

Sylvania City Council
June 1, 2020

7:30 p.m. Council Meeting
Agenda

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mrs. Cappellini.
3. Additions to the agenda.
4. Approval of the regular council meeting minutes of May 18, 2020.
5. COVID-19 Update.
 - a. Mayor Craig Stough.
 - b. Police Division – Chief Schnoor.
 - c. Public Safety/Service Dept./Lucas County Emergency Liaison – Kevin Aller.
 - d. Finance/Budget – Toby Schroyer.
 - e. Economic Development/Businesses – Bill Sanford.
6. Proposed Ordinance No. 31-2020, Amending Section 125.02 – Division of Police; amending Section 139.03(e)(3) of the Codified Ordinances of Sylvania, 1979, as amended.
7. Harroun Park River Trail Bioretention & Stream Restoration project. (Root parking lot)
 - a. Service Director’s report on the design-build services contract.
 - b. Proposed Ordinance No. 34-2020, Authorizing to accept proposal of Civil & Environmental Consultants, Inc for the Design-Build Services for Harroun Park River Trail Bioretention & Stream Restoration.
8. Maplewood Ave. Reconstruction Project.
 - a. Service Director’s report on the Geotechnical & Environmental Engineering Services Contract.
 - b. Proposed Ordinance No. 35-2020, Accepting proposal of TTL Associates, Inc. to provide Geotechnical & Environmental Engineering Services for Maplewood Avenue Reconstruction.
9. Proposed Ordinance No. 36-2020, Determining to proceed with the improvements of Acres Road between Sugar Hill Court and Greenhaven Road by installing an eight-inch sanitary sewer line.

10. Proposed Ordinance No. 37-2020, Authorizing a revision to the agreement with Zambelli Fireworks Manufacturing Co. for Independence Day Celebrations on July 3, 2021, July 3, 2022, and July 3, 2023.
11. Proposed Ordinance No. 38-2020, Authorizing to accept the proposal of Environmental Design Group to perform Task 3 of the Sylvania Downtown Master Plan and Market Analysis.
12. Committee reports.
 - a. Committee of the Whole meeting held on May 20, 2020.
 - b. Employee & Community Relations Committee meeting held on May 21, 2020.
 - 1) Proposed Ordinance No. 39-2020, Accepting the proposal of Arrow Print & Copy for the 2021 City of Sylvania Calendar.
13. Committee referrals.

INFORMATION

- A. 2nd Quarter 2020 Management Reports.
- B. Information from Sylvania Township on a proposed Resolution of Necessity of a Renewal Tax Levy for the operation of the Sylvania Senior Center.

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The Council of the City of Sylvania, Ohio met in regular session on May 18, 2020 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, Brian McCann, Patrick Richardson, Lyndsey Stough, Mary Westphal; (7) present; (0) absent.

Roll call:
All present.

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

Pledge of Allegiance.

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

The following items were added to the agenda:

- 4a. Agenda item No. 17A2 was moved here.
- 13. Removed from agenda.

Mrs. Westphal moved, Mr. Richardson seconded to approve the agenda as amended; roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, 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 May 4, 2020 meeting minutes. Mrs. Westphal moved, Mr. McCann 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 May 4, 2020 be approved; roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the May 4 meeting minutes.

Mrs. Westphal reported on a Committee of the Whole meeting held on this date to discuss proposed Ordinance No. 13-2020 Resolution amending the resolution previously adopted which created TARTA. Mr. Russell Mills from BGSU, Center for Regional Development and Mr. Danial Woodcock from TARTA made presentations on the 2019 Economic Impact Analysis of TARTA.

Report of COW Mtg held 5/18/20 re: TARTA.

Mrs. Westphal presented and read aloud by title only, waiving the third reading of proposed Resolution No. 13-2020, a written copy of same having been previously furnished to each member of Council, "A Resolution amending the Resolutions previously adopted which created the Toledo Area Regional Transit Authority (TARTA) by: (1) Adding Lucas County as a member of TARTA; (2) Eliminating TARTA's 2.5 Mill property taxes and substituting a one-half percent Sales & Use Tax; (3) Allocation monies from the Sales and Use Tax collected to TARTA to directly fund its operations and allocated monies from the Sales & Use Tax collected to other local governmental entities for the installation, maintenance and improvement of mass transit related infrastructure; provided that such changes are contingent upon voter approval of

Resolution No. 13-2020, "...amending Resolutions previously adopted.... eliminate property tax;

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the new TARTA funding system at the November 3, 2020 General Election; and declaring an emergency.” Mrs. Westphal moved, Mr. Richardson seconded, that Council dispense with the Third Reading of said Resolution; roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal, (7) yeas; (0) nays. The motion carried.

Substituting
Sales & Use
Tax....”

Mrs. Westphal moved, Mr. Haynam seconded, that Resolution No. 13-2020 be enacted as an emergency measure as declared therein; roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

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

Mayor Stough provided an update on the COVID-19 response to date, stating all city employees are back to work full time, and residents continue to receive services as usual. A short ceremony in recognition of Memorial Day will be held at 10:00 a.m. on Main Street near the hotel. No parade this year. The first DORA was held and was well attended.

Mayor Stough -
COVID-19
Update.

Chief Schnoor stated the police department will be back on the regular schedule by end of month. Chief stated no one is in isolation/quarantined.

Chief Schnoor –
COVID-19
Update.

Public Service Director Aller provided information on city services. The unlimited pickup and shred day are in the process of being rescheduled. All employees are back to work with safety measures in place.

Public Service
Director Aller –
COVID-19
Update.

Finance Director Schroyer provided information on the income tax collections, city payroll and budget. Mr. Schroyer stated the city will lose approximately \$500,000 by end of May in payroll tax withholdings.

Finance Dir.
Schroyer –
COVID-19
Update.

Economic Development Director Bill Sanford provided information on local businesses and how it is affecting their operations. Mr. Sanford stated the Farmers Market will move forward, DORA has started, and the golf tournament is currently in discussion with the Governor.

Econ Dev. Dir.
Bill Sanford –
COVID-19

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Mayor Stough stated that Council will now consider agenda item 6.	Update.
Mr. Frye lead a discussion of the July 3 rd Fireworks at Centennial Park stating the township, SAJRD and the City are continuing the discussion to possibly postpone or cancel. They will provide a recommendation to the Mayor and Administration for any possible action needed.	Fireworks Update.
Ms. Stough provided talking points regarding temporary street closures to expand outdoor areas for restaurants near the downtown to accommodate social distancing. Many ideas were discussed with continued discussions needed. Mrs. Westphal moved, Mr. Haynam seconded to set a Committee of the Whole for May 20, 2020 at 4:30 p.m. to continue the discussion of temporary street closures via ZOOM meeting.	Temporary Street Closures discussion. Set COW for 5-20-20 @ 4:30p.m.
Mayor Stough stated that Council will now consider agenda item 7.	
Mrs. Cappellini presented and read aloud by title only, proposed Ordinance No. 24-2020, a written copy of same having been previously furnished to each member of Council, "Providing for the controlling blight and disease of shade trees and for planting, maintaining, trimming and removing shade trees in and along the streets and within public right-of-way of the City of Sylvania; authorizing the Director of Public Service, by and through the proper officers of said City to do said work during the year 2020; establishing one district for said purpose in accordance with the provisions of Section 727.011 of the Revised Code of Ohio; providing for the assessment of the cost and expense thereof upon abutting property; and declaring an emergency"; Mrs. Cappellini moved, Ms. Stough seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being; Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.	Ordinance No. 24-2020, "Providing for the controlling of blight and disease...shade trees..."
Mrs. Cappellini moved, Mr. Richardson seconded, that Ordinance No. 24-2020 be enacted as an emergency measure as declared therein; roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.	

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Mr. McCann presented and read aloud by title only, proposed Ordinance No. 25-2020, a written copy of same having been previously furnished to each member of Council, "Providing for the construction, maintenance, repair, cleaning and enclosing open drainage ditches located within the Corporate limits of the City of Sylvania; authorizing the Director of Public Service, by and through the proper officers of said City to do said work during the year 2020; establishing one district for said purpose in accordance with the provisions of Section 727.012 of the Revised Code of Ohio; providing for the assessment of the cost and expense thereof upon abutting property; and declaring an emergency"; Mrs. McCann moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being; Richardson, Stough, Westphal, Cappellini, Frye, Haynam, McCann, (7) yeas; (0) nays. The motion carried.

Ordinance No. 25-2020, "Providing... repair, cleaning ...ditches..."

Mr. McCann moved, Mr. Richardson seconded, that Ordinance No. 25-2020 be enacted as an emergency measure as declared therein; roll call vote being: Stough, Westphal, Cappellini, Frye, Haynam, McCann, Richardson, (7) yeas; (0) nays. The motion carried.

Mr. Frye presented and read aloud by title only, proposed Resolution No. 14-2020, a written copy of same having been previously furnished to each member of Council, "Declaring the necessity of lighting the streets in the City of Sylvania, Ohio; determining the manner of providing street lighting and the basis for the property owner's share of the cost and annual assessment; and declaring an emergency"; Mr. Frye moved, Mr. McCann seconded, that Council dispense with the Second and Third Readings of said Resolution; roll call vote being: Westphal, Cappellini, Frye, Haynam, McCann, Richardson, (7) yeas; (0) nays. The motion carried.

Resolution No. 14-2020, "declaring the necessity of lighting the streets..."

Mr. Frye moved, Mrs. Westphal seconded, that Resolution No. 14-2020 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, Westphal, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the Brookfield Estates Resurfacing Project was placed on file. Mr. Frye moved, Mr. Richardson seconded to table proposed Ordinance No. 26-2020 until next council meeting on June 1, 2020; roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal, (7) yeas; (0) nays. The motion carried.

Ordinance No. 26-2020, tabled until 6/1/20.

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

Service Director's report on the Engineering Services Contract for Maplewood Avenue Reconstruction project was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 27-2020, a written copy of same having been previously furnished to each member of Council, "Accepting the proposal of CT Consultants to provide Engineering Services for the Maplewood Avenue Reconstruction Project; appropriating funds therefore in the amount of \$36,500; and declaring an emergency." Mr. Frye moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Ordinance No. 27-2020, "...engineering contract... Maplewood Ave Reconstruction"

Mr. Frye moved, Mr. McCann seconded, that Ordinance No. 27-2020 be enacted as an emergency measure as declared therein; roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the Right-of-Way Dedication by Warranty Deed from City of Sylvania, 5576 Centennial Road was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 28-2020, a written copy of same having been previously furnished to each member of Council, "Accepting from the City of Sylvania, a Warranty Deed of Right-of-Way; dedicating the same for public purposes; providing funds therefore; and declaring an emergency." Mr. Frye moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Richardson, Stough, Westphal, Cappellini, Frye, Haynam, McCann (7) yeas; (0) nays. The motion carried.

Ordinance No. 28-2020, "Accepting... Warranty Deed of Right-of-Way..." (5576 Centennial Rd.)

Mr. Frye moved, Mr. Richardson seconded, that Ordinance No. 28-2020 be enacted as an emergency measure as declared therein; roll call vote being: Stough, Westphal, Cappellini, Frye, Haynam, McCann, Richardson, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 11.

Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 29-2020, a written copy of same having been previously furnished to each member of Council, "Approving the Banner Application of the Sylvania Schools; authorizing the Zoning Administrator to indicate such approval on behalf of the City of Sylvania; and declaring an emergency." Mr. Haynam moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Westphal,

Ordinance No. 29-2020, Approving banner app...Sylvania Schools..."

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Cappellini, Frye, Haynam, McCann, Richardson, Stough, (7) yeas; (0) nays. The motion carried.

Mr. Haynam moved, Mr. McCann seconded, that Ordinance No. 29-2020 be enacted as an emergency measure as declared therein; roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 12.

Service Director's report on the Vehicle Purchase (Sign Truck) was placed on file. Mr. Frye presented and read aloud by title only, proposed Ordinance No. 30-2020, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance to accept the proposal of Lift-A-Loft for the Repair/Replacement of the sign truck for the Department of Public Service; appropriating \$49,750 therefore; and declaring an emergency." Mr. Frye moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Ordinance No. 30-2020, "...accept proposal of Lift-A-Loft for a Sign Truck for the Dept of Public Service...."

Mr. Frye moved, Mr. Richardson seconded, that Ordinance No. 30-2020 be enacted as an emergency measure as declared therein; roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 13.

Mayor Stough stated this agenda item is removed from the agenda.

Mayor Stough stated that Council will now consider agenda item 14.

Mrs. Westphal moved, Mr. Richardson seconded to approve Mr. Frye to push back from table due to conflict of interest; roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Ms. Stough presented and read aloud by title only, proposed Ordinance No. 32-2020, a written copy of same having been previously furnished to each member of Council, "An Ordinance approving the Northwest Ohio Advanced Energy Improvement District Program Plan – Residential Plan; authorizing and approving the execution, delivery, and performance of a City Residential Pace Cooperative Agreement with respect to property assess Clean Energy Transactions in cooperation with the Northwest Ohio

Ordinance No. 32-2020, "OW Ohio Advanced Energy Improvement District Program

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Advanced Energy Improvement District and the Toledo-Lucas County Port Authority; authorizing the Toledo-Lucas County Port Authority to approve petitions and plans for public improvements or public services submitted by the owners of real property within the City requesting that their property be added tot the territory of the Northwest Ohio Advanced Energy Improvement District and assessed for the cost of such plans on behalf of the Council of the City; and declaring an emergency” Ms. Stough moved, Mrs. Westphal seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Stough, Westphal, Cappellini, Haynam, McCann, Richardson, (6) yeas; (0) nays. The motion carried.

Plan –
Residential
Plan....”

Ms. Stough moved, Mr. McCann seconded, that Ordinance No. 32-2020 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Cappellini, Haynam, McCann, Richardson, Stough, (6) yeas; (0) nays. The motion carried.

Mr. Frye returned to the table.

Mayor Stough stated that Council will now consider agenda item 15.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 33-2020, a written copy of same having been previously furnished to each member of Council, “Authorizing the Mayor and Director of Finance to enter into an agreement with the Board of Township Trustees of Sylvania Township, Lucas County, Ohio to create a Joint Economic Development District located in a portion of the unincorporated area of Sylvania Township, and declaring an emergency.” Mrs. Westphal moved, Mr. Richardson seconded, that Council dispense with the Second and Third Readings of said Ordinance; roll call vote being: Cappellini, Frye, Haynam, McCann, Richardson, Stough, Westphal, (7) yeas; (0) nays. The motion carried.

Ordinance No.
33-2020,
“...JEDD with
Sylvania
Township...”
(Oakleaf
Village)

Mrs. Westphal moved, Mr. Haynam seconded, that Ordinance No. 33-2020 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, McCann, Richardson, Stough, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 16.

Mayor Stough presented the Planning Commission’s recommendation for Zoning Ordinance Amendment, ZA-1-2010 from South Briar, LLC (David Schmitt) from “R-1”, Single Family Residential Large Lot District to “B-2” General Business District and “R-3” Multiple Dwelling Medium Density District for property located at 5111 & 5123 Main Street, Sylvania, OH 43560. Mr. Haynam moved, Mrs. Westphal seconded, to set the public hearing date for July 20th at 7:00 p.m. and to authorize the

Set Public
Hearing for ZA-
1-2020, 5111 &
5123 Main St.
for 7/20/20 @
7:00 p.m.

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clerk to advertise for same; roll call vote being: Haynam, McCann, Richardson, Stough, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 17.

Mrs. Westphal reported on a Committee of the Whole meeting held on May 7th to discuss the Downtown Plan. She stated there was a presentation by Michelle Johnson of Environmental Design Group regarding Phase I, Market Analysis. After answering questions from Council, she stated Phase 2, will include financial benefits of CDBG and stimulus money being directed to ODOT.

Report of COW
Mtg. held 5/7/20
re: Downtown
Plan.

Mrs. Westphal moved, Mr. Frye seconded to authorize administration to prepare legislation to move forward with Phase 2 of the Downtown Development Plan; roll call vote being: McCann, Richardson, Stough, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Mr. Richardson reported on an Employee & Community Relations Committee meeting held on May 11, 2020 to discuss the 2021 City Calendar. He stated the committee reviewed 4 bids received and wanted to hear details on the bids.

Emp. & Com.
Relations
Committee
meeting re:
2021 Calendar.

Mr. Richardson moved, Mr. McCann seconded to set an Employee & Community Relations Committee meeting for May 21, 2020 at 5:30 p.m. via Zoom; roll call vote being: Richardson, Stough, Westphal, Cappellini, Frye, Haynam, McCann, (7) yeas; (0) nays. The motion carried.

Set Emp & Com
Relations
Committee
meeting for
5/21/20; 5:30
p.m.

Mayor Stough stated there is no other business to come before Council.

Mrs. Westphal moved, Mr. Richardson seconded to adjourn at 9:44 p.m. Roll call vote being: Haynam, Richardson, Stough, Westphal, Cappellini, Frye, McCann (7) yeas; (0) nays. The motion carried.

Adjournment.

Clerk of Council

Mayor

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Mayor Stough stated there is no other business to come before Council.

Mrs. Westphal moved, Mr. McCann seconded to adjourn at 8:41 p.m. Roll call vote being: Haynam, Richardson, Stough, Westphal, Cappellini, Frye, McCann (7) yeas; (0) nays. The motion carried. Adjournment.

Clerk of Council

Mayor

ORDINANCE NO. 31 -2020

AMENDING SECTION 125.02 – DIVISION OF POLICE; AMENDING SECTION 139.03(e)(3) – DEFINITION AND ADOPTION OF THE COMPENSATION PLAN OF THE CODIFIED ORDINANCES OF SYLVANIA, 1979, AS AMENDED; AND DECLARING AN EMERGENCY.

WHEREAS, the Chief of Police and Director of Public Safety have recommended that the Division of Police be amended to permit the hiring of people who have not yet completed the Ohio Peace Officers Training Academy.

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

SECTION 1. That Section 125.02 of the Codified Ordinances of the City of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on “Exhibit A.”

SECTION 2. That Section 139.03(e)(3) of the Codified Ordinances of the City of Sylvania, 1979, as amended, be, and the same hereby is, amended to read as set forth on “Exhibit B.”

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 the adjustments to the Division of Police personnel structure 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.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

125.02 DIVISION OF POLICE.

The Chief of the Division of Police, to be called the Chief of Police, shall, under the Director of Public Safety, have exclusive control of the stationing and transfer of all police officers and other officers and employees constituting the police force, under such rules and regulations as the Director may promulgate from time to time. The Chief of Police shall have a police secretary whose duties he shall assign within the Division. The police force shall be composed of a Chief of the Division of Police; two captains, who shall be directed by and answerable to the Chief; six sergeants, who shall be answerable to and assigned by the Chief; twenty-six police officers and/or cadets, who shall be answerable to and assigned duties by the Chief of Police; a chief telecommunicator and five regular full-time telecommunicators in the Communications Section, all of whom shall be answerable to and assigned duties by the Chief of Police; and such additional personnel, both full-time and part-time as Council shall hereafter authorize. The Chief of Police may set up, combine and/or abolish and assign or reassign any member of the police force to, or withdraw therefrom, any of the following sections: Office of Community Affairs; Detective Bureau; Court Officer; Property and Evidence Room; Road Patrol. In the event of an emergency, the Mayor may appoint additional police officers and other officers for temporary service during the emergency.

(Ord. ____-2020. Passed ____-2020.)

“Exhibit A”

139.02

CONTENT AND COVERAGE OF THE COMPENSATION PLAN.

(a) Classes in the Plan. The Classification Plan shall consist of the classes listed in this section, with such changes from time to time as may be recommended by the Treasurer and approved by Council. All positions in each class shall be compensated in accordance with the class grade for each class as shown in this section and at the rates of pay for each class grade as set forth in Section 139.03. The salary rates as established for each class grade shall be the compensation for work of salaried employees on a normal full-time schedule not to exceed the number of hours per week shown in this section for the respective groups of classes.

<u>CLASS CODE</u>	<u>CLASS GRADE</u>	<u>CLASS TITLE</u>
*	*	*
	131	9
	Police Cadet	
*	*	*

(Ord. ____-2020. Passed ____-2020.)

“Exhibit B”

7a



DEPARTMENT OF PUBLIC SERVICE

KEVIN G. ALLER, PE DIRECTOR

June 1, 2020

To: The Mayor and Members of Sylvania City Council

Re: **Design-Build Services Contract**
Harroun Park River Trail Bioretention & Stream Restoration

Dear Mr. Mayor and Council Members:

The Service Department is ready to commence engineering design work for the Harroun Park River Trail Bioretention & Stream Restoration Project. This project includes the conversion of the 0.4 acre depression in the interior of the parking lot behind Root Inc. to a bioretention cell to intercept stormwater draining directly to Ten Mile Creek. It also includes a complementary stream restoration component that installs three (3) cross vane and rock riffle structures and riparian plantings along a 350 linear foot stretch of Ten Mile Creek within Harroun Park. Construction is scheduled for yet this year late fall of 2020 with 90% of the project funded by the USEPA's Ohio Domestic Action Plan grant.

We received seven (7) qualification statements from teams for the requested design-build services. We further requested proposed general plans and cost proposals from the highest two ranked teams. We believe the most favorable proposal was received from the team of Civil & Environmental Consultants, Inc. (CEC) from Toledo, Ohio and HEPACO from Charlotte, NC, in the amount of \$229,200. This project was an anticipated capital expense in the 2020 budget with funds being used from account number 401-7310-52541. The City's net cost of the project will be approximately \$22,920.

The Service Department does not have direct experience with CEC or HEPACO. However, they have performed several similar projects together successfully and we are comfortable to move forward.

We would recommend approval of the design-build services proposal with Civil & Environmental Consultants, Inc. in the amount of \$229,200. Please call with any questions.

Sincerely,

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

ORDINANCE NO. 34 -2020

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF CIVIL & ENVIRONMENTAL CONSULTANTS, INC. FOR THE DESIGN-BUILD SERVICES FOR THE HARROUN PARK RIVER TRAIL BIORETENTION AND STREAM RESTORATION PROJECT; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$229,200; AND DECLARING AN EMERGENCY.

WHEREAS, Resolution No. 4-2019, passed by Sylvania City Council on March 4, 2019, authorized the Mayor and Director of Finance to file a grant application with the Ohio Environmental Protection Agency to convert the mowed depression in the parking lot behind Root to a bio retention rain garden around existing trees; and,

WHEREAS, the City’s grant application was successful and the Department of Public Service is now prepared to begin engineering design work for the Harroun Park River Trail Bioretention & Stream Restoration Project; and,

WHEREAS, the Director of Public Service, by report dated June 1, 2020, reported that he received seven (7) qualification statements from teams for the requested design-build services and further requested proposed general plans and cost proposals from the two highest-ranked teams; and,

WHEREAS, the proposal of Civil & Environmental Consultants, Inc. provides for the conversion of the 0.4 acre depression in the interior of the parking lot behind Root Inc. to a bioretention cell to intercept storm water draining directly to Ten Mile Creek and also includes a complimentary stream restoration component that installs three (3) cross vane and rock riffle

structures and riparian plantings along a 350 linear foot stretch of Ten Mile Creek within Harroun Park; and,

WHEREAS, the Economic Development Director, by report dated June 1, 2020, has recommended acceptance of the proposal of Civil & Environmental Consultants, Inc. to provide design-build services for the Harroun Park River Trail Bioretention & Stream Restoration in the amount of \$229,200, with an approximate net cost to the City of \$22,920.

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

SECTION 1. That the Mayor and the Director of Finance be, and they hereby are, authorized to sign the proposal of Civil & Environmental Consultants on behalf of this City, thereby indicating such approval and acceptance of the proposal for the Design-Build Services for the Harroun Park River Trail Bioretention & Stream Restoration Project.

SECTION 2. That to provide funds for said services hereby authorized, there is hereby allocated from the **CAPITAL IMPROVEMENT FUND** from funds therein not heretofore allocated to **Account No. 401-7310-53502, Park Improvements**, the amount of Two Hundred Twenty-Nine Thousand Two Hundred Dollars (\$229,200.00).

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that proposal for said design-build work can proceed 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, _____, 2020, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

8a



June 1, 2020

To: The Mayor and Members of Sylvania City Council

Re: **Geotechnical and Environmental Engineering Services Contract
Maplewood Avenue Reconstruction**

Dear Mr. Mayor and Council Members:

At the May 18th City Council meeting the engineering services contract with CT Consultants, Inc. for the Maplewood Avenue Reconstruction Project was approved (Ordinance 27-2020). As a reminder, this project will reconstruct the existing pavement full-depth with new asphalt pavement from the railroad tracks to Main Street complete with new waterline, storm sewer, sidewalks, decorative street lights, and streetscape elements.

The Service Department received a geotechnical and environmental engineering services proposals from TTL Associates, Inc. from Toledo, Ohio. The geotechnical engineering proposal was in the amount of \$5,140 and the environmental engineering proposal was in the amount of \$8,400. The geotechnical scope of services includes conducting pavement cores, evaluating subgrade conditions, and making recommendations on the proposed pavement build-up and any necessary subgrade treatments. The environmental scope of services includes preparing a Limited Phase II Environmental Site Assessment (ESA) complete with soil sampling, testing for volatile organic compounds (VOC's) and polynuclear aromatic hydrocarbons (PAH's), and recommendations.

The geotechnical and environmental engineering work for this project were anticipated capital expenses in the 2020 budget with funds being used from account number 401-7610-53503.

We would recommend approval of both proposals from TTL Associates, Inc. in the amount of \$5,140 and \$8,400 respectively. Please call with any questions.

Sincerely,

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



1915 North 12th Street
Toledo, OH 43604-5305
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F 419-241-1808
www.tlassoc.com

May 26, 2020

Proposal No. 1966401

Mr. Joseph E. Shaw, P.E., P.S.
Deputy Director
City of Sylvania
Department of Public Service
6730 Monroe Street
Sylvania, Ohio 43560

**Geotechnical Subsurface Investigation
Proposed Roadway Reconstruction
Maplewood Avenue
Sylvania, Ohio**

Dear Mr. Shaw:

TTL Associates, Inc. (TTL) is pleased to provide this proposal to City of Sylvania for a geotechnical subsurface investigation for the above referenced project. TTL has developed this proposal for services based on the following information:

- A Request for Proposal (RFP) sent via email from you to Mr. Chris Iott of TTL on May 18, 2020 that included a site plan identifying the project area and a scope of services for the project professional engineering and surveying services.
- A follow-up email from you to Mr. Iott on May 21, 2020 requesting 10 feet deep borings for evaluation of installation and support of underground utilities associated with the project, and the potential need for subsurface contamination evaluations.
- Follow-up email and telephone correspondence between you and Mr. Iott on May 21, 2020 regarding a separate environmental proposal.
- Follow-up email correspondence between you and Mr. Iott on May 26, 2020 regarding traffic control, classification testing, ODOT GB-1 subgrade analysis, and sulfate content testing.

A separate proposal is being provided for environmental services associated with potential environmental impacts associated with previous development at the northwest corner of Main Street and Maplewood Avenue (currently Inside the Five restaurant and Interrupt).

PROJECT DESCRIPTION

It is our understanding that the project consists of full-depth reconstruction of a portion of Maplewood Avenue, from Main Street west to Norfolk Southern Railroad, in Sylvania, Ohio. The existing composite section will be replaced with a flexible (asphalt) section. Final design roadway grades are anticipated to approximate existing roadway grades.

As part of the project, waterline, storm sewer, and drainage structures will be replaced. Additionally, new electrical conduit, poles, and fixtures are anticipated to be required for new lighting/streetscaping. Underground utility installation is anticipated to be performed using open-cut and/or directional drilling methods. Underground utility inverts are anticipated to be less than 10 feet below existing grades.

SCOPE OF WORK

TTL proposes to conduct a geotechnical subsurface investigation to evaluate the properties of the underlying soils with respect to design and construction of pavements, as well as installation and support of underground utilities at the above referenced location. A drill rig and crew will be utilized to obtain pavement cores and advance test borings into the underlying soils for the purpose of collecting samples and performing in-situ tests. Laboratory testing will be conducted on the collected soil samples to provide physical properties and characteristics of the underlying materials. Engineering design recommendations for pavements and underground utilities will be developed based on information obtained from the drilling and laboratory testing.

The proposed scope has been divided into the following three tasks.

Task 1 - Mobilization, Drilling and Sampling

Based on the provided information, three cores/borings are requested for this investigation. Due to the potential environmental impacts from previous development at the northwest corner of Main Street and Maplewood Avenue, it was requested that two cores/borings be performed in the westbound drive lane by Inside the Five restaurant and Interrupt. The remaining boring will be performed to the west, in the eastbound traffic lane. The approximate locations of the proposed cores/borings are shown on the attached Core/Boring Location Plan. After coring the existing roadway pavement, the borings will be extended to a depth of 10 feet below top of pavement or auger refusal, whichever is first encountered.

TTL will mobilize a drill rig and crew to the site, perform the indicated cores/test borings, and return the collected soil samples to our laboratory for testing. The cores/test borings will be located in the field by TTL in general accordance with the provided site plan. The borings will be located by taping or pacing methods. TTL will notify the Ohio Utilities Protection Service (OUPS) for utility markings and clearances. **The client is to furnish TTL with plans identifying on-site underground**

structures and utilities, and to notify TTL of those structures and utilities not shown on said plans. If obstructions, overhead power lines, or underground utilities are encountered, the cores/test borings may have to be relocated. The relocation distance shall be kept to a minimum.

The pavement cores will be performed using a nominal 4-inch or 6-inch diameter core barrel. The test borings will be performed in general accordance with ASTM D 1586 and D 5434. Soil samples will be collected continuously using an 18-inch split-spoon sample drive. Standard Penetration Tests will be performed at the same intervals. Upon completion of the drilling operations, each test boring will be backfilled with a mixture of bentonite chips and auger cuttings. The surface will be patched using asphalt patch.

It is intended that the borings not be performed in the railroad right-of-way. As such, we have not included railroad permits or flaggers in this scope of work.

The roadway includes single lanes both westbound and eastbound. As such, traffic will need to be diverted into the traffic lane of on-coming traffic during performance of the cores/borings, or the roadway will need to be closed. City of Sylvania will provide traffic control or close the roadway during performance of the cores/borings.

During performance of the geotechnical test borings, the drillers will make notes of samples exhibiting apparent odors or sheen that may be signs of environmental impacts. However, no environmental screening or laboratory testing for such samples is included in this scope of work. Rather, this information will be provided to City of Sylvania to evaluate the potential need for performance of environmental services, for which TTL is providing a separate proposal.

Task 2 - Laboratory Testing

Design and construction recommendations pertaining to pavements and underground utilities will be evaluated using soil index properties and engineering parameters determined from laboratory tests performed on the recovered soil samples. These tests will include the following:

- Moisture content determinations (ASTM D 2216)
- Dry density determinations and unconfined compressive strength tests (ASTM D 2166)
- Atterberg limits tests (ASTM D 4318)
- Particle size analyses (ASTM D 6913 and D 7928)

All recovered soil samples will be tested for moisture content and visually or manually classified in accordance with the Ohio Department of Transportation (ODOT) system of soil classification. Dry density determinations and unconfined compressive strength tests will be performed on approximately 15 percent of the intact cohesive samples. Unconfined compressive strength estimates will be obtained for the remaining intact cohesive samples using a calibrated hand penetrometer.

Additionally, an Atterberg limits test and a particle size analysis will be performed on two representative soil samples from each boring to evaluate soil classification and index properties, as well as to provide a correlation to evaluate a California Bearing Ratio (CBR) design value for the pavement subgrade.

Chemical stabilization is not anticipated for this project. As such, sulfate content testing will not be performed to evaluate potential issues with this method of subgrade modification.

Task 3 - Engineering Analysis, Recommendations and Report Preparation

A geotechnical engineer will take the information from the driller's field logs and prepare engineering logs describing each encountered stratum. Recovered pavement cores will be photographed, and a photographic log of each core will be prepared. Geotechnical-related design and construction recommendations will be prepared under the direction of a licensed professional engineer.

The recommendations will address soil conditions and characteristics. In addition, general construction recommendations will be provided by the geotechnical engineer, including excavation and backfill requirements, as well as groundwater conditions and control. Recommendations will be provided for installation and support of underground utilities. Using information obtained from the index property testing, a subgrade CBR will be evaluated and presented for use in flexible (asphalt) pavement design. Based on the classification testing, an ODOT GB-1 subgrade analysis spreadsheet will be completed for evaluation of planned subgrade depth of undercuts and replacement with new granular engineered fill.

The final report will contain the field investigation and laboratory test data, state our findings and observations, and include a site plan and log identifying each core/test boring. A pavement core photographic log will be included in the report for each core. A copy of the ODOT GB-1 spreadsheet will also be included in the report. The final report will also include the recommendations for pavements, as well as installation and support of underground utilities, prepared under the direction of a licensed professional engineer.

ESTIMATED COST

TTL proposes to conduct the investigation described herein for a lump sum fee of **\$5,140.00**. This fee includes:

- \$1,115 for drilling and sampling of subsoils not exceeding 30 lineal feet,
- \$545 for three pavement cores,
- \$985 for laboratory testing, and
- \$2,495 for engineering analysis and report preparation.

Additional drilling and sampling of overburden soils, if deemed necessary by subsurface conditions and authorized by City of Sylvania prior to demobilization, would be performed on an add basis of \$35.00 per lineal foot. Delays incurred by the drilling crew due to circumstances beyond our control will be billed at the rate of \$285.00 per hour.

The engineering fee includes analysis and consultation through submittal of the final report. Any project meetings, as well as additional analysis and consultation services, will be invoiced in accordance with the following unit rates:

- Project Engineer for additional analysis and engineering evaluation, per hour \$ 160.00
- Chief Geotechnical Engineer (P.E.) for meetings and consultation, per hour..... \$ 230.00

TERMS AND CONDITIONS

Work shall be performed in accordance with the attached TTL Agreement for Services. Please execute the agreement form and return it to our office as our authorization to proceed. Alternatively, a purchase order referencing this proposal by number and date may be provided as our authorization to proceed.

TTL will apply reasonable care to avoid encountering underground structures and utilities, including notifying OUPS prior to the field work to obtain clearances within OUPS' jurisdiction. **The client is to furnish TTL with plans identifying on-site underground structures and utilities, and to notify TTL of those structures and utilities not shown on said plans.** Any claims resulting from damage to structures/utilities not identified or mismarked by OUPS locaters and/or the client are not the responsibility of TTL, regardless if such damages are direct, indirect, or consequential.

SCHEDULE

TTL is prepared to begin work on this project upon receipt of written authorization to proceed. Based on our current drilling schedule, we anticipate that the field work can be completed within two to three weeks of receipt of written authorization and site plans showing existing on-site underground structures and utilities. Our final report will be available approximately two weeks after completion of the drilling operations. Prior to submittal of the final report, draft boring logs and preliminary recommendations could be provided in order to facilitate design.

TTL Associates, Inc. appreciates this opportunity to provide City of Sylvania with our quality geotechnical services, and we look forward to working with you on this project. Should you have any questions regarding this proposal, please contact us at (419) 324-2222.

Respectfully submitted,

TTL Associates, Inc.



Christopher P. Iott, P.E.
Chief Geotechnical Engineer



Curtis E. Roupe, P.E.
Vice President

- Attachments - Agreement for Services
- Terms and Conditions
- Electronic (ACH) Payment Instructions
- Core/Boring Location Plan

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1915 North 12th Street
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May 26, 2020

Proposal No. 1966402

Mr. Joseph E. Shaw, P.E., P.S.
Deputy Director
City of Sylvania
6730 Monroe Street
Sylvania, Ohio 43560

**Proposal for Services
Limited Phase II Environmental Site Assessment
Proposed Roadway Reconstruction
Maplewood Avenue
Sylvania, Ohio**

Dear Mr. Shaw:

Thank you for the opportunity to provide this Proposal for Services to conduct a Limited Phase II Environmental Site Assessment (ESA) at the above-referenced site. TTL Associates, Inc. (TTL) has developed this proposal for services based on your request to Mr. Chris Iott of TTL on May 21, 2020.

SITE BACKGROUND

It is TTL's understanding that there may be environmental impacts from when the Maplewood Marketplace at the northwest corner of Main Street and Maplewood Avenue was occupied by an automobile repair shop. This area is currently occupied by Inside the Five restaurant and Interrupt. Reportedly, an underground storage tank (UST) was removed from beneath the sidewalk/roadway on the north side of the road in front of Inside the Five.

SCOPE OF WORK

The Scope of Work for this project includes the advancement of soil borings using a Geoprobe[®], soil and groundwater sampling, laboratory analyses, and the completion of a Phase II ESA report. Each of these tasks is described below.

Task 1 – Subsurface Investigation

TTL will implement a soil boring and sampling program to evaluate possible impacts to the soil and groundwater in the area of the Inside the Five restaurant and Interrupt. A maximum of six soil borings will be advanced at the site using a Geoprobe® hydraulic push sampling apparatus. Continuous soil sampling will be performed to a maximum depth of 20 feet below ground surface (bgs) or until a confining layer, groundwater or refusal is encountered, whichever comes first. Decontamination of sampling equipment will include an Alconox® and distilled water wash, followed by a distilled water rinse.

During the soil borings, a TTL environmental professional will describe the soil samples; develop lithologic logs, and record soil screening results. Each soil sample collected will be split into two components, one for field screening and one for potential laboratory analysis. The samples for potential laboratory analysis will be placed into laboratory-cleaned sample containers. The samples for field screening will be placed in re-sealable plastic bags and the headspace in the bags will be assessed for total volatile organic vapors utilizing a field photoionization detector (PID).

The soil sample from each soil boring which appears to be visually impacted (e.g., discoloration), and/or exhibits unusual odors, will be submitted for laboratory analysis to further assess soil quality. If no soil samples in a boring exhibit field evidence of impact, then the soil sample collected from the soil/groundwater interface may be submitted for laboratory analysis from that boring.

If sufficient groundwater for sampling is encountered in the soil borings, groundwater samples will be collected from selected locations through temporary wells installed in the borings. Groundwater samples will be collected using a peristaltic pump and disposable tubing to extract groundwater from a temporary well placed in the borehole. Groundwater samples will be transferred from the tubing to laboratory-cleaned sample containers.

Following the completion of the soil boring and groundwater sampling, the temporary wells will be removed and the borings will be filled with soil cuttings and bentonite clay chips. Samples selected for laboratory analysis will be labeled, placed on ice and shipped with chain-of-custody (COC) forms to the analytical laboratory. Asphalt and/or concrete will be patched to match existing materials.

Task 2 – Laboratory Analysis

Based on TTL's understanding of site conditions and the nature of potential site impact from the identified RECs, a maximum of six soil samples and four groundwater samples will be analyzed for:

- Volatile organic compounds (VOCs) using U.S. EPA Method 8260
- Polynuclear aromatic hydrocarbons (PAHs) using U.S. EPA Method 8270

Task 3 – Report Preparation

Upon completion of the field activities and the receipt of the laboratory analytical reports, TTL will prepare a Limited Phase II ESA report describing the field activities and analytical results. The

electronic report will include field activities, soil boring logs, a site map, analytical results in table format, conclusions, and recommendations.

SCHEDULE

TTL is prepared to begin work on this project upon receipt of written authorization to proceed. We anticipate that one day will be required to complete the field work. The laboratory analysis will be conducted with a standard turn-around time of five to seven business days. After receipt of the analytical report, the Limited Phase II ESA report will be submitted within one week.

FEE

The lump sum fee to complete the above-referenced scope of work is **\$8,400**. This fee assumes free access will be available to the site and boring locations.

TERMS AND CONDITIONS

This project will be performed in accordance with the attached TTL Agreement for Services. Please sign the agreement and return one copy to our office to accept this proposal.

TTL will apply reasonable care to avoid encountering underground structures and utilities, including notifying the governing utility protection service prior to the field work to obtain clearances within the UPS's jurisdiction. The client is to furnish TTL with plans identifying on-site underground structures and utilities, and to notify TTL of those structures and utilities not shown on said plans. Any claims resulting from damage to structures/utilities not identified or mismarked by the UPS and/or the client are not the responsibility of TTL, regardless if such damages are direct, indirect, or consequential.

TTL appreciates the continued opportunity to provide you with our environmental services and we look forward to working with you on this project. Should you have any questions regarding this proposal, please contact Ms. Susan Yarger at (419) 214-5060.

Respectfully submitted,
TTL Associates, Inc.


Shuman Majumder
Project Manager


Susan E. Yarger, CPG
Manager, Environmental and Industrial Hygiene Services

ORDINANCE NO. 35 -2020

ACCEPTING THE PROPOSAL OF TTL ASSOCIATES, INC. TO PROVIDE GEOTECHNICAL AND ENVIRONMENTAL ENGINEERING SERVICES FOR THE MAPLEWOOD AVENUE RECONSTRUCTION PROJECT; APPROPRIATING FUNDS THEREFORE IN THE AMOUNT OF \$13,540; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 27-2020, passed May 18, 2020, accepted the proposal of CT Consultants, Inc. to provide engineering services for the Maplewood Avenue Reconstruction Project; and,

WHEREAS, the Director of Public Service, by report dated June 1, 2020, received a proposal from TTL Associates, Inc. to provide geotechnical and environmental engineering services for the Maplewood Avenue Reconstruction Project and has recommended that the proposal of TTL Associates, Inc. be approved; and,

WHEREAS, the geotechnical scope of services includes conducting pavement cores, evaluating subgrade conditions and making recommendations on the proposed pavement build-up and any necessary subgrade treatments; and,

WHEREAS, the environmental scope of services includes preparing a Limited Phase II Environmental Site Assessment complete with soil sampling, testing and recommendations; and,

WHEREAS, the Director of Public Service, by report dated June 1, 2020, has recommended that the proposal of TTL Associates, Inc. to provide geotechnical and environmental engineering services for the Maplewood Avenue Reconstruction Project at a total cost of Thirteen Thousand Five Hundred Forty Dollars (\$13,540.00), 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 TTL Associates, Inc. in the amount Thirteen Thousand Five Hundred Forty Dollars (\$13,540.00) for providing geotechnical and environmental engineering services for the Maplewood Avenue Reconstruction Project, 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 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 Thirteen Thousand Five Hundred Forty Dollars (\$13,540.00).

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 geotechnical and environmental 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, _____, 2020, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

ORDINANCE NO. 36 -2020

DETERMINING TO PROCEED WITH THE IMPROVEMENT OF THE CITY OF SYLVANIA, LUCAS COUNTY, OHIO, MUNICIPAL STREET OF ACRES ROAD BETWEEN SUGAR HILL COURT AND GREENHAVEN ROAD BY INSTALLING EIGHT INCH SANITARY SEWER LINES AND OTHER RELATED APPURTANANCES; AND DECLARING AN EMERGENCY.

WHEREAS, this Council did on the 3rd day of February, 2020, duly adopt Resolution No. 5-2020 declaring therein the necessity for improving the City of Sylvania, Lucas County, Ohio, municipal street of Acres Road between Sugar Hill Court and Greenhaven Road by installing eight inch sanitary sewer lines and other related appurtenances; and,

WHEREAS, pursuant to said Resolution, the estimated assessments for said improvement have been prepared and placed on file in the Office of the Clerk of this Council; and,

WHEREAS, no objections to the estimated assessments were filed and, therefore, the City should proceed with the improvements.

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

SECTION 1. That it is hereby determined to proceed with the improvement of the City of Sylvania, Lucas County, Ohio, municipal street of Acres Road between Sugar Hill Court and Greenhaven Road by installing eight inch sanitary sewer lines and other related appurtenances, in accordance with the provisions of said Resolution No. 5-2020 and in accordance with the plans, profiles, specifications and the estimate of costs for said improvement heretofore approved and filed in the Office of the Clerk of this Council.

SECTION 2. That it is further determined that the portion of the cost of said improvement, to be assessed against benefited property, shall be assessed in the manner and number of installments as provided for in said Resolution declaring the necessity of said improvement and shall be assessed in the amount as provided for in said Resolution declaring the necessity of said improvement.

SECTION 3. That all claims for damages resulting from said improvement, that have been legally filed shall be inquired into after completion of the improvement, and the Director of

Law is authorized and directed to institute legal proceedings in a court of competent jurisdiction to inquire into those claims.

SECTION 4. That those estimated special assessments previously prepared and filed in the office of the Clerk of Council and in accordance with the Resolution of Necessity are adopted.

SECTION 5. The Clerk of Council shall deliver a certified copy of this Ordinance to the County Auditor of Lucas County, Ohio within 15 days after its passage.

SECTION 6. 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 7. 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 8. 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 is a necessary step in the assessment proceedings incidental to the construction of said improvement which should proceed without delay to take advantage of the current construction season and therefore this Ordinance should be effective forthwith. 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, _____, 2020, as an emergency measure.

ATTEST:

President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED:

Director of Law

Mayor

Date

ORDINANCE NO. 37 - 2020

AUTHORIZING AN AGREEMENT WITH ZAMBELLI FIREWORKS MANUFACTURING CO. FOR THE INDEPENDENCE DAY CELEBRATIONS ON JULY 3, 2021, JULY 3, 2022 AND JULY 3, 2023 AT CENTENNIAL TERRACE AND QUARRY; AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO SIGN AN AGREEMENT FOR THE FIREWORKS DISPLAY WHICH WILL COST THIRTY-FIVE THOUSAND DOLLARS (\$35,000); RATIFYING THE CANCELLATION OF THE INDEPENDENCE DAY CELEBRATION THAT WAS SCHEDULED FOR JULY 3, 2020; AUTHORIZING A 50% DEPOSIT PAYMENT FOR EACH YEAR'S FIREWORKS DISPLAY DUE IN FEBRUARY OF EACH CALENDAR YEAR WHICH WILL BE SHARED BY THE CITY, SYLVANIA TOWNSHIP, COCA-COLA CORPORATION, THE SYLVANIA AREA JOINT RECREATION DISTRICT AND AREA BUSINESSES; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 15-2020, passed March 16, 2020, authorized an Agreement with Zambelli Fireworks Manufacturing Co. for the Independence Day Celebrations on July 3, 2020, July 3, 2021, and July 3, 2022 at Centennial Terrace and Quarry; and,

WHEREAS, due to the coronavirus pandemic and the Governor's recommendations regarding gathering size and social distancing, and after consultation with representatives from the Sylvania Area Joint Recreation District, Sylvania Township, the Sylvania Township Police Chief, Sylvania City Police Chief, and Sylvania Township Fire Department, it was recommended to cancel the Independence Day Celebration and fireworks display for July 3, 2020 at Centennial Terrace; and,

WHEREAS, the City and Zambelli Fireworks have proposed to extend the contract to the year 2023 at no additional cost to the City for canceling this year's fireworks display; and,

WHEREAS, Zambelli Fireworks Manufacturing Co. presented to the Mayor and Director of Finance a contract providing for the furnishing, delivering, and display of fireworks for the Sylvania Community on July 3, 2021, July 3, 2022 and July 3, 2023, for the sum of Thirty-Five Thousand Dollars (\$35,000) annually, as set forth in said agreement, a copy of which agreement

is now on file with the Clerk of this Council; and,

WHEREAS, the total display will cost Thirty-Five Thousand Dollars (\$35,000) with the City of Sylvania, Sylvania Township, Coca-Cola Corporation, the Sylvania Area Joint Recreation District and other area businesses all contributing to the cost of the fireworks display.

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized and directed to enter into an agreement with Zambelli Fireworks Manufacturing Co. in the form and substance of the agreement now on file with the Clerk of this Council providing that Zambelli Fireworks Manufacturing Co. will provide a fireworks display on July 3, 2021, July 3, 2022 and July 3, 2023, for a payment by the City to Zambelli Fireworks Manufacturing Co. of Thirty-Five Thousand Dollars (\$35,000) with the City making a 50% deposit payment annually by February 28, 2022 and 2023. The deposit payment for 2020 has already been made and will be credited for 2021's display.

SECTION 2. That to provide funds for said fireworks, there is hereby appropriated from the **GENERAL FUND** from funds therein not heretofore appropriated to **Account No. 110-7320-51294 – Special Projects**, the total sum of Thirty-Five Thousand Dollars (\$35,000.00) annually for the years 2021, 2022 and 2023 - it being understood that the City of Sylvania shall receive contributions from Sylvania Township, the Sylvania Area Joint Recreation District, the Coca-Cola Corporation and other area businesses to apply to the total contract price and when received will be credited to said Account.

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 the contract should be authorized forthwith so as to assure the City of the Independence Day fireworks display scheduled for July 3, 2021, July 3, 2022 and July 3, 2023. 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, _____, 2020, as an emergency measure.

ATTEST:

President of Council

Clerk of Council

APPROVED:

APPROVED AS TO FORM:

Mayor

Director of Law

Date

11

ORDINANCE NO. 38 -2020

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ACCEPT THE PROPOSAL OF ENVIRONMENTAL DESIGN GROUP TO PERFORM TASK 3 OF THE SYLVANIA DOWNTOWN MASTER PLAN AND MARKET ANALYSIS; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$23,875; AND DECLARING AN EMERGENCY.

WHEREAS, Ordinance No. 80-2019, passed September 16, 2019, authorized the Mayor and Director of Finance to accept the proposal of Environmental Design Group to perform Tasks 1 and 2 of the Sylvania Downtown Plan and Market Analysis and appropriated an amount not to exceed \$26,103; and,

WHEREAS, Tasks 1 and 2 of the Sylvania Downtown Plan and Market Analysis have now been completed and the Committee of the Whole met on May 7, 2020 to review the plan; and,

WHEREAS, at the May 18, 2020 meeting of Sylvania City Council, the Director of Law was authorized to prepare legislation authorizing Task 3 of the proposal of Environmental Design Group; and,

WHEREAS, Task 3 of the proposal includes advancement of the development matrix defined from the Economic Market Analysis and produce conceptual layouts of potential development footprints within the study area, including one open house-style public meeting at a cost not to exceed Twenty-Three Thousand Eight Hundred Seventy-Five Dollars (\$23,875.00); and,

WHEREAS, the Economic Development Director has recommended acceptance of Task 3 of the proposal of Environmental Design Group to provide a Sylvania Downtown Master Plan and Market Analysis at a cost not to exceed \$23,875.

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

SECTION 1. That the Mayor and the Director of Finance be, and they hereby are, authorized to sign the proposal of Environmental Design Group on behalf of this City, thereby indicating such approval and acceptance of Task 3 of the proposal for the completion of a Sylvania Downtown Master Plan and Market Analysis.

SECTION 2. That to provide funds for said services hereby authorized, there is hereby allocated from the **GENERAL FUND** from funds therein not heretofore allocated to **Account No. 110-7320-51294, Special Projects**, an amount not to exceed Twenty-Three Thousand Eight Hundred Seventy-Five Dollars (\$23,875.00).

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

SECTION 4. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 5. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that proposal for said professional services should be approved immediately so that Task 3 of the updated downtown master plan and market analysis can proceed 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, _____, 2020, as an emergency measure.

ATTEST: _____
President of Council
APPROVED AS TO FORM:

Clerk of Council
APPROVED: _____
Director of Law

Mayor

Date

1261.

ORDINANCE NO. 39 -2020

ACCEPTING THE PROPOSAL OF ARROW PRINT & COPY FOR THE 2021 CITY OF SYLVANIA CALENDAR; APPROPRIATING FUNDS THEREFORE IN AN AMOUNT NOT TO EXCEED \$9,358.48; AND DECLARING AN EMERGENCY.

WHEREAS, planning and preparation of the City's Community Calendar for the year 2021 has begun; and,

WHEREAS, the Economic Development Director solicited proposals from several firms and received proposals from four firms to work with the City to design, create and print the 2021 City of Sylvania Calendar; and,

WHEREAS, the Employee and Community Relations Committee met on May 11, 2020 and May 21, 2020 to review the proposals and thereafter recommended that the proposal of Arrow Print & Copy be accepted, contingent on Flanders & Fuller being used for the design and photography for the calendar; and,

WHEREAS, the proposal of Arrow Print & Copy includes brainstorming the initial concept and theme, art direction for calendar design and photos, layout initial design for approval, photograph specific images for each month, input City events and content, revise as requested, proofreading and color and quality checks and printing 7,000 copies of the calendar for an amount not to exceed Nine Thousand Three-Hundred Fifty-Eight and 48/100 Dollars (\$9,358.48).

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 Arrow Print & Copy, contingent on using Flanders & Fuller for the design and photography portion of the calendar, in an amount not to exceed Nine Thousand Three-Hundred Fifty-Eight and 48/100 Dollars (\$9,358.48), for printing, designing and creating the City of Sylvania 2021 Community Calendar, is hereby accepted.

SECTION 2. That the Economic Development Director shall promptly give notice to said consultants to proceed under the proposal hereby approved and accepted.

SECTION 3. That to provide funds for said calendar hereby authorized, there is hereby appropriated from the **GENERAL FUND** from funds therein not heretofore appropriated to **Account No. 110-7320-51294, Special Projects** an amount not to exceed Nine Thousand Three-Hundred Fifty-Eight and 48/100 Dollars (\$9,358.48).

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 development of the 2021 City of Sylvania Community Calendar 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, _____, 2020, as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

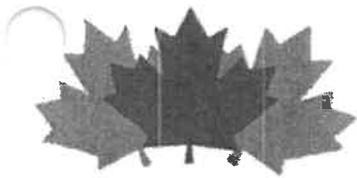
Date

MEMO

May 18, 2020

To: Mayor Craig Stough, City Council Members and Administration
Fm: Laura Bigelow
Re: 1st Quarter Reports

Please find enclosed the 1st Quarter Reports for 2020 except for the IT Department which I will forward to you once I receive it. Please call me at 885-8926 with any questions.



City of Sylvania

Division of Taxation

Management Report - First Quarter - 2020

Key Statistics:	2020	2019
Number of tax returns processed (includes e-files)	3529	3765
Number of e-filed returns	328	291
Gross Receipts	\$2737013.53	\$2521738.65
Number of withholding payments processed	3514	3390
Number of online payments	85	113
Number of refunds processed	89	110
Delinquent totals	\$878939.78	\$796024.96
Amount of money received from collection	\$4688.08	\$17879.04
Number of accounts turned over for collection	0	48

Items of Special Interest:

Our office has been very busy this quarter processing year end reconciliations and the large volume of tax returns that have submitted, along with the other day to day work. With the extension of the tax season and the beginning effects of the pandemic, this tax season has started off very differently. With the closure of the building to the public, our office has experienced a larger volume of phone calls. The number of refunds processed has been slightly lower than usual, while tax return payments has been drastically lower. Our goal is to assist the public to the best of our ability, while keeping everyone's safety and health in mind.

Respectfully submitted,

Christy M. Ordorica
Commissioner of Taxation



SYLVANIA POLICE DIVISION 1ST QUARTER 2020

Operational Statistics

	<u>2020</u>	<u>2019</u>
Crime Reports	275	322
Criminal Arrests - Juvenile/Adult	6/68	11/163
Traffic Citations	154	209
Written Warnings	127	95
Parking Ticket	7	14
OVI	11	10
Traffic Crashes	86	107
Traffic Crash injuries/fatalities	16/0	29/0
Calls for Police Service	2973	3648
Hours Spent Handling Police Calls	1120:35	1033:15
Emergency Response Time – Priority 1	:44	2:35
Overtime Hours - Police	301.5	673.25
Overtime Hours - Dispatch	140.75	274.75
Training Hours	444	192

Administrative Update

During the 1st quarter of 2020, we have faced the COVID -19 pandemic. Thus far the impacts to the police division operations have been manageable. All officers were re-assigned to road patrol operations and placed on squads to minimize employee cross-contamination. We were fortunate to have a good supply of PPE on hand to protect our officers as they continued to serve the public.

Community Affairs

School Resource Officer Programs

Northview High School - Officer Gallup	
Presentations	1
Meetings	18
General Offense Reports/Accident Reports	4
Citations / Warnings	0
School Related Complaints/Interviews	14
Parking Lot Assists	3
Court Appearances	0
Security Issues	4
Misc.	2

Southview High School – Officer Beadle	
Presentations	0
Meetings	10
General Offense Reports/Accident Reports	3
Citations / Warnings	0
School Related Complaints/Interviews	14
Parking Lot Assists	1
Court Appearances	1
Security Issues	1
Misc.	1

Volunteer Program

A. Summary

Hour Summary	
Total Patrol Volunteer hours for Jan 2020 - March 2020	37
Total Event Volunteer hours for Jan. 2020 - March 2020	67.75
Total	104.75

Detective Bureau

Active Case Load by Investigator			
Detective	Assigned	Cleared	Total Active
Sgt. Music	8	15	3
Det. Collins	6	7	9
Det. Gibbs	11	6	6
Det. Papenfuss	8	6	6
Quarterly Totals	33	34	24

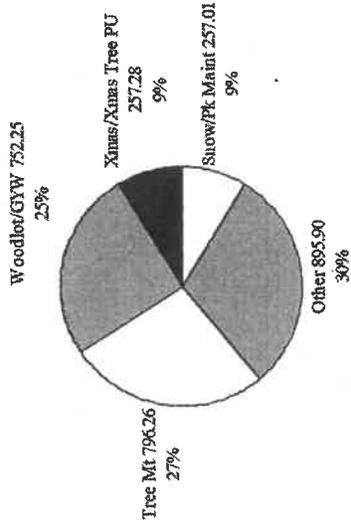
Mobile Device Extractions Completed	28
Storage Device Extractions Completed	1

Respectfully submitted,

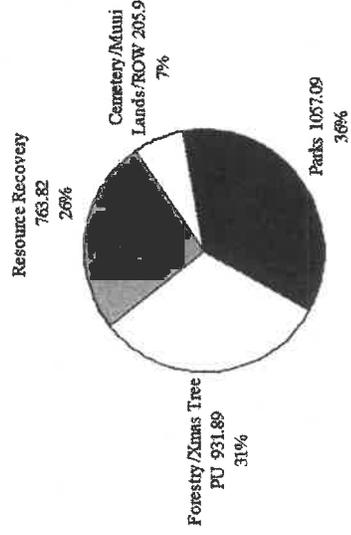
Frederick L. Schnoor, Jr.
Chief of Police

Parks & Forestry Quarterly Report : January - March, 2020

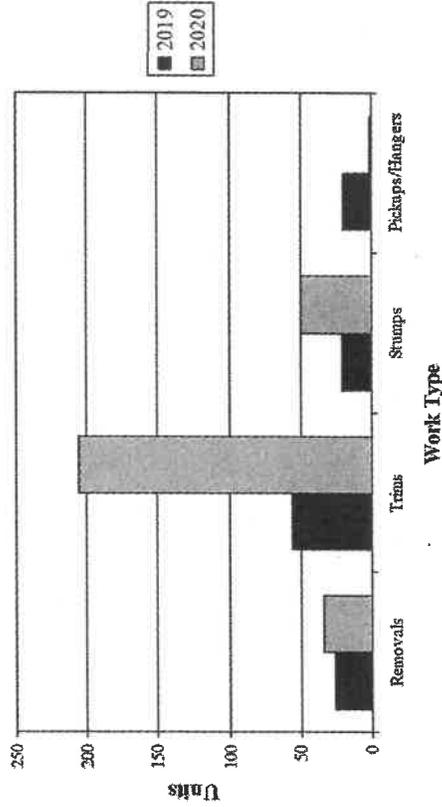
Man-Hours by Work Type



Man-Hours by Account



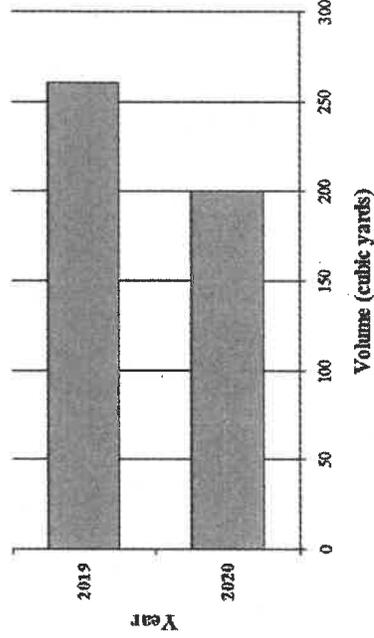
2019 - 2020 Work Comparison



Parks & Forestry Quarterly Report : January - March, 2020

Green Yard Waste

2019 - 2020 Cu Yds. of Compost Sold

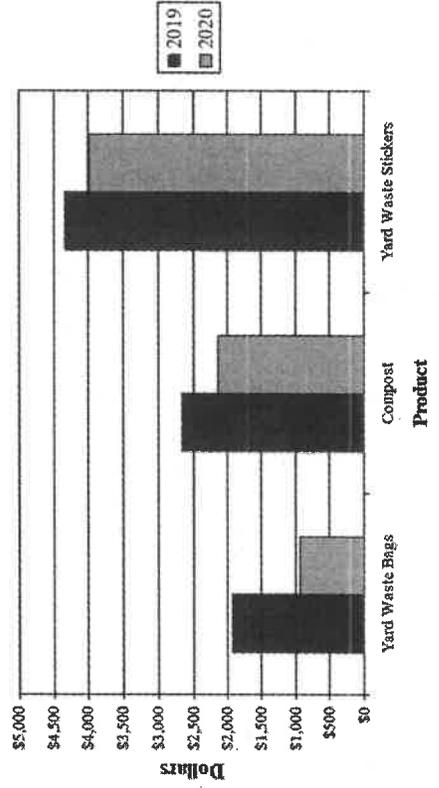


Volume Collected (cubic yards)

- * Route A 12.5~
- * Route B 12.5~

~ Processed Volume

2019-2020 Revenue Comparison





DIVISION OF UTILITIES

DAVID W. FRANCE, UTILITY MANAGER

1st Quarter 2020

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Water Accounts	7,284					
Number of Sewer Accounts	8,751					
Number of Water Tap Permits	16				16	27
Number of Sanitary Tap Permits	19				19	65
Number of Storm Tap Permits	14					20
Number of Second Meter Permits	11				11	20
Utilities						
Number of Payments Received	20,379				20,379	81,344
Total Collection Water	\$1,054,662.52				\$1,054,662.52	\$6,025,988.80
Total Collection Sewer	\$515,598.44				\$515,598.44	\$1,935,759.66
Total Collection Refuse	\$156,212.67				\$156,212.67	\$596,592.12
Total Collection On/Off	\$25.49				\$25.49	\$129.40
Total Collection Fire	\$943.06				\$943.06	\$3,559.60
Total Collection Misc	\$4,340.06				\$4,340.06	\$18,689.73
Total Collection Water Tap Pay Plan	\$1,616.46				\$1,616.46	\$5,388.20
Total Collection Sewer Tap Pay Plan	\$0.00				\$0.00	\$0.00
Total Collection Tree Removal	\$0.00				\$0.00	\$0.00
Utility/Zoning Permit Sales						
Water Tap Permits	\$16,100.00				\$16,100.00	\$41,869.02
Water Cost Recovery	\$0.00					\$10,000.00
Sanitary Tap Permits	\$4,500.00				\$4,500.00	\$26,134.88
Sanitary Connection Fees	\$20,100.00					\$74,400.40
Sanitary Cost Recovery	\$0.00				\$0.00	\$3,580.83
Sanitary Project Reimbursement	\$0.00					\$0.00
Storm Tap Permits	\$3,500.00				\$3,500.00	\$3,080.00
Second Meter Permits	\$3,960.00				\$3,960.00	\$7,200.00
Hydrant Permits	\$0.00				\$0.00	\$2,800.00
Zoning Permits	\$6,052.80				\$6,052.80	\$46,600.05
Service Dept Sales						
Sewer and Sidewalk Licenses	\$1,731.47				\$1,731.47	\$3,210.00
Plans/Bid Documents	\$70.00				\$70.00	\$3,270.00
Refuse/Green Yard Waste						
Refuse Extra Bag Tags	\$495.25				\$495.25	\$2,132.25
Refuse Bulk Item Sticker	\$1,125.00				\$1,125.00	\$5,179.25
Green Yard Waster Stickers/Bags	\$2,082.00				\$2,082.00	\$24,320.83
Misc.	\$2,304.56				\$2,304.56	\$3,663.20
Total Collection	\$1,795,419.78				\$1,775,319.78	\$8,843,548.22

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior year
Total Water Purchased (Gallons)	110,554,400				110,554,400	582,445,160
Average Daily Water Purchased	1,228,382				1,228,382	1,675,243
Total Sewer Flow (Gallons)	381,820,000				381,820,000	885,420,000
Average Daily Sewer Flow	4,242,444				4,242,444	3,279,333

Estimated Population Served-Water	21,400
Estimated Population Served-Sewer	25,300

Items Sold	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Extra Bags	222				222	1017
Bulk Item	103				103	429
Green Yard Waste Sticker	133				133	858
Green Yard Bags	36				36	1394
MTU's Replaced	344				344	592

Activities To Be Performed

Monitoring meter reading
 Continue replacement of Dead MTUs

Progress This Period

Systematic Cleaning of sewer collection system
 Online utility account availability and email billing
 Maintenance and repairs of water distribution system



 David W. France
 Utility Manager

City of Sylvania Management Report
For The Division of Streets
First Quarter - 2020

Key Statistics

Ice & Snow Control:	<u>2020</u>	<u>2019</u>
Ice & Snow Control Hours	457 hrs.	877.5 hrs.
Salt Tonnage Used	667 tons.	1,415 tons.
Bridge Sidewalk Snow Clearing Hours	24 hrs.	56 hrs.
Stack Salt in Harroun Rd Storage Dome	0 hrs.	48 hrs.
Hours Making Salt Brine	24 hrs.	40 hrs.
Hours Applying Salt Brine	32 hrs.	56 hrs.
Salt Brine used	13,116 gal.	24,815 gal.

Traffic Signs Repaired and / or Replaced:

Sign Maintenance Hours	352 hrs.	661 hrs.
Regulatory Signs	10	20
Warning Signs	8	4
Street Name & Informative Signs	5	10

Road Maintenance & Repairs:

Cold Patch Hours	408 hrs	534 hrs.
Cold Mix Tonnage Used	7 tons.	9 tons
Cleaning and Inspecting Catch Basin Hours	288 hrs.	224 hrs.
Road Grading Hours	504 hrs.	184 hrs.
Sweep	32 hrs.	0 hrs

Equipment Maintenance:

Leaf Loader - Leaf Box Repair & Repainting Hours	672 hrs.	432 hrs.
Snow Removal Equipment Repair & Repainting Hours	164 hrs.	249 hrs.
Miscellaneous Equipment Repairs Hours	152 hrs.	573 hrs.

Miscellaneous:

	<u>2020</u>	<u>2019</u>
Snow Plow Damage (Mail Box & Yard Repair)	120 hrs	16 hrs.
Dead Animals Removed From Right-of-Way Maintenance Bldg. (Repairs, Cleaning, Painting) Hours	9	3
Inventory & Green Tag Hours	156 hrs.	483 hrs.
Clean Basin Grates	84 hrs.	89 hrs.
Maintenance to Salt Brine System	0 hrs.	56 hrs.
Leaf pick up	16 hrs.	16 hrs.
Grind Pavement Markings	24 hrs	
Garage Demo	56 hrs.	0 hrs.
Make New Road Barricades	48 hrs.	0 hrs.
Assist Erie Electric with Street Lights and Repair Street Light Foundations	272 hrs.	0 hrs.
	92 hrs.	0 hrs.

Michael Elliott
Michael Elliott
Crew Leader of Streets
5/14/2020

City of Sylvania Management Report
for the Division of Vehicle Maintenance
First Quarter 2020

Key Statistics

No. of vehicles serviced and repaired:

This Quarter	114
Last Quarter	139

	<u>Unit count</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Misc</u>
<u>Fleet Condition:</u>				
<u>SPD:</u> Good, routine maint.	63	\$10,470.00	\$3,825.00	\$3,588.00
<u>Streets:</u> Good, routine maint.	20	\$2,725.00	\$2,220.00	\$1,579.00
<u>Water:</u> Good, routine maint.	9	\$836.00	\$675.00	\$1,714.00
<u>Sewer:</u> Good, routine maint.	12	\$2,207.00	\$1,170.00	\$0.00
<u>Parks:</u> Good, routine maint.	9	\$1,333.00	\$870.00	\$3,653.00
<u>Other Depts:</u> Good, routine Maint.	1	\$63.00	\$60.00	\$0.00
<u>Totals</u>	114	\$17,634.00	\$8,820.00	\$10,534.00

Misc Repairs (sublet):

Total Vehicle Maintenance cost: **\$36,988.00**

Second Quarter 2020 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. Street #42 dump truck suffered a cracked cylinder head that was repaired in house for a sizable savings of approximately half the cost of outsourcing.

Jason Music

Jason Music
 Vehicle Maintenance Manager
 May 15, 2020

City of Sylvania
2020 Quarterly Reports
Zoning Operation

Zoning Office Key Statistics	2019 1st Qtr	2020 1st Qtr
Residential Renovations, Additions & Accessory	4	13
New Dwelling (Residential)	2	13
Estimated Valuation	\$300,000	\$300,000
New Commercial Construction	3	0
Commercial Additionas & Renovations	0	8
Demolition Permits Issued	0	2
Swimming Pool Permits Issued	0	1
Sidewalk Permits Issued	0	11

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

Architectural Board of Review		
Sign Review	16	6
Architectural Review - Construction	3	2

Zoning Complaints		
On Site Inspections	26	23
Open Zoning Complaints	16	10
Closed Zoning Complaints	10	13
Letters & Warnings Sent	3	6

B

From: Turner, Oliver <OTurner@sylvaniatownship.com>
Sent: Thursday, May 28, 2020 4:11 PM
To: Sanford, Bill <bsanford@cityofsylvania.com>
Subject: Senior Center Levy

Good Afternoon Bill,

Sending a quick note to let you know that the attached resolution will be considered by the Township Trustees next Tuesday for the continued operation of the senior center.

As the resolution provides for the continued collection across the entire Township, including the City, I wanted to send this as a courtesy before the Township's meeting packet is released tomorrow.

Please let me know if you have any questions about the resolution or reach out to Claire Proctor if you have any questions specific to the senior center.

Thanks Bill,

Oliver K Turner
Township Administrator
Sylvania Township
oturner@sylvaniatownship.com
(419) 882-0031
<https://www.facebook.com/sylvaniatownship/>

**BOARD OF TRUSTEES
SYLVANIA TOWNSHIP, LUCAS COUNTY, OHIO**

RESOLUTION NO. 20-104

**Resolution of Necessity of a Renewal Tax Levy for the Purpose of Operation of
the Sylvania Senior Center to be Placed on the November 3, 2020 Ballot**

WHEREAS, the Sylvania Township Board of Trustees has received a recommendation from Sylvania Community Services regarding current and future needs of the Sylvania Senior Center, and

WHEREAS, the recommendation from the organization is for the Township to consider placing a renewal levy in the amount of .42 mill for a period of 5 years for the purpose of operations on the November 3, 2020 ballot, and

WHEREAS, a resolution declaring the necessity of levying a renewal tax under O.R.C. 5705.03 outside the ten-mill limitation must be passed and certified to the Lucas County Auditor in order to permit the Board of Trustees to consider the levy of such a tax and must request that the County Auditor certify to the Board of Trustees the total current tax valuation of Sylvania Township and the dollar amount of revenue that would be generated by the tax for the entirety of Sylvania Township, including incorporated and unincorporated portions of the Township.

THEREFORE BE IT RESOLVED: by the Sylvania Township Board of Trustees, Lucas County, Ohio, as follows:

The Board of Trustees has determined the necessity to levy a renewal tax of .42 mill which is in excess of the 10 mill limitation per O.R.C. 5705.19(Y) for the purpose of operations of the Sylvania Senior Center, for a period of 5 years for the entirety of Sylvania Township, including incorporated and unincorporated portions of the Township.

BE IT FURTHER RESOLVED: that the renewal tax levy be placed upon the tax lists of the current tax year, commencing in 2020, first due in calendar year 2021, if a majority of the electors voting thereon vote in favor thereof for the entirety of Sylvania Township, including incorporated and unincorporated portions of the Township.

BE IT FURTHER RESOLVED: that the question of such a renewal tax levy shall be submitted to the electors of Sylvania Township (for the entirety of Sylvania Township, including incorporated and unincorporated portions of the Township), the election to be held therein on Tuesday, November 3, 2020 and;

BE IT FURTHER RESOLVED: that the Fiscal Officer is hereby directed to certify a copy of this resolution to the County Auditor, Lucas County, Ohio. The Board of Trustees hereby requests that the County Auditor certify to this Board of Trustees the total current tax valuation of Sylvania Township and the dollar amount of revenue that would be generated by the renewal

tax for the entirety of Sylvania Township, including incorporated and unincorporated portions of the Township, if approved by the electors.

INTRODUCTION AND VOTE RECORD

Motion:

Second:

Adopted at the meeting of the Board of Trustees on

AUTHENTICATION

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Sylvania Township Fiscal Officer, on