

Sylvania City Council

January 16, 2024

7:30 p.m. Council Meeting

Agenda

1. Roll call: Mr. Frye, Mr. Hansen, Mr. Haynam, Mr. McCann, Mr. Richardson, Ms. Stough, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mr. Haynam.
3. Additions to the agenda.
4. Approval of the Council meeting minutes.
 - a. Organizational Meeting of 1/2/2024.
 - b. Regular meeting of 1/2/2024.
5. Main Street/Oakland Court/McCord Road Projects.
 - a. Service Director's letter requesting authorization to begin consultant letter of interest solicitation from construction engineering consultants that will manage and inspect all phases of construction for all three projects.
6. Silvertown Drive Waterline Improvements & Resurfacing.
 - a. Service Director's letter requesting authorization to begin consultant letter of interest solicitation from engineering consultants to design the project and prepare necessary construction plans.
7. Notice from the Ohio Division of Liquor Control of a new C-1, "allows for carryout only beer sales until 1:00 a.m." permit to Ohio Springs Inc., dba Sheetz, Acres Rd. and Monroe St. parcel #82-04252 (previously the ProMedica Office Building next to Burger King), Sylvania, Ohio 43560.
8. Schedule of Rates and Fees.
 - a. Service Director's letter and proposed document of the City's rates and fees. (Council referral to Committee)
9. Committee reports.
10. Committee referrals.

INFORMATION

- A. 2023 Fourth Quarter Management Reports.

4a.

Minutes of the Meeting of Council
Organizational Meeting
January 2, 2024

Mayor Craig A. Stough called the Organizational Meeting of Council for the 2024 – 2025 term to order on Tuesday, January 2, 2024 at 7:15 p.m. Present were: Mark Frye, Doug Haynam, Brian McCann, Patrick Richardson, Lyndsey Stough, Marcus Hansen, and Mary Westphal.

Call to Order.

City of Sylvania Law Director, Leslie Brinning administered the Oath of Office to the Council Members-Elect who were duly elected at the General Election on November 7, 2023, and not previously sworn-in: Mark Frye, Doug Haynam, Brian McCann and Lyndsey Stough. Immediately thereafter the members signed written Oaths of Office for filing with the Director of Finance.

Council members sworn in.

Mr. Frye moved, Mrs. Westphal seconded that Council hereby determines it is duly constituted of elected and qualified members consisting of Mark Frye, Marcus Hansen, Douglas Haynam, Brian McCann, Patrick Richardson, Lyndsey Stough, and Mary Westphal; roll call vote being, Frye, Hansen, Haynam, Westphal, McCann, Richardson, Stough, (7) yeas; (0) nays. The motion carried.

Council duly constituted of elected and qualified members.

Mayor Stough stated that Council will now consider the selecting of the Office of President of Council for the 2024-2025 term. Mr. Haynam moved, Mr. McCann seconded, to nominate Mark Frye as President of Council; roll call vote being: Frye, Hansen, Westphal, Haynam, McCann, Richardson, Stough, (7) yeas; (0) nays. The motion carried.

Mark Frye elected President of Council for the 2024-2025 term.

Mr. Frye presented the list of Committee and Community Organization Assignments for 2024-2025.

2024-2025
Committee &
Community
Organization
Assignments.

ANNEXATION & ZONING

Doug Haynam, Chair
Marcus Hansen
Lyndsey Stough
Mary Westphal

BUILDINGS & GROUNDS

Lyndsey Stough, Chair
Mark Frye
Marcus Hansen
Patrick Richardson

EMPLOYEE & COMM. RELATIONS

Mary Westphal, Chair
Marcus Hansen
Doug Haynam
Patrick Richardson

FINANCE

Mark Frye, Chair
Doug Haynam
Patrick Richardson
Mary Westphal

PARKS & FORESTRY

Marcus Hansen, Chair
Doug Haynam
Brian McCann
Lyndsey Stough

SAFETY

Mark Frye, Chair
Brian McCann
Lyndsey Stough
Mary Westphal

STREETS

Patrick Richardson, Chair
Doug Haynam
Brian McCann
Mary Westphal

UTILITIES & ENVIRONMENT

Brian McCann, Chair
Mark Frye
Marcus Hansen
Patrick Richardson

SYLVANIA AREA JOINT RECREATION DISTRICT

Mary Westphal

HERITAGE SYLVANIA

Lyndsey Stough

SISTER CITIES COMMISSION

Patrick Richardson

SYLVANIA COMMUNITY SERVICES

Doug Haynam

SYLVANIA PREVENTION ALLIANCE

Brian McCann

DOWNTOWN SYLVANIA ASSOCIATION

Mark Frye

SYLVANIA ARTS COMMISSION

Marcus Hansen

Mr. Frye moved, Mrs. Westphal seconded to confirm the Council Committee and Community Organization Assignments as presented by Mr. Frye; roll call vote being, Frye, Hansen, Haynam, McCann, Richardson, Stough, Westphal (7) yeas; (0) nays. The motion carried.

Minutes of the Meeting of Council
January 2, 2024

Mayor Stough stated that this concludes the Organizational Meeting of Council for the 2024-2025 term. Mr. Frye moved, Mr. McCann seconded, that this meeting adjourn; all present voting yea (7); (0) nays. The motion carried and the meeting adjourned at 7:23 p.m.

Clerk of Council

Mayor

4b.

Minutes of the Meeting of Council
January 2, 2024

The Council of the City of Sylvania, Ohio met in regular session on January 2, 2024 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Mark Frye, Marcus Hansen, Doug Haynam, Brian McCann, Patrick Richardson, Mary Westphal, Lyndsey Stough; (7) present; (0) absent.

Roll call:
7 present.

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

Pledge of
Allegiance.

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

Mr. Frye moved, Ms. Stough seconded to approve the agenda as written; roll call vote being: Frye, Stough, Haynam, Hansen, McCann, Richardson, Westphal; (7) yeas; (0) nays. The motion carried.

Agenda approval.

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

Mr. Frye presented the December 18, 2023 meeting minutes. Mr. Frye moved, Mrs. Westphal 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 December 18, 2023 be approved; roll call vote being: Hansen, Frye, Haynam, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Approval of the
December 18,
2023 meeting
minutes.

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

Service Director's report on contract award was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 1-2024, a written copy of same having been previously furnished to each member of Council "Accepting the bid of Geddis Paving & Excavating, Inc. and awarding the contract for the Balfour Road Waterline Improvement Project to same; authorizing the expenditure for the improvements in the amount of \$761,024.00; appropriating funds therefore; and declaring an emergency."; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 1-2024 as an emergency measure; roll call vote being: Westphal, Hansen, Haynam, McCann, Richardson, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No.
1-2024, "...
Geddis Paving
...Balfour
Waterline
Improvement
Project..."

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

Service Director's report on change order was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 2-2024, a written copy of same having been previously furnished to each member of Council "Authorizing the Mayor and Director of Finance to approve Change Order No. 2 to this City's Agreement with Mosser Construction for the Monroe Street and Silica Drive Intersection Improvement and Silica Drive bridge Replacement Project to reflect the cost of several new scope of work items; increasing the contract amount by \$28,304.44; appropriating funds therefore; and declaring an emergency."; Mr. Richardson moved, Mr. Hansen seconded

Ordinance No.
2-2024, "...
Mosser Change
Order... Monroe
& Silica...Silica
Bridge..."

Minutes of the Meeting of Council
January 2, 2024

for passage of Ordinance No. 2-2024 as an emergency measure; roll call vote being: Frye, Westphal, Hansen, Haynam, McCann, Richardson, Stough; (7) yeas; (0) nays. The motion carried.

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

Service Director's report on project was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 3-2024, a written copy of same having been previously furnished to each member of Council "Accepting the proposal of WE Realty Solutions, Ltd. to provide right-of-way acquisition services relative to the Monroe Street Traffic Signal Improvement Project; appropriating funds therefore in the amount of \$49,975; and declaring an emergency."; Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 3-2024 as an emergency measure; roll call vote being: Haynam, Westphal, Hansen, McCann, Richardson, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Ordinance No. 3-2024, "... WE Realty...ROW... Monroe Street Traffic Signal Imp Project..."

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

Service Director's report on project was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 4-2024, a written copy of same having been previously furnished to each member of Council "Appropriating additional funds for the right-of-way acquisition costs relative to the Monroe Street and US-23 Improvement Project in the amount of \$103,500; and declaring an emergency."; Mr. Richardson moved, Mrs. Westphal seconded for passage of Ordinance No. 4-2024 as an emergency measure; roll call vote being: Stough, Westphal, Hansen, Haynam, McCann, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No. 4-2024, "... Additional funds for ROW... Monroe Street & US23 Imp Project..."

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

Mr. Hansen presented and read aloud by title only, proposed Ordinance No. 5-2024, 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 extension agreement with Sylvania Compost & Recycling, LLC to provide green yard waste drop-off site from September 1, 2024 through September 20, 2026; and declaring an emergency."; Mr. Hansen moved, Ms. Stough seconded for passage of Ordinance No. 5-2024 as an emergency measure; roll call vote being: Stough, Westphal, Hansen, Haynam, McCann, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No. 5-2024, "... Extension Agreement with Sylvania Compost..."

Minutes of the Meeting of Council
January 2, 2024

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

Service Director's report requesting authorization to begin consultant letter of interest solicitation was placed on file. Mr. McCann moved, Mrs. Westphal seconded for authorization to begin consultant letter of interest solicitation on the Elden Ditch Watershed Improvements Project (Phase 2 & 3); roll call vote being: Haynam, Westphal, Hansen, McCann, Richardson, Frye, Stough; (7) yeas; (0) nays. The motion carried.

Request for LOI solicitation on Elden Ditch Watershed Project...

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

Mr. Frye presented and read aloud by title only, proposed Resolution No. 1-2024, a written copy of same having been previously furnished to each member of Council "A Resolution designating the Clerk of Council as the Mayor and City Council's designee to attend training programs and seminars about the Public Records Law as required by Ohio Revised Code Section 109.43; and declaring an emergency."; Mr. Frye moved, Mr. Hansen seconded for passage of Resolution No. 1-2024 as an emergency measure; roll call vote being: Frye, Hansen, Haynam, McCann, Richardson, Stough, Westphal; (7) yeas; (0) nays. The motion carried.

Resolution No. 1-2024, "... Clerk of Council as...designee... Public Records ..."

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

Mr. Frye moved, Mr. McCann seconded to approve obsolete IT equipment to be offered for auction on GovDeals.com; roll call vote being: Richardson, Stough, Frye, Haynam, Hansen, Westphal, McCann; (7) yeas; (0) nays. The motion carried.

Authorize obsolete IT equipment to auction on GovDeals.com.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. Hansen seconded to adjourn at 8:14 p.m. Roll call vote being: Richardson, Westphal, Frye, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays.

Adjournment.

Clerk of Council

Mayor



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DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

January 16, 2024

To: The Mayor and Members of Sylvania City Council

Re: **Letters of Interest (LOI) for Construction Management Services**
LUC-CR 1572-8.28 (PID 111207), LUC-CR 73-5.43 (PID 118134), & Oakland Court Improvements

Dear Mr. Mayor and Council Members:

The construction plans and specifications for the above referenced projects are complete. The Service Department has received the Federal authorization to proceed ahead with the advertising and bidding of the Main Street Reconstruction (LUC-CR 1572-8.28) and McCord Road Resurfacing (LUC-CR 73-5.43) projects. The Main Street and Oakland Court projects are being advertised for bidding this month and McCord Road will begin the advertising and bidding process in late February.

The Service Department would like to request Letters of Interest from construction engineering consultants that would manage and inspect all phases of construction for all three projects. Specifically, the City will need to have a firm and Construction Project Engineer (CPE) secured that is ODOT pre-qualified for Construction Administration, Inspection, and Materials Management services on the two ODOT-funded projects. Although the ODOT pre-qualification is not a requirement on the Oakland Court project, the Service Department would like the same entity to provide services on all three projects for consistency, streamlined communication, and inspection staffing efficiencies.

City staff members will review the Letters of Interest and select the most qualified consultant. Once the most highly qualified consultant is selected the City will enter into scope of services and fee negotiations. It is our goal to have the construction engineering contract ready for City Council approval in March 2024.

We would request authorization to begin the Letter of Interest solicitation for these three projects.

Sincerely,

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



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DEPARTMENT OF PUBLIC SERVICE
KEVIN G. ALLER, PE DIRECTOR

January 16, 2024

To: The Mayor and Members of Sylvania City Council

Re: **LUC-SILVERTOWN DRIVE WATERLINE IMPROVEMENTS & RESURFACING
CONSULTANT LETTER OF INTEREST (LOI) REQUEST**

Dear Mr. Mayor and Council Members:

The Service Department is ready to commence engineering design for the Silvertown Drive Waterline Improvements & Resurfacing Project.

The existing cast iron waterline in Silvertown Drive is 8" in size and was installed in 1965. Over the 59-year history of the utility it has broken seven (7) times with the last two breaks occurring in 2021 2020.

The Service Department would like to replace the cast iron waterline with a new ductile iron or plastic pipe of the same size. Once the waterline has been installed it is proposed the roadway be resurfaced full length from Alexis Road to Monroe Street.

The next step in this process is to request Letters of Interest (LOI) from engineering consultants to design the project and prepare the necessary construction plans. City staff members will review the LOI's and select the most qualified consultant to complete the design. Once the consultant is selected the City will enter into scope and fee negotiations with the goal of having a consultant ready to initiate work by March 2024.

We would request authorization to begin the LOI solicitation. Please call with any questions.

Sincerely,

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

NOTICE TO LEGISLATIVE
AUTHORITY

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

TO

65215090805	NEW	OHIO SPRINGS INC
PERMIT NUMBER	TYPE	DBA SHEETZ
ISSUE DATE		ACRES RD & MONROE ST PARCEL #8204252
12 19 2023		SYLVANIA OH 43560
FILING DATE		
C1		
PERMIT CLASSES		
48 077 A	E01993	
TAX DISTRICT	RECEIPT NO.	

FROM 01/04/2024

PERMIT NUMBER	TYPE
ISSUE DATE	
FILING DATE	
PERMIT CLASSES	
TAX DISTRICT	RECEIPT NO.



MAILED 01/04/2024

RESPONSES MUST BE POSTMARKED NO LATER THAN.

02/05/2024

IMPORTANT NOTICE

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

REFER TO THIS NUMBER IN ALL INQUIRIES

A NEW 6521509-0805

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

{Title}- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF SYLVANIA CITY COUNCIL
6730 MONROE ST
SYLVANIA OHIO 43560



Memo

To: Mayor Stough and Sylvania City Council
From: Kevin G. Aller, Director of Public Safety/Service
Date: 1/11/2024
Re: Schedule of Rates and Fees

Dear Mayor and Council Members,

There have been discussions in the past regarding the desire to collect the various rates and fees within the Sylvania Codified Ordinances into a single document that could be reviewed and addressed on an annual basis. The attached document is a draft version of those efforts. We believe this effort will be more efficient and better allow staff to ensure fees are keeping pace with actual costs.

A few clarifications for the document:

1. Regular text is the existing language or fee
2. **Bold text** is suggested addition or modification
3. ~~Strikeouts~~ are suggested deletions

We have reviewed our actual costs as well as compared the fees to other nearby Cities and believe them to be appropriate adjustments where noted.

We request your review and ultimate approval of the attached Schedule of Rates and Fees. Please call if you have any questions. Thank you.

CITY OF SYLVANIA SCHEDULE OF RATES AND FEES

Ord. No. XX-2024
Exhibit A

Section 105. NOTIFICATION OF PUBLIC MEETINGS (1976)

06. Notice of Specific Types of Business (6-month max), per month \$ 2 \$10

Section 109. PUBLIC RECORDS (2000)

03. Copy, per page, **more than 5 pages** \$0.10
Color Copies, per page \$0.25

Section 125. DIVISION OF POLICE (2009)

03. Process Fingerprint Card \$ 60
File Check of a Name \$ 5
Copy of a Photograph \$ 5
Webcheck, BCI \$ 40 \$50
Webcheck, FBI \$ 40 \$50
Webcheck, both BCI and FBI \$ 80
Safety City Registration \$ 50

Section 129. DEPARTMENT OF FINANCE (1977)

07. Plan Review, Testing, & Inspection
(Payroll(base + fringe benefits) + (110% x Out of Pocket(testing, materials, etc.)) x 135%
~~08. Subdivision (Lot Split) With plat \$ 25~~
~~Without plat \$ 35~~
10. Bad Check Charge \$ 20 \$30
ACH Debit Refused \$30

Section 165. ALTERNATIVE DISPUTE PROGRAM (2016)

~~01. Diversion Program Fee \$ 195~~

Section 505. ANIMALS AND FOWL

~~14. Horse Harbor Fee, annual permit \$ 25~~

Section 507. POLITICAL ADVERTISEMENTS

~~07. Removal by City, per sign \$ 10~~

Section 711. CIRCUSES AND CARNIVALS (1964)

02. Municipal Grounds Cleanup Deposit (if applicable) \$ 10-\$50 \$200
03. License Fee (waivable) First Day \$ 50
Each Day thereafter \$ 25

Section 735. CANVASSERS AND PEDDLERS (2002)

03. License Fee, per person or per vehicle \$ 25 \$50
Background Check, per person \$ 50

Section 741. MASSAGE AND BATH ESTABLISHMENTS (1979)

04. License Fee, annual \$ 100
07. Massage Technician License Fee \$ 50

Section 743. PRECIOUS METAL DEALERS (1981)

04. License Fee, annual \$ 25 \$100

Section 747. MECHANICAL AMUSEMENT DEVICES (1986)

05. License Fee, per device, annual (not to exceed \$500) \$ 50
(Not to Exceed \$500)

Section 751. HORSE-DRAWN CARRIAGES (1983)

04. License fee, annual \$ 25

Section 755. ALARM SYSTEMS (2011)

05. False Alarm Fee: First and Second False Alarm No Fee
Third false alarm \$ 30 \$60
Fourth false alarm \$ 60 \$120
Fifth false alarm \$ 90 \$180
Sixth false alarm \$ 120 \$240
Seventh false alarm, minor misdemeanor \$ 120 \$300

Section 765. DEALERS IN SECOND HAND ARTICLES (2016)

05. License Fee, per location, annual \$ 125

Section 767. SKILL GAME BUSINESSES, ADULT ARCADES, INTERNET CAFES AND SWEETSTAKES BUSINESSES (2020)

03. Permit fee, annual \$ 100,000
Per machine, annual \$ 1,000
Application fee, annual \$ 1,000

Section 769. MOBILE FOOD VEHICLES (2021)

05. Permit fee, annual \$ 100

Section 901. STREETS(1969)

02. Moving a Permanent Building Permit \$ 100 \$400

Section 905. EXCAVATIONS (1980)

01. Permit Fee, per location in right-of-way \$ 15

Section 909. SIDEWALKS, DRIVEWAYS, AND CURBS (2015)

06. License Fee, **new applicants** \$75
annual renewal \$ 25 \$50
08. Construction Permit Fee: 200 sq. ft. or less of construction \$ 10 \$20
More than 200 sq. ft. of construction \$ 20 \$40
Driveways \$ 20 \$40
26. ~~Use of Openings to Subspaces, annual inspection fee(1969)~~ \$ 25
27. Curb Opening or Closure, per lineal foot(1969), plus Driveway above \$ 1
32. ~~Deliveries over Sidewalks Permit Fee(1969):~~ Residential \$ 10
Commercial \$ 15
Industrial \$ 15

Section 921. WATER REGULATIONS (2017)

06.	Tapping Permit Fee:	1-inch tap	\$ 1,200	\$2,000
		1-inch tap, outside City		\$2,500
		2-inch tap	\$ 5,700	
		2-inch tap, outside City	\$ 7,125	
		Larger than 2-inch: Net cost(materials, equipment, labor) plus 25 percent		
		Outside City, add 25%		
		Meter Pit		\$1,025
		Meter Pit, outside City		\$1,280
12.	Meter Test Charge			
		(5/8-inch meter), refunded if meter found to be inaccurate	\$ 20	\$50
		Larger meters, customer responsible for all coordination and cost		
13.	Service Line Thawing/Plumbing Services, per hour during working hours		\$ 60	
		During non-working hours: first three hours	\$ 240	
		per hour after first third hour	\$ 60	
22.	Assessment Equivalent, properties outside City boundary		\$ 5,000	

Section 923. WATER SERVICE CHARGES (2013 except Water Rates)

02.	Water Rate, per 1,000 gallons	\$ 8.75	
	Outside City, per 1,000 gallons	\$ 10.94	
06.	Fire Service Charge, per month per private hydrant	\$ 5	\$8
	Fire Main Service Charge, per month per inch diameter	\$ 2	\$4
09.	Delinquent Account, applied to account balance	10 percent	
13.	Vacation Turn-off / Turn-on Charge	\$ 25	\$50
	Convenience Turn-off / Turn-on Charge, after hours	\$ 120	\$240
	Hydrant Flow Test	\$ 250	
	Illegal Hydrant Use, per event	\$ 500	
16.	Discontinuance of Service for Violations/Non-Payment		
	During Working Hours	\$ 60	
	During Non-Working Hours	\$ 120	\$240

Section 925. SEWAGE SERVICE CHARGES (2021 except Sewer Rates)

05.	Sewer Rate, per 1000 gallons	\$ 5.56	
	Outside City, per 1000 gallons	\$ 6.95	
	Out-of-State Users, per 1000 gallons	\$ 9.29	
	Administrative Toledo Billing Charge, per month	\$ 1.99	
	High Strength Waste, per 100 lbs., BOD above 180 mg/l	\$ 4.99	
	COD above 450 mg/l	\$ 1.99	
	SS above 200 mg/l	\$ 3.32	
	Phosphorus above 9 mg/l	\$ 40.14	
	Floatable Oils above 100 mg/l	\$ 10.00	
	Delinquent Account, applied to account balance	10 percent	
	Swimming Pool Credit, based on meter readings, 4000 gallon max		

Section 929. SEWER REGULATIONS (2019)

04.	License Fee, new applicants	\$75	
	annual renewal	\$ 25	\$50
08.	Permit Fee, includes 8 hours inspection	\$ 250	\$400
	Outside City	\$ 500	
	Additional inspection, per hour	\$ 68.20	\$70
	Outside City	\$ 88	

Section 929. SEWER REGULATIONS(cont'd)

10.	Connection Charges, per gallon per day per SCO 929.10	\$ 2.50
	Outside City	\$ 3.15
	Minimum	\$ 1,000
	Minimum, outside City	\$ 1,250

Section 932. **STORM SEWER PERMITS**

01.	License Fee, see 929.04	
	Permit Fee, includes 8 hours inspection	\$ 400
	Additional inspection, per hour	\$ 70

Section 953. SMALL CELL TECHNOLOGY(2019)

03.	Application Processing Fee, per facility (2029 10% increase, nearest \$5) per ORC	\$ 250	\$275
08.	Collation Fee, per facility	\$200	\$220

Section 961. CEMETERY INTERMENTS (Payment for indigent cremation burial) (2014)

01.	Adult Person Cremation Burial	\$ 700
	Child under twelve years of age	\$ 315
	Still birth funeral	\$ 210
	Faiths that prohibit cremation, burial	\$ 400
	Adult Person	\$ 400
	Child under twelve years of age	\$ 180
	Still birth funeral	\$ 120

Section 1103. ZONING FEES (2016)

10.	Commercial/Industrial	New Construction, plus \$0.10 per sq. ft.	\$ 100	\$200
		Additions, Alterations, & Renovations, per 1000 sq. ft.	\$ 50	
	Residential	New Construction, plus \$0.050.10 per sq. ft.	\$ 50	\$ 75
		Additions, Alterations, & Renovations	\$ 25	\$ 50
		Board of Architectural Review, \$0.20 per sq. ft. \$50 min / \$200 max	\$200	
		Accessory Buildings, Sheds, & Garages	\$ 25	
		Fence	\$ 20	\$ 40
		Demolition	\$ 25	\$ 50
		Zoning Change Petition, plus cost of public advertisement	\$ 100	\$300
		Special Use Permit, plus cost of public advertisement	\$ 100	\$300
		Planned Development, plus cost of public advertisement	\$ 100	\$750
		Site Plan Review	\$ 250	\$625
		Lot Split	\$ 50	
	Preliminary Plat	5 acres or less	\$ 200	\$400
		more than 5 but less than 10 acres	\$ 400	\$550
		10 acres or more	\$ 500	\$750
		Preliminary Plat Extension	\$ 150	\$175
		Final Plat	\$ 150	\$200
	Variance(Board of Appeals), plus cost of public advertisement	Residential	\$ 50	\$275
		Commercial	\$ 100	\$500
		Zoning Board Appeal to City Council	\$ 150	
		Flood Plain Development Permit	\$ 75	
		Accessory Structure	\$ 15	

Section 1149. FLOOD PLAIN DISTRICTS(2011)

14.	Flood Plain Development Permit Fee, includes 2 hours	\$ 75	\$150
	Accessory Structure (<\$5,000)	\$ 15	
	Additional Administrative Time, per hour	\$ 25	
31.	Appeals and Variances	\$ 275	

Section 1166. SIGN PERMITS (2016)

15.	Sign Permit, plus BAR fees below	\$ 50	
	Board of Architectural Review (BAR), per sq. ft. (min \$50, max. \$200)	\$ 0.20	\$100
	Temporary Sign	\$ 20	\$50
07.	Street Banner, plus cost of install if by City	\$ 100	
	City Installation	\$ 840	

Section 1167. CHARITABLE DONATION CONTAINERS (2015)

05.	Registration Fee, annual	\$ 100	
99.	Penalty, impound fee	\$ 250	
	Storage, per day	\$ 20	

Section 1325. SWIMMING POOLS(1992)

03.	Permit Fee	\$ 25	\$50
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Section 1519. FIREWORKS (2002)

02.	Permit Fee	\$ 25	\$50
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City of Sylvania Management Report
For The Division of Streets
Fourth Quarter - 2023

Key Statistics

Leaf Pick Up :

	<u>2023</u>	<u>2022</u>
Full Time Employee	11	11
Full Time Employee Hrs	2,040	1,908
Full Time Employee O.T. Hours	86	85
Temporary Labor Hours	888	780
Temporary Labor O.T. Hours	28	17
Cubic Yds. of Leaves Picked Up	11,335 Cu. Yds	11,993 Cu. Yds
Leaf Pick - Up Rounds	5 Completed 12/13/2022	6 Completed 12/16/2022

Ice & Snow Control :

	<u>2023</u>	<u>2022</u>
Ice Control & Snow Removal Hrs	12 hrs.	128 hrs.
Salt Tonnage Used	36 tons	166 tons
Salt Brine Used for Ice Control	0 gal.	2200 gal.
Maintenance to Salt Brine System	24 hrs..	96 hrs..
Clean Bridge Sidewalks	4 hrs.	8 hrs.

Traffic Signs Repaired and / or Replaced :

Sign Maintenance Hours	104 hrs.	288 hrs.
Regulatory Signs	7	13
Warning Signs	5	8
Street Name & Informative Signs	7	5

Road Maintenance & Repairs :

	<u>2023</u>	<u>2022</u>
Cold Patch Hours	72	24
Cold Mix Tonnage Used	5 tons.	2 tons.
Street Sweeping Hauled to landfill	0	0
Asphalt Placed for Repairs	3 tons.	6 tons.
Remove and Replace Concrete as needed	4 cu yds.	1.5 cu yds.
Low density backfill	0 cu yds	0 cu yds
Crack-Fill Hours	24 hrs.	32 hrs.
Basin Repair	264 hrs.	200 hrs.
Curb Repair	0 hrs.	0 hrs.
Bridge Repair	0 hrs.	0 hrs.

Traffic Paint	0 hrs.	0 hrs.
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Equipment Maintenance :	<u>2023</u>	<u>2022</u>
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Leaf Loader - Leaf Box Repair & Repainting Hours	700 hrs.	424 hrs.
Snow Removal Equipment Repair & Repainting Hours	16 hrs.	42 hrs.
Miscellaneous Equipment Repairs Hours	192 hrs.	208 hrs.

Miscellaneous :

Snow Plow Damage (Mail Box & Yard Repair)	0 hrs	0 hrs
Dead Animals Removed From Right-of-Way Maintenance Bldg.	24	18
(Repairs, Cleaning, Painting) Hours	128 hrs.	194 hrs.
Inventory & Green Tag Hours	0 hrs.	128 hrs.
Stack Salt at 8425 Sylvania-Metamora Rd. & 5509 Harroun Rd. (Salt Storage Buildings)	0 hrs.	32 hrs.
Clean up Oil Spills on Roadways	0	0
Traffic Signal Repairs	4 hrs	2 hrs

Special Events Setup :	<u>2023</u>	<u>2022</u>
-------------------------------	--------------------	--------------------

Total Hours for Events	32 hrs.	48 hrs.
Fall Festival		
Northview / Southview Football Game		
Miracle on Main St		
Olander Park Halloween Hike		

Michael Elliott
Street Division Foreman
1/11/2024

Leaf collection
2023

Unit #	1 Load =	Northwest	South	East	Total Loads
34	20 cu.yds	1	0	56	57
37	18 cu.yds	1	103	0	104
41	16 cu.yds	20	3	0	23
42	20 cu.yds	82	0	0	82
45	18 cu.yds	99	1	2	102
47	17 cu.yds	6	1	97	104
40	20 cu.yds	0	33	0	33
72	29 cu.yds	0	63	0	63
(sweeper)	8 cu.yds	9	15	4	28
					596
					Total cu.yds 11,335

<u>Totals</u>	2023	11,335 cu.yds	2020	11,983 cu yds
	2022	11,993 cu yds	2019	12,506 cu.yds
	2021	9,830 cu.yds	2018	11,928 cu.yds

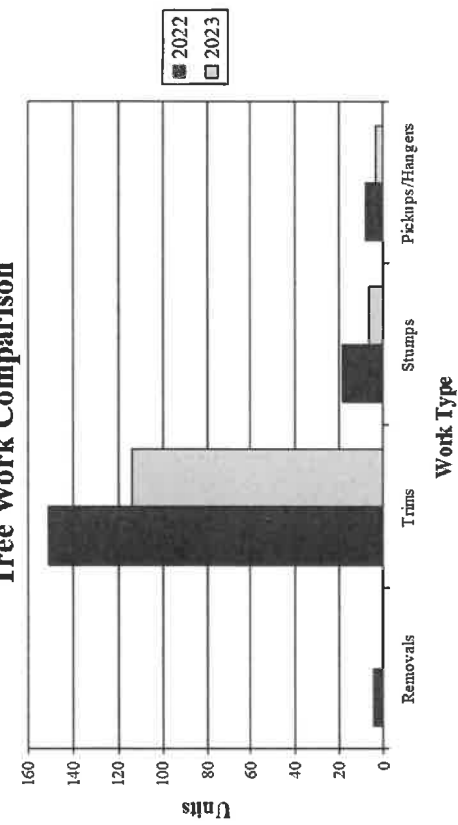
2023 Work Days Per Round	Round #	North West	South	East
	1	5	5	4
	2	9	10	7
	3	8	8	10
	4	10	9	8
	5	3	3	3

2023	Unit #	Start Mileage	End Mileage	Total Mileage
	34	44,370	45,279	909
	37	22,538	23,723	1185
	41	74,292	75,360	1068
	42	43,565	44,578	1013
	45	66,940	68,089	1149
	47	474	1,780	1306
	72	46,677	47,309	632
	40	14,706	15,052	346

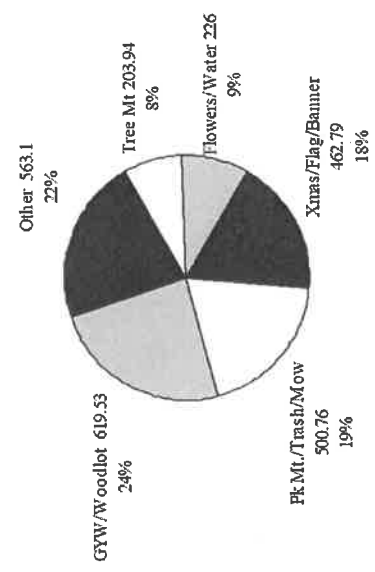
<u>Total Miles</u>	2023	7,608 Miles	2020	6,122 Miles
	2022	5,118 Miles	2019	6,460 Miles
	2021	5,428 Miles	2018	6,402 Miles

Parks & Forestry Quarterly Report : October - December, 2023

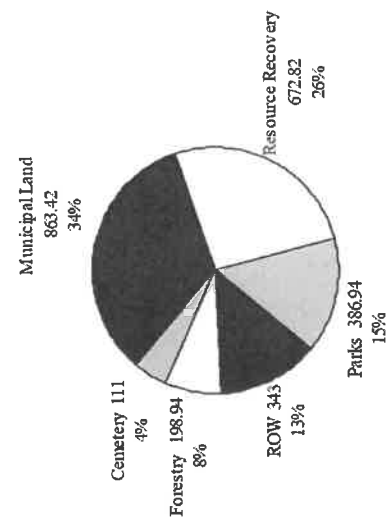
2022 -2023 Tree Work Comparison



Man-Hours by Work Type

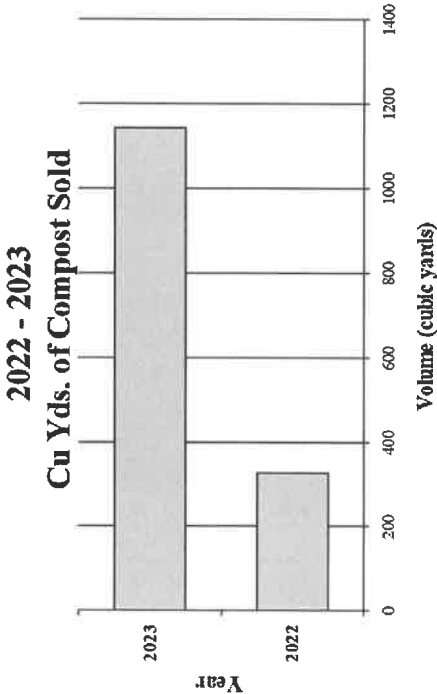


Man-Hours by Account



Parks & Forestry Quarterly Report : October - December, 2023

Green Yard Waste

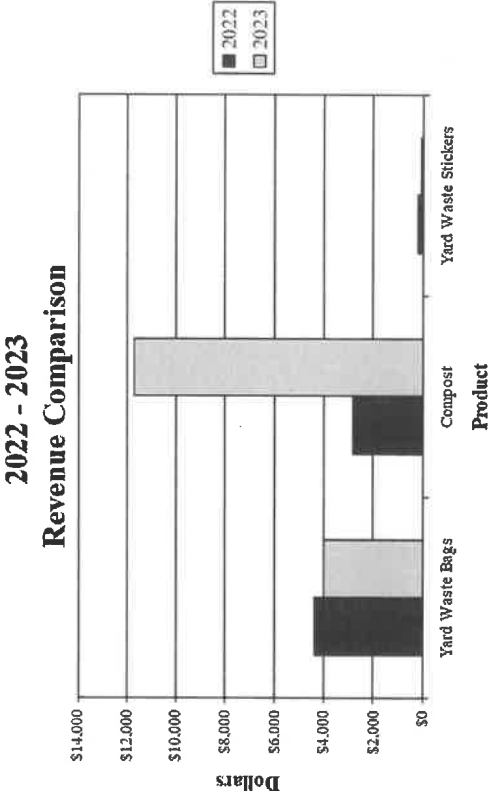


Volume Collected (cubic yards)

* Route A 114.0~

* Route B 95.0~

~ Processed Volume





SYLVANIA POLICE DIVISION 4th QUARTER 2023

Operational Statistics

	2023	2022
Crime Reports	273	244
Criminal Arrests – Juvenile/Adult	5/61	6/45
Traffic Citations	134	158
Warnings	849	784
Parking Tickets	8	0
OVI	18	8
Traffic Crashes	55	106
Traffic Crashes injuries/fatalities	27/0	35/0
Calls for Police Service	2484	2812
Hours Spent handling Police Calls	1775:47	1575:23
Emergency Response Time – Priority 1	2:30	2:39
Overtime Hours - Police	1501.58	1990
Overtime Hours - Records	18.92	44
Training Hours	848	759

Administrative Update

During the 4th quarter of 2023, Officer Bradley Clay was offered a promotion to Sergeant. The promotion will be effective in the first quarter of 2024. We are also working with Civil Service to conduct an officer test in the first quarter of 2024. All officers completed their required state CPT hours to maintain certification with the State of Ohio.

Community Affairs

Introduction

- Officer Andrzejewski and Officer Clay completed the first half of the 2023-2024 school year at Southview High School and Northview High School.
- Officer Barnswell began the elementary D.A.R.E. program in the schools in the community.
- Officer Barnswell held D.A.R.E. Graduation for St. Joseph Parish School, Sylvan Elementary, and Maplewood Elementary.

Youth Programs / DARE Events/Community Involvement

- Sgt. Bell and Officer Barnswell attended meetings with various school and community groups.
- Officer Andrzejewski attended numerous meetings with various school and community groups at Southview.
- Officer Clay gave a presentation and attended numerous meetings with various school and community groups at Northview High School.

School Resource Officer Programs

Northview High School - Officer Clay	
Presentations	1
Meetings/Training	14
General Offense Reports/ Accident Reports	3
Citations / Warnings	0
School Related Complaints/Interviews	13
Parking Lot Assists	0
Court Appearances	0
Security Issues	20
Misc.	10

Southview High School – Officer Andrzejewski	
Presentations	0
Meetings/Training	11
General Offense Reports/ Accident Reports	4
Citations / Warnings	0
School Related Complaints/Interviews	31
Parking Lot Assists	13
Court Appearances	0
Security Issues	9
Misc.	26

Public Safety Cadets

- Public Safety Cadets have trained with several topics this quarter. Topics include the following:

- Disorder Scenarios
 - OVI Procedure
 - Domestic Violence Scenarios
 - Crime Scene Processing
 - Detective Investigatory Procedures
- The annual Public Safety Cadet awards ceremony was held at Sylvania PD. The ceremony was attended by current cadets and guests/parents.
 - Awards:
 - Cadet of the Year – Abby Cherry
 - Top Shot – Dylan Tussing
 - One Year Award – Carson Nickens, Dylan Tussing,

Volunteer Program – 4th Quarter Report

A. Summary

Hour Summary	
Total Patrol Volunteer hours for October 2023 - December 2023	0
Total Event Volunteer hours for October 2023 - December 2023	113
Total	113
Total Hours for 2023	294.25

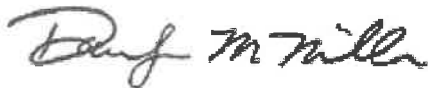
Volunteer Patrol Log	
Lockouts	0
House Checks	13
Road Patrol/Traffic Assists	0
Citizen/Motorist Assists	0
Special Assignments:	
<ul style="list-style-type: none"> • Volunteer OC & Handcuff Training • Shop with a Hero • Miracle on Main Parade • Citizens Academy • Fall Fest Parade • Drug Take Back Day 	

October – December 2023

Active Case Load by Investigator			
Detective	Assigned	Cleared	Total Active
Sgt. Music	13	14	4
Det. Collins	13	14	9
Det. Papenfuss	7	6	11
Det. Espinosa	17	15	6
Monthly Totals	50	49	30

Mobile Device Extractions Completed	5
Storage Device Extractions Completed	1
Computers/Hard Drive Extractions	3

Respectfully submitted,



Danilynn M. Miller
Chief of Police

Zoning Office Key Statistics		2023 1st Qtr	2023 2nd Qtr	2023 3rd Qtr	2023 4th Qtr	2023 Year End
Residential Renovations, Additions & Accessory		10	11	11	4	36
New Dwelling (Residential)		12	9	28	0	49
Estimated Value		\$300,000				
New Commercial Construction		0	2	0	0	2
Commercial Additions & Renovations		2	7	8	7	24
Demolition Permits Issued		2	1	2	3	8
Swimming Pool Permits Issued		2	6	2	2	12
Sidewalk Permits Issued		3	66	13	5	87
Fence Permits		5	22	25	14	66
Food Truck Permits		3	35	2	0	40

Municipal Planning Commission						
Lot Splits		1	0	0	0	1
Council Referrals		1	0	0	2	3
Site Plan Review		0	0	0	0	0

Architectural Board of Review						
Sign Review		6	9	5	13	33
Architectural Review		1	4	3	3	11

Zoning Complaints						
On Site Inspections		30	52	55	28	165
Open Zoning Complaints		24	30	25	21	100
Closed Zoning Complaints		4	22	30	7	63
Letters & Warnings Sent		11	22	22	7	62



DIVISION OF UTILITIES
DAVID W. FRANCE, UTILITY MANAGER

4th Quarter 2023

Utilities	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Number of Payments Received	21,029	20,109	20,667	20,370		82,149
Total Collection Water	\$864,307.92	\$971,943.03	\$1,487,929.26	\$1,108,493.56	\$4,432,673.77	\$4,573,354.10
Total Collection Sewer	\$754,136.89	\$845,314.59	\$974,817.77	\$913,943.80	\$754,136.89	\$3,149,637.60
Total Collection Refuse	\$170,916.13	\$193,049.15	\$199,893.91	\$196,912.59	\$760,771.78	\$661,284.40
Total Collection On/Off	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
Total Collection Fire	\$831.08	\$957.42	\$907.43	\$856.44	\$3,552.37	\$3,481.66
Total Collection Misc	\$4,078.88	\$3,417.08	\$3,699.29	\$4,408.49	\$15,603.74	\$13,009.95
Total Collection Water Tap Pay Plan	\$1,616.46	\$1,616.46	\$1,077.64	\$2,720.02	\$7,030.58	\$6,466.02
Total Collection Sewer Tap Pay Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utility/Zoning Permit Sales						
Water Tap Permits	\$26,495.00	\$3,600.00	\$26,050.00	\$18,810.00	\$74,955.00	\$38,930.24
Water Cost Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Sanitary Tap Permits	\$8,010.00	\$1,750.00	\$7,750.00	\$14,068.91	\$31,578.91	\$25,507.63
Sanitary Connection Fees	\$24,867.46	\$43,740.00	\$24,600.00	\$12,521.46	\$105,728.92	\$11,000.00
Sanitary Cost Recovery	\$0.00	\$0.00	\$15,023.87	\$5,016.90	\$20,040.77	\$0.00
Sanitary Project Reimbursement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Storm Tap Permits	\$1,000.00	\$250.00	\$1,000.00	\$250.00	\$2,500.00	\$10,525.48
Second Meter Permits	\$1,080.00	\$360.00	\$1,080.00	\$0.00	\$2,520.00	\$2,880.00
Hydrant Permits	\$0.00	\$1,200.00	\$0.00	\$2,250.00	\$3,450.00	\$1,100.00
Zoning Permits	\$4,526.50	\$9,776.05	\$7,176.73	\$2,835.00	\$24,314.28	\$20,431.31
Service Dept Sales						
Sewer and Sidewalk Licenses	\$795.00	\$700.00	\$145.00	\$575.00	\$2,215.00	\$3,205.00
Plans/Bid Documents	\$695.00	\$1,285.00	\$225.20	\$175.00	\$2,380.20	\$2,035.00
Refuse/Green Yard Waste						
Refuse Extra Bag Tags	\$303.75	\$446.75	\$449.02	\$225.00	\$1,424.52	\$1,728.25
Refuse Bulk Item Sticker	\$1,448.29	\$1,248.75	\$1,606.50	\$1,162.50	\$5,466.04	\$4,756.30
Green Yard Waster Stickers/Bags	\$13,330.24	\$16,096.39	\$4,261.87	\$412.00	\$34,100.50	\$32,548.07
Misc.						
Misc.	\$155.00	\$80.00	\$0.00	\$0.00	\$235.00	\$340.00
Total Collection	\$1,878,593.60	\$2,096,830.67	\$2,757,693.49	\$2,285,636.67	\$9,018,754.43	\$8,566,321.01

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Number of Water Accounts	7,344	7,353	7,359	7,358		
Number of Sewer Accounts	8,635	8,644	8,649	8,648		
					Y-T-D	Prior Year
Number of Water Tap Permits	17	3	14	2	36	22
Number of Sanitary Tap Permits	20	8	32	8	68	46
Number of Storm Tap Permits	3	1	5	1	10	17
Number of Second Meter Permits	3	1	3	0	7	6

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior year
Total Water Purchased (Gallons)	112,087,800	148,216,200	168,273,820	124,871,120	553,448,940	568,424,620
Average Daily Water Purchased	1,245,420	1,646,847	1,869,709	1,387,457	1,537,358	1,557,328
Total Sewer Flow (Gallons)	452,700,000	347,340,000	323,230,000	Unavailable	1,123,270,000	1,176,140,000
Average Daily Sewer Flow	5,030,000	3,859,333	3,591,444	Unavailable	4,160,259	4,032,082
Estimated Population Served-Water	21,400					
Estimated Population Served-Sewer	25,300					

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D	Prior Year
Items Sold						
Extra Bags	179	230	181	153	743	757
Bulk Item	118	107	137	113	475	422
Green Yard Waste Sticker	566	538	69	13	1186	1163
Green Yard Bags	57	301	258	74	690	667
MTU's Replaced	365	195	125	240	925	489

Activities To Be Performed

Continued Replacement of Meter Transmitters
Prepping for large meter testing/replacement

Progress This Period

Systematic Cleaning of sewer collection system
Maintenance and repairs of water distribution system
Continued installation of Meter Transmitter Units



David W. France
Utility Manager