

Sylvania City Council

February 19, 2019

6:00 p.m. – Committee of the Whole Meeting

New city logo proposal presentations

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. Luetke.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of February 4, 2019.
5. DORA Ad-hoc Committee update and referral to Committee.
6. Report of Zoning Ordinance Amendment application ZA-1-2018, for property located at 4713 King Road from Bruce J. Fondren, Sr.
7. Alexis Road Safety Improvement Project.
 - a. Service Director's report on Standard Highway Easement for project.
 - b. Proposed Ordinance No. 12-2019, Accepting a permanent easement from DJF Properties, Ltd. relative to the Alexis Road Safety Improvement Project.
8. Silica Drive Vehicular Bridge over Ten Mile Creek Replacement Project.
 - a. Service Director's report on the Preliminary Structure Study.
 - b. Proposed Ordinance No. 13-2019, Accepting the proposal from DGL Consulting Engineers for a preliminary Structure Study for the Silica Drive Vehicular Bridge over Ten Mile Creek Replacement Project.
9. Vibrant Ventures, LLC cost recovery agreement.
 - a. Service Director's report on agreement for an installment payment plan connected to the water main along Little Rd.
 - b. Proposed Ordinance No. 14-2019, Authorizing to enter into a Cost Recovery Agreement with Vibrant Ventures, LLC for its connection to the City of Sylvania water supply system.

10. Zoning Map Update.
 - a. Service Director's report on map updates.
 - b. Proposed Ordinance No. 15-2019, to approve and adopt the City of Sylvania's new original and current official zoning map.
11. Proposed Ordinance No. 16-2019, Authorizing a 3-year Collective Bargaining Agreement with Sylvania Police Telecommunicators.
12. Michindoh Aquifer Water Source.
 - a. Service Director's report on subject.
 - b. Proposed Ordinance No. 17-2019, Accepting the proposal of Artesian of Pioneer to conduct further testing of the Michindoh Aquifer as an alternative water source.
13. Proposed Ordinance No. 18-2019, An Ordinance to approve, adopt and enact current replacement pages to the Codified Ordinances; to repeal Ordinances in conflict therewith, and to publish the enactment of new matter.
14. Committee reports.
 - a. Committee of the Whole held on this date at 6:00 p.m.
15. Committee referrals.

INFORMATION

- A. January 2019 Bank Reconciliation.
- B. Board of Architectural Review minutes from February 13, 2019.
- C. Municipal Planning Commission minutes from February 13, 2019.
- D. 4th quarter 2018 Management Reports.

Minutes of the Meeting of Council
February 4, 2019

The Council of the City of Sylvania, Ohio met in regular session on February 4, 2019 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Doug Haynam, Sandy Husman, Mark Luetke, Patrick Richardson, Mary Westphal; (7) present; (0) absent.

Roll call:
Luetke; absent,
excused.

Pledge of Allegiance to the United States of America led by the Boy Scouts.

Pledge of
Allegiance.

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

The following items were added to the agenda:

- 4a. Confirmation of the Mayor's appointment of the new Police Chief.
- 9a. Update of the Designated Outdoor Refreshment Area (DORA).
- 9b. Update on the development of the new city logo.

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

Agenda
approval.

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

Mrs. Westphal presented the January 22, 2019 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 January 22, 2019 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the
January 22
meeting
minutes.

Safety Director Aller reviewed the activities of the selection committee and Mayor Stough's recommendation of the new Chief of Police. Mr. Frye moved, Mrs. Husman seconded to confirm the Mayor's appointment of Frederick L. Schnoor, Jr. as Chief of Police effective March 29, 2019; roll call vote being: Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Confirmation of
Chief of Police,
Frederick L.
Schnoor, Jr.

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

Mayor Stough reported that the additional information from Bruce J. Fondren, Sr. on zoning ordinance amendment application ZA-1-2018 has not yet been received. Proposed action on this application will be continued until the next meeting.

Continuation of
action on ZA-1-
2018 until next
meeting.

Minutes of the Meeting of Council
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Mayor Stough stated that Council will now consider agenda item 6.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 9-2019, "Authorizing the Mayor and Director of Finance to enter into an amendment to the Capital Improvement Legislative Grant Application for the City of Sylvania SOMO Project on behalf of this City of Sylvania with the State of Ohio to extend the grant project period to December 31, 2019; and declaring an emergency." Mrs. Westphal moved, Mr. Haynam seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Richardson, Luetke, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Ordinance No. 9-2019, "..... amendment to ... legislative grant application for SOMO extension....."

Mrs. Westphal moved, Mrs. Husman seconded, that Ordinance No. 9-2019 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the Sylvania Avenue Pump Station Generator was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 10-2019, "Accepting the bid of Transtar Electric, Inc. and awarding the contract for the Sylvania Avenue Pump Station Generator Project to same; authorizing the expenditure for the generator in the amount of \$118,900; appropriating funds therefore; and declaring an emergency." Mrs. Westphal moved, Mr. Luetke seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Richardson, Westphal, Luetke, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Ordinance No. 10-2019, "Accepting bid ...Sylvania Ave pump station generator..."

Mrs. Westphal moved, Mr. Luetke seconded, that Ordinance No. 10-2019 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the Silica Drive Resurfacing project was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 11-2019, "Accepting the bid of Henry W. Bergman, Inc. and awarding the contract for the Silica Drive Resurfacing Project to same; authorizing the expenditure for the improvements in the amount of \$84,867.81; appropriating funds therefore; and declaring an emergency." Mr. Richardson moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote

Ordinance No. 11-2019, "Accepting bid...Silica Drive Resurfacing project..."

Minutes of the Meeting of Council
February 4, 2019

being: Cappellini, Frye, Haynam, Husman, Richardson, Westphal, Luetke, (7) yeas; (0) nays. The motion carried.

Mr. Richardson moved, Mr. Haynam seconded, that Ordinance No. 11-2019 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

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

Mr. Luetke reported an update on the Designated Outdoor Refreshment Area Committee activities. He stated the committee is in the final stages of development of the recommendation that will be brought to council with proposed legislation. The recommendation will include that the proposal go through a public process with committee and public meetings.

DORA Update.

Mr. Luetke reported on the development of the new city logo. A request for proposals yielded three responses of potential consultants. He requested a committee meeting for review of the potential consultants.

New city logo development update.

Mrs. Westphal moved, Mrs. Husman seconded to set a Committee of the Whole meeting for Tuesday, February 19th at 6:00 p.m. for review of potential consultants for development of the new city logo contingent upon the consultants availability; roll call vote being: Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

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

Adjournment.

Mrs. Westphal moved, Mr. Haynam seconded that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 8:06 p.m.

Clerk of Council

Mayor

DORA – Designated Outdoor Refreshment Area

Sylvania City Council Ad-hoc Committee

Recommendations to City Council

During the summer of 2018, Sylvania City Council was presented with a request from representatives of the Downtown Sylvania Association (DSA) and other downtown merchants to consider establishment of a Designated Outdoor Refreshment Area (DORA) in Sylvania's business district.

The city administration engaged in research to determine how similar Ohio communities approached the DORA concept and held conversations with DORA proponents in the City of Toledo's two DORA districts.

In September of 2018 the President of Sylvania City Council created an Ad-hoc committee to discuss how the concept might work in our city, as well as seek consensus about what an initial DORA concept might look like. The committee consisted of two downtown merchants (Jane Wurth and Katie Fields), two residents of the neighborhood immediately adjacent to downtown (Jason Kucsma and Mary Beth Schoen) and two members of city council (Mark Luetke and Patrick Richardson).

The committee met five times beginning in October, 2018. In the final meeting on February 14 it approved a set of recommendations regarding what a DORA designation might look like in Sylvania for an initial year during 2019. The following is an overview of those recommendations.

Process

Members focused on key operational components of a DORA that included hours/times, district boundaries, safety and sanitation, and impact on neighbors. Also discussed were the benefit/impacts on downtown merchants.

One unanticipated issue that surfaced early and generated ongoing discussion and support of all committee participants was the need for proper downtown infrastructure as a critical component of a DORA's success. The committee and other downtown merchants feel that a DORA in Sylvania will only be successful if places are provided for the public to congregate, sit and socialize – not just mill around holding a beverage.

Ad-hoc committee members understand that for DORA legislation to be presented to Council, it first requires approval of the Ad-hoc committee, one or more public meetings to present and gain feedback about the recommendations, and public review and an endorsement by a Council committee designated by the President of Council.

Further, the committee expects that any 2019 version of DORA will be a “work in progress” – that is, that a formal review will be conducted by the ad-hoc committee – with input from Council and administration members as well as DSA and Chamber representatives – in the fourth quarter of 2019. Specifically included in this review will be the overall success of DORA, impacts on downtown merchants and neighbors, workability of the DORA district boundaries, hours/times, and impact on City of Sylvania safety and service departments.

Key recommendations

Downtown infrastructure

A critical driver of this issue is the state statute defining a DORA location as the city right of way – no more than ten feet off the street – and cannot be extended into any other public or private property. To meet these requirements while providing ample and necessary places for visitors to socialize, the committee determined:

- The City should create four outdoor seating areas in the public right of way inside the DORA district. These all would be seasonal installations as opposed to something more permanent (poured concrete, etc.). They would be disassembled and put into storage at the onset of winter to allow for snow removal and then be re-installed in spring.
- Three of these installations would be designed following the “bump-out” or “parklet” model – areas installed in a single on-street parking space that can provide public seating and green space. “Parklets” have been effectively installed in cities including Phoenix and San Diego to smaller towns such as Ames, Iowa; Anaconda, Montana; Louisville, Colorado; and Sebastopol, California.
- The ad-hoc committee envisions installation of “bump-outs” at the following three locations:
 - The south side of Maplewood just west of Main Street (in-between Fiddlestix and Inside the Five)
 - The east side of Main just south of the mid-block crosswalk between Monroe and Maplewood (in front of Chandler Café)
 - The west side of Main just south of the mid-block crosswalk between Monroe and Maplewood (in front of Hudson Gallery)

The two Main Street “bump-outs” are across the street from each other and are located in front of businesses that have rear access to city-owned parking lots behind the building.

- The ad-hoc committee also recommends permitting outdoor seating on the south side of Maplewood just east of Main – specifically in front of J&G Pizza and the Kevin Charles salon. This is a continuation of plans presented by the owners to the city service department last year.
- In addition, the City should consider closing Maplewood west of Main Street and the Railroad tracks for limited periods each month and feature seating, overhead lighting, and a space for entertainment – for example, for each First Friday or special DORA events on Friday/Saturday.

Hours/times

The committee was extremely positive about making the DORA available the maximum number of hours feasible, based on the concept that anything less would be difficult to promote, manage, or police. In this context, it was suggested that in the first annual review of DORA, one specific concept for review should be to conform DORA hours to the times allowed for liquor sales by the state. Meantime, two more limited options are recommended:

- DORA should be in force from 10 am to closing every day. The committee feels that having limited or inconsistent hours/days would confuse the public and make the Sylvania experience difficult to explain, promote and sustain repeat visits.
- DORA would not be in effect on days of non-profit events at which alcoholic beverages are served. This currently includes Maple & Main, but could be expanded by Council action to accommodate other new events.
- The committee believes, however, that a more limited DORA schedule (for example, once day a month, or for special events only) is not a viable option to test public response to the concept.

Boundaries

The committee came to quick consensus that DORA should be located in the current downtown B-3 zoning district --north of Monroe Street only.

- This district includes the area bounded by the north side of Monroe Street to the north side of Erie Street, and the east side of Summit to the railroad tracks.

- This area can be modified by Council at later times, but any expansion must be limited to areas that are contiguous to the existing DORA boundaries. (Because of Sylvania's population, state law permits just one DORA district in our incorporated area.)

Safety, sanitation and enforcement

City administration officials told the committee that no extra personnel are needed to support the DORA concept as presented. Normal police patrols and service department trash pick-up can handle any anticipated activity. However, a number of options were discussed to help support DORA:

- Business owners would take the responsibility of purchasing DORA cups and appropriate signage that describe DORA "rules."
- The DSA should consider funding "clings" that business owners can choose to put on their front doors or window notifying the public that DORA cups must be kept outside of their stores.
- The City will produce and install signage designating the DORA district (as prescribed by state law).
- Council may want to ask the police chief to increase the visible presence of officers in the DORA area during anticipated high volume activity for the first few months of DORA – to set a tone of community enforcement.

Additional funding

The committee discussed the possibility of covering some costs associated with development of DORA by seeking grants or sponsorship dollars from private sector companies. Naming rights could possibly be attached for larger donors supporting spending for parklets, entertainment events, and other costs.

City of Sylvania oversight

Committee members acknowledged that because the DORA would occupy public right of way, the city has a responsibility to provide oversight of the process in some form. After benchmarking with peer communities that have DORA districts and reviewing the matter with Council's representative with DSA, it is suggested that the Council representative to DSA would provide a sufficient and effective oversight point – assuming that the position (which is currently temporary) be made permanent.

Next steps

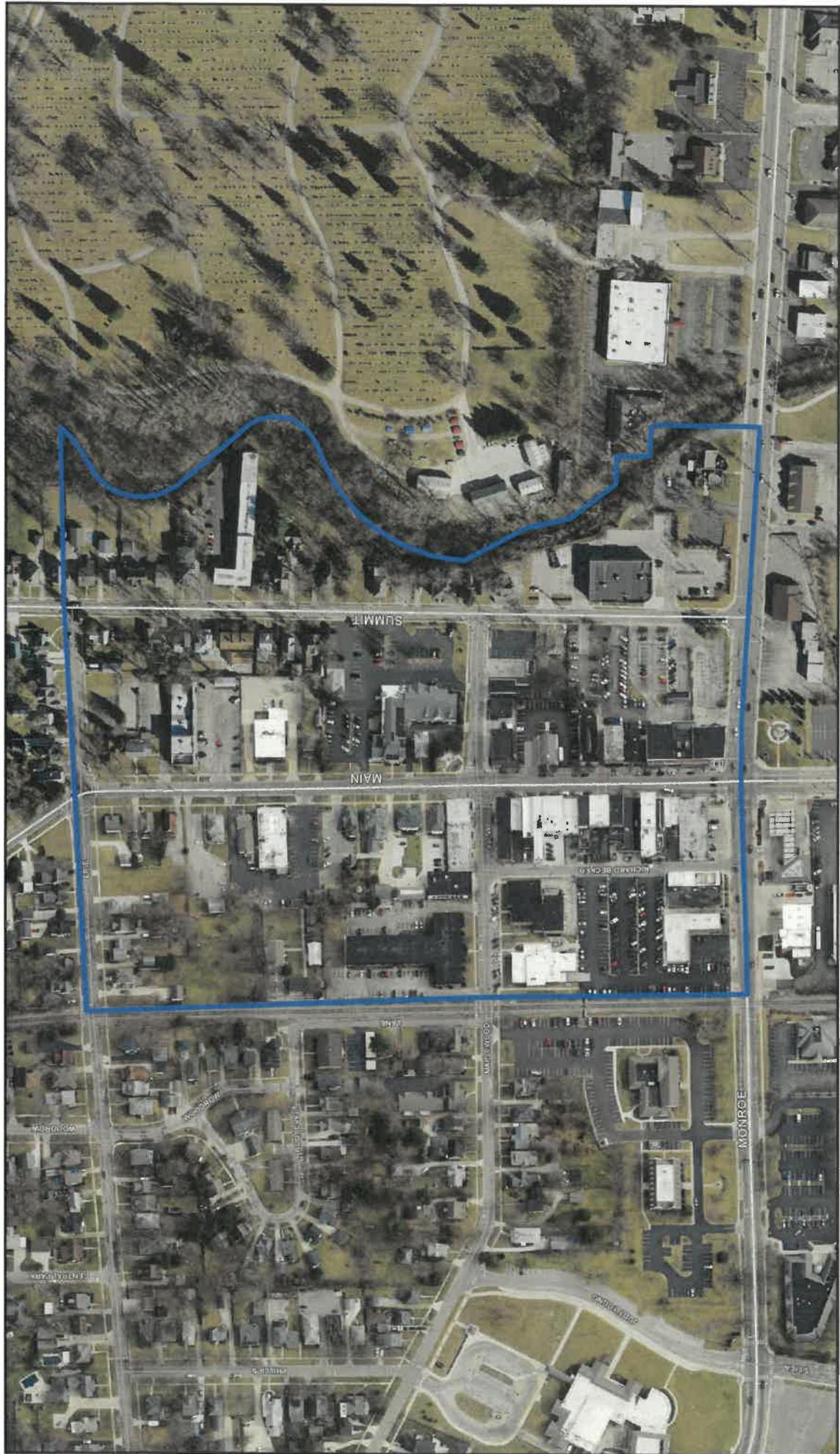
The recommended legislative process to carry a DORA vote to full council should follow a sequence that includes:

- Discussion/formal recommendation – Ad-hoc committee
- Public review – Council committee designated by the President of Council
- Public input process – Public meeting and/or Council Committee of the Whole meeting (1-2)
- Draft legislation – Law director will prepare legislation that reflects both the ad-hoc committee recommendations and public input. This would be presented to the full council for discussion and a vote

The intent is to present legislation to Council by the end of the first quarter 2019.

(Recommendations presented to Council on February 19, 2019)





0 50 100 Feet

DEPARTMENT OF PUBLIC SERVICE

DOWNTOWN DORA DISTRICT

 Dora Boundary

UPDATED: 3/1/2019

7a



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

February 19, 2019

To: The Mayor and Members of Sylvania City Council

Re: **Alexis Road Safety Improvements (LUC-184-0.30, PID 107164)**
Standard Highway Easement (1-SHV, 5904 Alexis Road)

Dear Mr. Mayor and Council Members:

This safety improvement project on Alexis Road between Acres Road and Elliott Drive consists of traffic signal upgrades, overhead directional signage installations, and adding a right turn drop lane on southbound Acres Road. As a reminder, 90% of this project is funded by the Ohio Department of Transportation (ODOT) through a successful Highway Safety Improvement Program (HSIP) grant received by the City in November 2017.

During the application phase of the project it was anticipated that no right-of-way acquisition would be necessary. However, during engineering design the right-of-way was resolved and it was discovered that additional right-of-way at the northwest corner of Alexis Road and Acres Road would be necessary to fully accommodate the right turn drop lane and adjoining sidewalk. As such a standard highway easement is needed from the property owner, DJF Properties, LLC.

We have come to an agreement with the property owner in the amount of \$6,000 as just compensation for the easement. On May 21, 2018 Council passed participation legislation (Ord. 27-2018) with ODOT specifying that up to \$30,160 in local engineering design assistance funds would be necessary for the project. The actual local participation amount to date has been \$7,605. As a result, the additional \$6,000 in unanticipated right-of-way acquisition costs will not impact the budget.

We would request approval of the Standard Highway Easement (1-SHV) with DJF Properties, LTD. and authorization of payment in the amount of \$6,000. Please call with any questions.

Sincerely,

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

EASEMENT

DJF Properties, LTD., an Ohio limited liability company, the Grantor(s), in consideration of the sum of \$6,000.00, to be paid by the State of Ohio, Department of Transportation, in the name of and for the use of City of Sylvania, the Grantee, does convey to Grantee, its successors and assigns forever, an easement, which is more particularly described in Exhibit A within the following described real estate:

PARCEL(S): 001-SHV

LUC-184-0.30

SEE EXHIBIT "A" ATTACHED

Lucas County Current Tax Parcel No. 8210381

Prior Instrument Reference: 20100708-0027672, Lucas County Recorder's Office.

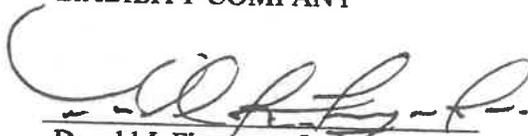
Grantor(s), for themselves and their successors and assigns, covenants with the Grantee, its successors and assigns, that they are the true and lawful owner(s) of the above parcel(s) in fee simple of the property, and have the right and power to convey the property and that the property is free and clear from all liens and encumbrances, except: (a) easements, restrictions, conditions, and covenants of record; (b) all legal highways; (c) zoning and building laws, ordinances, rules, and regulations; and (d) any and all taxes and assessments not yet due and payable; and that Grantor(s) will warrant and defend the property against all claims of all persons.

The property conveyed to Grantee is being acquired for one of the statutory purposes the Director of Transportation may acquire property under Title LV of the Revised Code, such as but not limited to those purposes enumerated in Sections 5501.31 and 5519.01 of the Revised Code.

Grantor(s) has a right under Section 163.211 of the Revised Code to repurchase the property conveyed if Grantee decides not to use the property for the purpose stated above and Grantor(s) provides timely notice of a desire to repurchase; provided however that such right of repurchase is subject to the authority of the Director of Transportation to convey unneeded property pursuant to Section 5501.34 (F) of the Revised Code. The price to be paid upon such repurchase shall be the property's fair market value as determined by an independent appraisal made by an appraiser chosen by agreement of the parties or, if the parties cannot agree, an appraiser chosen by the court. The within right of repurchase shall be extinguished if any of the following occur: (A) Grantor(s) declines to repurchase the property; (B) Grantor(s) fails to repurchase the property within sixty days after Grantee offers the property for repurchase; (C) Grantee grants or transfers the property to any other person or agency; or (D) Five years have passed since the property was appropriated.

IN WITNESS WHEREOF DJF Properties, LTD., an Ohio limited liability company has caused its name to be subscribed by Donald J. Finnegan, Jr., its duly authorized agent on the 12th day of Feb, 2019.

DJF PROPERTIES, LTD., AN OHIO LIMITED LIABILITY COMPANY



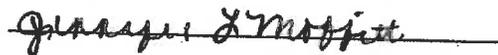
By: Donald J. Finnegan, Jr.

Managing Member

Florida
STATE OF ~~OHIO~~, COUNTY OF Lucas ~~Lucas~~ Lee ss:

The foregoing instrument was acknowledged before me this 12th day of February, 2019, by Donald J. Finnegan, Jr. Managing Member, DJF Properties, LTD., an Ohio limited liability company, on behalf of the corporation.

IN TESTIMONY WHEREOF, I have subscribed my name and affixed my official seal on the day and year last aforesaid.



NOTARY PUBLIC

My Commission expires: July 4, 2022

This document was prepared by or for the State of ~~Florida~~ Ohio, Department of Transportation, on forms approved by the Attorney General of Ohio. Ohio

EXHIBIT A

RX 271 SHV

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Rev. 06/09

Ver. Date 11/01/18

PID 107164

**PARCEL 1-SHV
LUC-184-0.30
PERPETUAL EASEMENT FOR HIGHWAY PURPOSES
WITHOUT LIMITATION OF EXISTING ACCESS RIGHTS
IN THE NAME AND FOR THE USE OF THE
CITY OF SYLVANIA, LUCAS COUNTY, OHIO**

CCW
11/13/18

An exclusive perpetual easement for public highway and road purposes, including, but not limited to any utility construction, relocation and/or utility maintenance work deemed appropriate by the City Of Sylvania, Lucas County, Ohio, its successors and assigns forever.

Grantor/Owner, for himself and his heirs, executors, administrators, successors and assigns, reserves all existing rights of ingress and egress to and from any residual area (as used herein, the expression "Grantor/Owner" includes the plural, and words in the masculine include the feminine or neuter).

[Surveyor's description of the premises follows]

Situated in the State of Ohio, County of Lucas, City of Sylvania, Northeast Quarter of Section 10, Town 9 South, Range 6 East and being part of Lot 1 of the Revised Plat of Sylvania as recorded in Volume 32 Page 26 in the Lucas County Recorder's Office and also being part of a tract of land conveyed to DJF Properties, LTD. as recorded in Instrument Number 20100708-0027672 in the Lucas County Recorder's Office and being more particularly described as follows:

Commencing at a Mag Nail found at the intersection of the centerline of right of way of Alexis Road with the centerline of right of way of Acres Road, said Mag Nail found being station 7+30.58 of Alexis Road centerline of right of way, also being station 10+00.00 of Acres Road centerline of right of way;

Thence westerly on the centerline of right of way of Alexis Road, South 81 degrees 33 minutes 47 seconds West, 26.63 feet, to a point on the centerline of right of way of Alexis Road, said point being station 7+03.96;

Thence northerly on a line perpendicular to the centerline of right of way of Alexis Road, North 08 degrees 26 minutes 13 seconds West, 30.00 feet, to a point on the existing north right of way line of Alexis Road, said point also described as the southeast corner of said Lot 1, said point being 30.00 feet left of station 7+03.96 and also being the **TRUE POINT OF BEGINNING** for the parcel of land herein described;

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Thence westerly on the existing north right of way line of Alexis Road, being a right of way line 30.00 feet northerly of, as measured perpendicular to and parallel with, the centerline of right of way of Alexis Road, also being the south lot line of said Lot 1, South 81 degrees 33 minutes 47 seconds West, 150.20 feet, to a point on the existing north right of way line of Alexis Road, said point also described as the southwest corner of said Lot 1, said point being 30.00 feet left of station 5+53.76; ✓

Thence northerly on the west lot line of said Lot 1, also being the east lot line of Lot 2 of said Revised Plat of Sylvanside, North 00 degrees 33 minutes 56 seconds West, 5.05 feet, to an iron pin set on the proposed standard highway easement line, said iron pin set being 35.00 feet left of station 5+54.45; ✓

Thence easterly on the proposed standard highway easement line, being a standard highway easement line 35.00 feet northerly of, as measured perpendicular to and parallel with, the centerline of right of way of Alexis Road, North 81 degrees 33 minutes 47 seconds East, 108.02 feet, to an iron pin set on the proposed standard highway easement line, said iron pin set being 35.00 feet left of station 6+62.47; ✓

Thence northeasterly continuing on the proposed standard highway easement line, North 56 degrees 27 minutes 15 seconds East, 35.10 feet, to an iron pin set on the proposed standard highway easement line, said iron pin set being 49.89 feet left of Alexis Road centerline of right of way station 6+94.25, also being 42.00 feet left of Acres Road centerline of right of way station 10+45.22; ✓

Thence northerly continuing on the proposed standard highway easement line, being a standard highway easement line 42.00 feet westerly of, as measured perpendicular to and parallel with, the centerline of right of way of Acres Road, North 01 degrees 36 minutes 51 seconds West, 129.78 feet, to an iron pin set on the proposed standard highway easement line, said iron pin set being 42.00 feet left of station 11+75.00; ✓

Thence easterly continuing on the proposed standard highway easement line, North 88 degrees 23 minutes 09 seconds East, 12.00 feet, to an iron pin set on the existing west right of way line of Acres Road, also being on the east lot line of said Lot 1, said iron pin set being 30.00 feet left of station 11+75.00; ✓

EXHIBIT A

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Thence southerly on the existing west right of way line of Acres Road, being a right of way line 30.00 feet westerly of, as measured perpendicular to and parallel with, the centerline of right of way of Acres Road, also being the east lot line of said Lot 1, South 01 degrees 36 minutes 51 seconds East, 148.38 feet, to the **TRUE POINT OF BEGINNING** and containing 0.0621 acres, of which 0.0000 acres is PRO (Present Road Occupied), leaving a net take of 0.0621 acres, more or less, subject to legal highways and other easements of record. ✓

The above described area is contained within Lucas County Auditor's permanent parcel number 82-10381.

Grantor claims title by instrument recorded in Instrument Number 20100708-0027672 in the Lucas County Recorder's Office.

Description based on a field survey conducted by Northwest Consultants, Inc. in August 2018 under the direction and supervision of Matthew J. Puhl, Registered Surveyor 8363 of the State of Ohio.

Bearings used herein are based on Ohio State Plane Coordinate System, North Zone NAD83 (2011) and are for this project use only.

All iron pins set referenced herein are 3/4 inch diameter x 30 inch long iron bars with 2-1/2 inch aluminum cap stamped "CITY OF SYLVANIA R/W, P.S. 8363, NORTHWEST CONSULTANTS, INC."

This description was prepared by Joshua R. Mihelcic, Registered Surveyor of the State of Ohio and reviewed by Matthew J. Puhl, Registered Surveyor 8063 of the State of Ohio.

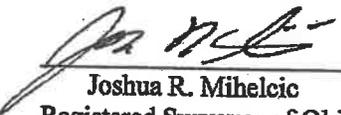

Joshua R. Mihelcic 11-01-2018
Registered Surveyor of Ohio: No. S-008453 Date



EXHIBIT A

Thence westerly on the existing north right of way line of Alexis Road, being a right of way line 30.00 feet northerly of, as measured perpendicular to and parallel with, the centerline of right of way of Alexis Road, also being the south lot line of said Lot 1, South 81 degrees 33 minutes 47 seconds West, 150.20 feet, to a point on the existing north right of way line of Alexis Road, said point also described as the southwest corner of said Lot 1, said point being 30.00 feet left of station 5+53.76; ✓

Thence northerly on the west lot line of said Lot 1, also being the east lot line of Lot 2 of said Revised Plat of Sylvanside, North 00 degrees 33 minutes 56 seconds West, 5.05 feet, to an iron pin set on the proposed standard highway easement line, said iron pin set being 35.00 feet left of station 5+54.45; ✓

Thence easterly on the proposed standard highway easement line, being a standard highway easement line 35.00 feet northerly of, as measured perpendicular to and parallel with, the centerline of right of way of Alexis Road, North 81 degrees 33 minutes 47 seconds East, 108.02 feet, to an iron pin set on the proposed standard highway easement line, said iron pin set being 35.00 feet left of station 6+62.47; ✓

Thence northeasterly continuing on the proposed standard highway easement line, North 56 degrees 27 minutes 15 seconds East, 35.10 feet, to an iron pin set on the proposed standard highway easement line, said iron pin set being 49.89 feet left of Alexis Road centerline of right of way station 6+94.25, also being 42.00 feet left of Acres Road centerline of right of way station 10+45.22; ✓

Thence northerly continuing on the proposed standard highway easement line, being a standard highway easement line 42.00 feet westerly of, as measured perpendicular to and parallel with, the centerline of right of way of Acres Road, North 01 degrees 36 minutes 51 seconds West, 129.78 feet, to an iron pin set on the proposed standard highway easement line, said iron pin set being 42.00 feet left of station 11+75.00; ✓

Thence easterly continuing on the proposed standard highway easement line, North 88 degrees 23 minutes 09 seconds East, 12.00 feet, to an iron pin set on the existing west right of way line of Acres Road, also being on the east lot line of said Lot 1, said iron pin set being 30.00 feet left of station 11+75.00; ✓

7b

ORDINANCE NO. 12 -2019

ACCEPTING A PERMANENT EASEMENT FROM DJF PROPERTIES, LTD. RELATIVE TO THE ALEXIS ROAD SAFETY IMPROVEMENT PROJECT; DEDICATING THE EASEMENT FOR PUBLIC PURPOSES; AUTHORIZING COMENSATION FOR SAID PERMANENT EASEMENT IN THE AMOUNT OF \$6,000; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 27-2018, passed May 21, 2018, authorized the Mayor and Director of Finance to enter into an Agreement between the State of Ohio, Department of Transportation and the City of Sylvania for the Alexis Road at Elliot and Acres Roads Intersection Improvement Project; and,

WHEREAS, during the engineering design, the right-of-way was resolved and it was discovered that additional right-of-way was required at the northwest corner of Alexis Road and Acres Road to accommodate the right turn drop lane and adjoining sidewalk; and,

WHEREAS, the Ohio Department of Transportation has obtained the necessary easement from DJF Properties, Ltd., which easement has been executed and tendered to the City of Sylvania and a copy of said easement in the form and substance of "Exhibit A" is attached hereto and made a part hereof; and,

WHEREAS, DJF Properties, Ltd. is entitled to receive payment of just compensation, in the form of the fair market value of the right-of-way prior to their executing and delivering to this City said Easement.

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

SECTION 1. That the easement as to executed and tendered as described on "Exhibit A" be, and the same hereby is, accepted from DJF Properties, Ltd., the grantor therein.

SECTION 2. That the easement area identified and described in said easement as set forth on "Exhibit A" be, and the same hereby is, dedicated for street purposes to become a part of the Alexis Road Safety Improvement Project as expressed in said easement.

SECTION 3. That the Director of Law is hereby directed to deliver the recorded easement document to the Director of Finance for retention by him as custodian of the records of this City.

SECTION 4. That, to provide funds for payment for the appraised value, there is hereby appropriated from the **CAPITAL IMPROVEMENT FUND**, from funds therein not heretofore transferred or appropriated to **Account No. 401-7610-53503, Street Improvements**, the sum of Six Thousand Dollars (\$6,000.00).

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 Alexis Road improvements should proceed without further delay. 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, _____, 2019, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

8a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

February 19, 2019

To: The Mayor and Members of Sylvania City Council

Re: **Silica Drive Vehicular Bridge over Ten Mile Creek Replacement
Preliminary Structure Study**

Dear Mr. Mayor and Council Members:

There are two existing bridges at this location, one vehicular constructed in 1937 and one pedestrian constructed in 1960. The 2018 ODOT inspection of the vehicular bridge determined that the General Appraisal (the overall evaluation of the safety and serviceability of a bridge) was downgraded from a 5P to 4P. This downgraded value is the prime indicator to structural engineers as to when major bridge rehabilitation or replacement is necessary and the trigger for federal and state financial assistance. In addition, a separate detailed inspection of the pedestrian bridge was completed in December 2018. This inspection determined that the structure be monitored on a semi-annual basis and was in need of replacement due to superstructure and substructure deficiencies.

Since both bridges are in need of replacement it is the Service Department's recommendation that a Preliminary Structure Study be conducted that will focus on one new bridge accommodating both vehicular and pedestrian traffic. This Study will review replacement alternatives, generate cost estimates, and provide information that can be used by City staff to prepare a funding application for the ODOT Municipal Bridge Program.

The City received a proposal from DGL Consulting Engineers, LLC to perform the Study in the amount of \$11,750. DGL is experienced with both bridges having performed annual inspections on the vehicular bridge as a part of ODOT's inspection program since 2014. They also performed the 2018 evaluation and recommendation for the pedestrian bridge. We would recommend approval of the DGL Consulting Engineers proposal in the amount of \$11,750.

Sincerely,

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

8b

ORDINANCE NO. 13 -2019

ACCEPTING THE PROPOSAL OF DGL CONSULTING ENGINEERS TO A PRELIMINARY STRUCTURE STUDY FOR THE SILICA DRIVE VEHICULAR BRIDGE OVER TEN MILE CREEK REPLACEMENT PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$11,750; AND DECLARING AN EMERGENCY.

WHEREAS, the Silica Drive Vehicular Bridge over Ten Mile Creek was constructed in 1937 and the Silica Drive Pedestrian Bridge over Ten Mile Creek was constructed in 1960; and,

WHEREAS, the Ohio Department of Transportation inspected the vehicular bridge in 2018 and downgraded the bridge from 5P to 4P; and,

WHEREAS, the downgraded value indicates to structural engineers that major bridge rehabilitation or replacement is necessary and provides the basis for federal and/or state financial assistance; and,

WHEREAS, the pedestrian bridge was inspected in December, 2018 and it was determined that the pedestrian bridge was also in need of replacement due to superstructure and substructure deficiencies; and,

WHEREAS, since both bridges are in need of replacement, the Director of Public Service, by report dated February 19, 2019, has recommended that a Preliminary Structure Study be conducted to review replacement alternatives, generate cost estimates, and provide information for use in preparing a grant application; and,

WHEREAS, the Director of Public Service, by report dated February 19, 2019, has recommended that the proposal of DGL Consulting Engineers, LLC to provide a Preliminary Structure Study for the Silica Drive Vehicular Bridge over Ten Mile Creek Replacement Project at a cost of Eleven Thousand Seven Hundred Fifty Dollars (\$11,750.00), be accepted.

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 DGL Consulting Engineers in the amount Eleven Thousand Seven Hundred Fifty Dollars (\$11,750.00) for providing a Preliminary Structure Study relative to the Silica Drive Vehicular Bridge over Ten Mile Creek Replacement Project, is hereby accepted.

SECTION 2. That the Director of Public Service shall promptly give notice to said consultant to proceed under the proposal hereby approved and accepted.

SECTION 3. That to provide funds for said engineering services 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 amount of Eleven Thousand Seven Hundred Fifty Dollars (\$11,750.00).

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 City should provide for the engineering services 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, _____, 2019, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

9a



February 14, 2019

To: The Mayor and Members of Sylvania City Council

Re: **Vibrant Ventures, LLC.**

Dear Mr. Mayor and Council Members:

We have enclosed the agreement for an installment payment plan for cost recovery charges connected to the water main along Little Road.

The agreement is a 5-year agreement with monthly payments of \$538.82. We recommend approval of the attached agreement with Vibrant Ventures, LLC.

Sincerely,

A handwritten signature in blue ink that reads "Kevin G. Aller". The signature is written in a cursive style and is positioned above a horizontal line.

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

AGREEMENT WITH THE OWNERS OF REAL ESTATE TO BE CONNECTED TO THE CITY OF SYLVANIA WATER SUPPLY SYSTEM FOR THE INSTALLMENT PAYMENT OF THE PROPORTIONATE COST OF THE WATER MAIN INSTALLED ALONG LITTLE ROAD BY THE CITY OF SYLVANIA.

WHEREAS, the undersigned represents that it is the owner in fee simple of the real estate described on "Exhibit A" attached hereto and made a part hereof or the undersigned collectively represent that they own said real estate in fee simple and include all those having any dower rights therein, in which case all references herein to the undersigned shall be construed to refer to all of those comprising the undersigned whether singular, plural, male, female or neuter; and,

WHEREAS, the undersigned propose to connect a main building consisting of a small business located on said real estate to a City of Sylvania water main located in the street on which said real estate fronts; and,

WHEREAS, the main building and real estate proposed to be connected to the City of Sylvania's water supply system has not been assessed for such water supply line facilities or the availability thereof; and,

WHEREAS, the undersigned recognizes and acknowledges that said main building and real estate proposed to be so connected will, upon being connected to such water supply facilities, be substantially benefited thereby; and,

WHEREAS, Chapter 921 of the Codified Ordinances of the City of Sylvania, Ohio, establishes, among other things, the tap fee applicable to water supply lines for said real estate; and,

WHEREAS, Chapter 922 of the Codified Ordinances of the City of Sylvania, Ohio establishes requirements for Cross Connection Control and Water Quality Protection; and

WHEREAS, Chapter 923 of the Codified Ordinances of the City of Sylvania, Ohio, establishes the water service charges applicable to the use of water supply lines for said real estate; and,

WHEREAS, the undersigned desires to connect said real estate so that the small business thereon will be served by a water supply line previously constructed by the City of Sylvania; and,

WHEREAS, the City of Sylvania, on the request of the undersigned, has indicated its willingness to cooperate with the undersigned by permitting, on conditions hereinafter set forth, the small business located on a lot or parcel consisting of said real estate, to be connected to the water supply line installed in the street on which said real estate fronts; and,

WHEREAS, the undersigned understands that said City is not obligated to permit such water supply lines to be so connected and that such cooperation by the City of Sylvania is conditional upon said City being satisfactorily assured of the payment to it, with respect to water supply lines and said real estate, of such tap fees, connection fees, water service charges as may now or hereafter be applicable to said real estate by the Codified Ordinances and/or rules of said City and this Agreement.

NOW, THEREFORE, in consideration of said City permitting said real estate and the main building lawfully constructed thereon consisting of a small business, to be connected to said City's water supply system, the undersigned, for itself, its successors and assigns, or themselves, their heirs and assigns, hereby agree(s) as follows:

1. With respect to said real estate, to pay to the City of Sylvania, Ohio, a tap fee with respect to such small business thereon, pursuant to Section 921 of the Codified Ordinances of the City of Sylvania, Ohio, and the applicable connection fee and user fees pursuant to Section 923

of the Codified Ordinance of the City of Sylvania, Ohio. The cost recovery fee, established for the Centennial and Little Road Water Supply Line Service Area totaling Thirty Thousand Five Hundred Eleven Dollars and Ninety-Nine Cents \$ 30,511.99 in equal monthly installments of \$538.82 shall be paid over a 5 year period including interest at the rate of 2.3% per annum on the unpaid balance of said total fees computed and payable on the installment PAY date. Total payments, including cost recovery fee and interest, shall equal Thirty Two Thousand Three Hundred Twenty Nine Dollars and Twenty Five Cents (\$32,329.25).

2. At such time as said real estate, or any part thereof, is no longer owned by the undersigned or any one of them the entire unpaid balance of the cost recovery fee plus interest thereon as aforesaid shall be paid to the City. This document, as of the date of execution and recording in the office of the Recorder of Lucas County, Ohio, shall constitute a lien against said real estate in favor of the City of Sylvania, Ohio, for the full amount of the cost recovery fee plus interest. The City of Sylvania is hereby granted the right and authority to foreclose such lien as any other liens upon real estate are or may be foreclosed and to recover in such foreclosure action the unpaid amount of such lien including interest and the amount of all expenses in connection with the lien and foreclosure including, but not limited to, lien recording fees, title expense, attorney fees and court costs.

3. Independently of any and all other provisions made herein for the City of Sylvania to enforce the payment of water service charges, any water supply line, having a connection from or through said real estate to said City's water supply system (1) with water supply line service charges accrued in favor of the City and against any lot, parcel of land, building or premises of said real estate, (2) with such charges having been billed by the City and (3) with the same having remained unpaid for a period of more than twenty (20) days after the billing date, may be disconnected by said City until all of such accrued charges, other past due charges and the expense to, or incurred by the City of Sylvania in making such disconnection, including an estimated amount for the reconnection and resumption of flow, has been paid in full to the City of Sylvania. The City of Sylvania, Ohio, its successors and assigns, whose mailing address is 6730 Monroe Street, Sylvania, Ohio, 43560 is hereby granted the right and easement forever, in, over, through and under the roads, streets and highways upon which said real estate abuts and in, over, through and under the ten (10) feet of said real estate lying between the road, street or highway right-of-way line abutting distant from and parallel to said right-of-way line, to do any and all things as it may determine necessary or proper in making such disconnection, reconnection, or resumption of flow.

4. That the City of Sylvania is hereby granted the right and authority to impose upon each lot of which said real estate is comprised, a lien or liens, from time to time, for any and all water supply service charges, authorized by the Codified Ordinances of the City of Sylvania, Ohio, including, but not limited to, Section 923 thereof, to be levied and assessed upon each lot, parcel of land, building or premises having any connection with the water supply system of the City, which charges have been billed by said city and have remained unpaid for a period of more than twenty (20) days after the billing date, including any penalty thereon, and is hereby granted the right and authority to foreclose such lien or liens from time to time, as any other liens upon real estate are or may be foreclosed and to recover in such foreclosure action the amount of such lien or liens including any penalty on such charges and the amount of all expenses in connection with the lien and foreclosure including, but not limited to, lien recording fees, title expense, attorney fees and court costs and also interest on all of the same at eight per cent (8%) per annum from the date of recording of such lien or liens as to the amount stated in the certificate of lien hereinafter mentioned and from the date such expense is incurred as to such expense. Any such lien may be perfected in favor of the City of Sylvania, Ohio, and shall be considered so perfected for all purposes by said City causing through its Director of Public Service, a Certificate of Lien, in the form hereinafter set forth: (1) to be completed with the information indicated in such form as sufficient to identify the premises having received such water supply services, to establish the period such services were received, to establish the dollar amount of such services billed and unpaid for more than twenty (20) days including any penalty and to identify the Director of Public Service and Law of said City; (b) to be executed with such formality as will entitle said Certificate to be accepted for recording by the Recorder for Lucas County Ohio; and, (c) after being so completed and executed, to be recorded in the Office of the Recorder of Lucas County Ohio, which form is attached as part of this Agreement.

CERTIFICATE OF LIEN
for
WATER SERVICE CHARGES
in favor of the
CITY OF SYLVANIA, OHIO

_____, the Director of Public Service of the City of Sylvania,
a municipal corporation located in Lucas County, at 6730 Monroe Street, Sylvania, Ohio 43560,
being first duly sworn, certifies that said City has provided water supply services to the premises
at:

(Legal Description)

for the period from _____ to _____
(date) (date)

and has billed the owner of said premises for such services, which water supply service charges
and bill therefore have remained unpaid for a period of more than twenty (20) days from the
billing date, there now being due and unpaid thereon, to the City of Sylvania, Ohio, the sum of
\$ _____, for which sum said City is entitled to a lien on said above described
premises.

IN WITNESS WHEREOF, the said Director of Public Service of said City of
Sylvania has hereunto set his hand this _____
(date)

Signed and acknowledged in the presence of:

(Witness)

(Witness)

Director of Public Service of the City of
Sylvania, Ohio

This instrument prepared by and approved as to form by

Director of Law for the City of Sylvania, Ohio.

ORDINANCE NO. 14 -2019

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A COST RECOVERY AGREEMENT WITH VIBRANT VENTURES, LLC FOR ITS CONNECTION TO THE CITY OF SYLVANIA WATER SUPPLY SYSTEM; AND DECLARING AN EMERGENCY.

WHEREAS, the City of Sylvania constructed a water supply system along Little Road; and,

WHEREAS, Vibrant Ventures, LLC desires to connect to the City of Sylvania water supply system; and,

WHEREAS, the water supply system along Little Road is subject to a Cost Recovery Agreement, with the estimated cost of the Vibrant Ventures, LLC connection being \$30,511.99, plus interest at the rate of 2.3% per annum, payable in equal monthly installments of \$538.82 for a period of five years.

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 are hereby authorized to enter into an Installment Payment Plan Agreement for the Vibrant Ventures, LLC portion of the Little Road Waterline Cost Recovery Agreement as attached hereto as "Exhibit A."

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 this Ordinance should be effective forthwith so that the Installment Payment Agreement for the Vibrant Ventures, LLC connection should be entered into 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, _____, 2019, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

10a



City Of Sylvania

DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

February 15, 2019

To: The Mayor and Members of Sylvania City Council

Re: **Zoning Map Update**

Dear Mr. Mayor and Council Members:

The have been several modifications to the zoning map due to amendments and most notably the annexation of the territory along Centennial Road between Erie Street and Little Road.

We recommend approval of the Zoning Map as presented.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin G. Aller".

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

ORDINANCE NO. 15 -2019**AN ORDINANCE TO APPROVE AND ADOPT THE CITY OF SYLVANIA'S NEW ORIGINAL OR CURRENT OFFICIAL ZONING MAP; AND DECLARING AN EMERGENCY.**

WHEREAS, Sylvania Codified Ordinance Section 1113.05 - Replacement of Official Zoning Maps requires that in the event that either the Original or Current Official Zoning Maps become damaged, destroyed or difficult to interpret because of the number of changes or age, the new Official or Current Official Zoning Maps must be formally adopted by Council; and,

WHEREAS, the City of Sylvania's current zoning map was adopted January 4, 2017 and since that time there have been several annexations and other changes that are not reflected on the 2017 zoning map; and,

WHEREAS, it is therefore necessary to adopt a new Original or Current Official Zoning Map dated February 19, 2019, now on file with the Zoning Inspector, which will supersede the prior Official Zoning Map.

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

SECTION 1. That, pursuant to Sylvania Codified Ordinance Section 1113.05, the new Original or Current Official Zoning Map dated February 19, 2019 is hereby adopted and approved and supersedes the prior Official Zoning Map.

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 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, Sections 11(c) and 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 May 19, 2008 should be adopted and enacted immediately to provide the most current and

information relative to the City's zoning matters. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in 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, _____, 2019, as an emergency issue.

President of Council

ATTEST:

Clerk of Council

APPROVED:

APPROVED AS TO FORM:

Mayor

Director of Law

Date

ORDINANCE NO. 16 -2019

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO A 3-YEAR COLLECTIVE BARGAINING AGREEMENT COMMENCING JANUARY 1, 2019 WITH THE SYLVANIA POLICE TELECOMMUNICATORS; AND DECLARING AN EMERGENCY.

WHEREAS, the tenth three (3) year Collective Bargaining Agreement with the Fraternal Order of Police, Lodge No. 129, on behalf of the patrolmen, and the telecommunicators expired on December 31, 2018; and,

WHEREAS, the telecommunicators previously separated from the Fraternal Order of Police, Lodge No. 129 and formed their own committee; and,

WHEREAS, the City received notice from the Sylvania Police Telecommunicators that they wished to negotiate; and,

WHEREAS, the Sylvania Police Telecommunicators have been negotiating with this City on behalf of the telecommunicators; and,

WHEREAS, the City, through its Director of Finance, and the collective bargaining unit of telecommunicators represented by the Sylvania Police Telecommunicators, have negotiated a 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 telecommunicators have 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 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 Sylvania Police Telecommunicators representing all telecommunicators, 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, _____, 2019, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

12a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

February 15, 2019

To: The Mayor and Sylvania City Council

Re: Michindoh Aquifer Water Source

Dear Mr. Mayor and City Council Members:

Council previously approved the City's participation in this study and appropriated up to \$35,000 via Ordinance No. 37-2018. The City has contributed \$25,000 towards this study to date. This portion of the study utilized existing wells, pumping them to their capacity and used existing monitoring wells to determine local effects. Two hydrogeologists agree that there appears to be ample water available, favorable recharge rates, with no impact to surrounding communities.

We are now recommending that we move to Phase 2 of the study. This phase will include drilling three additional observation wells across a broader area surrounding the proposed well site and conducting another pump test using the existing well. A model will then be created to better estimate the aquifer's ability to provide sufficient water without impacting existing users. If the model proves to be beneficial for the City, an estimate for transmission construction costs will be created. We believe it to be prudent to continue to study this possible source of water further.

This study is being conducted in phases with our continued participation being determined by the results of each phase. We are recommending to continue with the study at this time and request an additional \$12,500 be appropriated. This would bring our total commitment to \$47,500. Future phases, should we decide to continue, will be approximately:

Phase 2A: \$17,000

Phase 2B: \$16,000

Phase 3: \$30,000

The communities of Fulton County, Henry County Water District, Liberty Center, Maumee, Northwest Water District, Perrysburg, and Whitehouse have all been at the aquifer discussions

February 15, 2019

Page 2

and will be taking the study to their legislative bodies for approval. Fulton County has not contributed financially.

We are hereby requesting approval to appropriate an additional \$12,500 to participate in the next stage of evaluation of the Michidoh Aquifer. Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin G. Aller", written over a horizontal line.

Kevin G. Aller, P.E.

Director of Public Service

12b

ORDINANCE NO. 17 -2019

ACCEPTING THE PROPOSAL OF ARTESIAN OF PIONEER TO CONDUCT FURTHER TESTING OF THE MICHINDOH AQUIFER AS AN ALTERNATIVE WATER SOURCE FOR THE CITY OF SYLVANIA; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$12,500; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 136-95, passed December 4, 1995, authorized the Mayor and Director of Finance to enter into a Water Supply Feasibility Study Agreement with Black & Veatch, Ltd. of Michigan to determine the feasibility of obtaining water from Lake Erie, and transporting it to the Whiteford Township/Sylvania area through southern Monroe County, Michigan; and,

WHEREAS, Black & Veatch, Ltd. submitted its final report dated April, 1996 for the Phase A and Phase B portions of the feasibility study; and,

WHEREAS, Ordinance No. 54-96, passed May 20, 1996, authorized a modification to the City's Agreement with Black & Veatch, Ltd. by changing the scope of Phase C of the study; and, WHEREAS, Black & Veatch, Ltd., in a letter dated August 26, 1998, acknowledged the desire of the City of Sylvania to proceed with the easement and right-of-way related tasks of the proposed Phase D Initial Service Area Financial and Management Feasibility Study known as Subtask 102; and,

WHEREAS, Ordinance No. 105-98, passed September 9, 1998, authorized a modification to the City's agreement with Black & Veatch, Ltd. by changing the scope of Phase D of the study; and,

WHEREAS, the study suggested that the City of Sylvania should proceed forward in developing a water supply system for the southeastern Michigan and northwestern Ohio area that would draw water from Lake Erie off southern Monroe County, Michigan; and,

WHEREAS, Ordinance No. 29-2002, passed March 18, 2002, appropriated \$125,373 to

acquire permanent easements from Consumers Energy Company consisting of a twenty foot permanent easement, a thirty foot wide temporary construction easement, and a one acre water pumping station easement; and,

WHEREAS, Ordinance No. 81-2002, passed August 5, 2002, authorized the Mayor and Director of Finance to enter into a Lease on behalf of the City of Sylvania, as Lessee, with Consumers Energy Company for a one-acre parcel of Lessor's property in Monroe County, Michigan, for the purpose of constructing, operating and maintaining a water pumping station; and,

WHEREAS, Ordinance No. 49-2015, passed July 20, 2015, accepted the proposal of Fishbeck, Thompson, Carr & Huber, Inc., to provide the City a comprehensive study for the future of water service in the City of Sylvania at a cost not to exceed \$104,800; and,

WHEREAS, Ordinance No. 53-2016, passed September 6, 2016, accepted the proposal of Fishbeck, Thompson, Carr & Huber, Inc. to provide continued professional services relative to the Water Services Study for the City of Sylvania; and,

WHEREAS, Ordinance No. 25-2018, passed April 16, 2018, accepted the proposal of Fishbeck, Thompson, Carr & Huber, Inc. to evaluate preliminary routing and cost information for the City of Sylvania and South Monroe County to connect to the Great Lakes Water Authority and appropriated an amount not to exceed \$49,300 for said study; and,

WHEREAS, since 2016, the City of Sylvania has participated in discussions with the Cities of Toledo, Perrysburg, Maumee; Monroe County, Michigan; Fulton and Lucas Counties, Ohio; and the Northwestern Water and Sewer District to negotiate a collaborative regional water system; and,

WHEREAS, at a meeting held June 11, 2018 among the communities, the City of Toledo

informed the other communities that it would no longer entertain the option of a regional water authority rather but that Toledo will only be offering contracts to the communities as it has for 50 years that the City has purchased water from Toledo; and,

WHEREAS, Ordinance No. 37-2018, passed June 18, 2018, accepted the proposal of Artesian of Pioneer to evaluate the sustainability and water quality of the Michindoh Aquifer as an alternative water source for the City of Sylvania and appropriated an amount not to exceed \$35,000 for Phase 1 of the study; and,

WHEREAS, the Director of Public Service, by report dated February 15, 2019, has recommended that the City participate in Phase 2 of the study which will include drilling three additional observation wells across a broader area surrounding the proposed well site and conducting another pump test using the existing well; and,

WHEREAS, the Director of Public Service, by report dated June 15, 2018 recommended that the proposal of Artesian of Pioneer for Phase 2 of the Michindoh Aquifer Water Source Study to further evaluate and drilling three observation wells across a broader area surrounding the proposed well site and conducting another pump test using the existing well for the City of Sylvania to receive its water from the Michindoh Aquifer be approved in an amount not to exceed \$12,500.

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 Artesian of Pioneer in an amount not to exceed the total sum of Twelve Thousand Five Hundred Dollars (\$12,500.00) to include drilling three additional observation wells across a broader area surrounding the proposed well site and conducting another pump test using the existing well for the City of Sylvania Water Service Area to receive its water from the Michindoh Aquifer, is hereby approved and accepted.

SECTION 2. That the Director of Public Service shall promptly give notice to said consultant to proceed under the proposal hereby approved and accepted.

SECTION 3. That to provide funds for said water study hereby authorized, there is hereby appropriated from the **WATER FUND** from funds therein not heretofore appropriated to **Account No. 701-7525-51189 – Professional Services** an amount not to exceed Twelve Thousand Five Hundred Dollars (\$12,500.00).

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 professional services to further plan the City's future water supply in Sylvania should commence at the earliest possible time and therefore this Ordinance should be effective immediately. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

Passed, _____, 2019, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

Ordinance No. 18 -2019

AN ORDINANCE TO APPROVE, ADOPT AND ENACT CURRENT REPLACEMENT PAGES TO THE CODIFIED ORDINANCES; TO REPEAL ORDINANCES IN CONFLICT THEREWITH; TO PUBLISH THE ENACTMENT OF NEW MATTER; AND DECLARING AN EMERGENCY.

WHEREAS, certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution; and

WHEREAS, various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances; and

WHEREAS, Council has heretofore entered into a contract with the Walter H. Drane Company to prepare and publish such revision; and

WHEREAS, the codification of such ordinances, together with the new matter to be adopted, the matters to be amended and those to be repealed are before the Council;

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

SECTION 1. That the ordinances of the City of Sylvania, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections with the 2019 Replacement Pages to the Codified Ordinances are hereby approved and adopted.

SECTION 2. That the following sections and chapters are hereby added, amended or repealed as respectively indicated in order to comply with current State law:

Traffic Code

- 301.53 Waste Collection Vehicle. (Added)
- 303.06 Freeway Use Restricted. (Amended)
- 303.991 Committing an Offense While Distracted Penalty. (Added)
- 313.01 Obedience to Traffic Control Devices. (Amended)
- 313.09 Driver’s Duties Upon Approaching Ambiguous Traffic Signal. (Amended)
- 331.01 Driving Upon Right Side of Roadway; Exceptions. (Amended)
- 331.02 Passing to Right When Proceeding in Opposite Directions. (Amended)
- 331.03 Overtaking, Passing to Left; Driver’s Duties. (Amended)
- 331.04 Overtaking and Passing Upon Right. (Amended)
- 331.05 Overtaking, Passing to Left of Center. (Amended)
- 331.06 Additional Restrictions on Driving upon Left Side of Roadway. (Amended)
- 331.07 Hazardous or No Passing Zones. (Amended)
- 331.08 Driving in Marked Lanes or Continuous Lines of Traffic. (Amended)
- 331.09 Following Too Closely. (Amended)
- 331.10 Turning at Intersections. (Amended)
- 331.12 “U” Turns Restricted. (Amended)

Traffic Code (Cont.)

- 331.13 Starting and Backing Vehicles. (Amended)
- 331.14 Signals Before Changing Course, Turning or Stopping. (Amended)
- 331.15 Hand and Arm Signals. (Amended)
- 331.16 Right of Way at Intersections. (Amended)
- 331.17 Right of Way When Turning Left. (Amended)
- 331.18 Operation of Vehicle at Yield Signs. (Amended)
- 331.19 Operation of Vehicle at Stop Signs. (Amended)
- 331.20 Emergency or Public Safety Vehicles at Stop Signals or Signs. (Amended)
- 331.22 Driving Onto Roadway From Place Other Than Roadway: Duty to Yield.
(Amended)
- 331.23 Driving Onto Roadway From Place Other Than Roadway: Stopping at Sidewalk.
(Amended)
- 331.24 Right of Way of Funeral Procession. (Amended)
- 331.26 Driving Upon Street Posted as Closed for Repair. (Amended)
- 331.27 Following and Parking Near Emergency or Safety Vehicles. (Amended)
- 331.28 Driving Over Fire Hose. (Amended)
- 331.29 Driving Through Safety Zone. (Amended)
- 331.30 One-Way Streets and Rotary Traffic Islands. (Amended)
- 331.31 Driving Upon Divided Roadways. (Amended)
- 331.33 Obstructing Intersection, Crosswalk or Grade Crossing. (Amended)
- 331.37 Driving Upon Sidewalks, Street Lawns or Curbs. (Amended)
- 331.40 Stopping at Grade Crossing. (Amended)
- 333.03 Maximum Speed Limits. (Amended)
- 333.031 Approaching a Public Safety Vehicle. (Amended)
- 333.04 Stopping Vehicle. (Amended)
- 333.05 Speed Limitations Over Bridges. (Amended)
- 337.16 Number of Lights. (Amended)
- 371.01 Right of Way in Crosswalk. (Amended)
- 371.02 Right of Way of Blind Person. (Amended)
- 371.07 Right of Way on Sidewalk. (Amended)
- 373.02 Riding Upon Seats; Handlebars; Helmets and Glasses. (Amended)
- 373.03 Attaching Bicycle or Sled to Vehicle. (Amended)
- 373.04 Riding Bicycles and Motorcycles Abreast. (Amended)
- 373.07 Riding Bicycle on Right Side. (Amended)
- 373.12 Paths Exclusively for Bicycles. (Amended)

General Offenses Code

- 513.01 Drug Abuse Control Definitions. (Amended)
- 513.05 Permitting Drug Abuse. (Amended)
- 545.10 Misuse of Credit Cards. (Amended)
- 549.04 Improperly Handling a Firearm in a Motor Vehicle. (Amended)

A summary of the amendments to the sections listed above is set forth in Appendix A which is attached to this ordinance.

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, Sections 11(e) and 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 there exists an imperative necessity for the earliest publication and distribution of current Replacement Pages to the officials and residents of the City, so as to facilitate administration, daily operation and avoid practical and legal entanglements. 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, _____, 2019, as an emergency measure.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law

City of Sylvania
Bank Reconciliation
 January 2019

A

Ending balance for December 2018	24,781,476.02
Add: Monthly Receipts	<u>4,124,061.20</u>
Subtotal	\$ 28,905,537.22
Less: Monthly Disbursements	<u>3,320,355.53</u>
Ending balance for January 2019	\$ 25,585,181.69
Less:	
CD Metamora Bank	\$ (2,112,763.72)
Star Ohio	(80,012.16)
Petty Cash (1)	(2,050.00)
Cemetery Savings	(1,062.86)
Toledo Community Fund	(31,803.18)
Key Bank Securities	(8,154.21)
5/3rd Securities	(7,784,836.94)
SJS Account	(5,646,666.47)
Morgan Stanley Investment	(200,000.00)
USB Financial	(3,931,865.64)
First Federal Bank (CD)	(2,031,013.65)
Key Bank (CD)	(1,014,895.83)
Sylvania Township Bonds	(305,000.00)
	\$ 2,435,057.03

(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	\$ 2,483,051.25
Deposit in Transit:	
Income Tax	2,464.08
General Deposit	27,175.92
Subtotal	\$ 2,512,691.25
Less: Outstanding Checks (2)	77634.22
Adjusted Bank Balance	\$ 2,435,057.03
(2)	
December Outstanding Checks	\$ 203,931.16
Checks written this month	765,342.07
Void Ck#73241	(192.63)
Subtotal	<u>\$ 969,080.60</u>
Checks Cleared this month	<u>(891,446.38)</u>
January Outstanding Checks	\$ 77,634.22



Toby Schroyer
 Director of Finance, City of Sylvania

Board of Architectural Review

Minutes of the regular meeting of February 13, 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 present.

Mr. McCann moved, Mr. Arnold seconded to approve the Minutes of the January 16, 2019, 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. 4-2019 requested by Brian Heil of Toledo Sign Co. for Metamora State Bank, 8282 Erie Street, Sylvania, Ohio 43560. Myra Gueli of Toledo Sign Co. present. Application is for a new panel in an existing monument sign. 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. 5-2019 requested by John Hoppenjans II of Fastsigns for Union Home Mortgage, 6450 Monroe Street, Sylvania, Ohio 43560. Application is for replacement panel in an existing monument sign. Sign is within the limits of the Sylvania Sign Code. Mr. Marciniak 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 5 – Regulated Sign – app. no. 6-2019 requested by Martin Bihn for Fairway Independent Mortgage Corp., 5577 Monroe Street, Sylvania, Ohio 43560. Mr. Bihn was present. Application is for a new wall sign and a new window sign. Signs are within the limits of the Sylvania Sign Code. 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 6 – Regulated Sign – app. no. 7-2019 requested by Nabil Shaheen of Sign Dezin USA for Evolve, 5834 Monroe Street, Sylvania, Ohio 43560. Mr. Shaheen was present. Application is for a wall sign and replacement panels for two existing pole signs. Signs are within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the 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 7 – Regulated Sign – app. no. 8-2019 -2019 requested by Nabil Shaheen of Sign Dezin USA for Advanced Billing & Computing, 5151 Main Street, Sylvania, Ohio 43560. Mr. Lindsley stated that the address on the application is incorrect and that the address is actually 5131 Main Street. Mr. Shaheen and Josh Weinstein, owner, were present. Application is for a wall sign.

Board of Architectural Review
Minutes of February 13, 2019
Page 2

Mr. Burns stated that the sign in the application is not compliant with Sylvania's Sign Code and that the other signs in the plaza are also not compliant. He said that this would be a good opportunity to begin to get the plaza to become compliant. He added that this sign has already been put up without obtaining approval by the Board or obtaining a sign permit. Mr. Marciniak stated that he had said previously in another meeting that he would not vote yes for any more signs in that plaza that are not compliant. There was discussion about a recently installed sign for Tekela's. Comments were made by the members about how nice it looked, and that they would like the improvement to be carried out through the rest of the plaza. Mr. Weinstein presented pictures of Tekela's sign which showed cracks and other deterioration of the sign. There was further discussion about the Tekela sign and the rest of the plaza's non-compliant signs. The sign shown in the application is not within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. Arnold seconded, to deny 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. Burns stated that he would be contacting the owner of the plaza to talk about making the plazas signs compliant.

Item 8 – Regulated Sign – app. no. 9-2019 requested by Sean Lyons for Superior Credit Union, 6600 Sylvania Avenue, Sylvania, Ohio 43560. Mr. Bill Lyons was present. Application is for a new wall sign. 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 9 – Regulated Sign – app. no. 10-2019 requested by requested by Brian Heil of Toledo Sign Co. for St. Stephen Lutheran Church, 7800 Erie Street, Sylvania, Ohio 43560. Myra Gueli present. Application is for replacement monument sign. 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.

Item 10 – Regulated Sign – app. no. 11-2019 requested by Matt Uhl of Reason Sign Co. for Aldi, Inc., 5539 Monroe Street, Sylvania, Ohio 43560. Application is for one replacement monument sign and two replacement wall signs. Signs are within the limits of the Sylvania Sign Code. Mr. Marciniak moved, Mr. Arnold seconded, to grant a Certificate of Appropriateness for the 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 11 – Regulated Sign – app. no. 12-2019 requested by Karrie Brock of Fast Signs for Beautiful

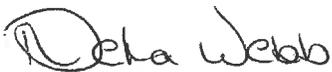
Board of Architectural Review
Minutes of February 13, 2019
Page 3

Blooms by Jen, 5675 Main Street, Sylvania, Ohio 43560. Ms. Brock and Jen Linehan, owner, were present. Application is for a new awning sign, a hanging sign, window graphics and a band of provided services across the storefront. Mr. Burns said that although the front door is not part of the application, he asked that a sample of the planned door color be brought to the meeting as the band signage scheme was tied into the door color. Ms. Brock presented a sample of a purplish pink color that they plan to use on the door and on the signs. There was discussion amongst the members of the Downtown Design guidelines and whether or not the color would fit in. Mayor Stough stated that the intent of the guidelines was to discourage brightly colored and shiny porcelain storefronts, not to discourage the use of accent colors like shown in this application. Signs are within the limits of the Sylvania Sign Code. Mayor Stough 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 12 – Regulated Sign – app. no. 13-2019 requested by Scott Leds for Jeds, 7625 W Sylvania, Sylvania, Ohio 43560. Application is for a new wall sign. Mr. Burns stated that the signage and the flame decals shown in the drawings are within the limits of the Sylvania Sign Code. 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.

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

Submitted by,



Debra Webb, Secretary
Municipal Planning Commission

C

Sylvania Municipal Planning Commission

Minutes of the regular meeting of February 13, 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 present.

Mr. Arnold moved, Mr. McCann seconded to approve the Minutes of the January 16, 2019, meeting as submitted. Vote being: Stough, Arnold, McCann, Marciniak 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

MEMO

February 12, 2019

To: Mayor Craig Stough, City Council Members and Administration
Fm: Laura Bigelow
Re: 4th Quarter Reports

Please find enclosed the 4th Quarter Reports for 2018. Please call me at 885-8926 with any questions.



City of Sylvania

Division of Taxation

Management Report - Fourth Quarter - 2018

Key Statistics:	2018	2017
Number of tax returns processed	3015	1930
Number of e-filed returns	4	3
Gross Receipts	\$2375413.17	\$2476045.12
Number of withholding payments processed	3428	3243
Number of online payments	77	41
Number of refunds processed	79	66
Delinquent totals	\$770085.30	\$738091.23
Amount of money received from collection	\$5463.54	\$7205.42
Number of accounts turned over for collection	64	27

Items of Special Interest:

The fourth quarter is a time to prepare for the upcoming tax season. During this time, tax forms are updated and updates are made and tested in the e-file tool.

The refuse process was begun in the fourth quarter and will be complete in the first quarter of 2018.

2018 will be the first year of Centralized Collection for companies that have opted-in with the State of Ohio. The state will be collecting all monies and tax returns from these companies and will be taking a .5% share of the money for processing fees.

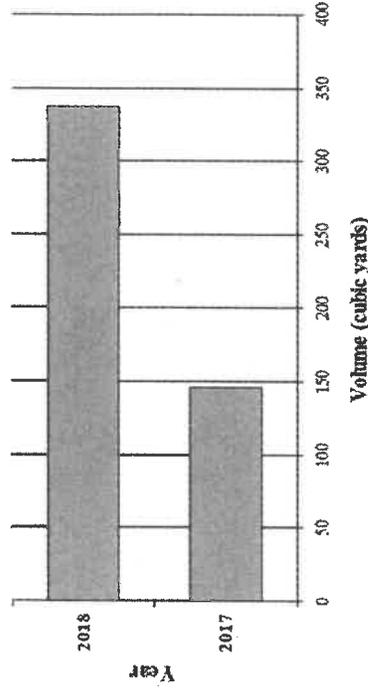
Respectfully submitted,

Christy M. Golis
Commissioner of Taxation

Parks & Forestry Quarterly Report : October - December, 2018

Green Yard Waste

2017 - 2018 Cu Yds. of Compost Sold

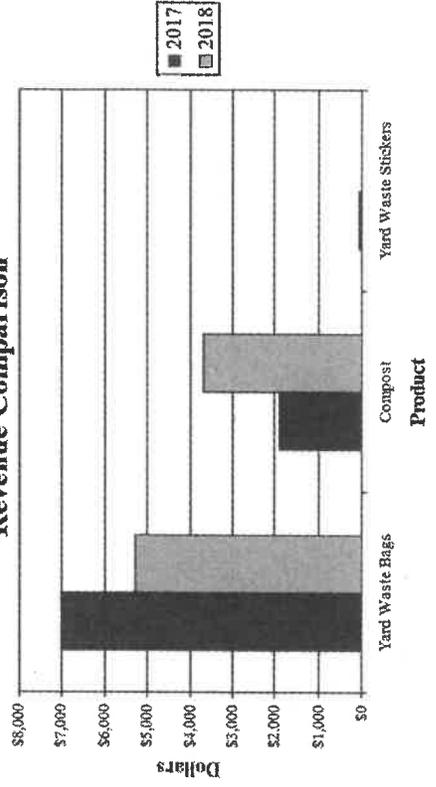


Volume Collected (cubic yards)

- * Route A 109.0
- * Route B 95.0

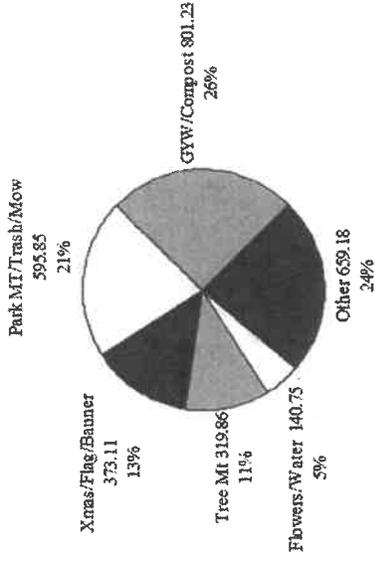
~ Processed Volume

2017 - 2018 Revenue Comparison

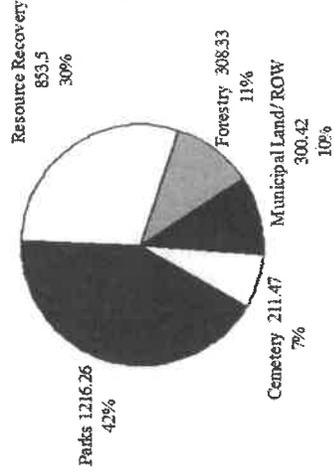


Parks & Forestry Quarterly Report : October - December, 2018

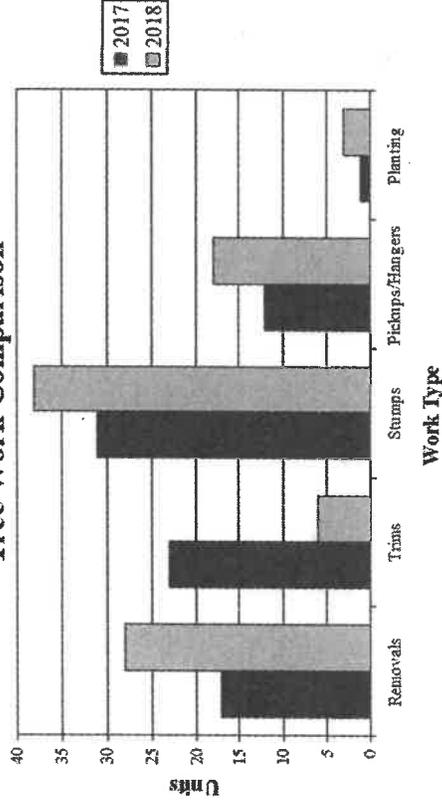
Man-Hours by Work Type



Man-Hours by Account



2017 -2018 Tree Work Comparison



City of Sylvania Parks & Forestry Annual Report : 2018

Green Yard Waste – Volume/Man-Hour/Route Distribution

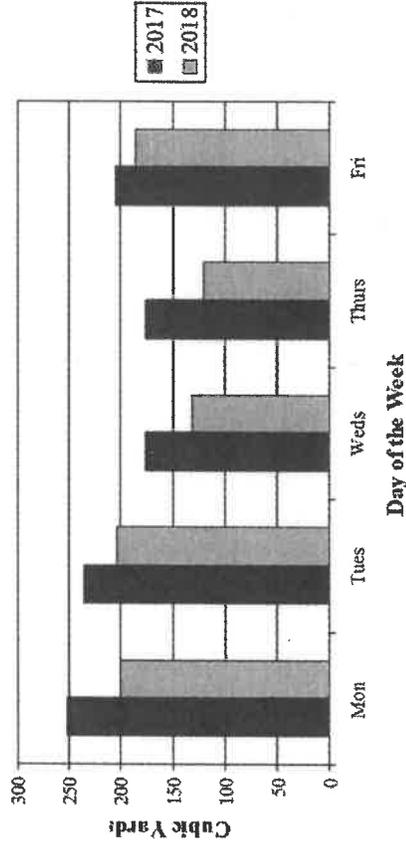
Green Yard Waste Collection Statistics

	<u>2017</u>	<u>2018</u>
Man-Hours	1467.63	1531.27
Route A*	534 cu yds~	427 cu yds~
Route B*	508 cu yds~	413 cu yds~

* Number of households: A - 2891, B - 2615

~ Processed volume.

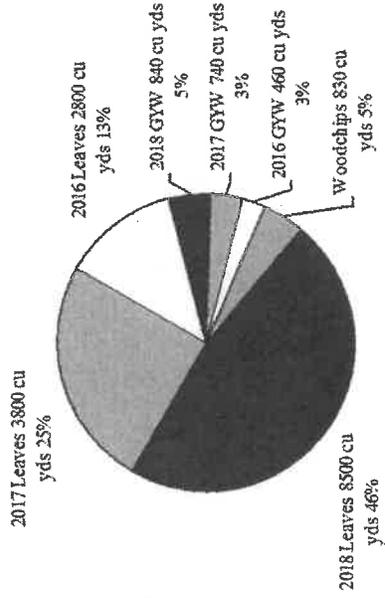
**2017 - 2018 Green Yard Waste Distribution
Volume by Day**



City of Sylvania Parks & Forestry Annual Report : 2018

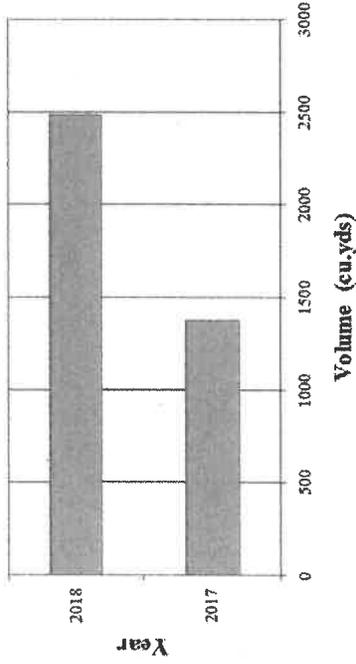
Green Yard Waste – Inventory/Volume Sold/Revenue

2018 Compost Inventory

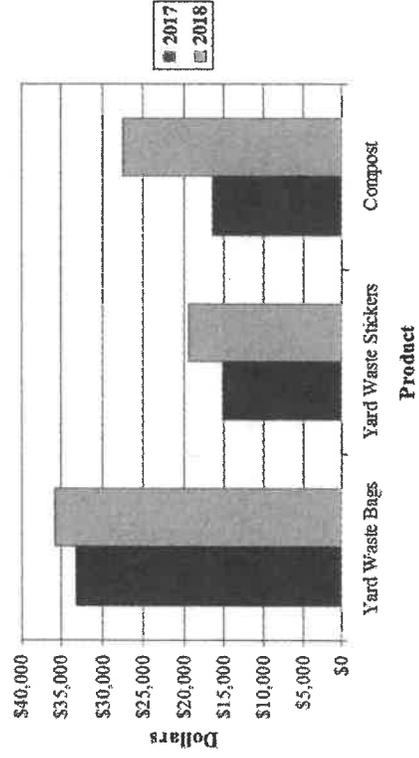


* 2016 Leaves & 2016 GYW available for sale in 2019

2017-2018 Compost Volume Sold

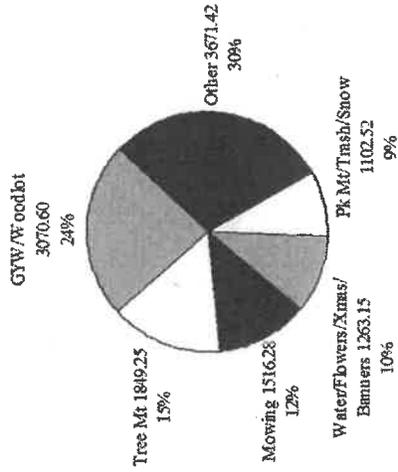


2017 - 2018 Product Revenue Comparison

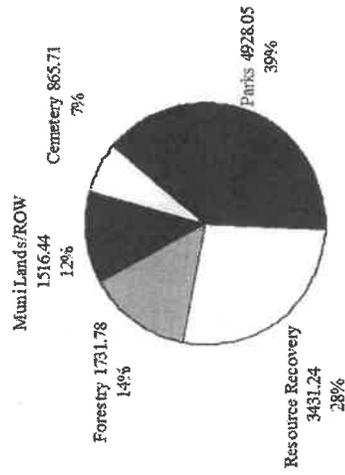


City of Sylvania Parks & Forestry Annual Report : 2018

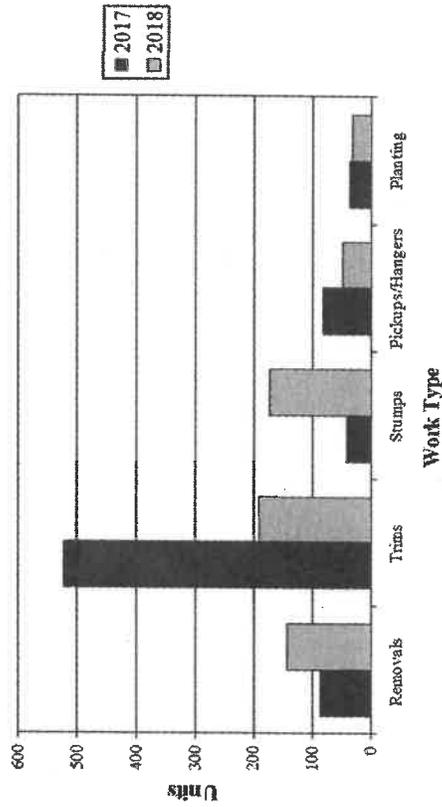
Man-Hours by Work Type



Man-Hours by Account



2017 - 2018 Tree Work Comparison



Zoning Office Key Statistics	2018 1st Qtr	2018 2nd Qtr	2018 3rd Qtr	2018 4th Qtr	2018 Year End
Residential Renovations, Additions & Accessory	8	5	14	12	39
New Dwelling (Residential)	9	12	1	0	22
Estimated Value	\$1,545,000	\$225,000	\$250,000	\$0	\$258,000.00
New Commercial Construction	1	0	0	0	1
Commercial Additions & Renovations	9	8	6	7	30
Demolition Permits Issued	1	3	2	2	8
Swimming Pool Permits Issued	1	8	4	0	13
Sidewalk Permits Issued	0	18	9	2	29

<u>Municipal Planning Commission</u>					
Lot Splits	0	0	1	1	2
Council Referrals	1	3	0	1	5
Site Plan Review	1	0	0	0	1

<u>Architectural Board of Review</u>					
Sign Review	15	11	8	10	44
Architectural Review	6	8	4	2	20

<u>Zoning Complaints</u>					
On Site Inspections	40	51	45	26	162
Open Zoning Complaints	22	15	13	15	65
Closed Zoning Complaints	18	36	32	11	97
Letters & Warnings Sent	5	20	4	4	33

Zoning Office Key Statistics	2017 4th Qtr	2018 4th Qtr
Residential Renovations, Additions & Accessory	7	12
New Dwelling (Residential)	5	0
Estimated Valuation	225000	\$0
New Commercial Construction	0	0
Commercial Additionas & Renovations	5	7
Sign Permits Issued	13	14
Demolition Permits Issued	1	2
Swimming Pool Permits Issued	0	0
Sidewalk Permits Issued	8	2

Municipal Planning Commission		
Lot Splits	2	1
Council Referrals	0	1
Site Plan Review	0	0

Architectural Board of Review		
Sign Review	13	10
Architectural Review - Commercial Construction	1	2

Zoning Complaints		
On Site Inspections	37	26
Open Zoning Complaints	17	15
Closed Zoning Complaints	20	11
Letters & Warnings Sent	6	4



SYLVANIA POLICE DIVISION
4TH QUARTER 2018
Management Report Worksheet

	<u>2018</u>	-	<u>2017</u>
Crime Reports	309		336
Crime Offenses	349		403
Criminal Arrests - Juvenile/Adult	130		169
Traffic Citations	229		410
Written Warnings	136		275
Parking Ticket	17		31
OVI	16		16
Traffic Crashes	126		130
Traffic Crash injuries/fatalities	33/0		22/0
Calls for Police Service	3652		4136
Hours Spent Handling Police Calls	1147:02		1143:01
Emergency Response Time – Priority 1	2:59		3:17
Overtime Hours - Police	1138.25		969.5
Overtime Hours - Dispatch	179.25		203.25
Training Hours	468.5		773
Vehicle Lockouts	75		78
Motorist Assists	85		78
False Alarms - Commercial	51		40
False Alarms - Residential	19		32
Child Safety Seats Installed	9		14

Community Affairs

Quarterly Report – 4th Quarter 2018

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

I. Introduction

- Officer Gallup and Officer Beadle have completed the first half of the 2018-2019 school year at NVHS and SVHS.
- Officer Pooley began the elementary D.A.R.E. program in the public schools in the community.
- Officer Pooley held graduations for the D.A.R.E. classes at Highland and Sylvania Elementary Schools.

II. Youth Programs / DARE Events/Community Involvement

- Officer Pooley and Sgt. Music gave numerous presentations and attended meetings with various school and community groups.
- Officer Beadle gave 2 presentations and attended numerous meetings with various school and community groups at Southview.
- Officer Gallup gave 4 presentations and attended numerous meetings with various school and community groups at Northview High School.

III. RUOK Program

- *Ten (10) non-emergency alerts this quarter.*

IV. School Resource Officer Programs

Northview High School - Officer Gallup	
Presentations	4
Meetings/Training	21
General Offense Reports/ Accident Reports	7
Citations / Warnings	0
School Related Complaints/Interviews	24
Parking Lot Assists	5
Court Appearances	0
Security Issues	0
Misc.	0

Southview High School – Officer Beadle	
Presentations	2
Meetings/Training	17
General Offense Reports/ Accident Reports	4
Citations / Warnings	0
School Related Complaints/Interviews	1
Parking Lot Assists	0
Court Appearances	0
Security Issues	1
Misc.	1

1

V. Explorer Program

- Explorers have trained with several topics this quarter. Topics include the following:
 - Juvenile Law and the Justice System
 - Human Trafficking and Missing Children
 - Crime Victim’s Rights
 - Courtroom Testimony and a Mock Trial
 - Traffic Laws

- Explorers assisted with the following events this quarter:
 - Explorers worked helping park cars at the STFD Safety Day at fire department #4.
 - The explorers worked at the Halloween event at Camp Miakonda along with the TPD explorer post assisting with parking and traffic control for the event.
 - One explorer assisted with the Drug Take Back event at SPD.
 - Explorers participated in the Walk of Light event.
 - The Explorer Honor Guard marched in the fall festival.
 - The explorer Honor Guard traveled to our sister city - Woodstock Canada and participated in the Santa Clause parade.
 - Explorers assisted with the holiday basket distribution at Sylvania Area Family Service in December.
 - Shop with a Hero Event

VI. Volunteer Program – 4th Quarter Report

A. Summary

Hour Summary	
Total Patrol Volunteer hours for October 2018 - December 2018	135.5
Total Event Volunteer hours for October 2018 - December 2018	44.75
Total	180.25
Total Hours for 2018	813.25

Volunteer Patrol Log	
Lockouts	0
House Checks	0
Road Patrol/Traffic Assists	21
Citizen/Motorist Assists	16
Special Assignments:	
A. Events:	
<ul style="list-style-type: none"> Volunteers assisted with Fourteen (14) events in the community this quarter. 	

Respectfully,

Sgt. 

Sgt. Justin Music #851

Detective Bureau



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

4th
2018 Quarter

**Quarterly Detective Bureau
 Summary**

Active investigation monthly average: 40

Active case load by investigator:

Detective	Assigned	Cleared	Current Total [Non-Drug / Drug]		
Sgt. Seney	9	11	10	/	0
Det. Collins	14	16	9	/	0
Det. Papenfuss	7	8	4	/	8
Det. Gibbs	5	6	10	/	0

Monthly Case Totals: 35 41 32 8

Number of Call-Ins & Hold Overs:

Call-Ins: 1
Hold Overs: 2

Narrative:

- Det. Papenfuss opened two new drug investigations
- Det. Gibbs was assigned two different burglaries, one on Fifth Ave. possibly related to a township burglary and one on Roosevelt.
- Sgt. Seney provided assistance to the USSS Toledo Office for a network intrusion response to a local store here in the Toledo area.
- Det. Papenfuss conducted a drug search warrant execution at a location located in the City of Sylvania.
- Sgt. Seney was assigned a case involving a male minor who alleged being sexually assaulted by an older male minor.
- Det. Gibbs was assigned a rape case of a developmentally disabled adult female. He conducted a search warrant at the suspect's residence in the city. Initial previews of the evidence seized during the SW and phone forensics give indicated the suspect may be a serial rapist.
- Det. Collins was assigned a rape allegation complaint from an adult city resident that she was raped by her adult male neighbor.
- Det. Collins executed a search warrant on Cushman Road at a theft suspect's residence. This was the day after the suspect barricaded himself in the home and the SRT had to be called out.
- The Detective Bureau assisted UTPD on the execution of a search warrant. Their case had the same suspect that Det. Collins was able to identify in his local theft case.
- Sgt. Seney is following up on an Internet Crimes Against Children tip from the National Center for Missing and Exploited Children. The tip was initially generated by Facebook and a local suspect has been identified. A search warrant for the residence is being worked on at this time.

Forfeitures:

- #17-1055 \$27,375.00 Forfeited Lucas County Court Judge
- #18-0345 \$305 Signed over to PD
- #17-1726 \$5,109 signed over to PD
- #18-2787 \$4,446 seized

Drug Evidence Seizure:

- .05 g crack cocaine
- 27 marijuana edibles
- 2,9011.3 g marijuana
- 2 g marijuana wax
- 25 vials of vaping pip cartridges loaded with THC
- 38 pounds of misc prescription drugs from drug turn in box
- 10x "IP 465" (Ibuprofen 600mg)
- 19x "R180" (Tizanidine Hydrochloride 4mg)
- 10x "GG 431" (Amitriptyline Hydrochloride 50mg)
- 3x "L 484" (Acetaminophen 500 mg)
- 3x "V 2631" Cyclobenzaprine Hydrochloride 5 mg.
- 1x "G 32 250" Naproxen 250 mg.
- 18x Amphetamine/Dextroamphetamine (Adderall) 10mg
- 23x Dexmethylphenidate Hydrochloride (Adderall) 10mg
- 1x Alprazolam pill
- 1 tube of USP .05% Clobetasol Propionate cream

Sgt. Joshua
R. Seney

Management

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

During the 4th quarter 2018, we experience no changes in our personnel. As we move into 2019, I as well as my command staff, officers, telecommunicators and administrative secretary look forward to serving the needs of our citizens, our wonderful community and to our working relationship with council.

Our authorized strength is 34 Police Officers, 6 Telecommunicators, and 1 Administrative Secretary. Currently we have 33 sworn police officers. We will have one retirement taking place in March, 2019. Chief Rhodus will be retiring after 35 years of service with the police division. We ended this quarter with no suspensions, no personnel off on Family Medical Leave, and no personnel on Sick/Injury Leave or Military deployment.

William H. Rhodus
Chief of Police



VEHICLE MAINTENANCE
JASON MUSIC

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

Key Statistics

No. of vehicles serviced and repaired:

This Quarter	122
Last Quarter	127

	<u>Unit count</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Misc</u>
<u>Fleet Condition:</u>				
<u>SPD:</u> Good, routine maint.	59	\$5,857.00	\$4,245.00	\$2,609.00
<u>Streets:</u> Good, routine maint.	39	\$7,478.00	\$4,665.00	\$2,565.00
<u>Water:</u> Good, routine maint.	9	\$3,009.00	\$1,425.00	\$55.00
<u>Sewer:</u> Good, routine maint.	4	\$687.00	\$300.00	\$1,312.00
<u>Parks:</u> Good, routine maint.	8	\$594.00	\$1,245.00	\$100.00
<u>Other Depts:</u> Good, routine Maint.	2	\$258.00	\$210.00	
<u>Totals</u>	121	\$17,883.00	\$12,090.00	\$6,641.00

Misc Repairs (sublet):

Total Vehicle Maintenance cost: **\$36,614.00**

First Quarter 2019 activities: Provide revolving repair and maintenance for all departments. Ready and maintain seasonal equipment such as leaf loaders and plow trucks. As the fleet ages, the equipment will require more maintenance and repairs.

Jason Music

Jason Music
Vehicle Maintenance Manager
January 31, 2019



INFORMATION
TECHNOLOGY
DEPARTMENT
QUARTERLY REPORT

FOURTH QUARTER 2018

6730 MONROE ST
SYLVANIA, OH 43560

INFORMATION TECHNOLOGY QUARTERLY REPORT

FOURTH QUARTER 2018

MISSION STATEMENT

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

CURRENT RESPONSIBILITIES

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

PROJECTS

- Patch Management

With the continued increase of cyber-attacks, it is absolutely necessary that we maintain a patch management strategy. We continue to patch our servers, workstations, websites and infrastructure devices regularly to help protect us from known vulnerabilities. Servers and workstations are patched monthly with the exception of our servers which reside in the DMZ, which are patched weekly as they are more prone to attack. We continue to work with our vendors to make sure that any security vulnerabilities are resolved in a timely manner.

- Telecommunications

We experienced some issues in regards to the recording the new telephones properly. We worked diligently with Sound Communications and Eventide in order to resolve the issue. The issue was not resolved until the week prior to Thanksgiving. Given the approaching holidays it was decided to put the implementation on hold until after the first of 2019 in order to properly conduct training etc. Training has been scheduled to Jan 8th, 9th and 10th with us going live with the new system at the end of business on the 10th. This will allow for everyone to be introduced to the new telephones and their operation. By the end of 2018 the recording system was proven to be stable. We will be implementing a new City general telephone number 419-885-TREE (8733). This will contain an auto attendant feature that will effectively guide callers to the proper destination. A great deal of time has been spent reconfiguring our call flow in order to gently guide our residents to the proper department without getting them stuck on hold or having to choose more than one option prior to speaking with someone. Currently many callers are calling the wrong department directly then being transferred. Most often the callers are transferred more than once before speaking to the proper department or individual. This central number and call routing announcement is designed to elevate this. We are working the Chief of Police and the Chief Telecommunicator to implement something similar for the non-emergency number of the Police Division.

- EMC Avamar Upgrade

We have been working with Dell EMC in order to migrate our current backups from the old system to the new Avamar Grid. Due to some challenges, including firmware issues, the deployment has been delayed. We are continuing to work with Dell EMC to complete this migration and begin backing up with the new system sometime early in 2019.

- Court server upgrades

Court server upgrades are still in progress. We are currently working with Henschen & Associates to complete the installation. This is taking a bit longer than anticipated however, should be completed by the end of the first quarter of 2019.

- Switch refresh & RPS installation

We continue to update the few remaining 10/100 switches to gigabit (10/100/1000) and connect those in the PD, which are considered mission critical, to a Cisco RPS. (Redundant Power System)

- Wireless implementation

We have successfully completed a refresh of our wireless infrastructure at City Hall as well as the Sylvania Municipal Court using Ubiquiti Wi-Fi Access Points. We are scheduled to complete this in the first quarter of 2019.

- Server migration

We continue to upgrade our existing Windows Server 2008 R2 environment to Windows Server 2012 R2. Windows 2008 R2 will be end of life beginning in January of 2020. We currently have 22 Servers that are on Windows 2008 R2.

- Camera migration and implementation. (Main Campus)

We continue to refresh our existing security cameras with Avigilon cameras. These cameras will replace older CCTV style cameras that are already in place. We also are going to be adding additional cameras at the Sylvania Municipal Court.

GOALS

- Probation Kiosk in the Police Division Lobby.

A Kiosk has been installed in the lobby of the Police Division. This Kiosk was installed by NORIS for use with those individuals currently on probation. The installation was successful.

- Digital Sign Repair (Main/Monroe)

The digital sign located at Main/Monroe had an LED panel malfunction. This caused different colors at the bottom of the panel to be randomly displayed. We contacted Toledo Sign who ran a diagnostics on the sign and determined

the LED panel had failed. The panel was replaced at a cost of \$952.67. The sign is currently 8 years of age and has reached the end of its useful life. The software that we currently use to communicate with the sign is no longer supported. We have started to research the possibility of replacing the sign in 2019.

- Training

We will continue to pursue relevant training and certifications.

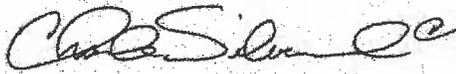
- Cost Reduction through consolidation

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

- Police Dispatch Console

The wiring project has been postponed until 2019. It appears that the Police Division will be replacing their existing dispatch consoles in 2019. The wiring project will be coordinated with the Chief of Police at that time.

Respectfully Submitted,



Charles Silvernail
I.T. Manager
Information Technology

City of Sylvania Management Report
For The Division of Streets
Fourth Quarter - 2018

Key Statistics

Leaf Pick Up :	<u>2018</u>	<u>2017</u>
Full Time Employees	9	9
Full Time Employees Hrs	1,907 hrs.	1,915 hrs.
*Full Time Employees O.T. Hours	304 hrs.	148 hrs.
Temporary Labor Hours	1,184 hrs.	1,136 hrs.
Temporary Labor O.T. Hours	72 hrs.	31.5 hrs.
Cubic Yds. of Leaves Picked Up	11,928 cu.yds	10,800 cu.yds
Leaf Pick - Up Rounds	6(Completed 12/14/18)	6(Completed 12/12/17)

* 6 Employees from other City Departments were utilized for Veterans Day and Saturday

Ice & Snow Control :

Ice Control & Snow Removal Hrs	52 hrs.	439 hrs.
Salt Tonnage Used	83 tons.	674 tons.
Salt Brine Used for Ice Control	162 gals.	2,835 gals.
Maintenance to Salt Brine System	16 hrs.	176 hrs.
Clean Bridge Sidewalks	4 hrs.	20 hrs.

Traffic Signs Repaired and / or Replaced :

Sign Maintenance Hours	264 hrs.	236 hrs.
Regulatory Signs	7	11
Warning Signs	0	4
Street Name & Informative Signs	4	3

Road Maintenance & Repairs :

Cold Patch Hours	16 hrs.	120 hrs.
Cold Mix Tonnage Used	1 ton.	4 tons.
Street Sweeping Hauled to landfill	0	28 tons.
Asphalt Placed for Repairs	7 tons.	30 tons.
Remove and Replace Concrete as needed	37 cu.yds	0
Crack-Fill Hours	160 hrs.	44 hrs.
Basin Repair	0	80 hrs.
Curb Repair	108 hrs.	24 hrs.
Bridge Repair	64 hrs.	0

Equipment Maintenance :**2018****2017**Leaf Loader - Leaf Box Repair &
Repainting Hours

100 hrs.

204 hrs.

Snow Removal Equipment Repair &
Repainting Hours

0

40 hrs.

Miscellaneous Equipment Repairs Hours

72 hrs.

80 hrs.

Miscellaneous :

Snow Plow Damage

(Mail Box & Yard Repair)

0

0

Dead Animals Removed From Right-of-Way
Maintenance Bldg.

6

7

(Repairs, Cleaning, Painting) Hours

76 hrs.

40 hrs.

Inventory & Green Tag Hours

120 hrs.

32 hrs.

Stack Salt at 8425 Sylvania-Metamora Rd. &
5509 Harroun Rd. (Salt Storage Buildings)

0

8 hrs.

Clean up Oil Spills on Roadways

9 hrs.

0

Special Events Setup :**2018****2017****Total Hours for Events**

83 hrs.

68 hrs.

Fall Festival

Maplewood Halloween Walk / Parade

Olander Park Halloween Hike

Northview / Southview Football Game

DSA Miracle on Main St

2 Block Parties

Lourdes University 5K Run

Toledo Roadrunners Club Race

Run Toledo Race for Recovery

Run Toledo Christmas Run

Jim Campbell

Jim Campbell

Foreman of Streets

1/16/2018

LEAF PICK UP

Unit #	Total Loads	Northwest	South	East	1 Load =
33					19 cu.Yards
34	83			83	20 cu.Yards
37	96			96	18 cu.Yards
38	0				18 cu.Yards
41	11	11			16 cu.Yards
42	84	84			20 cu.Yards
45	116	116			18 cu.Yards
47	108		108		17 cu.Yards
72	87		87		29 cu.Yards
46(sweeper)	30	10	10	10	8 cu.Yards
49(sweeper)					8 cu.Yards
	615	221	205	189	
		4,024 cu.yrd	4,436 cu.yrd	3,468 cu.yrd	

<u>Totals</u>	<u>11,928 cu.yrds</u>	2018
	10,800 cu.yrds	2017
	13,750 cu.yrds	2016
	12,566 cu.yrds	2015

# of Round	Northwest	South	East
1	5 Days	6 Days	4 Days
2	5 Days	5 Days	3 Days
3	11 Days	8 Days	7 Days
4	11 Days	9 Days	8 Days
5	4 Days	5 Days	6 Days
6	3 Days	4 Day	4 Days

Working Days Only

Unit #	Start Mileage	End mileage	Total Mileage
34	34,476	35,239	763
37	3,353	4,293	940
38			0
41	65,399	65,639	240
42	35,753	36,650	897
45	45,406	46,495	1089
47	64,421	65,705	1284
72	35,031	36,256	1225

<u>Total Miles</u>	6,402	2018
	5,929	2017
	6,635	2016
	6,600	2015



City Of Sylvania

4th Quarter 2018

DIVISION OF UTILITIES

DAVID W. FRANCE, UTILITY MANAGER

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

					Y-T-D	Prior Year
Number of Water Accounts	7,211	7,226	7,246	7,255		
Number of Sewer Accounts	8,663	8,676	8,689	8,704		
Number of Water Tap Permits	16	14	1	6	37	44
Number of Sanitary Tap Permits	24	37	14	16	91	81
Number of Storm Tap Permits	10	11	2	2	25	30
Number of Second Meter Permits	7	7	2	3	19	14

Utilities

Number of Payments Received	20,203	20,073	20,584	20,484	81,344	79,878
Water	\$1,271,676.63	\$1,361,177.08	\$2,232,413.97	\$1,668,080.81	\$6,533,348.49	\$5,791,612.19
Sewer	\$502,969.97	\$465,709.20	\$516,459.10	\$519,237.44	\$2,004,375.71	\$2,044,862.12
Refuse/Recycling	\$131,893.25	\$130,431.75	\$133,761.82	\$135,095.13	\$531,181.95	\$480,169.84
On/Off	\$11.77	\$100.00	\$400.00	\$100.00	\$611.77	\$650.00
Fire	\$925.09	\$908.11	\$902.40	\$931.72	\$3,667.32	\$3,641.31
Miscellaneous	\$5,291.16	\$4,402.73	\$5,262.35	\$3,823.84	\$18,780.08	\$17,651.93
Water Payment Plan	\$4,574.78	\$0.00	\$0.00	\$0.00	\$4,574.78	\$761.85
Sewer Tap Pay Plan	\$6,676.85	\$0.00	\$0.00	\$0.00	\$6,676.85	\$0.00
Total Collection Tree Removal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$926.02

Utility/Zoning Permit Sales

Water Tap Permits	\$14,495.00	\$17,120.00	\$1,200.00	\$7,200.00	\$40,015.00	\$52,375.00
Sanitary Tap Permits	\$2,090.00	\$2,185.00	\$1,425.00	\$2,187.20	\$7,887.20	\$7,220.00
Sanitary Connection Fees	\$22,501.94	\$11,740.00	\$6,460.00	\$6,480.00	\$47,181.94	\$73,631.40
Sanitary Cost Recovery	\$51,995.05	\$0.00	\$12,460.50	\$3,543.75	\$67,999.30	\$2,377.27
Sanitary Project Reimbursement	\$0.00	\$24,748.99	\$0.00	\$0.00	\$24,748.99	\$47,411.88
Storm Tap Permits	\$950.00	\$855.00	\$0.00	\$190.00	\$1,995.00	\$2,850.00
Second Meter Permits	\$1,200.00	\$2,100.00	\$600.00	\$1,480.00	\$5,380.00	\$4,500.00
Hydrant Permits	\$0.00	\$700.00	\$600.00	\$0.00	\$1,300.00	\$3,057.76
Zoning Permits	\$6,421.25	\$9,026.24	\$5,024.65	\$2,935.00	\$23,407.14	\$20,632.78

Service Dept Sales

Sewer and Sidewalk Licenses	\$450.00	\$9,300.80	\$150.00	\$910.00	\$10,810.80	\$9,289.43
Plans/Bid Documents	\$710.00	\$410.00	\$745.00	\$200.00	\$2,065.00	\$4,845.00

Refuse/Green Yard Waste

Refuse Extra Bag Tags	\$332.90	\$261.11	\$497.25	\$477.00	\$1,568.26	\$1,376.80
Refuse Bulk Item Sticker	\$1,265.00	\$1,661.00	\$1,611.50	\$987.50	\$5,525.00	\$4,675.00
Green Yard Waster Stickers/Bags	\$2,860.00	\$15,055.12	\$3,486.50	\$492.75	\$21,894.37	\$20,703.50

Misc

Misc.	\$10,000.00	\$16,909.12	\$2,965.00	\$662.20	\$30,536.32	\$16,044.42
Total Collection	\$2,039,290.64	\$2,074,801.25	\$2,926,425.04	\$2,355,014.34	\$9,395,531.27	\$8,611,265.50

6730 MONROE STREET • SYLVANIA, OHIO 43560-1994 • (419) 885-8950 • FAX (419) 885-8963

www.cityofsylvania.com

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior year
Total Water Purchased (Gallons)	118,139,120	141,386,960	184,752,260	117,634,220	561,912,560	582,445,160
Average Daily Water Purchased	1,312,657	1,570,966	2,052,803	1,307,047	1,539,486	1,675,243
Total Sewer Flow (Gallons)	313,000,000	420,740,000	194,220,000	223,460,000	1,151,420,000	885,420,000
Average Daily Sewer Flow	3,477,778	4,674,889	2,158,000	2,482,889	3,154,575	3,279,333
Estimated Population Served-Water	21,400					
Estimated Population Served-Sewer	25,300					

Activities To Be Performed

- Monitoring meter reading
- Continue replacement of Dead MTUs
- Testing Large Meters
- Replacement of Dave White Meter
- Monitor usage for potential frozen/broken meters

Progress This Period

- 3,885 online payments made, total collections for year \$392,832.60
- Systematic Cleaning of sewer collection system
- 42 MTU's replaced (total for year)

***Total Year Bags/Stickers Sold**

Green Yard Waste Bags	1362
Green yard Waste Stickers	794
Bulk Item Stickers	386
Extra Bag Stickers	758



 David W. France
 Utility Manager