

Sylvania City Council
November 5, 2018

6:15 p.m. Finance Committee
2019 Budget
In finance conference room, Admin Bldg.

7:30 p.m. Council Meeting
Agenda

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mrs. Husman, Mr. Luetke, Mr. Richardson, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Richardson.
3. Additions to the agenda.
4. Approval of the Council meeting minutes.
 - a. Regular meeting on October 15, 2018
 - b. Special meeting on October 26, 2018.
5. Main Street Reconstruction Project.
 - a. Service Director's report on Construction Engineering-Change Order No. 1-Final.
 - b. Proposed Ordinance No. 59-2018, Authorizing to approve Change Order #1(Final) to City's agreement with Stantec Consulting Services, Inc. for Main Street Reconstruction Project.
6. Notice of transfer of the D1, beer for on premises consumption until 1:00a.m., D2, wine and certain prepackaged mixed drinks until 1:00 a.m. and D3, spirituous liquor until 1:00 a.m., permit from RS Restaurants, Inc. & Patio, 6064 Monroe St., to Ciao of Sylvania LLC d/b/a/ Ciao & Patio, 6064 Monroe St.
7. Set 2019 Schedule - Council Meetings & Trick or Treat.
 - a. Set regular Council meetings.
 - b. Set Trick or Treat date and time. (October 31st is a Thursday)
8. Committee reports.
 - a. Finance Committee meeting held on this date.
9. Committee referrals.

INFORMATION

- A. October 2018 Cash Report from the Division of Taxation.
- B. 3rd Qtr. 2018 Management Reports.
- C. Letter from Sylvania Area Chamber of Commerce regarding 2019 budget.

Minutes of the Meeting of Council
October 15, 2018

The Council of the City of Sylvania, Ohio met in regular session on October 15, 2018 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Doug Haynam, Sandy Husman, Mark Luetke, Patrick Richardson, Mary Westphal; (7) present; (0) absent.

Roll call:
All present.

Pledge of Allegiance to the United States of America led by Mr. Luetke.

Pledge of
Allegiance.

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

The following items were added to the agenda:

- 10b. Update on Designated Outdoor Refreshment Area.
- 10c. Update on Sister City activities.
- 12. Invitation.

Mrs. Westphal moved, Mrs. Husman seconded to approve the agenda as amended; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, 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 October 1, 2018 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 October 1, 2018 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the
October 1
meeting
minutes.

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

Mr. Adam Fineske, Sylvania School Superintendent provided a district update and reviewed the 2018-2019 goals. He provided information on the upcoming 0.9 mill levy that will cost \$5.26 per month for a home that sells for \$200,000.

Adam Fineske
provided School
and levy update.

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

Mr. Frye presented and read aloud by title only, proposed Resolution No. 13-2018, a written copy of same having been previously furnished to each member of Council, "A Resolution authorizing the Mayor and Director of Finance to file a grant application with the Ohio Public Works Commission for the Brint Road, Centennial Road, Sylvania-Metamora Road and King Road Resurfacing Project; and declaring an emergency." Mr. Richardson moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Reading of said Resolution; roll call vote being: Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Resolution No.
13-2018, " ...
authorizing
OPWC grant
app...Brint,
Centennial, Syl-
Met, King Road
Resurfacing..."

Minutes of the Meeting of Council
October 15, 2018

Mr. Richardson moved, Mr. Haynam seconded, that Resolution No. 13-2018 be enacted as an emergency measure as declared therein; roll call vote being: Richardson, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays.

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

Service Director's report on the Brookhill Court Improvements Project was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 56-2018, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to accept the proposal of ESA, LLC to provide engineering services for the Brookhill Court Improvements Project; appropriating funds therefore in the amount of \$6,400; and declaring an emergency." Mr. Richardson moved, Mrs. Husman seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (7) yeas; (0) nays. The motion carried.

Ordinance No. 56-2018, "Authorizing ...engineering svcs...Brookhill Ct Improvement Project..."

Mr. Richardson moved, Mr. Luetke seconded, that Ordinance No. 56-2018 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, Westphal, (7) yeas; (0) nays. The motion carried.

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

Mr. Luetke moved, Mr. Haynam seconded to table proposed Ordinance No. 57-2018, "Accepting the proposal of Poggemeyer Design Group to update the City of Sylvania's Downtown Plan" until next meeting so council can review the proposal. Roll call vote being: Richardson, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

Table Ordinance No. 57-2018, until next mtg.

Mayor Stough stated that Council will now consider agenda item 9.

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 58-2018, a written copy of same having been previously furnished to each member of Council, "Approving the banner application of the Sylvania Area Chamber of Commerce; authorizing the Zoning Administrator to indicate such approval on behalf of the City of Sylvania; and declaring an emergency." Mr. Haynam moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (7) yeas; (0) nays. The motion carried.

Ordinance No. 58-2018, "Approving banner application...Syl Chamber..."

Minutes of the Meeting of Council
October 15, 2018

Mr. Haynam moved, Mr. Frye seconded, that Ordinance No. 58-2018 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; Richardson, (1) nays. The motion carried.

Mayor Stough stated Council will now consider agenda item 10.

Mr. Luetke reported on the Employee & Community Relations Committee meeting held on this date. He stated the Committee agreed to ask the designer to come to review ideas from Council. Luetke stated the Committee will use the new process of appointing members to the BZA which include public notification to solicit new potential people and an interview process of all interested parties.

Employee & Com. Relations report regarding BZA appts and City Logo.

Mr. Luetke reported that the Ad-Hoc Committee for the DORA is assembled and will meet on Thursday, October 18th at 8:00 a.m. in Council Chambers to discuss the calendar, the map and the rules.

DORA Ad-Hoc Com Mtg: 10/18/18, 8:00 a.m.

Mr. Luetke reported on the Sister City activities for the Fall Festival being held on Sunday, October 21st.

Sister City Update.

Mayor Stough stated Council will now consider agenda item 12.

Mrs. Husman provided information that the Blacksmith Barn will be formally named "Armstrong Barn" on Sunday, October 21st at 2:30 p.m. during the Fall Festival.

Armstrong Barn formally named.

Mayor Stough reminded Council that a public meeting will take place on Tuesday, October 16th between 4:00-6:00 p.m. to present the study of the US23 and Monroe Street Interchange Project.

US23/Monroe St Interchange meeting.

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

Mrs. Westphal moved, Mr. Luetke seconded that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 8:48 p.m.

Adjournment.

Clerk of Council

Mayor

4b

Minutes of the Special Meeting of Council
October 26, 2018

The Council of the City of Sylvania, Ohio met in regular session on October 26, 2018 at 7:30 a.m. Roll was called with the following members present: Katie Cappellini, Doug Haynam, Sandy Husman, Mark Luetke, Patrick Richardson, Mary Westphal; (7) present; Mark Frye, (1) absent.

Roll call:
Mark Frye,
absent; excused.

Pledge of Allegiance to the United States of America led by Mrs. Westphal.

Pledge of
Allegiance.

Council will now consider agenda item 3.

The following items were added to the agenda:

3a. Nomination of President Pro Tem.

Mrs. Husman moved, Mr. Haynam seconded to approve the agenda as amended; roll call vote being: Cappellini, Haynam, Husman, Luetke, Richardson, Westphal, (6) yeas; (0) nays. The motion carried.

Agenda
approval.

Due to Mayor Stough's absence, Mr. Luetke moved, Mr. Richardson seconded to nominate Mr. Haynam as President Pro-Tem. There were no other nominations, and all present voted: (6) Yeas, (0) Nays. The motion carried.

Mr. Haynam
nominated:
President
Pro-Tem.

Acting Mayor Westphal stated that Council will now consider agenda item 4.

Service Director's report on the Truck Sanitary Sewer Lining, Phase 1 Project was placed on file. Mr. Richardson presented and read aloud by title only, proposed Resolution No. 14-2018, a written copy of same having been previously furnished to each member of Council, "A Resolution authorizing the Mayor and Director of Finance to file a grant application with the Ohio Public Works Commission for Truck Sanitary Sewer Lining Phase 1 Project; and declaring an emergency"; Mr. Richardson moved, Mr. Luetke seconded, that Council dispense with the Second and Third Reading of said Resolution; roll call vote being; Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

Resolution No.
14-2018,
"...authorizing
to file a grant
app for Trunk
Sanitary Sewer
Lining, Phase 1
Project...."

Mr. Richardson moved, Mr. Haynam seconded, that Resolution No. 14-2018 be enacted as an emergency measure as declared therein; roll call vote being: Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

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

Mrs. Husman moved, Mrs. Cappellini seconded that this meeting adjourn; all present voting yea (6); (0) nays. The motion carried and the meeting adjourned at 7:50 a.m.

Adjournment.

Clerk of Council

Acting Mayor

5a



DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

November 5, 2018

To: The Mayor and Members of Sylvania City Council

Re: **MAIN STREET RECONSTRUCTION (LUC-CR 1572-8.96, PID 104438)
CONSTRUCTION ENGINEERING (CHANGE ORDER NO. 1-FINAL)**

Dear Mr. Mayor and Council Members:

This change order request is to modify the construction engineering contract with Stantec Consulting Services, Inc. for the ongoing Main Street Reconstruction Project (LUC-CR 1572-8.96, PID 104438).

A budgetary amount of \$7,600 was included in their original proposal for construction testing services. Bowser-Morner, Inc. was the construction testing subcontractor to Stantec on the project. The budgetary amount proposed was based on anticipated testing scope of services usually required for a full-depth roadway reconstruction projects.

As the project progressed there were several issues that developed that required additional testing services, particularly with respect to the poor subgrade soil conditions encountered once the existing pavement was removed. Bowser-Morner spent additional time and resources testing the soil, evaluating the results, providing recommendations to address the soft subsoil conditions, and ultimately re-testing the stabilized areas once completed.

The total cost of the additional time and resources spent by Bowser-Morner on the project was \$6,028.75. Stantec has confirmed that their construction engineering and inspection budget is sufficient to complete their scope of services without requesting additional funds. As a result we would recommend approval of Change Order No. 1 (Final) which will increase the construction engineering contract amount from \$81,400 to \$87,428.75. Please call if you have any questions.

Sincerely,

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

To: Joseph Shaw, Deputy Director
Department of Public Service
City of Sylvania

From: Larry Gamble

File: 173409422

Date: October 16, 2018

Reference: Main Street Reconstruction (PID 104438)

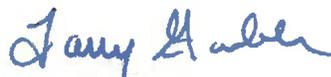
As discussed in our phone conversation yesterday, testing services for the Main Street Reconstruction have exceeded the budget established in our original proposal for Construction Phase Services. With input from our testing subconsultant, Bowser-Morner, the original budget was established at \$7600.00. However, after reviewing the testing records, it does not appear that the budget considered the phasing of the project, the contractor's extended hours of work (and subsequent testing), nor the weekend work at the Main/Monroe intersection. Additionally, we utilized their testing services to evaluate the areas of soft subbase, make recommendations regarding its stabilization and provide additional testing to verify the areas were stabilized. The final costs for the testing services totaled \$13,628.75, which exceeded the budget by \$6028.75.

Therefore, I am requesting that the budget for testing services be increased by \$6028.75. Overall, I believe these services were necessary and have helped ensure a better project. I have attached a copy of the B-M invoices (3) for your records.

Your consideration in this matter will be greatly appreciated. Should you have any questions, please advise.

Thanks,

Stantec Consulting Services Inc.



Larry Gamble P E
Project Manager

Phone: 419-380-8910
Fax: 419-380-8910
larry.gamble@stantec.com

Attachment: B-M Invoices

c. D Dalton
R Dunlap

ORDINANCE NO. 59 -2018

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO APPROVE CHANGE ORDER NO. 1 (FINAL) TO THIS CITY'S AGREEMENT WITH STANTEC CONSULTING SERVICES, INC. FOR THE MAIN STREET RECONSTRUCTION PROJECT WHICH REFLECTS THE ACTUAL WORK PERFORMED ON THIS PROJECT; INCREASING THE CONTRACT AMOUNT BY \$6,028.75; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 5-2018, passed February 5, 2018, accepted the proposal of Stantec Consulting Services, Inc. to provide construction engineering services for the Main Street Reconstruction Project, which proposal was in the amount of \$81,400; and,

WHEREAS, the Director of Public Service, by report dated November 5, 2018, has recommended the acceptance of Change Order No. 1(Final) of Stantec Consulting Services, Inc. for said Main Street Reconstruction Project to reflect the additional testing required due to poor subgrade soil conditions encountered once the existing pavement was removed; and,

WHEREAS, the actual work performed resulted in a net increase to the contract in the amount of Six Thousand Twenty-Eight and 75/100 Dollars (\$6,028.75), for a total contract amount of \$87,428.75.

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

SECTION 1. That said change order increasing the contract amount by the sum of Six Thousand Twenty-Eight and 75/100 Dollars (\$6,028.75), authorized to be appropriated be, and the same hereby is, approved, and the Mayor and the Director of Finance be, and they hereby are, authorized to sign said change order on behalf of this City, thereby indicating such approval and changing the total contract amount.

SECTION 2. That, to provide funds for said change order for improvements, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503 – Street Improvements**, the sum of Six Thousand Twenty-Eight and 75/100 Dollars (\$6,028.75).

SECTION 3. 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 4. 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 adjustments in the contract for said final construction engineering services should be approved immediately. 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.

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.

Vote dispensing with the second and third readings: Yeas _____ Nays _____

Passed, _____, 2018, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

6

NOTICE TO LEGISLATIVE AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

1424625		TRFO	CIAO OF SYLVANIA LLC	
06 01 2018			DBA CIAO	
10 11 2018			& PATIO	
D1 D2 D3			6064 MONROE	
48 077 A		F21197	SYLVANIA OHIO 43623	

FROM 10/15/2018

75696860005			RS RESTAURANTS INC	
06 01 2018			& PATIO	
10 11 2018			6064 MONROE	
D1 D2 D3			SYLVANIA OHIO 43623	
48 077				



MAILED 10/15/2018

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/15/2018

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 1424625**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

CLERK OF SYLVANIA CITY COUNCIL
6730 MONROE ST
SYLVANIA OHIO 43560

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. For best results, search only ONE criteria at a time. If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

	SEARCH CRITERIA
Permit Number	<input type="text" value="1424625"/>
Permit Name / DBA	<input type="text"/>
Member / Officer Name	<input type="text"/>

[Search](#)[Reset](#)[Main Menu](#)

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 1424625; Name: CIAO OF SYLVANIA LLC; DBA: DBA CIAO & PATIO; Address: 6064 MONROE SYLVANIA 43623		
KEVIN P GUDEJKO SR		CEO
PHILLIP B MCDONOUGH		SECRETARY
MAINSTREET VENTURES RESTAURANT GRP	5% VOTING	

- [Ohio.Gov](#)
- [Ohio Department of Commerce](#)

[Commerce Home](#) | [Press Room](#) | [CPI Policy](#) | [Privacy Statement](#) | [Public Records Request Policy](#) | [Disclaimer](#) | [Employment](#) | [Contacts](#)

**CITY OF SYLVANIA, OHIO
SCHEDULE OF REGULAR MEETINGS FOR THE YEAR 2019**

City Council meets in Council Chambers located in the Municipal Building (also the Police Division) at 6635 Maplewood Ave., Sylvania Ohio 43560 at **7:30 p.m.** unless otherwise noted

The **Municipal Planning Commission** meets in Council Chambers at **5:30 p.m.** unless otherwise noted

The **Board of Appeals (Zoning)** meets in Council Chambers at **7:00 p.m.** as needed

JANUARY

- 7 City Council Monday
- 16 Plan Commission Wed
- 23 City Council Wednesday

FEBRUARY

- 4 City Council Monday
- 13 Plan Commission Wed
- 20 City Council Wednesday

MARCH

- 4 City Council Monday
- 13 Plan Commission Wed
- 18 City Council Monday

APRIL

- 1 City Council Monday
- 10 Plan Commission Wed
- 15 City Council Monday

MAY

- 6 City Council Monday
- 15 Plan Commission Wed
- 20 City Council Monday

JUNE

- 3 City Council Monday
- 12 Plan Commission Wed
- 17 City Council Monday

JULY

- 10 Plan Commission Wed
- 15 City Council Monday

AUGUST

- 14 Plan Commission Wed
- 19 City Council Monday

SEPTEMBER

- 4 City Council Wednesday
- 11 Plan Commission Wed
- 16 City Council Monday

OCTOBER

- 7 City Council Monday
- 16 Plan Commission Wed
- 21 City Council Monday

NOVEMBER

- 4 City Council Monday
- 13 Plan Commission Wed
- 18 City Council Monday

DECEMBER

- 2 City Council Monday
- 11 Plan Commission Wed
- 16 City Council Monday



A

City of Sylvania

DIVISION OF TAXATION

CHRISTY M. GOLIS, COMMISSIONER OF TAXATION

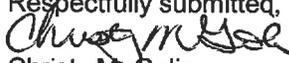
November 1, 2018

Mayor Craig A. Stough and Members of Council
City of Sylvania
Sylvania, Ohio

Dear Mayor Stough and Council Members:

The monthly cash report from the Division of Taxation is as follows:

	Deposits	Refunds	Balance
October 31, 2018	807,832.62	43,558.36	764,274.26
October 31, 2017	919,202.94	31,186.80	888,016.14
Monthly Difference	(111,370.32)	12,371.56	(123,741.88)
Year to Date 2018	9,150,172.07	268,084.24	8,882,087.83
Year to Date 2017	9,344,068.22	239,883.63	9,104,184.59
Yearly Difference	(193,896.15)	28,200.61	(222,096.76)
			-2.44%

Respectfully submitted,

Christy M. Golis
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

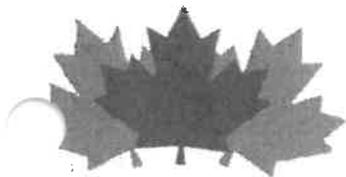
B

MEMO

November 2, 2018

To: Mayor Craig Stough, City Council Members and Administration
Fm: Laura Bigelow
Re: 3rd Quarter Reports

Please find enclosed the 3rd Quarter Reports for 2018. Please call me at 885-8926 with any questions.



City of Sylvania

Division of Taxation

Management Report - Third Quarter - 2018

Key Statistics:	2018	2017
Number of tax returns processed	3015	4168
Number of e-filed returns	9	2
Gross Receipts	\$2435489.71	\$2356580.66
Number of withholding payments processed	3466	3146
Number of online payments	69	63
Number of refunds processed	96	87
Delinquent totals	\$745972.93	\$733330.05
Amount of money received from collection	\$6231.79	\$18533.32
Number of accounts turned over for collection	77	32

Items of Special Interest:

The third quarter is a busy time preparing for next tax season. All the forms and internet tool have to be updated. Extended returns and business returns are steadily coming in. We also use this time to focus on delinquencies, non-filers, address changes, and identifying potential taxpayers by utilizing real estate transfer records, unclaimed funds records, lottery winner lists, zoning permits, new utility accounts, and school rosters.

Training:

I attended the Ohio Municipal League Income Tax Seminar in July. As usual, the information was very beneficial and it was a great networking opportunity.

We continue to look for ways to improve our productivity and increase revenues.

Respectfully submitted,

Christy M. Golis
Commissioner of Taxation



SYLVANIA POLICE DIVISION
3RD QUARTER 2018
Management Report Worksheet

	<u>2018</u>	-	<u>2017</u>
Crime Reports	312		333
Crime Offenses	345		377
Criminal Arrests - Juvenile/Adult	150		144
Traffic Citations	229		334
Written Warnings	141		305
Parking Ticket	16		22
OVI	22		13
Traffic Crashes	107		103
Traffic Crash injuries/fatalities	25/0		17/0
Calls for Police Service	3818		4428
Hours Spent Handling Police Calls	1119:30		1110:32
Emergency Response Time – Priority 1	3:22		2:47
Overtime Hours - Police	1235.25		1377.25
Overtime Hours - Dispatch	213.5		219.5
Training Hours	557		554
Vehicle Lockouts	76		92
Motorist Assists	69		76
False Alarms - Commercial	51		57
False Alarms - Residential	26		38
Child Safety Seats Installed	13		11

Community Affairs

VI. School Resource Officer Programs

The 2018-2019 school year began on August 20th, 2018.

Northview High School - Officer Gallup	
Presentations	3
Meetings/Training	11
General Offense Reports/Accident Reports	2
Citations / Warnings	0
School Related Complaints/Interviews	10
Parking Lot Assists	3
Court Appearances	0
Security Issues	2
Misc.	0

0

Southview High School - Officer Beadle	
Presentations	0
Meetings/Training	6
General Offense Reports/Accident Reports	2
Citations / Warnings	0
School Related Complaints/Interviews	0
Parking Lot Assists	0
Court Appearances	2
Security Issues	2
Misc.	3

3

VII. Explorer Program

- Explorers have trained with several topics this quarter. Topics include the following:
 - A mini wound ballistics seminar was held at the STPD outdoor range to allow the explorers to learn about the performance of various bullets fired into ballistic gelatin.
 - Honor Guard training.
 - Introduction report writing and scenario including report writing.

- Explorers assisted with the following events this quarter:
 - Marathon Golf Tournament for the week.
 - 4th of July Celebration traffic control.
 - Touch a truck event at Heartland at Promedica.

- Explorers attended the National Law Enforcement Explorer Conference held at Purdue University in Indiana. One of the teams placed 5th overall for traffic stops.

VIII. Volunteer Program - 3rd Quarter Report

A. Summary

Hour Summary		
Total Patrol Volunteer hours for July 2018 – Sept. 2018		122.5
Total Event Volunteer hours for July 2018 – Sept. 2018		66
	Total	188.5

Volunteer Patrol Log	
Lockouts	2
House Checks	47
Road Patrol/Traffic Assists	16
Citizen/Motorist Assists	3
Juvenile Court Runs	1
Special Assignments:	
A. Events:	
• Volunteers worked a total of eight (8) events this quarter	
B. Misc. Details	
• Explorer post training meetings	
• Citizens academy assistance	
• Assist with RTF training	

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

2018 **3rd**
Quarter

**Quarterly Detective Bureau
Summary**

Active investigation monthly average: 43

Active case load by investigator:

<u>Detective</u>	<u>Assigned</u>	<u>Cleared</u>	<u>Current Total [Non-Drug /</u>	
			<u>Drug]</u>	
Sgt. Senev	13	17	11	/ 0
Det. Collins	6	8	10	/ 0
Det. Papenfuss	8	15	5	/ 8
Det. Gibbs	3	1	9	/ 0
<u>Monthly Case Totals:</u>	30	41	35	8

Number of Call-Ins & Hold

Overs:

Call-Ins: 2
Hold Overs: 0

Narrative:

- Det. Papenfuss executed a drug investigation search warrant and is also working a case where an individual's wallet was stolen from a local restaurant and then found in Oregon, OH. However, the victim's \$1,000 he had in the wallet is now missing.
- Sgt. Senev is also following up on a case involving the sexual exploitation of a minor, via an internet predator.
- Det. Gibbs was assigned a case referred to our agency by Toledo Hospital. The case involves twin infants that have multiple injuries to include broken bones and bruises inflicted upon them over time. The twins were premature and born earlier this summer; they are currently in protective custody with CSB.
- Det. Collins is working an allegation from a woman that she was sexually assaulted in a hallway at Tam O Shanter
- Det. Collins and Det. Papenfuss attended Child Forensic Interview training

Forfeitures:

- #17-2324 \$1,126 was ordered over to SPD by SMC
- #18-2554 \$6,450 seized

Drug Evidence Seizure:

- 1 g of Heroin
- 5 folds Fentanyl
- 1 Fentanyl patch
- 2567.3 g of marijuana (5.21 pounds)
- 5.5 pounds of marijuana edibles
- 19.5 pills Xanax
- 6 pills Acetaminophen-Hydrocodone
- 1 pill Vicodin
- 1 pill Percocet
- 11.5 pounds of misc. prescription medications from drug turn in
- 2x Fluoxetine Hydrochloride 10mg
- Strattera 80mg
- 2x Dexmethylphenidate Hydrochloride 10mg
- 4x Oxycodone Hydrochloride 5mg
- 3x sections of Alprazolam pills
- 17x unknown pills

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 3rd quarter, we experienced several special events taking place in our community. The 4th of July Fireworks, Sylvania Cycling Classic, Sylvania Night Bike Ride, and the Marathon Golf Classic along with the Sylvania Kids and Adult Triathlons were held to name a few. No problems were experienced at these events and they were all a tremendous success for our community.

As we moved into the fall and winter months, I along with my command staff, officers, telecommunicators and administrative secretary look forward to serving the needs of our citizens and our wonderful community. We also look forward 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 with one police officer position that has not been filled since 2013.

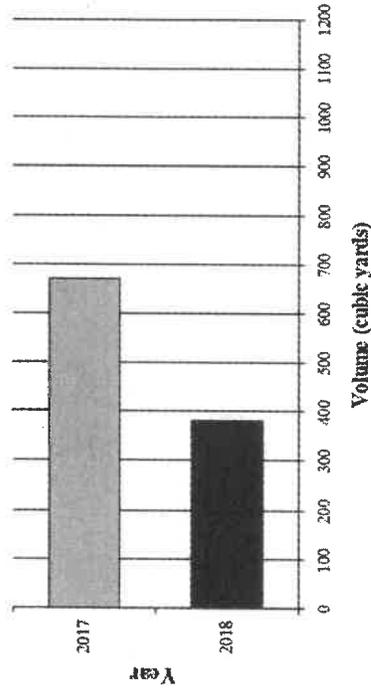
We ended this quarter with no suspensions, no one on Sick Leave, and no personnel on Family Medical Leave or Military Deployment.

William H. Rhodus
Chief of Police

Parks & Forestry Quarterly Report : July – Sept., 2018

Green Yard Waste

2017 - 2018 Cu Yds. of Compost Sold

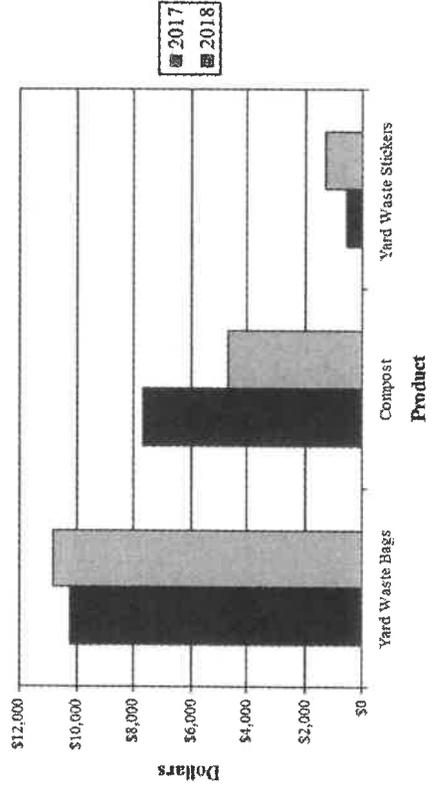


Volume Collected (cubic yards)

- * Route A 156.0~
- * Route B 172.0~

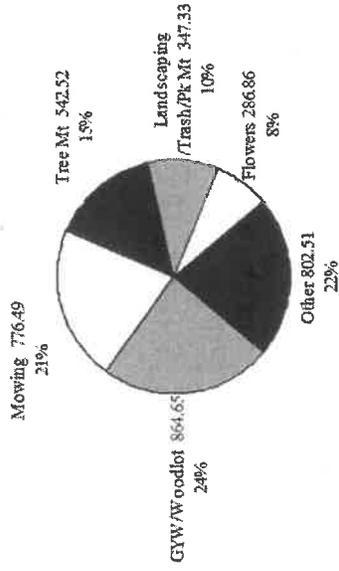
~ Processed Volume

2017 - 2018 Revenue Comparison

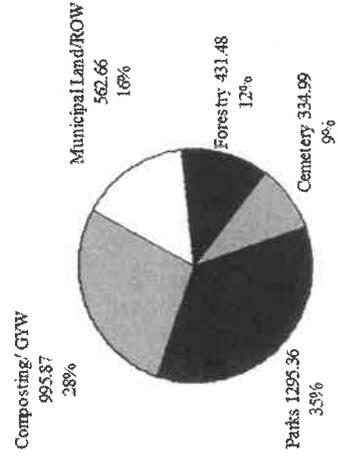


Parks & Forestry Quarterly Report : July - September, 2018

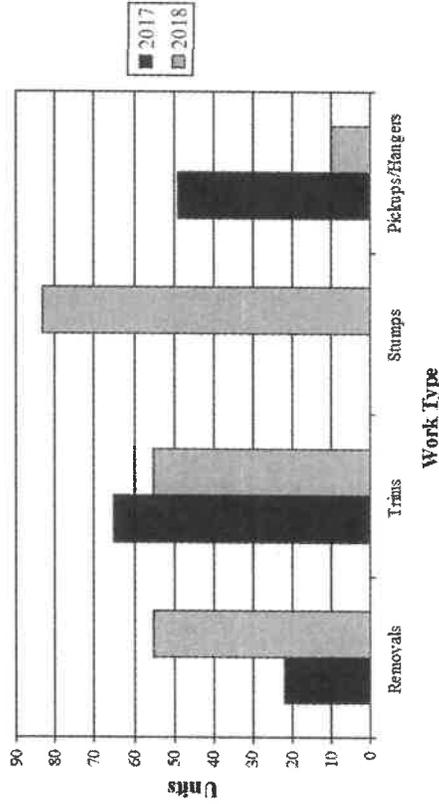
Man-Hours by Work Type



Man-Hours by Account



2017 - 2018 Work Comparison



City of Sylvania
2018 Quarterly Reports
Zoning Operation

Zoning Office Key Statistics	2017 3rd Qtr	2018 3rd Qtr
Residential Renovations, Additions & Accessory	15	14
New Dwelling (Residential)	15	1
Estimated Valuation	\$275,000	\$250,000
New Commercial Construction	1	0
Commercial Additionas & Renovations	11	6
Sign Permits Issued	9	8
Demolition Permits Issued	2	2
Swimming Pool Permits Issued	1	4
Sidewalk Permits Issued	26	9

Municipal Planning Commission		
Lot Splits	3	1
Council Referrals	0	0
Site Plan Review	0	0

Architectural Board of Review		
Sign Reviews	9	8
Facility reviews	3	4

Zoning Complaints		
On Site Inspections	3	45
Open Zoning Complaints	18	13
Closed Zoning Complaints	24	32
Letters & Warnings Sent	14	4



City Of Sylvania

VEHICLE MAINTENANCE
JASON MUSIC

City of Sylvania Management Report for the Division of Vehicle Maintenance Third Quarter 2018

Key Statistics

No. of vehicles serviced and repaired:

This Quarter	127
Last Quarter	119

	<u>Unit count</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Misc</u>
<u>Fleet Condition:</u>				
<u>SPD:</u> Good, routine maint.	58	\$7,045.26	\$3,390.00	\$3,831.40
<u>Streets:</u> Good, routine maint.	24	\$4,717.19	\$2,865.00	\$13,910.79
<u>Water:</u> Good, routine maint.	10	\$1,233.77	\$1,155.00	\$3,248.61
<u>Sewer:</u> Good, routine maint.	4	\$311.80	\$120.00	\$0.00
<u>Parks:</u> Good, routine maint.	25	\$3,323.87	\$2,550.00	\$6,058.78
<u>Other Depts:</u> Good, routine Maint.	6	\$45.34	\$300.00	\$557.15
<u>Totals</u>	127	\$16,677.23	\$10,380.00	\$27,606.73

Misc Repairs (sublet):

Total Vehicle Maintenance cost: **\$54,663.96**

Third Quarter 2018 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
October 30, 2018



3rd Quarter 2018

DIVISION OF UTILITIES

DAVID W. FRANCE, UTILITY MANAGER

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Water Accounts	7,211	7,226	7,246			
Number of Sewer Accounts	8,663	8,676	8,689			
Number of Water Tap Permits	16	14	1		31	44
Number of Sanitary Tap Permits	24	37	14		75	81
Number of Storm Tap Permits	10	11	2		23	30
Number of Second Meter Permits	7	7	2		16	14
Utilities						
Number of Payments Received	20,203	20,073	20,584		60,860	79,878
Total Collection Water	\$1,271,676.63	\$1,361,177.08	\$2,232,413.97		\$4,865,267.68	\$5,791,612.19
Total Collection Sewer	\$502,969.97	\$465,709.20	\$516,459.10		\$1,485,138.27	\$2,044,862.12
Total Collection Refuse	\$131,893.25	\$130,431.75	\$133,761.82		\$396,086.82	\$480,169.84
Total Collection On/Off	\$11.77	\$100.00	\$400.00		\$511.77	\$650.00
Total Collection Fire	\$925.09	\$908.11	\$902.40		\$2,735.60	\$3,641.31
Total Collection Misc	\$5,291.16	\$4,402.73	\$5,262.35		\$14,956.24	\$17,651.93
Total Collection Water Tap Pay Plan	\$4,574.78	\$0.00	\$0.00		\$4,574.78	\$761.85
Total Collection Sewer Tap Pay Plan	\$6,676.85	\$0.00	\$0.00		\$6,676.85	\$0.00
Total Collection Tree Removal	\$0.00	\$0.00	\$0.00		\$0.00	\$926.02
Utility/Zoning Permit Sales						
Water Tap Permits	\$14,495.00	\$17,120.00	\$1,200.00		\$32,815.00	\$52,375.00
Sanitary Tap Permits	\$2,090.00	\$2,185.00	\$1,425.00		\$5,700.00	\$7,220.00
Sanitary Connection Fees	\$22,501.94	\$11,740.00	\$6,460.00			\$73,631.40
Sanitary Cost Recovery	\$51,995.05	\$0.00	\$12,460.50			\$2,377.27
Sanitary Project Reimbursement	\$0.00	\$24,748.99	\$0.00			\$47,411.88
Storm Tap Permits	\$950.00	\$855.00	\$0.00		\$1,805.00	\$2,850.00
Second Meter Permits	\$1,200.00	\$2,100.00	\$600.00		\$3,900.00	\$4,500.00
Hydrant Permits	\$0.00	\$700.00	\$600.00		\$1,300.00	\$3,057.76
Zoning Permits	\$6,421.25	\$9,026.24	\$5,024.65		\$20,472.14	\$20,632.78
Service Dept Sales						
Sewer and Sidewalk Licenses	\$450.00	\$9,300.80	\$150.00		\$9,900.80	\$9,289.43
Plans/Bid Documents	\$710.00	\$410.00	\$745.00		\$1,865.00	\$4,845.00
Refuse/Green Yard Waste						
Refuse Extra Bag Tags	\$332.90	\$261.11	\$497.25		\$1,091.26	\$1,376.80
Refuse Bulk Item Sticker	\$1,265.00	\$1,661.00	\$1,611.50		\$4,537.50	\$4,675.00
Green Yard Waster Stickers/Bags	\$2,860.00	\$15,055.12	\$3,486.50		\$21,401.62	\$20,703.50
Misc.						
Misc.	\$10,000.00	\$16,909.12	\$2,965.00		\$29,874.12	\$16,044.42
Total Collection	\$2,039,290.64	\$2,074,801.25	\$2,926,425.04		\$6,910,610.45	\$8,611,265.50

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior year
Total Water Purchased (Gallons)	118,139,120	141,386,960	184,752,260		444,278,340	582,445,160
Average Daily Water Purchased	1,312,657	1,570,966	2,052,803		1,321,384	1,675,243
Total Sewer Flow (Gallons)	313,000,000	420,740,000	194,220,000		927,960,000	885,420,000
Average Daily Sewer Flow	3,477,778	4,674,889	2,158,000		3,436,889	3,279,333
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
Pumping Fire Hydrants
Replaced 273 mtus since 1/1/2018
2700 online payments received since 1/1/2018, total collection of \$271,897.66



David W. France
Utility Manager



October 29, 2018
Mayor Craig Stough
President Mary Westphal
City Council Members
6670 Monroe St.
Sylvania, Ohio 43560

Dear Mayor Stough, President Westphal and Members of City Council,

Re: **2019 Budget Request – Sylvania Area Chamber of Commerce – Request \$16,000.00**

On behalf of the Sylvania Area Chamber of Commerce and our 450+ members, please accept this respectful request for 2019 sponsorship of our organization. We are thankful for your continued support in 2018 and because of our partnership with the City of Sylvania, the Sylvania Chamber has been able to coordinate and develop many key events and services in Sylvania that impact business owners and residents within our community and beyond.

The Sylvania Chamber has led the way in creating a new, energized positive and inviting energy throughout the community. Competition amongst neighboring cities is at an all-time high and the Chamber realizes the importance of featuring the assets of our city.

The Chamber's 2019 calendar of events is full once again throughout the entire year with an array of events to engage all who live and do business in the Sylvania community. We strive to engage our Chamber members and the entire community and beyond through events like the **Sylvania Spring Showcase Business Expo & Market** – 2018 marked the highest attendance in the event's 17 year history, our **10 Monthly Luncheons**, our **Annual Members Only Golf Outing** and our **Inaugural Arbor Day Tree Plant**, which recognized all of the businesses who "planted roots" in Sylvania in 2017. Our civic pride is displayed through events like **Sylvania's Free Movie Night**, **Pizza Palooza**, **Miracle on Main Street** and our largest event **The Sylvania Fall Festival** – which notably had the largest attendance numbers in 2017 & 2018 **Downtown Sylvania has ever experienced.**

Additionally and most notably in 2018, the City of Sylvania was featured on the cover of Bronner's Christmas magazine, a national publication reaching over 5,000 cities throughout the United States, Puerto Rico, Canada and Guam. Our beloved Main Street was pictured featuring "Downtown Sylvania Under the Lights" showcasing the Chamber's lighting project that was completed in 2017 and has successfully gained national interest. The Chamber is looking to complete Phase 2 of this project by the end of 2019, fully canvassing the first block of Main Street in bubble and Christmas lights.

The Sylvania Area Chamber of Commerce staff team and board of directors are looking forward to another exciting year in 2019 by adding new events for the community, strengthening business partnerships and continuing to promote Sylvania as the best community to live, work and play!

Sincerely,

Michelle Sprott
Executive Director