

Sylvania City Council

November 4, 2019

6:00 p.m. Zoning & Annexation Committee

PD-1-2019 Discussion

6:30 p.m. Employee & Community Relations Committee

2020 Board of Zoning Appeals appointment

7:00 p.m.

Presentation of Honorary Awards for Recreation Development for
Jim Glase and Tom Crothers

7:30 p.m. Council Meeting

Agenda

1. Roll call. Mrs. Cappellini, Mr. Frye, Mr. Haynam, Mrs. Husman, Mr. Luetke, Mr. Richardson, Mrs. Westphal.
2. Pledge of Allegiance to the United States of America led by Mrs. Westphal.
3. Additions to the agenda.
4. Approval of the Council meeting minutes of October 21, 2019.
5. Set 2020 Schedule - Council Meetings & Trick or Treat.
 - a. Set regular Council meetings.
 - b. Set Trick or Treat date and time. (October 31st is a Saturday)
6. 2020 Budget.
 - a. First Reading of Proposed Ordinance No. 92-2019, To make appropriations for current expenditures and other expenditures of the City of Sylvania, Ohio, for the fiscal year ending December 31, 2020.
7. Lexipol Service Agreement.
 - a. Police Chief Schnoor's report on agreement.
 - b. Proposed Ordinance 93-2019, Authorizing to enter into an agreement with Lexipol, LLC to provide Law Enforcement Policy Management System.
8. Notice of a new D1, beer for on premises consumption until 1:00 a.m., and D2, wine and certain prepackages mixed drinks until 1:00 a.m. permit from Peace Love & Pottery Studio LLC, d/b/a Peace Love & Pottery Studio, 6750 W. Sylvania Ave., Sylvania, OH.
9. Committee reports.
 - a. Zoning & Annexation Committee held on this date.
 - b. Employee & Community Relations Committee held on this date.

10. Committee referrals.

INFORMATION

- A. October 2019 Cash Report from the Division of Taxation.
- B. 3rd Quarter Management Reports.

Minutes of the Meeting of Council
October 21, 2019

The Council of the City of Sylvania, Ohio met in regular session on October 21, 2019 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Katie Cappellini, Mark Frye, Doug Haynam, Sandy Husman, Mark Luetke, Patrick Richardson, Mary Westphal; (7) present; (0) absent.

Roll call:
All present.

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

Pledge of
Allegiance.

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

The following items were added to the agenda:

- 5b. Proposed Ordinance No. 91-2019 (SUP-1-2019)
- 6. Schedule a Zoning & Annexation Committee meeting.
- 6a. Funigan's update.
- 15. Public Information Meeting scheduled for 11/19/19.
- 16. SCAT update.
- 17. Review of Fall Festival/Sister City activities.

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

Agenda
approval.

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

Mrs. Westphal presented the October 7, 2019 meeting minutes. Mrs. Westphal moved, Mr. Haynam seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of October 7, 2019 be approved; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

Approval of the
October 7
meeting
minutes.

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

Mrs. Westphal reported on the public hearing held at 7:00 p.m. on this date to consider Zoning Ordinance Amendment SUP-1-2019 from Shalom of the Pie, LLC, 8216 Erie Street, Sylvania OH 43560 request for change of hours and use of kitchen for catering. Several spoke in favor of the request. No one spoke in opposition of the request.

Report of P.H.
SUP-1-2019,
Shalom of the
Pie, LLC.

Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 91-2019, a written copy of same having been previously furnished to each member of Council, "Amending the Special Use Permit for Shalom of the Pie, LLC to provide for additional hours of operation for the property located at 8216 Erie Street, Sylvania, Ohio; approving the recommendation of the Municipal Planning Commission; and declaring an emergency." Mrs. Westphal moved, Mr. Frye seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Husman, Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Ordinance No.
91-2019;
"Amending
SUP for Shalom
of the Pie,
LLC...."

Minutes of the Meeting of Council
October 21, 2019

Mrs. Westphal moved, Mr. Luetke seconded, that Ordinance No. 91-2019 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

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

Zoning Ordinance Amendment Application ZA-2-2019 from Louisville Title Agency of N.W. Ohio for zoning change from B-2 "General Business District" to R-4 "Multi Dwelling Medium High Density District" Planned Development for property located at 3921 & 3859 Sylvan Lakes Blvd., Sylvania, Ohio 43560. (Referral to the Plan Commission.)

Refer ZA-2-2019, Zoning Change B-2 to R-4 PD to Plan Commission.

Mr. Haynam moved, Mr. Luetke seconded to refer ZA-2-2019 from Louisville Title Agency of NW Ohio to the Plan Commission for review and recommendation. Roll call vote being: Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Refer ZA-2-2019 to Plan Commission.

Mr. Hayman scheduled a Zoning & Annexation Committee meeting on November 4, 2019 at 6:00 p.m. to discuss Zoning application ZA-2-2019 from Louisville Title.

Clerk's Note: Corrected application number for this request: ZA-2-2019 should be PD-1-2019. All further correspondence will be with corrected number.

Law Director Brinning provided an update on the Funigan's paintball issue.

Funigan's paintball update.

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

Safety Director and Law Director's report on School Resource Officer agreement.

Mr. Frye presented and read aloud by title only, proposed Ordinance No. 87-2019, a written copy of same having been previously furnished to each member of Council, "Authorizing the Mayor and Director of Finance of the City of Sylvania, Ohio, to enter into an agreement with the Sylvania School District for School Resource Officers; and declaring an emergency." Mr. Frye moved, Mrs. Husman seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Husman, Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Ordinance No. 87-2019;"... Agreement..... School Resource Officer.... "

Minutes of the Meeting of Council
October 21, 2019

Mr. Frye moved, Mr. Haynam seconded, that Ordinance No. 87-2019 be enacted as an emergency measure as declared therein; roll call vote being: Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on water rates was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 88-2019, a written copy of same having been previously furnished to each member of Council, "Amending the Codified Ordinances of Sylvania, 1979, as amended, by decreasing water service charges per one thousand gallons (1,000) from Eleven and 65/100 dollars (\$11.65) to eight and 74/100 dollars (\$8.74) for city users and from fourteen and 57/100 dollars (\$14.57) to ten and 93/100 dollars (\$10.93) for Non-City users commencing November 25, 2019 and declaring an emergency." Mrs. Westphal moved, Mr. Haynam seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Richardson, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

Ordinance No.
88-2019,
"...decreasing
water service
charges....
effective
11/25/19...."

Mrs. Westphal moved, Mr. Frye seconded, that Ordinance No. 88-2019 be enacted as an emergency measure as declared therein; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (7) yeas; (0) nays. The motion carried.

Service Director's report on sewer rates was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 89-2019, a written copy of same having been previously furnished to each member of Council, "Amending Chapter 925 of the Sylvania Codified Ordinances by amending Section 925.05-Sewer Charges levied to increase the sewer charges for both Industrial and Non-Industrial City and Non-City users; and declaring an emergency." Mrs. Westphal moved, Mr. Luetke seconded, that Council dispense with the Second and Third Reading of said Ordinance; roll call vote being: Cappellini, Frye, Haynam, Husman, Luetke, Richardson, Westphal, (7) yeas; (0) nays. The motion carried.

Ordinance No.
89-2019;
"...increase the
Sewer Charges
.....effective
11/25/19..."

Mrs. Westphal moved, Mrs. Husman seconded, that Ordinance No. 89-2019 be enacted as an emergency measure as declared therein; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried.

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

Minutes of the Meeting of Council
October 21, 2019

Service Director's report on OPWC Application-Maplewood Construction was placed on file. Mr. Richardson presented and read aloud by title only, proposed Resolution No. 14-2019, a written copy of same having been previously furnished to each member of Council, "A Resolution authorizing the Mayor and Director of Finance to file a Grant Application with the Ohio Public Works Commission for the Maplewood Avenue-Main Street to Norfolk Southern Railroad Tracks Reconstruction Project; and declaring an emergency"; Mr. Richardson moved, Mr. Haynam seconded, that Council dispense with the Second and Third Reading of said Resolution; roll call vote being: Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

Resolution No.
14-2019,
"OPWC Grant
Application
Maplewood Ave
Reconstruction
...."

Mr. Richardson moved, Mr. Frye seconded, that Resolution No. 14-2019 be enacted as an emergency measure as declared therein; roll call vote being: Husman, Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried.

Service Director's report on OPWC Grant Application -Truck Sanitary Sewer Lining Phase 2 Project was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Resolution No. 15-2019, a written copy of same having been previously furnished to each member of Council, "A Resolution authorizing the Mayor and Director of Finance to file a Grant Application with the Ohio Public Works Commission for Truck Sanitary Sewer Lining Phase 2 Project; and declaring an emergency"; Mrs. Westphal moved, Mr. Haynam seconded, that Council dispense with the Second and Third Reading of said Resolution; roll call vote being: Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried.

Resolution No.
15-2019;
"...OPWC
Grant App for
Truck Sanitary
Sewer Lining
Phase 2
Project...."

Mrs. Westphal moved, Mr. Luetke seconded, that Resolution No. 15-2019 be enacted as an emergency measure as declared therein; roll call vote being: Richardson, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

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

Service Director's report on the Centennial Crossing Pumping Station Replacement Project was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 90-2019, "Authorizing the Mayor and Director of Finance to accept the proposal of FET Construction Services, LLC to provide electrical services for the Centennial Crossings Pumping Station Replacement Project; appropriating funds therefore in an amount not to exceed \$10,158; and declaring an emergency." Mrs. Westphal moved, Mr. Haynam seconded, that Council dispense with the Second

Ordinance No.
90-2019,
"...electrical
services for
Centennial
Crossing
Pumping Station

Minutes of the Meeting of Council
October 21, 2019

and Third Reading of said Ordinance; roll call vote being: Westphal, Cappellini, Frye, Haynam, Husman, Luetke, Richardson, (7) yeas; (0) nays. The motion carried. Replacement...”

Mrs. Westphal moved, Mrs. Husman seconded, that Ordinance No. 90-2019 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 11.

Mr. Luetke presented and read aloud by title only, proposed Resolution No. 16-2019, “Adopting and designating a new official logo and flag for the City of Sylvania; and declaring an emergency.” Mr. Luetke moved, Mr. Haynam seconded, that Council dispense with the Second and Third Reading of said Resolution; roll call vote being: Frye, Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, (7) yeas; (0) nays. The motion carried. Resolution No. 16-2019, “Adopting new city logo and flag.....”

Mr. Luetke moved, Mrs. Husman seconded, that Resolution No. 16-2019 be enacted as an emergency measure as declared therein; roll call vote being: Haynam, Husman, Luetke, Richardson, Westphal, Cappellini, Frye, (7) yeas; (0) nays. The motion carried.

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

Mrs. Westphal moved, Mr. Haynam seconded to confirm the Mayor’s re-appointment of Ken Marciniak to the Municipal Planning Commission for a term commencing on January 1, 2020 and expiring on December 31, 2023. Roll call vote being: Husman, Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, (7) yeas; (0) nays. The motion carried. Confirmation of Ken Marciniak reappointment to Plan Com. 1/1/20-12/31/23.

Mrs. Westphal moved, Mrs. Husman seconded to confirm the Mayor’s appointment of Mary Morrison to the Toledo Area Regional Transit Authority to fill the unexpired term of William Pitzen, which expires on December 31, 2021. Roll call vote being: Luetke, Richardson, Westphal, Cappellini, Frye, Haynam, Husman, (7) yeas; (0) nays. The motion carried. Confirmation of Mary Morrison to TARTA expiring 12/31/21.

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

Mrs. Westphal stated the Finance Committee held a meeting on October 17, 2019 to discuss the 2020 Budget. Finance Director Schroyer provided an overview of the 2020 Budget that presents a balanced General fund. Westphal reported proposed Ordinance No. 74-2019, “Unpaid Tax Collection” will be addressed after first of the year. Report of Finance Committee re: 2020.

Minutes of the Meeting of Council
October 21, 2019

Mrs. Cappellini stated the Parks & Forestry Committee held a meeting on this date to discuss the Green River Initiative - Harroun Park. She provided an overview of the proposed restoration of Harroun Park. The process will be initiated.

Report of Parks
Committee re:
Harroun Park
restoration.

Mayor Stough stated there were no items for agenda item 14, so Council will now consider agenda item 15.

Service Director provided information on a public meeting on the Monroe Street and Silica Drive Intersection Improvements to be held on November 18, 2019, 4:30 - 6:30 p.m. in Sylvania Northview High School Cafeteria. Public Comments can be submitted at the meeting or online at: www.cityofsylvania.com.

Monroe/Silica
Improvements
public meeting:
11/18/19.

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

Mrs. Husman provided information on the Sylvania Community Action Team (SCAT)'s 14th Annual SCATACULAR Breakfast Fundraiser on Wednesday, October 30th at 7-7:30 breakfast, and 7:30-8:30 a.m. program to be held at the Sylvania Senior Center, 7140 Sylvania Ave.

SCAT fund-
raiser, 10/30/19
7:00 a.m. at
Sylvania Senior
Center.

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

Mayor Stough provided a review of the Fall Festival/Sister City activities last weekend. He stated it was the best attendance to date. He recognized Michelle Sprott and Mark Luetke for their role in the event.

Fall Festival/
Sister City
update.

Mrs. Westphal moved, Mr. Richardson seconded to adjourn at 8:48p.m. Roll call vote being: Richardson, Westphal, Cappellini, Frye, Haynam, Husman, Luetke, (7) yeas; (0) nays. The motion carried.

Adjournment.

Clerk of Council

Mayor

**CITY OF SYLVANIA, OHIO
SCHEDULE OF REGULAR MEETINGS FOR THE YEAR 2020**

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

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

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

JANUARY

6 City Council Monday
15 Plan Commission Wed
21 City Council Tuesday

FEBRUARY

3 City Council Monday
12 Plan Commission Wed
18 City Council Tuesday

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

15 Plan Commission Wed
20 City Council Monday

AUGUST

12 Plan Commission Wed
17 City Council Monday

SEPTEMBER

8 City Council Tuesday
16 Plan Commission Wed
21 City Council Monday

OCTOBER

5 City Council Monday
14 Plan Commission Wed
19 City Council Monday

NOVEMBER

2 City Council Monday
10 Plan Commission Tues
16 City Council Monday

DECEMBER

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

6a

ORDINANCE NO. 92 -2019

TO MAKE APPROPRIATIONS FOR CURRENT EXPENDITURES AND OTHER EXPENDITURES OF THE CITY OF SYLVANIA, OHIO, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2020; AND DECLARING AN EMERGENCY.

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

WHEREAS, attached hereto is "Exhibit A" entitled "2020 Budget Summary of Estimated Expenditures" which exhibit identifies by a four-digit department code number and name each Account in a Fund identified by a three-digit code and name to which appropriations within such Fund are made by this ordinance; and

WHEREAS, attached hereto is "Exhibit B" entitled "2020 Budget Summary of Revenues (2017 - 2020)" which exhibit lists the specific sources of revenue and the actual amounts received by the City from each source within each Fund for the years 2017 and 2018, and the estimated amounts expected to be received by the City from each source for each Fund for the years 2019 and 2020, referred to herein as "estimated resources."

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

SECTION 1. That to provide for the current expenditures and other expenditures of the City of Sylvania for the fiscal year ending December 31, 2020, the following appropriations are hereby authorized.

SECTION 2. That there be and is hereby appropriated from the GENERAL FUND the sum of \$14,000,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Account. Estimated resources for 2020 for said Fund, as shown in "Exhibit B" total \$14,041,000.

SECTION 3. That there be and is hereby appropriated from the STREET CONSTRUCTION, MAINTENANCE AND REPAIR FUND the sum of \$1,296,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund, as shown in "Exhibit B", total \$1,225,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 4. That there be and is hereby appropriated from the CITY PERMISSIVE TAX FUND the sum of \$240,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Accounts. Estimated Resources for 2020 for this Fund as shown in "Exhibit B" total \$240,000.

SECTION 5. That there be and is hereby appropriated from the STATE HIGHWAY IMPROVEMENT FUND the sum of \$73,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$80,000.

SECTION 6. That there be and is hereby appropriated from the LAW ENFORCEMENT TRUST FUND the sum of \$50,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$50,000.

SECTION 7. That there be and is hereby appropriated from the DRUG LAW ENFORCEMENT TRUST FUND the sum of \$5,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 8. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL TREATMENT FUND the sum of \$30,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$30,000.

SECTION 9. That there be and is hereby appropriated from the INDIGENT DRIVERS ALCOHOL MONITOR FUND the sum of \$30,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$30,000.

SECTION 10. That there be and is hereby appropriated from the FEDERAL EQUITABLE SHARING FUND the sum of \$20,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$20,000.

SECTION 11. That there be and is hereby appropriated from the INDIGENT SUPPORT FUND the sum of \$50,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$50,000.

SECTION 12. That there be and is hereby appropriated from the GENERAL OBLIGATION DEBT SERVICE FUND the sum of \$1,780,000 to the respective Account of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$1,800,000.

SECTION 13. That there be and is hereby appropriated from the CAPITAL IMPROVEMENT FUND the sum of \$2,810,000 to the respective Accounts of said Fund listed in "Exhibit A" in the amount and for the respective purposes shown for such Accounts. Estimated resources for 2019 for this Fund as shown in "Exhibit B" total \$3,970,000.

SECTION 14. That there be and is hereby appropriated from the COURT CAPITAL IMPROVEMENT FUND the sum of \$300,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$130,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 15. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES TREE REPAIR & REPLACEMENT FUND the sum of \$255,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$255,000.

SECTION 16. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICE STREET LIGHTING FUND the sum of \$432,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$410,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 17. That there be and is hereby appropriated from the SPECIAL ASSESSMENT SERVICES DITCH & DRAINAGE FUND the sum of \$320,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$320,000.

SECTION 18. That there be and is hereby appropriated from the WATER FUND the sum of \$5,946,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$5,732,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 19. That there be and is hereby appropriated from the SEWER FUND the sum of \$3,657,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$3,385,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 20. That there be and is hereby appropriated from the RESOURCE RECOVERY FUND the sum of \$200,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$200,000.

SECTION 21. That there be and is hereby appropriated from the MEDICAL CARE – SELF INSURED FUND the sum of \$2,460,000 to the Account of said Fund listed in "Exhibit A" in the amount and for the respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$2,460,000.

SECTION 22. That there be and is hereby appropriated from the POLICE PENSION FUND the sum of \$500,000 to the respective Account of said Fund listed in "Exhibit A" in the amount and for respective purpose shown for such Account. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$500,000.

SECTION 23. That there be and is hereby appropriated from the PROPERTY ROOM FUND the sum of \$10,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$10,000.

SECTION 24. That there be and is hereby appropriated from the INCOME TAX FUND the sum of \$8,231,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$8,205,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 25. That there be and is hereby appropriated from the UNCLAIMED MONIES FUND the sum of \$5,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for the respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$5,000.

SECTION 26. That there be and is hereby appropriated from the POLICE COMMUNITY AFFAIRS FUND the sum of \$21,000 to the respective Accounts of said Fund listed in "Exhibit A" in the several amounts and for respective purposes shown for such Accounts. Estimated resources for 2020 for this Fund as shown in "Exhibit B" total \$10,000. There is a sufficient balance as of January 1, 2020 in this Fund to be considered as available for appropriation.

SECTION 27. Estimated resources for the PARKS-RECREATION FOUNDATION FUND for 2020 as shown in "Exhibit B" total \$2,000.

SECTION 28. That "Exhibit C" attached hereto is illustrative of the transfers anticipated within the 2020 Operating Budget.

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

SECTION 30. That the Director of Finance be and he is hereby authorized to make all operating transfers as delineated in the 2020 Budget, shown on "Exhibit A".

SECTION 31. It is hereby found and determined that all formal actions of the Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such action, were in meetings open to the public, in compliance with all requirements including Section 121.22 of the Ohio Revised Code.

SECTION 32. That the Clerk of Council is hereby directed to post a copy of this Ordinance in the Office of the Clerk of Council in the Municipal Building, pursuant to ARTICLE III, Section 12, of the Charter of this City.

SECTION 33. That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that immediate provision should be made for the enactment of appropriations for the payment of current expenditures for the calendar year of 2020. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

Vote dispensing with the _____ reading(s): Yeas ____ Nays ____

Passed, _____, 2019, as an emergency measure.

President of Council

ATTEST:

Clerk of Council

APPROVED:

Mayor

Date

APPROVED AS TO FORM:

Director of Law

Exhibit "A"

**2020 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES**

Dept.	Name	Personal Services	Fringe Benefits	Contract Services	Materials & Supplies	Capital Outlay	Transfers	Totals
110 General Fund								
7110	Police Law Enforcement	3,132,000	874,000	198,000	186,000			4,390,000
7115	Fire Prev. & Insp.	4,000	2,000					6,000
7125	Police/Fire Comm.	447,000	185,000	34,000	8,000			674,000
7210	Correctional Programs			21,000				21,000
7215	Cemetery			12,000				12,000
7220	Pymt.Co.Brd.Health			113,000				113,000
7310	Parks & Forestry	600,000	241,000	108,000	43,000			992,000
7320	Community Programs			317,000				317,000
7415	Zoning	84,000	33,000	3,000	3,000			123,000
7425	Mowing-Private Prop.			1,000				1,000
7515	Garb.& Refuse Collection	72,000	11,000	826,000	18,000			927,000
7620	Street Cleaning	110,000	18,000	8,000	19,000			155,000
7710	Mayor's Office	220,000	91,000	4,000	21,000			336,000
7715	Finance Admin.	185,000	67,000	58,000	7,000			317,000
7725	Legal Admin.	168,000	65,000	2,000	6,000			241,000
7726	Prosecutors' Office	271,000	98,000	44,000	13,000			426,000
7730	Service Admin.	89,000	52,000	5,000	8,000			154,000
7735	Legislation	115,000	20,000	10,000	7,000			152,000
7740	Municipal Court	1,242,000	486,000	224,000	67,000			2,019,000
7745	Civil Serv.Comm.			2,000	3,000			5,000
7750	Lands & Buildings	5,000	2,000	71,000	19,000			97,000
7755	Engineering	98,000	53,000	2,000	12,000			165,000
7765	Elections			5,000				5,000
7775	Delq.Land Advertg.			2,000				2,000
8000	Transfers						1,836,000	1,836,000
8020	Information Technology	177,000	64,000	71,000	202,000			514,000
	Totals	7,019,000	2,362,000	2,141,000	642,000		1,836,000	14,000,000

2019 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
222	Street C M & R								
7610	Street C M & R	760,000	339,000	57,000	100,000				1,256,000
7635	Traffic Signs.Etc			35,000	5,000				40,000
	Totals	760,000	339,000	92,000	105,000				1,296,000
223	City Perm.Tax								
7611	Permissive Tax Maint.			23,000	135,000	82,000			240,000
224	State Hwy.Improv..								
7612	State Hwy.Maint.			35,000	38,000				73,000
225	Law Enforcement Trust Fund								
7126	Police & Fire Comm.				50,000				50,000
226	Drug Law Enforcement Fund								
7126	Drug Law Enforcement				5,000				5,000
227	Ind.Alcohol Treatment Fund								
7740	Ind.Alcohol Treatment			30,000					30,000
228	Ind.Alcohol Monitor Fund								
7740	Ind.Alcohol Monitor Fund			30,000					30,000
229	Federal Equitable Sharing Fund								
7126	Drug Law Enforcement				20,000				20,000
231	Indigent Support								
7740	Domestic/Thelf ISFC			50,000					50,000

2019 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
331	G.O. Retirement Fund								
7910	Bond & Note Retirement			9,000			1,771,000		1,780,000
401	Capital Impr.Fund								
7110	Police Law Enforcement					250,000			250,000
7310	Parks & Forestry					250,000			250,000
7610	Street C M & R					1,410,000			1,410,000
7615	Sidewalks					20,000			20,000
7635	Traffic Signals					0			0
7740	Municipal Court					0			0
7750	Lands & Buildings				62,000	635,000			697,000
7970	Promissory Notes						45,000		45,000
8020	Information Tech.					138,000			138,000
	Totals				62,000	2,703,000	45,000		2,810,000
405	Court Capital Improvement Fund								
7740	Municipal Court				250,000		50,000		300,000
501	Spec.Assess.Trees								
7440	Tree Maintenance	120,000	37,000	91,000	7,000				255,000
502	Spec.Assess. Street Lighting								
7130	S.A. Street Lighting	1,000		431,000					432,000
503	S.A. Ditches & Drains								
7510	Ditches & Drains	183,000	29,000	70,000	38,000				320,000
701	Water Fund								
7520	Water Admin.	254,000	69,000	54,000	67,000				444,000
7525	Distribution	488,000	204,000	3,844,000	64,000	677,000	225,000		5,502,000
	Totals	742,000	273,000	3,898,000	131,000	677,000	225,000		5,946,000

2019 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
702	Sewer Fund								
7530	Sewer Admin.	254,000	65,000	78,000	59,000				456,000
7540	Sewer Collection	338,000	161,000	1,629,000	43,000	1,030,000			3,201,000
	Totals	592,000	226,000	1,707,000	102,000	1,030,000			3,657,000
705	Resource Recovery								
7314	Compost	84,000	14,000	43,000	59,000				200,000
707	Medical Care - Self Insured								
8030	Medical Care		2,167,000	293,000					2,460,000
801	Police Pension								
7135	Police Pension		492,000	8,000					500,000
802	Property Room								
7170	Property Room				10,000				10,000
804	Income Tax Fund								
7760	Tax Adm.	264,000	112,000	65,000	270,000				711,000
8000	Transfrers Out							7,520,000	7,520,000
	Totals	264,000	112,000	65,000	270,000			7,520,000	8,231,000
805	Unclaimed Fund								
7520	Refunds				5,000				5,000

2019 BUDGET
SUMMARY OF ESTIMATED EXPENDITURES

Dept. Code	Name	Personal Services	Fringe Benefits	Contract. Services	Materials & Supplies	Capital	Debt Service	Transfers	Totals
808	Escrow Fund								
7520	Escrow				0				0
810	Police Community Affairs								
7160	Police Community Affairs			5,000	16,000				21,000

Exhibit "B"

**2020 ESTIMATED REVENUE
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>General Fund (110)</u>				
Real Estate Taxes	874,422	893,845	915,000	1,000,000
City Income Taxes	2,725,228	2,679,439	2,800,000	3,075,000
Other Taxes	61,307	59,007	65,000	65,000
Shared revenue	686,043	737,731	740,000	800,000
Charges for Services	499,170	543,391	544,000	614,000
Fees, Licenses, Permits	393,007	391,810	395,000	395,000
Interest Earnings	118,443	134,977	100,000	125,000
Fines & Forfeits	954,777	1,103,380	1,082,000	1,292,000
Other revenue	258,186	263,798	270,000	275,000
Transfers In	5,363,000	5,400,000	5,400,000	6,400,000
Totals	11,933,581	12,207,378	12,311,000	14,041,000
<u>Street C. M. & R. Fund (222)</u>				
Veh. Reg. & Gasoline Tax	777,924	743,887	790,000	1,200,000
Other Revenue	22,972	22,236	30,000	25,000
Transfers In	450,000	500,000	500,000	0
Totals	1,250,896	1,266,123	1,320,000	1,225,000
<u>Permissive Tax Fund (223)</u>				
Permissive Vehicle Tax	220,794	220,100	240,000	240,000
Other Revenue	0	0	0	0
Totals	220,794	220,100	240,000	240,000
<u>State Highway Imp.Fund (224)</u>				
Veh. Reg. & Gasoline Tax	66,719	65,127	73,000	80,000
Totals	66,719	65,127	73,000	80,000
<u>Law Enforcement Trust (225)</u>				
Contraband-Sales-Proceeds	37,958	34,025	50,000	50,000
Totals	37,958	34,025	50,000	50,000
<u>Drug Law Enforcement (226)</u>				
Drug Enforcement Fines	3,732	2,961	5,000	5,000
Totals	3,732	2,961	5,000	5,000

**2020 ESTIMATED REVENUE
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Ind. Drivers Alcohol Treatment Fund (227)</u>				
Municipal Court Fines	32,470	27,534	30,000	30,000
Totals	32,470	27,534	30,000	30,000
<u>Ind. Drivers Alcohol Monitor Fund (228)</u>				
Municipal Court Fines	22,265	22,533	30,000	30,000
Transfers In	0	0	0	0
Totals	22,265	22,533	30,000	30,000
<u>Equitable Federal Sharing Fund (229)</u>				
Shared revenue	0	5,870	19,000	19,000
Transfers In	222	206	1,000	1,000
Totals	222	6,076	20,000	20,000
<u>Indigent Support Fund (231)</u>				
Fines & Fees	41,614	48,919	50,000	50,000
Transfers In	0	0	0	0
Total	41,614	48,919	50,000	50,000
<u>G.O. Debt Service (331)</u>				
Real Estate Taxes	526,119	538,041	550,000	600,000
Shared revenue	73,760	73,348	80,000	80,000
Other revenue	0	0	0	0
Bond Proceeds	0	0	0	0
Note Proceeds	0	0	0	0
Transfers In	1,450,000	1,200,000	1,300,000	1,120,000
Totals	2,049,878	1,811,389	1,930,000	1,800,000
<u>Capital Improvement Fund (401)</u>				
City Income Tax	872,073	856,909	900,000	985,000
Shared revenue	278,120	1,649,322	830,000	930,000
Interest Earnings	169,975	178,102	145,000	170,000
Other revenue	1,220,354	87,428	125,000	85,000
Transfers In	700,000	0	0	1,800,000
Totals	3,240,521	2,771,761	2,000,000	3,970,000

**2020 ESTIMATED REVENUE
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Court Capital Improvement Fund (405)</u>				
Fines & Forfeits	105,577	125,584	135,000	130,000
Other revenue				
Totals	105,577	125,584	135,000	130,000
<u>S.A. Serv. - Trees (501)</u>				
Special Assessments	241,457	244,229	250,000	250,000
Miscellaneous revenue	1,953	1,468	5,000	5,000
Transfers In	0	0	0	0
Totals	243,410	245,696	255,000	255,000
<u>S.A. Street Lighting Fund (502)</u>				
Special Assessments	395,715	399,040	405,000	410,000
Reimbursements-Damages	275	0	5,000	0
Totals	395,990	399,040	410,000	410,000
<u>S.A. Ditches & Drainage Fund (503)</u>				
Special Assessments	275,823	278,936	285,000	320,000
Miscellaneous	0	0	0	0
Transfers In	0	0	0	0
Totals	275,823	278,936	285,000	320,000
<u>Water Fund (701)</u>				
Charges for Services	5,861,908	6,605,311	6,580,000	5,577,000
Interest Earnings	28,170	56,339	31,000	65,000
Other revenue	114,955	124,196	89,000	90,000
Totals	6,005,034	6,785,846	6,700,000	5,732,000
<u>Sewer Fund (702)</u>				
Charges for Services	2,157,898	2,090,910	2,315,000	2,515,000
Interest Earnings	7,401	11,190	10,000	10,000
Other revenue	494,134	123,666	275,000	860,000
Totals	2,659,434	2,225,765	2,600,000	3,385,000

**2020 ESTIMATED REVENUE
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Resource Recovery (705)</u>				
Other revenue	69,295	82,500	95,000	95,000
Transfers In	105,000	110,000	90,000	105,000
Totals	174,295	192,500	185,000	200,000
<u>Medical Care - Self Insured (707)</u>				
Miscellaneous revenue	135,794	23,634	75,000	140,000
Other revenue	1,994,202	1,941,313	2,325,000	2,320,000
Totals	2,129,996	1,964,947	2,400,000	2,460,000
<u>Police Pension Fund (801)</u>				
Real Estate Taxes	385,820	394,563	400,000	435,000
Miscellaneous revenue	0	0	0	0
Shared revenue	54,095	53,788	60,000	65,000
Transfers In	12,000	0	0	0
Totals	451,915	448,352	460,000	500,000
<u>Property Room (802)</u>				
Miscellaneous revenue	8	1,344	10,000	10,000
Totals	8	1,344	10,000	10,000
<u>Income Tax Fund (804)</u>				
City Income Tax	7,303,610	7,181,405	7,500,000	8,200,000
Misc. revenue	3,265	4,301	10,000	5,000
Totals	7,306,874	7,185,705	7,510,000	8,205,000
<u>Unclaimed Monies Fund (805)</u>				
Miscellaneous revenue	1,820	0	5,000	5,000
Totals	1,820	0	5,000	5,000

**2020 ESTIMATED REVENUE
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Escrow Fund (808)</u>				
Miscellaneous Revenue	0	0	0	0
Total	0	0	0	0
 <u>Police Community Affairs (810)</u>				
State Shared revenue				
Other revenue	5,280	4,950	10,000	10,000
Totals	5,280	4,950	10,000	10,000
 <u>Parks-Recreation Foundation (811)</u>				
Interest Earnings	0	0	2,000	2,000
Totals	0	0	2,000	2,000

**2020 ESTIMATED REVENUE
SUMMARY OF REVENUE 2017-2020**

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Estimate</u>	<u>2020 Estimate</u>
<u>Recapitulation of Funds</u>				
110 - General	11,933,581	12,207,378	12,311,000	14,041,000
222 - Street CM & R	1,250,896	1,266,123	1,320,000	1,225,000
223 - Permissive Tax	220,794	220,100	240,000	240,000
224 - State Highway Improvement	66,719	65,127	73,000	80,000
225 - Law Enforcement	37,958	34,025	50,000	50,000
226 - Drug Law	3,732	2,961	5,000	5,000
227 - Ind Drivers Alcohol Trmt	32,470	27,534	30,000	30,000
228 - Ind Drivers Alcohol Monitor	22,265	22,533	30,000	30,000
229 - Equitable Federal Sharing	222	6,076	20,000	20,000
231 - Indigent Support	41,614	48,919	50,000	50,000
331 - G.O. Debt Service	2,049,878	1,811,389	1,930,000	1,800,000
401 - Capital Improvement	3,240,521	2,771,761	2,000,000	3,970,000
405 - Municipal Court Improvement	105,577	125,584	135,000	130,000
501 - S.A. Serv. - Trees	243,410	245,696	255,000	255,000
502 - S.A. Street Lighting	395,990	399,040	410,000	410,000
503 - S.A. Ditches & Drainage	275,823	278,936	285,000	320,000
701 - Water Fund	6,005,034	6,785,846	6,700,000	5,732,000
702 - Sewer Fund	2,659,434	2,225,765	2,600,000	3,385,000
705 - Resource Recovery	174,295	192,500	185,000	200,000
707 - Medical Care	2,129,996	1,964,947	2,400,000	2,460,000
801 - Police Pension	451,915	448,352	460,000	500,000
802 - Property Room	8	1,344	10,000	10,000
804 - Income Tax	7,306,874	7,185,705	7,510,000	8,205,000
805 - Unclaimed Monies	1,820	0	5,000	5,000
808 - Escrow Fund	0	0	0	0
810 - Community Affairs	5,280	4,950	10,000	10,000
811 - Parks-Rec Foundation	0	0	2,000	2,000
Grand Total	38,656,106	38,342,591	39,026,000	43,165,000

Exhibit "C"

2020 INTERFUND TRANSFERS

Fund	Transfer From	Fund	Transfer To
General	1,730,000	Capital Improvement	1,730,000
General	105,000	Resource Recovery	105,000
General	1,000	Fed Equitable Sharing	1,000
Income Tax	6,400,000	General	6,400,000
Income Tax	1,120,000	Debt Service	1,120,000
Totals	9,356,000		9,356,000
	=====		=====

Ta



DIVISION OF POLICE
FREDERICK L. SCHNOOR, JR.
CHIEF OF POLICE

October 29, 2019

To: The Mayor and members of Sylvania City Council

Re: Lexipol Service Agreement

Dear Mr. Mayor and Council Members,

In an effort to update our police division policies and procedures we are recommending a service contract with Lexipol. Lexipol offers a legally reviewed policy management system that is continuously updated. The service also provides assigning and tracking tools to make sure all employees receive and review updates. In addition, the Lexipol service includes employee training specific to agency policy and procedures. And finally, Lexipol's services are web-based so officers can access policy in the field on mobile data terminals in the police cars or on a mobile device such as a smart phone or tablet.

The cost to implement the service updating and reviewing over 130 policies is \$20,250.00. The yearly service fee for 2020 is \$11,850.00 for a total service cost of \$32,100.00.

We are requesting approval for a capital expense of \$32,100.00 from fund 225-7126-52239.

Please call if you have any questions,

Sincerely,

Frederick L. Schnoor, Jr.
Chief of Police



AGREEMENT FOR USE OF SUBSCRIPTION MATERIAL

Agency's Name: Sylvania Police Division
Agency's Address: 6635 Maplewood Avenue
Sylvania, Ohio 43560

Attention: Chief Frederick I. Schnoor, jr.

Lexipol's Address: 2801 Network Boulevard, Suite 500
Frisco, Texas 75034

Attention: Jessica Levenberg

Effective Date:

(to be completed by Lexipol upon receipt of signed Agreement)

The Agreement for Use of Subscription Material is between Lexipol, LLC, a Delaware limited liability company ("**Lexipol**"), and the Agency identified above. The Agreement consists of (a) this cover sheet; (b) **Exhibit A** (Subscriptions Being Purchased and Subscription Fees) attached to this cover sheet, (c) **Exhibit B** (General Terms and Conditions) attached to this cover sheet, and (d) **Exhibit C** (Scope of Services) attached to this cover sheet. Capitalized terms that are used in Exhibit A and not defined therein shall have the respective meanings given to them in Exhibit B.

Agency	Lexipol
Signature: _____	Signature: _____
Print Name: _____	Print Name: Van Holland
Title: _____	Title: Chief Financial Officer
Date Signed: _____	Date Signed: _____

EXHIBIT A

SUBSCRIPTIONS BEING PURCHASED AND SUBSCRIPTION FEES

Agency is purchasing the following:

Annual Subscription Agreement

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Law Enforcement Policy Manual & Daily Training Bulletins w/Supplemental Publication Service (12 Months)	USD 13,167.00	10%	USD 1,317.00	USD 11,850.00
	Subscription Line Items Total			USD 1,317.00	USD 11,850.00
				USD 1,317.00	USD 11,850.00
Annual Subscription Agreement Discount:					USD 1,317.00
Annual Subscription Agreement TOTAL:					USD 11,850.00

Implementation Support

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Law Enforcement Full Implementation	USD 22,500.00	10%	USD 2,250.00	USD 20,250.00
	One-Time Line Items Total			USD 2,250.00	USD 20,250.00
				USD 2,250.00	USD 20,250.00
Implementation Support Discount:					USD 2,250.00
Implementation Support TOTAL:					USD 20,250.00

*Law Enforcement pricing is based on 33 Law Enforcement Sworn Officers.

Notes

Due at signature \$32,100

Discount Notes

Year 1 Discount of 10% (Multi Manual Discount with Maumee PD)

Additional years will have an annual 5% OACP Discount

Agency will be invoiced and subscription will be initiated upon execution of this Agreement. The initial term will be from 1/1/2020-12/31/2020 and will be renewable annually on January 1st each subsequent year.

EXHIBIT B

GENERAL TERMS AND CONDITIONS

1. **Definitions.** For purposes of this Agreement, each of the following terms will have the meaning indicated in this Section:

1.1 **Agency's Account.** "**Agency's Account**" means the account by which Agency accesses the Subscription Materials.

1.2 **Agreement.** "**Agreement**" means (a) the cover sheet to which these General Terms and Conditions are attached, (b) Exhibit A (Subscriptions and Services Being Purchased and Related Fees) attached to that cover sheet, (c) these General Terms and Conditions, and (d) Exhibit C (Scope of Services).

1.3 **Initial Term/Contract Year.** "**Initial Term**" means the twelve-month period commencing on the Effective Date and "**Contract Year**" means each twelve-month period commencing on each anniversary of the Effective Date, except as may otherwise be modified by Section 2.1 Term below.

1.4 **Derivative Work.** "**Derivative Work**" means a work that is based on the Subscription Material or any portion thereof, such as a revision, modification, abridgement, condensation, expansion, or any other form in which the Subscription Material or any portion thereof may be recast, transformed, or adapted. For purposes of this Agreement, a Derivative Work also includes any compilation that incorporates any portion of the Subscription Material. Further, "**Derivative Work**" includes any work considered a "derivative work" under United States copyright law.

1.5 **Effective Date.** "**Effective Date**" means the date specified on the cover sheet to which these General Terms and Conditions are attached.

1.6 **Subscription Materials.** "**Subscription Materials**" means the policy manuals, supplemental policy publications, daily training bulletins and other materials provided by Lexipol to Agency from time to time during the term of this Agreement under the subscriptions purchased by Agency as specified in Exhibit A.

2. **Term and Termination.**

2.1 **Term.** This Agreement is effective upon the execution and delivery of this Agreement by both Lexipol and Agency, and shall continue in effect until the expiration of the Initial Term; provided, however, that the term of this Agreement will automatically be extended for successive one-year periods thereafter (each a Contract Year), unless either party gives written notice to the other party to the contrary not less than thirty (30) days prior to the expiration of the Initial Term or the then current Contract Year, as the case may be. Notwithstanding the foregoing, however, this Agreement will be subject to termination as provided in Section 2.2 below.

2.2 **Termination.** This Agreement may be terminated by either party, effective immediately, (a) in the event that the other party fails to discharge any obligation or remedy any default under this Agreement for a period of more than thirty (30) calendar days after it has been given written notice of such failure or default; or (b) in the event that the other party makes an assignment for the benefit of creditors or commences or has commenced against it any proceeding in bankruptcy, insolvency or reorganization pursuant to the bankruptcy laws of any applicable jurisdiction.

2.3 **Effect of Expiration or Termination.** Upon the expiration or termination of this Agreement, all of the rights granted to Agency by this Agreement to the subscriptions identified on Exhibit

A shall automatically terminate. The termination or expiration of this Agreement shall not, however, relieve either party from any obligation or liability that has accrued under this Agreement prior to the date of such termination or expiration. The right to terminate this Agreement pursuant to Section 2.2 above shall be in addition to, and not in lieu of, any other remedy, legal or equitable, to which the terminating party shall be entitled at law or in equity. The provisions of Sections 1 (Definitions), 4 (Copyright; Derivative Works; Lexipol's Ownership), 5 (Right to Use; Limitations on Use of Subscription Material and Derivative Works), 7 (Privacy Policy), 8 (Policy Adoption), 9 (Disclaimer of Liability), 10 (Limitation of Liability), 13 (Miscellaneous), and this Section 2.3 shall survive the expiration or termination of this Agreement for any reason whatsoever.

3. Subscription Fees, Etc.

3.1 Subscription Fee/Invoicing. Lexipol will invoice Agency at the commencement of the Subscription Service (Initial Term) and thirty (30) days prior to the date for each Contract Year (refer to 2.1 above). Agency will pay to Lexipol the subscription fee specified on Exhibit A within thirty (30) days following Agency's receipt of the invoice for such subscription and renewal fees. All invoices will be sent to Agency at the address for Agency specified on the cover sheet to which these General Terms and Conditions are attached. All payments will be made to Lexipol at the address for Lexipol specified on the cover sheet to which these General Terms and Conditions are attached. Lexipol reserves the right to increase pricing for subsequent Contract Years.

3.2 Taxes; Past Due Amounts. All amounts required to be paid under this Agreement, unless otherwise stated on Exhibit A, are exclusive of all taxes and similar fees now in force or enacted in the future imposed on the subscriptions purchased by Agency under this Agreement and/or delivery by Lexipol to Agency of Subscription Material, all of which Agency will be responsible for and will pay in full, except for taxes based on Lexipol's net income. In the event any amount owed by Agency is not paid when due, and such failure is not cured within ten (10) days after written notice thereof from Lexipol, then in addition to any other amount due, Agency shall pay a late payment charge on the overdue amount at a rate equal to the lower of (a) one percent (1%) per month, or (b) the highest rate permitted by applicable law.

4. Copyright; Derivative Works; Lexipol's Ownership. Agency acknowledges and agrees that the Subscription Material is a proprietary product of Lexipol, protected under U.S. copyright law, and that Lexipol reserves all rights not expressly granted in this Agreement. Subject to the terms and conditions contained in this Agreement, Lexipol hereby grants Agency the right to prepare Derivative Works, except as limited by the terms of this agreement; provided, however, that Agency acknowledges and agrees that Lexipol will be the sole owner of all right, title and interest in and to all Derivative Works prepared by or for Agency, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto, and Agency hereby assigns and transfers to Lexipol all right, title and interest in and to all Derivative Works prepared by or for Agency, including all copyrights and other intellectual property and proprietary rights therein or pertaining thereto. Agency will not remove from any copies of the Subscription Material provided by Lexipol to Agency any copyright notice or other proprietary notice of Lexipol appearing thereon, and shall include such copyright and other notices at the appropriate place on each copy of the Subscription Material and each copy of any Derivative Work made by or for Agency, in any form.

5. Right to Use; Limitations on Use of Subscription Material and Derivative Works. Subject to the terms and conditions contained in this Agreement, Lexipol hereby grants to Agency a perpetual, personal, fully paid-up, right to use, except as limited by the terms of this agreement the Subscription Material and any Derivative Works prepared by or for Agency, solely for the Agency's internal purposes. Agency will not use, copy, republish, lend, distribute, post on servers, transmit, redistribute, display, in whole or in part, by any means or medium, electronic or mechanical, or by any information storage and retrieval system, any Subscription Material or any Derivative Work prepared by or for Agency other than as expressly authorized by the immediately preceding sentence. Without limiting the generality of the foregoing, Agency will not import, upload, or otherwise make available any

Subscription Material or any Derivative Work prepared by or for Agency into or onto any third party knowledge, document, or other content management system or service without Lexipol's prior written consent. The foregoing does not, however, prohibit or restrict Agency from providing Subscription Material or Derivative Works prepared by or for Agency pursuant to an order from a court or other governmental agency or other legal process, or Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request, nor does it prohibit or restrict Agency from displaying the adopted/approved final policy document on a publicly accessible website for official Agency purposes, so long as Agency includes the appropriate copyright and other proprietary notices on such final policy document as required by Section 4 above.

6. Account Security. Agency is solely responsible for maintaining the confidentiality of Agency's user name(s) and password(s) and the security of Agency's Account. Agency will not permit access to Agency's Account, or use of Agency's user name(s) and/or password(s) by any person or entity other than authorized Agency personnel. Agency will immediately notify Lexipol in writing if Agency becomes aware that any person or entity other than authorized Agency personnel has used Agency's Account or Agency's user name(s) and/or password(s).

7. Privacy Policy. Lexipol will hold all information Agency provides in confidence unless required to provide information in accordance with an order from a court or other governmental agency or other legal process such as a Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request. Lexipol will use commercially reasonable efforts to ensure the security of information provided by Agency. Lexipol's system also uses Secure Socket Layer (SSL) Protocol for browsers supported by Lexipol application(s). SSL encrypts information as it travels between the Agency and Lexipol. However, Agency acknowledges and agrees that Internet data transmission is not always 100% secure and Lexipol does not warrant or guaranty that information Agency transmits utilizing the Lexipol system or online platform is 100% secure.

Agency acknowledges that Lexipol may provide view-only access and summary information (including but not limited to, status of number of policies developed or in development, percentage of staff reviews of developed policies, and percentage of DTBs taken) to the Agency's affiliated Risk Management Authority, Insurance Pool or Group, or Sponsoring Association, if they are actively funding their member Agencies' Subscription Fees.

8. Policy Adoption. Agency hereby acknowledges and agrees that any and all policies and Daily Training Bulletins (DTBs) included in the Subscription Material provided by Lexipol have been individually reviewed, customized and adopted by Agency for use by Agency. Agency further acknowledges and agrees that neither Lexipol nor any of its agents, employees or representatives shall be considered "policy makers" in any legal or other sense and that the chief executive of Agency will, for all purposes, be considered the "policy maker" with regard to each and every such policy and DTB.

9. Disclaimer of Liability. Agency acknowledges and agrees that Lexipol its officers, agents, managers, and employees will have no liability to Agency or any other person or entity arising from or related to the Subscription Materials, or any act or omission by Agency or its personnel pursuant to, or in reliance on, any of the Subscription Materials.

10. Limitation of Liability. Lexipol's cumulative liability to Agency and any other person or entity for any loss or damages resulting from any claims, demands, or actions arising out of or relating to this Agreement or the use of any Subscription Materials shall not exceed the subscription fees actually paid to Lexipol for the use of the Subscription Materials under this Agreement during the twelve-month period immediately prior to the assertion of such claim, demand or action. In no event shall Lexipol be liable for any indirect, incidental, consequential, special, or exemplary damages or lost profits, even if Lexipol has been advised of the possibility of such damages. The limitations set forth in this Section shall apply whether Agency's claim is based on breach of contract, tort, strict liability, product liability or any other theory or cause of action.

11. **Non-Transferability.** The subscriptions and rights to use the Subscription Material granted by this Agreement are personal to Agency and Agency shall not assign or otherwise transfer the same to any other person or entity.

12. **Confidentiality.** From time to time during the term of this Agreement, either party may be required to disclose information to the other party that is marked "confidential" or the like, or that is of such a type that the confidentiality thereof is reasonably apparent ("Confidential Information"). The receiving party will: (a) limit disclosure of any Confidential Information of the other party to the receiving party's directors, officers, employees, agents and other representatives (collectively "Representatives") who have a need to know such Confidential Information in connection with the business relationship between the parties to which this Agreement relates, and only for that purpose; (b) advise its Representatives of the confidential nature of the Confidential Information and of the obligations set forth in this Agreement and require such Representatives to keep the Confidential Information confidential and to use it only as permitted by this Agreement; (c) keep all Confidential Information confidential by using a reasonable degree of care, but not less than the degree of care used by it in safeguarding its own confidential information; and (d) not disclose any Confidential Information received by it to any third party (except as otherwise provided for herein). Notwithstanding the foregoing, however, a party may disclose Confidential Information of the other party pursuant to any governmental, judicial, or administrative order, subpoena, discovery request, regulatory request, or Freedom of Information Act (FOIA) request, or Public Records Act (PRA) request, or similar method, provided that the party proposing to make any such disclosure will promptly notify, to the extent practicable, the other party in writing of such demand for disclosure so that the other party may, at its sole expense, seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the Confidential Information. Each party shall be responsible for any breach of this Section by any of such party's Representatives.

Miscellaneous.

13.1 **Governing Law.** This Agreement shall be construed in accordance with, and governed by, the laws of the State of California, without giving effect to any choice of law doctrine that would cause the law of any other jurisdiction to apply.

13.2 **Entire Agreement.** This Agreement embodies the entire agreement and understanding of the parties hereto and hereby expressly supersedes any and all prior written and oral agreements and understandings with respect to the subject matter hereof, including without limitation any and all agreements and understandings pertaining to the use of the Subscription Materials by Agency. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied in this Agreement. Terms and conditions set forth in any purchase order, or any other form or document of Agency, which are inconsistent with, or in addition to, the terms and conditions set forth in this Agreement, are hereby objected to and rejected in their entirety, regardless of when received, without further action or notification by Lexipol, and shall not be considered binding on Lexipol unless specifically agreed to in writing by it.

13.3 **Headings.** The captions and other headings contained in this Agreement are for convenience only and shall not be considered a part of or affect the construction and interpretation of any provision of this Agreement.

13.4 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document.

13.5 **Amendment.** No amendment, modification, or supplement to this Agreement shall be binding unless it is in writing and signed by the party sought to be bound thereby.

13.6 **Attorneys' Fees.** If any action is brought by either party to this Agreement against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorneys' fees and expenses of litigation.

13.7 General Interpretation. The language used in this Agreement shall be deemed to be the language chosen by the parties hereto to express their mutual intent. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument or any portion thereof to be drafted, or in favor of the party receiving a particular benefit under the Agreement. No rule of strict construction will be applied against any person or entity.

13.8 Notices. Any notice required by this Agreement or given in connection with it, shall be in writing and shall be given by personal delivery, by certified mail, postage prepaid, or by recognized overnight delivery service to the appropriate party at the address of such party stated on the cover sheet to which these General Terms and Conditions are attached, or such other address as such party may indicate by a notice delivered to the other party in accordance with the terms of this Section. Alternatively, electronic mail or facsimile notice is acceptable when acknowledged by the receiving party.

13.9 Invalidity of Provisions. Each of the provisions contained in this Agreement is distinct and severable and a declaration of invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof. Further, if a court of competent jurisdiction finds any provision of this Agreement to be invalid or unenforceable, then the parties agree that the court should endeavor to give effect to the parties' intention as reflected in such provision to the maximum extent possible.

13.10 Waiver. Lexipol's failure to exercise, or delay in exercising, any right or remedy under any provision of this Agreement shall not constitute a waiver of such right or remedy.

End of General Terms and Conditions

EXHIBIT C

Scope of Services

Policy Manual

Legally defensible, up-to-date policies are the foundation for consistent, safe public safety operations and are key to lowering liability and risk. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Full Implementation

Lexipol's Full Implementation Service is individually tailored for agencies who want a start-to-finish, comprehensive policy adoption assistance. Lexipol's experienced Professional Services staff will:

- Streamline the process of policy adoption
- Assist your agency in developing a policy manual that meets your unique needs, philosophy and project timeline
- Integrate pre-existing agency content into appropriate sections within the policy manual
- Use a proven structure of policy editing and content merging, which will provide a framework to expedite subsequent policy updates and Daily Training Bulletin administration

7b

ORDINANCE NO. 93 -2019

AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO ENTER INTO AN AGREEMENT WITH LEXIPOL, LLC TO PROVIDE A LAW ENFORCEMENT POLICY MANUAL AT A COST OF \$32,100; APPROPRIATING FUNDS THEREFORE; AND DECLARING AN EMERGENCY.

WHEREAS, the Chief of Police, by report dated October 29, 2019, has recommended that the policies and procedures of the Police Division be updated; and,

WHEREAS, the Chief of Police has received a proposal from Lexipol, LLC to provide a legally reviewed policy management system that is web-based and updated daily so that Officers can access the policies on their smart phones or mobile data terminals in the police cars; and,

WHEREAS, the cost to implement the service, including updating and reviewing the Sylvania Police Department's current policies, is \$20,250 and the cost to maintain and update the policies is \$11,850 for the year 2020, for a total cost of \$32,100; and,

WHEREAS, the Chief of Police, by report dated October 29, 2019, has recommended approval of the proposal of Lexipol, LLC to provide a policy management system.

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

SECTION 1. That the Mayor and Director of Finance be, and they hereby are, authorized to enter into, on behalf of this City, an Agreement with Lexipol, LLC in the form and substance of said Agreement now on file with the Clerk of Council.

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

SECTION 3. That to provide funds for said policies and procedures hereby authorized, there is hereby appropriated from the **LAW ENFORCEMENT TRUST FUND** from funds therein not heretofore appropriated to **Account No. 225-7126-52239 – Equipment-Police Personnel** the amount of Thirty-Two Thousand One Hundred Dollars (\$32,100.00).

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 Agreement should be entered into immediately to provide for the implementation of the policy management system for the Police Division at the earliest possible time. Provided this Ordinance receives the affirmative vote of five (5) or more members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, it shall take effect and be in force thirty (30) days after it is approved by the Mayor or as otherwise provided by the Charter.

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

Passed, _____, 2019 as an emergency measure.

President of Council

ATTEST:

APPROVED AS TO FORM:

Clerk of Council

Director of Law

APPROVED:

Mayor

Date

RECEIVED

OCT 21 2019

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

NOTICE TO LEGISLATIVE
AUTHORITY

CITY OF SYLVANIA
CITY COUNCIL

6779354		NEW	PEACE LOVE & POTTERY STUDIO LLC DBA PEACE LOVE & POTTERY STUDIO 6750 W SYLVANIA AVE SYLVANIA OH 43560
PERMIT NUMBER		TYPE	
ISSUE DATE			
10 15 2019			
FILING DATE			
D1 D2			
PERMIT CLASSES			
48	077	A	C53824
TAX DISTRICT		RECEIPT NO.	

FROM 10/17/2019

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



MAILED 10/17/2019

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/18/2019

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 6779354**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF SYLVANIA CITY COUNCIL
6730 MONROE ST
SYLVANIA OHIO 43560

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

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

Searching Instructions

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

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

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

SEARCH CRITERIA**Permit Number**

6779354

Permit Name / DBA**Member / Officer Name****Search****Reset****Main Menu**

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 6779354; Name: PEACE LOVE & POTTERY STUDIO LLC; DBA: DBA PEACE LOVE & POTTERY STUDIO; Address: 6750 W SYLVANIA AVE SYLVANIA 43560		
SANDY BOURLAND	5% MEMBER	CEO

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

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



A

City of Sylvania

DIVISION OF TAXATION

CHRISTY M. GOLIS, COMMISSIONER OF TAXATION

November 1, 2019

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

Dear Mayor Stough and Council Members:

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

	Deposits	Refunds	Balance
October 31, 2019	834,589.84	11,505.39	823,084.45
October 31, 2018	807,832.62	43,558.36	764,274.26
	-----	-----	-----
Monthly Difference	26,757.22	(32,052.97)	58,810.19
Year to Date 2019	9,797,808.13	252,283.55	9,545,524.58
Year to Date 2018	9,150,172.07	268,084.24	8,882,087.83
	-----	-----	-----
Yearly Difference	647,636.06	(15,800.69)	663,436.75
			7.47%

Respectfully submitted,

Christy M. Golis
Tax Commissioner

c: Mr. Toby Schroyer, Finance Director

B

MEMO

November 1, 2019

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

Please find enclosed the 3rd Quarter Reports for 2019. Please call me at 885-8926 with any questions.



City of Sylvania

Division of Taxation

Management Report - Third Quarter - 2019

Key Statistics:	2019	2018
Number of tax returns processed	3959	3015
Number of e-filed returns	0	9
Gross Receipts	\$2599257.91	\$2435489.71
Number of withholding payments processed	3468	3466
Number of online payments	98	69
Number of refunds processed	101	96
Delinquent totals	\$847427.26	\$745972.93
Amount of money received from collection	\$10572.05	\$6231.79
Number of accounts turned over for collection	0*	77

*None sent to collections attorney due to potential use of State Attorney General's office for collections

Items of Special Interest:

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

Stacy Northcutt gave notice that she would be relocating to Arizona in October. We have begun our search for her replacement.

Training:

I attended the Ohio Municipal League Income Tax Seminar in July. As usual, the information was very beneficial and it was a great networking opportunity. A representative from the State of Ohio Attorney General's office presented on its collection efforts on behalf of municipalities. The city is now considering utilizing this service for delinquent accounts.

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

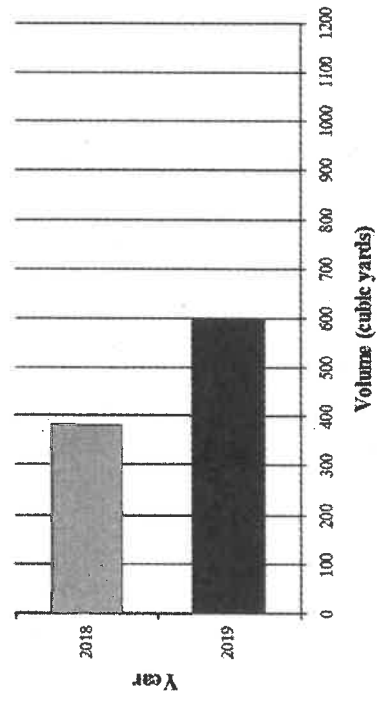
Respectfully submitted,

Christy M. Golis
Commissioner of Taxation

Parks & Forestry Quarterly Report : July – Sept., 2019

Green Yard Waste

2018- 2019 Cu Yds. of Compost Sold



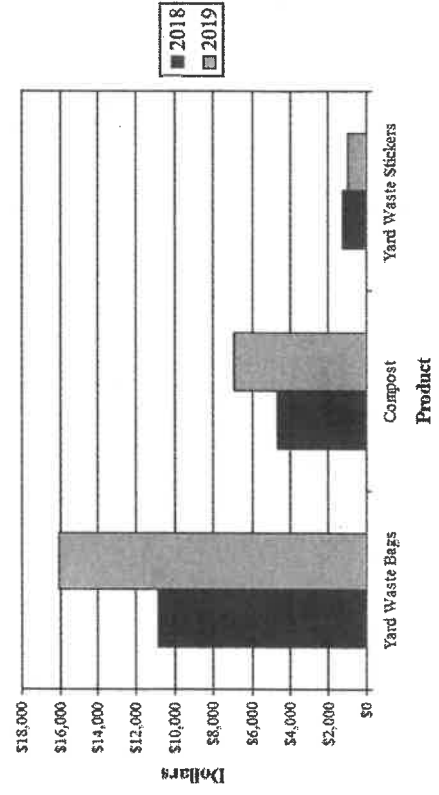
Volume Collected (cubic yards)

* Route A 132.0~

* Route B 156.0~

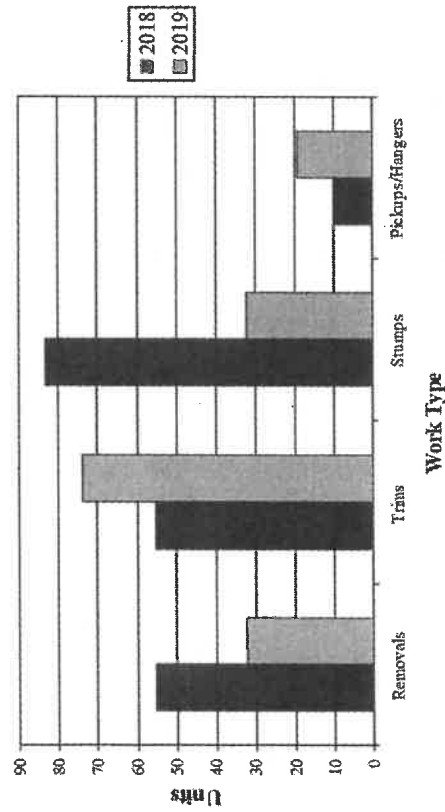
~ Processed Volume

2018 - 2019 Revenue Comparison

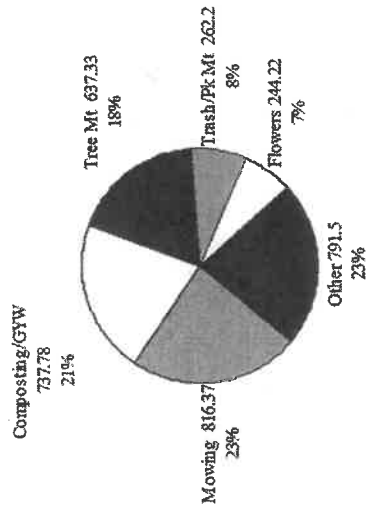


Parks & Forestry Quarterly Report : July - September, 2019

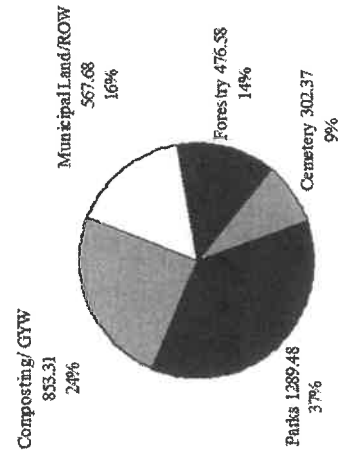
2018 - 2019 Work Comparison



Man-Hours by Work Type



Man-Hours by Account





VEHICLE MAINTENANCE
JASON MUSIC

City of Sylvania Management Report
for the Division of Vehicle Maintenance
Third Quarter 2019

Key Statistics

No. of vehicles serviced and repaired:

This Quarter	110
Last Quarter	110

	<u>Unit count</u>	<u>Parts \$</u>	<u>Labor \$</u>	<u>Misc</u>
<u>Fleet Condition:</u>				
<u>SPD:</u> Good, routine maint.	48	\$4,310.00	\$2,640.00	\$4,076.00
<u>Streets:</u> Good, routine maint.	30	\$10,948.00	\$6,135.00	\$2,346.00
<u>Water:</u> Good, routine maint.	3	\$18.00	\$90.00	\$0.00
<u>Sewer:</u> Good, routine maint.	6	\$644.00	\$660.00	\$0.00
<u>Parks:</u> Good, routine maint.	17	\$7,658.00	\$3,510.00	\$0.00
<u>Other Depts:</u> Good, routine Maint.	6	\$249.00	\$360.00	\$2,688.00
<u>Totals</u>	110	\$23,827.00	\$13,395.00	\$9,110.00

Misc Repairs (sublet):

Total Vehicle Maintenance cost: **\$46,332.00**

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

Jason Music

Jason Music
Vehicle Maintenance Manager
October 31, 2019



SYLVANIA POLICE DIVISION
3rd QUARTER 2019
Management Report Worksheet

	<u>2019</u>	<u>2018</u>
Crime Reports	329	312
Crime Offenses	365	345
Criminal Arrests - Juvenile/Adult	109	150
Traffic Citations	240	229
Written Warnings	174	141
Parking Ticket	6	16
OVI	6	22
Traffic Crashes	114	107
Traffic Crash injuries/fatalities	41/0	25/0
Calls for Police Service	3679	3818
Hours Spent Handling Police Calls	1274:34	1119:30
Emergency Response Time – Priority 1	2:48	3:22
Overtime Hours - Police	867	1235.25
Overtime Hours - Dispatch	340	213.5
Training Hours	505	557
Vehicle Lockouts	81	76
Motorist Assists	74	69
False Alarms - Commercial	41	51
False Alarms - Residential	19	26

Community Affairs

Quarterly Report – 3rd Quarter 2019

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

Introduction

Officers from the Community Affairs Division have begun the transition into the 2019-2020 school year. Officer Pooley has begun teaching the elementary D.A.R.E. curriculum.

Ptlm. Beadle continues to serve as the SRO at Southview High School and Officer Gallup continues to serve as the school resource officer at Northview High School.

The Sylvania Police Volunteer Division has continued to assist with events and on road patrol as needed. Sylvania Police Division Volunteers have assisted with numerous events throughout the community this quarter. The Volunteer Division continues to be a tremendous asset to our Police Division.

Youth Programs / DARE Events

- Officer Pooley has started teaching D.A.R.E. at Maplewood and Sylvan Elementary schools.
- Officer Pooley started teaching D.A.R.E. at St. Joseph School.
- All officers have assisted with safety talks or outreach presentations in the community.

Community Involvement

- Sgt. Pack continues to serve on the Sylvania Area Family Services Board.
- Sgt. Pack and Ptlm. Pooley continue to serve on the Sylvania Community Action Team (SCAT) Board.

RUOK Program

- Eight (8) alerts – all non-emergency.
- All the RUOK subscribers within Sylvania City limits have been contacted by Sgt. Pack and advised that the services from this program will cease 01/01/2020.

Child Safety Seats (July 2019 – Sept. 2019)

Inspected and Installed:

- (11) eleven

Seats arriving installed:

- (9) nine

Seats arriving installed with errors:

- (6) six

School Resource Officer Programs

The 2019-2020 school year began on August 19th, 2019.

Northview High School - Officer Gallup	
Presentations	3
Meetings/Training	10
General Offense Reports/Accident Reports	3
Citations / Warnings	0
School Related Complaints/Interviews	8
Parking Lot Assists	3
Court Appearances	0
Security Issues	4
Misc.	0

Southview High School – Officer Beadle	
Presentations	1
Meetings/Training	11
General Offense Reports/Accident Reports	5
Citations / Warnings	0
School Related Complaints/Interviews	12
Parking Lot Assists	0
Court Appearances	0
Security Issues	5
Misc.	2

Explorer Program

- Explorers have trained in several topics this quarter. Topics include the following:
 - Interview & Interrogations
 - Line-Ups
 - Crime Prevention (Theories of Crime) – Two (2) sessions / meetings
 - Public Safety Cadet National Leadership Conference Debrief
 - Digital Evidence
 - Two (2) Honor Guard trainings

- Explorers assisted with the following events this quarter:
 - 4th of July Celebration traffic control
 - LPGA Marathon Golf Tournament for the week
- Explorers went to the Ohio State Reformatory in Mansfield, OH for their annual fun trip.

Volunteer Program - 3rd Quarter Report

A. Summary

Hour Summary	
Total Patrol Volunteer hours for July 2019 – Sept. 2019	39.75
Total Event Volunteer hours for July 2019 – Sept. 2019	72.25
Total	112

Volunteer Patrol Log	
Lockouts	0
House Checks	16
Road Patrol/Traffic Assists	1
Citizen/Motorist Assists	1
Juvenile Court Runs	0
Special Assignments:	
A. Events:	
<ul style="list-style-type: none"> • Volunteers worked a total of five (5) events this quarter 	
B. Misc. Details	
<ul style="list-style-type: none"> • Citizen's Academy assistance 	

Respectfully,

Sgt. Stacey Pack #850
 Sylvania Police Division
 Office of Community Affairs

Detective Bureau

July – September 2019

Active Case Load by Investigator			
Detective	Assigned	Cleared	Total Active
Sgt. Music	10	7	4
Det. Collins	13	10	9
Det. Gibbs	25	24	6
Det. Papenfuss	17	20	6
Monthly Totals			

Mobile Device Extractions Completed	8
-------------------------------------	---

Respectfully submitted,

Sgt. Justin Music
Sylvania Police Division
Detective Bureau

Management

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

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

We welcomed two new officers to the Sylvania Police Division in the third quarter. Officer Bradley Clay started with the police division on September 3rd coming to us after seven years with the Ottawa Hills Police Department. On September 23rd Captain Douglas Hubaker started with the Police Division after over twenty four years of service with the City of Northwood.

We ended this quarter with no suspensions, and no staff on extended Medical Leave.

Sincerely,

Frederick L. Schnoor, Jr., MA, CLEE
Chief of Police

City of Sylvania
2019 Quarterly Reports
Zoning Operation

Zoning Office Key Statistics	2019 3rd Qtr	2018 3rd Qtr
Residential Renovations, Additions & Accessory	11	14
New Dwelling (Residential)	3	1
Estimated Valuation	\$250,000	\$250,000
New Commercial Construction	0	0
Commercial Additionas & Renovations	2	6
Sign Permits Issued	12	8
Demolition Permits Issued	2	2
Swimming Pool Permits Issued	2	4
Sidewalk Permits Issued	11	9

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

Architectural Board of Review		
Sign Reviews	7	8
Facility reviews	3	4

Zoning Complaints		
On Site Inspections	48	45
Open Zoning Complaints	18	13
Closed Zoning Complaints	30	32
Letters & Warnings Sent	10	4

City of Sylvania Management Report
For The Division of Streets
Third Quarter - 2019

Key Statistics

Road Repairs & Maintenance:	<u>2019</u>	<u>2018</u>
Remove & Replace Existing Concrete As Needed	19 cu.yds	60 cu.yds
CDF Low Density Backfill	0 cu.yds	6 cu.yds
Asphalt Placed for Repairs/ Paving Program	94 tons	37 tons
Street Sweeping Hours	186 hrs	168 hrs
Street Sweeping Tonnage Hauled	62 tons	87 tons
Catch Basin & Manhole Repair Hours	176 hrs	256 hrs
Crack-Fill Roadways Hours	399 hrs	224 hrs
Repair & Replace Pavement Markings		
Traffic Paint Hours	804 hrs	410 hrs
Thermoplastic Hours	0 hrs	184 hrs
Cold Patch Hours	0 hrs	56 hrs
Curb Repair Hours	141 hrs	1307 hrs
Bridge Repair Hours	16 hrs	128 hrs

Traffic Signs Repaired and / or Replaced:

Sign Maintenance Hours	162 hrs	342 hrs
Regulatory Signs	21	9
Warning Signs	2	6
Street Name & Informative Signs	10	9

Miscellaneous:

Dead Animals Removed From Right - of - Way	18	15
Clean Up Oil / Fuel Spills In The Roadways	0 hrs	3 hrs
Post No Parking for The LPGA Marathon Classic	24 hrs	24 hrs
Haul Recycled Concrete for Disposal	32 tons	240 tons
Install ADA sidewalks in Stonehenge	645 hrs	180 hrs
Road Grading	0 hrs	44 hrs
Traffic signal maintenance	16 hrs	0 hrs
Pressure wash decorative concrete	84 hrs	0 hrs
Seal decorative concrete	108 hrs	0 hrs

Special Event Set Up:

2019

2018

Special Events Total Hours

116 hrs

109 hrs

July 4th Fireworks
Art Show/ Music Festival
Cycling Races
Church Rummage Sale
Sylvania Triathlon
The LPGA Marathon Classic
Ridin Late in County Forty-Eight
DSA Parking Lot Party
DSA First Friday Art Walk
DSA Sylvania Farmers Market
Olander Park Festival
8 Block Parties

Jim Campbell

Jim Campbell
Foreman of Streets
11/1/2019