To provide a knowledgeable and committed staff in order to maintain a stable, reliable and secure network. To respond in a timely manner to the needs of our users and empower them with the technology they need to become more effective. The Information Technology Department will maintain a high level of integrity and continue be good stewards of public funds. We will continue to partner with vendors in order to stay current with new technology. We will continue to pursue the further development of public services in order to provide the most current information to our citizens to enhance their quality of life.

## CURRENT RESPONSIBILITIES

- Network Infrastructure
- Network Security
- Researching and procuring
- Help Desk Services
- Phone Systems
- Security Camera Systems
- Workstations and Mobile Devices
- City websites
- Wireless networks
- File and Print Services
- Copiers
- Document Management
- Email
- Backups
- Disaster Recovery
- WAN Services
- Remote Access Services

## PROJECTS

- Updating phone configuration in order to provide for better redundancy.

We worked with BSB Communications in order to copy existing CRA's (Call Routing Announcements) to the phone switch located in the police division. This provides the phone system with continuous access to the CRA's in the event of a single switch failure. We will also be working with BSB later this year to remove old wiring and panels from the phone room located at the Police Division.

- River Trail Camera design and testing.

We continue to have discussions with our Engineers to help them prepare to go to bid on this project. We are also continuing to test a fabricated utility box including a media converter which can provide POE (Power over Ethernet) to the security cameras to be installed along the River Trail. We are currently testing the media converter design by placing it on the roof of City Hall exposing it to all types of weather conditions which exceeds the conditions that the production model will experience inside the light poles along the trail. The device has been exposed to the elements since late September of 2016 and continues to be reliable.

- Patch Management

We continue to patch our Servers, Workstations, Websites and infrastructure devices as required. Servers and Workstations are patched using WSUS and SolarWinds Patch Manager.

- Purchase and Implement a FireEye HX End-Point Security Appliance including an SSL Intercept device to unencrypt and scan the code prior to delivery to the client.

We reached out to a Sales Engineer from FireEye and have an on-site meeting scheduled for April 3<sup>rd</sup> 2017. The purpose of this meeting is to discuss our current FireEye deployment and how to best implement the HX solution into our existing environment. We will also be discussing the best way to redesign our current solution to provide for better protection including encrypted websites (SSL).

- L3 Server Refresh

We purchased the necessary licensing from L3 Mobile Vision to implement a new L3 Server. This server will be run as a virtual machine, therefore saving the cost of additional server hardware. We will be purchasing additional external storage in order to properly store the videos, while taking into consideration future needs for body-cams. We estimate that a 10tb NAS will be sufficient. A new Blu-ray archival PC has also been purchased to replace the existing DVD archiver.

- Smart Board Installation

In order to provide better access to resources for training and webinars, a new Epson Brightlink 1410WI smartboard was purchased at the cost of \$1700. The solution was purchased from Jamiesons Audio in Sylvania and was a demo unit, which saved considerable cost. We installed the smartboard in the Administration Building 1<sup>st</sup> floor conference room.

- Network switch refresh

We are continuing to work on a network switch refresh. We replaced a switch in the Police Division phone room in the first quarter of 2017 with plans to refresh other switches throughout this year.

- Additional Security Cameras added to Municipal Building

Additional security cameras were added to the exterior of the Municipal Building which houses the Police Division. There were several areas outside the building that did not have adequate video coverage. Last year there was an incident where an abandoned suitcase was found sitting in front of the Police Division and was treated as a potential security threat. It was later determined that the suitcase was left there inadvertently. There was no camera coverage to show the details surrounding that incident. We worked with Chief Rhodus to get additional cameras added to cover the majority of the outside of the building.

## GOALS

- Website additions

We are working with the Economic Development Director Bill Sanford to complete the implementation of new Economic Development pages for the cityofsylvania.com website. Several additional pages will be added. These pages will be found under the Business and Economic Development section.

- Court Software Additions

The court clerk is looking into adding additional software licensing to their existing application. The new licensing, "Paper-on-Demand", will eliminate the need to generate paper copies of many of the legal documents they currently have to maintain.

- Disaster Recovery Site (Akron, Ohio)

The Sylvania Municipal Court is considering moving towards a "paper-less" environment. Therefore, we will be potentially placing a second virtual court server at our Akron, Ohio co-location. We are in the process of working with the vendor, Henschen & Associates, to get implementation and licensing costs. We will also be moving a second, now decommissioned, server out to the location to provide for better redundancy as well as provide for additional hardware availability in the case of a DR related event.

- Telephone system refresh

Our current telephone system is 10 years old. The hardware is no longer available for purchase and the support costs continue to rise. Our current telephones and phone switches are no longer being manufactured. All parts are refurbished parts and are getting difficult to obtain. We will be exploring telephony options in 2017 in order to determine our best course of action for 2018.

- Network switch refresh

We are continuing to work on a network switch refresh. We currently have approximately (18) LAN Switches and (2) SAN switches. The majority of the switches are Cisco 10/100 switches. We will be replacing these with 10/100/1000 switches.

- UPS Replacements

There are several UPS's located at other locations throughout the city in other mission critical locations. We will be refreshing these older UPS's in 2017.

- Training

We are continuing to pursue relevant training and certifications. Our primary focus is Fortinet training, which is our Firewall and email gateway solution, followed by VMWare and Cisco training. We also plan to refresh an existing certification in Network+.

- Camera migration and implementation. (Main Campus)

We continue to replace existing analog cameras with new IP cameras and add them to our existing digital camera solution, Avigilon.

- Camera implementation (River Trail Phase II)

We will continue to work with our Engineering Department to assist with implementing security cameras in certain areas of concern along the River Trail as well as connectivity to the maintenance building. We will be involved with the project throughout the bidding and implementation process.

- Help Desk Software Implementation

We have been adding existing support contracts and existing technology related assets into the software to provide for a more efficient method of inventory management. We have provided access to the help desk software for a few select users with positive results. This allows our users to track the status of their work orders and will provide us with a better workflow.

- Cost Reduction through consolidation

We continue to decommission switches and other network related equipment in order to reduce costs and simplify administration.

- Intern Program

It remains our intention to develop an Intern program in order to help local students who are working towards a degree in technology get firsthand knowledge and experience in their field of study.

Respectfully Submitted,



Charles W. Silvernail III  
I.T. Manager  
Information Technology



# City Of Sylvania

DIVISION OF UTILITIES

DAVID W. FRANCE, UTILITY MANAGER

1st Quarter 2017

1st Qtr 2nd Qtr 3rd Qtr 4th Qtr

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Water Accounts	7,206					
Number of Sewer Accounts	8,554					
Number of Water Tap Permits	5				5	32
Number of Sanitary Tap Permits	10				10	53
Number of Storm Tap Permits	1				1	27
Number of Second Meter Permits	1				1	23
					0	
					0	
<b>Utilities</b>						
Number of Payments Received	20,000				20,000	79260
Total Collection Water	\$1,155,163.80				\$1,155,163.80	\$4,944,246.08
Total Collection Sewer	\$492,209.71				\$492,209.71	\$1,897,254.79
Total Collection Refuse	\$117,856.33				\$117,856.33	\$443,078.87
Total Collection On/Off	\$100.00				\$100.00	\$500.00
Total Collection Fire	\$998.97				\$998.97	\$3,627.42
Total Collection Misc	\$4,602.45				\$4,602.45	\$14,023.82
Total Collection Water Tap Pay Plan	\$333.05				\$333.05	\$799.32
Total Collection Sewer Tap Pay Plan	\$0.00				\$0.00	\$0.00
Total Collection Tree Removal	\$82.74				\$82.74	\$328.29
<b>Utility/Zoning Permit Sales</b>						
Water Tap Permits	\$4,800.00				\$4,800.00	\$34,015.00
Sanitary Tap Permits	\$855.00				\$855.00	\$5,130.00
Sanitary Connection Fees	\$2,740.00					\$13,300.00
Sanitary Cost Recovery	\$0.00					\$0.00
Sanitary Project Reimbursement	\$0.00					\$0.00
Storm Tap Permits	\$95.00				\$95.00	\$2,660.00
Second Meter Permits	\$300.00				\$300.00	\$6,900.00
Hydrant Permits	\$0.00				\$0.00	\$2,800.00
Zoning Permits	\$4,784.25				\$4,784.25	\$19,150.25
<b>Service Dept Sales</b>						
Sewer and Sidewalk Licenses	\$1,240.00				\$1,240.00	\$1,496.00
Plans/Bid Documents	\$390.00				\$390.00	\$1,480.00
<b>Refuse/Green Yard Waste</b>						
Refuse Extra Bag Tags	\$351.50				\$351.50	\$1,477.75
Refuse Bulk Item Sticker	\$1,123.90				\$1,123.90	\$3,605.50
Green Yard Waster Stickers/Bags	\$5,178.50				\$5,178.50	\$17,799.00
Misc.						
Misc.	\$130.00				\$130.00	\$1,658.05
<b>Total Collection</b>	<b>\$1,793,335.20</b>	<b>\$0.00</b>			<b>\$1,790,595.20</b>	<b>\$7,415,330.14</b>

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior year
Total Water Purchased (Gallons)	116,867,520				116,867,520	602,885,008
Average Daily Water Purchased	1,298,528				1,298,528	1,674,755
Total Sewer Flow (Gallons)	309,230,000				309,230,000	963,600,000
Average Daily Sewer Flow	3,435,889				3,435,889	2,640,000
Estimated Population Served-Water	21,400					
Estimated Population Served-Sewer	25,300					

**\*Activities To Be Performed\***

Monitoring meter reading  
Continue replacement of Dead MTUs

**\*Progress This Period\***

Systematic Cleaning of sewer collection system  
Online utility account availability and email billing  
Maintenance and repairs of water distribution system  
Working towards implementing online credit card payment system  
Replaced 4 data collection unit batteriers




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David W. France  
Utility Manager



# City Of Sylvania

VEHICLE MAINTENANCE  
JASON MUSIC

## City of Sylvania Management Report for the Division of Vehicle Maintenance First Quarter 2017

### Key Statistics

No. of vehicles serviced and repaired:

This Quarter	149
Last Quarter	123

	<u>Unit count</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Hours</u>
<b><u>Fleet Condition:</u></b>				
<b><u>SPD:</u></b> Good, routine maint.	61	\$3,468.00	\$3,135.00	78
<b><u>Streets:</u></b> Good, routine maint.	47	\$6,506.00	\$5,775.00	144
<b><u>Water:</u></b> Good, routine maint.	9	\$478.00	\$510.00	13
<b><u>Sewer:</u></b> Good, routine maint.	12	\$1,347.00	\$915.00	23
<b><u>Parks:</u></b> Good, routine maint.	16	\$953.00	\$1,755.00	44
<b><u>Other Depts:</u></b> Good, routine Maint.	4	\$224.00	\$570.00	14
<b><u>Totals</u></b>	<b>149</b>	<b>\$12,976.00</b>	<b>\$12,660.00</b>	<b>317</b>

**Misc Repairs (sublet):** All Dept. **\$4,227.00**

**Total Vehicle Maintenance cost:** **\$29,863.00**

**Second Quarter 2017 activities:** Provide revolving repair and maintenance for all departments. Ready and maintain seasonal equipment such as leaf loaders and plow trucks. As the fleet ages, the equipment will require more maintenance and repairs.

*Jason Music*

Jason Music  
Vehicle Maintenance Manager  
April 28, 2017

# Parks & Forestry Quarterly Report : January - March, 2017

## Green Yard Waste

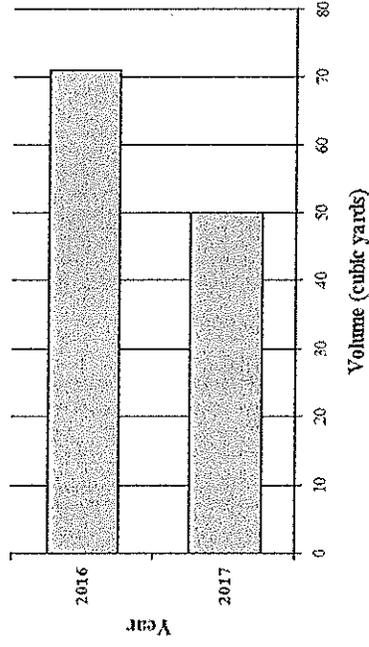
### Volume Collected (cubic yards)

\* Route A 5.4~

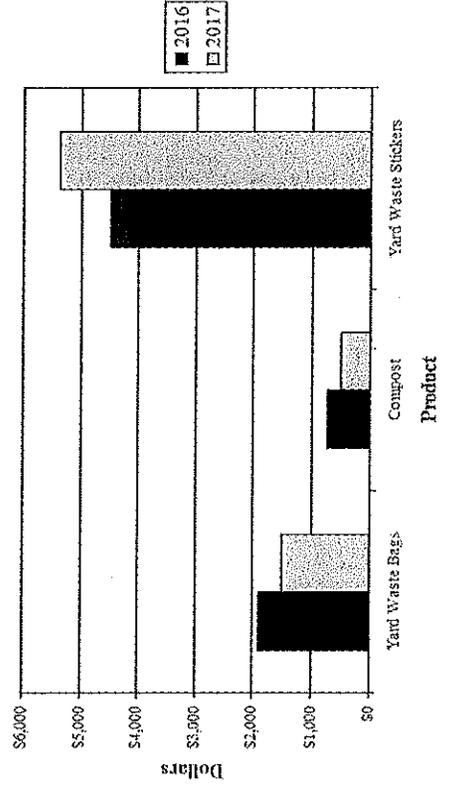
\* Route B 3.6~

~ Processed Volume

2016 - 2017 Cu Yds. of Compost Sold

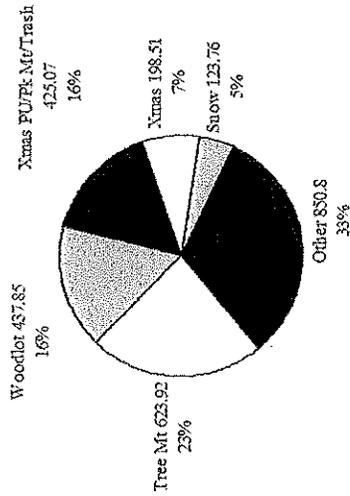


2016- 2017 Revenue Comparison

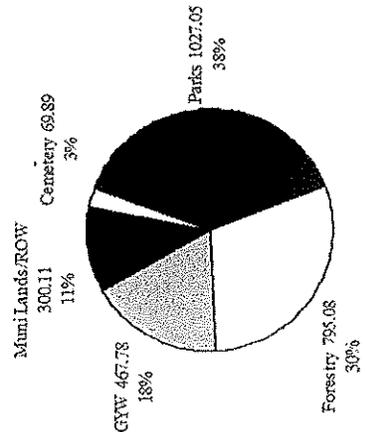


# Parks & Forestry Quarterly Report : January - March, 2017

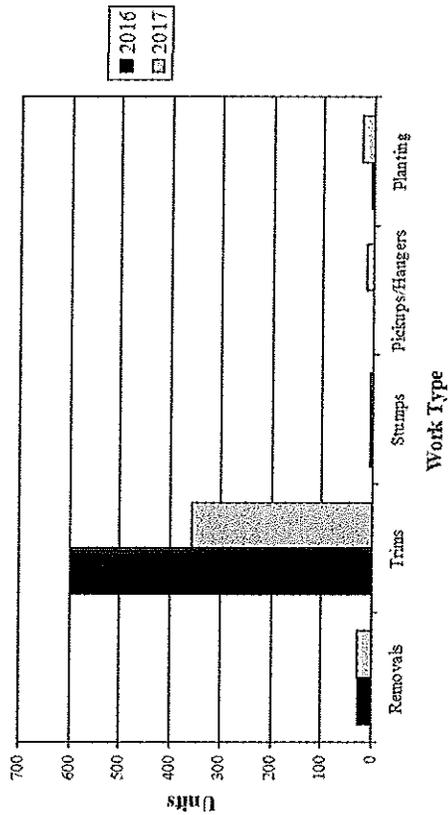
## Man-Hours by Work Type



## Man-Hours by Account

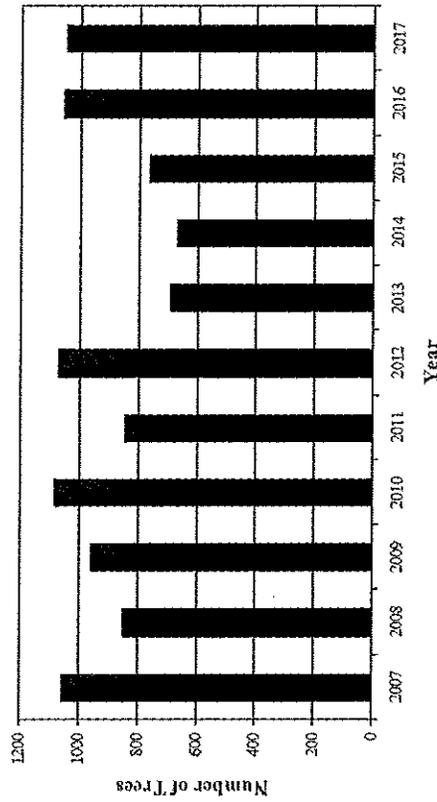


## 2016 - 2017 Work Comparison



# City of Sylvania Christmas Tree Recycling Data

Curbside Christmas Tree Pickup: 2007 - 2017



2016-2017 Curbside Christmas Tree Pickup Volume/Day

