

Sylvania City Council
December 17, 2018

4:30 p.m. Employees & Community Relations Committee Meeting
2019 Council Appointments to BZA & SAJRD Interviews

7:00 p.m. Street Committee Meeting
Proposed Ordinance 54, 2018- Small Cell Technology

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. Frye.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of December 3, 2018.
5. Presentation of Mayor's Proclamation to Richard Sands recognizing 45 years of services to the City of Sylvania.
6. 2019 Budget.
 - a. Proposed Ordinance No. 60-2018, To make appropriations for current expenditures and other expenditures of the City of Sylvania, Ohio, for the fiscal year ending December 31, 2019.
7. Proposed Ordinance No. 67-2018, To make certain adjustments to account allocations within the fund appropriations for the Fiscal Year ending December 31, 2018.
8. Proposed Ordinance No. 68-2018, Making certain position and compensation pay plan changes, making certain salary, wage and other service compensation adjustments.
9. Proposed Ordinance No. 70-2018, Authorizing the Mayor and Director of Finance to enter into a 3-year Collective Bargaining Agreement with Fraternal Order of Police, Lodge No. 129, on behalf of the Patrolmen.
10. Proposed Ordinance No. 71-2018, Authorizing the Mayor and Director of Finance to enter into a 3-year Collective Bargaining Agreement with the Sylvania Police Command Officer's Association on behalf of the Sergeants.
11. Proposed Ordinance No. 69-2018, Authorizing Donald J. Schonhardt & Associates, Inc. to assist in preparation of the city's 2018, 2019 & 2020 Basic Financial Statements.

12. South Main Street Sanitary Sewer Improvement Project (Phase 1).
 - a. Service Director's report on the professional surveying request for proposals.
13. US-23/Monroe Street Bridge Aesthetics project.
 - a. Service Director's report on project development.
14. Brookhill Court Improvement Project.
 - a. Service Director's report on bids.
 - b. Proposed Ordinance No. 72-2018, Accepting the bid of Ed Kelly and Sons, Inc. awarding the contract for the Brookhill Court Improvement Project.
15. 2019 Police Vehicle purchase.
 - a. Service Director's report on vehicle.
 - b. Proposed Ordinance No. 73-2018, Authorizing to accept the proposal of Statewide Ford for the purchase of one 2019 Ford Police Interceptor Utility Vehicle for the Sylvania City Police Department.
16. Proposed Ordinance No. 74-2018, Authorizing to enter into an agreement with the Board of Lucas County Commissioners, for the provision of Public Defender Services to the Sylvania Municipal Court for 2019.
17. Plan Commission's recommendation for Zoning Ordinance Amendment Application No. ZA-1-2018, a request from Bruce J. Fondren Sr., for zoning amendment from R-1 to R-2 for property located at 4713 King Road, Sylvania, Ohio. Set public hearing for January 22, 2019 and authorize the clerk to advertise the same.
18. Confirmation of Mayor Stough's re-appointment of Brian McCann to the Municipal Planning Commission for a term commencing January 1, 2019 and expiring on December 31, 2022.
19. Committee reports.
 - a. Employee & Community Relations (December 6th and December 17th)
 - b. Streets Committee.
20. Committee referrals.

INFORMATION

- A. November 2018 Cash Report from the Division of Taxation.
- B. November 2018 Bank Reconciliation.
- C. Board of Architectural Review minutes from December 12, 2018.
- D. Municipal Planning Commission minutes from December 12, 2018.

Minutes of the Meeting of Council
December 3, 2018

The Council of the City of Sylvania, Ohio met in regular session on December 3, 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, Mary Westphal; (6) present; Patrick Richardson, (1) absent.

Roll call:
All present.

There was a moment of silence for Former President George H.W. Bush. Pledge of Allegiance to the United States of America led by Mrs. Cappellini.

Pledge of
Allegiance.

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

The following items were added to the agenda:

- 4a. Public input regarding receipt of Annexation letters.
- 10b. Schedule a meeting of voting members of the Historical Village, Inc.
- 12. Executive Session to discuss possible litigation.

Agenda
approval.

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

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

Mrs. Westphal presented the November 19, 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 November 19, 2018 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

Approval of the
November 19
meeting
minutes.

Mr. Joe Verkennes, 5305 Spring Meadow Lane spoke regarding his opposition to the annexation of his property.

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

Mrs. Westphal presented the second reading and read aloud by title only, proposed Ordinance No. 60-2018, a written copy of same having been previously furnished to each member of Council, "To make Appropriations for Current Expenditures and Other Expenditures of the City of Sylvania, Ohio, for the fiscal year ending December 31, 2019."

2nd reading:
Ordinance No.
60-2018;
2019 Budget.

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

Minutes of the Meeting of Council
December 3, 2018

Mr. Haynam moved, Mrs. Westphal seconded to refer Zoning Ordinance Amendment Petition No. ZA-1-2018 a request from Bruce J. Fondren Sr., for a zoning change from R-1 “Single Family Residential Large Lot District” to R-2 “Single Family Residential Small Lot District” for property located at 4713 King Road, Sylvania, Ohio to the Municipal Planning Commission for review and recommendation. Roll call vote being: Haynam, Husman, Luetke, Westphal, Cappellini, Frye, (6) yeas; (0) nays. The motion carried.

Referral of ZA-1-2018 to Planning Commission for review.

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

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 65-2018, a written copy of same having been previously furnished to each member of Council, “Authorizing the Mayor and Director of Finance to enter into an agreement with the Board of County Commissioners of Lucas County, Ohio, for After-hours Canine Control Services by the Dog Warden of Lucas County, Ohio; Mr. Frye moved, Mr. Haynam seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Husman, Luetke, Westphal, Cappellini, Frye, Haynam, (6) yeas; (0) nays. The motion carried.

Ordinance No. 65-2018, “...After Hours Canine Control Services by Lu. Co. Dog Warden...”

Mr. Frye moved, Mr. Luetke seconded, that Ordinance No. 65-2018 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Westphal, Cappellini, Frye, Haynam, Husman, (6) yeas; (0) nays. The motion carried.

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

Mr. Haynam presented and read aloud by title only, proposed Resolution No. 15-2018, a written copy of same having been previously furnished to each member of Council, “Adopting a Statement, Pursuant to Revised Code of Ohio 709.03(D), indicating what services will be provided to the area proposed to be annexed to the City of Sylvania by petition for annexation filed with the Board of Lucas County Commissioners; and declaring an emergency.” Mr. Haynam moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Reading of said Resolution; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (6) yeas; (0) nays. The motion carried.

Resolution No. 15-2018, “Adopting a statement...services to area proposed to be annexed...”

Mr. Haynam moved, Mrs. Husman seconded, that Resolution No. 15-2018 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Minutes of the Meeting of Council
December 3, 2018

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

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 66-2018, a written copy of same having been previously furnished to each member of Council, "Accepting for Annexation to the City of Sylvania, Ohio, the territory described in Annexation Petition Number 2018-1 for which Janes E. Moan is the agent, and as hereinafter described: providing for the interim Zoning of said territory; 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: Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Ordinance No. 66-2018, "Accepting for Annexation... Petition No. 2018-1. (Mayberry)

Mr. Haynam moved, Mr. Luetke seconded, that Ordinance No. 66-2018 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, Husman, Luetke, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

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

Mr. Luetke stated that a posting error on the date of the Employee & Community Relations Committee meeting scheduled for 12/6/18. Mr. Luetke amended the scheduled time and place for the 12/6/18 committee meeting for 5:00 p.m. in Council Chambers to discuss the Council appointments to the BZA and SAJRD Boards.

Amended time/place for Emp. & Com Relations Com. meeting 12/6/18 at 5:00p.m.

Mrs. Husman provided information on a meeting needed of the voting members for the merger of the Sylvania Historical Village, Inc., the Friends of the Lathrop House, and the Sylvania Area Historical Society into one organization named Heritage Sylvania. These voting members will meet on December 17th at 7:20 p.m. in Council Chambers.

Mrs. Husman provided information on the Deck the Hall for History Silent Auction Fundraiser on Friday, Saturday & Sunday December 7-9th at the Heritage Center Museum.

Mayor Stough stated there are no items for agenda item number 11, so Council will now consider agenda item 12.

Mrs. Westphal moved, Mr. Haynam seconded to enter into Executive Session for the purpose of possible litigation at 8:11 p.m. Roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Westphal, (6) yeas; (0) nays. The motion carried.

Executive Session Re: possible litigation.

Minutes of the Meeting of Council
December 3, 2018

Mrs. Westphal moved, Mrs. Husman seconded to return from Executive Session to General Session at 8:27 p.m. Roll call vote being: Frye, Haynam, Husman, Luetke, Westphal, Cappellini, (6) yeas; (0) nays. The motion carried.

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

Mrs. Westphal moved, Mrs. Husman seconded that this meeting adjourn; all present voting yea (6); (0) nays. The motion carried and the meeting adjourned at 8:28 p.m.

Adjournment.

Clerk of Council

Mayor

69

ORDINANCE NO. 60 -2018

TO MAKE APPROPRIATIONS FOR CURRENT EXPENDITURES AND OTHER EXPENDITURES OF THE CITY OF SYLVANIA, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2019; AND DECLARING AN EMERGENCY.

WHEREAS, it is provided by State law and the Sylvania City Charter that an annual appropriation ordinance shall be passed by Council; and,

WHEREAS, attached hereto is "Exhibit A" entitled "2019 Budget Summary of Estimated Expenditures" which exhibit identifies by a four-digit department code number and name each Account in a Fund identified by a three-digit code and name to which appropriations within such Fund are made by this ordinance; and

WHEREAS, attached hereto is "Exhibit B" entitled "2019 Budget Summary of Revenues (2016 - 2019)" which exhibit lists the specific sources of revenue and the actual amounts received by the City from each source within each Fund for the years 2016 and 2017, and the estimated amounts expected to be received by the City from each source for each Fund for the years 2018 and 2019, referred to herein as "estimated resources."

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

SECTION 1. That to provide for the current expenditures and other expenditures of the City of Sylvania for the fiscal year ending December 31, 2019, the following appropriations are hereby authorized.

SECTION 2. That there be and is hereby appropriated from the GENERAL FUND the sum of \$12,294,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Account. Estimated resources for 2019 for said Fund, as shown in "Exhibit B" total \$12,311,000.

SECTION 3. That there be and is hereby appropriated from the STREET CONSTRUCTION, MAINTENANCE AND REPAIR FUND the sum of \$1,320,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund, as shown in "Exhibit B", total \$1,320,000.

SECTION 4. That there be and is hereby appropriated from the CITY PERMISSIVE TAX FUND the sum of \$240,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Accounts. Estimated Resources for 2019 for this Fund as shown in "Exhibit B" total \$240,000.

SECTION 5. That there be and is hereby appropriated from the STATE HIGHWAY IMPROVEMENT FUND the sum of \$73,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$73,000.

SECTION 6. That there be and is hereby appropriated from the LAW ENFORCEMENT TRUST FUND the sum of \$40,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$50,000.

SECTION 7. That there be and is hereby appropriated from the DRUG LAW ENFORCEMENT TRUST FUND the sum of \$5,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 8. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL TREATMENT FUND the sum of \$40,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$30,000. There is a sufficient balance as of January 1, 2019 in this Fund to be considered as available for appropriation.

SECTION 9. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL MONITOR FUND the sum of \$20,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$30,000.

SECTION 10. That there be and is hereby appropriated from the FEDERAL EQUITABLE SHARING FUND the sum of \$20,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$20,000.

SECTION 11. That there be and is hereby appropriated from the INDIGENT SUPPORT FUND the sum of \$40,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$50,000.

SECTION 12. That there be and is hereby appropriated from the GENERAL OBLIGATION DEBT SERVICE FUND the sum of \$1,868,000 to the respective Account of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$1,930,000.

SECTION 13. That there be and is hereby appropriated from the CAPITAL IMPROVEMENT FUND the sum of \$2,865,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amount and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$2,000,000. There is a sufficient balance as of January 1, 2019 in this Fund to be considered as available for appropriation.

SECTION 14. That there be and is hereby appropriated from the COURT CAPITAL IMPROVEMENT FUND the sum of \$100,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$135,000.

SECTION 15. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES TREE REPAIR & REPLACEMENT FUND the sum of \$321,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$255,000. There is a sufficient balance as of January 1, 2019 in this Fund to be considered as available for appropriation.

SECTION 16. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICE STREET LIGHTING FUND the sum of \$403,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$410,000.

SECTION 17. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES DITCH & DRAINAGE FUND the sum of \$279,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$285,000.

SECTION 18. That there be and is hereby appropriated from the WATER FUND the sum of \$5,358,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$6,700,000.

SECTION 19. That there be and is hereby appropriated from the SEWER FUND the sum of \$2,662,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$2,600,000. There is a sufficient balance as of January 1, 2019 in this Fund to be considered as available for appropriation.

SECTION 20. That there be and is hereby appropriated from the RESOURCE RECOVERY FUND the sum of \$185,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$185,000.

SECTION 21. That there be and is hereby appropriated from the MEDICAL CARE – SELF INSURED FUND the sum of \$2,400,000 to the Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$2,400,000.

SECTION 22. That there be and is hereby appropriated from the POLICE PENSION FUND the sum of \$460,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for respective purpose shown for such Account. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$460,000. There is a sufficient balance as of January 1, 2019 in this Fund to be considered as available for appropriation.

SECTION 23. That there be and is hereby appropriated from the PROPERTY ROOM FUND the sum of \$1,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$10,000.

SECTION 24. That there be and is hereby appropriated from the INCOME TAX FUND the sum of \$7,360,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$7,510,000.

SECTION 25. That there be and is hereby appropriated from the UNCLAIMED MONIES FUND the sum of \$1,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 26. That there be and is hereby appropriated from the POLICE COMMUNITY AFFAIRS FUND the sum of \$24,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$10,000. There is a sufficient balance as of January 1, 2019 in this Fund to be considered as available for appropriation.

SECTION 27. Estimated resources for the PARKS-RECREATION FOUNDATION FUND for 2019 as shown in "Exhibit B" total \$2,000.

SECTION 28. That "Exhibit C" attached hereto is illustrative of the transfers anticipated within the 2019 Operating Budget.

SECTION 29. That the Director of Finance be and he is hereby authorized and directed to draw warrants against any of the foregoing appropriations upon proper certificates or vouchers therefore, approved by any officer or officers authorized by law to approve the same, or by any Ordinance or Resolution of Council to make expenditures or as otherwise provided by law.

SECTION 30. That the Director of Finance be and he is hereby authorized to make all operating transfers as delineated in the 2019 Budget, shown on "Exhibit A".

SECTION 31. It is hereby found and determined that all formal actions of the 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 action, were in meetings open to the public, in compliance with all requirements including Section 121.22 of the Ohio Revised Code.

SECTION 32. 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 33. 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 immediate provision should be made for the enactment of appropriations for the payment of current expenditures for the calendar year of 2019. 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 _____ reading(s): Yeas ___ Nays ___

Passed, _____, 2018, as an emergency measure.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law

Exhibit "A"

**2019 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept.	Name	Personal Services	Fringe Benefits	Contract Services	Materials & Supplies	Capital Outlay	Transfers	Totals
110	General Fund							
7110	Police Law Enforcement	3,062,000	832,000	195,000	187,000			4,276,000
7115	Fire Prev. & Insp.	4,000	2,000					6,000
7125	Police/Fire Comm.	436,000	183,000	35,000	8,000			662,000
7210	Correctional Programs			23,000				23,000
7215	Cemetery			12,000				12,000
7220	Pymt.Co.Brd.Health			113,000				113,000
7310	Parks & Forestry	555,000	236,000	112,000	40,000			943,000
7320	Community Programs			340,000				340,000
7415	Zoning	78,000	32,000	3,000	4,000			117,000
7425	Mowing-Private Prop.			1,000				1,000
7515	Garb.& Refuse Collection	70,000	11,000	816,000	17,000			914,000
7620	Street Cleaning	107,000	17,000	8,000	19,000			151,000
7710	Mayor's Office	266,000	99,000	4,000	20,000			389,000
7715	Finance Admin.	174,000	66,000	59,000	7,000			306,000
7725	Legal Admin.	105,000	36,000	1,000	5,000			147,000
7726	Prosecutors' Office	268,000	98,000	40,000	3,000			409,000
7730	Service Admin.	82,000	52,000	5,000	7,000			146,000
7735	Legislation	112,000	20,000	10,000	7,000			149,000
7740	Municipal Court	1,080,000	466,000	224,000	67,000			1,837,000
7745	Civil Serv.Comm.			2,000	3,000			5,000
7750	Lands & Buildings	5,000	2,000	73,000	19,000			99,000
7755	Engineering	89,000	53,000	2,000	13,000			157,000
7765	Elections			5,000				5,000
7775	Delq.Land Advertg.			1,000				1,000
8000	Transfers						591,000	591,000
8020	Information Technology	163,000	61,000	69,000	202,000			495,000
	Totals	6,656,000	2,266,000	2,153,000	628,000		591,000	12,294,000

**2019 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
222	Street C M & R								
7610	Street C M & R	770,000	342,000	58,000	110,000				1,280,000
7635	Traffic Signs.Etc			35,000	5,000				40,000
	Totals	770,000	342,000	93,000	115,000				1,320,000
223	City Perm.Tax								
7611	Permissive Tax Maint.			26,000	132,000	82,000			240,000
224	State Hwy.Improv.								
7612	State Hwy.Maint.			35,000	38,000				73,000
225	Law Enforcement Trust Fund								
7126	Police & Fire Comm.				40,000				40,000
226	Drug Law Enforcement Fund								
7126	Drug Law Enforcement				5,000				5,000
227	Ind.Alcohol Treatment Fund								
7740	Ind.Alcohol Treatment			40,000					40,000
228	Ind.Alcohol Monitor Fund								
7740	Ind.Alcohol Monitor Fund			20,000					20,000
229	Federal Equitable Sharing Fund								
7126	Drug Law Enforcement				20,000				20,000
231	Indigent Support								
7740	Domestic/Thelf ISFC			40,000					40,000

**2019 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
331	G.O. Retirement Fund								
7910	Bond & Note Retirement			8,000			1,860,000		1,868,000
401	Capital Impr.Fund								
7110	Police Law Enforcement					110,000			110,000
7310	Parks & Forestry					139,000			139,000
7610	Street C M & R					1,978,000			1,725,000
7615	Sidewalks					0			0
7635	Traffic Signals					15,000			15,000
7740	Municipal Court					0			0
7750	Lands & Buildings				63,000	590,000			653,000
7970	Promissory Notes						23,000		23,000
8020	Information Tech.					200,000			200,000
	Totals				63,000	3,032,000	23,000		2,865,000
405	Court Capital Improvement Fund								
7740	Municipal Court				50,000		50,000		100,000
501	Spec.Assess.Trees								
7440	Tree Maintenance	130,000	40,000	91,000	60,000				321,000
502	Spec.Assess. Street Lighting								
7130	S.A. Street Lighting	10,000	2,000	391,000					403,000
503	S.A. Ditches & Drains								
7510	Ditches & Drains	183,000	29,000	29,000	38,000				279,000
701	Water Fund								
7520	Water Admin.	241,000	69,000	56,000	56,000				422,000
7525	Distribution	468,000	203,000	3,810,000	64,000	166,000	225,000		4,936,000
	Totals	709,000	272,000	3,866,000	120,000	166,000	225,000		5,358,000

**2019 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
=====									
702	Sewer Fund								
=====									
7530	Sewer Admin.	241,000	65,000	78,000	48,000				432,000
7540	Sewer Collection	322,000	162,000	1,459,000	39,000	248,000			2,230,000
=====									
	Totals	563,000	227,000	1,537,000	87,000	248,000			2,662,000
=====									
705	Resource Recovery								
=====									
7314	Compost	82,000	12,000	51,000	40,000				185,000
=====									
707	Medical Care - Self Insured								
=====									
8030	Medical Care		2,112,000	288,000					2,400,000
=====									
801	Police Pension								
=====									
7135	Police Pension		452,000	8,000					460,000
=====									
802	Property Room								
=====									
7170	Property Room				1,000				1,000
=====									
804	Income Tax Fund								
=====									
7760	Tax Adm.	245,000	110,000	65,000	240,000				660,000
8000	Transfers Out							6,700,000	6,700,000
=====									
	Totals	245,000	110,000	65,000	240,000			6,700,000	7,360,000
=====									
805	Unclaimed Fund								
=====									
7520	Refunds				1,000				1,000

**2019 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
808	Escrow Fund								
7520	Escrow				0				0
810	Police Community Affairs								
7160	Police Community Affairs			6,000	18,000				24,000

Exhibit "B"

**2019 ESTIMATED REVENUE
SUMMARY OF REVENUE 2016-2019**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Estimate</u>	<u>2019 Estimate</u>
<u>General Fund (110)</u>				
Real Estate Taxes	843,493	874,422	900,000	915,000
City Income Taxes	2,748,733	2,725,228	2,800,000	2,800,000
Other Taxes	67,959	61,307	65,000	65,000
Shared revenue	764,496	686,043	735,000	740,000
Charges for Services	459,968	499,170	500,000	544,000
Fees, Licenses, Permits	395,899	393,007	410,000	395,000
Interest Earnings	62,185	118,443	70,000	100,000
Fines & Forfeits	862,136	954,777	945,000	1,082,000
Other revenue	249,445	258,186	274,000	270,000
Transfers In	4,900,000	5,363,000	5,400,000	5,400,000
Totals	11,354,314	11,933,581	12,099,000	12,311,000
<u>Street C. M. & R. Fund (222)</u>				
Veh. Reg. & Gasoline Tax	798,495	777,924	800,000	790,000
Other Revenue	17,445	22,972	20,000	30,000
Transfers In	450,000	450,000	500,000	500,000
Totals	1,265,940	1,250,896	1,320,000	1,320,000
<u>Permissive Tax Fund (223)</u>				
Permissive Vehicle Tax	227,861	220,794	240,000	240,000
Other Revenue	0	0	0	0
Totals	227,861	220,794	240,000	240,000
<u>State Highway Imp.Fund (224)</u>				
Veh. Reg. & Gasoline Tax	64,743	66,719	73,000	73,000
Totals	64,743	66,719	73,000	73,000
<u>Law Enforcement Trust (225)</u>				
Contraband-Sales-Proceeds	52,991	37,958	50,000	50,000
Totals	52,991	37,958	50,000	50,000
<u>Drug Law Enforcement (226)</u>				
Drug Enforcement Fines	3,645	3,732	5,000	5,000
Totals	3,645	3,732	5,000	5,000

**2019 ESTIMATED REVENUE
SUMMARY OF REVENUE 2016-2019**

	2016 Actual	2017 Actual	2018 Estimate	2019 Estimate
<u>Ind. Drivers Alcohol Treatment Fund (227)</u>				
Municipal Court Fines	14,910	32,470	30,000	30,000
Totals	14,910	32,470	30,000	30,000
<u>Ind. Drivers Alcohol Monitor Fund (228)</u>				
Municipal Court Fines	23,245	22,265	30,000	30,000
Transfers In	0	0	0	0
Totals	23,245	22,265	30,000	30,000
<u>Equitable Federal Sharing Fund (229)</u>				
Shared revenue	48,520	0	19,000	19,000
Transfers In	139	222	1,000	1,000
Totals	48,659	222	20,000	20,000
<u>Indigent Support Fund (231)</u>				
Fines & Fees	43,406	41,614	50,000	50,000
Transfers In	0	0	0	0
Total	43,406	41,614	50,000	50,000
<u>G.O. Debt Service (331)</u>				
Real Estate Taxes	581,819	526,119	535,000	550,000
Shared revenue		73,760	80,000	80,000
Other revenue	0	0	0	0
Bond Proceeds	0	0	0	0
Note Proceeds	0	0	0	0
Transfers In	1,450,000	1,450,000	1,450,000	1,300,000
Totals	2,031,819	2,049,878	2,065,000	1,930,000
<u>Capital Improvement Fund (401)</u>				
City Income Tax	878,353	872,073	900,000	900,000
Shared revenue	256,667	278,120	2,497,000	830,000
Interest Earnings	93,719	169,975	105,000	145,000
Other revenue	358,421	1,220,354	1,270,000	125,000
Transfers In	0	700,000	0	0
Totals	1,587,160	3,240,521	4,772,000	2,000,000

**2019 ESTIMATED REVENUE
SUMMARY OF REVENUE 2016-2019**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Estimate</u>	<u>2019 Estimate</u>
<u>Court Capital Improvement Fund (405)</u>				
Fines & Forfeits	99,363	105,577	115,000	135,000
Other revenue				
Totals	99,363	105,577	115,000	135,000
<u>S.A. Serv. - Trees (501)</u>				
Special Assessments	243,402	241,457	245,000	250,000
Miscellaneous revenue	528	1,953	5,000	5,000
Transfers In	0	0	0	0
Totals	243,930	243,410	250,000	255,000
<u>S.A. Street Lighting Fund (502)</u>				
Special Assessments	391,487	395,715	405,000	405,000
Reimbursements-Damages	0	275	5,000	5,000
Totals	391,487	395,990	410,000	410,000
<u>S.A. Ditches & Drainage Fund (503)</u>				
Special Assessments	277,438	275,823	280,000	285,000
Miscellaneous	0	0	0	0
Transfers In	0	0	0	0
Totals	277,438	275,823	280,000	285,000
<u>Water Fund (701)</u>				
Charges for Services	5,000,442	5,861,908	5,570,000	6,580,000
Interest Earnings	8,904	28,170	15,000	31,000
Other revenue	82,096	114,955	90,000	89,000
Totals	5,091,442	6,005,034	5,675,000	6,700,000
<u>Sewer Fund (702)</u>				
Charges for Services	1,966,098	2,157,898	2,500,000	2,315,000
Interest Earnings	6,934	7,401	8,000	10,000
Other revenue	914	494,134	70,000	275,000
Totals	1,973,946	2,659,434	2,578,000	2,600,000

**2019 ESTIMATED REVENUE
SUMMARY OF REVENUE 2016-2019**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Estimate</u>	<u>2019 Estimate</u>
<u>Resource Recovery (705)</u>				
Other revenue	81,838	69,295	85,000	95,000
Transfers In	50,000	105,000	90,000	90,000
Totals	131,838	174,295	175,000	185,000
<u>Medical Care - Self Insured (707)</u>				
Miscellaneous revenue	269,838	135,794	70,000	75,000
Other revenue	2,207,374	1,994,202	2,430,000	2,325,000
Totals	2,477,212	2,129,996	2,500,000	2,400,000
<u>Information Technology Support (709)</u>				
City IT Contributions	300,000	500,000	0	0
Other revenue	404	2,098	0	0
Totals	300,404	502,098	0	0
<u>Police Pension Fund (801)</u>				
Real Estate Taxes	372,506	385,820	390,000	400,000
Miscellaneous revenue	0	0	0	0
Shared revenue	58,484	54,095	60,000	60,000
Transfers In	0	12,000	0	0
Totals	430,990	451,915	450,000	460,000
<u>Property Room (802)</u>				
Miscellaneous revenue	35,045	8	10,000	10,000
Totals	35,045	8	10,000	10,000
<u>Income Tax Fund (804)</u>				
City Income Tax	7,367,847	7,303,610	7,500,000	7,500,000
Misc. revenue	844	3,265	10,000	10,000
Totals	7,368,691	7,306,874	7,510,000	7,510,000
<u>Unclaimed Monies Fund (805)</u>				
Miscellaneous revenue	1,442	1,820	5,000	5,000
Totals	1,442	1,820	5,000	5,000

**2019 ESTIMATED REVENUE
SUMMARY OF REVENUE 2016-2019**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Estimate</u>	<u>2019 Estimate</u>
<u>Escrow Fund (808)</u>				
Miscellaneous Revenue	0	0	0	0
Total	0	0	0	0
 <u>Police Community Affairs (810)</u>				
State Shared revenue				
Other revenue	5,485	5,280	10,000	10,000
Totals	5,485	5,280	10,000	10,000
 <u>Parks-Recreation Foundation (811)</u>				
Interest Earnings	0	0	2,000	2,000
Totals	0	0	2,000	2,000

**2019 ESTIMATED REVENUE
SUMMARY OF REVENUE 2016-2019**

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Estimate</u>	<u>2019 Estimate</u>
<u>Recapitulation of Funds</u>				
110 - General	11,354,314	11,933,581	12,099,000	12,311,000
222 - Street CM & R	1,265,940	1,250,896	1,320,000	1,320,000
223 - Permissive Tax	227,861	220,794	240,000	240,000
224 - State Highway Improvemen	64,743	66,719	73,000	73,000
225 - Law Enforcement	52,991	37,958	50,000	50,000
226 - Drug Law	3,645	3,732	5,000	5,000
227 - Ind Drivers Alcohol Trmt	14,910	32,470	30,000	30,000
228 - Ind Drivers Alcohol Monitor	23,245	22,265	30,000	30,000
229 - Equitable Federal Sharing	48,659	222	20,000	20,000
231 - Indigent Support	43,406	41,614	50,000	50,000
331 - G.O. Debt Service	2,031,819	2,049,878	2,065,000	1,930,000
401 - Capital Improvement	1,587,160	3,240,521	4,772,000	2,000,000
405 - Municipal Court Improveme	99,363	105,577	115,000	135,000
501 - S.A. Serv. - Trees	243,930	243,410	250,000	255,000
502 - S.A. Street Lighting	391,487	395,990	410,000	410,000
503 - S.A. Ditches & Drainage	277,438	275,823	280,000	285,000
701 - Water Fund	5,091,442	6,005,034	5,675,000	6,700,000
702 - Sewer Fund	1,973,946	2,659,434	2,578,000	2,600,000
705 - Resource Recovery	131,838	174,295	175,000	185,000
707 - Medical Care	2,477,212	2,129,996	2,500,000	2,400,000
709 - Information Technology	300,404	502,098	0	0
801 - Police Pension	430,990	451,915	450,000	460,000
802 - Property Room	35,045	8	10,000	10,000
804 - Income Tax	7,368,691	7,306,874	7,510,000	7,510,000
805 - Unclaimed Monies	1,442	1,820	5,000	5,000
808 -Escrow Fund	0	0	0	0
810 - Community Affairs	5,485	5,280	10,000	10,000
811 - Parks-Rec Foundation	0	0	2,000	2,000
Grand Total	35,547,406	39,158,205	40,724,000	39,026,000

Exhibit "C"

2019 INTERFUND TRANSFERS

Fund	Transfer From	Fund	Transfer To
General	500,000	Street C M & R	500,000
General	90,000	Resource Recovery	90,000
General	1,000	Fed Equitable Sharing	1,000
Income Tax	5,400,000	General	5,400,000
Income Tax	1,300,000	Debt Service	1,300,000
	<hr/>		<hr/>
Totals	7,291,000		7,291,000
	=====		=====

ORDINANCE NO. 67 -2018

TO MAKE CERTAIN ADJUSTMENTS TO ACCOUNT ALLOCATIONS
WITHIN THE FUND APPROPRIATIONS FOR THE FISCAL YEAR
ENDING DECEMBER 31, 2018; AND DECLARING AN EMERGENCY.

WHEREAS, City Council duly passed Ordinance No. 77-2017 on November 20, 2017, providing for the annual appropriations for fiscal year 2018, and,

WHEREAS, it is necessary to adjust the 2018 annual appropriation ordinance, by making certain additional appropriations and deductions from previous appropriations, in order to meet the present conditions and to keep appropriations within the anticipated receipts for the year 2018; and,

WHEREAS, attached hereto is "Exhibit A" entitled Adjusted 2018 Budget - Summary of Expenditure Estimates which exhibit identifies by a four-digit department code number and name each account in a Fund identified by a three-digit code and name to which an appropriation adjustment within each Fund is made by this ordinance; and,

WHEREAS, attached hereto is "Exhibit B" entitled Adjusted 2018 Budget – Summary of Revenue Estimates referred to herein as estimated additional resources.

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

SECTION 1. That the 2018 annual appropriation ordinance, be adjusted as reflected in Exhibits A and B attached hereto and made a part hereof.

SECTION 2. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the GENERAL FUND listed in Exhibit A the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 3. That there be and is hereby appropriated to and is hereby withdrawn from the account of the STREET CM&R FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$0.

SECTION 4. That there be and is hereby appropriated to and is hereby withdrawn from the account of the LAW ENFORCEMENT TRUST FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$68,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 5. That there be and is hereby appropriated to and is hereby withdrawn from the account of the DRUG LAW ENFORCEMENT TRUST FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$5,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 6. That there be and is hereby appropriated to and is hereby withdrawn from the account of the INDIGENT DRIVER ALCOHOL MONITOR FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net the sum of \$11,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 7. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the DEBT SERVICE FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 8. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the CAPITAL IMPROVEMENT FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 9. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the SPECIAL ASSESSMENT-TREES FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 10. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the SPECIAL ASSESSMENT-DITCHES/DRAINS FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 11. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the WATER FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 12. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the SEWER FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$0.

SECTION 13. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the RESOURCE RECOVERY FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$20,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 14. That there be and is hereby appropriated to and is hereby withdrawn from the accounts of the PROPERTY ROOM FUND listed in Exhibit A and the amounts as indicated for each account with the total amount being changed by the net sum of \$27,000. There is a sufficient balance in the Fund available for appropriation.

SECTION 15. That there be and is hereby appropriated to and is hereby withdrawn from accounts of the INCOME TAX FUND listed in Exhibit A the amounts as indicated in for each account with the total amount being changed by the net sum of \$0.

SECTION 16. It is hereby found and determined that all formal actions of the 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 action, were in meetings open to the public, in compliance with all requirements including Section 121.22 of the Ohio Revised Code.

SECTION 17. 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 18. 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 immediate provision should be made for the enactment of additional appropriations for the payment of current expenditures for the calendar year of 2018. 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,
_____, 2018, as an emergency measure.

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

President of Council

APPROVED AS TO FORM:

Director of Law

Exhibit "A"
Adjusted 2018 Budget
Summary of Expenditure Estimates

Dept.	Name	Personal Services	Contract Services	Materials & Supplies	Capital Outlay	Transfers	Totals
110	General Fund						
7110	Police Law Enforcement		-39,000	30,000			-9,000
7115	Fire Prevention & Insp.						0
7125	Police/Fire Communications	-22,000	-1,500	1,500			-22,000
7140	Safety Admin.Support						0
7210	Correctional Programs		-5,000				-5,000
7215	Cemetery		5,000				5,000
7220	Pymt.Co.Board of Health						0
7235	Sylvania Comm. Serv.						0
7310	Parks & Forestry	-22,000	-18,500	9,500			-31,000
7320	Community Programs		-27,000				-27,000
7325	Syl. Tam O'Shanter						0
7415	Zoning Board of Appeals						0
7425	Mowing-Private Property						0
7515	Garbage.& Refuse Collection		41,000				41,000
7620	Street Cleaning	14,000	12,000	2,000			28,000
7710	Mayor's Office	-9,000					-9,000
7715	Finance Administration	-4,000	4,000				0
7725	Legal Administration			-2,300			-2,300
7726	Prosecutors' Office		10,000	2,300			12,300
7730	Service Administration	-6,000					-6,000
7735	Legislation						0
7740	Municipal Court	-50,000	116,000				66,000
7745	Civil Service Commission						0
7750	Lands & Buildings		-27,000				-27,000
7755	Engineering						0
7765	Elections						0
7775	Delinquent Land Advertising						0
8000	Transfers					-14,000	-14,000
8020	Information Technology		-3,000	3,000			0
	Totals	-99,000	67,000	46,000		-14,000	0

Exhibit "A"
Adjusted 2018 Budget
Summary of Expenditure Estimates

Dept. Code	Name	Personal Services	Contract Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
=====								
222	Streets CM&R							
=====								
7610	Streets CM&R	-10,000	-7,000	7,000				-10,000
7635	Traffic Signals		7,000	3,000				10,000
	Total	-10,000	0	10,000				0
=====								
225	Law Enforcement Trust							
=====								
7126	Equipment - Police personnel			68,000				68,000
=====								
226	Drug Law Enforcement							
=====								
7126	Equipment - Police personnel			5,000				5,000
=====								
228	Ind. Driver Alcohol Monitor							
=====								
7740	Ind. Driver Alcohol Monitor		11,000					11,000
=====								
331	Debt Service							
=====								
7910	Auditor & Treas Fees		700			-700		0
=====								
401	Capital Improvement Fund							
=====								
7110	Police				34,000			34,000
7310	Parks & Forestry				26,000			26,000
7510	Storm Sewer & Drains				0			0
7610	Streets				0			0
7740	Municipal Court				0			0
7750	Lands & Buildings			50,000	-122,000			-72,000
7970	Promissory Note-Principal					12,000		12,000
8020	Information Tech				0			0
	Totals	0	0	50,000	-62,000			0
=====								
501	Special Assessment-Trees							
=====								
7510	Trees-Repair & Replace	-4,500		4,500				0
=====								
503	Special Assessment-Ditches/Drains							
=====								
7510	Storm Sewers & Drains		2,000	-2,000				0
=====								
701	Water Fund							
=====								
7520	Water Administration		-5,000	5,000				0
7525	Water Distribution							0
	Totals	0	-5,000	5,000	0			0
=====								
702	Sewer Fund							
=====								
7530	Sewer Administration							0
7540	Sewer Collection		-2,000	2,000				0
	Totals	0	-2,000	2,000	0			0

Exhibit "A"
Adjusted 2018 Budget
Summary of Expenditure Estimates

Dept. Code	Name	Personal Services	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
=====								
705	Resource Recovery							
=====								
7314	Resource Recovery	10,000	-4,000	14,000				20,000
	Totals	10,000	-4,000	14,000	0			20,000
=====								
802	Property Room							
=====								
7170	Refunds			27,000				27,000
	Totals	0	0	27,000	0			27,000
=====								
804	Income Tax							
=====								
7760	Income Tax			94,000			-94,000	0
	Totals	0	0	94,000	0		-94,000	0

Exhibit "B"
Adjusted 2018 Revenue Estimates
Summary of Revenue Estimates

=====		
Court Capital		
=====		
405-0000-41008	Court Capital Improvements	<u>20,000</u>
Total Court Capital Fund		20,000
=====		
Water Fund		
=====		
701-0000-40601	Water-Consumer Charges	<u>1,300,000</u>
Total Water Fund		1,300,000
=====		
Resource Recovery Fund		
=====		
705-0000-41401	From General Fund	<u>20,000</u>
Total Water Fund		20,000

ORDINANCE NO. 68 -2018

MAKING CERTAIN POSITION AND COMPENSATION PAY PLAN CHANGES, MAKING CERTAIN SALARY, WAGE AND OTHER SERVICE COMPENSATION ADJUSTMENTS TO THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED, AND OTHER ORDINANCES; BY GRANTING PAY INCREASES TO SOME OF THE APPOINTED OFFICIALS WHOSE TITLES ARE LISTED IN SECTION 139.03(e)(3), BY GRANTING A TWO AND THREE QUARTER PERCENT (2.75%) PAY INCREASE TO ALL NON-UNION CITY EMPLOYEES AND COURT EMPLOYEES WHOSE POSITIONS ARE INCLUDED IN THE LIST OF OCCUPATIONAL TITLES OF SECTION 139.02(a) OF THE CODIFIED ORDINANCES OF SYLVANIA WHICH INCREASE IS REFLECTED IN THE ANNUAL WAGE RATE SCHEDULE 4 OF SECTION 139.10(D) OF THE SYLVANIA CODIFIED ORDINANCES; BY GRANTING PAY INCREASES FOR SOME OF THE EMPLOYEES IN THE LABOR AND TRADES SUPERVISION GROUP; AND DECLARING AN EMERGENCY.

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

SECTION 1. That Section 139.03(e) (3) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit A" effective on and after January 1, 2019.

SECTION 2. That Section 139.03(e) (4) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit B" effective on and after January 1, 2019.

SECTION 3. That Section 139.10(D) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit C" effective on and after January 1, 2019.

SECTION 4. That Section 139.02(b) of the Codified Ordinances of Sylvania, 1979, as amended, be and it is, hereby further amended to read as set forth on the attached "Exhibit D" effective on and after January 1, 2019.

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 pay increases should be provided for 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 this Charter.

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

139.03(e) (3) COMPENSATION FOR ELECTIVE AND APPOINTED OFFICIALS

The following elective and appointed officials which are not otherwise provided for in this chapter shall be compensated as follows:

<u>TITLE</u>	<u>RATE</u>
Director of Finance*	\$103,251 annually commencing January 1, 2019 and thereafter.
Deputy Director of Public Service*	\$101,494 annually commencing January 1, 2019 and thereafter.
Director of Law*	\$102,304 annually commencing January 1, 2019 and thereafter.
Special Counsel	\$59,314 annually commencing January 1, 2019 and thereafter.
Director of Public Safety	\$3,844 annually commencing January 1, 2019 and thereafter.
Treasurer	\$4,942 annually commencing January 1, 2019 and thereafter.
Chief of Police*	\$110,520 annually commencing January 1, 2019 thru March 28, 2019.
Chief of Police	\$104,000 annually commencing March 29, 2019 and thereafter.
Assistant Chief of Police	\$104,000 annually commencing Feb. 1, 2019 thru March 28, 2019.
Police Captain *	\$98,394 annually commencing January 1, 2019 and thereafter.
Director of Public Service*	\$111,592 annually commencing January 1, 2019 and thereafter.
Clerk of Courts*	\$84,038 annually commencing January 1, 2019 and thereafter.
Commissioner – Taxation*	\$84,038 annually commencing January 1, 2019 and thereafter.
Chief Prosecutor	\$82,200 annually commencing February 1, 2019 and thereafter.
Assistant Prosecutor	\$43.94 / hour commencing January 1, 2019 and thereafter.
Information Technology Manager	\$93,366 annually commencing January 1, 2019 and thereafter.
Information Technology Specialist	\$66,565 annually commencing January 1, 2019 and thereafter.
Zoning Administrator	\$76,549 annually commencing January 1, 2019 and thereafter.
GIS Coordinator	\$65,905 annually commencing January 1, 2019 and hereafter.
Economic Development/ Administrative Services Coord. *	\$107,374 annually commencing Jan. 1, 2019 and thereafter.

*Those persons in this subsection (e)(3) occupying the positions indicated above by an asterisk after such position shall each have the sum of one thousand dollars (\$1,000) paid and deposited by the City to their respective credit in one of the City’s approved deferred compensation plans, annually commencing with the year 1991.

(Ord. _____-2018. Passed _____-2018.)

139.03(e) (4) COMPENSATION FOR THE LABOR AND TRADES SUPERVISION GROUP

The following members of the Labor and Trades Supervision Group which are not otherwise provided for in this chapter shall be compensated as follows:

<u>TITLE</u>	<u>RATE</u>
Superintendent of Parks and Forestry*	\$98,288 annually commencing January 1, 2019 and thereafter.
Vehicle Maintenance Manager	\$75,097 annually commencing January 1, 2019 and thereafter.
Water Foreman	\$93,366 annually commencing January 1, 2019 and thereafter.
Sewage Foreman	\$93,366 annually commencing January 1, 2019 and thereafter.
Street and Highway Foreman	\$93,366 annually commencing January 1, 2019 and thereafter.
Sewage Maintenance Crew Leader	\$75,097 annually commencing January 1, 2019 and thereafter.
Parks and Forestry Foreman	\$87,821 annually commencing January 1, 2019 and thereafter.
Street Maintenance Crew Leader	\$75,097 annually commencing January 1, 2019 and thereafter.
Utility Manager	\$82,097 annually commencing January 1, 2019 and thereafter.
Water Maintenance Crew Leader	\$75,097 annually commencing January 1, 2019 and thereafter.
Parks and Forestry Crew Leader	\$75,097 annually commencing January 1, 2019 and thereafter.

*Those persons in this subsection (e)(4) occupying the positions indicated above by an asterisk after such position shall each have the sum of one thousand dollars (\$1,000) paid and deposited by the City to their respective credit in one of the City's approved deferred compensation plans, annually commencing with the year 1995.

(Ord. ____-2018. Passed ____-2018.)

Hourly Wage Rate schedule Effective January 1, 2019 - 2.75%

<u>Grade</u>	<u>Start</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 5</u>
7	16.60	17.45	18.33	19.26	19.83
8	17.33	18.21	19.13	20.11	20.70
9	18.09	19.05	20.02	21.02	21.64
10	18.83	19.80	20.89	21.87	22.61
11	19.60	20.65	21.70	22.78	23.47
12	20.56	21.57	22.62	23.75	24.46
13	21.44	22.52	23.70	24.88	25.64
14	22.37	23.54	24.72	25.93	26.70
15	23.43	24.62	25.84	27.15	27.96
16	24.41	25.65	26.94	28.29	29.13
17	25.60	26.86	28.19	29.62	30.52
18	26.78	28.08	29.50	31.01	31.94
19	27.94	29.32	30.79	32.36	33.33
20	29.29	30.67	32.14	33.78	34.79
21	30.42	31.88	33.33	35.12	36.22
22	31.72	33.28	34.96	36.72	37.82
23	33.19	34.86	36.50	38.32	39.46
24	34.66	36.37	38.23	40.15	41.35
25	36.33	38.21	40.07	42.13	43.40
26	38.01	39.91	41.92	44.01	45.34
27	39.85	41.67	43.81	45.99	47.37
28	41.67	43.76	45.99	48.30	49.75
29	43.47	45.60	47.88	50.27	51.55
30	45.53	47.80	50.18	52.70	54.28

"Exhibit C"

139.02 CONTENT AND COVERAGE OF THE COMPENSATION PLAN.

b) There are hereby created the following special temporary or seasonal positions:

<u>Title</u>	<u>Rate (Hourly)</u>
Filing Clerk I	\$9.88
Filing Clerk II	10.00
Filing Clerk III	10.53
Engineering Intern I	12.00

(Ord. ____-2018. Passed _____-2018.)

ORDINANCE NO. 70 -2018

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A 3-YEAR COLLECTIVE BARGAINING AGREEMENT COMMENCING JANUARY 1, 2019, WITH THE FRATERNAL ORDER OF POLICE, LODGE NO. 129, ON BEHALF OF THE PATROLMEN; AND DECLARING AN EMERGENCY.

WHEREAS, the tenth 3-year Collective Bargaining Agreement with the Fraternal Order of Police, Lodge No. 129, on behalf of the patrolmen, expires on December 31, 2018; and,

WHEREAS, the Fraternal Order of Police, Lodge No. 129, has been negotiating with this City on behalf of the patrolmen; and,

WHEREAS, as reported by the Director of Finance, negotiations with the patrolmen have resulted in a settlement allowing wage increases of 2.75%, 2.5% and 2.5% for the years 2019, 2020 and 2021 together with other terms all as set forth in a Collective Bargaining Agreement; and,

WHEREAS, a timely Notice to Negotiate was received by the City from said Fraternal Order of Police, Lodge No. 129; and,

WHEREAS, the State Employment Relations Board assigned case number 2018-MED-09-0808; and,

WHEREAS, the City, through its Director of Finance, and the Collective Bargaining unit represented by the Fraternal Order of Police, Lodge No. 129, through the respective negotiating committee of such unit, have negotiated a Collective bargaining Agreement, a copy of which is now on file with the Clerk of this Council; and,

WHEREAS, the sergeants and telecommunicators are not included in this settlement or the said Collective Bargaining Agreement; and,

WHEREAS, the Mayor and Director of Finance should be authorized to enter into the Collective Bargaining Agreement on behalf of this City.

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, on behalf of this City, authorized and directed to enter into a Collective Bargaining Agreement in the form and substance of said Agreement now on file with the Clerk of this Council for the years 2019, 2020 and 2021 with the Fraternal Order of Police, Lodge No. 129 representing all patrolmen (SERB Case No. 2018-MED-09-0808), and the Mayor and Director of Finance be, and they hereby are, authorized to make any incidental changes in the language of said Collective Bargaining Agreement now on file with the Clerk of this Council if the Director of Personnel approves said Collective Bargaining Agreement as modified as to content and, both the Collective Bargaining Agreement now on file with said Clerk and/or the Agreement as modified and approved as to content by the Director of Personnel, are approved as to form by the Director of Law.

SECTION 2. That said Collective Bargaining Agreement authorized by Section 1. hereof shall be effective on and after January 1, 2019 in accordance with Article XXXVII thereof.

SECTION 3. 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 4. 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 5. 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 authorization for signing the Collective Bargaining Agreement should be given forthwith to permit implementation of wage adjustments at the earliest possible time. 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, _____, 2018, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

ORDINANCE NO. 71 -2018

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A 3-YEAR COLLECTIVE BARGAINING AGREEMENT COMMENCING JANUARY 1, 2019, WITH THE SYLVANIA POLICE COMMAND OFFICER’S ASSOCIATION ON BEHALF OF THE SERGEANTS; AND DECLARING AN EMERGENCY.

WHEREAS, the request of the Sylvania Police Command Officer’s Association was approved on or about January 9, 1997 to certify the request of the Sylvania Police Command Officer’s Association to be the exclusive collective bargaining representative for all of the regular full-time police sergeants; and,

WHEREAS, the seventh three (3) year Collective Bargaining Agreement with the Sylvania Police Command Officer’s Association, on behalf of the sergeants, expires on December 31, 2018; and,

WHEREAS, a Notice to Negotiate was received by the City from the Sylvania Police Command Officer’s Association; and,

WHEREAS, the SERB Relations Board assigned case number 2018-MED-09-0807 to the Notice to Negotiate; and,

WHEREAS, the City of Sylvania, through its Director of Finance, and the collective bargaining unit of police sergeants represented by the Sylvania Police Command Officer’s Association, have negotiated a proposed Collective Bargaining Agreement, a copy of which is now on file with the Clerk of this Council; and,

WHEREAS, as reported by the Director of Finance, negotiations with the police represented by the Sylvania Police Command Officer’s Association, had resulted in a settlement allowing wage increases of 2.75%, 2.5% and 2.5% for the years 2019, 2020, and 2021, respectively, together with other terms all as set forth in a proposed Collective Bargaining

Agreement now on file with the Clerk of this Council as aforesaid; and,

WHEREAS, the Chief of Police, Captain, Patrolmen, Chief Telecommunicator and Telecommunicators are not included in this settlement or the proposed Collective Bargaining Agreement; and,

WHEREAS, the Mayor and Director of Finance should be authorized to enter into the proposed Collective Bargaining Agreement on behalf of this City with the Sylvania Police Command Officer's Association as the exclusive collective bargaining representative for the police sergeants.

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, on behalf of this City, authorized and directed to enter into a Collective Bargaining Agreement in the form and substance of said agreement now on file with the Clerk of this Council for the years 2019, 2020, and 2021, with the Sylvania Police Command Officer's Association representing all police sergeants, SERB case no. 2018-MED-09-0807, and the Mayor and Director of Finance be, and they hereby are, authorized to make any incidental changes in the language of said proposed Collective Bargaining Agreement now on file with the Clerk of this Council, if the Director of Personnel approves said Collective Bargaining Agreement as modified as to content and, both the Collective Bargaining Agreement now on file with said Clerk and/or the agreement as modified and approved as to content by the Director of Personnel, are approved as to form by the Director of Law.

SECTION 2. That said Collective Bargaining Agreement authorized by Section 1 hereof shall be effective on and after January 1, 2019 in accordance with Article XXXVII thereof.

SECTION 3. 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 4. 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 5. 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 authorization for signing the proposed Collective Bargaining Agreement should be given forthwith to permit implementation of wage adjustments at the earliest possible time. 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, _____, 2018, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

11

ORDINANCE NO. 69 -2018

AUTHORIZING AN AGREEMENT BETWEEN DONALD J. SCHONHARDT & ASSOCIATES, INC. AND THE CITY OF SYLVANIA WHEREBY SAID FIRM WILL ASSIST THE CITY IN PREPARATION OF ITS 2018, 2019 AND 2020 BASIC FINANCIAL STATEMENTS (BFSs) IN COMPLIANCE WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) AT COSTS NOT TO EXCEED \$14,250 FOR 2018, \$14,250 FOR 2019, AND \$14,250 FOR 2020 PLUS MILEAGE FOR EACH YEAR; AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO SIGN THE AGREEMENT ON BEHALF OF THE CITY; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 2-2016, passed January 4, 2016, authorized an agreement between Donald J. Schonhardt & Associates, Inc. and the City of Sylvania to assist the City in the preparation of its 2015, 2016 and 2017 Basic Financial Statements (BFSs) in compliance with Generally Accepted Accounting Principles (GAAP) at costs not to exceed \$13,500 for 2015, \$13,500 for 2016 and \$13,500 for 2017, plus mileage for each year; and,

WHEREAS, the Director of Finance has recommended the acceptance of the agreement and proposal of Donald J. Schonhardt & Associates, Inc. to assist the City in preparation of its 2018, 2019 and 2020 Basic Financial Statements (BFSs) in compliance with Generally Accepted Accounting Principles (GAAP) and has recommended the same to the Mayor and Members of Council; and,

WHEREAS, the contract and proposal of Donald J. Schonhardt & Associates, Inc. which sets forth the additional procedures and work necessary to the preparation of Basic Financial Statements and outlines the goals sought to be achieved by such reports is attached hereto as "Exhibit A."

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

SECTION 1. That the proposal of Donald J. Schonhardt & Associates, Inc. signed by said consultant on November 2, 2018, for assisting this City in the preparation of its 2018, 2019 and 2020 Basic Financial Statements, incorporated in the contract for management consulting services by Donald J. Schonhardt & Associates, Inc., which is now on file with the Clerk of this Council, be, and it hereby is, approved. The cost for the 2018 Basic Financial Statement is not to exceed Fourteen Thousand Two Hundred and Fifty Dollars (\$14,250) exclusive of mileage allowance reimbursement. The cost for the 2019 Basic Financial Statement is not to exceed Fourteen Thousand Two Hundred and Fifty Dollars (\$14,250) exclusive of mileage allowance reimbursement. The cost for the 2020 Basic Financial Statement is not to exceed Fourteen Thousand Two Hundred and Fifty Dollars (\$14,250) exclusive of mileage allowance reimbursement. The Mayor and Director of Finance be, and they hereby are, authorized to enter into the agreement for management consulting services with Donald J. Schonhardt & Associates, Inc. in the form and substance of the agreement attached hereto.

SECTION 2. That the Director of Finance of this City be, and he hereby is, authorized to draw his warrant or warrants for the purposes of said agreement hereby authorized to the extent of the appropriation to the respective accounts to which appropriation has hereinabove been made upon proper voucher or vouchers therefore duly approved by the Mayor.

SECTION 3. 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 4. 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 5. 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 this City needs immediate professional accounting services to assist in preparing its 2018, 2019 and 2020 Basic Financial Statements (BFSs) in compliance with Generally Accepted Accounting Principles (GAAP) and implementation of the preparation of the BFS should commence forthwith in order to meet the reporting deadlines. 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, _____, 2018, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

CONTRACT
for
MANAGEMENT CONSULTING SERVICES

This Contract is made and entered into this _____ day of _____, 20____, by and between Donald J. Schonhardt & Associates, Inc., 5307 Franklin Street, Hilliard, Ohio 43026-1409, hereinafter referred to as the "Consultant" and the City of Sylvania, Ohio, 6730 Monroe Street, Sylvania, Ohio 43560-1948 acting through the Director of Finance as authorized by Ordinance No. _____ passed by City Council on _____ 20____, hereinafter referred to as the "City".

Whereas, the Consultant provides assistance to local governments in the development of improved accounting and financial management information systems; and

Whereas, the City desires to retain the Consultant to provide assistance in the preparation of the 2018 GAAP basis annual financial report; and

Whereas, the City has reviewed the services to be provided by the Consultant and has authorized the services identified in the proposal to the City, dated November 2, 2018, which is attached hereto as Appendix I and is hereby made a part of this Contract, as if fully rewritten herein.

Now, Therefore, in consideration of the mutual covenants and obligations contained herein, the parties hereto agree as follows:

Scope of Services (Section I)

The Consultant shall provide accounting and financial management consulting services to the City in accordance with the Proposal to the City developed by the Consultant and dated November 2, 2018, a copy of which is attached hereto as Appendix I and incorporated by reference into this Contract as if fully rewritten herein.

The City acknowledges through acceptance of this section that the contract may cover a multi-year term as specified by the number of years designated below. Each annual financial report prepared under the terms of a multi-year contract will be prepared according to the scope of services outlined in this contract at the hourly rates and maximum contract amounts specified in Appendix I.

# of years	signature	Title
------------	-----------	-------

Term of Agreement (Section II)

The term of this Contract shall begin upon the signing of the contract document by authorized agents of the parties to the Contract and shall remain in force until the work identified in Appendix I is completed by the Consultant or the Contract is canceled by either party according to the terms of Section IV of this Contract titled "Termination".

Compensation (Section III)

Fee: City agrees to pay to the Consultant an hourly rate (including travel time) plus mileage for management consulting services. The total amount billed for management consulting under the defined scope of services shall not to exceed the amounts specified in Appendix I for each report year as designated in Section I (excluding an allowance for mileage reimbursement).

Termination (Section IV)

The City may terminate this Contract at any time upon the following:

- Thirty (30) days written notice of termination presented at the principal place of business of the Consultant, located at 5307 Franklin Street, Hilliard, Ohio 43026-1409.
- Payment in full of all outstanding invoices for work rendered by Donald J. Schonhardt & Associates, Inc. prior to termination.

Consultant may terminate this Contract by reason of the breach of any term of this Contract or in the event that the City fails to pay all invoices according to the terms of the Contract, or the Consultant is or becomes insolvent or a party to any bankruptcy or receivership proceeding or any similar action affecting the affairs or property of the Consultant. Upon thirty (30) day written notice by the Consultant to the City, City shall pay all outstanding Donald J. Schonhardt & Associates, Inc. invoices.

Limitation of Liability - Breach of Contract (Section V)

The City agrees that regardless of the form of action, Donald J. Schonhardt & Associates, Inc. liability for damages shall not exceed the total amounts paid to Donald J. Schonhardt & Associates, Inc. under the terms of this Contract. This shall be the City's exclusive remedy. No action, regardless of form, arising out of a claim of breach of this Contract may be brought by either party more than one year after the date of the alleged breach.

General Provisions (Section VI)

This Contract shall be governed by the laws of the State of Ohio.

This Contract contains the complete and exclusive statement of the agreement between the parties and supersedes all prior discussions, proposals, oral or written, and all other communications between the parties relating to the subject matter of this Contract.

No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

All notices hereunder shall be in writing and shall be deemed to have been given when mailed by certified mail, return receipt requested to the address of the parties first written above or by delivering in person to either party.

General Provisions (Section VI) (Continued)

This Contract may be executed in one (1) or more copies, each of which shall be deemed an original.

Each party has the power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it and agrees to be bound by it.

If any provision of this Contract is determined to be invalid or unenforceable, the remaining provisions of this Contract shall not be affected thereby and shall continue to be binding upon the parties and shall be enforceable as though the invalid or unenforceable provisions were not contained herein.

No term or provision shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claiming to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to or waiver of or excuse for any other different or subsequent breach.

In witness whereof, the parties hereto have executed this Contract on the date and place first indicated above.

City of Sylvania, Ohio
6730 Monroe Street
Sylvania, Ohio 43560-1948

Approved As to Form:

By: _____
Title: _____

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

P.O. # _____

Donald J. Schonhardt & Associates, Inc.
5307 Franklin Street
Hilliard, Ohio 43026-1409

By: Roy O. Porter
Roy O. Porter, CPA
Executive Vice President

Date: 11/2/18

Appendix I

***Proposal to the
City of Sylvania, Ohio***

***for
CONSULTING SERVICES
FOR
THE PREPARATION OF
ANNUAL FINANCIAL REPORT***

Prepared by
Donald J. Schonhardt & Associates, Inc.
5307 Franklin Street
Hilliard, Ohio 43026-1409
(614) 876-2020

November 2, 2018

EXECUTIVE SUMMARY

Overview

The City of Sylvania, Ohio (City) has completed the preparation of their 2017 Basic Financial Statements (BFS) with the assistance of our firm. Mr. Toby Schroyer, Director of Finance, is currently in the process of planning for the preparation of the City's 2018 BFS. He has requested that we prepare a proposal to provide technical accounting and management oversight assistance in the preparation of a 2018 BFS. As an integral part of the preparation process, we will utilize CAFR-Unlimited™ software.

The preparation of a GAAP basis financial report involves extensive management planning and control to insure that all of the necessary tasks are accomplished in a timely and efficient manner. In addition to the routine responsibilities that often impact the availability of staff resources to assign to a major project, implementation of new Governmental Accounting Standards Board (GASB) pronouncements have made it increasingly more difficult to insure that all of the necessary reporting requirements have been met.

Since our primary service to the public sector is the preparation of GAAP basis financial reports, we have made a commitment to continuing education for all of our staff members. We participate in Government Finance Officers Association (GFOA) and Association of Government Accountants (AGA) sponsored seminars to ensure that our staff is knowledgeable about all current and proposed governmental financial reporting requirements. We will continue to work to ensure that our clients are made aware of these changes and how the changes will impact current and future financial reports. Finally, since we work with over eighty (80) different public sector entities to prepare GAAP basis financial reports, our staff is exposed to a variety of methods which may be used by City staff to improve the efficiency of the report preparation process. We have not wavered from our commitment to provide the highest quality public sector financial and accounting services at a reasonable cost.

We believe that Donald J. Schonhardt & Associates, Inc. (DJS&A), is in a unique position to meet the City's request for assistance because of our hands-on experience in public sector finance; our on-going assistance to other public sector entities that are required to prepare GAAP basis financial reports and our prior assistance to the City in the preparation of numerous Basic Financial Statements. The individuals who will assist the City have in excess of seventy (70) years of public sector finance and accounting experience and continue to work with over eighty (80) public sector entities (municipalities, counties, villages, townships, special districts and school districts) throughout the State of Ohio to prepare GAAP basis annual financial reports.

We recognize the significance of our continued association with the City of Sylvania and are prepared to commit the necessary resources to assure the highest level of service.

Timing

On or before May 30, 2019, the City will be required to do the following: 1) submit their 2018 Basic Financial Statements to the Auditor of State and 2) input selected data from the unaudited statements into the Auditor of State's Hinkle Annual Financial Data Reporting System. Both processes must be completed to meet statutory requirements.

This proposal includes DJS&A time to review proposed audit adjustments and make mutually agreed upon material audit adjustments (if any), but **does not** include time to cover continual meetings with the auditors throughout the audit process or time to make immaterial, nonsubstantive changes to the narrative or format of the report. We have also included additional time necessary to put the basic financial statements into a PDF file format so that our clients may comply with the State Auditor's electronic filing requirement.

Upon execution of a contract, DJS&A will provide a schedule to the City consisting of target dates and milestones for certain activities throughout the project. Adherence to dates published in the above referenced schedule is imperative to insure the timely completion of the Basic Financial Statements (BFS).

Engagement Approach

Donald J. Schonhardt & Associates, Inc., will be responsible for providing on-going management and technical accounting assistance on a regular basis throughout the report preparation process. Such assistance will include but is not limited to the following:

- Regular discussions with City staff to review completed documentation, discuss data collection and recording criteria and examine the status of the report preparation process.
- Answer questions as they arise and discuss the rationale for specific data collection activities and how they can be accomplished most efficiently.
- Review and comment on the information developed for the conversion and review the applicability of the data in the presentation of the GAAP basis financials.

The additional work required for development of a Comprehensive Annual Financial Report (CAFR) to submit to the GFOA for consideration in the Certificate of Achievement for Excellence in Financial Reporting is **not** included as part of this proposal.

Professional Fees

It is our policy to estimate fees at an amount which is highly competitive, but which will enable us to provide responsive service of the highest quality. We base our fees on the time spent by personnel assigned to an engagement at hourly rates which are commensurate with the training and experience of those assigned to the project. We know that our hourly rates are extremely competitive and substantially less than those charged by other accounting and consulting firms that may not possess the actual hands-on experience of our staff. Management oversight and technical assistance will be billed at an hourly rate of \$110.00 per hour (including expenses) for work performed **plus** travel time and mileage at the rate of \$0.50 per mile.

Professional Fees (Continued)

In order to contain costs and pass the savings on to our clients, we are prepared to offer the same level of services identified in this proposal for preparation of a 2019, and 2020 BFS at the same annual fee quoted for the 2018 BFS preparation. We will freeze this rate and annual contract amount with the signing of a multi-year contract not to exceed three (3) consecutive report years. This fixed rate is contingent upon the City's agreement that the scope of work will remain the same for this and the subsequent years and that no significant change in accounting policies and/or procedures is anticipated which will potentially alter the required level of service. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

The multi-year contract option is included on the contract document and requires an appropriate approval signature on the line provided which will designate the term of the contract. We hope that you are able to take advantage of this opportunity so that we may continue to provide you with the highest quality of service at the best possible price.

Our fee to provide management and technical oversight in the report preparation, as outlined in the Summary of Work to be Performed (excluding an allowance for mileage reimbursement) will be:

<u>Report Year</u>	<u>Report Fee</u>
2018	\$14,250
2019	14,250
2020	14,250

The amount that will be billed to the City of Sylvania for the project is as noted in the table above (excluding an allowance for mileage reimbursement). The hourly rate quoted above will not increase during the term of the contract. The proposal is a maximum not to exceed bid for the scope of services defined by this proposal, the City will not pay more than the amount noted above provided the scope of services does not change.

Billing

Our practice is to bill in monthly installments covering the period worked on the engagement. Billings are due and payable upon receipt.

SUMMARY OF WORK TO BE PERFORMED

The objective of this engagement is to provide management, technical and accounting assistance, to the City in the preparation of their 2018 BFS. It is anticipated that the engagement will be completed by May 30, 2019. The engagement consists of the following:

Management overview, technical assistance, documentation, review and analysis of reversing and adjusting entries and preparation of one copy of the original BFS which is suitable for preparing additional copies as required by the City.

An outline is provided below which indicates the major components of the project. The outline is not intended as a comprehensive work plan, but rather an overview of the services to be provided.

Management overview, technical and accounting assistance and limited data collection activities.

- Assess current records related to the BFS and identify alternative approaches for record keeping and suggest formats for future data collection which will improve the efficiency of data collection.
- Organize and document in journal form all reversing entries.
- Post reversing entries to CAFR-Unlimited™.
- Identify major subsidiary detail required to assemble accrual oriented statements (i.e. payables, receivables, capital asset detail, vacation/sick leave balances, etc.)
- Identify source of information and appropriate collection criteria for detailed information identified in the above task.
- Modify software applications to incorporate new funds and/or fund reclassifications that have occurred during the last fiscal period.
- Assure that the City is in compliance with all new GASB pronouncements effective since the last reporting period.
- Provide for centralized collection, organization and summarization of detail required for accrual adjustments.
- Utilize existing software models to input the data collected for aggregation and presentation.
- Download ending cash balance, receipt and disbursement figures from ASCI II file or Microsoft Excel® file into CAFR-Unlimited™.

SUMMARY OF WORK TO BE PERFORMED

(Continued)

- Execute various tasks required for accumulation of detailed financial information to be used in the preparation of the BFS.
- Continuously monitor adherence to task assignments and adjust resources where necessary to satisfy deadlines.
- Obtain original and final budget amounts for major funds.
- Post adjusting accounting entries to CAFR-Unlimited™ to develop the trial balance.
- Identify and eliminate appropriate interfund activity.
- Make final determination of major funds.
- Identify program revenues.
- Collect information to categorize net assets.
- Prepare reconciliation between government-wide financial statements and fund based financial statements.
- Prepare statement formats for all required financial information including all basic financial statements, including notes thereto, and required supplementary information.
- Prepare Statement of Cash Flows for all proprietary fund types.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Provide draft copy of BFS along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Provide the BFS to the City as a PDF file for submission to the Auditor of State to meet electronic filing report requirements.

12a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

December 17, 2018

To: The Mayor and Members of Sylvania City Council

Re: **SOUTH MAIN STREET SANITARY SEWER IMPROVEMENTS PROJECT (PHASE 1)
PROFESSIONAL SURVEYING REQUEST FOR PROPOSALS**

Dear Mr. Mayor and Council Members:

The Service Department is ready to commence planning and engineering design work for several upcoming projects on South Main Street between Ten Mile Creek (TMC) and Brint Road. There are three (3) projects scheduled to occur on this corridor. A brief summary of each project is as follows:

- South Main Street Sanitary Sewer Improvements Project (Phase 1)
 - Sanitary sewer service lateral rehabilitation using a gravity sewer or a low pressure system for approximately 45 customers between TMC and Main Street Circle.
- South Main Street Reconstruction Project
 - Full-depth pavement reconstruction and storm sewer rehabilitation between TMC and Convent Boulevard.
- South Main Street Sanitary Sewer Improvements Project (Phase 2)
 - Sanitary sewer lining of the trunk sewer between TMC and Brint Road.

The initial step in the planning and engineering process is to request surveying proposals from qualified consultants. The selected surveyor will provide the City with a topographic and boundary survey that covers the entire project limits for all three projects. It is the City's intent to use the collected information for engineering design purposes for all three projects.

Expenditures for this professional surveying contract will be funded from the sanitary sewer collection account 702-7540-53501. We would request authorization to begin the request for proposals.

Sincerely,

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



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

December 17, 2018

To: The Mayor and Members of Sylvania City Council

Re: **US-23/Monroe Street Bridge Aesthetics**
LUC-051-12.85 (PID 104438)

Dear Mr. Mayor and Council Members:

This project involves the re-decking of the Monroe Street Bridge over US-23 including sidewalk, parapet wall, and railing replacements. The Ohio Department of Transportation (ODOT) is very close to having the bridge rehabilitation construction plans prepared and ready for public involvement. Many of the structural details are complete, but one design element remaining is the overall aesthetic appearance of the bridge.

On July 12, 2017 the scope of the project was briefly presented to Council Committee of the Whole (COW). No action was taken by Council after that meeting.

In the time following the COW meeting the bridge rehabilitation project and the pursuit of an aesthetics concept were temporarily put on hold until the results of Sylvania Interchange Study were known. The results of the Study determined that additional bridge capacity (i.e. widening) was not necessary and the rehabilitation project could proceed ahead as originally programmed.

The Service Department would like to resume the aesthetics discussion with COW and would recommend a meeting be set to further project development.

Please contact me with any questions.

Sincerely,

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

14a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

December 17, 2018

To: The Mayor and Members of Sylvania City Council

Re: **BROOKHILL COURT IMPROVEMENTS PROJECT**

Dear Mr. Mayor and Council Members:

We received bids on December 12, 2018 for the above referenced project. There were a total of eleven (11) bids received.

The lowest bid was submitted by Ed Kelly and Sons, Inc. of Northwood, Ohio. Their bid of \$141,897 was approximately 13.9% under the Engineer's Estimate of \$164,833.30.

Therefore, it is our recommendation that the contract be awarded to Ed Kelly and Sons, Inc. of Northwood, Ohio 43619, in the amount of \$141,897.

Please call if you have any questions.

Sincerely,

Kevin G. Aller, P.E.

Director of Public Service

dsw

146

ORDINANCE NO. 72 -2018

**ACCEPTING THE BID OF ED KELLY AND SONS, INC. AND
AWARDING THE CONTRACT FOR THE BROOKHILL COURT
IMPROVEMENTS PROJECT TO SAME; AUTHORIZING THE
EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT OF
\$141,897; APPROPRIATING FUNDS THEREFORE; AND DECLARING
AN EMERGENCY.**

WHEREAS, plans for the Brookhill Court Improvement Project have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the November 19, 2018 Council meeting and thereafter the Clerk advertised for bids, and the bids were opened on December 12, 2018, and thereafter, the Director of Public Service, by report dated December 17, 2018, stated that the total engineer's estimate for the Brookhill Court Improvement Project was \$164,833.30 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Ed Kelly and Sons, Inc.	\$ 141,897.00
E.R. Zeiler Excavating	143,070.00
Salenbien Trucking	151,177.00
Geddis Paving	152,367.60
Gerken Paving	155,151.65

WHEREAS, the five (5) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated December 17, 2018, has recommended acceptance of the lowest and best bid of Ed Kelly and Sons, Inc. and that the contract for the Brookhill Court Improvement Project be awarded to same.

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

SECTION 1. That the bid of Ed Kelly and Sons, Inc., Northwood, Ohio for said Brookhill Court Improvement Project, in the amount of One Hundred Forty-One Thousand Eight

Hundred Ninety-Seven Dollars (\$141,897.00), is hereby determined to be the lowest and best bid received and the same is hereby accepted.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to execute a contract with the bidder named in Section 1 above for the furnishing of such labor and materials in accordance with said bid.

SECTION 3. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No.** _____, the total sum of One Hundred Forty-One Thousand Eight Hundred Ninety-Seven Dollars (\$141,897.00).

SECTION 4. 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 5. 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 6. 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 bid of Ed Kelly and Sons, Inc. should be accepted immediately so as to provide for the commencement of the Brookhill Court Improvement Project at the earliest possible time. 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, _____, 2018, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

ORDINANCE NO. 72 -2018

**ACCEPTING THE BID OF ED KELLY AND SONS, INC. AND
AWARDING THE CONTRACT FOR THE BROOKHILL COURT
IMPROVEMENTS PROJECT TO SAME; AUTHORIZING THE
EXPENDITURE FOR THE IMPROVEMENTS IN THE AMOUNT OF
\$141,897; APPROPRIATING FUNDS THEREFORE; AND DECLARING
AN EMERGENCY.**

WHEREAS, plans for the Brookhill Court Improvement Project have been completed and are now on file with the Clerk of this Council; and,

WHEREAS, the Clerk of Council was authorized to advertise for bids at the November 19, 2018 Council meeting and thereafter the Clerk advertised for bids, and the bids were opened on December 12, 2018, and thereafter, the Director of Public Service, by report dated December 17, 2018, stated that the total engineer's estimate for the Brookhill Court Improvement Project was \$164,833.30 and the following bids were received:

<u>BIDDERS</u>	<u>BID PRICE</u>
Ed Kelly and Sons, Inc.	\$ 141,897.00
E.R. Zeiler Excavating	143,070.00
Salenbien Trucking	151,177.00
Geddis Paving	152,367.60
Gerken Paving	155,151.65

WHEREAS, the five (5) bids offered by the above bidders meet all of the City's specifications and the Director of Public Service, by report dated December 17, 2018, has recommended acceptance of the lowest and best bid of Ed Kelly and Sons, Inc. and that the contract for the Brookhill Court Improvement Project be awarded to same.

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

SECTION 1. That the bid of Ed Kelly and Sons, Inc., Northwood, Ohio for said Brookhill Court Improvement Project, in the amount of One Hundred Forty-One Thousand Eight

Hundred Ninety-Seven Dollars (\$141,897.00), is hereby determined to be the lowest and best bid received and the same is hereby accepted.

SECTION 2. That the Mayor and Director of Finance be, and hereby are, authorized and directed to execute a contract with the bidder named in Section 1 above for the furnishing of such labor and materials in accordance with said bid.

SECTION 3. That to provide funds for said improvements hereby authorized, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore appropriated to **Account No. 401-7610-53503, Street Improvements**, the total sum of One Hundred Forty-One Thousand Eight Hundred Ninety-Seven Dollars (\$141,897.00).

SECTION 4. 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 5. 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 6. 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 bid of Ed Kelly and Sons, Inc. should be accepted immediately so as to provide for the commencement of the Brookhill Court Improvement Project at the earliest possible time. 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, _____, 2018, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

15a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

December 12, 2018

To: The Mayor and Members of Sylvania City Council

Re: **2019 Police Vehicle**

Dear Mr. Mayor and Council Members:

On November 10, 2018, one of our police cruisers was involved in an accident on US23 while investigating a previous traffic crash. Our personnel was not at fault.

The vehicle involved was a 2014 Ford Explorer with 105,289 miles. The vehicle was one of our patrol vehicles. Our insurance company has decided to consider the car a total loss in the amount of \$10,000.

You may recall that we did not include any police vehicles in our proposed 2019 Capital Improvement Plan (CIP). Our 2018 CIP will be generously less than budgeted due to some projects being delayed to 2019 and later.

Statewide Ford has provided a quote in the amount of \$36,999 for a fully loaded 2019 Ford Police Interceptor. Utilizing the insurance funds would leave the City with a balance of \$26,999 to purchase this vehicle. Therefore, we are requesting approval to utilize capital improvement funds in the amount of \$26,999 to purchase a 2019 Ford Police Interceptor from Statewide Ford.

Sincerely,

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

ORDINANCE NO. 73 -2018

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF STATEWIDE FORD FOR THE PURCHASE OF ONE 2019 FORD POLICE INTERCEPTOR UTILITY VEHICLE FOR THE SYLVANIA CITY POLICE DEPARTMENT; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, one of the City's police vehicles was recently involved in an accident and declared a total loss by the City's insurance company; and,

WHEREAS, the police vehicle required by the Police Division should be replaced and is unique and specialized; and,

WHEREAS, the Chief of Police has received a proposal from State Wide Ford to provide the police vehicle at a total cost of \$36,999, with the City receiving the sum of \$10,000 from its insurance company as payment for the police vehicle declared a total loss, for a net cost to the City of \$26,999; and,

WHEREAS, the proposal includes a 2019 Ford Police Interceptor Utility vehicle with cargo area dome light, courtesy lamps inoperative, rear door handles inoperative, rear window switch delete, heated mirrors, global unlock, headlight prep, reverse camera monitor, secure idle, light bar, corner and grille lights, side cargo window lights spoiler, under hatch lights with siren and 100w speaker, front and rear partition, dual vertical weapon mount, computer mount, external speaker, equipment console with face plates and other required specifications.

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 the Director of Finance be, and they hereby are, authorized to sign the proposal of State Wide Ford on behalf of this City, thereby indicating such approval and acceptance for the provision of one new 2019 Ford Police Interceptor Utility and equipment.

SECTION 2. That, upon receipt of delivery of said sign truck and the title documents therefore by the City of Sylvania, the Director of Finance is hereby authorized to issue his or warrants in payment therefore in the amount of Thirty-Six Thousand Nine Hundred Ninety-Nine Dollars (\$36,999.00), less the insurance value of Ten Thousand Dollars for a total cost of Twenty-Six Thousand Nine Hundred Ninety-Nine Dollars (\$26,999.00)

to the proposal thereby accepted, upon presentation of proper voucher or vouchers therefore, approved by the Director of Public Safety, which warrant or warrants shall be charged to and from **Account No. 401-7110-53401 - Vehicles.**

SECTION 3. 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 4. 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 5. 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 proposal for said patrol cars should be approved immediately so that the purchase can be made at the earliest possible time. 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, _____, 2018, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

ORDINANCE NO. 74 -2018

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT, ON BEHALF OF THE CITY OF SYLVANIA, OHIO, WITH THE BOARD OF LUCAS COUNTY COMMISSIONERS, FOR THE PROVISION OF PUBLIC DEFENDER SERVICES TO THE SYLVANIA MUNICIPAL COURT FOR THE YEAR 2019; AND DECLARING AN EMERGENCY.

WHEREAS, the Board of Lucas County Commissioners created a public defender commission to contract for public defender services for the legal representation of indigent persons; and,

WHEREAS, the City of Sylvania desires to be included within the plan for appointment of counsel in the Sylvania Municipal Court; and,

WHEREAS, Ordinance No. 82-2005, passed December 19, 2005, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for providing public defender services to the Sylvania Municipal Court for the year 2006 at a cost of Twenty-Eight Thousand Dollars (\$28,000.00); and,

WHEREAS, Ordinance No. 32-2008, passed April 7, 2008, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the years 2007 and 2008 at a cost of Forty-Two Thousand Fifty Dollars (\$42,050.00) per year; and,

WHEREAS, Ordinance No. 101-2009, passed October 5, 2009, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2009 at a cost of Forty-Two Thousand Fifty Dollars (\$42,050.00); and,

WHEREAS, Ordinance No. 114-2009, passed November 2, 2009, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County

Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2010 at a cost of Forty-Two Thousand Fifty Dollars (\$42,050.00); and,

WHEREAS, Ordinance No. 6-2011, passed February 7, 2011, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2011 at a cost of Forty-Six Thousand Six Hundred Sixty-Five Dollars (\$46,665.00); and,

WHEREAS, Ordinance No. 10-2012, passed January 18, 2012, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2012 at a cost of Forty-Six Thousand Six Hundred Sixty-Five Dollars (\$46,665.00); and,

WHEREAS, Ordinance No. 38-2013, passed April 15, 2013, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2013 at a cost of Forty-Six Thousand Six Hundred Sixty-Five Dollars (\$46,665.00); and,

WHEREAS, Ordinance No. 1-2014, passed January 6, 2014, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2014 at a cost of Forty-Six Thousand Six Hundred Sixty-Five Dollars (\$46,665.00); and,

WHEREAS, Ordinance No. 51-2016, passed August 15, 2016, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2015 at a cost of \$32,700 and 2016 at a cost of \$29,400; and,

WHEREAS, Ordinance No. 76-2016, passed November 21, 2016, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County

Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2017 at a cost of \$29,400; and,

WHEREAS, Ordinance No. 83-2017, passed November 6, 2017, authorized the Mayor and Director of Finance to enter into an Agreement with the Board of Lucas County Commissioners for the provision of public defender services to the Sylvania Municipal Court for the year 2018 at a cost of \$24,000; and,

WHEREAS, the Director of Law has received the proposed Agreement with the Board of Lucas County Commissioners for the provision of Public Defender services to the Sylvania Municipal Court for the year 2019; and,

WHEREAS, the proposed Agreement provides that the City will pay \$24,600 for public defender services for 2019.

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 to enter into Agreements with the Board of Lucas County Commissioners, in the form and substance of "Exhibit A" this Council hereby agreeing to appropriate the necessary funds for payment required under said Agreement.

SECTION 2. 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 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 Agreement should be authorized immediately so that defendants appearing in Sylvania Municipal Court can continue to receive Public Defender services. 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, _____, 2018, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

December 13, 2018

To: Mayor and Members of City Council

Re: **Council Referral – Zoning Amendment app. no. ZA-1-2018**

Dear Mayor and Members of Council:

Following is an excerpt from the minutes of the regular meeting of the Municipal Planning Commission of December 12, 2018, Council Referral – Zoning Ordinance Amendment Petition No. ZA-1-2018, a request from Bruce J. Fondren, Sr., for a zoning change from R-1, “Single Family Residential Large Lot District” to R-2, “Single Family Residential Small Lot District” for property located at 4713 King Road, Sylvania, Ohio, 43560:

..."Mr. Marciniak moved, Mr. McCann seconded, to recommend to City Council to change the zoning of the property from R1 to R1 PD and to work with the Fondren's on getting what they want with the change. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote."...

Sincerely,

Debra Webb, Secretary
Municipal Planning Commission

From: Fondren, Bruce [<mailto:bfondren@asraymond.com>]
Sent: Tuesday, December 11, 2018 5:12 PM
To: Burns, Tim
Subject: Trinity Place

Hello Tim,

In follow up to our call, I'd like to add more color to our development proposal and reason for a zoning change request for R1 to R2:

- Our goal is to develop the property into an over 50's Retirement community composed of 23 upscale, freestanding Villas. We're calling the subdivision "The Villa's at Trinity Place" or Trinity Place for short.
- "The Villas at Trinity Place" will be an architecturally harmonious, artistic and desirable residential subdivision with a park-like atmosphere following a precise landscape plan with an encircling walk path. Our intention is to be complementary to the existing properties adjoining Trinity Place.
- While the detail plans remain to be finalized, we envision offering 4 premium, open space, floor plans ranging from 1,600 to 2100 square feet. Each floor plan will have three attractive exteriors to choose from. The square footage noted does not include the basement, garage, or porch areas.
- Units will be single story floor with attached 2 car garage and exhibit latest technologies and decorating trends along with superior craftsmanship. Options include full basement (9ft ceilings), lofts, covered porches, and fully ADA compliant villas.
- Our intended price range is from \$280,000 to \$450,000 depending on floor plan, site location, and options selected.
- An HOA will be formed by us as developers with representatives from the owners. Once build out is complete, we as the developers will resign our positions turning full HOA management over to the home owners.

Tim, I hope this supplement meets with your expectation in advance of our meeting tomorrow at the Zoning hearing.

Best regards,
Bruce Fondren
Fondren Development Group Inc.
734-904-3702
bfondren@asbg.com



OFFICE OF THE MAYOR
CRAIG A. STOUGH, MAYOR

December 13, 2018

TO THE MEMBERS OF SYLVANIA CITY COUNCIL:

RE: Re-Appointment to the Municipal Planning Commission

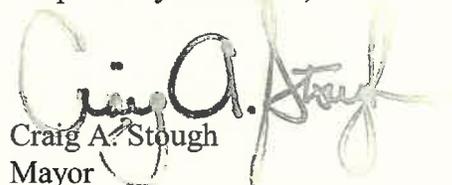
Dear Council Members:

Mr. Brian McCann has expressed his interest in continuing his service on the Municipal Planning Commission.

Mr. McCann has been a member of the Municipal Planning Commission and has demonstrated his active interest and commitment to Sylvania through his service to the community.

Therefore, I am pleased to announce the re-appointment of Mr. Brian McCann to the Municipal Planning Commission for a term commencing on January 1, 2019 and expiring on December 31, 2022, and request that you confirm this appointment.

Respectfully submitted,


Craig A. Stough
Mayor

CAS/lb



A

City of Sylvania

DIVISION OF TAXATION

CHRISTY M. GOLIS, COMMISSIONER OF TAXATION

December 3, 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
November 30, 2018	\$726,882.70	\$15,287.14	\$711,595.56
November 30, 2017	\$657,679.89	\$4,707.34	\$652,972.55
Monthly Difference	\$69,202.81	\$10,579.80	\$58,623.01
Year to Date 2018	\$9,877,054.77	\$283,371.38	\$9,593,683.39
Year to Date 2017	\$10,001,748.11	\$244,590.97	\$9,757,157.14
Yearly Difference	-\$124,693.34	\$38,780.41	-\$163,473.75
			-1.68%

Respectfully submitted,

Christy M. Golis
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

City of Sylvania
Bank Reconciliation
November 2018

B

Ending balance for October 2018	25,795,986.72
Add: Monthly Receipts	<u>2,735,032.89</u>
Subtotal	\$ 28,531,019.61
Less: Monthly Disbursements	<u>4,736,363.19</u>
Ending balance for November 2018	\$ 23,794,656.42

Less:

CD Metamora Bank	\$ (2,081,574.53)
Star Ohio	(79,681.37)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,803.18)
Key Bank Securities	(8,151.44)
5/3rd Securities	(8,476,204.49)
SJS Account	(5,632,803.81)
Morgan Stanley Investment	(200,000.00)
USB Financial	(3,925,195.95)
First Federal Bank (CD)	(2,000,000.00)
Key Bank (CD)	(1,000,000.00)
Sylvania Township Bonds	(375,000.00)
	\$ (18,871.21)

Voided Ck#72335, dtd 6/13/18 (47.64)

	\$ (18,918.85)
(1)	
Division of Public Service	\$ 150.00
Department of Finance	100.00
Division of Water	600.00
Division of Police	200.00
Municipal Court	700.00
Division of Taxation	150.00
Division of Forestry	150.00

Petty Cash Balance \$ 2,050.00

BANK BALANCE

EOM 5/3rd Bank Balance	\$ 346,699.96
Deposit in Transit:	
Income Tax	492.02
General Deposit	12,022.49

Subtotal \$ 359,214.47

Less: Outstanding Checks (2) 378133.32

Adjusted Bank Balance \$ (18,918.85)

(2)
 October Outstanding Checks \$ 260,455.07

Checks written this month 1,231,508.59

Subtotal \$ 1,491,963.66

Checks Cleared this month (1,113,830.34)

November Outstanding Checks \$ 378,133.32



Toby Schroyer
 Director of Finance, City of Sylvania

Board of Architectural Review

Minutes of the regular meeting of December 12, 2018. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold, Brian McCann, and Thomas Lindsley (5) present. Zoning Administrator, Timothy Burns and Service Director, Kevin Aller, also present.

Mr. McCann moved, Mr. Arnold seconded to approve the Minutes of the November 14, 2018, meeting as submitted. Vote being: Stough, Arnold, McCann, Marciniak and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 3 –Regulated Sign – app. no. 53-2018 requested by Rob Hall of Toledo Sign for Cricket, 5553 Monroe Street, Sylvania, Ohio 43560. Application is for a new tenant panel on an existing sign. Mr. Hall present. Sign is within the limits of the Sylvania Sign Code. Mr. Arnold moved, Mr. McCann seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 4 – Regulated Sign – app. no. 54-2018 requested by John Hoppenjans of Fast Signs for Union Home Mortgage- NOIC, 6444 Monroe Street, Sylvania, Ohio 43560. Application is for 2 new wall signs. Dick Hoppenjans was present. Signs are within the limits of the Sylvania Sign Code. Mr. Burns said that the two signs are within the Sylvania sign code. He also said that a new monument sign has been installed on the property that has not been before that Board and does not have a valid permit and that it would need to be brought into compliance. Mr. Hoppenjans said that he would make sure that it was. Mr. McCann moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

Item 5 – Regulated Sign – app. no. 55-2018 requested by Debra Bodell of Glass City Signs for Poolside, 5463 Alexis Road, Sylvania, Ohio 43560. Application is for a new wall sign. Scott Burns, sign installer, was present. Scott stated that he has installed the sign. Mr. Burns explained that a temporary sign permit was issued and that it was understood that if the Board did not approve the sign that it would need to be removed. Sign is within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the sign shown in the drawing submitted with the application. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission

D

Sylvania Municipal Planning Commission

Minutes of the regular meeting of December 12, 2018. Mr. Lindsley called the meeting to order.

Members present: Mayor Craig Stough, Ken Marciniak, Daniel Arnold, Brian McCann, and Thomas Lindsley (5) present. Zoning Administrator, Timothy Burns and Service Director, Kevin Aller, also present.

Council Referral – Zoning Ordinance Amendment Petition No. ZA-1-2018, a request from Bruce J. Fondren, Sr., for a zoning change from R-1, “Single Family Residential Large Lot District” to R-2, “Single Family Residential Small Lot District” for property located at 4713 King Road, Sylvania, Ohio, 43560. Mr. Fondren was present and gave a brief explanation on why he wished to have the property rezoned to R2, which he said was due to density, and he described the development that his was planning on building on the property which was shown on the drawing that he submitted with the application. He also provided more details of his plans for the property which he provided to Tim Burns in an email on December 12, 2018. There was discussion amongst the members about the development that was described. Concerns were expressed by some of the members that if the zoning were changed to R2, and then the development planned by Mr. Fondrens fell through, there would be no control of how the property is developed after being rezoned. There was further discussion about whether it would be better to change the zoning of the property to R2 PD. Mr. Burns said that he believed that an R1 PD zoning would allow the property to be developed as shown in Mr. Fondrens drawings. Cathy Fondrens was present and said that she thought that an R2 PD zoning was more in line with what they are planning as she believes that a R1 PD zoning would require a bigger lot. Mr. Burns said that he believed that the R1 PD zoning would allow for the lot sizes shown on their drawing. Mr. Aller added that the R1 PD zoning would give the City security in having assurance that the property would be developed as Mr. Fondrens has described while also accommodating Mr. Fondrens; that a change in zoning from R1 to R1 PD would allow him to develop the property as he has shown in the plans that were submitted with the application. Mayor Stough asked Mr. Fondrens if he would like the Board to make their recommendation tonight or if he would rather wait until next month as it appeared that if a recommendation is made tonight that it would be to change the zoning to R1 PD. Mr. Fondrens said that it would be fine to make the recommendation tonight. Mr. Marciniak moved, Mr. McCann seconded, to recommend to City Council to change the zoning of the property from R1 to R1 PD and to work with the Fondren’s on getting what they want with the change. Vote being: McCann, Marciniak, Arnold, Stough and Lindsley (5) aye; (0) nay. Motion passed by a 5 to 0 vote.

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

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission